



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, April 16, 2025

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

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

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

1. Tax Presentation

Neil Stevens, Business Administrator

4

2. Salaries

Steve Carlsen, Superintendent

23

B. Administrative - 6:30 p.m.

1. Call to Order

Tiffani Summers, Board President

2. Reverence

Easton Johnson, Student Board Member

3. Flag Salute/Pledge of Allegiance

Danielle Wright, Board Member

4. Recognitions

Stephanie DeFilippis, Board Member

- a. Dr. Andrew Larsen, BEHS Choir Teacher, Misa Findlay, Accompanist and the BEHS Madrigals
Madrigals will sing two songs

b. BRHS Facilities Donors:

Crump Reese - Coby Reese

Golden Spike Powersports - Jared Fronk

Lewis Construction Services - Lanny Lewis

Rupp Trucking

Nucor Steel

Chanshare Select, Inc. - Buster and Brett Marble

3G Dental LLC - Rod Gardner

Shico, Inc. - Cody and Shilo Reese

Kent's Market, Tremonton

Sierra Homes - Jay and Courtney Stocking

Coldwell Banker - Gary Madsen

c. BEHS Sterling Scholars:

Ashtin Burgess - Business and Marketing

Sheradyn Toon - Dance - **Semi-Finalist**

Easton Secrist - English - **Semi-Finalist**

Sage Higley - Family and Consumer Sciences

James Biskey - Math

Annaliese Christensen - Science - **Semi-Finalist**

Danzel Woodland - Skilled & Technical Sciences Education

Bryson Singleton - Social Science - **Finalist**

Brooklyn Valberg - Theater/Speech

Addy Anderson - Visual Arts

Trey Bauer - Vocal Performance - **Finalist**

Hannah Jeppsen - World Languages - **Semi-Finalist**

d. Sariah Calles, BEHS student - Won 1st place at the State Poetry Out Loud Contest

e. Rhonda Pace, BRMS Science Teacher

f. Kayley Throop, Spanish Dual Language Immersion teacher at Garland Elementary

C. Approval of Agenda - 7:05 p.m.

D. Report on AP English Field Trip to Moab 7:10 p.m.

Brock Cheney, Teacher

E. ESP Recognitions - 7:15 p.m.

Transportation:

Neil Evans - bus driver

Gary Mortensen - bus driver

Secretarial:

Shanna Hales - Box Elder High School Athletic Director Secretary

Tami Bingham - District Payroll Clerk

Custodial:

Josefina Tejada-Fernandez - Adele C. Young, Intermediate School

Calvin Larsen - Park Valley School

Child Nutrition:

JoAnn Kimber - Cook/Para - Grouse Creek School

Shantel Higgins - Cook - Box Elder High School

Paraprofessionals:

Alicia Porritt - DLI Para - Garland Elementary

Michelle Warner - Media Aide - Willard Elementary

Coerina Fife

F. Public Comment - 7:50 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.

G. Action Items - 8:00 p.m.

1. College and Career Readiness Counseling Program (CCRCP) Approval 32

Ben Wiley, CTE Director

2. Closed Session to Discuss Collective Bargaining

3. Approval of Negotiation Teams 33

Coerina Fife, Executive Director of Personnel and Title IX

4. Approval to Add Line Item for Foundation Expenses 39

Neil Stevens, Business Administrator

5. Approval of School Land Trust Plans 40

Keith Mecham & Heidi Jo West, Assistant Superintendents of Curriculum

H. Information Items - 8:30 p.m.

1. Energy Efficiency of Golden Spike Elementary 120

Corey Thompson, Facilities Director

2. Energy Report 123

Mike Clark, Energy Specialist

3. Child Nutrition Report 131

Neil Stevens, Business Administrator

4. Monthly Financial Report 140

Neil Stevens, Business Administrator

5. Board Committee Reports

a. Student Board Member Report

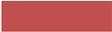
I. Policy Review - 9:00 p.m.

1. First Reading

a. Policy 1110 Public Participation in Board Meeting 148

b. Policy 2150 Buildings and Grounds Security 150

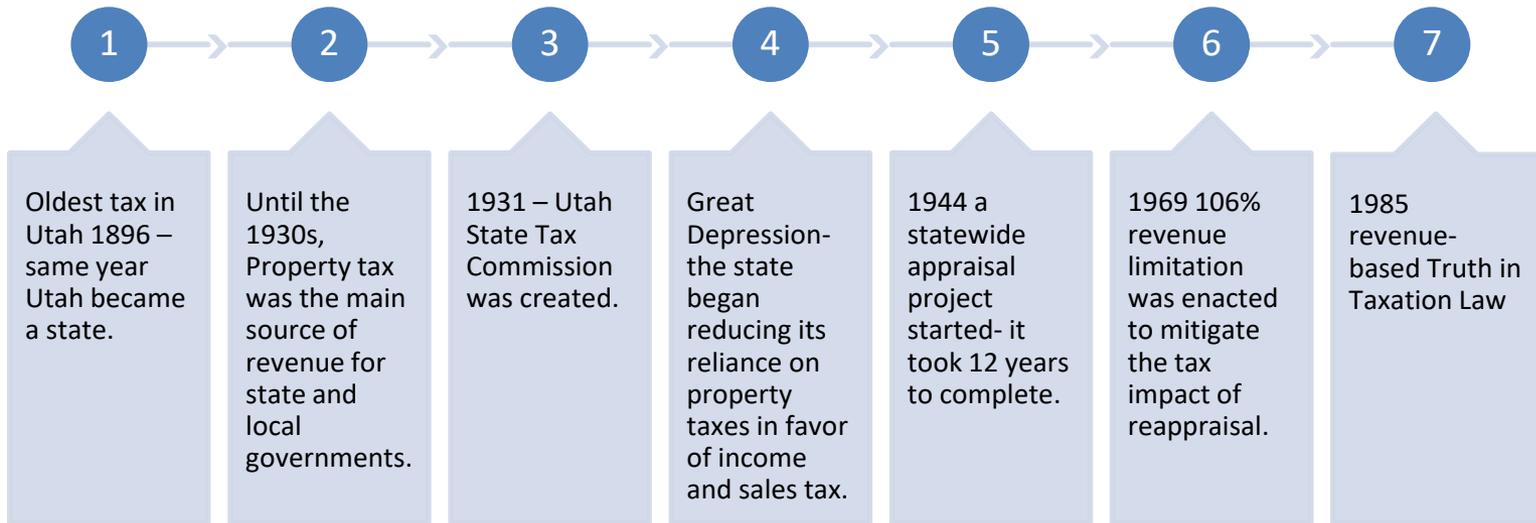
c. Policy 3010 Employee Bullying and Hazing	151
d. Policy 3060 Accommodations for Employee Religious Belief or Conscience	166
e. Policy 3112 Certificated: Job Descriptions	170
f. Policy 3126 Certificated: Sickness, Absences and Leaves	172
g. Policy 3212 ESP: Paraprofessional Qualifications	184
h. Policy 4030 Elementary School Curriculum	188
2. Second Reading	
a. Policy 2032 Procurement of Construction: Construction and School-Site Acquisition Requirements	190
b. Policy 2033 Procurement: Education Contractor Oversight	198
c. Policy 2034 Procurement: Contracts and Contract Limitations	200
d. Policy 3007 Employment: Staff Code of Conduct	217
e. Policy 3008 Employee Communication/Addressing Concerns	225
f. Policy 3044 Orderly School Termination for Employees	226
g. Policy 4135 Dual Enrollment	239
h. Policy 4215 Student Notifications	240
i. Policy 5294 Student Discipline - Searches	241
J. Consent Items - 9:10 p.m.	
1. Minutes	244
2. Claims	255
3. Personnel	270
4. Award of BRHS Scoreboard Replacement	271
K. Suggestions for Future Board Meetings - 9:15 p.m.	292
L. Upcoming Events	
1. BEHS Graduation - May 27, 2025 at 6:00 pm at Dee Events Center	
2. BRHS Graduation - May 28, 2025 at 8:00 pm at the BRHS Field	
3. Sunrise Graduation - June 12, 2025 at 6:00 pm at BEHS Gymnasium	
M. Board Handbook	295
N. Adjournment - 9:20 p.m.	
The next meeting of the Board of Education will be held on Wednesday, May 14, 2025, with a Work Session at 5:30 and a Regular Session at 6:30 p.m., at Alice C. Harris Intermediate School, 515 N 800 W, Tremonton, Utah.	



Property Tax in Utah

Certified Tax Rates & Tax Rate
Increases

Property Tax in Utah-History



Revenue Based



CALCULATE A TAX RATE EACH
YEAR

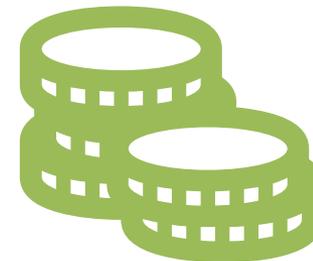
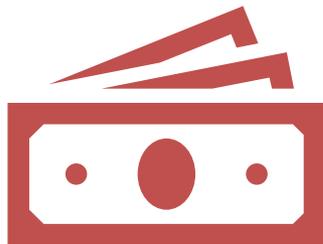


LAST YEAR'S BUDGETED
REVENUE/CURRENT YEAR
VALUE = TAX RATE



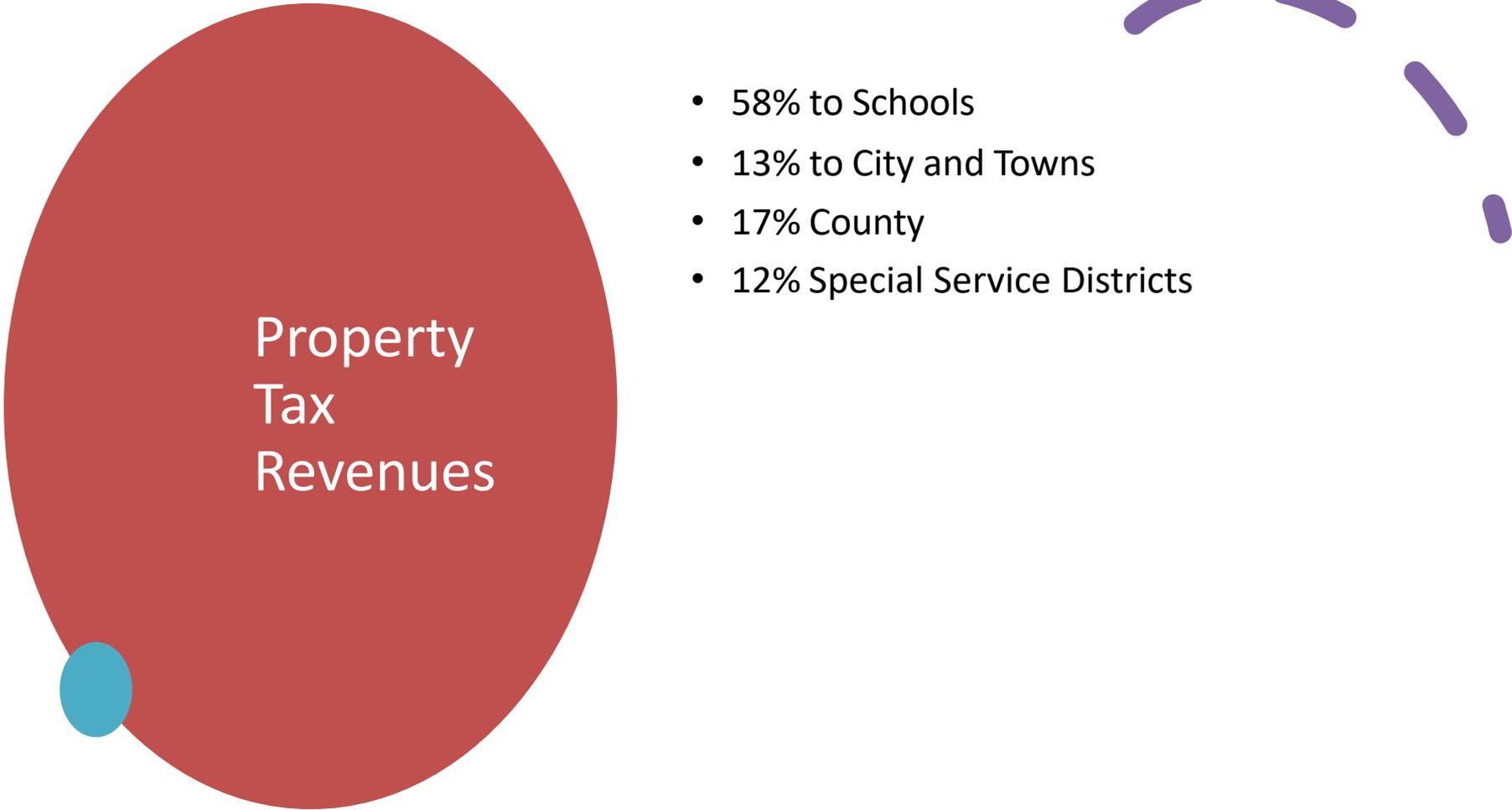
PUBLIC DISCLOSURE AND
HEARINGS REQUIRED TO
INCREASE THE TAX RATE TNT

Valuation vs Tax Assement



Valuations and taxes paid have an inverse relationship

As valuations go up, taxes go down without an approved tax increase



Property Tax Revenues

- 58% to Schools
- 13% to City and Towns
- 17% County
- 12% Special Service Districts

Property Types (Values)

Real Property – assessed by local county assessor

- Primary, Secondary, Commercial, Greenbelt, vacant land

Centrally Assessed – State Assessed

- Benchmark-must increase the value from the benchmark before you get new growth.

Personal Property

- Starting in 2017 the change in value only effects the tax rate, not revenue.

Statewide Average Tax Type Distribution



REAL PROPERTY
89%

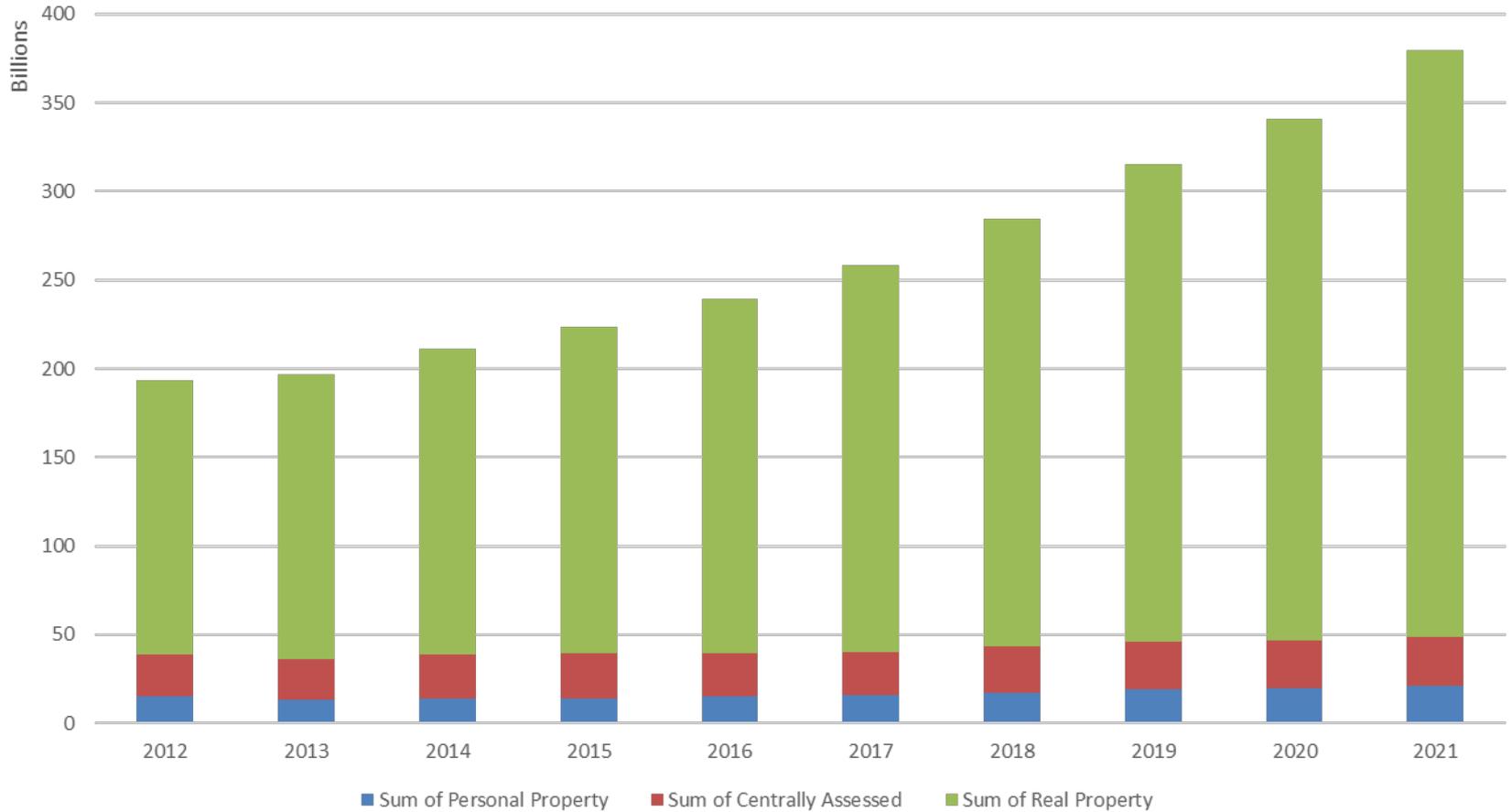


PERSONAL PROPERTY
5%



CENTRALLY ASSESSED
PROPERTY 6%

Property Valuations By Type



2022 Real Property Values



\$330 BILLION TO \$436 BILLION



AVERAGE 24.25% INCREASE



COUNTY WITH HIGHEST
CHANGE IN REAL?

30.56%

The Property Type Mix Matters

Counties with
the highest
percentage of
real property

Wasatch
98.15%

Summit
97.72%

Tooele is
85.04%

New Growth? New Revenue???

- Real Property – Market Value increase or decrease rate
- Real Property – New value = new growth
- Centrally Assessed – Benchmark-hold harmless for telecoms
- No new money for Personal Property. Values increase or decrease rate. Values have increased slightly.
- Projects ending = New growth



Certified Tax Rates

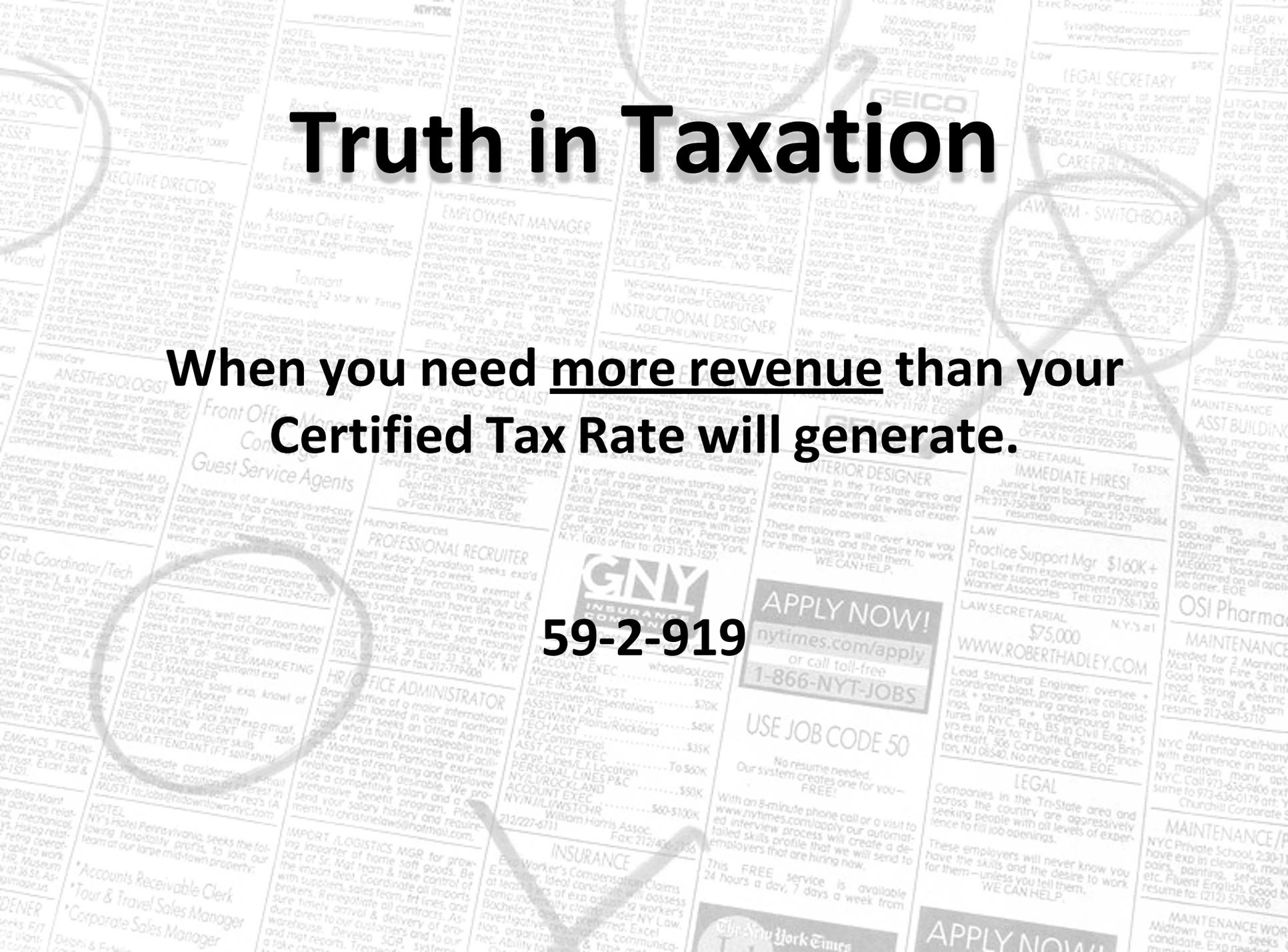
Means a tax rate that will provide the same ad valorem property revenues for a taxing entity as were budgeted by that taxing entity for the prior year.

$$\frac{\text{Prior Year Revenue}}{\text{Taxable Property Values}} = \text{Tax Rate}$$

Truth in Taxation

When you need more revenue than your Certified Tax Rate will generate.

59-2-919



Property Tax Rate Timeline (Fiscal Year Entities)

- June 8th Certified Tax Rate
- June 22nd Adopt proposed Tax Rate
- July 22nd Notice of Valuation
- Advertise for Hearing
- Hold Public Hearing on increase
- Before September 1st Adopt Final Tax Rate

Proposed Tax Rates

Taxing entity shall adopt a final or proposed tax rate.

Entity shall adopt a tentative budget.

If an entity wants to increase the certified tax rate, the county auditor must be notified.

Property Tax Rate History

	Year						
	2018	2019	2020	2021	2022	2023	2024
Basic School Levy	0.001666	0.001661	0.001628	0.001661	0.001652	0.001406	0.001408
GO Bond Payments	0.000711	0.000499	0.000557	0.000539	0.000512	0.00045	0.000442
Capital Local Levy	0.00241	0.001991	0.001804	0.001771	0.001528	0.001528	0.001279
Voted Local Levy	0.000578	0.0006	0.000568	0.0006	0.000518	0.000466	0.000472
Board Local Levy	0.002334	0.002392	0.002348	0.002202	0.001905	0.001905	0.00221
Charter School Levy	0.000076	0.000077	0.000069	0.000069	0.000054	0.00005	0.000049
Combined Rate	0.007775	0.00722	0.006974	0.006842	0.006169	0.005805	0.00586
Percent Change	-	-7%	-3%	-2%	-10%	-6%	1%
7 Year Average Change	-4%						
Culmative 7 Year Change	-25%						

Property Value History

Taxable Value	32,798,391.00	33,284,328.00	35,079,823.00	37,394,617.00	29,543,672.00	42,794,916.00	44,052,071.00
7 Year Average Change	5%						
Culmative 7 Year Change	34%						

General Obligation Debt

Bond Debt Service as of 7/15/2024

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
01/15/2025	-	-	232,625.00	232,625.00	-
07/15/2025	2,840,000.00	5.000%	232,625.00	3,072,625.00	3,305,250.00
01/15/2026	-	-	161,625.00	161,625.00	-
07/15/2026	2,985,000.00	3.000%	161,625.00	3,146,625.00	3,308,250.00
01/15/2027	-	-	116,850.00	116,850.00	-
07/15/2027	3,045,000.00	3.000%	116,850.00	3,161,850.00	3,278,700.00
01/15/2028	-	-	71,175.00	71,175.00	-
07/15/2028	3,150,000.00	3.000%	71,175.00	3,221,175.00	3,292,350.00
01/15/2029	-	-	23,925.00	23,925.00	-
07/15/2029	1,595,000.00	3.000%	23,925.00	1,618,925.00	1,642,850.00
Total	\$13,615,000.00	-	\$1,212,400.00	\$14,827,400.00	-



Questions?



Area and Like Size Superintendent Salary Comparison			
School District	Student		
	Population	Years of Service	Salary
Box Elder	12,572	23	\$ 203,440.00
Cache	20,000	1	\$ 186,500.00
Iron	12,159	7	\$ 199,905.00
Logan	5,394	8	\$ 217,838.00
Millard	3,264	15	\$ 207,300.00
Murray	6,112	7	\$ 224,461.00
Ogden	10,521	3	\$ 223,063.00
Provo	13,956	1	\$ 224,206.00
Tooele	23,119	2	\$ 220,000.00
Uintah	7,004	7	\$ 201,000.00
Weber	29,534	2	\$ 226,825.00

*All salaries are based on 2024 year per Transparent Utah
*Except for Box Elder Superintendent salary, all others are 2-5% higher than stated above per cost of living adjustment for the 2024-2025 school year

Less than BESD

Greater than BESD

Area and Like Size Business Administrator Salary Comparison			
School District	Student		
	Population	Years of Service	Salary
Box Elder	12,572	1	\$ 162,000.00
Cache	20,000	16	\$ 166,600.00
Iron	12,159	5	\$ 166,950.00
Logan	5,394	17	\$ 196,907.00
Millard	3,264	3	\$ 133,005.00
Murray	6,112	30	\$ 207,545.00
Ogden	10,521	37	\$ 200,310.00
Provo	13,956	2	\$ 187,377.00
Tooele	23,119	15	\$ 180,000.00
Uintah	7,004	1	\$ 120,000.00
Weber	29,534	8	\$ 207,423.00

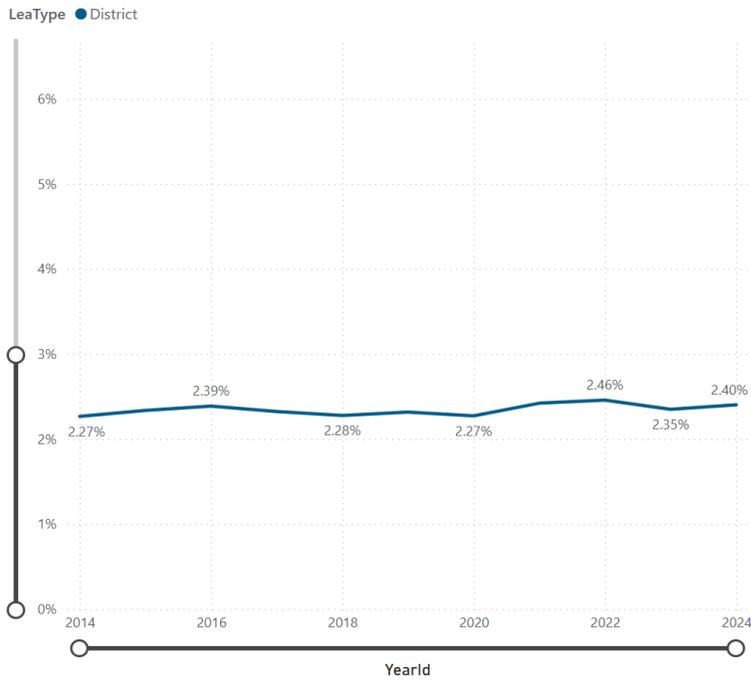
*All salaries are based on 2024 year per Transparent Utah
*Except for Box Elder Business Administrator salary, all others are 2-5% higher than stated above per cost of living adjustment for the 2024-2025 school year

Greater than BESD

2023 Salary at BESD	2024 Salary at Other District
\$ 113,008.00	\$ 137,461.00
\$ 135,056.00	\$ 157,062.00
\$ 137,940.00	\$ 146,342.00

Insurance paid 100% by District
17 few days on contract

What % of Total Expenditures were 25xx?



LeaType	Lea	Central_to_Total
District	Rich District	4.40%
District	Park City District	4.16%
District	Tintic District	4.12%
District	Uintah District	3.99%
District	Garfield District	3.75%
District	Beaver District	3.60%
District	Carbon District	3.54%
District	Canyons District	3.45%
District	Provo District	3.41%
District	North Sanpete District	3.33%
District	Wayne District	3.09%
District	Ogden City District	3.08%
District	Murray District	3.00%
District	Logan City District	2.75%
District	Grand District	2.63%
District	Daggett District	2.61%
District	Sevier District	2.59%
District	South Summit District	2.59%
District	San Juan District	2.56%
District	Salt Lake District	2.49%
District	Granite District	2.42%
District	Davis District	2.38%
District	Morgan District	2.32%
District	Alpine District	2.20%
District	Nebo District	2.20%
District	Weber District	2.10%
District	Jordan District	2.06%
District	Duchesne District	1.97%
District	Wasatch District	1.94%
District	Iron District	1.92%
District	Cache District	1.83%
District	Kane District	1.80%
District	Millard District	1.70%
District	Piute District	1.59%
District	Washington District	1.49%
District	South Sanpete District	1.33%
District	Tooele District	1.27%
District	Emery District	1.19%
District	North Summit District	1.10%
District	Box Elder District	1.08%
District	Juab District	0.92%
Total		2.35%

Teacher Salary Comparisons				
District	Contract Length	Year 1 (BA)	Year 15 (MA)	Year 28 (Doc)
Box Elder	184	\$55,233	\$84,438	\$104,557
Cache	186	\$56,574	\$90,122	\$116,236
Logan	186	\$63,728	\$82,928	\$98,228
Weber	182	\$56,962	\$90,162	\$98,979
Ogden	183.5	\$61,253	\$78,753	\$92,753
Davis	185	\$60,310	\$80,910	\$99,055

Greater than BESD

Admin Salary Comparisons

District	Years	Asst Principal	Elem/Int /Mid Principal	HS Principal	Director	Asst Superintendent
Box Elder	1	\$107,222	\$113,573	\$119,665	(3) \$120,749	(4) \$139,754
	12	\$124,048	\$131,869	\$138,984	\$139,634	\$157,498
	23	\$131,803	\$140,622	\$148,115	\$148,799	\$167,469
Cache	1	\$98,159	\$109,099	\$113,322	\$121,722	\$134,436
	3	\$110,925	\$122,057	\$126,568	\$134,379	\$146,530
	6	130,219	\$141,447	\$146,342	\$153,364	\$164,767
Logan	1	\$118,442	\$132,388	\$146,945	\$144,036	NA
	10	\$131,021	\$144,968	\$159,525	\$156,013	NA
	20	\$144,998	\$158,945	\$173,502	\$170,593	NA
Weber *	1	\$103,082	\$115,452	\$123,700	\$152,562	\$164,932
	4	\$109,135	\$122,269	\$133,570	\$160,562	\$172,932
	8	\$117,795	\$132,024	\$141,496	\$170,000	\$182,932
Ogden	1	\$103,763	\$107,513	\$115,013	\$121,263	\$135,013
	12	\$118,763	\$122,513	\$130,013	\$146,263	\$150,013
	28	\$138,763	\$142,513	\$150,013	\$156,263	\$170,013
Davis	1	\$111,295	\$120,403	\$125,702	?	?
	10	\$133,175	\$143,029	\$148,690	?	?
	20	\$153,796	\$165,173	\$171,710	?	?

* doesn't include additional amount for advanced degrees
Advanced Degrees \$10,000 to \$14,000
Extra Assignments: \$7600 to \$15,000

* doesn't include additional amount for advanced degrees

* doesn't include additional amount for advanced degrees

ESP Salary Comparisons

District	Para	Head ELEM Sec	Head High School Sec	Bus Driver	Head Elem Custodian	Head HS custodian	Unit Manager
Box Elder	\$18.31	\$20.55	\$22.24	\$22.38	\$21.66	\$25.63	\$22.10
Cache	\$15.61	\$21.75	\$21.75	\$24.21	\$24.21	\$26.49	\$21.75
Logan	\$15.72	\$25.63	\$25.63	\$24.21	\$24.40	\$24.40	\$24.40
Weber	\$18.61	\$22.90	\$22.90	\$23.70	\$25.75	\$30.67	\$24.48
Ogden	\$16.91	\$20.55	\$24.90	\$23.00	\$22.66	\$26.24	\$23.80
Davis	\$16.75	\$21.39	\$22.46	\$23.59	\$21.39	\$26.01	\$21.39

**Box Elder School District
Administrators Salary Schedule
2024-2025**

Years	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
1	\$ 107,222	\$113,573	\$119,665	X	X	X
2	\$ 107,222	\$113,573	\$119,665	X	X	X
3	\$ 107,222	\$113,573	\$119,665	\$120,749	\$125,543	X
4	\$ 110,301	\$116,840	\$123,115	\$123,688	\$128,482	\$139,754
5	\$ 113,470	\$120,208	\$126,669	\$127,259	\$132,053	\$143,726
6	\$ 116,734	\$123,674	\$130,331	\$130,937	\$135,731	\$147,820
7	\$ 118,366	\$125,459	\$132,216	\$132,832	\$137,626	\$149,929
8	\$ 119,998	\$127,244	\$134,100	\$134,726	\$139,520	\$152,036
9	\$ 121,086	\$128,470	\$135,395	\$136,027	\$140,821	\$153,450
10	\$ 122,175	\$129,696	\$136,689	\$137,327	\$142,121	\$154,864
11	\$ 123,262	\$130,922	\$137,984	\$138,630	\$143,424	\$156,379
12	\$ 124,048	\$131,869	\$138,984	\$139,634	\$144,428	\$157,498
13	\$ 124,894	\$132,816	\$139,984	\$140,638	\$145,432	\$158,616
14	\$ 125,710	\$133,762	\$140,984	\$141,642	\$146,436	\$159,735
15	\$ 126,526	\$134,710	\$141,984	\$142,647	\$147,441	\$160,853
16	\$ 127,180	\$135,490	\$142,808	\$143,475	\$148,269	\$161,775
17	\$ 127,833	\$136,270	\$143,633	\$144,303	\$149,097	\$162,696
18	\$ 128,486	\$137,050	\$144,457	\$145,131	\$149,925	\$163,618
19	\$ 129,139	\$137,830	\$145,281	\$145,959	\$150,753	\$164,540
20	\$ 129,793	\$138,612	\$146,105	\$146,789	\$151,583	\$165,459
23	\$ 131,803	\$140,622	\$148,115	\$148,799	\$153,593	\$167,469

<u>Contract Days</u>	<u>Position</u>	<u>Activity Supervision Stipend**</u>	
Unit 1 (213 days)	Assistant Principals/Special School	High School Princ. AD/Asst. Princ.	9%
Unit 2 (218 days)	Elem, Interm, Middle Principals	High School Asst Princ. /Intern	7%
Unit 3 (223 days)	High School Principals	Alt High/Middle School Admin	2%
Unit 4 (240 days)	Directors	Title I School Admin	1.5%
Unit 5 (240 days)	Executive Directors	Intermediate/Elementary Admin	0.5%
Unit 6 (240 days)	Assistant Superintendents	**Admin in multiple schools receive the higher stipend	

Longevity in District Stipend

20 years = 2%
25 years = 2%
28 years = 2%

Additional for Advance Training

Ed. Specialist Degree 1%
Doctorate 3%

Stipends: based off Unit 1, Step 1



Logan City School District Administrator Salary Schedule

2024 - 2025

Middle School Assistant Principal		Elementary Principal		High School Assistant Principal		Middle School Principal		District Office Director		High School Principal	
District Administrator											
Increment	Base Salary	Increment	Base Salary	Increment	Base Salary	Increment	Base Salary	Increment	Base Salary	Increment	Base Salary
A (1)	\$118,442	A (1)	\$123,665	A (1)	\$125,999	A (1)	\$132,388	A (1)	\$144,036	A (1)	\$146,945
B (2)	\$119,840	B (2)	\$125,063	B (2)	\$127,397	B (2)	\$133,786	B (2)	\$145,434	B (2)	\$148,343
C (3)	\$121,237	C (3)	\$126,461	C (3)	\$128,795	C (3)	\$135,184	C (3)	\$146,832	C (3)	\$149,741
D (4)	\$122,635	D (4)	\$127,858	D (4)	\$130,192	D (4)	\$136,582	D (4)	\$148,230	D (4)	\$151,138
E (5)	\$124,033	E (5)	\$129,256	E (5)	\$131,590	E (5)	\$137,979	E (5)	\$149,627	E (5)	\$152,536
F (6)	\$125,430	F (6)	\$130,654	F (6)	\$132,988	F (6)	\$139,377	F (6)	\$151,025	F (6)	\$153,934
G (7)	\$126,828	G (7)	\$132,051	G (7)	\$134,385	G (7)	\$140,775	G (7)	\$152,423	G (7)	\$155,331
H (8)	\$128,226	H (8)	\$133,449	H (8)	\$135,783	H (8)	\$142,172	H (8)	\$153,820	H (8)	\$156,729
I (9)	\$129,623	I (9)	\$134,847	I (9)	\$137,181	I (9)	\$143,570	I (9)	\$155,218	I (9)	\$158,127
J (10)	\$131,021	J (10)	\$136,245	J (10)	\$138,578	J (10)	\$144,968	J (10)	\$156,616	J (10)	\$159,525
K (11)	\$132,419	K (11)	\$137,642	K (11)	\$139,976	K (11)	\$146,365	K (11)	\$158,013	K (11)	\$160,922
L (12)	\$133,817	L (12)	\$139,040	L (12)	\$141,374	L (12)	\$147,763	L (12)	\$159,411	L (12)	\$162,320
M (13)	\$135,214	M (13)	\$140,438	M (13)	\$142,772	M (13)	\$149,161	M (13)	\$160,809	M (13)	\$163,718
N (14)	\$136,612	N (14)	\$141,835	N (14)	\$144,169	N (14)	\$150,559	N (14)	\$162,207	N (14)	\$165,115
O (15)	\$138,010	O (15)	\$143,233	O (15)	\$145,567	O (15)	\$151,956	O (15)	\$163,604	O (15)	\$166,513
P (16)	\$139,407	P (16)	\$144,631	P (16)	\$146,965	P (16)	\$153,354	P (16)	\$165,002	P (16)	\$167,911
Q (17)	\$140,805	Q (17)	\$146,029	Q (17)	\$148,362	Q (17)	\$154,752	Q (17)	\$166,400	Q (17)	\$169,308
R (18)	\$142,203	R (18)	\$147,426	R (18)	\$149,760	R (18)	\$156,149	R (18)	\$167,797	R (18)	\$170,706
S (19)	\$143,601	S (19)	\$148,824	S (19)	\$151,158	S (19)	\$157,547	S (19)	\$169,195	S (19)	\$172,104
T (20)	\$144,998	T (20)	\$150,222	T (20)	\$152,556	T (20)	\$158,945	T (20)	\$170,593	T (20)	\$173,502
Increments continue indefinitely		Increments continue indefinitely		Increments continue indefinitely		Increments continue indefinitely		Increments continue indefinitely		Increments continue indefinitely	

BENEFITS

- Full-time administrators are eligible to enroll in Family Health Insurance. The annual premium of \$15,416 is paid 100% by the District.
- Part-time administrators (75 to 99 percent FTE) are eligible to enroll in Single Health Insurance. The annual premium of \$4,900 is paid 100% by the District.
- Administrators employed less than 75% FTE do not receive insurance benefits.
- Insurance eligible administrators who waive insurance benefits receive a \$1,200 waiver.

BASE CONTRACT / BASE SALARY

- As per Administrator Negotiated Agreement §5-1-1-1:
"Salary differentials negotiated in earlier years (e.g. 1% for Administrators who have worked in Logan City School District for twenty (20) or more years and an additional 3.66% for Administrators after fourteen (14) years verified experience as an Administrator) shall continue."
- As per Administrator Negotiated Agreement §5-1-2:
"Any increment advancement on the Administrator Salary shall be contingent upon an Administrator receiving a satisfactory evaluation."

CONTINUING EDUCATION INCREMENT ADVANCEMENT

(See Administrators Negotiated Agreement §5-3)

Administrators may earn **Continuing Education Increment Advancement** on the Administrator Salary Schedule for additional semester hours of University or College of Higher Education courses and/or Utah State Board of Education approved credit as follows:

- Master's Degree plus 30 Semester Hours** - Earns advancement of two (2) increments.
- Master's Degree plus 60 Semester Hours** - Earns advancement of two (2) additional increments (a total of four (4) additional increments).
- Doctorate Degree** - Earns advancement of two (2) additional increments (a total of six (6) additional increments)

Cache County School District - 2024-25 Administrative Salary Schedule

Step	1	2	3	4	5	6	7	8
1	\$ 83,258	\$ 89,713	\$ 98,159	\$ 104,876	\$ 109,099	\$ 113,322	\$ 121,722	\$ 134,436
2	\$ 88,561	\$ 95,280	\$ 104,494	\$ 111,210	\$ 115,577	\$ 119,946	\$ 128,051	\$ 140,483
3	\$ 93,936	\$ 100,752	\$ 110,925	\$ 117,546	\$ 122,057	\$ 126,568	\$ 134,379	\$ 146,530
4	\$ 99,407	\$ 106,319	\$ 117,356	\$ 123,881	\$ 128,488	\$ 133,096	\$ 140,707	\$ 152,673
5	\$ 104,783	\$ 111,790	\$ 123,787	\$ 130,216	\$ 134,967	\$ 139,718	\$ 147,036	\$ 158,720
6	\$ 110,254	\$ 117,357	\$ 130,219	\$ 136,551	\$ 141,447	\$ 146,342	\$ 153,364	\$ 164,767

* A salary adjustment of \$2,500 is included in this schedule for school administrator positions. To qualify, school admins must have a satisfactory or higher performance rating in their most recent evaluation.

Add-Ons	
MS+60 or Ed Specialty Degree	\$750
Doctorate Degree	\$1,000
High School Asst Principal Activity Stipend	\$5,000
High School Principal Activity Stipend	\$7,000

Longevity Steps	
20 Year Longevity Step	2%
25 Year Longevity Step	2%
28 Year Longevity Step	10%

Lane	Position(s)	Contract Days
1	Elementary School Assistant Principal	210
2	Middle School Assistant Principal	210
3	Elementary School Principal & High School Assistant Principal	215
4	Cache High Principal	225
5	Middle School Principal	225
6	High School Principal & Director	225
7	Executive Director	245
8	Deputy Superintendent & Assistant Superintendent	245

**DAVIS SCHOOL DISTRICT - LEARNING FIRST
SCHOOL ADMINISTRATOR SALARY SCHEDULE
Fiscal Year 2024-2025**

BASE SALARY

Step	Junior High Assistant Principal 257 Days	High School Assistant Principal 257 Days	Elementary Principal 257 Days	Junior High Principal 257 Days	High School Principal 257 Days
1	105,390	111,295	115,291	120,403	125,702
2	107,609	113,571	117,548	122,757	128,155
3	109,871	115,920	119,863	125,166	130,657
4	112,201	118,329	122,242	127,639	133,239
5	114,578	120,784	124,666	130,168	135,876
6	117,335	123,606	127,466	133,045	138,517
7	120,086	126,518	130,406	136,077	141,757
8	121,906	128,369	132,218	137,950	143,329
9	124,653	131,270	135,149	140,986	146,562
10	126,458	133,175	137,075	143,029	148,690
11	128,293	135,106	139,027	145,104	150,844
12	130,153	137,065	141,008	147,206	153,030
13	132,041	139,054	143,016	149,342	155,248
14	133,954	141,070	145,055	151,505	157,499
15	135,896	143,116	147,123	153,703	159,783
16	137,868	145,190	149,220	155,931	162,100
17	139,867	147,295	151,348	158,193	164,452
18	141,893	149,431	153,508	160,487	166,835
19	143,951	151,597	155,698	162,814	169,256
20	146,038	153,796	157,920	165,173	171,710

MISCELLANEOUS STIPENDS:

Night Time Supv	6,314	14,647	4,159	6,314	14,647
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Education:

MS + 20 Sem hrs (30 Qtr hrs)	1,547	Title I Principal Stipend	2,857
MS + 40 Sem hrs (60 Qtr hrs)	3,090		
MS + 60 Sem hrs (90 Qtr hrs)	3,865		
Doctorate	4,832	Elementary Immersion Principal Stipend	1,919

Leave days:

21 Days of Vacation accrued each year.
Maximum carryforward of 50 Days. Payment for unused vacation days upon retirement or termination is capped at 60 days.

1-Jul-24

Table 2

Administrators Salary Schedule 2024-2025	
Level	238 Days
A	\$97,513
B	\$98,763
C	\$100,013
D	\$101,263
E	\$102,513
F	\$103,763
G	\$105,013
H	\$106,263
I	\$107,513
J	\$108,763
K	\$110,013
L	\$111,263
M	\$112,513
N	\$113,763
O	\$115,013
P	\$116,263
Q	\$117,513
R	\$118,763
S	\$120,013
T	\$121,263
U	\$122,513
V	\$123,763
W	\$125,013
X	\$126,263
Y	\$127,513
Z	\$128,763
AA	\$130,013
AB	\$131,263
AC	\$132,513
AD	\$133,763
AE	\$135,013
AF	\$136,263
AG	\$137,513
AH	\$138,763
AI	\$140,013
AJ	\$141,263
AK	\$142,513
AL	\$143,763
AM	\$145,013
AN	\$146,263
AO	\$147,513
AP	\$148,763
AQ	\$150,013
AR	\$151,263
AS	\$152,513
AT	\$153,763
AU	\$155,013
AV	\$156,263
AW	\$157,513
AX	\$158,763
AY	\$160,013
AZ	\$161,263
BA	\$162,513
BB	\$163,763
BC	\$165,013
BD	\$166,263
BE	\$167,513
BF	\$168,763
BG	\$170,013
BH	\$171,263
BI	\$172,513
BJ	\$173,763



Legends	
Position Adjustment	
Supervisor (& Elem Asst)	0 Levels
JHS Asst. Principal	4 Levels
HS Asst. Principal	6 Levels
Elementary Principal	8 Levels
JHS Principal (& GWHS)	9 Levels
Coordinator	12 Levels
HS Prin/Director	15 Levels
Ex. Director	20 Levels
Asst. Superintendent	31 Levels
Education Adjustment	
Masters	0 Levels
Masters + 30 Sem.	1 Level
Masters + 60 Sem.	2 Levels
Ph.D./Ed.D.	3 Levels
Night Activity Adjustment	
Elem Asst. Principal	1.5% of Level Q
Elem Principal / MPHS / District Admins	2% of Level Q
JHS Asst. Principal	6% of Level Q
JHS Principal / GWHS / E&A Supervisor	7% of Level Q
HS Asst. Principal	9% of Level Q
HS Principal	10% of Level Q
Longevity Benefits, Consecutive Years (with Ogdén School District)	
After 3 successful years as an administrator	- 3 levels
After 7 successful years as an administrator	- 3 levels
After 11 successful years as an administrator	- 3 levels

Notes to Salary Schedule:
<p>Educator Salary Adjustment (ESA): Receipt of ESA is dependent on satisfactory employee evaluation in prior year.</p>
<p>Advancement on Salary Schedule: Advancement on this schedule is dependent upon satisfactory performance.</p>
<p>Placement of Beginning Administrators: Beginning Administrators are placed at salary schedule step commensurate with the assigned position as indicated in the Position Adjustment Legend.</p>
<p>Placement of Re-Assigned Administrators: Newly re-assigned administrators steps are increased commensurate with the difference between the current assignment and the new assignment as indicated by the Position Adjustment Legend. Re-assignments to a lower level will follow procedure outlined in Administrative Procedural Manual.</p>
<p>Placement of New Hires with Prior Administrative New Hires with Prior Administrative Experience are placed on the salary schedule as agreed between the employee and the OSD Human Resource Director as per District Policy & Negotiated Agreement.</p>
<p>Education Advancement: Administrators may advance additional levels as per policy for additional education as indicated in the Education Adjustment Legend.</p>
<p>Cost of Living Adjustments: Cost of Living Adjustments calculated based on the mid-point of the salary schedule (Step Q). Dollar difference between steps remains at \$1,250.</p>

7/1/2024

**WEBER SCHOOL DISTRICT
ADMINISTRATORS SALARY SCHEDULE
242 DAYS 2024-2025**



	<u>LANE 1</u>	<u>LANE 2</u>	<u>LANE 3</u>	<u>LANE 4</u>	<u>LANE 5</u>	<u>LANE 6</u>
STEP	HS Principal Asst. Director	Jr High Principal	Elementary Principal	Sr. Asst. Principal	Jr. Asst. Principal	Assist. Elementary Principal
1	123,700	115,452	111,330	107,208	103,082	98,960
2	126,087	117,681	113,481	109,276	105,061	100,859
3	128,534	119,954	115,669	111,384	107,078	102,795
4	131,027	122,269	117,902	113,523	109,135	104,771
5	133,570	124,641	120,177	115,715	111,229	106,783
6	136,163	127,045	122,497	117,946	113,376	108,834
7	138,802	129,511	124,860	120,225	115,566	110,924
8	141,496	132,024	127,272	122,545	117,795	113,064

Additional Amount for Advanced Degrees:

(Percentage of Base Salary)

Doctors	16.76%
Masters +50 Sem	14.64%
Masters +30 Sem	13.93%
Masters	12.62%
< Masters	9.59%

Extra Assignment Adjustment

(Percentage of Base Salary)

Foundation Director	2.00%
Elementary Assistant	8.01%
Elementary Principal	9.26%
Jr High Assistant Principal	10.75%
Jr High Principal	12.42%
High School Assistant Principal	16.02%
High School Principal	17.67%
Director/Supervisor	17.67%
Executive Director	17.67%
Assistant Superintendent	18.43%

Base Salary \$82,466

INDEX FACTOR	<u>LANE 1</u>	<u>LANE 2</u>	<u>LANE 3</u>	<u>LANE 4</u>	<u>LANE 5</u>	<u>LANE 6</u>
	1.5	1.4	1.35	1.30	1.25	1.20

Director = 1.85 Exec. Director = 1.925 Assistant Superintendent = 2.00

This salary schedule is based on the assignment of the employee and specifies a number of contract days. If the Weber School District Board determines it is necessary to reduce the number of contract workdays, then the amount payable to the employees under this schedule will be reduced by the following formula: Daily rate (salary divided by the number of contract days) times the number of reduced contract days.

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

Submitted by: Ben Wiley

Recommendation: It is recommended that the College and Career Readiness Counseling Program of the Box Elder School District be authorized for the 2025-2026 school year.

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

Each school's program has completed an annual self-evaluation and an annual data project. All have been found to be compliant to all requirements set forth by the State Board of Education.

Over the years, the counseling programs of Box Elder School District have consistently received exemplary evaluations. Box Elder School District's school counselors are devoted to their craft and the students they serve.

Counselors do:

- **Discuss careers and pathways to help students explore careers options.**
- **Take students on field trips to BTECH and USU to expose them to options available to them.**
- **Track graduation requirements and scholarship applications.**
- **Offer first responder evaluations to get help for students in need. BEHS 6390 total contact/visits with students to April 1st, and 1745 of those with parents. BRHS 2767 total contacts with students from January to April 1st.**
- **MOSTLY-give hope to students for their future and help them see their potential!**

Recommended Motion: I'd like to personally thank all of our counselors for all of their hard work and efforts in behalf of our students at BESD. I move that the College and Career Readiness Counseling Program of the Box Elder School District be authorized for the 2025-26 school year.

Recommendation to approve

Submitted by: Coerina Fife, Executive Director Human Resources

Recommendation:

It is recommended that the BESD Board of Education approve the 2025-2026 Negotiation Team members for the BESD, BEEA, and BEESPA teams listed below.

Negotiations will begin in the latter part of April, 2025.

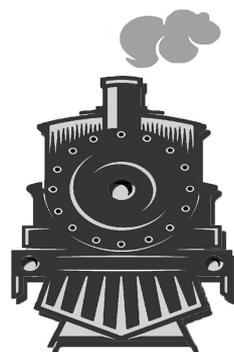
BESD	BEEA	BEESPA
Steve Carlsen Keith Mecham Heidi Jo West Coerina Fife Neil Stevens Megan Bushnell Kristi Capener Jamie Kent	Joette Craig Steven Littlefield Mark Holland Robin Bailey Kelli Rose Natasha Morgan Curtis Benjamin (consultant)	David Cook Ronda Shaffer Jerian Stevenson Melissa Lemon Natalie Patterson Rhiannon Morrison Damian Portillo Irlanda Stevens Janet Hoyle Brooke Burt Cheryl Howe Jan Christensen LeAnn Nelson

Recommended Motion:

I move that we approve the 2025-2026 Negotiation Team members for BESD, BEEA, and BEESPA as presented.

HB 267

Public Sector Labor Union



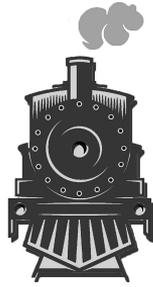
**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

The Bill Requires...

Starting July 1, 2025:

- Public employers will no longer recognize a labor organization as a bargaining agent for public employees and may not enter into collective bargaining contracts.
- Public employers will not enter into a new collective bargaining agreement or renew, extend, or modify an existing collective bargaining agreement.
- Public money or property will not be used to assist, promote, or deter union organizing or administration.
- New labor organization employees will not be able to participate in URS.
- State risk management will acquire and administer professional liability insurance on behalf of K-12 employees.



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

What the bill does not require...

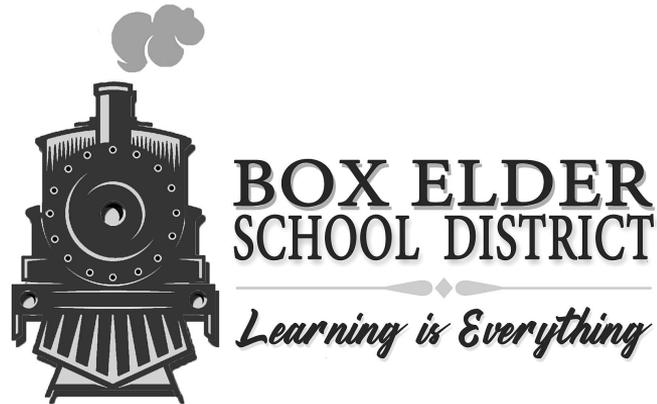
- It does NOT require that labor organizations be prohibited from continuing to exist.
- It does NOT require that public employers refrain from engaging in ongoing discussions regarding conditions of employment, salary, and benefits with labor organizations.
- It does NOT prohibit public employers from inviting other employee groups to the table.
- It does NOT impact current labor organizations employees from participating in URS.
- It does NOT impact or terminate our current negotiated agreements with BEAA, BEEA, and BEESPA.

Current Agreements

The bill allows a public employer to continue whatever agreement is in place on May 7, 2025 to the expiration of the agreement.

Once the agreements expire, we are prohibited from entering into new collective bargaining agreements.





Plans Moving Forward

We are committed to employee voice and will continue to seek input by holding...

Listening Sessions - Where the agenda will be open, all employees may attend, and the district will listen and respond at a later meeting.

Information Sessions - Where information will be provided, including answers from the previously held listening session.

Surveys - Faculty and Staff will continue to receive surveys relative to working conditions.

We want to ensure that all employees have a voice and their feedback will remain vital in decision-making.

Recommendation to Approve Adding Budget Line Item for Foundation Expenses

Submitted by: Neil Stevens

Recommendation:

It is recommended that the Board approve item Approve adding budget line item for foundation expenses to allow the District to provide the Foundation with the needed supplies for its operations.

Recommended Motion:

I move that the Board approve approve adding budget line item for foundation expenses to allow the District to provide the Foundation with the needed supplies for its operations.

Background:

Currently the Foundation is using donated funds to purchase the needed supplies for its operations. Annual supply expenditure does not exceed \$3,000. By having the District provide these items at its expense, it will allow all donated funds to support the purpose of the Foundation only.

Policy Implications:

Policy 2100, Gifts, Donation and Bequests – Acceptance. The District has organized a foundation, the Box Elder School District Foundation, which has the purpose of receiving and administering financial or negotiable gifts to support excellence in education, pursuant to Utah Code § 53G-3-402.

Financial Implications:

Increased funds for supporting the purpose of the Foundation

Staff Implications:

None.

Recommendation for Box Elder School Land Trust Plan for 2025-2026

Submitted by:

Heidi Jo West *Assistant Superintendent Elementary Teaching and Learning*
Keith Mecham *Assistant Superintendent Secondary Teaching and Learning*

Recommendation: It is recommended that the Box Elder School District Board of Education approve the School Land Trust Plans for all schools in the district as submitted. They have been reviewed by the Assistant Superintendents according to state requirements.

Recommended Motion:

I move that the BESD Board of Education approve the School Land Trust Plans for the schools in Box Elder School District for the 2025-2026 school year.

Background:

Annual submission

Policy Implications:

This action will have no policy implications.

Financial Implications:

There are no known negative consequences.

Staff Implications

Employees hired at the school level under the SLT plans are subject to ongoing funding and approval by the School Community Council

Upcoming School Plan 2025-2026 - Box Elder High

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

Box Elder High School will increase our graduation rate by 1% from October 2025 to October 2026. We will do this by reducing the number of students who are credit deficit, by 1%, from August 2025 to June 2026.

Academic Area

close

- Graduation Rate Increase (*secondary schools only*)

Measurements

close

We have been working on increasing our graduation rate over the past 5 years. When students recover credit it ensures they stay on track for graduation. We will measure the following data points. BEHS Graduation Rate Numbers: 2021: 89.6% 2022: 90.7% 2023: 87.6% 2024: 88.8% Beginning of 2025-26 School Year: End of Trimester One: End of Trimester Two: End of Trimester Three: Link to data chart: https://docs.google.com/spreadsheets/d/1g15D1necxz566-5I6MG7_cN6TN9MaAgTmfAvFL-c7z8/edit#gid=0 At the end of the first trimester the number of students who are credit deficit will be documented. At the end of second and third trimester the number of students who are credit deficit will be documented. We want to see a decrease in the two measurements by 1%. We have been tracking this data for the past five years. This is concerning to us and we feel this is a critical need we need to address. When students do not

recover the credit it keeps them from graduating. We want to decrease this number so more

students are not off track for graduation.

Action Plan Steps and Expenditures

close

1. Hire six paras to help the students work on credit recovery and get to the needed interventions given by classroom teachers. (1x \$19,439.74) (1x \$5,000) (2x \$13,428) (2x \$27,344)
2. Paras will work with teachers to help identify and track students who need academic interventions.
3. Pay teachers summer hours to work on creating Canvas courses and formative assessments to use during the school year to help students earn credit. (1675 hours x \$30= \$66,000)
4. Purchase Read 180 and Math 180 to help build student's prerequisite skills. (\$3250)
5. If we are not able to do any of these items. We will use the funding to purchase additional technology and professional development for teachers (including subs) so that we can still help students recover credit.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1. Hire six paras to help the students work on credit recovery and get to the needed interventions given by classroom teachers. (1x \$19,439.74) (1x \$5,000) (2x \$13,428) (2x \$27,344) 2. Paras will work with teachers to help identify and track students who need academic interventions. 3. Pay teachers summer hours to work on creating Canvas courses and formative assessments to use during the school year to help students earn credit. (1675 hours x \$30= \$66,000)	\$171,697.00
Books, Ebooks, online curriculum/subscriptions	4. Purchase Read 180 and Math 180 to help build student's prerequisite skills. (\$3250)	\$3,250.00
	Total:	\$174,947.00

Goal #2

close

State Goal

close

Box Elder High School will increase our graduation rate by 1% from October 2025 to October 2026. We will do this by teachers using SIOP and Big 8 teaching strategies to achieve an average of 80% or higher student engagement during the 2025-26 school year. Box Elder High School teachers will have an average of 80% student engagement during classroom instruction. (This is focused engagement meaning the students are responding to the teachers)

Academic Area

close

- Graduation Rate Increase (*secondary schools only*)

Measurements

close

We have been working on increasing our graduation rate over the past 5 years. When students recover credit it ensures they stay on track for graduation. We feel this is a critical need in our building. As our students are more engaged with their teacher's instruction, achievement will increase and the amount of classes failed will decrease. BEHS Graduation Rate Numbers: 2021: 89.6% 2022: 90.7% 2023: 87.6% 2024: 88.8% Using the ObserverTab tool administrators and building level coaches will calculate the average percentage of student engagement at Box Elder High School. This data will be tracked monthly through classroom observations. By April 2026, Box Elder High School teachers will have an average of 80% of their students engaged during classroom instruction. We know that as engagement goes up our student's achievement will go up as well. We want to increase our school-wide (focused) engagement rate to 80%. We will measure the following data points. Total classroom observations: Total number of students observed: Total number of students engaged: Total number of students with focused engagement: Overall School Total: Link to data sheet:
https://docs.google.com/document/d/1Nuj19JLjQhCZdfpebTd_jJS3rOJX4givWk8pejoxJOw/edit?usp=share_link

Action Plan Steps and Expenditures

close

1. Training on SIOP, best practice instructional strategies, and Big 8 teaching strategies will be provided to PLC team leaders. (\$5500)
2. Additional Reading Books (\$3000), Sheet Music (\$10,000), and other technologies (Turnitin!

(\$4924), Atomic Quiz (\$3,580), ACT Prep (\$3000), CommonLit (\$3,850), Electronic Keyboards (\$2,565), Aviation Flight Drone (\$1200), Digital Cameras (\$9000), AAPPL Testing (\$2000) will be added to classrooms to help teachers increase engagement.

3. Professional Development conferences will be provided for teachers to increase teacher instructional skills, which will increase student engagement. Sped Law Conference, Social Studies Conference, Language Arts Conference (Pay for subs while teachers are at conferences and travel expenses) (Subs \$2600) (Conferences \$5920)

4. LIA students will be transported to elementary schools to read with students. (\$2000)

5. Hire an LIA Liaison to help teachers in ELL and LIA classes and at elementary schools. (\$9000)

6. Pay for an Instructional Coach & Consultant to come in and work with our first year teachers. (Subs while teachers are working with consultant) (1x \$40,000 + 1x \$5380) = \$45,380)

7. If we are not able to do any of these items. We will use the funding to purchase additional technology and professional development for teachers (including subs) so that teachers can still engage students during instruction.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1. Training on SIOP, best practice instructional strategies, and Big 8 teaching strategies will be provided to PLC team leaders. (\$5500) 3. Professional Development conferences will be provided for teachers to increase teacher instructional skills, which will increase student engagement. Sped Law Conference, Social Studies Conference, Language Arts Conference (Pay for subs while teachers are at conferences and travel expenses) (Subs \$2600) 5. Hire an LIA Liaison to help teachers in ELL and LIA classes and at elementary schools. (\$9000) 6. Pay for an Instructional Coach & Consultant to come in and work with our first year teachers. (Subs while teachers are working with consultant) (1x \$40,000 + 1x \$5380) = \$45,380)	\$62,480.00
Books, Ebooks, online curriculum/subscriptions	2. Additional Reading Books (\$3000), Sheet Music (\$10,000), and other technologies (Turnitin! (\$4924), Atomic Quiz (\$3,580), ACT Prep (\$3000), CommonLit (\$3,850), AAPPL Testing (\$2000) will be added to classrooms to help teachers increase engagement.	\$30,354.00
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	2. Electronic Keyboards (\$2,565), Aviation Flight Drone (\$1200), Digital Cameras (\$9000), will be added to classrooms to help teachers increase engagement.	\$12,765.00
Contracted Services (counseling, library and media support, employee training including professional development not requiring an overnight stay)	3. Professional Development conferences will be provided for teachers to increase teacher instructional skills, which will increase student engagement. Sped Law Conference, Social Studies Conference, Language Arts Conference (Pay for subs while teachers are at conferences and travel expenses) (Conferences \$5920)	\$5,920.00
	Total:	\$113,519.00

		Estimated
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Category	Description	Estimated Cost
Admission, transportation to and from school. Transportation for school related activities provided by LEAs, public carriers, parents, students	4. LIA students will be transported to elementary schools to read with students. (\$2000)	\$2,000.00
	Total:	\$113,519.00

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Contracted Services (counseling, library and media support, employee training including professional development not requiring an overnight stay)	\$5,920.00
Admission, transportation to and from school. Transportation for school related activities provided by LEAs, public carriers, parents, students	\$2,000.00
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	\$12,765.00
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$234,177.00
Books, Ebooks, online curriculum/subscriptions	\$33,604.00
Total:	\$288,466.00

Funding Estimates - Please Update

Estimates	Totals
Carry-over from 2023-2024	\$115,415.14
Distribution for 2024-2025	\$257,535.77
Total Available Funds for 2024-2025	\$372,950.91
Estimated Funds to be Spent in 2024-2025	\$ 360950.91
Estimated Carry-over from 2024-2025	\$12,000.00
Estimated Distribution for 2025-2026	\$277,021.65
Total Available Funds for 2025-2026	\$289,021.65
Summary of Estimated Expenditures for 2025-2026	\$288,466.00
Estimated Carry-over to 2026-2027	\$555.65

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School marquee
- School newsletter or website
- Social Media

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
8	0	2	2025-03-30
8	0	3	2025-02-24

[BACK](#)

Upcoming School Plan 2025-2026 - Bear River High

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

For the 2025-2026 school year, Bear River High School will improve our graduation rate by 2% from the previous year's rate.

Academic Area

close

- Graduation Rate Increase (*secondary schools only*)

Measurements

close

The graduation rate is determined by the state data. For the 2023-2024 school year, our graduation rate was 90.7%. For the 2024-2025 school year, we project that the rate will be 93%. So the goal projection and our target for the 2025-2026 school year is 95% graduation rate. For the college and career readiness part of this goal, seniors were surveyed in the 2024-2025 school year, and it was determined that 48% of seniors indicated they have a college or career path. We want to give that same survey by May of 2026 and want at least 75% of our seniors to declare a college or career path at that time. This information is wanted by our community council to establish a benchmark for financial support for future plans and funding.

Action Plan Steps and Expenditures

close

1. Reduce the number of students failing classes through Friday TGIF intervention and extension time.
2. Pay for a portion of our instructional coach salary to help teams with the PLC process and to mentor and coach teachers and teams. (\$40,000)
3. Paras to provide credit recovery and initial credit both in-person and online, with targeted student support and incentives for our TSI and ATSI student populations. (\$83,679)
4. Math paraprofessional to help with testing and student intervention/ extensions. (\$30,676.46)
5. Promote positive school culture through a life-skills class (healthy habits) and social-emotional support (\$13,000)
6. Support college and career pathways Scholarship BootCamp (\$700)
7. Social Studies, Math, ELA, and Science curriculum development of GVCs, engagement strategies, and assessment alignment. (\$37,326)
8. Increase the graduation rate by providing afterschool math tutoring for all students. (\$12,610)
9. If we have any additional funds that we don't spend due to employee hours or other unforeseen situations, we will spend the remaining funds on additional credit recovery or some additional classroom technology.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Social Studies, Math, ELA, and Science curriculum development of GVCs, engagement strategies, and assessment alignment. (step 6) Paying for math intervention para (step 4), healthy habits teacher (step 5), instructional coach (step 2), paras for student intervention and credit recovery, (step 3)	\$217,291.46
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	College prep boot camp for Summer of 2025.	\$700.00
	Total:	\$217,991.46

Summary of Estimated Expenditures

	Estimated Cost
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Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$217,291.46
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	\$700.00
Total:	\$217,991.46

Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2023-2024	\$24,885.35
Distribution for 2024-2025	\$193,272.02
Total Available Funds for 2024-2025	\$218,157.37
Estimated Funds to be Spent in 2024-2025	\$ 203157.37
Estimated Carry-over from 2024-2025	\$15,000.00
Estimated Distribution for 2025-2026	\$202,991.46
Total Available Funds for 2025-2026	\$217,991.46
Summary of Estimated Expenditures for 2025-2026	\$217,991.46
Estimated Carry-over to 2026-2027	\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
9	0	5	2025-03-28
9	0	5	2025-03-28

Comments

Date	Name	Comment
2025-03-28	David Lee	Plan Comment: The community council was held on March 24th when a vote was taken. If we have any additional funds that we don't spend due to employee hours or other unforeseen situations, we will spend the remaining funds on additional credit recovery or some additional classroom technology.

Upcoming School Plan 2025-2026 - Sunrise High School

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

Our goal is to continue to increase our graduation percentage from 74.5 to at least 77% during the 2025/2026 school year.

Academic Area

close

- Graduation Rate Increase (*secondary schools only*)

Measurements

close

We are now in comprehensive school improvement (CSI). Therefore as part of our state board approved plan for rigorous improvement, increasing graduation rate is mandated by the state as our number one priority and therefor our most critical academic need. The most critical measurement will be the graduation rate put out by the state. We will also continue to use weekly attendance percentages, and term failing rates to indicate success and gage our progress throughout the year.

Action Plan Steps and Expenditures

close

1. Trust land funds will be used to pay a para-professional to serve as a mentor for our students. (\$27,212.01)

2. This para will be assigned a class of 15-18 students in for the 2025-2026 school year. The para will work with these students each day. Along with helping students in the classroom, the mentor will contact any absent student each day as well as parents each week.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Trust land funds will be used to pay a para-professional to serve as a mentor for our students. About 65% of the salary for this staff member will be paid through school trust lands money. This will exhaust our trust land funds for the year. (\$27,212.01)	\$27,212.01
	Total:	\$27,212.01

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$27,212.01
Total:	\$27,212.01

Funding Estimates - Please Update

Estimates	Totals
Carry-over from 2023-2024	\$0.00
Distribution for 2024-2025	\$24,679.84
Total Available Funds for 2024-2025	\$24,679.84
Estimated Funds to be Spent in 2024-2025	\$ 24679.84
Estimated Carry-over from 2024-2025	\$0.00
Estimated Distribution for 2025-2026	\$27,212.01
Total Available Funds for 2025-2026	\$27,212.01
Summary of Estimated Expenditures for 2025-2026	\$27,212.01
Estimated Carry-over to 2026-2027	\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
1	0	0	2025-04-09
1	0	0	2025-04-09

Plan Attachments

Upload Date	Title	Description
2025-04-09	<u>School Land Trust Exemption</u>	The attached file is the minutes of the September 11, 2024 Box Elder School Board meeting. Contained within is the approval of the exemption to having a school community council for Sunrise High School.

[BACK](#)

Upcoming School Plan 2025-2026 - Box Elder Middle

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

In 2025-2026, Box Elder Middle School will increase MAP Proficiency in 8th and 9th grade on the 2026 end-of-year assessment by 2% in reading.

Academic Area

close

- English/Language Arts

Measurements

close

BEMS currently gives the NWEA MAP assessment 3 times a year. BEMS will use the spring proficiency numbers in reading to gauge effectiveness and if we are reaching our goals. We will change our approaches to achieve our goals by: - Focus on reading in all curriculum areas (Grade-level scaffolded text everyday) - Focus on improving our student engagement and use of Big 8 strategies - Focus clear expectations and procedures - Effective student engagement that leads to evidence of learning - Super clear on learning targets and success targets - Increase student opportunities for support outside of the classroom - after school tutoring. - Adding additional support to our teachers and students with aides and continued support of an Instructional Coach. - Provide support and professional development to increase our Tier 1 effectiveness. Current BEMS MAP Data: 2023-24 8th Grade spring proficiency in reading - 39%. 2024-25 8th Grade

scores will be gathered in May. 2023-24 9th Grade spring proficiency scores in reading - 54%.

2024-25 9th Grade scores will be gathered in May.

Action Plan Steps and Expenditures

close

1. Support our continued use and access to a building-level instructional coach (\$35,800)
2. Hire 3 reading paras/interventionists to help our most critical need. (\$52,628)
3. Summer curriculum hours for teachers to build and scaffold learning opportunities, including subs to allow time during the school year. (\$30,309)
4. Professional development opportunities for our staff. (\$15,863)
5. After-school tutoring opportunities for students. (\$15,171)
6. Student incentives to support learning. (\$2,088)
7. Curriculum supplies and field trips. (\$8,455)
8. Team Leader stipends to help support and direct student learning at BEMS. (\$9,294)
9. Contingency plans: extra hours for aides, extra hours for after-school tutoring hours, or technology upgrades.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Action Steps 1, 2, 3, 5, 8	\$143,202.00
Contracted Services (counseling, library and media support, employee training including professional development not requiring an overnight stay)	Action Step 4	\$15,863.00
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	Action Step 7	\$7,467.00
Admission, transportation to and from school. Transportation for school related activities provided by LEAs, public carriers, parents, students	Action Step 7	\$988.00
Services, goods and fees not defined above	Action Step 6 (incentives)	\$2,088.00
	Total:	\$169,608.00

Goal #2

close

State Goal

close

In 2025-2026, Box Elder Middle School will increase MAP Proficiency in 8th and 9th grade on the 2026 end-of-year assessment by 2% in math.

Academic Area

close

- Mathematics

Measurements

close

BEMS currently gives the NWEA MAP assessment 3 times a year. BEMS will use the spring proficiency numbers in reading and math to gauge effectiveness and if we are reaching our goals. We will change our approaches to achieve our goals by: - Focus on reading in all curriculum areas (Grade-level scaffolded text everyday) - Focus on improving our student engagement and use of Big 8 strategies - Focus clear expectations and procedures - Effective student engagement that leads to evidence of learning - Super clear on learning targets and success targets - Increase student opportunities for support outside of the classroom - after school tutoring. - Adding additional support to our teachers and students with aides and continued support of an Instructional Coach. - Provide support and professional development to increase our Tier 1 effectiveness. Current BEMS MAP Data: 2023-24 8th Grade spring proficiency on math - 56%. 2024-25 8th Grade scores will be gathered in May. 2023-24 9th Grade spring proficiency scores on math - 62%. 2024-25 9th Grade scores will be gathered in May.

Action Plan Steps and Expenditures

close

Many of the actions steps in Goal 1 support Goal 2. The unique action step is listed below:

1. Math aide (\$20,876)

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Action Step 1	\$20,876.00
	Total:	\$20,876.00

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	\$7,467.00
Admission, transportation to and from school. Transportation for school related activities provided by LEAs, public carriers, parents, students	\$988.00
Services, goods and fees not defined above	\$2,088.00
Contracted Services (counseling, library and media support, employee training including professional development not requiring an overnight stay)	\$15,863.00
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$164,078.00
Total:	\$190,484.00

Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2023-2024	\$0.00
Distribution for 2024-2025	\$187,502.71
Total Available Funds for 2024-2025	\$187,502.71
Estimated Funds to be Spent in 2024-2025	\$ 187502.71
Estimated Carry-over from 2024-2025	\$0.00
Estimated Distribution for 2025-2026	\$190,484.07
Total Available Funds for 2025-2026	\$190,484.07
Summary of Estimated Expenditures for 2025-2026	\$190,484.00
Estimated Carry-over to 2026-2027	\$0.07

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School marquee
- School newsletter or website

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
7	0	0	2025-03-17
7	0	1	2025-03-10

[BACK](#)

Upcoming School Plan 2025-2026 - Bear River Middle

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

In 2025-2026, Bear River Middle School will have 58% of students achieve proficiency or show one years growth from beginning of the year to end of year according to MAP test data in reading.

Academic Area

close

- English/Language Arts

Measurements

close

All of our students take the MAP test. This goal will be measured by comparing beginning, middle and end of year MAP scores for achievement and growth. The 2024-2025 year data is not completed yet. In the 2024-2025 academic year from the beginning of the year to the mid year test we had 55% that achieved grade level or had shown one years growth. During the 2023-2024 year the growth from beginning of year to mid year was at 57% in reading.

Action Plan Steps and Expenditures

close

1. We will provide teachers with collaboration time through their Professional Learning Communities to plan, pace, and prepare common formative assessments, evaluate data, share best practices based on data, and develop methods for interventions and extensions. Teachers

will be compensated to work a day in the summer with their collaborative teams or a substitute will be provided if teams choose to work during the school year. All teachers will have the opportunity for extra days with their PLC teams and additional days will be granted as needed, provided funds are available. (\$3000)

2. We will employ two instructional para to support interventions and extensions and assist in our regular classrooms so our teachers can differentiate instruction for small groups of students. (\$35,000)

3. We will pay for 50% of the salary for an ELA teacher to lower the pupil to teacher ratio in our language arts courses. The district will fund the additional 50% of the salary. (\$45,000)

4. We will continue funding digital citizenship and tools addressing interventions and extensions. Digital citizenship will be addressed during study hall, and stickers to adhere to the student Chromebooks will be purchased as reminders.

5. Pay 30% of our building level coaches salary. Our building level coach will be working with staff focusing on SIOP strategies and the Big 8. (\$20,000)

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	We will have an instructional aid that spend part of their time working with the ELA classes. We will also pay for 50% of an ELA teachers salary to make smaller class sizes. We will also provide all teachers the opportunity to work in teams either in the summer time or during the school year. They will be paid for their time or provided subs. We will also pay 30% of a coaches salary.	\$103,000.00
	Total:	\$103,000.00

Goal #2

close

State Goal

close

In 2025-2026, Bear River Middle School will have 60% of math students achieve proficiency or show a years growth from beginning of the year to end of year, according to MAP testing data.

Academic Area

close

- Mathematics

Measurements

close

All of our students take the MAP test at the beginning, middle and end of year. The goal will be measured by comparing their scores at those three times. The 2024-2025 school year is not complete, but from the beginning year test to mid year test we have grown or shown proficiency in 57 % of our students in Math.

Action Plan Steps and Expenditures

close

1. We will employ one instructional aide to support interventions and extensions and assist in our regular classrooms so our teachers can differentiate instruction for small groups of students. (\$17,500)
2. We will continue funding digital citizenship and tools addressing interventions and extensions. Digital citizenship will be addressed during study hall, and stickers to adhere to the student Chromebooks will be purchased as reminders.
3. Pay 30% of the building level coaches salary. Our building level coach will be working with staff focusing on SIOP strategies and the Big 8. (\$20,000)
4. We will provide teachers with collaboration time through their Professional Learning Communities to plan, pace, and prepare common formative assessments, evaluate data, share best practices based on data, and develop methods for interventions and extensions. Teachers will be compensated to work a day in the summer with their collaborative teams or a substitute will be provided if teams choose to work during the school year. All teachers will have the opportunity for extra days with their PLC teams and additional days will be granted as needed, provided funds are available. (\$3000)
5. As a backup plan if we are unable to fill the para positions, the money will be used for technology. We would like to get calculators that can be used in classrooms and for testing. We would also like to use any additional money for technology equipment updates.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	We will have instructional aides that spend part of their time working with the Math classes. We will also provide all teachers the opportunity to work in teams either in the summer time or during the school year. They will be paid for their time or provided subs. We also pay 30% of the building level coaches salary.	\$40,500.00
	Total:	\$40,500.00

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$143,500.00
Total:	\$143,500.00

Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2023-2024	\$11,802.36
Distribution for 2024-2025	\$133,495.52
Total Available Funds for 2024-2025	\$145,297.88
Estimated Funds to be Spent in 2024-2025	\$ 145297.88
Estimated Carry-over from 2024-2025	\$0.00
Estimated Distribution for 2025-2026	\$143,665.89
Total Available Funds for 2025-2026	\$143,665.89
Summary of Estimated Expenditures for 2025-2026	\$143,500.00
Estimated Carry-over to 2026-2027	\$165.89

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website
- Stickers that identify purchases made with School LAND Trust funds

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
8	0	1	2025-03-11
8	0	1	2025-03-11

BACK

Upcoming School Plan 2025-2026 - Young Intermediate

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

School Improvement Plan Goal: By the Winter 2025 MAP assessment, our school will increase the percentage of students proficient in Reading by 2% compared to Winter 2024 results. The Winter MAP assessment we got 43% proficient in reading. Our goal will be to improve to 45% in reading on next year's winter assessment. This will be achieved through targeted academic interventions, data-driven instruction, and professional learning focused on literacy strategies.

Academic Area

close

- English/Language Arts

Measurements

close

Language Arts and math are both our lowest scores as a school on state assessments. This goal focuses on Language Arts. By the Winter 2025 MAP assessment, our school will increase the percentage of students proficient in Reading by 2% compared to Winter 2024 results. The Winter MAP assessment we got 43% proficient on reading. Our goal will be to improve to 45% in reading on next year's winter assessment. This will be achieved through targeted academic interventions, data-driven instruction, and professional learning focused on literacy strategies.

To support this goal, the following resources and expenditures have been allocated:

1. Instructional Coach Salary: \$42,244- The instructional coach will help teachers schoolwide improve their instruction. She will also be running the reading initiative.
2. Three Reading Aides (24 hrs/week each): \$53,866.79 The reading aides will be operating under the direction of the instructional coach in our literacy program where students are frequently assessed and are being moved into reading intervention based on need and are being exited when they have achieved adequate proficiency.
3. Team Leaders: \$12,000 Team leaders help collect data and drive instruction making sure their teams are doing common formative assessments and leading the instruction on their teams.

Contingency Plan: If there is excess money due to inability to hire or purchase equipment etc, that money will be spent on needed personnel, technology, and professional development to support the needs of the plan.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1, 2, 3,	\$108,111.00
	Total:	\$108,111.00

Goal #2

State Goal

By the Winter 2025 MAP assessment, our school will increase the percentage of students proficient in math by 2% compared to Winter 2024 results. The Winter MAP assessment we got 43% proficient in math. Our goal will be to improve to 45% in math on next year's winter

assessment. This will be achieved through targeted academic interventions, data-driven

instruction, and professional learning focused on best instructional practices.

Academic Area

close

- Mathematics

Measurements

close

Language Arts and math are both our lowest scores as a school on state assessments. This goal focuses on math. By the Winter 2025 MAP assessment, our school will increase the percentage of students proficient in math by 2% compared to Winter 2024 results. The Winter MAP assessment we got 43% proficient on math. Our goal will be to improve to 45% in math on next year's winter assessment. This will be achieved through targeted academic interventions, data-driven instruction, and professional learning focused on best instructional practices.

Action Plan Steps and Expenditures

close

1. We will pay a SOAR Aide: \$16,833-The SOAR aide will help organize and distribute tickets to get students to the teachers who are requesting them for academic interventions.
2. We will pay a computer lab aide: \$21,042 The computer lab aide assists teachers in keeping technology running for their instruction and helps administer assessments like the RISE test and the MAP assessment and is also able to aid teachers in administering their common formative assessments.
3. We will pay for professional development to ensure that students are getting the best research-based instruction: \$8,000

Estimated

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1,2	\$37,875.00
Professional development requiring an overnight stay (travel, meals, hotel, registration, per-diem)	3	\$8,000.00
	Total:	\$45,875.00

Goal #3

close

State Goal

close

Our students will increase in their proficiency in science by 2% from 54.3% to 56.3% on the state test.

Academic Area

close

- Science

Measurements

close

We will look at proficiency on the state science test. We are looking to move from 54.3% to 56.3% proficient.

Action Plan Steps and Expenditures

close

1. We will buy 6th Grade Science Lab Supplies: \$3,200 Science lab supplies help our science learning be more interactive.

2. We will buy 7th Grade Science Lab Supplies: \$5,000 Science lab supplies help our science

learning be more interactive.

3. We will purchase 1 Chromebook Cart for \$8,000. Replacing chromebooks helps us keep our classrooms running so we can do the instruction and assessment needed to drive instruction.

Category	Description	Estimated Cost
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	1,2	\$8,200.00
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	3	\$8,000.00
	Total:	\$16,200.00

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	\$8,200.00
Professional development requiring an overnight stay (travel, meals, hotel, registration, per-diem)	\$8,000.00
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	\$8,000.00
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$145,986.00
Total:	\$170,186.00

Funding Estimates - Please Update

Estimates	Totals
Carry-over from 2023-2024	\$1,427.11
Distribution for 2024-2025	\$161,701.05
Total Available Funds for 2024-2025	\$163,128.16
Estimated Funds to be Spent in 2024-2025	\$ 161000
Estimated Carry-over from 2024-2025	\$2,128.16
Estimated Distribution for 2025-2026	\$170,370.85
Total Available Funds for 2025-2026	\$172,499.01
Summary of Estimated Expenditures for 2025-2026	\$170,186.00
Estimated Carry-over to 2026-2027	\$2,313.01

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website
- Social Media

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
9	0	1	2025-03-19

[BACK](#)

Upcoming School Plan 2025-2026 - Harris Intermediate

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

75% of our 6th & 7th-grade students will be at the 50th percentile for achievement, or make one year's growth as measured by MAP reading assessment from the BOY to the EOY in May 2026.

Academic Area

close

- English/Language Arts

Measurements

close

As a School Leadership Team and School Community Council, we used the trend data from our RISE end-of-year assessment as well as our MAP growth over time to determine our area of most critical academic need. The MAP proficiency and growth reports help us to see what percentage of students made the year's projected growth. In 2023-24 our end of year MAP growth and/or achievement in reading was 72.6% in 6th grade and 67.4% in 7th grade for an average of 70% overall. We will not have the current year data until May. It was determined by our School Leadership Team and Community Council that we did not reach our goal in reading and therefore need to continue to provide additional support in this area. Additionally, our ATSI percentages for ELL and SWD's continue to be low.

1. Students will be screened using the BOY MAP benchmark in September 2025, so that we will know exactly which differentiated interventions/ extensions to put them in for the start of the 25-26 school year in Reading.
2. \$59,291 will be spent on Paraprofessionals to help support our 6th and 7th grade language arts
3. Each student in our school will also take 2 MAP benchmark assessments to determine what short-term goals need to be established to make the end-of-year goal.
4. PLC teams will use our 6th-grade flex time block and & the 7th will use weekly interventions as well as grade-level established class time to help provide interventions and extensions based on the CFA grade-level data.
5. We will use the reports generated by the MAP assessments to determine yearly growth.
6. We will spend \$39,631 for our instructional coach who helps with instructional strategies and student achievement.
7. Contingency Plan: If in the event we are unable to hire a para professional, or they do not use all of their budgeted hours and there are unallocated funds they will be used to purchase instructional technology

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	All of our planned expenditures are for salaries and benefits as stated in action steps 2 and 6.	\$98,922.00
	Total:	\$98,922.00

Goal #2

State Goal

80% of our 6th & 7th-grade students will be at the 50th percentile for achievement, or make one year's growth as measured by MAP math assessments from the BOY to the EOY in May 2026.

Academic Area

- Mathematics

Measurements

close

As a School Leadership Team and School Community Council, we used the trend data from our RISE end-of-year assessment as well as our MAP growth over time to determine our area of most critical academic need. The MAP proficiency and growth reports help us to see what percentage of students made the year's projected growth. In 2023-24 our end of year MAP growth and/or achievement in math was 79.4% in 6th grade and 72.9% in 7th grade for an average of 76% overall. We will not have the current year data until May. It was determined by our School Leadership Team and Community Council that we did not reach our goal in math primarily in the 7th grade and therefore need to continue to provide additional support in this area.

Action Plan Steps and Expenditures

close

1. Students will be screened using the BOY MAP benchmark in September 2025, so that we will know exactly which differentiated interventions/ extensions to put them in for the start of the 25-26 school year in math.
2. \$59,291 will be spent on Paraprofessionals to help support our 6th and 7th grade math.
3. Each student in our school will also take 2 MAP benchmark assessments to determine what short-term goals need to be established to make the end-of-year goal.
4. PLC teams will use our 6th-grade flex time block and & the 7th will use weekly interventions as well as grade-level established class time to help provide interventions and extensions based on the CFA grade-level data.
5. We will use the reports generated by the MAP assessments to determine yearly growth.
6. Contingency Plan: If in the event we are unable to hire a para professional, or they do not use all of their budgeted hours and there are unallocated funds they will be used to purchase instructional technology

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	All of our planned expenditures are for salaries and benefits as stated in action steps 2	\$59,291.00
	Total:	\$59,291.00

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$158,213.00
Total:	\$158,213.00

Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2023-2024	\$11,555.26
Distribution for 2024-2025	\$134,457.07
Total Available Funds for 2024-2025	\$146,012.33
Estimated Funds to be Spent in 2024-2025	\$ 134000
Estimated Carry-over from 2024-2025	\$12,012.33
Estimated Distribution for 2025-2026	\$146,201.18
Total Available Funds for 2025-2026	\$158,213.51
Summary of Estimated Expenditures for 2025-2026	\$158,213.00
Estimated Carry-over to 2026-2027	\$0.51

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website
- Social Media

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
10	0	0	2025-04-03
10	0	0	2025-04-03

[BACK](#)

Upcoming School Plan 2025-2026 - Discovery School

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

The number of kindergarten-3rd grade Discovery students scoring at or above grade level from BOY to EOY on the Acadience Reading Assessment will increase by 5%. The number of 4th and 5th-grade Discovery students scoring at or above grade level on the ELA RISE Assessment will increase by 3%.

Academic Area

close

- English/Language Arts

Measurements

close

Acadience Reading Assessment data (fluency and accuracy) will be used to determine goals. We will use the BOY, MOY, and EOY data and progress monitoring data to determine the progress toward reaching our goal. RISE ELA Summative Assessment data will be used as the measurement tool. We will use RISE Benchmark Tests to determine progress toward reaching our goal and to inform our instruction and interventions. English/Language Arts is one of our most critical academic needs, as it will lead to compliance with the District and State goals. Also, students who are strong readers generally perform better in all other academic areas.

1. Paraprofessionals will be hired and trained to support tier 1 instruction using Superkids and Wonders. They will help progress monitor with Acadience, and provide small-group tier 2 and tier 3 instruction, using 95% Phonics, Heggerty, SIPPS, and Sound Partners. (\$75,720.38).
2. Prioritize regular collaboration and data discussion to facilitate appropriate responses to intervention, improve school climate, and improve behavior.
3. Conduct regular meetings with the leadership teams to determine the needs of the grade levels and school.
4. Use adopted tier 1 programs with fidelity (SuperKids, and Wonders).
5. Use LETRS Instruction to improve literacy instruction.
6. Coaching cycles and feedback for paraprofessionals and teachers to improve instruction and program implementation.
7. Professional development for Teachers and paras.
8. Regular training for paraprofessionals by coaches on classroom management, program implementation, and LETRS instruction.
9. Increase the amount of reading and math time and opportunities to respond, with an intentional focus on students at risk.
10. Set Pathways of Progress goals and monitor student progress regularly.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1- Paraprofessional Salaries (\$75,720.38)	\$75,720.38
	Total:	\$75,720.38

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$75,720.38
Total:	\$75,720.38

Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2023-2024	\$0.00
Distribution for 2024-2025	\$74,199.79
Total Available Funds for 2024-2025	\$74,199.79

Estimates	Totals
-----------	--------

Estimates	Totals
Estimated Funds to be Spent in 2024-2025	\$ 74199.79
Estimated Carry-over from 2024-2025	\$0.00
Estimated Distribution for 2025-2026	\$75,720.38
Total Available Funds for 2025-2026	\$75,720.38
Summary of Estimated Expenditures for 2025-2026	\$75,720.38
Estimated Carry-over to 2026-2027	\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
8	0	0	2025-03-24
7	0	0	

Comments

Date	Name	Comment
2025-04-09	Heidi Jo West	Plan Comment: Revise your goal and measurement. The goal needs to be aligned to a state assessment and clearly state where the school population is performing proficient in each category then state where they are expected to be after increase. In measurements, you would need to identify a baseline and projected increase for each group.

[BACK](#)

Upcoming School Plan 2025-2026 - Fielding School

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

Fielding Elementary School will increase the percentage of students at or above reading composite benchmark by 3% from BOY to MOY as measured by the ACADIENCE assessment in grades Kindergarten through Fifth for the 2025-2026 school year.

Academic Area

close

- English/Language Arts

Measurements

close

Our community council members determined that reading is a critical academic area that needs to be addressed. Fielding Elementary will use the Acadience MOY Reading Benchmark Composite Scores and the Acadience progress monitoring data to track student growth. We will continue to track Acadience BOY, MOY, and EOY data to monitor our Grades K-5 reading progress toward our goal. We will also continue to compare students' Pathways of Progress growth to RISE test scores. Next year goal of students at or above grade level - Kindergarten - 2025-90%, 2026-93% First Grade - 2025- 88%, 2026- 91%, Second Grade - 2025- 77%, 2026-80%, Third Grade - 2025- 79%, 2026- 82%, Fourth Grade - 2025- 66%, 2026- 69%, Fifth Grade - 2025- 75%, 2026 -78%.

Action Plan Steps and Expenditures

close

1. We will hire paraprofessionals for tier 1 and 2 instruction. Paraprofessionals will be trained in classroom management, program implementation and LETRS instruction. (\$87200.00)
2. Teachers and paraprofessionals will monitor student progress and provide reading support and instruction for reading skills. Coaching cycles and feedback for paraprofessionals and teachers. We will use our adopted tier 1 programs with fidelity (SuperKids and Wonders). Set Pathways of Progress goals by October 17th and monitor student progress regularly. (\$2000.00)
3. Provide reading incentives to students. Provide additional reading time to improve students' reading abilities with a focus on our at-risk students. (\$1185)
4. Teachers will have the opportunity to serve on school committees to look at student data and provide school-wide professional development to improve student success in reading. School-wide professional development will focus on LETRS review from our instructional coach and district coaches. Regular meetings will be conducted to discuss student progress and the school's needs to improve literacy instruction. (\$6000.00)
5. If there are additional funds available we will use it to fund curriculum based professional development, technology for tier 1 instruction, or supplies for classrooms.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Literacy paraprofessionals' salary. Step 1, 2,& 4	\$95,200.00
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	Student incentives and supplies. Step 3	\$1,185.00
	Total:	\$96,385.00

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$95,200.00
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	\$1,185.00
Total:	\$96,385.00

Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2023-2024	\$176.62
Distribution for 2024-2025	\$87,341.00

Estimates	Totals
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Estimates	Totals
Total Available Funds for 2024-2025	\$87,517.62
Estimated Funds to be Spent in 2024-2025	\$ 82000
Estimated Carry-over from 2024-2025	\$5,517.62
Estimated Distribution for 2025-2026	\$91,101.08
Total Available Funds for 2025-2026	\$96,618.70
Summary of Estimated Expenditures for 2025-2026	\$96,385.00
Estimated Carry-over to 2026-2027	\$233.70

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- Other: Please explain
- School newsletter or website
- Social Media
- Stickers that identify purchases made with School LAND Trust funds

Explanation for other publicity option:

I create a brochure for stakeholders that explains School LAND Trust funding and expenditures.

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
7	0	0	2025-03-26
6	0	1	2025-03-11

Comments

Date	Name	Comment
2025-04-09	Heidi Jo West	Plan Comment: Please add a paragraph on the measurement on where each grade level was and where they will be?
2025-04-11	Heidi Jo West	Plan Comment: Revise to spend carryover \$7,333.70
2025-04-14	Heidi Jo West	Plan Comment: Change goal to 1-2 sentences. Add funding amount to action plan steps.

BACK

Upcoming School Plan 2025-2026 - Garland School

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

Our overarching goal is to increase proficiency of all Garland student's literacy to 95% on grade level by 2027. Our 2025-2026 goal will increase literacy performance across all grade levels, adding at least 6% total proficient students from EOY 24-25 to EOY 25-26 grade level statistics.

Academic Area

close

- English/Language Arts

Measurements

close

We use Acadience Reading data to determine goals. We will continue to use Acadience BOY, MOY and EOY data to monitor our SLT goal. We believe that blue scores in Acadience accompanied with typical or higher pathways of progress indicate a student will likely perform on grade level with RISE as well. This is our most critical academic need as it will lead to compliance with the state 2027 goals, and because students who are strong readers generally perform better in all other academic areas. Acadience data will show that 88% of kindergartners will blend 10 or more Whole Words Read. 80% of first graders will read 47 WPM AND with 90% Accuracy. 88% of second graders will read 87 WPM AND with 97% Accuracy. 89% of third graders will read 100

WPM AND with 97% Accuracy. 90% of fourth graders will read 115 WPM AND with 98%

Accuracy. 88% of fifth graders will read 130 WPM AND with 99% Accuracy.

Action Plan Steps and Expenditures

close

1. 5.2 Paraprofessionals will be hired to support and reteach tier 1 instruction and provide small-group tier 2 and tier 3 instruction. (\$111,214.30)
2. Teachers will use adopted tier 1 programs (SuperKids and Wonders) and LETRS Instruction to improve literacy instruction.
3. Coaching cycles and feedback for paraprofessionals and teachers to improve instruction and program implementation. Training will be provided for paraprofessionals by the instructional coach on: classroom management, program implementation, and LETRS instruction.
4. Teams will align daily schedules to include the literacy block outlined in SB-127, prioritizing regular collaboration and data discussion to facilitate appropriate response to intervention.
5. Progress monitoring will be performed as required throughout the year. Pathways of Progress goals will be set and monitored.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	5.2 Paraprofessionals will be hired to support and reteach tier 1 instruction and provide small-group tier 2 and tier 3 instruction.	\$111,214.30
	Total:	\$111,214.30

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$111,214.30
Total:	\$111,214.30

Funding Estimates - Please Update

Estimates	Totals
Carry-over from 2023-2024	\$2,480.75
Distribution for 2024-2025	\$105,450.24

Estimates	Totals
-----------	--------

Estimates	Totals
Total Available Funds for 2024-2025	\$107,930.99
Estimated Funds to be Spent in 2024-2025	\$ 107930.99
Estimated Carry-over from 2024-2025	\$0.00
Estimated Distribution for 2025-2026	\$111,214.30
Total Available Funds for 2025-2026	\$111,214.30
Summary of Estimated Expenditures for 2025-2026	\$111,214.30
Estimated Carry-over to 2026-2027	\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
7	0	2	2025-03-24
8	0	2	2025-03-24

Comments

Date	Name	Comment
2025-04-09	Heidi Jo West	Plan Comment: Measurement should just say- Acadience Reading

BACK

Upcoming School Plan 2025-2026 - Golden Spike Elementary

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

In the 2025-2026 school year, students in grades K-5 will demonstrate growth in foundational reading skills, with each grade level meeting specific end-of-year benchmark goals (stated in the measurement section) for whole words read in kindergarten and words read per minute and accuracy in 1-5 grades, as measured by the Acadience Reading assessment. These goals are designed to ensure students are developing the fluency and accuracy needed to support overall reading proficiency and academic success.

Academic Area

close

- English/Language Arts

Measurements

close

-68% of kindergarten students will blend 10 or more Whole Words Read by the 2025 EOY benchmark period as determined by the Acadience benchmark assessment. - 59% of first-grade students will read 47 WPM AND with 90% Accuracy based on the 2025 EOY benchmark period as determined by the Acadience benchmark assessment. -67% of second-grade students will read 87 WPM AND with 97% Accuracy based on the 2025 EOY benchmark period as determined by the Acadience benchmark assessment. -72% of third-grade students will read 100 WPM AND with 97% Accuracy based on the 2025 EOY benchmark period as determined by the Acadience benchmark assessment. -62% of fourth-grade students will read 115 WPM AND with 98% Accuracy based on the 2025 EOY benchmark period as determined by the Acadience benchmark assessment. -56% of fifth-grade students will read 130 WPM AND with 99% Accuracy based on

the 2025 EOY benchmark period as determined by the Acadience benchmark assessment.

Action Plan Steps and Expenditures

close

1. Paraprofessionals will be hired to support and reteach tier 1 instruction and provide small-group tier 2 and tier 3 instruction. (\$130,820.47)
2. Use LETRS and Science of Reading knowledge to improve literacy instruction.
3. Coaching cycles and feedback for paraprofessionals and teachers to improve instruction and program implementation.
4. School-wide professional development will focus on LETRS review from instructional coaches.
5. Regular training for paraprofessionals by coaches on: classroom management, program implementation, and LETRS instruction.
6. Increase amount of reading time and opportunities to respond, with intentional focus on students at risk.
7. Set Pathways of Progress goals by October 15th and monitor student progress regularly.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Step 1: Paraprofessionals will be hired to support and reteach tier 1 instruction and provide small-group tier 2 and tier 3 instruction. (\$130,820.47)	\$130,820.47
	Total:	\$130,820.47

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$130,820.47
Total:	\$130,820.47

Funding Estimates - Please Update

Estimates	Totals
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Estimates	Totals
Carry-over from 2023-2024	\$1,898.02
Distribution for 2024-2025	\$116,828.61
Total Available Funds for 2024-2025	\$118,726.63
Estimated Funds to be Spent in 2024-2025	\$ 118726.63
Estimated Carry-over from 2024-2025	\$0.00
Estimated Distribution for 2025-2026	\$130,820.47
Total Available Funds for 2025-2026	\$130,820.47
Summary of Estimated Expenditures for 2025-2026	\$130,820.47
Estimated Carry-over to 2026-2027	\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website
- Social Media

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
7	0	0	2025-03-28
8	0	0	2025-03-28

[BACK](#)

Upcoming School Plan 2025-2026 - Grouse Creek Elementary

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

K-5 students will have a 6% increase from BOY to EOY on the Acadience composite. 50% of students K-5 will be at Typical or higher on Pathways of Progress.

Academic Area

close

- English/Language Arts

Measurements

close

We will measure progress using Acadience Reading composite scores and Pathways of Progress. We aim for a 8% increase in reading proficiency, with more students reaching benchmark from BOY to EOY and 50% making typical or higher growth.

Action Plan Steps and Expenditures

close

1- Employ a paraprofessional to provide skill-based small-group/ individualized interventions. (\$1000)

2- Provide professional development to our teacher and paraprofessionals to build skills in

research-based practices.

3- Give students diagnostic assessments (PASI/ PSI screener) to identify specific reading skills needed.

4- All reading teachers will instruct using correct reading techniques and strategies.

5- Teachers will spend more time and focus on providing quality tier 1 instruction.

6- Emphasis will be placed on decreasing adverse behaviors that interrupt the learning process.

7- Students performing below benchmark will be monitored regularly using Acadience progress monitoring.

8- Individual student goals will be set using Acadience Pathways of Progress.

9- Program assessments will be analyzed to adjust intervention groups in a timely manner.

Our back up plan if a para cannot be hired is the purchase supplemental ELA programs- Iready; Lexia power up and provide teacher professional development for our teacher.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1- Employ a paraprofessional to provide skill-based small-group/ individualized interventions (\$1000)	\$1,000.00
	Total:	\$1,000.00

Goal #2

close

State Goal

close

Grouse Creek School will increase ELA MAPS proficiency in students enrolled in 6-8th grade from the BOY to EOY assessments by 4%.

Academic Area

close

- English/Language Arts

Measurements

close

Progress will be measured using MAP Growth ELA assessments administered at the beginning and end of the year. We aim to increase the percentage of proficient students in grades 6–8 by 4% from BOY to EOY, using this data to guide instruction and track growth.

Action Plan Steps and Expenditures

close

Step 1:

Students will take NWEA MAP assessments at the beginning, middle, and end of year.

Step 2:

Teachers will work in collaboration using MAP data to focus instruction to aid their students in literacy.

Step 3:

Teachers will receive professional development in targeted areas to help address the needs of students.

Step 4:

A paraprofessional will be hired to support individual students with tier 2 and tier 3 support (\$353).

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Step 4: A paraprofessional will be hired to support individual students with tier 2 and tier 3 support (\$353).	\$353.00
	Total:	\$353.00

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$1,353.00
Total:	\$1,353.00

Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2023-2024	\$440.59
Distribution for 2024-2025	\$801.29
Total Available Funds for 2024-2025	\$1,241.88
Estimated Funds to be Spent in 2024-2025	\$ 1241
Estimated Carry-over from 2024-2025	\$0.88
Estimated Distribution for 2025-2026	\$1,352.15
Total Available Funds for 2025-2026	\$1,353.03
Summary of Estimated Expenditures for 2025-2026	\$1,353.00
Estimated Carry-over to 2026-2027	\$0.03

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- Other: Please explain
- School assembly
- School newsletter or website

Explanation for other publicity option:

Flyers in high traffic areas

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
6	0	0	2025-03-10

Number Approved	Number Not Approved	Number Absent	Vote Date
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Number Approved	Number Not Approved	Number Absent	Vote Date
6	0	0	2025-03-10

Comments

Date	Name	Comment
2025-03-19	Heidi Jo West	Plan Comment: The action steps are listed under measurement. The measurement portion identifies the assessment used to to assess academic progress and aligned with the academic area(s) selected. Example: Acadience Reading, MAPS, etc. This portion should not have a narrative or action steps.
2025-04-14	Heidi Jo West	Plan Comment: Delete first the two sentences add proficient to goal.

[BACK](#)

Upcoming School Plan 2025-2026 - Lake View School

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

Our Goal is to have each grade level have the following percentage of students reading at or above grade level by the end of year: Kindergarten-75% 1st Grade-73%, 2nd Grade-75%, 3rd Grade-78% , 4th Grade-77%, 5th Grade-75%.

Academic Area

close

- English/Language Arts

Measurements

close

Improvement in reading proficiency rates is our highest area of academic need. We will use Acadience reading for progress monitoring and EOY data to determine performance towards our goals. We believe that blue scores combined with typical or higher growth in pathways of progress indicate a student will likely be able to perform on grade level with the RISE test as well.

Action Plan Steps and Expenditures

close

1. Use adopted tier 1 programs with fidelity (SuperKids and Wonders)
2. Use LETRS training knowledge to improve literacy instruction.

3. Coaching cycles and feedback for paraprofessionals and teachers to improve instruction and program implementation, as well as PLCs.
4. Begin progress monitoring at the beginning of the year according to district PM expectations for all students.
5. Paraprofessionals will be hired and trained as needed to support and reteach tier 1 instruction and provide small-group tier 2 and tier 3 instruction. (\$96,847.72)
6. Regular training for paraprofessionals by coaches on: classroom management, program implementation, and LETRS instruction.
7. Prioritize regular collaboration and data discussion to facilitate appropriate response to intervention on a weekly basis.
8. Set Pathways of Progress goals for individual students 25-26 by October 15th.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)		\$96,847.72
	Total:	\$96,847.72

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$96,847.72
Total:	\$96,847.72

Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2023-2024	\$5,381.66
Distribution for 2024-2025	\$92,148.77
Total Available Funds for 2024-2025	\$97,530.43
Estimated Funds to be Spent in 2024-2025	\$ 97530.43
Estimated Carry-over from 2024-2025	\$0.00
Estimated Distribution for 2025-2026	\$96,847.72
Total Available Funds for 2025-2026	\$96,847.72
Summary of Estimated Expenditures for 2025-2026	\$96,847.72
Estimated Carry-over to 2026-2027	\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
8	0	3	2025-03-26
5	0	3	2025-03-26

Comments

Date	Name	Comment
2025-04-09	Heidi Jo West	Plan Comment: Your estimate cost for goal 1 is not accurate. Please add a narrative to the measurement section.
2025-04-11	Heidi Jo West	Plan Comment: Edit wording on goal and measurement. Add expenditure amount to action steps.
2025-04-14	Heidi Jo West	Plan Comment: Two goals for the same thing. Allocation for paras doesn't match the estimated cost section.

BACK

Upcoming School Plan 2025-2026 - Mckinley School

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

Our school goal is based on reading achievement. Our goal is that in grade level 1st-5th we will have 68% of students on or above grade level in accuracy proficiency.

Academic Area

close

- English/Language Arts

Measurements

close

We use acadience reading progress monitoring and EOY data to determine our goals. We will continue to use acadience BOY, MOY, EOY data to monitor our SLT goal. Our overall measurement of the goal will be based off of reading EOY Acadience 2026, specifically looking at accuracy. According to ALO data we have been struggling to uptick in Accuracy for the last 2 years staying at 65% of our students reaching accuracy benchmark.

Action Plan Steps and Expenditures

close

1. We will hire paraprofessionals for reading groups. (\$85,185.42)
2. The paraprofessionals will work with small groups of students to provide extra support in

reading, as well as help monitor student progress within ALO.

3. Back up plan- McKinley Elementary will purchase decodables, technology and other materials to help with specific skills. (vowel team, r controlled vowels, multisyllabic, smart tv's etc.) If paraprofessionals are unable to be hired.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	We will hire paraprofessionals for reading groups. (\$85,185.42)	\$85,185.42
	Total:	\$85,185.42

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$85,185.42
Total:	\$85,185.42

Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2023-2024	\$21,798.38
Distribution for 2024-2025	\$91,026.95
Total Available Funds for 2024-2025	\$112,825.33
Estimated Funds to be Spent in 2024-2025	\$ 112825.33
Estimated Carry-over from 2024-2025	\$0.00
Estimated Distribution for 2025-2026	\$85,185.42
Total Available Funds for 2025-2026	\$85,185.42
Summary of Estimated Expenditures for 2025-2026	\$85,185.42
Estimated Carry-over to 2026-2027	\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website
- Social Media

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
7	0	4	2025-03-03
6	0	0	2025-03-26

Comments

Date	Name	Comment
2025-04-09	Heidi Jo West	Plan Comment: You need to expand on your action steps to include LETRS and SOR. You also need to add a narrative to the measurement.
2025-04-09	Heidi Jo West	Plan Comment: Edit budget.

[BACK](#)

Upcoming School Plan 2025-2026 - North Park School

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

North Park Elementary will increase the percentage of students at or above reading composite benchmark by 3% from BOY to MOY as measured by the ACADIENCE assessment in grades Kindergarten through Fifth for the 2025-2026 school year.

Academic Area

close

- English/Language Arts

Measurements

close

Here at North Park Elementary, we use Acadience reading progress monitoring and EOY data to determine goals. We will continue to use Acadience BOY, MOY, and EOY data to monitor our SLT goal. We assert that blue scores in Acadience along with typical or higher Pathways of Progress indicate a student will likely perform on grade level with RISE testing as well. This is North Park's most critical academic need as it will lead to compliance with the State of Utah's 2027 goals, and because students who are strong readers generally perform better in all other academic areas. Current Projections based on EOY Benchmark Acadience data shows that currently 42% of our kindergartners are projected to blend 10 or more Whole Words Read. For First Grade, 51% of students are reading at 67 WPM AND with 90% Accuracy. For Second Grade, 19% of students are projected to be reading at 104 WPM AND with 99% Accuracy. For Third Grade, 35% of students are projected to be reading at 118 WPM AND with 99% Accuracy. For fourth grade, 28% of students are projected to be at above grade level. For fifth grade, 51% of students are projected to be at above grade level. Our goal s to increase each grade level by at least 3% by the end of the 25-

26 SY.

Action Plan Steps and Expenditures

close

1. Paraprofessionals will be hired and trained to support tier 1 instruction using Superkids and Wonders. They will help progress monitor with Acadience, and provide small-group tier 2 and tier 3 instruction, using 95% Phonics, Heggerty, SIPPS, and Sound Partners. (\$109,017.06)

2. In the event that we are not able to hire staff we will allocate funds to: Spend the money on supplies, student Incentives (\$2 per student), & Classroom technology.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1. Paraprofessionals 2. Supplies, Student Incentives, & Technology	\$109,017.06
	Total:	\$109,017.06

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$109,017.06
Total:	\$109,017.06

Funding Estimates - Please Update

Estimates	Totals
Carry-over from 2023-2024	\$1,671.42
Distribution for 2024-2025	\$95,193.68
Total Available Funds for 2024-2025	\$96,865.10
Estimated Funds to be Spent in 2024-2025	\$ 96865.1
Estimated Carry-over from 2024-2025	\$0.00
Estimated Distribution for 2025-2026	\$109,017.06
Total Available Funds for 2025-2026	\$109,017.06
Summary of Estimated Expenditures for 2025-2026	\$109,017.06

Estimates	Totals
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Estimates	Totals	
Estimated Carry-over to 2026-2027		\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website
- Social Media

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
7	0	0	2025-03-26
7	0	0	2025-03-26

Comments

Date	Name	Comment
2025-04-09	Heidi Jo West	Plan Comment: Revise your goal and measurement. The goal needs to be aligned to a state assessment and clearly state where the school population is performing proficient in each category then state where they are expected to be after increase. In measurements, you would need to identify a baseline and projected increase for each group.
2025-04-14	Heidi Jo West	Plan Comment: Goal must be 1-2 sentences

[BACK](#)

Upcoming School Plan 2025-2026 - Park Valley Elementary

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

K-5 students will have a 4% increase from BOY to EOY on the Acadience composite. 75% of students K-5 will be at Typical or higher on Pathways of Progress.

Academic Area

close

- English/Language Arts

Measurements

close

We will measure progress using Acadience Reading composite scores and Pathways of Progress. Our goal is a 4% increase in students reaching benchmark from BOY to EOY, with 75% making typical or higher growth.

Action Plan Steps and Expenditures

close

- 1- Give students diagnostic assessments (PSI; PASI) to identify specific reading skills needed.
- 2- All reading teachers will instruct using correct reading techniques and strategies.
- 3- Teachers will spend more time focusing on providing quality tier 1 instruction and

implementing strategies and knowledge gained in PD.

4- Teachers and staff will give formative assessments as students acquire and progress in their reading development.

5- Identified students will receive individualized tier 3 interventions using a paraprofessional

6- Employ Paraprofessional to provide skill-based small group interventions, and Tier 1 and Tier 2 support. (Salary- \$3380.85)

7- Provide professional development to teachers and paraprofessionals to build skills in research-based practices.

8- Students performing below benchmark will be monitored regularly using Acadience progress monitoring

9- Individual student goals will be set using the Acadience Pathways of Progress goal setting tool.

10- Program assessments will be analyzed to adjust intervention groups in a timely manner.

Our back up plan for expenditures are to purchase decodable in various reading skills to build student fluency.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	6- Employ Paraprofessional to provide skill-based small group interventions, and Tier 1 and Tier 2 support. (Salary- \$3380.85)	\$3,380.85
	Total:	\$3,380.85

Goal #2

close

State Goal

close

Students in grades 6-8 will increase ELA MAPS proficiency from the BOY to EOY assessments by 4%.

Academic Area

close

- English/Language Arts

Measurements

close

Progress will be measured using MAPS Growth ELA assessments administered at the beginning and the end of the year. We aim to increase the percentage of proficient by 4% from BOY to EOY, using this data to guide instruction and track growth.

Action Plan Steps and Expenditures

close

Step 1:

Students will take NWEA MAP assessments at the beginning, middle, and end of year.

Step 2:

Teachers will work in collaboration using MAP data to focus instruction to aid their students in literacy.

Step 3:

Teachers will receive professional development in targeted areas to help address the needs of students.

Step 4:

A paraprofessional will be hired to support individual students with tier 2 and tier 3 support. (\$1690.19)

Estimated

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Step 4: A paraprofessional will be hired to support individual students with tier 2 and tier 3 support. (\$1690.19)	\$1,690.19
	Total:	\$1,690.19

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$5,071.04
Total:	\$5,071.04

Funding Estimates – Please Update

Estimates	Totals	
Carry-over from 2023-2024	\$0.00	
Distribution for 2024-2025	\$4,006.47	
Total Available Funds for 2024-2025	\$4,006.47	
Estimated Funds to be Spent in 2024-2025	\$ <input style="width: 100px;" type="text" value="4006"/>	
Estimated Carry-over from 2024-2025	\$0.47	
Estimated Distribution for 2025-2026	\$5,070.57	
Total Available Funds for 2025-2026	\$5,071.04	
Summary of Estimated Expenditures for 2025-2026	\$5,071.04	
Estimated Carry-over to 2026-2027	\$0.00	

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- Other: Please explain
- School assembly
- School newsletter or website

Explanation for other publicity

Explanation for other publicity option:

Flyers in high traffic areas

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
6	0	0	2025-03-03
6	0	0	2025-03-03

Comments

Date	Name	Comment
2025-03-19	Heidi Jo West	Plan Comment: Narrative should not be included in the measurement.
2025-04-09	Heidi Jo West	Plan Comment: Add narrative to the measurement
2025-04-15	Heidi Jo West	Plan Comment: Add secondary
2025-04-15	Kira Bennett	Plan Comment: Sending back for edits to budget. District reallocated Park Valley Secondary (712)'s funding to this location. The secondary has 1 school and is located in the same building.

[BACK](#)

Upcoming School Plan 2025-2026 - Snowville School

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

K-5 students will have a 4% increase from BOY to EOY on the Acadience Composite. 70% of students K-5 will be at Typical or higher on Pathways of Progress.

Academic Area

close

- English/Language Arts

Measurements

close

We will measure progress using Acadience Reading composite scores and Pathways of Progress. We aim for a 4% increase in reading proficiency, with more students reaching benchmark from BOY to EOY and 70% making typical or higher growth.

Action Plan Steps and Expenditures

close

1- Employ a paraprofessional to provide skill based small group/ individualized interventions (\$4901.56)

2- Provide professional development to teachers and paraprofessionals to build skills in research-

based practices.

3- Give students diagnostic assessments (PASI/PSI screener) to identify specific reading skills needed.

4- All reading teachers will instruct using correct reading techniques and strategies.

5- Teachers will spend more time and focus on providing quality tier 1 instruction.

6- Emphasis will be placed on decreasing adverse behaviors that interrupt the learning process.

7- Students performing below benchmark will be monitored regularly using Acadience Progress monitoring.

8- Individual student goals will be set using the Acadience Pathways of progress.

9- Program assessments will be analyzed to adjust intervention groups in a timely manner.

Back up Plan for expenditures is to purchase decodables for students to build reading fluency based on skills.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1- Employ at paraprofessional to provide skill based small group/ individualized interventions (\$4901.56)	\$4,901.56
	Total:	\$4,901.56

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$4,901.56
Total:	\$4,901.56

Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2023-2024	\$0.00
Distribution for 2024-2025	\$4,968.02
Total Available Funds for 2024-2025	\$4,968.02
Estimated Funds to be Spent in 2024-2025	\$ <input style="width: 100px;" type="text" value="4968"/>

Estimates	Totals
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Estimates	Totals
Estimated Carry-over from 2024-2025	\$0.02
Estimated Distribution for 2025-2026	\$4,901.54
Total Available Funds for 2025-2026	\$4,901.56
Summary of Estimated Expenditures for 2025-2026	\$4,901.56
Estimated Carry-over to 2026-2027	\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- Other: Please explain
- School assembly
- School newsletter or website

Explanation for other publicity option:

Flyers placed in high traffic locations

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
6	0	0	2025-03-11
6	0	0	2025-03-11

Comments

Date	Name	Comment
2025-03-19	Heidi Jo West	Plan Comment: Measurement
2025-04-09	Heidi Jo West	Plan Comment: Edit Employ "at" paraprofessionals Include narrative in Measurement section
2025-04-14	Heidi Jo West	Plan Comment: The goal should not include the measurement- which is Acadience.

[BACK](#)

Upcoming School Plan 2025-2026 - Three Mile Creek School

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

The number of 2nd and 3rd-grade Three Mile Creek students scoring at or above grade level or making typical or above growth in fluency and accuracy from BOY to EOY on the Acadience Reading Assessment will increase by 5%. The number of 4th and 5th-grade Three Mile Creek students scoring at or above grade level on the ELA RISE Assessment will increase by 3%.

Academic Area

close

- English/Language Arts

Measurements

close

Acadience Reading Assessment data (fluency and accuracy) will be used to determine goals. We will use the BOY, MOY, and EOY data and progress monitoring data to determine the progress towards reaching our goal. RISE ELA Summative Assessment data will be used as the measurement tool. We will use RISE Benchmark Tests to determine progress towards reaching our goal and to inform our instruction and interventions. English/Language Arts is one of our most critical academic needs, as it will lead to compliance with the District and State goals. Also, students who are strong readers generally perform better in all other academic areas

1. Paraprofessionals will be hired to support and reteach tier-1 instruction and provide small-group tier-2 and tier-3 instruction. (\$44,789.95)
2. Prioritize regular collaboration and data discussion to facilitate appropriate responses to intervention, improve school climate, and improve behavior.
3. Conduct regular meetings with the leadership teams to determine the needs of the grade levels and school.
4. Use adopted tier 1 programs with fidelity (HMH, SuperKids, and Wonders).
5. Use LETRS Instruction to improve literacy instruction.
6. Coaching cycles and feedback for paraprofessionals and teachers to improve instruction and program implementation.
7. Professional development for Teachers and paras.
8. Regular training for paraprofessionals by coaches on classroom management, program implementation, and LETRS instruction.
9. Increase the amount of reading and math time and opportunities to respond, with an intentional focus on students at risk.
10. Set Pathways of Progress goals and monitor student progress regularly.
11. Resources and supplies needed to implement the plan and support student learning.
12. Technology that would increase students' access to the curriculum. This would include but not be limited to Chromebooks, projectors and bulbs, and audio enhancement devices.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Paraprofessionals will be hired to support and reteach tier-1 instruction and provide small-group tier-2 and tier-3 instruction.	\$44,789.95
	Total:	\$44,789.95

The number of 2nd and 3rd-grade Three Mile Creek students scoring at or above grade level or making typical or above growth from BOY to EOY on the Acadience Math Assessment will increase by 5%. The number of 4th and 5th-grade Three Mile Creek students scoring at or above grade level on the Math RISE Assessment will increase by 3%.

Academic Area

close

- Mathematics

Measurements

close

Acadience Math Assessment data (composite scores and pathways of progress) will be used to determine goals. We will use the BOY, MOY, and EOY data and progress monitoring data to determine the progress towards reaching our goal. RISE Math Summative Assessment data will be used as the measurement tool. We will use RISE Benchmark Tests to determine progress towards reaching our goal and to inform our instruction and interventions. Math is one of our critical academic needs, as it will lead to compliance with District and State goals. Also, students who have a strong foundation in math concepts generally perform better as they progress through higher-grade-level math standards.

Action Plan Steps and Expenditures

close

1. Paraprofessionals will be hired to support and reteach tier-1 instruction and provide small-group tier-2 and tier-3 instruction. (\$44,789.96)
2. Prioritize regular collaboration and data discussion to facilitate appropriate responses to intervention, improve school climate, and improve behavior.
3. Conduct regular meetings with the leadership teams to determine the needs of the grade levels and school.
4. Use adopted tier 1 programs with fidelity (HMH, SuperKids, and Wonders).

5. Use LETRS Instruction to improve literacy instruction.
6. Coaching cycles and feedback for paraprofessionals and teachers to improve instruction and program implementation.
7. Professional development for Teachers and paras.
8. Regular training for paraprofessionals by coaches on classroom management, program implementation, and LETRS instruction.
9. Increase the amount of reading and math time and opportunities to respond, with an intentional focus on students at risk.
10. Set Pathways of Progress goals and monitor student progress regularly.
11. Resources and supplies needed to implement the plan and support student learning.
12. Technology that would increase students' access to the curriculum. This would include but not be limited to Chromebooks, projectors and bulbs, and audio enhancement devices.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Paraprofessionals will be hired to support and reteach tier-1 instruction and provide small-group tier-2 and tier-3 instruction.	\$44,789.96
	Total:	\$44,789.96

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$89,579.91
Total:	\$89,579.91

Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2023-2024	\$12,934.24
Distribution for 2024-2025	\$95,834.72
Total Available Funds for 2024-2025	\$108,768.96
Estimated Funds to be Spent in 2024-2025	\$ 108768.96
Estimated Carry-over from 2024-2025	\$0.00
Estimated Distribution for 2025-2026	\$89,579.91

Estimates	Totals
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Estimates	Totals	
Total Available Funds for 2025-2026	\$89,579.91	
Summary of Estimated Expenditures for 2025-2026	\$89,579.91	
Estimated Carry-over to 2026-2027	\$0.00	

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
6	0	1	2025-03-24
6	0	0	2025-03-24

Comments

Date	Name	Comment
2025-04-09	Heidi Jo West	Plan Comment: Add narrative to measurement.

[BACK](#)

Upcoming School Plan 2025-2026 - Willard School

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

87% of kindergarten students will blend 10 or more Whole Words Read by the EOY benchmark period as determined by the Acadience benchmark assessment. 80% of first grade students will read 47 WPM with 90% Accuracy based on the EOY Acadience benchmark period.

Academic Area

close

- English/Language Arts

Measurements

close

We use Acadience reading progress monitoring and EOY data to determine goals. We will continue to use Acadience BOY, MOY, and EOY data to monitor our SLT goal. We believe that blue scores in Acadience accompanied with typical or higher pathways of progress indicate a student will likely perform on grade level. This is our most critical academic need as it will lead to compliance with the state 2027 goals and help our students become strong readers.

Action Plan Steps and Expenditures

close

Paraprofessionals will be hired to work with students in small reading groups, Tier 2 and Tier 3 interventions. (\$36,339.02)

1. We will exit Kindergarten with accuracy through skill 3 on 95% phonics, and exit first grade

with accuracy through skill 9 on 95% phonics, according to a district-adopted phonics interventions.

2. We will use the district approved curriculum Super Kids, with fidelity, including explicit phonics routine, phonemic awareness, assessment and interventions.
3. If funds are not used for paraprofessionals, funds will be used to purchase additional 95% phonics materials, and decodable books.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Paraprofessionals to meet the goal (36339.02)	\$36,339.02
	Total:	\$36,339.02

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$36,339.02
Total:	\$36,339.02

Funding Estimates - Please Update

Estimates	Totals
Carry-over from 2023-2024	\$2,522.77
Distribution for 2024-2025	\$33,494.07
Total Available Funds for 2024-2025	\$36,016.84
Estimated Funds to be Spent in 2024-2025	\$ 36016.84
Estimated Carry-over from 2024-2025	\$0.00
Estimated Distribution for 2025-2026	\$36,339.02
Total Available Funds for 2025-2026	\$36,339.02
Summary of Estimated Expenditures for 2025-2026	\$36,339.02
Estimated Carry-over to 2026-2027	\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website
- Social Media

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
8	0	0	2025-03-17
8	0	0	2025-03-17

Comments

Date	Name	Comment
2025-04-09	Heidi Jo West	Plan Comment: Academic Area is reading not ELA Please add a contingency plan for if funds are not spent.
2025-04-09	Heidi Jo West	Plan Comment: You need to update your budget and expenditures, so that there is no rollover.
2025-04-11	Heidi Jo West	Plan Comment: CORrect the carryover amount.

[BACK](#)

Upcoming School Plan 2025-2026 - Century School

The Plan has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

Century K-5 students will increase their proficiency by 10% from BOY to EOY according to Acadience Reading Benchmark Assessments.

Academic Area

close

- English/Language Arts

Measurements

close

We use Acadience reading progress monitoring and EOY data to determine our goals and areas of need. We will continue to use Acadience benchmark assessment and progress monitoring data to track our progress towards our goal throughout the year. This is our most critical academic need, and we understand that an increase in Acadience scores will likely indicate a higher RISE score for our older grades as well. End of year Acadience scores will show 10% growth from beginning of year.

Action Plan Steps and Expenditures

close

1. Paraprofessionals will be hired to reinforce tier-1 instruction and deliver targeted tier-2 and tier-3 interventions in small groups (\$74,484.66)
2. Consistently collaborate using data to guide our intervention strategies and to determine the needs of the students. Regular leadership team meetings will be held to assess and address the specific needs of each grade level and the school as a whole.
3. Teachers will implement adopted tier 1 programs (SuperKids and Wonders) with fidelity and integrate LETRS instructional strategies to enhance literacy instruction.
4. Throughout the year, progress monitoring will be conducted as mandated, and Pathways of Progress goals will be established and tracked regularly.
5. Coaching cycles and feedback will be implemented for both paraprofessionals and teachers to drive improvements in instruction and program implementation.

Back up plan: Century Elementary will purchase decodables to help with specific skills (vowel teams, r controlled vowels, multisyllabic, etc.) if paraprofessionals are unable to be hired.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Salaries and Benefits (teachers, aides, specialists, productivity, substitutes) 1. Paraprofessional salaries to meet the goal (\$74,484.66)	\$74,484.66
	Total:	\$74,484.66

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$74,484.66
Total:	\$74,484.66

Funding Estimates - Please Update

Estimates	Totals
Carry-over from 2023-2024	\$0.00
Distribution for 2024-2025	\$72,116.43

Estimates	Totals
Total Available Funds for 2024-2025	\$72,116.43
Estimated Funds to be Spent in 2024-2025	\$ 72000
Estimated Carry-over from 2024-2025	\$116.43
Estimated Distribution for 2025-2026	\$74,368.23
Total Available Funds for 2025-2026	\$74,484.66
Summary of Estimated Expenditures for 2025-2026	\$74,484.66
Estimated Carry-over to 2026-2027	\$0.00

The Estimated Distribution is subject to change if student enrollment counts change.

Publicity

- School newsletter or website

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
6	0	0	2025-03-26
5	0	1	2025-03-22

Comments

Date	Name	Comment
2025-04-09	Heidi Jo West	Plan Comment: Add an explanation of where students were and where they will be on the measurement.

Please submit comments below.

Comments are only seen by those involved in submitting or reviewing plans and cannot be edited or removed.

There is a 1000 character limit on the comments. SAVE button shows when entry is made. Character Count: 0

School LAND Trust Plan Review Instructions

1. Read the Plan and any attached documents.
2. ENTER AND SAVE any comments for the Principal/Director to read. *Comments are not public, but are a permanent part of the report.*
3. Make a review decision to approve the report or send the report back for edits:
APPROVE: Select APPROVE, and then FINALIZE.
NEEDS EDITS: To send back for edits, select NEEDS EDITS and FINALIZE. Notify the principal to complete the edits, resubmit, and notify you when the report is ready for review again.

LEA Review Assurance

Approving the Plan is the LEA Reviewer's assurance that the plan is consistent with the law and contains:

- student-centered, measurable, academic goals
- **specific** steps and expenditures to implement the academic goals
- measurements to assess improvement
- evidence-based practices and consistent with the LEA's pedagogy, programs, and curriculum
- no more than \$2 per student budgeted for student incentives in an academic school year
- an appropriate plan for any carry-over greater than 10%

APPROVE

NEEDS EDITS

School Plan Review Status:

FINISH REVIEW

BACK

Golden Spike Elementary

Design Goals & Market Data



NET ZERO VS NEAR ZERO

“It doesn’t pay to be a power producer beyond what you use.”

Power you buy: **23,043** kwh
11.7 ¢ / kwh = \$ 5,327.00 / month

Power you sell: **23,043** kwh
1.7 ¢ / kwh

Golden Spike Elementary

Design Goal: **90 % Efficiency**

SCHEDULE NO. 6, GENERAL SERVICE WITH DEMAND

AVAILABILITY: At any point on the City's interconnected system where there are facilities of adequate capacity.

APPLICATION: This schedule is for alternating current, single or three-phase service supplied at City's available voltage through one kilowatt-hour meter at a single point of delivery for all electric service required on the premises.

Customer Service Charge

Service	Monthly Charge
Customer Service Charge	\$27.00

Power Rate

The kW as shown by or computed from the readings of City's power meter, for the 15-minutes period of customer's greatest use during the month, determined to the nearest kW.

All kW over 10 kW	\$10.50/kW
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Energy Rate

Usage	Rate
Up to 500 kWh	\$0.1176/kWh
501-8,000 kWh	\$0.1113/kWh
8,001+ kWh	\$0.0516/kWh

ROCKY MOUNTAIN POWER
ELECTRIC SERVICE SCHEDULE NO. 6
STATE OF UTAH
General Service - Distribution Voltage

AVAILABILITY: At any point on the Company's interconnected system where there are facilities of adequate capacity.

APPLICATION: This Schedule is for alternating current, single or three-phase electric service supplied at Company's available voltage, but less than 46,000 volts through a single point of delivery, for all service required on the Customer's premises. This Schedule is for nonresidential Customers whose loads have not registered 1,000 kW or more, more than once in the preceding 18-month period and who are not otherwise subject to service on Schedule 8. This Schedule is for general nonresidential service except for multi-unit residential complexes master metered in accordance with the Utah Administrative Code, Section R746-210. Service under this Schedule is also available for common areas associated with residential complexes.

MONTHLY BILL:

Customer Service Charge:
\$53.00 per Customer

Facilities Charge:
\$3.99 per kW

Power Charge:
Billing Months - June through September inclusive
\$13.27 per kW
Billing Months - October through May inclusive
\$11.74 per kW

Energy Charge:
Billing Months - June through September inclusive
3.8878¢ per kWh for all kWh
Billing Months - October through May inclusive
3.4405¢ per kWh for all kWh

Golden Spike Elementary

Energy Analysis



**Mountain View / Foothill
Elementary combined
2021 Rates**

86,000 SF TOTAL COMBINED AREA

\$ 68,110.00 ANNUAL POWER & GAS

80¢ / SF

**Golden Spike Elementary
2024 Rates**

104,000 SF TOTAL COMBINED AREA

\$ 35,065.00 ANNUAL POWER & GAS

33¢ / SF

\$33,045.00 / YEAR SAVED
ACTUAL ENERGY EFFICIENCY

85% EFFICIENT

Golden Spike Elementary

Takeaways



A hedge against utility rate increases

- \$661,000.00 Utility savings over 20 years
- Your PV array carries a 20 year panel warranty
- Your PV array payoff = 13 years (**\$231,350.00**)
- From 2000 – 2013 rates increased at **5.6% / year**
- PV Replacement is getting more and more efficient, & cheaper and cheaper each year, while utility rates continue to increase!

– in 2011 PV = \$1,200,000

– in 2021 PV = \$568,000

– in 2031 PV = **???**



energy saving

Overall Energy Program Numbers



- Cost Avoidance / Energy Savings (Program to date)
 - Over \$3 million = 15.2% (\$ 3,139,024 as of end of February)
 - Usage reduction of 131,437,390 KBTU = 11.6%
- Other Savings = \$80,996

\$Overall Program Savings over 3.1 Million Dollars to date!



Energy STAR Scores

<u>Property Name</u>	<u>ENERGY STAR Score</u>	<u>Property Name</u>	<u>ENERGY STAR Score</u>
Bear River High	85	Harris Intermediate	89
Bear River Middle	93	Lake View Elementary	86
Box Elder High	78	McKinley Elementary	87
Box Elder Middle	89	North Park Elementary	83
Century Elementary	83	Park Valley Elementary	99
Discovery Elementary	76	Snowville Elementary	93
Fielding Elementary	87	Sunrise High School	88
Garland Elementary	94	Three Mile Creek	96
Golden Spike Elementary	99	Willard Elementary	79
Grouse Creek School	28	Young Intermediate	85



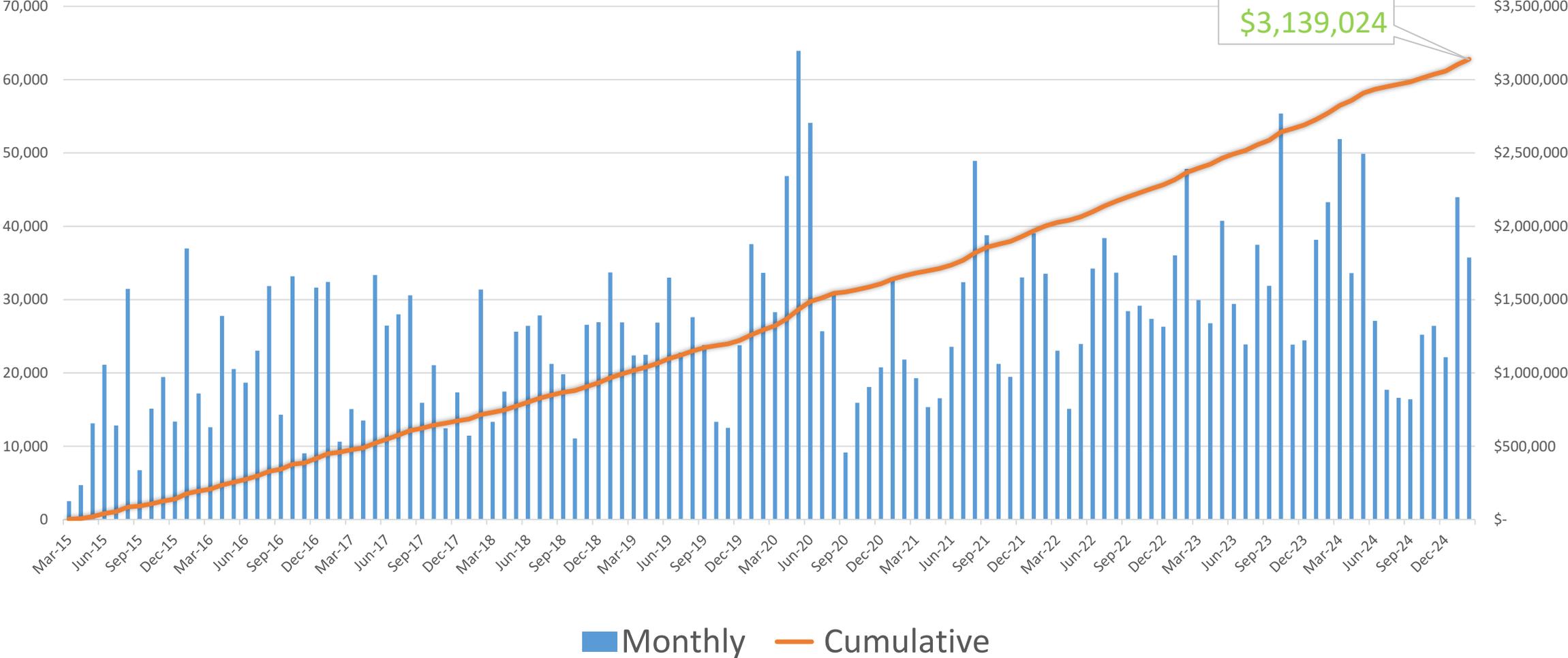
Johnson Controls Project

- Lighting Retrofits with LED's (9 schools)
 - Finishing up next week. 7 buildings complete
 - 2 additional may be added
- Building Controls Upgrade (2 schools)
 - McKinley & Bear River High – Design in review - will work in summer
- Water Conservation (15 schools)
 - Replaced aerators, urinal valves with low flow
 - Replaced a handful of high flow toilets
- Building Envelope (17 schools)
 - Replaced/added weather stripping on exterior doors
 - Roof/wall connection sealed with spray foam



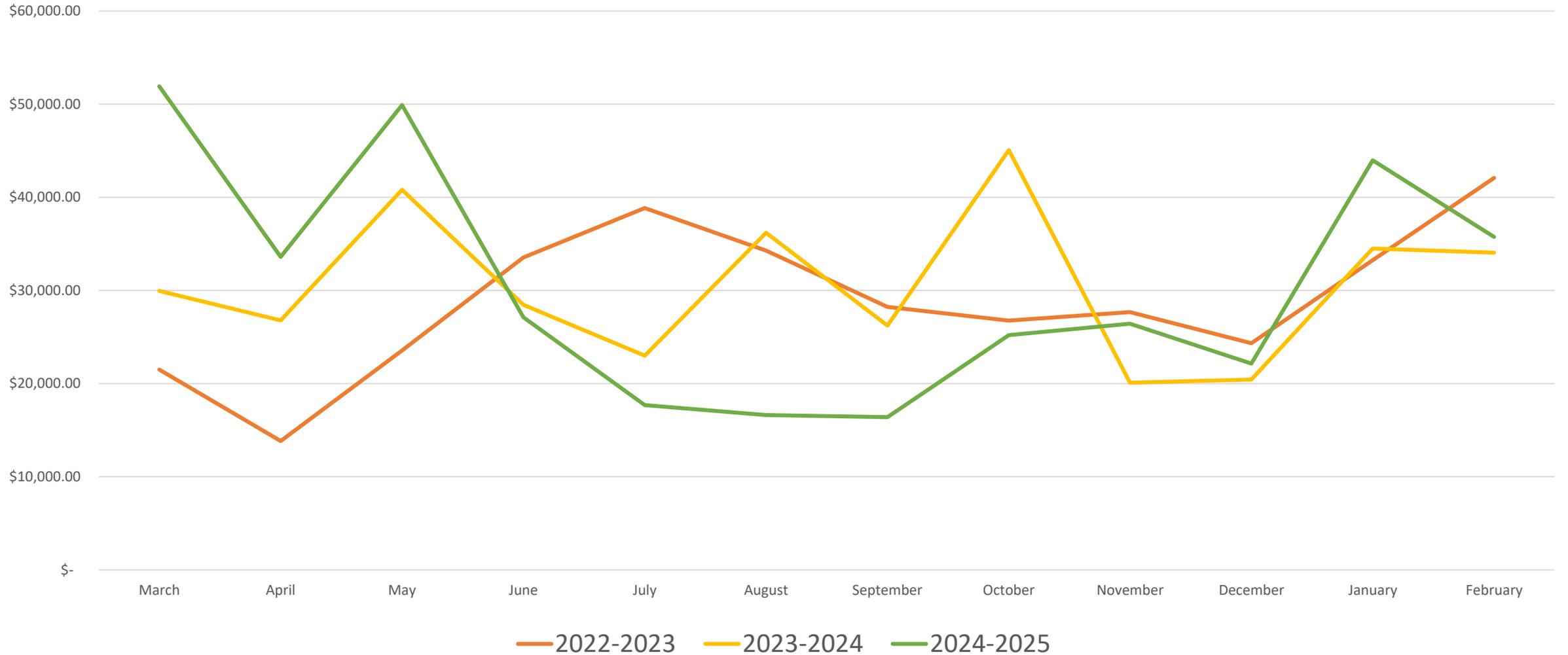
Cost Avoidance Trend – March 2015 to February 2025

Cost Avoidance



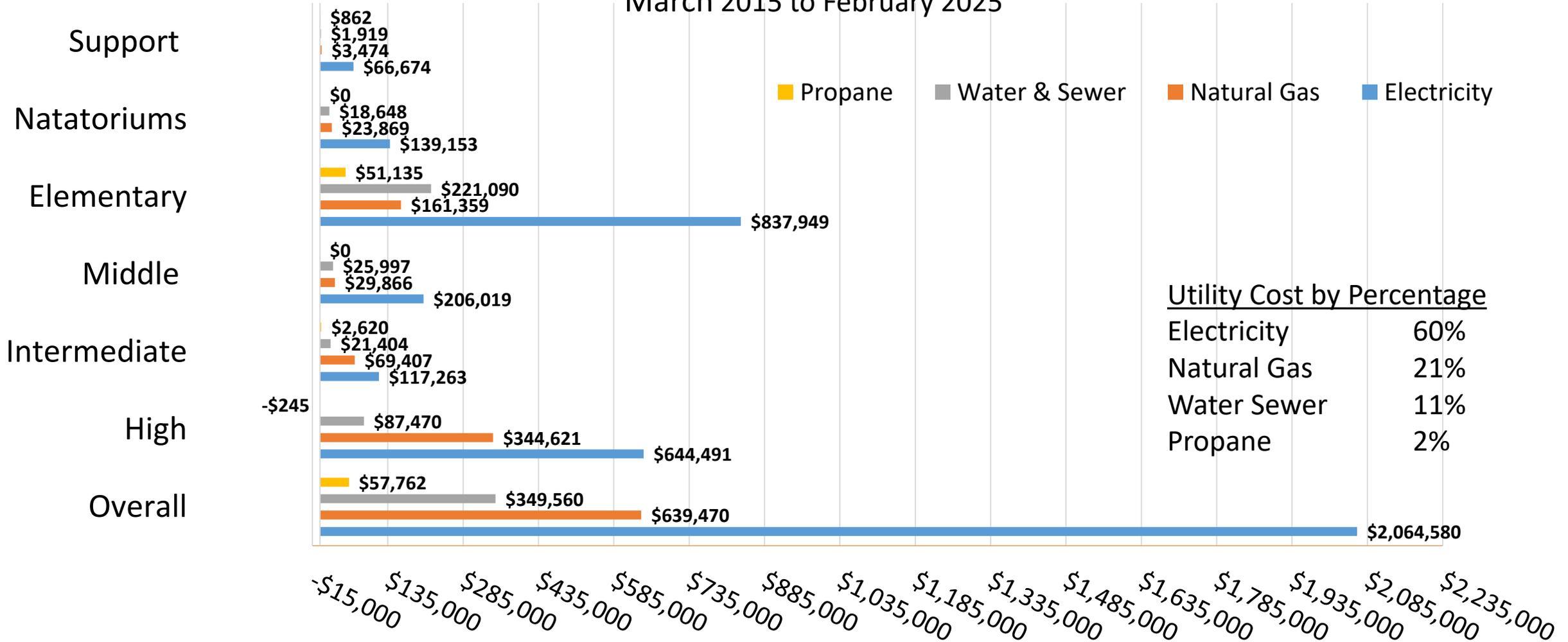
Cost Avoidance Trend – Mar 2022 to Feb 2025

3 Year Cost Avoidance Trend



Cost Avoidance by Utility - Schools

March 2015 to February 2025



Environmental Impact to Date

Our energy savings equal to decreased CO₂ emissions by 15,880 metric tons.

This is equivalent to the following:



Greenhouse gas emissions from **3,704** gasoline-powered passenger vehicles driven for one year

Or



Greenhouse gas emissions from **14,024** gasoline-powered passenger vehicles driven for one year

Or



Greenhouse gas emissions avoided by **4.7** wind turbines running for a year

Or



CO₂ emissions from **729,512** propane cylinders used for home BBQs

Child Nutrition Program

Neil Stevens, Business Administrator

April 16, 2025



School Meals Served

2023-2024

Breakfast- 223,337

Lunch 980,244

Total Meals 1,203,581

2024-2025 (as of 3-31-2025)

Breakfast 171,792

Lunch 733,959

Total Meals 905,751



Summer Lunch 2024 We Served 12,786 Lunches

2024

2025

Summer Lunch 2025
June 9 – Aug 1
Lake View
(Garland City Park)





Farm to Fork

Local Peaches!



Three Mile Creek





SCHOOL LUNCH PIRATES
FIND YOUR TREASURE
OCTOBER 14-18,

National School Lunch
Week

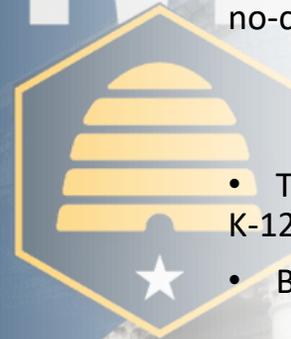
HB 100

Food Security Amendments

SY26

2025 LEGISLATIVE SESSION

- Utah appropriated \$2,516,900 for SY 26
- Will provide 40,000 families across Utah with no-cost lunches.
- This bill will eliminate reduced lunch price for K-12
- Breakfast is not included. (.30)
- Requirement: we are only able to communicate with parents or guardians regarding the student's school lunch balance.



HB402 Food Additives in School Foods

Effective SY26-27

Potassium Bromate

- Fortune cookie

Propylparaben

- Manuel's corn tortillas

Blue 1

- Mini marshmallows
- Dill pickle spears

Blue 2

- Luigi sorbet
- Gatorade blue

Red 40

- Confetti rice Krispy
- Gossner strawberry milk
- Jell-O snack packs

Yellow 5

- Yellow cake mix
- Vanilla pudding snack pack

Yellow 6

- Cheetos regular & flaming hot
- Orange ice cream bar
- Pink frosted cookie & Halloween frosted cookie
- SFE donut
- Doritos
- Lime Jell-o
- Frazil
- Lucky Charms
- Froot Loops
- Apple Jacks
- Ruffles cheddar & sour cream
- Nacho cheese sauce, Sysco #10 cans

****Does not apply to Ala Cart or Treats in the classroom.**

Federal/State Funding

- Mandatory Funding
- School Lunch
- School Breakfast
- FFVP

- Discretionary Funding
- Farm to Fork
Equipment Grants
Temp/Emergency Funding



Questions ?

**MONTHLY FINANCIAL REPORT
FEBRUARY 28, 2025**

	ENDING MAR 2025	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			67%	67%		
	Percent of 9 month contract completed			67%	67%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	31,750,300	30,771,957	96.9%	80.2%	25,809,031	32,194,260
6	Tuitions	250,000	369,037	147.6%	31.1%	168,877	542,648
7	Investment Earnings	1,250,000	1,363,393	109.1%	34.5%	748,249	2,170,032
8	Indirect Costs	325,000		0.0%	0.0%		-2,610
9	Rental Fees/Building/Ft	90,000	114,392	127.1%	12.9%	23,464	181,846
10	Other	990,250	802,682	81.1%	63.4%	981,935	1,548,991
11	State	95,937,450	74,317,784	77.5%	70.5%	66,791,069	94,724,699
12	Federal	5,525,000	3,889,756	70.4%	21.5%	1,944,201	9,063,864
13	Misc./ Fund Bal	5,000	2,554	51.1%	0.0%		
14	TOTAL M & O						
15	REVENUE	136,123,000	111,631,555	82.0%	68.7%	96,466,826	140,423,730
16	Beg Balance	1,642,130		68.7%			1,642,130
17	Less:						
18	Ending Balance	1,722,500					
19	TOTAL M & O FUNDS						
20	available	136,042,630	111,631,555	82.1%	67.9%	96,466,826	142,065,860
21							
22	EXPENDITURES:						
23	Instruction (1000)						
24	Salaries	62,490,300	35,764,817	57.2%	58.4%	34,470,793	59,043,206
25	Benefits	21,205,970	13,045,852	61.5%	62.7%	13,490,010	21,515,194
26	Purchased Serv.	3,824,110	1,818,096	47.5%	74.2%	1,923,360	2,592,404
27	Supplies/Texbooks	5,385,400	1,974,380	36.7%	137.5%	4,511,392	3,280,254
28	Equipment	1,050,000	118,332	11.3%	60.4%	160,328	265,298
29	Other	850,000	420,710	49.5%	64.4%	548,038	851,426
30	Total	94,805,780	53,142,187	56.1%	62.9%	55,103,919	87,547,781
31							
32	Student Services (2100)						
33	Salaries	4,268,550	2,644,887	62.0%	59.8%	2,739,957	4,583,585
34	Benefits	1,526,620	999,833	65.5%	61.3%	1,071,745	1,749,225
35	Other	410,000	199,447	48.6%	113.4%	363,031	320,071
36	Total	6,205,170	3,844,167	62.0%	62.8%	4,174,733	6,652,881
37							
38	Instructional Staff (2200)						
39	Salaries	1,925,280	1,157,374	60.1%	60.9%	1,176,446	1,931,792
40	Benefits	710,680	443,861	62.5%	62.7%	461,199	735,090
41	Other	662,870	580,718	87.6%	398.5%	460,191	115,492
42	Total	3,298,830	2,181,953	66.1%	75.4%	2,097,835	2,782,374
43							

**MONTHLY FINANCIAL REPORT
FEBRUARY 28, 2025**

	ENDING MAR 2025	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			67%	67%		
	Percent of 9 month contract completed			67%	67%		
44	District Administration (2300)						
45	Salaries	462,770	375,436	81.1%	63.7%	278,849	437,687
46	Benefits	215,820	143,252	66.4%	65.5%	116,503	177,767
47	Purch Services	270,000	149,238	55.3%	58.5%	173,159	296,128
48	Liability Insurance	218,920	229,120	104.7%	94.9%	173,062	182,427
49	Supplies	65,400	45,807	70.0%	80.3%	40,109	49,953
50	Other	45,500	29,095	63.9%	150.2%	47,948	31,913
51	Total	1,278,410	971,948	76.0%	70.6%	829,630	1,175,875
52							
53	School Administration (2400)						
54	Salaries	5,778,870	3,430,577	59.4%	68.7%	3,545,074	5,163,721
55	Benefits	2,187,420	1,301,816	59.5%	71.0%	1,414,298	1,992,425
56	Prof Serv/Travel	121,000	65,815	54.4%	41.6%	41,261	99,082
57	Other	16,500	14,545	88.2%	89.9%	12,745	14,169
58	Total	8,103,790	4,812,753	59.4%	69.0%	5,013,378	7,269,397
59							
60	Business & Support (2500)						
61	Salaries	795,050	454,909	57.2%	81.1%	579,613	714,792
62	Benefits	367,140	167,384	45.6%	79.7%	213,832	268,290
63	Purchased Services	210,060	206,160	98.1%	56.7%	102,347	180,412
64	Other	69,000	888	1.3%	76.3%	7,044	9,237
65	Total	1,441,250	829,341	57.5%	77.0%	902,835	1,172,731
66							
67	Operation & Maintenance (2600)						
68	Salaries	6,464,160	4,252,992	65.8%	68.5%	4,267,121	6,228,590
69	Benefits	2,310,960	1,555,053	67.3%	72.2%	1,658,897	2,297,186
70	Electricity	1,129,450	947,704	83.9%	62.2%	703,490	1,130,920
71	Purchased Service	802,000	502,299	62.6%	67.3%	451,035	670,249
72	Telephone	222,130	72,213	32.5%	88.0%	158,945	180,721
73	Natural Gas	895,300	319,235	35.7%	79.3%	647,686	816,578
74	Prop Insurance	345,000	206,810	59.9%	101.2%	317,730	313,870
75	Repair	650,250	180,967	27.8%	29.9%	174,037	582,800
76	Supplies	1,020,000	603,167	59.1%	59.0%	607,295	1,028,927
77	Other	1,000	361	36.1%	92.3%	323	350
78	ESSER III					942,987	
79	Total	13,840,250	8,640,802	62.4%	74.9%	9,929,547	13,250,192
80							

**MONTHLY FINANCIAL REPORT
FEBRUARY 28, 2025**

	ENDING MAR 2025	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			67%	67%		
	Percent of 9 month contract completed			67%	67%		
81	Transportation (2700)						
82	Salaries	4,200,440	2,477,639	59.0%	59.7%	2,342,786	3,925,597
83	Benefits	1,258,260	826,912	65.7%	54.1%	672,731	1,243,996
84	Purch Serv	352,770	296,626	84.1%	36.2%	178,233	492,284
85	Fuel	913,020	521,803	57.2%	59.8%	508,010	849,960
86	Supplies	605,490	392,387	64.8%	73.4%	411,071	559,681
87	Other/Property	5,000	1,840	36.8%	5.0%	4,228	84,524
88	Total	7,334,980	4,517,208	61.6%	57.5%	4,117,059	7,156,042
89							
90	Community Services (3300)						
91	Salary	721,480	486,396	67.4%	61.5%	480,826	781,246
92	Benefits	211,680	144,378	68.2%	66.6%	138,887	208,674
93	Purchased Serv	16,450	7,480	45.5%	37.5%	8,779	23,437
94	Supplies/Util	114,050	50,090	43.9%	52.3%	48,061	91,958
95	Property	13,200	1,220	9.2%	39.3%	4,648	11,841
96	Other Objects	9,800	3,772	38.5%	-3.2%	-304	9,630
97	Desig. Fund Bal						
98	Total	1,086,660	693,336	63.8%	60.4%	680,897	1,126,786
99	Total Expenditures	137,395,120	79,633,697	58.0%	64.7%	82,849,835	128,134,059
100	Interfund Trans					0	2,127
101	Change Desig Fund Bal						
102	Other/Budget Cuts						
103	TOTAL EXPENDITURERS						
104	M & O	137,395,120	79,633,697	57.96%	64.7%	82,849,835	128,136,186
105							

**MONTHLY FINANCIAL REPORT
FEBRUARY 28, 2025**

	ENDING MAR 2025	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			67%	67%		
	Percent of 9 month contract completed			67%	67%		
106	School Activity Fund (21)						
107							
108	REVENUE:						
109	School Deposits	4,600,000	3,473,156	75.5%	63.7%	3,191,297	5,012,442
110							
111	Other						
112	Total Revenue	4,600,000	3,473,156	75.5%	63.7%	3,191,297	5,012,442
113	EXPENDITURES:						
114	Purchased Services	750,000	197,315	26.3%	47.9%	320,577	668,906
115	Supplies	3,580,000	2,084,848	58.2%	48.8%	2,100,606	4,302,974
116	Equipment/Property	250,000	12,370	4.9%	4516.7%	26,826	594
117	Desig/Other/Adm	20,000	126,275	631.4%	60.7%	121,418	200,133
118	Total Expenditures						
119	School Activity	4,600,000	2,420,808	52.6%	49.7%	2,569,427	5,172,607
120	DEBT SERVICE FUND (31)						
121							
122	REVENUE:						
123	Property Tax	3,222,550	3,276,258	101.7%	81.4%	3,121,351	3,835,694
124	Interest	102,220	284,708	278.5%	17.0%	72,770	428,549
125	Other						
126	Total	3,324,770	3,560,966	107.1%	74.9%	3,194,121	4,264,243
127	Beginning Bal	5,896,500		0.0%	125.2%	5,524,003	4,412,508
128	LESS:						
129	Ending Balance			0.0%		5,463,124	
130	Funds Available	5,696,520		0.0%	100.7%	5,463,124	5,423,353
131	EXPENDITURE:						
132	Bond Debt	3,521,250	3,253,250	92.4%	100.0%	3,252,000	3,250,398
133	Fees	3,500		0.0%	100.0%	3,000	3,000
134	Other Uses						0
135	Total	3,524,750	3,253,250	92.3%	100.0%	3,255,000	3,253,398

**MONTHLY FINANCIAL REPORT
FEBRUARY 28, 2025**

	ENDING MAR 2025	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			67%	67%		
	Percent of 9 month contract completed			67%	67%		
136	CAPITAL OUTLAY FUND (32)						
137							
138	REVENUE:						
139	Property Tax	9,140,440	9,480,394	103.7%	78.5%	10,221,884	13,024,313
140	Interest	750,000	514,238	68.6%	39.3%	437,996	1,114,094
141	Other	52,000	47,168	90.7%	33.1%	32,870	99,423
142	State	45,000	553,534	1230.1%	109.8%	1,705,672	1,553,498
143	Federal /MBA		10,056	0.0%	0.0%	0	16,684
144	Ins./Prop.Recry	20,000	20,672	103.4%	1.9%	18,303	941,006
145	Total Revenue	10,007,440	10,626,062	106.2%	74.1%	12,416,725	16,749,018
146	Lease Revenue MBA						
147	Other Sources(F50)	345,580					2,610
148	Desig. Fund Bal						
149	TOTAL REVENUE CAPITAL						
150	OUTLAY	10,353,020	10,626,062	102.6%	74.1%	12,416,725	16,751,628
151	Beg. Balance	15,195,160					2,638,711
152	Less:						
153	Ending Balance	13,392,180					
154	Capital Outlay Funds						
155	available	12,156,000	10,626,062	87.4%	64.0%	12,416,725	19,390,339

**MONTHLY FINANCIAL REPORT
FEBRUARY 28, 2025**

	ENDING MAR 2025	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			67%	67%		
	Percent of 9 month contract completed			67%	67%		
156	EXPENDITURES:						
157	Oper/Maint			0.0%	0.0%	0	3,078
158	Other Equipment		0	0.0%	0.0%	0	121,593
159	Purchased Services	5,000	6,000	120.0%	0.0%	7,188	2,500
160	Technology/Software	2,500,000	657,147	26.3%	64.3%	1,005,641	1,479,525
161	Improvement			0.0%			
162	Buildings Maint	2,500,000	1,996,857	79.9%	83.6%	951,256	1,239,136
163	Vehicles/Buses	510,000	221,380	43.4%	0.0%	1,674,969	1,624,060
164	Furniture/Equip	1,600,500	1,127,785	70.5%	0.0%	1,035,615	3,339,265
165	Other Objects/Supplies	190,000		0.0%	0.0%		340
166	Vehicle charges	310,000		0.0%			
167	Total Capital	7,615,500	4,009,169	52.6%	59.9%	4,674,669	7,809,497
168	Other/Portables	350,000	1,618,187	462.3%	0.0%	0	296,532
169	Grouse Creek	125,000	2,464	2.0%	2124.5%	1,446,334	68,080
170	Golden Spike	200,000	0	0.0%	720.9%	4,081,463	566,168
171	School Small Capital	250,000	83,872	33.5%		0	
172	HS Athletic Facilities	125,000	1,068,292	854.6%	0.0%	0	1,067,292
173	Property/Other	1,500,000	0	0.0%	0.0%	265,260	27,911
174	Total Construction	2,550,000	2,772,815	108.7%	285.9%	5,793,057	2,025,982
175	Desig. F Bal					0	
176	MBA/Bond Fee/Fund 50	1,990,500	1,895,644	95.2%	0.0%	1,661,278	1,906,771
177	Other					892	789
178	TOTAL EXPENDITURES	*					
179	CAPITAL OUTLAY	12,156,000	8,677,628	71.4%	103.3%	12,129,896	11,743,039
180							

**MONTHLY FINANCIAL REPORT
FEBRUARY 28, 2025**

	ENDING MAR 2025	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			67%	67%		
	Percent of 9 month contract completed			67%	67%		
181	SCHOOL FOOD SERVICE FUND (49)						
182							
183	REVENUE:						
184	Lunch Sales	1,200,000	1,060,990	88.4%	59.3%	902,040	1,521,093
185	State	1,200,500	494,285	41.2%	35.0%	495,624	1,417,063
186	Federal	2,575,000	1,667,000	64.7%	69.2%	1,821,074	2,632,718
187	Other/Inventory Adj			0.0%	0.0%	0	-55,095
188	TOTAL REVENUE SCHOOL						
189	FOODS	4,975,500	3,222,275	64.8%	58.4%	3,218,738	5,515,780
190	Beg. Balance	5,133,182	5,133,182				5,371,320
191	Less:						
192	Ending Balance	4,133,182					5,133,182
193	School Food Service Funds						
194	available	4,133,182	8,355,457	202.2%	55.9%	3,218,738	5,753,917
195	EXPENDITURES:						
196	Salaries	1,950,000	1,382,838	70.9%	65.1%	1,314,137	2,018,213
197	Benefits	550,000	365,190	66.4%	69.0%	385,116	557,845
198	Food/Supplies	2,910,000	2,042,675	70.2%	72.8%	1,900,567	2,610,555
199	Equipment	129,000	152,645	118.3%	39.6%	38,994	98,507
200	Other Costs	111,500	29,256	26.2%	32.9%	32,466	98,564
201	Dir/Indirect Costs	325,000	0	0.0%	0.0%	0	-85,512
202	TOTAL EXPENDITURES SCHOOL						
203	FOODS	5,975,500	3,972,604	66.5%	69.3%	3,671,281	5,298,173
204							

**MONTHLY FINANCIAL REPORT
FEBRUARY 28, 2025**

	ENDING MAR 2025	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			67%	67%		
	Percent of 9 month contract completed			67%	67%		
205	Foundation Fund (75)						
206							
207	REVENUE:						
208	Total Revenue	350,000	393,057	112.3%	47.0%	262,052	557,267
209	Available Revenue	350,000	393,057	112.3%	47.0%	262,052	557,267
210	EXPENDITURE:						
211	Expenses	350,000	350,666	100.2%	64.5%	204,143	316,704
212	Changes/Desg Fund Bal						0
213	TOTAL EXPENDITURE	350,000	350,666	100.2%	64.5%	204,143	316,704
214							
215	Agency Fund (76)						
216							
217	REVENUE:						
218	Agent Services	32,500	66,743	205.4%	87.5%	20,350	23,250
219	State	6,000		0.0%	0.0%	4,500	4,517
220	Federal	0		0.0%	0.0%		0
221	Other	0		0.0%	0.0%		0
222	TOTAL REVENUE/BB						
223	AGENCY FUND	38,500	66,743	173.4%	89.5%	24,850	27,767
224	EXPENDITURE:						
225	Instruction	1,000	1,270	127.0%	177.1%	186	105
226	NUCC	35,000	20,918	59.8%	43.0%	14,609	33,971
227	Other	2,500	2,087	83.5%	66.4%	2,299	3,465
228	Changes/Desg Fund Bal			0.0%	0.0%		
229	TOTAL EXPENDITURES						
230	AGENCY FUND	38,500	24,275	63.1%	45.5%	17,094	37,541
231							
232							
233			SUMMARY			SUMMARY	
234							
235	GRAND TOTAL FUNDS AVAILABLE						
236	ALL FUNDS	162,136,540	132,973,814	82.0%		118,774,608	
237	GRAND TOTAL EXPENDITURE					92%	
238	ALL FUNDS	164,039,870	98,332,928	59.9%		104,696,676	

POLICY 1110

Public Participation in Board Meeting

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

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

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

study is needed to respond adequately to the questions or comments, the resident may receive a written response. The written response may be read publicly at the next regular meeting of the Board.

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

POLICY 2150

Buildings and Grounds Security

- A. Buildings constitute a substantial investment by the school district. Every effort should be made to protect this investment adequately.
- B. Security includes: properly securing buildings and grounds (locking doors and windows); safe and appropriate practices in the use of electrical, plumbing, heating, and other systems and equipment.
- C. Close cooperation with the local police agencies, fire departments, and insurance company inspectors is required to provide proper security.
- D. ~~Public may access the school grounds consistent with the Civic Center use as outlined by 63G-7-301. Organizations who request access to school properties must do so consistent with Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it, except as provided in~~ [Policy 2160 Building & Grounds Rental and Supervision Permit and Use Agreement](#).
- E. An adequate access management system shall be maintained which centrally manages access to buildings to authorized personnel and safeguards against unauthorized persons obtaining access.
- F. Records which should be confidential and funds should be kept in a safe place and under lock and key.
- G. Approved surveillance and security systems shall be designed as safeguards against illegal entry and vandalism. Staff or security services may be approved in situations where special risks are involved when deemed appropriate by the superintendent.

POLICY 3010

Employee Bullying and Hazing

A. Definitions

1. "Abusive conduct" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress.

[Utah Code § 53G-9-601\(1\) \(2024\)](#)

2. "Action plan" means a process to address an "incident."

[Utah Code § 53G-9-601\(2\) \(2024\)](#)

3. "Bullying" means intentionally committing a written, physical, or verbal act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have one of the following effects:
 - a. Causing physical or emotional harm to the school employee or student;
 - b. Causing damage to the school employee or student's property;
 - c. Placing the school employee or student in reasonable fear of:
 - 1) Harm to the school employee's or student's physical or emotional well-being;
or
 - 2) Damage to the school employee's or student's property.
 - d. Creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - 1) The pervasiveness, persistence, or severity of the actions; or
 - 2) A power differential between the bully and the target; or
 - e. Substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

- f. The foregoing conduct constitutes bullying regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

[Utah Code § 53G-9-601\(3\) \(2024\)](#)

[Utah Admin. Rules R277-613-2\(2\)\(b\) \(August 8, 2023\)](#)

- 4. “Communication” means the conveyance of a message, whether verbal, written, or electronic.

[Utah Code § 53G-9-601\(4\) \(2024\)](#)

- 5. “Cyberbullying” means:

- a. Using the internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- b. In addition, any communication of this form that is generated off-campus but causes or threatens to cause a material and substantial disruption at school or interference with the rights of students to be secure may also be considered cyberbullying.

[Utah Code § 53G-9-601\(5\) \(2024\)](#)

- 6. “Hazing” means a school employee intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:

- a. Meets one of the following:

- 1) Endangers the mental or physical health or safety of a school employee or student; or
- 2) Involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;

- 3) Involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or
- 4) Involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and either
 - b. Is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club or event; or
 - c. Is directed toward a school employee or student whom the actor knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates.

The conduct described in above constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

[Utah Admin. Rules R277-613-2 \(August 8, 2023\)](#)
[Utah Code § 76-5-107.5 \(2022\)](#)
[Utah Code § 53G-9-601\(6\) \(2024\)](#)

7. "Incident" means ~~one or more infractions committed by a student or a group of students acting in concert, and the same time and place an incident of bullying, cyber-bullying, hazing, or retaliation.~~

[Utah Code § 53G-9-601\(7\) \(2024\)](#)

8. "Infraction" means an act of prohibited behavior.

[Utah Admin. Rules R277-613-2\(8\) \(August 8, 2023\)](#)

9. "Retaliate" means an act or communication intended:
 - a. as retribution against a person for reporting bullying, cyberbullying, abusive conduct, or hazing; or
 - b. to improperly influence the investigation of, or the response to, a report of bullying, cyberbullying, abusive conduct, or hazing.

[Utah Code § 53G-9-601\(11\) \(2024\)](#)

10. "School Employee" means:

- a. school administrators, teachers, and staff members, as well as others employed or authorized as volunteers, directly or indirectly, by the school, school board, or school district and who works on a school campus.

[Utah Code § 53G-9-601\(13\) \(2024\)](#)

11. "Volunteer" means a non-employee with significant, unsupervised access to students in connection with a school assignment.

[Utah Admin. Rules R277-613-2\(16\) \(August 8, 2023\)](#)

B. Bullying Prohibited

1. No school employee may engage in bullying of a student or of a school employee.
2. School employees who engage in bullying are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.
3. Anonymous reports of bullying alone cannot constitute the basis for formal disciplinary action.
4. The school or District may also report infractions to law enforcement.

[Utah Code § 53G-9-602\(1\) \(2024\)](#)

[Utah Code § 53G-9-605\(3\)\(b\) \(2024\)](#)

[Utah Admin. Rules R277-613-4\(1\)\(a\) \(August 8, 2023\)](#)

C. Hazing and Cyberbullying Prohibited

1. No school employee may engage in hazing or cyberbullying of a student or of a school employee at any time or at any location.
2. School employees who engage in hazing or cyberbullying are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.
3. The school may also determine to break up or dissolve a team, organization, or other school sponsored group for hazing violations by its members.

4. Anonymous reports of hazing or cyberbullying alone cannot constitute the basis for formal disciplinary action.
5. The school or district may also report infractions to law enforcement.

[Utah Code § 53G-9-602\(2\) \(2024\)](#)
[Utah Code § 53G-9-605\(3\)\(b\) \(2024\)](#)
[Utah Admin. Rules R277-613-4\(1\)\(a\) \(August 8, 2023\)](#)

D. Retaliation Prohibited

1. No school employee may engage in retaliation against a school employee, a student, or an investigation for, or witness of, an alleged incident ~~of bullying, cyberbullying, hazing, or retaliation against a school employee or student~~, or an alleged ~~occurrence incident~~ of abusive conduct.
2. School employees who engage in retaliation are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.
3. Anonymous reports of retaliation alone cannot constitute the basis for formal disciplinary action.
4. The school shall inform students who have reported being subject to bullying, cyberbullying, or hazing and these students' parents that retaliation is prohibited and shall encourage the students and parents to be aware of and to report any subsequent problems or new incidents.

[Utah Code § 53G-9-603\(1\) \(2024\)](#)
[Utah Code § 53G-9-605\(3\)\(c\) \(2024\)](#)
[Utah Admin. Rules R277-613-4\(1\)\(a\) \(August 8, 2023\)](#)

E. Making a False Report Prohibited

1. No school employee may make a false allegation of bullying, abusive conduct, cyberbullying, hazing, or retaliation against a school employee or student.
2. School employees who engage in making such false allegations are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.

[Utah Code § 53G-9-603\(2\) \(2024\)](#)
[Utah Code § 53G-9-605\(3\)\(d\) \(2024\)](#)
[Utah Admin. Rules R277-613-4\(1\)\(a\) \(August 8, 2023\)](#)

F. **Investigation and** Action Plan

1. Upon receipt of a reported incident of bullying, cyberbullying, hazing, abusive conduct, or retaliation, the school principal or designee shall promptly review and investigate the allegations. This investigation shall include interviewing the alleged targeted individual, the individual alleged to have engaged in prohibited conduct, the parents of the alleged target and alleged perpetrator, any witnesses to the conduct, school staff familiar with the alleged victim, and school staff familiar with the alleged perpetrator. The principal or designee may also review physical evidence, including but not limited to video or audio recordings, notes, email, text messages, social media, and graffiti. The principal or designee shall inform any person being interviewed that the principal or designee is required to keep the details of the interview confidential to the extent allowed by law and that further reports of bullying will become part of the investigation.

[Utah Admin Rules R277-613-5\(2\), \(3\), \(4\) \(August 8, 2023\)](#)

2. When the available information indicates that an infraction may also constitute a civil rights violation, the principal or designee shall also investigate that possible violation and take such disciplinary or other action as may be warranted.

[Utah Admin Rules R277-613-5\(6\) \(August 8, 2023\)](#)

3. When it is determined that an incident student has occurred ~~been bullied, cyberbullied, or hazed~~, the school shall create an action plan. While parents should be involved in the development and implementation of the action plan, the school may develop and implement the plan without parent involvement when the parent chooses not to participate in the process ~~this plan of action should include consideration of what support, counseling, or other assistance the student may need to prevent such mistreatment from adversely affecting the student's ability to learn and function in the school setting.~~
4. The action plan shall include a communication plan designed to keep each parent updated on the implementation of the plan. The communication plan shall provide for regular updates and communication shall include explaining the process for addressing the incident, informing the parent about the outcome of the investigation, and discussing safety considerations for the student at whom the incident was directed.
5. For the student at whom the incident was directed and in direct coordination with that student's parent, the plan shall include

- a. a tailored response to the incident that addresses the student's needs,
 - b. a mechanism to consider consequences or accommodations the student may need regarding decreased exposure or interactions with the student who caused the incident,
 - c. notification of the consequences and plan to address the behavior of the student who caused the incident,
 - d. supportive measures designed to preserve the student's access to educational services and opportunities, and
 - e. to the extent available, access to other resources the parent requests for the student.
6. The action plan may not include a requirement that the student at whom the incident was directed change the student's education schedule or placement or participation in a school-sponsored sport, club, or activity.
7. For the student who caused the incident and in direct coordination with that student's parent, the plan shall include
- a. a range of tailored and appropriate consequences, making reasonable effort to preserve the student's access to educational services and activities,
 - b. a process to determine and provide any needed resources related to the underlying cause of the incident,
 - c. supportive measures designed to preserve the student's access to educational services and opportunities while protecting the safety and well-being of other students, and
 - d. a process to remove the student from school in an emergency situation, including a description of what constitutes an emergency.

[Utah Code § 53G-9-605.5 \(2024\)](#)

[Utah Code § 53G-9-605\(3\)\(f\), \(h\), \(i\) \(2024\)](#)

8. The student who caused the incident (or the student's parent) may appeal one or more of the consequences to that student which are included in the action plan through the same processes and procedures provided for appeal of other student disciplinary actions.

[Utah Code § 53G-9-605.5\(4\) \(2024\)](#)

9. The **action** plan ~~of action~~ may include supporting involved students through trauma-informed care practices, if appropriate, as defined in [Utah Admin. Rules R277-613-2\(15\)](#).

[Utah Admin. Rules R277-613-5\(7\) \(August 8, 2023\)](#)

10. The **action** plan ~~of action~~ may also include positive restorative justice practice action, if permitted. Restorative justice practice is a discipline practice that brings together students, school personnel, school families, and community members to resolve conflicts, address disruptive behaviors, promote positive relationships, and promote healing. ~~The student at whom the incident was directed~~ ~~An alleged targeted student~~ is *not* required to participate in a restorative justice practice with ~~the student who caused the incident~~ ~~an alleged perpetrator~~. If the principal or designee desires to have a student participate, the principal or designee shall first inform that student's parent about the restorative justice practice and obtain the parent's consent prior to such participation.

[Utah Admin. Rules R277-613-2\(12\) \(August 8, 2023\)](#)

[Utah Admin. Rules R277-613-5\(7\), \(8\) \(August 8, 2023\)](#)

11. If any retaliation occurs, the principal or designee shall take strong responsive action against it, including but not limited to providing assistance to any targeted individual and his or her parent in reporting subsequent problems and new incidents.

[Utah Admin. Rules R277-613-4\(5\) \(August 8, 2023\)](#)

12. The principal or designee shall follow up with parents of all students involved (victim or perpetrator), informing parents when an investigation is concluded, what safety measures will be in place for their child as determined by the investigation, of additional information about the investigation to the extent consistent with the [Family Educational Rights and Privacy Act](#) ("FERPA"), and of any available appeal options if a parent disagrees with the resolution of the investigation.

[Utah Admin. Rules R277-613-5\(10\) \(August 8, 2023\)](#)

G. Training and Education

1. Each school shall establish procedures for training school employees, coaches, volunteers and students on bullying, cyberbullying, hazing, retaliation, and abusive conduct. The principal or designee shall be the point person to assist, direct, and supervise training on these matters.

a. Training to students, staff, and volunteers shall:

1) Include information on:

- a) Bullying, cyberbullying, hazing, retaliation, and abusive conduct;
- b) Discrimination under [Title VI of the Civil Rights Act of 1964](#), [Title IX of the Education Amendments of 1972](#), [Section 504 of the Rehabilitation Act of 1973](#), and [Title II of the Americans with Disabilities Act of 1990](#);
- c) How bullying, cyberbullying, hazing, retaliation, and abusive conduct are different from discrimination and may occur separately from each other or in combination,
- d) How bullying, cyberbullying, hazing, retaliation, and abusive conduct are prohibited based on the student's or employees' actual or perceived characteristics, including race, color, national origin, sex, disability, religion, gender identity, sexual orientation, or other physical or mental attributes, or conformance or failure to conform with stereotypes, and
- e) The right of free speech and how it differs for students, employees, and parents;

2) Complement the suicide prevention program required for students and the suicide prevention training required for licensed educators; and

3) Include information on when issues relating to these standards may lead to employee or student discipline.

[Utah Code § 53G-9-607\(1\), \(2\) \(2024\)](#)

[Utah Admin. Rules R277-613-4\(6\) \(August 8, 2023\)](#)

[Utah Admin. Rules R277-613-5\(1\)\(c\) \(August 8, 2023\)](#)

[Utah Admin. Rules R277-605-6\(4\) \(July 22, 2022\)](#)

b. This training shall be provided to all new employees, coaches, and volunteers within the first year of service and shall be provided to all employees, coaches, and volunteers annually.

[Utah Admin. Rules R277-613-4\(7\) \(August 8, 2023\)](#)

[Utah Admin. Rules R277-605-6\(4\) \(July 22, 2022\)](#)

- c. In addition to training school employees and educating students mentioned above, all volunteer coaches, employees, and students involved in any curricular athletic program or any extra-curricular club or activity shall:
 - 1) Complete bullying, cyberbullying, harassment, hazing, and abusive conduct prevention training prior to participation;
 - 2) Repeat bullying, cyberbullying, harassment and hazing prevention training at least every three years;
 - 3) Be informed annually of the prohibited activities list provided previously in this policy and the potential consequences for violation of this policy.
- d. The content of this activity training shall be developed in collaboration with the Utah High School Activities Association (UHSAA) and the training shall also be provided in collaboration with UHSAA. The school shall obtain and keep signature lists of the participants in the activity training.

[Utah Admin. Rules R277-613-6 \(August 8, 2023\)](#)

[Utah Admin. Rules R277-605-6\(4\) \(July 22, 2022\)](#)

- e. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying, harassment, hazing, or cyberbullying.

[Utah Code § 53G-9-605\(3\)\(i\)\(ii\), \(4\) \(2024\)](#)

- f. The District may also offer voluntary training to parents and students regarding **bullying, cyberbullying, hazing, and abusive conduct, and retaliation.**

[Utah Code § 53G-9-607\(2\)\(c\) \(2024\)](#)

- g. **The principal or designee responsible for reviewing and investigating allegations of bullying, cyber-bullying, hazing, retaliation, and abusive conduct shall receive training on conducting a review and investigation as provided for in this policy.**

[Utah Admin. Rules R277-613-5\(1\)\(b\) \(August 8, 2023\)](#)

H. Assessment

1. Subject to the requirements of [Utah Code § 53E-9-203](#) regarding parental consent for certain types of inquiries of students, each school shall regularly (and at least once per year) conduct assessment through student input (surveys, reports, or other methods) of the prevalence of bullying, cyberbullying, and hazing in the school, and specifically in locations where students may be unsafe and adult supervision may be required such as playgrounds, hallways, and lunch areas.

[Utah Admin. Rules R277-613-4\(4\) \(August 8, 2023\)](#)

[Utah Code § 53E-9-203 \(2024\)](#)

I. Publication and Acknowledgment

1. A copy of this policy shall be included in employee handbooks, shall be provided to the parent of each student enrolled in the District, and shall be available on the District website.
2. Each employee shall annually provide a signed statement stating that the employee has received a copy of this policy; however, such a statement is not a substitute for having met the training requirements of this policy.

[Utah Code § 53G-9-605\(3\)\(j\), \(4\) \(2024\)](#)

[Utah Admin. Rules R277-613-4\(1\)\(d\), \(2\) \(August 8, 2023\)](#)

J. Parental Notification of Incidents and Suicide Threats

1. The school shall promptly notify ~~the parent or~~ a student's parent when the student ~~who~~ is involved in an incident ~~of bullying, hazing, cyberbullying, abusive conduct, or retaliation~~ (whether as a target or as a perpetrator) or when a student threatens suicide. When the student is involved in an incident, the parent shall also be notified of the action plan. In addition to giving notice of the incident or threat, the school shall also provide the parent with
 - a. suicide prevention materials and information as recommended by the State Superintendent,
 - b. information on ways to limit a student's access to fatal means (including firearms and medication), and
 - c. information and resources on the healthy use of social media and online practices. (See [Policy 5064 Medical Recommendations by School Personnel to Parents.](#))

2. The ~~school is also required to notify and provide suicide prevention information to the parent of a student who threatens suicide, see [Policy 5064 Medical Recommendations by School Personnel to Parents](#). In addition, the~~ school shall produce and maintain a record that verifies that the parent was notified of the threats or incidents listed above ~~and provide the required information. If applicable, the record shall also track implementation of the action plan.~~ The record is a private record for purposed of the Government Records Access and Management Act.
 - a. The process for notifying a parent shall consist of:
 - 1) The school principal or designee shall attempt to make personal contact with a parent when the school has notice of a threat or incident listed above. It is recommended that the parent be informed of the threat or incident with two school people present. If personal contact is not possible, the parent may be contacted by phone. A second school person should witness the phone call.
 - 2) Contact with the parent must be documented in a “Verification of Parent Contact Regarding Threat or Incident”. ~~When there is an action plan, the documentation shall be supplemented to track implementation of the action plan.~~
3. (A copy of the “Verification of Parent Contact Regarding Threat or Incident” is attached below.) Subject to laws regarding confidentiality of student education records, at the request of a parent, a school may provide information and make recommendations related to an incident or threat.

[Utah Code § 53G-9-604 \(2024\)](#)

[Utah Admin. Rules R277-613-4\(3\) \(August 8, 2023\)](#)

4. The record of parental notification shall be maintained in accordance with the [Utah Code Title 53E, Chapter 9, Part 3 Student Data Protection](#), [Title 53E, Chapter 9, Part 2, Student Privacy](#), and the [Federal Family Educational Rights and Privacy Act \(“FERPA”\)](#). A copy of the record of parental notification shall upon request be provided to the student to whom the record relates. After the student has graduated, the District shall expunge the record of parental notification upon request of the student.

[Utah Code § 53G-9-604\(2\)\(a\)\(iii\), \(4\) \(2024\)](#)

K. Report to State Superintendent

1. Each year, on or before June 30, the District shall submit a report to the State Superintendent which includes

- a. a copy of the District's bullying policy;
- b. confirmation of compliance with the requirement to obtain a signed acknowledgment of the policy from students, parents, and employees;
- c. verification of required training regarding bullying, cyberbullying, hazing, retaliation, and abusive conduct;
- d. the number of verified and alleged incidents of bullying, cyberbullying, hazing, retaliation, and abusive conduct; and
- e. the number and type of those incidents that either included a student or employee who is part of a federally protected class or was bullied, cyberbullied, hazed, or retaliated against because of the student's or employee's actual or perceived disability, race, national origin, religion, sex, gender identity, sexual orientation or other characteristic.

[Utah Admin. Rules R277-613-5\(11\) \(August 8, 2023\)](#)

**VERIFICATION OF PARENT CONTACT REGARDING
THREAT OR INCIDENT**

I, [Name] _____, principal or principal's designee, contacted [Name of parent] _____ on [Date] _____ and notified him or her that [Name of student] was involved in an incident of bullying, hazing, cyberbullying, abusive conduct, or retaliation. Contact was made:

[] in person

[] by telephone (number used: _____)

[] by email (email address used: _____)

[] by other method (specify: _____)

Notice was given of:

[] bullying **incident**

[] cyberbullying **incident**

[] abusive conduct **incident**

[] hazing **incident**

[] retaliation **incident**

[] suicide threat

If notice was given of a suicide threat, information was provided as required regarding suicide prevention, ways to limit student access to lethal means, and healthy use of social media and online practices.

If notice was given of an incident, the parent was informed of the process for addressing the incident, was updated on the progress of the process, was informed of the action plan, and was informed of the result of the process as follows:

Date: _____ Nature of contact: _____

Date: _____ Nature of contact: _____

Date: _____ Nature of contact: _____

[Attach additional pages as needed to document communication with parent]

[Name of school staff member] _____, witnessed the contact **and confirmed that information was provided.**

_____	_____	_____
Principal or Principal's Designee	Title	Date
_____	_____	_____

School Staff Member

Title

Date

Policy 3060

Accommodations for Employee Religious Belief or Conscience

A. Definitions

1. "Conscience" means a sincerely held belief as to the rightness or wrongness of an action or inaction.
2. "Task" means a specific job, duty, or function.
3. "Undue hardship" means a substantial burden, privation, or adversity on the District that would result from granting an employee's request to be relieved from performing a certain task when considering all relevant factors, including:
 - a. The practical impact on the District in light of the nature, size, and operating cost of the District;
 - b. The disruption of the District's operations;
 - c. The nature of the employee's duties;
 - d. The number of employees the District would be required to grant a request to if the District grants the employee's request;
 - e. The type of workplace; and
 - f. The number of requests by the employee in the 12 months preceding the request.

[Utah Code § 67-27-106\(1\) \(2024\)](#)

B. Request for Accommodation

1. District employees may request to be relieved from performing a certain task if doing so would conflict with the employee's conscience or sincerely held religious beliefs. The request shall be made in writing. The request shall specifically identify the task and describe when and how it is to be performed and shall explain why the task would conflict with the employee's conscience or sincerely held religious belief. The request shall be given to the employee's supervisor. The request shall be made as soon as practicable but not more than two days after the day on which the employee first receives the assignment to perform the

task. If the employee is asked to begin performing the task sooner than two days after the employee first received the assignment, then the employee may immediately request to be relieved from performing the task by either oral or written request to the employee's supervisor stating that performing the task would conflict with the employee's conscience or sincerely held religious beliefs and why it would conflict. The employee shall provide the District with a reasonable opportunity to grant the request or otherwise address the employee's concerns. If the time to begin performing the task is sooner than the District is able to respond to the request, the employee will not be required to perform the task until the District responds unless the task is required for safety or to preserve property and arranging for another employee to perform the task while the request is pending creates a substantial burden on the District.

[Utah Code § 67-27-106\(3\) \(2024\)](#)

C. Response to Request for Accommodation

1. A supervisor who receives a request for accommodation shall immediately forward that request to District human resources or to an individual designated by the Superintendent.
2. The individual receiving the request shall evaluate the request as provided in this policy, determine whether it will be granted, and provide a written response. The written response shall refer to this policy. If the request is denied, the response shall include an explanation of the decision and state either why granting the request would impose an undue hardship on the District or which exception supports the denial. The written denial shall also inform the employee that if the employee appeals to the Superintendent and the appeal is denied, the employee may file a court action seeking review of the decision within 120 days of the decision as provided for under [Utah Code § 67-27-106\(6\)](#).
3. The District's response shall be provided as soon as practicable but at least five days before the day on which the task is to be performed. The employee and District may by mutual agreement waive or extend this time requirement. If no response is provided within the required time and there is no agreement to waive or extend the deadline, the request will be deemed denied and the employee may appeal to the Superintendent as provided below.
4. If the request is denied, the employee may appeal the denial to the Superintendent in writing within two days of the denial, explaining why the employee believes the denial was in error. The Superintendent shall evaluate and respond to the appeal in writing as soon as practicable but in any event not more than two working days after receiving the appeal. The Superintendent's decision is final and not subject to further appeal.

[Utah Code § 67-27-106\(4\), \(5\) \(2024\)](#)

D. Standards for Granting Accommodation

1. If the employee has met the time and content requirements for making a request, a request will be granted unless one of the exceptions apply or unless granting the request would impose an undue hardship on the District. A request need not be granted if any of the following exceptions apply:
 - a. The employee's assertion of religious belief or conscience is done for an improper purpose;
 - b. Granting the request would create an unavoidable conflict with an existing legal obligation of the District;
 - c. The request is to be relieved from performing a task that is part of training or safety instructions directly related to the employee's employment; or
 - d. Granting the request would result in a deficit in the amount of work for which the employee is compensated.

[Utah Code § 67-27-106\(2\) \(2024\)](#)

2. In making the determination, the person evaluating the request shall consider the specifics of the employee's request and all relevant information available to the person, including the employee's particular work assignment responsibilities. In evaluating whether granting the request would impose undue hardship on the District, the person shall consider all relevant factors, including but not limited to the factors listed above in the definition of "undue hardship."

[Utah Code § 67-27-106\(5\)\(b\)\(v\) \(2024\)](#)

E. No Retaliation

1. The District shall not take any retaliatory action against an employee for requesting an accommodation under this policy. Retaliatory action includes dismissal, reduction of compensation, failure to increase compensation by an amount the employee would otherwise be entitled to or was promised, failing to promote the employee if the employee would otherwise be promoted, or threatening to take any of these actions. However, this restriction does not preclude disciplinary action against the employee if the request is determined to be without merit.

[Utah Code § 67-27-106\(1\)\(f\), \(8\) \(2024\)](#)

F. Notice to Employees

1. Each current employee of the District shall be informed of and given access to a copy of this policy upon its adoption by the Board of Education. Thereafter, each new employee shall be informed of and given access to a copy of this policy at the time of hire.

[Utah Code § 67-27-106\(5\)\(c\)\(i\) \(2024\)](#)

G. Private Information

1. Records which contain information about an employee's request for an accommodation under this policy, including but not limited to the written request and the response to the request, are classified as private records under GRAMA.

[Utah Code § 67-27-106\(1\)\(a\), \(7\) \(2024\)](#)

[Utah Code § 63G-2-302\(1\)\(ee\) \(2024\)](#)

Policy 3112

Certificated: Job Descriptions

- A. The administration shall be responsible for making available job descriptions and statements of responsibilities, typical duties, qualifications and organizational structure for personnel in administrative, supervisory, teaching, para-professional and auxiliary assignments. This list shall be made available electronically under the Human Resources Department.
- B. ~~Educational Aides Paraprofessionals~~
1. ~~Educational Aides Paraprofessionals~~ are to be used to augment rather than replace certificated educators in their professional role. The Aide is at all times an assistant and is responsible to a member of the professional staff in charge of the service.
 2. ~~Aides Paraprofessionals~~ will not be hired to take the place of a teacher.
 3. The assignment of an ~~an Aide paraprofessional~~ to a classroom should not be used as a justification to increase the size of the class.
 4. Teachers will be consulted before an ~~an Aide paraprofessional~~ is assigned to work with them to ensure that a clear understanding of duties and responsibilities exists.
 5. A paraprofessional may not:
 - a. be responsible for selecting programming or prescribing educational activities or materials for the students without the supervision and guidance of an appropriately licensed teacher or related service provider;
 - b. be solely responsible for designing lesson plans;
 - c. be assigned to implement elements of an IEP for a student with disabilities without direct training, supervision, and involvement from an appropriately licensed teacher or related service provider

[Utah Admin. Rules R277-324-4\(1\), \(2\) \(March 15, 2024\)](#)

- C. Guidelines governing interns are to be jointly developed by the Association and the District Administration.

Policy 3126

Certificated: Sickness, Absences and Leaves

A. Definitions

1. "Birth parent" means: (a) the biological mother of a child, (b) a man whose paternity of a child is established, (c) a man who has been identified as the father of a child by the child's birth mother who has not denied paternity, or (d) an unmarried biological father.

[Utah Code § 78B-6-103\(10\), \(11\) \(2024\)](#)

2. "Paid leave hours" means leave hours the District provides to an employee who accrues paid leave benefits in accordance with District policies, including annual, vacation, sick, paid time off, or any other type of leave that may be taken while still receiving compensation. It includes but is not limited to paid parental leave or paid postpartum recovery leave.

[Utah Code § 53G-11-209\(1\)\(a\) \(2024\)](#)

3. "Parental leave" means leave hours provided to a parental leave eligible employee.

[Utah Code § 53G-11-209\(1\)\(b\) \(2024\)](#)

4. "Parental leave eligible employee" means an employee who accrues paid leave in accordance with District leave policies who is

- a. a birth parent;
- b. legally adopting a minor child (except when the employee's spouse is the child's pre-existing parent),
- c. the intended parent of a child born under a validated gestational agreement under [Utah Code Title 78B Chapter 15, Part 8](#), or
- d. appointed the legal guardian of a minor child or an incapacitated adult.

[Utah Code § 53G-11-209\(1\)\(c\) \(2024\)](#)

5. "Postpartum recovery leave" means leave provided to a postpartum recovery leave eligible employee to recover from childbirth at 20 weeks or greater gestation.

[Utah Code § 53G-11-209\(1\)\(d\) \(2024\)](#)
[Utah Code § 63A-17-511\(1\)\(d\) \(2024\)](#)

6. "Postpartum recovery leave eligible employee" means an employee who accrues paid leave in accordance with District leave policies who gives birth to a child at 20 weeks or greater gestation.

[Utah Code § 53G-11-209\(1\)\(e\) \(2024\)](#)
[Utah Code § 63A-17-511\(1\)\(d\) \(2024\)](#)

7. "Qualified employee" means a parental leave eligible employee or a postpartum recovery leave eligible employee.

[Utah Code § 53G-11-209\(1\)\(f\) \(2024\)](#)

8. "Unmarried biological father" means a man who is the biological father of a child but who was not married to the biological mother at the time of the child's conception or birth.

[Utah Code § 78B-6-103\(28\) \(2024\)](#)

- B. All leave types must be input in the appropriate system before the absence occurs. Emergency situations would be the only exception.

C. Sick Leave for Personal Illness

1. In the event an educator is compelled to be absent from assignment because of personal illness, pregnancy, adoption, or injury, a sick leave benefit is allowed. (Sick leave may be used only during a regular nine-month contract year.)
2. Sick leave shall be earned at the rate of one day per month, but in no case less than 10 days per working year. No sick leave will be earned while an educator is on leave without pay or on unpaid Family Medical Leave. Unused sick leave shall accumulate without restriction.
3. Recovery from any extended illness extending to 10 working day or more will require certified medical verification. Every 10 days thereafter following the initial ten days will require an additional certified medical verification from a physician

specifying the medical need for an extension. The Board may require, at its expense, a second opinion and verification of the medical need for an extension.

4. Educators shall be notified annually of the number of days of accumulated sick leave.
5. Ten days of sick leave, the annual amount, will become available to each educator at the beginning of the contract year. In the event an educator does not fulfill the contract year, sick leave will be pro-rated, based on the number of days worked. Salary due upon termination will be adjusted accordingly.

D. Family Illness

1. Certificated employees shall, upon request, be granted sick leave for illness or accident involving members of the employee's family. Family is defined as parent, spouse, child, in-law (father, mother, brother, sister), grandchild or sibling either by blood relationship or by law. Family sick leave days taken will be deducted from the sick leave of the employee. [Family Medical Leave Act](#) (FMLA) and [District Policy 3090 Family Medical Leave Act](#).

E. Extended Illness

1. In cases where the accumulated sick leave days of an educator do not adequately care for the sick leave need of that educator or family, the Board may, upon written request of the educator, grant an extension of the sick leave benefits of said educator, with or without pay, to carry the educator over the period of need.
2. Accumulated sick leave will be granted for extended illness of an educator to the end of the school year in which the illness occurs. At that time, a determination will be made as to the severity of the illness and/or the ability of the educator to continue employment. If the educator is unable to begin the next school year and qualifies for disability retirement or can retire under the provisions of the [Utah State Retirement Act](#) and/or Social Security, the educator will be required to apply for these benefits. The School District will pay the salary difference between these benefits and the daily salary amount an educator would receive under normal circumstances for the number of sick leave days accumulated.

F. Misuse of Sick Leave

1. Educators are expected to act in a professional manner when using their sick leave. In the event an educator misuses sick leave the educator will forfeit pay for that day(s) and the substitute wages will be deducted from the educator's pay.

The sick leave days used will not be reinstated. The Board may request verification of the need for sick leave if they believe misuse has occurred.

G. Voluntary Sick Leave Bank (Certificated)

1. The Board and the Association will cooperate in maintaining a Sick Leave Bank on a voluntary basis. All educators shall be eligible to participate. Participants must be enrolled in the Bank.
2. Educators enrolling in the Bank will automatically donate one day of their sick leave each October 1st until the Bank has accumulated 750 days; thereafter, if the Bank becomes depleted to 500 days, all members will donate one day of sick leave. New members will donate one day of sick leave when joining. Educators will be notified in writing when sick leave days are withdrawn to add to the Sick Leave Bank.
3. An educator wishing to withdraw from the Bank must give written notification by October 1st of each school year. An educator withdrawing from membership in the Bank will not be able to withdraw any days which such educator has previously contributed.
4. An educator must use at least 25 leave days for the same illness (with any combination of leave days and/or leave without-pay days) prior to receiving Sick Leave Bank benefits. A provisional teacher may apply to the Sick Leave Bank Committee to have up to 10 of the 25 days waived.
5. After having used the required 25 days, all remaining leave days will be the educator's new balance.
6. A maximum of 75 days each school year can be drawn by an educator from the Bank in addition to the educator's own accumulated days.
7. An educator who withdraws sick leave days from the Bank will not be required to replace such days except as a regular contributing member to the Bank.
8. Sick leave days can only be withdrawn from the Bank for an individual educator's illness or injury.
9. A written request for use of the Bank days, accompanied by a letter from the attending physician certifying that the educator is unable to fulfill contractual obligations and explaining the medical reasons therefore, must be submitted to the Sick Bank Committee for its review.

10. The Sick Leave Bank Committee shall consist of three educators appointed by the Association and three persons from the Administrative Staff appointed by the Superintendent.
11. The duties of the Sick Leave Bank Committee will be to receive applications from members desiring to use Sick Bank benefits, to review such applications, to make decisions on usage and to respond to the applicants. Decisions will be by a 2/3 majority.
12. All 6 members of the Committee shall be present in order to conduct business. If a member is unable to attend, the member may send an alternate for that particular meeting.
13. If the applicant is denied benefits, the educator may appeal such decision in writing within 14 days after notification. The applicant may provide additional information or explanation, and the full Committee will have 14 days to respond to the appeal.

H. Absences with Pay

1. Death and Burial – Immediate Family Members
 - a. Educators may be absent from their assignment without loss of pay for up to five consecutive days in any one instance for the death and burial of husband or wife and/or child of either spouse.
 - b. An educator may be absent from assignment without loss of pay for up to three days for the death and burial of the educator's mother, father, legal guardians, mother-in-law or father-in-law, sibling, brother-in-law or sister-in-law, grandchildren, daughter-in-law, son-in-law, miscarriage or stillbirth.
 - c. An educator may be absent from assignment without loss of pay for up to one day for the death and burial of the educator's grandparents, grandparents-in-law, aunt, aunt-in-law, uncle, uncle-in-law, niece and nephew.
2. Personal Leave – The philosophy and intent of the personal leave is based upon the following:
 - a. Professional educators have a contracted duty to fulfill their assigned duty for a specified number of days each year.
 - b. Personal leave is a privilege educators are given to take care of certain personal and emergency situations which must be accomplished during the

school day. Personal leave days are to be used only for the 184 contract days.

- c. If a personal emergency situation occurs on a non-contract day, non-contract days may be made up. Proposed plans for and verification of make-up will be submitted in writing to the appropriate local committee chairperson prior to stipends being requested.
- d. Each educator in the District will be granted three days of personal leave per year cumulative to 10 days. If on June 30, the three days personal leave granted the educator causes accumulated personal leave days to exceed 10, the educator will be paid at one-half their current daily rate of pay for each day exceeding 10. The payment will be calculated by the District and paid in July.
- e. Whenever an educator asserts the option to take personal leave, the educator should notify their principal/supervisor as a professional courtesy.
- f. An educator with a minimum of 25 accumulated sick days (or hourly equivalent) may make a request to convert up to five days per year to personal leave.
- g. An educator with fewer than 25 accumulated sick days (or hourly equivalent) may make a request to convert up to three days per year to personal leave.
- h. To convert sick leave to personal leave an educator must provide a written explanation explaining the need (email is fine) to the Executive Director of Personnel.
- i. These converted sick leave days cannot be returned to the educator's sick leave account.

3. Other Educational Absences

- a. At the discretion of the Superintendent, personnel may be designated or excused to attend educational meetings or to participate in educational meetings or to participate in educational committee work, and will suffer no loss in pay.

I. Absence Without Pay

- 1. Leaves of Absence – A career educator may apply for a Leave of Absence without salary and insurance. The reasons for granting such leaves will be

considered on an individual basis. Leaves of Absences will be granted for a period of one year with the option to request an extension of up to two additional years. Requests for extension must be received by the Personnel Office no later than February 1 prior to the end of the initial Leave Absence.

- a. Career educators returning from a one year leave of absence will be reinstated to the previously held position or given a school committee interview for available vacant positions at another school for which they are qualified. The interviews will be conducted before interview are opened to outside applicants. Those reinstated shall receive the same status as when the leave was granted, namely: step on the salary schedule, accrued sick leave benefits, insurance and other benefits granted by these policies. Educators desiring to return to employment in the District following a one year leave of absence must notify the Personnel Office in writing, no later than February 1 of the year in which they intend to return.
 - b. Those returning from an extended leave of absence (in excess of one year) will be given professional consideration for available vacant positions. Notice of desire to return from an extended leave of absence must be given to the Personnel Office in writing no later than February 1 of the year they intend to return. Those reinstated shall receive the same status as when the leave was granted, namely: step on the salary schedule, accrued sick leave benefits, insurance and other benefits granted by these policies.
2. Military Leave – Educators employed by the Board of Education who leave for service in the Armed Forces shall be granted a military leave of absence as per federal laws governing such absences. Such absences will be granted without pay.

POSTPARTUM RECOVERY LEAVE BEGINS JULY 1, 2025:

3. ~~Postpartum Recovery Leave Parental Leave— Illness due to pregnancy of an educator shall be regarded as is any other illness and shall be covered in the Sick Leave Policy (see A. above)~~
 - a. ~~An eligible employee who is full-time may take up to 3 work weeks of paid postpartum recovery leave. The amount of leave for eligible employees who are part-time or who work more than full-time is the prorated amount reflecting the amount by which the employee works less than or more than full-time. This leave is additional to and is not charged against any other type of paid leave the employee has. The leave must be taken beginning with the date of birth unless a health care provider certifies that it is medically necessary to begin the leave earlier. The leave must be used in a single~~

continuous period unless prior written authorization otherwise is given by the Superintendent or the human resources director. This leave is concurrent with FMLA leave. The leave allowance is not increased if more than one child is born from the same pregnancy.

[Utah Code § 53G-11-209\(2\)\(a\), \(c\), \(4\) \(2024\)](#)

[Utah Code § 63A-17-511\(2\)\(a\)\(ii\), \(4\) \(2024\)](#)

1) An eligible employee shall give the District at least 30 days' notice before the date the employee plans to begin using postpartum recovery leave and before the date the employee plans to stop using postpartum recovery leave unless circumstances beyond the employee's control prevent giving the notice. In that case, the employee shall give the notice as soon as reasonably practicable.

[Utah Code § 63A-17-511\(5\) \(2024\)](#)

b. an eligible employee who is full-time may take up to 3 work weeks of paid parental leave in a 12-month period. The amount of leave for eligible employees who are part-time or who work more than full-time is the prorated amount reflecting the amount by which the employee works less than or more than full-time. This leave is additional to and is not charged against any other type of paid leave the employee has. The leave cannot be taken before the date of the event making the employee eligible for the leave and must be taken within 6 months following the date of the qualifying event. The leave may not be used on an intermittent basis unless the District and the employee mutually agree in writing to intermittent use or unless a health care provider certifies that intermittent leave is medically necessary due to a serious medical condition of the child to whom the leave relates. This leave is concurrent with FMLA leave. The leave allowance is not increased if more than one child is born from the same pregnancy, more than one child is adopted, or the employee is appointed as the guardian of more than one child or incapacitated adult.

[Utah Code § 53G-11-209\(2\)\(a\), \(c\), \(4\) \(2024\)](#)

[Utah Code § 63A-17-511\(2\)\(a\)\(i\), \(3\) \(2024\)](#)

1) An eligible employee shall give the District at least 30 days' notice before the date the employee plans to begin using parental leave unless circumstances beyond the employee's control prevent giving the notice. In that case, the employee shall give the notice as soon as reasonably practicable.

[Utah Code § 63A-17-511\(5\) \(2024\)](#)

4. Notice of Leave Benefits

- a. The District shall provide written notice to all employees regarding a qualified employee's right to use postpartum recovery leave and parental leave.

[Utah Code § 53G-11-209\(2\)\(d\) \(2024\)](#)

- b. FMLA or Extended Absences for three or more weeks
 - 1) 30 days before an anticipated long-term absence
 - a) Communicate with your principal/supervisor
 - b) Arrange for your substitute
 - c) Prepare one week of general lesson plans including materials as needed
 - d) Communicate with your PLC team
 - 2) District will help compensate PLC team members for the creation of ongoing lesson plans up to two hours per week during extended absence.
 - 3) The substitute will receive the Long-Term Sub rate for the duration of the extended absence.

J. Sabbatical Leave

1. Sabbatical Leave is provided under the following regulations:
 - a. Sabbatical leave shall be granted only for full-time attendance at an institution of higher education for the purpose of pursuing a graduate degree and/or other certification. Payment of one-half salary will be contingent on verification of enrollment and registration for a least 12 quarter hours or eight and one-half semester hours credit each term or an approved full-time internship or apprenticeship for a minimum of two semesters or three quarters.
 - b. Applicants must have completed a minimum of six consecutive years of professional experience with the Box Elder School District before being eligible for a sabbatical leave.

- c. Two sabbatical leaves will be available each year. If one or zero are taken in a given year, Sabbatical Leave shall accumulate to a total of three. No more than three educators shall be absent on sabbatical leave at any one time.
- d. Applications, made upon forms to be furnished by the Board, shall be filed by February 1 of the year in which the sabbatical leave is to begin. Notification of leave approval shall be given by March 1 of the same year. No person shall be given such leave of absence more than once in seven years. The final selection of those to receive sabbatical leave is to be made by the Superintendent based upon criteria jointly determined by the Association and the Board.
- e. A person who accepts a sabbatical leave of absence must signify their written intention of returning to the Box Elder School system for one year as part of the sabbatical leave contract. The leave-taking educator shall be reinstated to their previously held position, and upon return, the educator shall be placed in the appropriately gained salary lane (if applicable). They will, however, be placed on the increment step they would have been on if sabbatical leave had not been taken with the following exception:
 - 1) A person taking sabbatical leave and assumes a full-time teaching assistantship (as determined by the university or college attended) will be granted an increment step the same as if they had been employed in the District.
- f. In case an educator who has taken advantage of sabbatical leave fails to return to service as provided above, all monies received from the Board while on sabbatical leave are to be returned to the Board, including the insurance premiums paid by the Board for the benefit of the educator.
- g. All educators on sabbatical leave shall be entitled to all insurance benefits provided by the Board at the expense of the Board.

K. Attendance at Conventions

- 1. Leaves of absence, with or without pay, shall be granted for the purpose of attending conventions, workshops, committee meetings, etc., as per the following policy:
 - a. The Superintendent shall build into the annual budget an amount of money not less than \$6,500 for the purpose of sending the district educators to conventions, workshops, committee meetings, etc. Such funds shall be

- exclusive of funds budgeted for substitute teachers used when such leaves are granted.
- b. A committee of five persons composed of four educators selected by the Association, two of whom represent elementary education and two of whom represent secondary education and the Superintendent or his designee shall have the responsibility of reviewing applications and making recommendations to the Superintendent and the Board regarding personnel who they feel should attend the conventions, etc.
 - c. Each educator selected to attend a convention shall receive a per diem and/or travel allowance. In the event the educator drives a car, the educator shall receive the current district mileage rate. Other forms of transportation may be utilized as thought best by the committee. The per diem amounts will be reviewed annually by the committee who will make recommendations to the Board of Education for approval.
 - d. The Board shall not give financial support to educators for participation in UEA and NEA conventions.
 - e. If it is deemed advisable, permission may be granted to educators to attend conventions, etc., at their own expense. If such permission is granted, the Board shall pay the cost of the substitute if such is required for the educator.

L. Association Leave

1. The Box Elder Education Association (BEEA) may request leave, not to exceed 15 days per year, for teachers to be absent from their assignment to conduct Association business when it is deemed such leave would directly [promote the interest of] benefit education within the District, and is approved by the Superintendent.
 - a. Request for Association leave shall be submitted, in writing, clearly stating the purpose of the leave to the Superintendent. The final approval regarding requests for leave shall be made by the Superintendent or designee. Association representative(s) will be notified of the decision. Requests should be submitted in adequate time to facilitate the approval process. All requests and notifications of approval will be documented and maintained in the Superintendent's office.
 - b. The Superintendent or designee shall supervise employees on paid Association leave.

- c. All paid Association leave shall be reported to and accounted for through the District's leave accounting system. This accounting shall include the costs and expenses of paid Association leave.
 - 1) The first 15 days annually of Association leave directly benefiting education within the District shall be paid out of District funds.
 - 2) Paid leave in excess of 15 days annually, shall be reimbursed at the substitute wage rate to the District by the Association.
 - 3) Association leave for activities that do not provide direct benefit to education in the District, shall be unpaid leave.
 - d. Employees using Association leave may not engage in political activity, including:
 - 1) Actively campaigning for candidates for public office in partisan and non-partisan elections; and
 - 2) Fundraising for political organizations political parties, or candidates.
 - e. Any willful violation of this policy may be used for disciplinary action of the [Box Elder School District Certificated Handbook](#).
2. The BEEA president shall have six days per trimester of released time for the purpose of conducting Association business. The substitute will be paid for by the BEEA. All reporting, accounting, and other restrictions in J.1. above apply to this section also.

M. Leave Without Pay

- 1. Educators are expected to act in a professional manner by consulting with their supervisor when they have used all their appropriate leave. In special situations as approved by the supervisor, leave without pay will be approved. In the event an educator misuses leave without pay the educator will pay the substitute wages which will be deducted from the educator's pay. If this leave without pay is denied by the school administration, it may be appealed to the Superintendent or his designee.

Policy 3212

ESP: Paraprofessional Qualifications

A. Definitions

1. "Paraprofessional" or "paraeducator" means a school employee who delivers instruction under the direct supervision of a teacher.

[Utah Admin. Rules R277-324-2\(3\) \(March 15, 2024\)](#)
[Utah Code § 53F-2-411\(1\)\(b\) \(2019\)](#)

B. Appropriate Assignments or Duties for Paraprofessionals

1. A paraprofessional may:
 - a. Upon completion of explicit training from appropriately licensed teachers or related service providers, provide individual or small group instructional assistance or tutoring to students as designed by an appropriately licensed teacher or related service provider during times when students would not otherwise receive instruction from an appropriately licensed teacher or related service provider;
 - b. Assist with classroom organization and management, such as organizing instructional or other materials;
 - c. Provide assistance with supplementary aids and services, program modifications, and support, such as assistive technology devices and services;
 - d. Conduct parental involvement activities;
 - e. Provide support in library or media centers; or
 - f. Provide supervision for students in non-instructional settings.
2. A paraprofessional may not:
 - a. be responsible for selecting or administering formal diagnostic or psychological instruments or for interpreting the results of those instruments if the paraprofessional's training, licensure, or other forms of certification do not align with the administration and interpretation requirements stated in an instrument's technical manual;

- b. be responsible for selecting programming or prescribing educational activities or materials for the students without the supervision and guidance of an appropriately licensed teacher or related service provider;
- c. be solely responsible for designing lesson plans;
- d. be assigned to implement elements of an IEP for a student with disabilities without direct training, supervision, and involvement from an appropriately licensed teacher or related service provider;
- e. be employed to fulfill the responsibilities that may only be provided by an appropriately licensed and otherwise qualified teacher or related service provider; or
- f. perform nursing procedures or administer medications without appropriate supervision and training from an appropriately licensed health care professional.

[Utah Admin. Rules R277-324-4\(1\), \(2\) \(March 15, 2024\)](#)

C. Supervision and Training of Paraprofessionals

1. A licensed teacher shall:

- a. prepare a lesson and plan the instruction support activities to be carried out by a paraprofessional;
- b. evaluate the achievement of the students with whom a paraprofessional works; and
- c. provide the supervision and support to the paraprofessional that the teacher deems appropriate for the paraprofessional to work effectively in the paraprofessional's role and responsibilities.

[Utah Admin. Rules R277-324-4\(3\) \(March 15, 2024\)](#)

- d. All paraprofessionals employed by the District shall complete appropriate training. Paraprofessionals who are acting in an instructional capacity shall complete appropriate training so as to be able to meet the Utah Standards for Instructional Paraeducators. Each paraprofessional who works with any student with a disability shall complete the training required by Section IX.E. of the Utah State Board of Education Special Education Rules. The District shall maintain documentation of completion of required paraprofessional training.

Utah Admin. Rules R277-324-4(4), (5) (March 15, 2024)
Utah Standards for Instructional Paraeducators
Utah State Board of Education Special Education Rules

D. Requirements for Paraprofessionals in Title I Programs

1. A paraprofessional who works in Title I schoolwide or targeted assistance programs supported by Title I funding must be a high school graduate or equivalent and must meet one of the following requirements:
 - a. Complete at least two years, or a minimum of 48 semester hours, at an accredited higher education institution;
 - b. Obtain an associate (or higher) degree from an accredited higher education institution;
 - c. Satisfy a rigorous state assessment, approved by the State Board of Education or the Board of Education, that demonstrates:
 - 1) Knowledge of, and the ability to assist in instructing, reading, writing, and mathematics, or
 - 2) Knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate
2. A paraprofessional who works in Title I schoolwide and targeted assistance programs supported by Title I funding and who was hired after January 6, 2002 must be a high school graduate or equivalent and must meet at least one of the following requirements:
 - a. Complete at least two years, or a minimum of 48 semester hours, at an accredited higher education institution;
 - b. Obtain an associate (or higher) degree from an accredited higher education institution; or
 - c. Satisfy a rigorous Utah State Board of Education approved assessment that demonstrates:
 - 1) Knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
 - 2) Knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Utah Admin. Rules R277-324-5(1) (March 15, 2024)

3. The foregoing requirements do not apply to a paraprofessional with a high school diploma or equivalent who solely provides:
 - a. Support through translator services;
 - b. Support as a parent engagement liaison; or
 - c. Personal care for students with disabilities.

Utah Admin. Rules R277-324-6 (March 15, 2024)

E. Background Check

1. Each paraprofessional shall pass a criminal background check as provided for under [Policy 3035 Employee Criminal Background checks and Arrest Disclosure Requirements](#).

Utah Admin. Rules R277-324-5(2) (March 15, 2024)

F. Responsibilities Relating to State Paraeducator Funding

1. Paraeducators hired with paraeducator funding from the State Board of Education shall meet the qualifications relating to Title I funding above and provide additional aid in the classroom to assist students in achieving academic success.

Utah Admin. Rules R277-324-9 (March 15, 2024)

POLICY 4030

Elementary School Curriculum

- A. ~~Box Elder School District's curriculum shall at least meet the minimum requirements of state law and State Board rules. Those minimum requirements are to contain the essential elements of each subject at appropriate grade levels. The essential elements represent the core knowledge, skills, and competencies all students should learn to be effective and productive members of society. The District may add elements at its discretion but shall not delete or omit instruction in the essential elements. The Utah State Board of Education shall establish the Core Curriculum for elementary grades K-6. It is the responsibility of the Box Elder School District Board of Education to provide access to the Core Curriculum to all students.~~
- B. In addition, the District shall provide character education in connection with regular schoolwork, through an integrated curriculum approach. Instruction in this area shall emphasize honesty, temperance, morality, courtesy, obedience to law, respect for and an understanding of the constitutions of the United States and the state of Utah, the essentials and benefits of the free enterprise system, respect for parents and home, and the dignity and necessity of honest labor and other skills, habits, and qualities of character which will promote an upright and desirable citizenry and better prepare students for a richer, happier life. ~~Required content areas in the Elementary School Education Core Curriculum:~~
1. ~~Grades K-56 core curriculum:~~
 - a. English Language Arts
 - b. Mathematics
 - c. Science
 - d. Social Studies
 - e. Arts:
 - 1) Visual Arts;
 - 2) Music;

- 3) Dance; or
- 4) Theatre
- f. Health Education
- g. Physical Education
- h. Educational Technology
- i. Library Media skills, integrated into the core subject areas; and
- j. Civics and character education, integrated into the core subject areas.

[Utah Admin. Rules R277-700-4\(2\) \(June 7, 2024\)](#)

- C. Formative assessment will occur on a regular basis to ensure continual student progress. State-approved summative adaptive assessments will be used to assess student mastery of language arts, mathematics science and (in grade five) effectiveness of written expression. Schools and teachers shall provide interventions for all elementary students who do not achieve proficiency of Core Standards.

[Utah Admin. Rules R277-700-4\(5\), \(6\), \(7\) \(June 7, 2024\)](#)

POLICY 2032

Procurement of Construction: Construction and School-Site Acquisition Requirements

A. School Site Acquisition Requirements

1. Before school construction begins:

- a. Prior to the acquisition of a school site, the District shall notify the following of its intent to acquire the site:
 - 1) an affected local entity,
 - 2) the Utah Department of Transportation, and
 - 3) an electrical corporation, gas corporation, or telephone corporation (as defined in [Utah Code § 54-2-1](#)) that provides service or maintains infrastructure within the immediate area of the proposed site.
- b. As soon as possible after this notice is given, representatives of the District, the affected local government entity, and the Department of Transportation shall meet to:
 - 1) discuss information provided by the District as available regarding:
 - a) potential community impacts;
 - b) Approximate lot size;
 - c) Approximate building size and use;
 - d) Estimated student enrollment;
 - e) Proposals for ingress and egress, parking, and fire lane location; and
 - f) Building footprint and location;
 - 2) Negotiate any fees that might be charged by the local governmental entity in connection with the school construction project;

- 3) Coordinate to:
- a) ensure that the siting or expansion of a school in the intended location will comply with applicable local general plans and land use laws and will not conflict with entitled land uses;
 - b) ensure that all local government services and utilities required by the school construction activities can be provided in a logical and cost-effective manner;
 - c) avoid or mitigate existing and potential traffic hazards, including consideration of the impacts between the new school and future roadways; and
 - d) maximize school, student, and site safety.
- c. The District shall submit the rough proposed site plan to the local governmental entity's design review committee for comments and the committee shall provide comments no later than 30 days after submission.
- d. If otherwise permitted under [Utah Code § 10-9a-305\(3\)\(b\)](#) or [Utah Code § 17-27a-305\(3\)\(b\)](#), a local governmental entity may require the District to provide a traffic study from a qualified independent third party if the local government entity determines that traffic flow, congestion, or other traffic concerns may require the study.
- e. The District shall submit to the Utah Department of Transportation a child access routing plan.

[Utah Code § 53E-3-710\(2\), \(5\) \(2018\)](#)
[Utah Admin. Rules R277-471-7\(1\) \(April 9, 2024\)](#)

B. Pre-construction Requirements

1. Before any school construction project begins, the District shall obtain a construction project number from the State Superintendent and complete and submit construction project identification forms provided by the State Superintendent.
2. All school plans and specifications shall be approved by a certified plans examiner before any school construction project begins.
3. Prior to developing plans and specifications for a new public school, or the expansion of an existing school, the District shall coordinate with local health

departments and the State Fire Marshal. The plans and specifications shall satisfy Utah Department of Health requirements relating to siting, building construction, grounds, food service facilities, sanitary facilities, and health and safety facilities.

[Utah Admin. Rules R392-200-4 \(June 14, 2023\)](#)

4. Prior to developing plans and specifications for a new public school, the District shall coordinate with local jurisdictions to comply with Federal Emergency Management Agency flood plain requirements and restrictions, including applicable mitigation measures.
5. The District shall maintain documentation for audit or monitoring purposes of required coordination, meetings, and agreements.

[Utah Code § 10-9a-305\(5\) \(2024\)](#)

[Utah Code § 17-27a-305\(5\) \(2024\)](#)

[Utah Admin. Rules R277-471-6\(1\), \(2\) \(April 9, 2024\)](#)

[Utah Admin. Rules R277-471-7\(3\), \(6\), \(7\) \(April 9, 2024\)](#)

C. Construction of Privacy Spaces

1. In constructing new facilities, the District shall ensure that the new facility has sufficient sex-designated privacy spaces. The District shall also ensure that the new facility includes, as applicable to the type of facility, an appropriate number of single occupant restrooms or changing rooms.

[Utah Code § 63G-31-304\(2\)\(b\), \(3\) \(2024\)](#)

[Utah Code § 63G-31-101\(1\), \(2\), \(9\), \(11\) \(2024\)](#)

2. With respect to restrooms and changing rooms in existing facilities, the District shall consider the feasibility of retrofitting or remodeling to include floor-to-ceiling walls and doors or similar privacy protections, curtains, or other comparable methods of improving privacy.

[Utah Code § 63G-31-304\(2\)\(c\) \(2024\)](#)

[Utah Code § 63G-31-101\(1\), \(2\), \(9\), \(11\) \(2024\)](#)

D. School District building Official

1. The Board shall appoint a School District Building Official (SDBO) who has direct administrative and operational control of all construction, renovation, and inspection of the District's facilities and shall provide in writing the name of the SDBO to the State Superintendent. The SDBO and other District personnel shall act consistent

with the State Board of Education resource manual on school building construction and inspections.

2. The SDBO shall:

- a. monitor school district building construction to ensure compliance with the applicable provisions of the Code, including all statutes and administrative rules which control the construction, renovation, and inspection of Utah public school buildings;
- b. render interpretations of the Code for the District. Such interpretations shall be in conformance with the intent and purpose of the Code;
- c. submit inspection summary reports monthly to the State Superintendent;
- d. submit inspection summary reports monthly to the appropriate local government entity building official;
- e. submit inspection certificates to the State Superintendent and appropriate local government entity building official;
- f. maintain all submitted documentation at a designated school district location for auditing or monitoring;
- g. identify in the monthly summary reports and provide to the State Superintendent and local government entity building official the total number of inspections with the name, state license number, and disciplines of each inspector performing the building inspections;
- h. ensure that each inspector is adequately and appropriately credentialed;
- i. sign the final certificate of inspection and verification form, certifying all inspections were completed in compliance with the law and rules and the Resource Manual to safeguard the public health, safety, and general welfare of occupants;
- j. send the final inspection certification and inspection verification, and provide all other related project closeout submittals to the State Superintendent and to the appropriate local government entity building official upon completion of the project;
- k. if the District uses a District building inspector or an independent building inspector, provide, on a monthly basis during construction, a copy of each

inspection certificate and a monthly inspection summary regarding the school building to the State Superintendent and to the appropriate local governmental entity building official where the building is located; and

- I. maintain all submitted documentation at a designated District location for auditing or monitoring.

[Utah Code § 10-9a-305\(6\)\(c\) \(2024\)](#)

[Utah Code § 17-27a-305\(6\)\(c\) \(2024\)](#)

[Utah Admin. Rules R277-471-2\(11\) \(April 9, 2024\)](#)

[Utah Admin. Rules R277-471-4 \(April 9, 2024\)](#)

[Utah Admin. Rules R277-471-6\(4\) \(April 9, 2024\)](#)

[Utah Admin. Rules R277-471-9\(1\) \(April 9, 2024\)](#)

E. Construction Inspection

1. Building inspectors employed or contracted by the District must be currently International Code Council commercially certified and licensed in Utah, in the trade specific to the inspection, consistent with Utah law.
2. The District may employ one of three methods for school construction inspection:
 - a. an independent, properly licensed and certified building inspector;
 - 1) The independent building inspector:
 - a) may not be associated with the architect, developer, contractor or any subcontractor on the project, or any management company or other agency hired by the District to perform construction or construction administrative services;
 - b) shall receive approval from the applicable local government entity where the construction occurs; and
 - c) shall be properly licensed and certified to perform all of the inspections that the inspector is required to perform.
 - 2) The independent building inspector may be an inspector working outside the municipality, county, or school district in which they are employed.
 - b. a properly licensed and certified building inspector, employed by the school district and performing school construction inspections within the boundaries of the District; or

- c. a properly licensed and certified building inspector approved by the local jurisdiction in which the construction activity occurs. (Inspectors employed by municipalities and counties may only perform school construction inspections within the boundaries of the municipality or county where they are employed.)

[Utah Code § 10-9a-305\(6\) \(2024\)](#)
[Utah Code § 17-27a-305\(6\) \(2024\)](#)
[Utah Admin. Rules R277-471-5 \(April 9, 2024\)](#)

F. Permanent Occupancy Certificate

1. The means of obtaining a certificate of permanent occupancy varies depending on the type of building inspector used by the District.
2. District-employed building inspector
 - a. If the District used a building inspector employed by the District, the District may issue its own certificate authorizing permanent occupancy of a school building. An SDBO shall sign a certificate of inspection verification form certifying that all inspections were completed in accordance with Utah law and the District shall file the form with the building official of the local governmental entity where the building is located and with the State Superintendent.
3. Local government entity-employed building inspector
 - a. If the District used a building inspector employed by the local governmental entity, the District shall obtain a certificate authorizing permanent occupancy from that governmental entity. Upon receipt of the certificate from the local governmental entity, the District shall provide a copy of the certificate to the State Superintendent.
4. Independent building inspector
 - a. If the District used an independent building inspector, the District shall, upon completion of all required inspections of the school building, file with the State Superintendent a certificate of inspection verification and a request for the issuance of a certificate authorizing permanent occupancy of the school building.
 - b. Within 30 days of the District's request to the State Board of Education for a certificate of permanent occupancy, the State Superintendent will either issue the certificate or notify the District of deficiencies in compliance with inspection requirements. The District shall remedy any deficiencies and then notify the State

Superintendent that the deficiencies have been remedied. Upon certification of the information provided by the District regarding remediation, the State Superintendent will issue the certificate of permanent occupancy. Upon receipt of the certificate of permanent occupancy, the District shall provide a copy of the certificate to the building official of the local government entity where the building is located.

- c. Upon the District's filing of the certificate of inspection verification and requesting the issuance of a certificate authorizing permanent occupancy of the school building with the State Board of Education, the District shall be entitled to temporary occupancy of the school building for a period up to ninety (90) days, beginning on the date the request is filed, if the District has complied with all minimum requirements to safeguard the public health, safety and general welfare of occupants.
- d. A certificate authorizing permanent occupancy issued by the State Superintendent shall be considered to satisfy any municipal or county requirement(s) for an inspection or a certification of occupancy.

[Utah Code § 10-9a-305\(6\)\(a\)\(iii\) \(2024\)](#)

[Utah Code § 17-27a-305\(6\)\(a\)\(iii\) \(2024\)](#)

[Utah Code § 53E-3-706\(3\)\(a\) \(2022\)](#)

[Utah Admin. Rules R277-471-9 \(April 9, 2024\)](#)

G. Municipality and Country Requirements

1. A municipality or county may, at its discretion, schedule a time with District officials to:
 - a. provide a walk-through of school construction at no cost and at a time convenient to the school district or charter school; and
 - b. provide recommendations based on the walk-through.
2. A municipality or county may **not**:
 - a. require the District to landscape, fence, make aesthetic improvements, use specific construction methods or materials, impose requirements for buildings used only for educational purposes, or place limitations prohibiting the use of temporary classroom facilities on school property. All temporary classroom facilities shall be properly inspected to meet the Code;

- b. require the District to participate in the cost of any roadway or sidewalk, or a study of the impact of a school on a roadway or sidewalk, that is not reasonably necessary for the safety of school children and not located on or contiguous to school property, unless the roadway or sidewalk is required to connect an otherwise isolated public school or an existing roadway;
- c. require the District to pay fees not authorized under [10-9a-305](#) or [17-27a-305](#);
- d. require inspection of school construction or assess a fee or other charges for inspection, unless the District is unable to provide for inspection by properly licensed and certified inspectors, other than the project architect, contractor or subcontractors;
- e. require the District to pay any impact fee for an improvement project unless the impact fee is imposed pursuant to the [Impact Fees Act](#);
- f. impose regulations upon the location of an educational facility except as necessary to avoid unreasonable risks to health or safety; or
- g. for a use or structure that is a support facility rather than an educational facility, impose a regulation that is not imposed on similar uses or structures in the same zone, or a regulation that uses the tax-exempt status of the District as a criterion for regulating the use or the location of the structure.

[Utah Code § 10-9a-305\(3\), \(5\) \(2024\)](#)

[Utah Code § 17-27a-305\(3\), \(5\) \(2024\)](#)

[Utah Admin. Rules R277-471-7\(2\) \(April 9, 2024\)](#)

POLICY 2033

Procurement: Education Contractor Oversight

A. Definitions

1. In this policy:

- a. “Educational good or service” means a good or service that is required or regulated under Utah Code Titles [53E](#), [53F](#), or [53G](#) or Utah State Board of Education rule.
- b. “Education service provider” means a third-party provider that provides academic instruction to students that yields grades or credit.

[Utah Code § 53E-3-401\(1\)\(b\) \(2020\)](#)
[Utah Admin. Rules R277-115-2\(1\), \(2\) \(July 8, 2024\)](#)

B. Oversight of Educational Good or Service Contractors

1. The District shall maintain oversight of each contractor who provides an educational good or service on behalf of the District as follows:
 - a. The District shall develop a written monitoring plan to supervise the educational good or service being provided which includes ensuring that the contractor is complying with federal and state law and Utah State Board of Education rules.
 - b. The District shall monitor and supervise the contractor’s activities relating to the educational good or service being provided and shall maintain documentation of the District’s supervisory activities.
 - c. At least once per year, the District shall review the monitoring plan and documentation of the monitoring activities with the District’s audit committee.
2. The District shall maintain records documenting educational services provided by contractors and payments made for educational goods and services.

[Utah Admin. Rules R277-115-4\(1\)\(b\) through \(f\), \(3\) \(July 8, 2024\)](#)

C. Oversight of Education Service Providers

1. In addition to the oversight as an educational good or service contractor, the District shall maintain oversight of an education service provider as follows:

- a. The District shall ensure that each staff member of the education service provider receives a background check and ongoing monitoring as required by [Policy 3035 Employee Criminal Background checks and Arrest Disclosure Requirements](#) and holds appropriate license, license areas of concentration, and endorsements as required by [Policy 3022 Employment: BESD-Local Education Agency Specific Teacher License/Endorsement](#). (The District may not record provider staff as teachers with an assignment in CACTUS or USIMS.)
- b. The District shall ensure that a student identified as having a disability under IDEA or Section 504 receives a free and appropriate public education.
- c. The District shall require the education service provider to inform the District of any student that the provider suspects of having a disability so that the District can fulfill its IDEA child find responsibilities.
- d. The District (not the provider) shall register all students receiving services from the provider and shall verify the accuracy and validity of the student's enrollment verification data before enrolling the student. The District shall also provide notice to the student and the student's parent that the student has been enrolled in a school or program within the District.

[Utah Admin. Rules R277-115-3\(1\) to \(4\) \(July 8, 2024\)](#)

[Utah Admin. Rules R277-115-4\(2\) \(July 8, 2024\)](#)

D. Responsibility for Education Goods and Services

1. In the event the District cancels a contract with an educational good or service provider, the District shall continue to provide the educational goods or services to enrolled students for the rest of the school year and shall notify parents of
 - a. the planned elimination of the specific educational good or service provided by the contractor,
 - b. the status of the student's enrollment, and
 - c. any steps required of a student to transfer or unenroll.

[Utah Admin. Rules R277-115-4\(4\) \(July 8, 2024\)](#)

POLICY 2034

Procurement: Contracts and Contract Limitations

A. Definitions

1. In this policy, the following definitions apply:

- a. “Boycott action” means refusing to deal, terminating business activities, or limiting commercial relations.
- b. “Boycott of the State of Israel” means engaging in a boycott action targeting the State of Israel, companies or individuals doing business in or with the State of Israel, or companies authorized by, licensed by, or organized under the laws of the State of Israel to do business.
- c. “Boycotted company” means a company that:
 - 1) Engages in the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, mining, or agriculture;
 - 2) Engages in, facilitates, or supports the manufacture, distribution, sale, or use of firearms;
 - 3) Does not meet or commit to meet environmental standards beyond applicable state and federal law requirements, including standards for eliminating, reducing, offsetting, or disclosing greenhouse-gas emissions; or
 - 4) Does not facilitate or commit to facilitate access to abortion or sex characteristic surgical procedures.
- d. “Change order” means a written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of a contract, upon mutual agreement of the parties to the contract.
- e. “Construction project” means a project for the construction, renovation, alteration, improvement, or repair of a public facility on real property, including all services, labor, supplies, and materials for the project. It does not include services and supplies for the routine, day-to-day operation, repair, or maintenance of an existing public facility.

- f. “Construction manager/general contractor” means a contractor who enters into a contract for the management of a construction project that allows the contractor to subcontract for additional labor and materials that are not included in the contractor’s cost proposal submitted at the time of the procurement of the contractor’s services. It does not include a contractor whose only subcontract work not included in the contractor’s cost proposal submitted as part of the procurement of the contractor’s services is to meet subcontracted portions of change orders approved within the scope of the project.
- g. “Cost-plus-a-percentage-of-cost contract” means a contract under which the contractor is paid a percentage of the total actual expenses or costs in addition to the contractor’s actual expenses or costs.
- h. “Cost-reimbursement contract” means a contract under which a contractor is reimbursed for costs which are allowed and allocated in accordance with the contract terms and the provisions of the procurement policies and Utah Procurement Code, and a fee, if any.
- i. “Definite quantity contract” means a fixed price contract that provides for a specified amount of supplies over a specified period, with deliveries scheduled according to a specified schedule.
- j. “Design-build” means the procurement of design professional services and construction by the use of a single contract.
- k. “Design professional” means
 - 1) an individual licensed as an architect under [Utah Code Title 58, Chapter 3a, Architects Licensing Act](#);
 - 2) an individual licensed as a professional engineer or professional land surveyor under [Utah Code Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act](#);
 - 3) an individual licensed to engage in the practice of landscape architecture under [Utah Code Title 58, Chapter 53, Landscape Architects Licensing Act](#), or
 - 4) an individual certified as a commercial interior designer under [Title 58, Chapter 86, State Certification of Commercial Interior Designers Act](#).
- l. “Design professional services” means:

- 1) professional services within the scope of the practice of architecture as defined in [Utah Code § 58-3a-102](#);
 - 2) professional engineering as defined in [Utah Code § 58-22-102](#);
 - 3) master planning and programming services;
 - 4) professional services within the scope of the practice of landscape architecture, as defined in [Utah Code § 58-53-102](#), or
 - 5) services within the scope of the practice of commercial interior design, as defined in [Utah Code § 58-86-102](#).
- m. "Economic boycott" means, without an ordinary business purpose,
- 1) Engaging in a boycott action targeting a boycotted company or another company because the company does business with a boycotted company; or
 - 2) Taking an action intended to penalize, inflict economic harm to, or change or limit the activities of a boycotted company or another company because the company does business with a boycotted company.
- n. "Educational good or service" means a good or service that is required or regulated under Utah Code Titles [53E](#), [53F](#), or [53G](#) or Utah State Board of Education rule.
- o. "Established catalogue price" means the price included in a catalogue, price list, schedule, or other form that:
- 1) is regularly maintained by a manufacturer or contractor;
 - 2) is published or otherwise available for inspection by customers; and
 - 3) states prices at which sales are currently or were last made to a significant number of any category of buyers or buyers constituting the general buying public for the supplies or services involved.
- p. "Fixed price contract" means a contract that provides a price, for each procurement item obtained under the contract, that is not subject to adjustment except to the extent that either
- 1) the contract provides, under circumstances specified in the contract, for an adjustment in price that is not based on cost to the contractor; or

- 2) an adjustment is required by law.
- q. "Fixed price contract with price adjustment" means a fixed price contract that provides for an upward or downward revision of price, precisely described in the contract, that:
 - 1) is based on the consumer price index or another commercially acceptable index, source, or formula; and
 - 2) is not based on a percentage of the cost to the contractor.
- r. "Indefinite quantity contract" means a fixed price contract that both
 - 1) is for an indefinite amount of procurement items to be supplied as ordered by the District; and
 - 2) either does not require a minimum purchase amount or provides a maximum purchase limit.
- s. "Labor hour contract" is a contract under which the supplies and materials are not provided by, or through, the contractor and the contractor is paid a fixed rate that includes the cost of labor, overhead, and profit for a specified number of labor hours or days.
- t. "Multiple award contract" means a procurement process resulting in the award of a contract to more than one person, which may be for an indefinite quantity of a procurement item.
- u. "Multiyear contract" means a contract that extends beyond a one-year period, including a contract that permits renewal of the contract, without competition, beyond the first year of the contract.
- v. "Ordinary business purpose" means a purpose that is related to business operations and does not include a purpose that is solely related to furthering social, political, or ideological interests
- w. "Requirements contract" means a contract:
 - 1) under which a contractor agrees to provide the District's entire requirements for certain procurement items at prices specified in the contract during the contract period; and

- 2) that either does not require a minimum purchase amount or provides a maximum purchase limit.

[Utah Code § 63G-6a-103 \(2024\)](#)

[Utah Code § 63G-27-102 \(2023\)](#)

[Utah Admin. Rules R33-12-301\(1\) \(July 8, 2024\)](#)

[Utah Code § 53E-3-401\(1\)\(b\) \(2020\)](#)

[Utah Admin. Rules R277-115-2\(1\) \(July 8, 2024\)](#)

B. Permissible and Impermissible Types of Contracts

1. Except as otherwise provided in this policy, and subject to any rules made by the Procurement Policy Board, the District may use any type of contract that will promote its best interests. However, before the District uses any type of contract other than a firm fixed price contract, the Procurement Official must first make a written determination that:
 - a. the proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated;
 - b. the proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted accounting principles; and
 - c. the use of a specified type of contract, other than a firm fixed price contract, is in the best interest of the District, taking into consideration the following criteria:
 - 1) the type and complexity of the procurement item;
 - 2) the difficulty of estimating performance costs at the time the contract is entered into, due to factors that may include:
 - a) the difficulty of determining definitive specifications;
 - b) the difficulty of determining the risks, to the contractor, that are inherent in the nature of the work to be performed; or
 - c) the difficulty to clearly determine other factors necessary to enter into an accurate firm fixed price contract;
 - 3) the administrative costs to the District and the contractor;

- 4) the degree to which the District is required to provide technical coordination during performance of the contract;
 - 5) the impact that the choice of contract type may have upon the level of competition for award of the contract;
 - 6) the stability of material prices, commodity prices, and wage rates in the applicable market;
 - 7) the impact of the contract type on the level of urgency related to obtaining the procurement item;
 - 8) the impact of any applicable governmental regulation relating to the contract; and
 - 9) other criteria that the Procurement Official determines may relate to determining the contract type that is in the best interest of the District.
2. Subject to this policy and any rules made by the Procurement Policy Board, the District may use the following types of contracts:
- a. a fixed price contract;
 - b. a fixed price contract with price adjustment;
 - c. a time and materials contract;
 - d. a labor hour contract;
 - e. a definite quantity contract;
 - f. an indefinite quantity contract;
 - g. a requirements contract;
 - h. a contract based on a rate table in accordance with industry standards; or
 - i. a contract that includes one of the following construction delivery methods:
 - 1) design-build;
 - 2) design-bid-build; or

- 3) construction manager/general contractor.
3. Except as it applies to a change order, the District may not enter into a cost-plus-percentage-of-cost contract, unless:
 - a. use of a cost-plus-percentage-of-cost contract is approved by the Procurement Official;
 - b. it is standard practice in the industry to obtain the procurement item through that type of contract; and
 - c. the percentage and the method of calculating costs in the contract are in accordance with industry standards.
4. The District may not enter into a cost-reimbursement contract, unless the Procurement Official makes a written determination that:
 - a. Either
 - 1) a cost-reimbursement contract is likely to cost less than any other type of permitted contract; or
 - 2) it is impracticable to obtain the procurement item under any other type of permitted contract; and
 - b. the proposed contractor's accounting system will both
 - 1) timely develop the cost data in the form necessary for the District to timely and accurately make payments under the contract; and
 - 2) allocate costs in accordance with generally accepted accounting principles.
5. Determining allowable Incurred costs under a cost-based contract
 - a. Except as provided below, a person who seeks to be, or is, a party in a cost-based contract with the District shall submit cost or pricing data relating to determining the cost or pricing amount and shall certify that, to the best of the contractor's knowledge and belief, the cost or pricing data submitted is accurate and complete as of the date specified by the District. The Procurement Official shall ensure that the specified date is before
 - 1) the pricing of any contract awarded by a standard procurement process or pursuant to a sole source procurement, if the total contract price is expected

to exceed an amount established by rule of the Procurement Policy Board made by the applicable rulemaking authority; or

- 2) the pricing of any change order that is expected to exceed an amount established by rule of the Procurement Policy Board.
- b. A contract or change order that requires a cost or pricing data certification shall include a provision that the price to the District, including profit or fee, shall be adjusted to exclude any significant sums by which the District finds that the price was increased because the contractor provided cost or pricing data that was inaccurate, incomplete, or not current as of the date specified by the Procurement Officer.
 - c. A cost-reimbursement contract does not have to meet the cost or pricing data requirements above if:
 - 1) the contract price is based on adequate price competition;
 - 2) the contract price is based on established catalogue prices or market prices;
 - 3) the contract price is set by law or rule; or
 - 4) the procurement states, in writing that in accordance with Procurement Policy Board rules the requirements may be waived and sets forth the reasons for that waiver.

[Utah Code § 63G-6a-1206 \(2020\)](#)

6. Price Adjustments

- a. For contracts that expressly allow price adjustments, cost or pricing data shall be required in support of a proposal leading to the adjustment of any contract pricing. Such data does not need to be provided when the terms of the contract state established market indices, catalog prices or other benchmarks are used as the basis for contract price adjustments or when prices are set by law or rule. If a contractor submits a price adjustment higher than established market indices, catalog prices or other benchmarks established in the contract, the Procurement Official may request additional cost or pricing data. The Procurement Official may waive the requirement for cost or pricing data provided a written determination is made supporting the reasons for the waiver. A copy of the determination shall be kept in the contract file.

- b. If defective cost or pricing data was used to adjust a contract price, the vendor and the District may enter into discussions to negotiate a settlement. If a settlement cannot be negotiated, either party may seek relief through the courts.

[Utah Admin. Rules R33-12-601 \(July 8, 2024\)](#)

[Utah Admin. Rules R33-12-602 \(July 8, 2024\)](#)

7. Installment payments and contract prepayments

- a. The District may enter into a contract which provides for installment payments, including interest charges, over a period of time, if the Procurement Official makes a written finding that:
 - 1) the use of installment payments is in District's interest;
 - 2) installment payments are not used as a method of avoiding budgetary constraints;
 - 3) the District has obtained all budgetary approvals and other approvals required for making the installment payments;
 - 4) all aspects of the installment payments required in the contract are in accordance with the requirements of law; and
 - 5) for a contract awarded through an invitation for bids or a request for proposals, the invitation for bids or request for proposals indicates that installment payments are required or permitted.
- b. The District may not pay for a procurement item before the District receives the procurement item unless the Procurement Official determines that it is necessary or beneficial for the District to pay for the procurement item before the District receives the procurement item. Such circumstances include
 - 1) when it is customary in the industry to prepay for the procurement item,
 - 2) if the District will receive an identifiable benefit by prepaying, including reduced costs, additional procurement items, early delivery, better service, or better contract terms; or
 - 3) such other circumstances as may be permitted by Procurement Policy Board rule.
- c. The determination shall be in writing except in the following circumstances:

- 1) The procurement item is:
 - a) Software subscription services;
 - b) Online information, media, or database subscription services;
 - c) Online marketplace purchases;
 - d) Trade show booth space rentals; or
 - e) Deposits for venue rental for group gathering, and
- 2) The prepayment is:
 - a) Below the individual procurement threshold (unless the Procurement Official determines a lower amount); or
 - b) For a procurement item available through an existing contract entered into in compliance with the procurement code.
- 3) Where written documentation is required, prepaid expenditure shall be supported by documentation indicating:
 - a) the amount of the prepayment;
 - b) the prepayment schedule;
 - c) the procurement items to which each prepayment relates;
 - d) the remedies for a contractor's noncompliance with requirements relating to the provision of the procurement items; and
 - e) all other terms and conditions relating to the payments and the procurement items.
- 4) The Procurement Official may require a performance bond, of up to 100% of the prepayment amount, from the person to whom the prepayments are made.

[Utah Code § 63G-6a-1208 \(2020\)](#)
[Utah Admin. Rules R33-12-401 \(July 8, 2024\)](#)

8. Leases of personal property

- a. As used in this policy, “lease” means for the District to lease or lease-purchase a procurement item from a person. (This does not apply to the lease of real property.) The District may only lease a procurement item if each of the following requirements is met:
- 1) the Procurement Official determines that it is in the best interest of the District to lease the procurement item, after investigating and considering the costs and benefits of alternative means of obtaining the procurement item;
 - 2) all conditions for renewal and costs of termination are included in the lease;
 - 3) the lease is awarded through a standard procurement process or a valid exception;
 - 4) for a standard procurement process, the invitation for bids, request for proposals, or request for quotes states that the District is seeking, or willing to consider, a lease (or a lease purchase);
 - 5) the lease is not used to avoid competition; and
 - 6) the lease complies with all other applicable provisions of law or rule.

[Utah Code § 63G-6a-1209 \(2013\)](#)

9. Multiyear contracts

- a. The District may enter into a multiyear contract if the Procurement Official determines, in his or her discretion, that doing so is in the District’s best interest and the other requirements of this section are satisfied. The Procurement Official shall consider whether the multiyear contract will:
- 1) result in significant savings to the District, including
 - a) reduction of the administrative burden in procuring, negotiating, or administering contracts,
 - b) continuity in operations of the District, or
 - c) the ability to obtain a volume or term discount;
- b. The invitation for bids or request for proposals must

- 1) state the term of the contract, including all possible renewals of the contract,
 - 2) state the conditions for renewal of the contract, and
 - 3) include the pertinent funding and renewal condition provision applicable to the contract.
- c. Except as stated below with regard to contracts with federal funding and regardless of anything in an invitation for bids, request for proposals, or a contract, no multiyear contract may continue or be renewed for any year after the first year of the multiyear contract if adequate funds are not appropriated or otherwise available to continue or renew the contract.
- d. A multiyear contract that is funded solely by federal funds may be continued or renewed for any year after the first year of the multiyear contract if:
- 1) adequate funds to continue or renew the contract have not been, but are expected to be appropriated by, and received from, the federal government;
 - 2) continuation or renewal of the contract before the money is appropriated or received is permitted by the federal government; and
 - 3) the contract states that it may be cancelled or suspended, without penalty, if the anticipated federal funds are not appropriated or received.
- e. A multiyear contract that is funded in part by federal funds may be continued or renewed for any year after the first year of the multiyear contract if:
- 1) the portion of the contract that is to be funded by District funds are appropriated;
 - 2) adequate federal funds to continue or renew the contract have not been, but are expected to be, appropriated by, and received from, the federal government;
 - 3) continuation or renewal of the contract before the federal money is appropriated or received is permitted by the federal government; and
 - 4) the contract states that it may be cancelled or suspended, without penalty, if the anticipated federal funds are not appropriated or received.

- f. The District may not continue or renew a multiyear contract after the end of the multiyear contract term or the renewal periods described in the contract, unless the District engages in a new standard procurement process or complies with a valid exception to standard procurement.
- g. A multiyear contract, including any renewal periods, may not exceed a period of five years, unless the Procurement Official makes a written determination that the longer period is necessary in order to obtain the procurement item, or that a longer period is customary for industry standards, or that a longer period is in the best interest of the District. This written determination must be included in the file relating to the procurement. However, this limitation does not apply to a contract for the design or construction of a facility, a road, or a contract for the financing of equipment.

10. Multiple award contracts

- a. The District may enter into multiple award contracts with multiple persons through a standard procurement process as provided in this section. Multiple award contracts may be in the District's best interest if award to two or more bidders or offerors for similar procurement items is needed or desired for adequate delivery, service, availability, or product compatibility.
- b. In entering into or seeking to enter into multiple award contracts, the District shall exercise care to protect and promote competition among bidders or offerors and shall name all eligible users of the multiple award contracts in the invitation for bids or request for proposals. If the District anticipates entering into multiple award contracts before issuing the invitation for bids or request for proposals, the invitation or request shall state that the District may enter into multiple award contracts at the end of the procurement process.
- c. Once the District has entered into multiple award contracts, it shall obtain under those contracts all of its normal, recurring requirements for the procurement items that are the subject of the contracts until the contracts terminate. However, the District shall in the contracts reserve the right to obtain the procurement items separately from the contracts if either
 - 1) there is a need to obtain a quantity of the procurement items that exceeds the amount specified in the contracts, or
 - 2) the Procurement Official makes a written finding that the procurement items available under the contract will not effectively or efficiently meet a nonrecurring special need of the District.

[Utah Code § 63G-6a-1204.5 \(2020\)](#)

11. Awarding multiple award contracts

- a. Multiple award contracts are appropriate when two or more bidders or offerors for similar procurement items are needed for coverage on a statewide, regional, combined statewide and regional basis, agency specific requirement, or other criteria specified in the solicitation such as
 - 1) delivery,
 - 2) service,
 - 3) product availability, or
 - 4) compatibility with existing equipment or infrastructure.
- b. In addition to the information required in an invitation for bids or request for proposals, when it is anticipated that a procurement will result in multiple contract awards, the solicitation shall include a statement that:
 - 1) Indicates that contracts may be awarded to more than one bidder or offeror;
 - 2) Specifies whether contracts will be awarded on a statewide, regional, combined statewide and regional basis, or agency specific requirement; and
 - 3) Describes specific methodology or a formula that will be used to determine the number of contract awards.
- c. Multiple award contracts in an invitation for bids shall be conducted in accordance with the requirements for a bidding procurement process and awarded to the lowest responsive and responsible bidder(s) who meet the objective criteria described in the invitation for bids. The contracts may be awarded using the following methods:
 - 1) Based on the lowest bids for procurement items solicited provided the solicitation indicates that multiple contracts will be awarded to the lowest bidders for procurement items being solicited as determined by the following methods:
 - a) bids within a specified percentage, not to exceed five percent, of the lowest responsive and responsible bid, unless otherwise approved in writing by the Procurement Official;

- b) responsive and responsible bidders will be awarded a contract, provided the contract specifically directs that orders must be placed first with low bidder unless the lowest bidder cannot provide the needed procurement item, then with the second lowest bidder unless the second lowest bidder cannot provide the needed procurement item, then with the third lowest bidder unless the third lowest bidder cannot provide the needed procurement item, and so on in order from the lowest responsive and responsible bidder to the highest responsive and responsible bidder; or
 - c) other methodology described in the solicitation to award contracts;
- 2) Based on the lowest bid by category, provided:
- a) the solicitation indicates that a contract will be awarded based on the lowest bid per category; and
 - b) only one bidder may be awarded a contract per category;
- 3) Based on the lowest bid by line item, provided:
- a) the solicitation indicates that a contract will be awarded based on the lowest bid per line item, task or service; and
 - b) only one bidder may be awarded a contract per line item, task or service; or
- 4) Based on another specific objective methodology described in the solicitation, such as for primary and secondary contracts (as described below), approved by the Procurement Official.
- d. Multiple award contracts in a request for proposals shall be conducted and awarded in accordance with the requirements for a request for proposals procurement process and awarded in accordance with point thresholds and other methodology set forth in the request for proposals describing how multiple award contracts will be awarded with enough specificity as to avoid the appearance of any favoritism affecting the decision of whether to award a multiple contract and who should receive a multiple award contract.

[Utah Admin. Rules R33-12-301 \(July 8, 2024\)](#)

12. Primary and secondary contracts

- a. Designations of multiple award contracts as primary and secondary may be made provided a statement to that effect is contained in the solicitation documents. When the Procurement Official determines that the need for procurement items will exceed the capacity of any single primary contractor, secondary contracts may be awarded to additional contractors.
- b. Purchases under primary and secondary contracts shall be made, initially to the primary contractor offering the lowest contract price until the primary contractor's capacity has been reached or the items are not available from the primary contractor, then to secondary contractors in progressive order from lowest price or availability to the next lowest price or availability, and so on.

[Utah Admin. Rules R33-12-302 \(July 8, 2024\)](#)

C. Contract Clauses

1. Required contract clauses

- a. Contracts entered into by the District for construction of school buildings shall contain a clause addressing the rights of the parties when, after the contract is executed, site conditions are discovered that the contractor did not and could not reasonably have known existed at execution and those conditions materially impact the costs of construction.

[Utah Code § 53E-3-711 \(2018\)](#)

- b. Contracts *entered into by* the District for an educational good or service provided on behalf of the District shall require that the contractor provide, upon request of the District, information necessary to verify that the educational good or service complies with Utah Code [Title 53E](#), [Title 53F](#), and [Title 53G](#) as well as Utah State Board of Education rules.

[Utah Admin. Rules R277-115-4\(1\)\(a\) \(July 8, 2024\)](#)

- c. Each contract which is for an amount of \$100,000 or more or with a company that has at least 10 employees must include a written certification that the company is not currently engaged in a boycott of the State of Israel or an economic boycott as defined above, that the company agrees not to engage in a boycott of the State of Israel for the duration of the contract, and that the company agrees to notify the District in writing if the company begins engaging in an economic boycott as defined above. Such a contract must also provide that a notice that the company is beginning to engage in an economic boycott may be grounds for termination of the contract.

- d. However, this requirement does not prohibit the District from entering into a contract with a company that engages in an economic boycott if the company engages in the economic boycott to comply with federal law or if there is no economically practicable alternative available to the District to either acquire or dispose of the good or service that is the subject of the contract or to meet the District's legal duties to issue, incur, or manage debt obligations or to deposit, keep custody of, manage, borrow, or invest funds.

[Utah Code § 63G-27-201 \(2023\)](#)

2. Permissible clauses

- a. The District may include in any of its contracts terms that provide for
 - 1) incentives, including bonuses,
 - 2) payment of damages, including liquidated damages, and
 - 3) penalties.

[Utah Code § 63G-6a-1210 \(2013\)](#)

3. Standard terms and conditions

- a. The District may establish standard terms and conditions for contracts. Terms and conditions may be established for a category of procurement items, a specific procurement item, general use in all procurements, the special needs of the District, or the requirements of federal funding.

[Utah Admin. Rules R33-12-201 \(July 8, 2024\)](#)

4. Prohibited contract clauses for design professionals

- a. A contract entered into by the District in a procurement may not require that a design professional indemnify another from liability claims that arise out of the design professional's services, unless the liability claim arises from the design professional's negligent act, wrongful act, error or omission, or other liability imposed by law. This limitation may not be waived by contract. However, a design professional may be required to indemnify a person for whom the design professional has direct or indirect control or responsibility.

[Utah Code § 63G-6a-1203 \(2015\)](#)

POLICY 3007

Employment – Staff Code of Conduct

A. Definitions

1. Abuse

- a. “Physical abuse” means abuse that results in physical injury or damage.
- b. “Sexual abuse” has the same meaning as defined in [Utah Code § 80-1-102\(79\)](#).
- c. “Verbal abuse” means repeatedly communicating in an objectively demeaning or disparaging manner which creates a hostile, intimidating, abusive, offensive, or oppressive learning environment.
- d. “Mental abuse” means a pattern of sustained and repetitive acts or inappropriate statements that cause fear, lower self-esteem, or manipulate the person to control behavior. Examples of actions or statements that could be part of such a pattern include intimidation, threatening harm, destruction of property, insults or putdowns, arbitrary and unpredictable inconsistency, and denial that prior abusive incidents occurred. (Appropriate statements or actions taken in imposing discipline for misconduct do not constitute mental abuse.)

[Utah Code § 80-1-102\(63\), \(79\) \(2023\)](#)
[Utah Admin. Rule R277-217-3\(3\) \(January 10, 2024\)](#)

2. “Boundary violation.” A boundary violation occurs when a staff member crosses verbal, physical, emotional, or social lines that must be maintained to ensure structure, security, and predictability in an educational environment. Depending on the circumstances, the following may constitute a boundary violation:
 - a. Isolated, one-on-one interactions with students out of the line of sight of others;
 - b. Meeting with a student or students in rooms with covered or blocked windows;
 - c. Telling risqué jokes or using profanity in the presence of a student;
 - d. Employing favoritism to a student;

- e. Inappropriate gift giving to an individual student;
 - f. Uninvited or inappropriate touching;
 - g. Photographing an individual student for a non-educational purpose or use;
 - h. Engaging in inappropriate or unprofessional conduct outside of educational program activities;
 - i. Exchanging personal email or phone numbers with a student for a non-educational purpose or use;
 - j. Interacting privately with a student through social media, computer, or handheld devices; and
 - k. Discussing with a student inappropriate details about the staff member's personal life or personal issues or a student's personal life or personal issues.
3. It is NOT a boundary violation to:
- a. Offer praise, encouragement, or acknowledgement;
 - b. Offer rewards available to all who achieve;
 - c. Ask permission to touch for necessary purposes;
 - d. Give a pat on the back or a shoulder;
 - e. Give a side hug;
 - f. Give a handshake or "high five";
 - g. Offer warmth and kindness;
 - h. Use public social media alerts to groups of students and parents; or
 - i. Engage in contact permitted by an IEP or 504 plan.
- [Utah Admin. Rules R277-210-2\(6\) \(January 10, 2024\)](#)
4. It is not a boundary violation when a student acts or speaks in inappropriately familiar ways with a staff member without having been prompted to do so by the staff

member, but such incidents must be promptly documented and reported to the staff member's supervisor or the building principal and the student should be given guidance on proper student-staff relationships as directed by the supervisor or principal.

5. "Bullying" means the same as that is defined by [Policy 3010 Employee Bullying and Hazing](#).
6. "Cyberbullying" means the same as that is defined by [Policy 3010](#).
7. "Neglect" has the same meaning as defined in [Utah Code § 80-1-102\(58\)](#).
 - a. The term "parent" means the natural or adoptive or step or foster parent of a child or legal guardian who acts in the place of a parent.

[Utah Code § 80-1-102\(58\) \(2023\)](#)

8. "Staff" means an employee or any contractor or volunteer with unsupervised access to students.

[Utah Admin. Rule R277-322-2\(2\) \(August 19, 2019\)](#)

B. Professional Conduct

1. District staff are expected to comply with all District policies and to adhere to all requirements of the law.
2. District staff are further expected to act professionally.
 - a. This includes communicating in a civil manner and not promoting personal opinions, issues, or political positions as part of the instructional process in a manner inconsistent with law.
 - b. It further includes integrity and honesty in relationships with others and conducting any financial business and accounting for funds honestly and with integrity.
 - c. District staff are expected to comply with appropriate dress and grooming standards as established by District policy, supervisor directives, and generally accepted professional standards.

- d. District employees are required to report arrests and convictions as provided for in [Policy 3035 Employee Criminal Background Checks & Arrest Disclosure Requirements](#).

[Utah Admin. Rules R277-217-2, -3, -4, and -5 \(January 10, 2024\)](#)

3. District staff are expected to observe and adhere to practices of confidentiality, privacy, and discretion. Confidentiality ensures that information is accessible only to those authorized to have access.
 - a. Any information obtained during the scope and course of employment regarding an individual's educational record, including, but not limited to: health, behavior, schedule, home conditions, financial status, or employment record should be considered confidential, no matter how trivial it may seem.
 - 1) This includes information that may have been observed, written, verbally shared, or electronically transmitted.
4. District staff are prohibited from being under the influence of, using, possessing, or distributing any alcoholic beverage, tobacco product (including electronic cigarettes), or controlled substance at school or at a school-related activity where the staff member is functioning as such, as outlined in [Policy 3070 Alcohol and Drug Abuse: Employees](#). District staff are prohibited from providing alcohol or unauthorized drugs to students or from allowing students under the supervision or control of the staff member to use alcohol or unauthorized drugs. District staff are further expected to support District efforts to reduce inappropriate drug use and alcohol or tobacco use among students.

[Utah Admin. Rules R277-217-2\(10\) to \(12\) \(January 10, 2024\)](#)

5. District staff are prohibited from knowingly viewing, accessing, or possessing pornographic or indecent material in any form (print, electronic, or otherwise) while on school premises or at a school-related activity or by using District devices, internet access, or other resources. District staff may not knowingly use, view, create, distribute, or store pornographic or indecent material involving children at any time. District staff may not expose students to sensitive material as defined by [Utah Code § 53G-10-103](#) and as determined by the District.

[Utah Admin. Rule R277-495-4\(1\)\(c\) \(December 11, 2023\)](#)

[Utah Admin. Rule R277-217-2\(16\) to \(18\) \(January 10, 2024\)](#)

[Utah Code § 76-10-1235 \(2007\)](#)

C. Professional and Ethical Relationships with Students

1. District staff are to comport themselves in a way that contributes to maintaining and fostering a positive, effective, non-disruptive and safe learning environment for students.
 - a. This includes maintaining professional and appropriate demeanor and relationships with students, both during and outside of school hours and on and off campus and through in-person and electronic interactions (through devices or social media).
 - b. This also includes respecting appropriate intrapersonal boundaries in interacting with students and avoiding behavior that could reasonably lead to the appearance of impropriety.
 - 1) An educator may not invite, suggest, or encourage a student to reconsider or change the student's sexual orientation or gender identity.
 - c. An educator may not use his or her position, through instruction, materials, or symbols, to actively endorse, promote, or disparage a particular partisan, religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint in a manner inconsistent with District policy.
2. Staff are prohibited from engaging in the following conduct towards students:
 - a. Abuse (physical, sexual, verbal or mental, as defined above);
 - b. Bullying, cyberbullying, harassment (including sexual harassment), or hazing;
 - c. Discrimination or harassment based on race, ethnicity, sex, gender identification, sexual orientation, religion (or lack of religious affiliation or belief), political viewpoint or disability;
 - d. Boundary violations;
 - e. Sharing any sexually explicit or lewd communication, image, or photograph;
 - f. Allowing students in their homes for a school-related social activity without prior written permission of the principal;
 - g. Dating or any type of romantic or sexual relationship or conduct;

- h. Requests for sexual activity or sexually suggestive comments; or
- i. Touching a student in a way that makes a reasonably objective student feel uncomfortable.

[Utah Admin. Rules R277-217-2\(4\) to \(7\), \(22\) to \(25\) \(January 10, 2024\)](#)

[Utah Admin. Rules R277-217-3\(2\), \(3\) \(January 10, 2024\)](#)

[Utah Admin. Rules R277-322-2\(3\) \(August 19, 2019\)](#)

[Utah Admin. Rules R277-322-3\(3\)\(a\) to \(j\) \(August 19, 2019\)](#)

[Utah Code § 63G-7-301\(3\)\(a\)\(i\), \(b\) \(2023\)](#)

- 3. The foregoing prohibitions apply to staff interaction with any student presently enrolled in the District and to staff interaction with any student who was enrolled in the District within the time period two (2) years before the conduct in question.

Flaskamp v. Dearborn Public Schools, 385 F.3d 935, 944 (6th Cir. 2004).

- 4. The District recognizes that in circumstances where a staff member and a student have a relationship which is independent of and does not arise out of the school context, interactions which would be a boundary violation in the absence of that independent relationship may not constitute a boundary violation. (Examples of such independent relationships include where the staff member and student are family members or otherwise closely related or where the staff member and student are both affiliated with a non-school organization and the interaction relates to or arises out of that relationship.) The other prohibitions listed above apply regardless of the existence of an independent, non-school relationship.
- 5. Violation of any of the prohibitions of this policy is grounds for employee disciplinary action up to and including termination of employment and for action up to and including termination of the District's relationship with a contractor or volunteer.

D. Reporting Requirements

- 1. Staff members are required to promptly report any suspected incidents of abuse (physical, verbal, sexual, or mental) or neglect, including suspected incidents of child abuse as provided in [Policy 5090 Child Abuse/Sexual Abuse and Human Trafficking Prevention Training and Reporting](#). Staff members are also required to report incidents of student prohibited acts which include hazing and demeaning or assaultive behavior. Staff members shall also report incidents of bullying, cyberbullying, and harassment.

[Utah Admin. Rules R277-322-3\(3\)\(c\), \(k\)\(i\) \(August 19, 2019\)](#)

2. Staff members are also required to report any instance of violation of this Code of Conduct policy, including but not limited to instances of sexual harassment as provided by [Policy 3015 Title IX Sexual Harassment](#). If a staff member becomes aware that a student has initiated any interaction with a staff member which would be improper or inappropriately familiar, the staff member must promptly document and report that incident.

[Utah Admin. Rule R277-322-3\(4\)\(a\) \(August 19, 2019\)](#)

3. Staff members should report any instances where the staff member knows or has reason to believe that a staff member holding a Utah educator or administrative license has violated the Utah Educator Standards.

[Utah Admin. Rule R277-322-3\(4\)\(b\) \(August 19, 2019\)](#)

E. Reporting Procedures

1. Reports required under this Code of Conduct shall be made as follows: Reports regarding child abuse or neglect shall be made according to [Policy 5090](#). Reports regarding sexual harassment shall be made according to [Policy 3015](#). Other reports required by this Code of Conduct shall be made to the staff member's immediate supervisor or the building principal. However, if the person who would receive the report is the person whose conduct is in question, the report will be made instead to that person's supervisor.

[Utah Admin. Rules R277-322-3\(3\)\(k\)\(i\), \(4\) \(August 19, 2019\)](#)

F. Training

1. Each staff member must annually read and sign [Policy 5090](#) (regarding reporting of suspected child abuse) and any other policies relating to identifying or documenting child abuse.

[Utah Admin. Rules R277-322-3\(3\)\(k\)\(ii\) \(August 19, 2019\)](#)

2. Each staff member must, at the time of initial employment and annually thereafter, be trained on the requirements of this policy and must at the time of each training sign a statement acknowledging that the staff member has read and understands this code of conduct.

[Utah Code § 63G-7-301\(3\)\(b\) \(2023\)](#)

[Utah Admin. Rules R277-322-3\(5\) \(August 19, 2019\)](#)

3. Each staff member who is either an employee or a contractor must once every three years, attend sexual abuse and human trafficking prevention training as provided for under [Policy 5090](#).

- a. [Utah Admin. Rules R277-322-3\(3\)\(k\)\(iii\) \(August 19, 2019\)](#)

- b. [Utah Code § 53G-9-207 \(2024\)](#)

4. Each staff member who holds a Utah educator or administrative license shall become and remain familiar with the professional standards set forth in [Utah Administrative Rule R277-217](#).

G. Public Notice of Code of Conduct

1. This policy shall be posted on the District's website.

[Utah Admin. Rules R277-322-3\(3\) \(August 19, 2019\)](#)

POLICY 3008

Employee Communication/Addressing Concerns

- A. The proper procedure for registering complaints and problems of employees with administrators is an important factor in the morale of a school district. The appropriate process for addressing concerns, problems, or registering complaints of employees should follow the appropriate line of communication ([BESD Organizational Chart](#)).
- B. Line of Communication
1. Employees must discuss concerns, problems, or complaints according to the outlined steps prior to escalating the issue. When an issue is escalated, it must be submitted as a formal written request for consideration and response. (Educators are encouraged to follow the specified order unless an exception is warranted due to the nature of the issue.)
 - a. direct supervisor
 - b. building principal, if applicable
 - c. District Director or Assistant Superintendent
 - d. Superintendent
 - e. Board of Education
- C. Retaliation is prohibited per [Policy 3010-Employee Bullying and Hazing](#).

POLICY 3044

Orderly School Termination for Employees

A. Definitions

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

a. "Career Employee"

- 1) An employee of the Box Elder School District who has obtained a reasonable expectation of continued employment. An employee who works for the Box Elder School District on at least a half-time basis or 30 hours per week becomes a career employee upon the successful completion of at least three (3) full consecutive academic school years with the District as a provisional employee (The Box Elder School District may extend the three-year provisional status of an employee up to an additional two (2) consecutive years). If the provisional employee starts after the beginning of the school year, that school year does not count toward "career employee" status. Successful completion is determined by performance of all contractual duties within standards acceptable to the Box Elder School District.
- 2) An employee who has obtained a reasonable expectation of continued employment under this policy and then accepts a position with the District which is substantially different from the position in which career status was obtained shall become a provisional employee. An employee with career status who is separated from employment with the District and later returns to work with the District shall upon return be a provisional employee.

[Utah Code § 53G-11-501\(3\) \(2024\)](#)

[Utah Code § 53G-11-503 \(2018\)](#)

2. "Provisional Employee"

- a. Any employee who has not achieved career employee status is a "Provisional Employee." A provisional employee is an employee, who works for the Box Elder School District on at least a half-time basis or 30 hours or more per week, hired on an individual, one-year contract and who is not a temporary employee. Provisional employees have no expectation of continued employment beyond the current one-year contract term. Provisional employees are employed at will and

their employment can be terminated at the discretion of the Board of Education except that provisional employees can be discharged during the term of each contract only for cause. The Box Elder School District may extend the provisional status of an employee up to an additional two consecutive years by written notification to the provisional employee no later than 30 days before the end of the contract term of that individual. Circumstances under which an employee's provisional status may be extended include:

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

[Utah Code § 53G-11-501\(12\) \(2024\)](#)

[Utah Code § 53G-11-503 \(2018\)](#)

3. "Educational Support Professional (Classified) Employees"

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

4. "Temporary Employee"

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

[Utah Code § 53G-11-501\(16\) \(2024\)](#)

5. “Contracted Service Providers”

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

6. “Extra Duty Contracts”

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

7. “Employee”

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

[Utah Code § 53G-11-501\(8\) \(2024\)](#)

8. “Contracted Term or Term of Employment”

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

9. “Dismissal or Termination”

- a. An employee shall be deemed to be discharged upon occurrence of any of the following events:
 - 1) Termination of the status of employment of an employee.

- 2) Failure to renew the employment contract of a career employee
- 3) Reduction in salary of an employee not generally applied to all employees of the same category employed by the District during the employee's contract term.
- 4) Change of assignment of an employee with an accompanying reduction in pay unless the assignment change and salary reduction are agreed to in writing.

[Utah Code § 53G-11-501\(6\) \(2024\)](#)

10. "Unsatisfactory performance"

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

[Utah Code § 53G-11-501\(17\) \(2024\)](#)

B. Causes for Dismissal or Non-Renewal

1. Any employee may be suspended or discharged during a contract term for any of the following:
 - a. Insubordination or failure to comply with directives from supervisors;

- b. Incompetence;
- c. Conviction, including entering a plea of guilty or nolo contendere (no contest), of a felony or misdemeanor involving moral turpitude or immoral conduct;
- d. Conduct which may be harmful to students or to the District;
- e. Improper or unlawful physical contact with students;
- f. Any violation of the District's Employee Code of Conduct;
- g. Violation of district policy, State Board of Education rules, or law;
- h. Unprofessional conduct not characteristic of or befitting a District employee including a violation of standards of ethical, moral, or professional conduct;
- i. Manufacturing, possessing, using, dispensing, distributing, selling and/or engaging in any transaction or action to facilitate the use, dispersal or distribution of any illicit (as opposed to authorized) drugs or alcohol on District premises or as a party of any District activity;
- j. Current addiction to or dependency on a narcotic or other controlled substance;
- k. Dishonesty or falsification of any information supplied to the District; including data on application forms; employment records or other information given to the District;
- l. Engagement in sexual harassment of a student or employee of the District;
- m. Neglect of duty, including unexcused absences, excessive tardiness, excessive absences, and abuse of leave policies or failure to maintain certification;
- n. Deficiencies pointed out as part of any appraisal or evaluation;
- o. Failure to fulfill duties or responsibilities or a violation of work rules;

- p. Inability to maintain discipline in the classroom or at assigned school-related functions;
- q. Drunkenness or excessive use of alcoholic beverages or controlled substances;
- r. Disability not otherwise protected by law that impairs performance of required job duties;
- s. Failure to maintain an effective working relationship, or to maintain good rapport with parents, co-workers, the community or colleges;
- t. Failure to maintain requirements for licensure or certification;
- u. Unsatisfactory performance;
- v. For any other reason justifying termination of employment for cause.

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

1. If the District intends not to renew the contract of a career employee for reasons of unsatisfactory performance it shall:
 - a. Notify the employee at least 30 days prior to issuing a notice of intent not to renew the employee's contract that continued employment is in question and the reasons for anticipated non-renewal;
 - b. The principal or designee shall provide and discuss with the employee written documentation clearly identifying the deficiencies in performance;
 - c. The principal or designee shall develop and implement a plan of assistance, in accordance with procedures and standards established by [Policy 3210 Policy 3041 Educator Evaluation](#) or [Policy 3042 Educational Support Professionals \(ESP or Classified\) Employee Evaluation](#), to allow the employee an opportunity to improve performance;

- d. Provide to the employee a sufficient time period to successfully complete the plan of assistance of at least 30 days but not more than 120 days in which to correct the deficiencies; except the 120-day limit may be extended when:
 - 1) an employee is on leave from work during the period the plan of assistance is scheduled to be implemented; and the leave was not approved and scheduled before the written notice intent not to renew was provided; or
 - 2) the leave is specifically approved by the Board
- e. The time period to correct the deficiencies may continue into the next school year;
- f. The time period to implement the plan of assistance and correct the deficiencies shall begin when the employee receives the written notice provided in ~~Policy 3210~~ **Policy 3041 Educator Evaluation or Policy 3042 Educational Support Professionals (ESP or Classified) Employee Evaluation**, and end when the determination is made that the employee has successfully remediated the deficiency or notice of intent to not renew or terminate the employee's contract is given in accordance with ~~Policy 3210~~ **these policies respectively Policy 3210**;
- g. The principal or designee shall reevaluate the employee's performance;
- h. If upon a reevaluation of the employee's performance, the District determines the employee's performance is satisfactory, and within a three-year period after the initial documentation of unsatisfactory performance for the same deficiency pursuant to ~~Policy 3210~~ **Policy 3041 Educator Evaluation or Policy 3042 Educational Support Professionals (ESP or Classified) Employee Evaluation**, the employee's performance is determined to be unsatisfactory, the District may elect to not renew or terminate the employee's contract.
- i. If the employee's performance remains unsatisfactory after reevaluation, the Superintendent or designee shall give notice of intent to not renew or to terminate the employee's contract, which shall include written documentation of the employee's deficiencies in performance.

- j. Nothing in this Policy shall be construed to require compliance with or completion of evaluations prior to non-renewal of a career employee's contract.
- k. An employee whose performance is unsatisfactory may not be transferred to another school unless the Board specifically approves the transfer of the employee.

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

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

- 1. If the District intends not to renew the contract of employment of a career employee after giving notice that continued employment is in question, it shall:
 - a. Give notice that a contract of employment will not be offered for the following school year to the individual.
 - b. Issue notice at least 30 days before the end of the contract term of the individual.
 - c. Serve notice by personal delivery or certified mail to the employee's most recent address shown on the District's personnel records.

E. Rehire Eligibility of Non-renewed or Resigned in Lieu of Non-renew

- 1. **If an employee's contract is non-renewed, or the employee chooses to resign in lieu of a non-renewable contract, the employee will become eligible for rehire in BESD one fiscal year from the non-renewed contract date with evidence of improvement.**

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

- 1. If the District intends to terminate an employee's contract during the contract term, the District shall:
 - a. Give written notice of that intent to the employee;
 - b. Serve the notice by personal delivery or by certified mail addressed to the individual's last known address;

- c. Serve the notice at least 30 days prior to the proposed date of termination;
- d. State the date of termination and detailed reasons for termination;
- e. Give notice of the individual's right to appeal the decision to terminate employment and the right to a hearing and the right to legal counsel, to present evidence, cross-examine witnesses and present arguments at the hearing;
- f. Notify the employee that failure to request a hearing within 15 days after the notice of termination was either personally delivered or mailed to the employee's most recent address shown on the district's personnel records shall constitute a waiver of the right to contest the decision to terminate.

[Utah Code § 53G-11-513 \(2018\)](#)

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

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

[Utah Code § 53G-11-513 \(2018\)](#)

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

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

I. Expectation of Continued Employment in Absence of Notice

1. In the absence of a notice, a career or provisional employee is considered employed for the next contract term with a salary based upon the salary schedule applicable to the class of employees into which the individual falls.

2. This provision does not preclude the dismissal of a career or provisional employee during the contract term for cause.

[Utah Code § 53G-11-513 \(2018\)](#)

J. Right to an Informal Conference

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

[Utah Code § 53G-11-513 \(2018\)](#)

K. Employee's Right to Hearing

1. A notice of intention not to renew the contract of a career employee or of an intention to terminate the contract of a career or provisional employee during its term must also advise the individual that if after the informal conference the employee wishes a hearing on the matter, he or she must submit written notice to that effect to the Superintendent's office within five (5) days of the informal conference. If the employee wishes to not have an informal conference, but does wish to have a hearing, he or she must submit written notice to that effect within 15 days of the date on the notice of intent not to renew or notice of termination during the contract term. Upon timely receipt of the notice, the Superintendent will notify the Board, which will then either appoint a hearing examiner or hearing board or determine to hear the matter itself. In either case, the Board will then send notice of the date, time and place of hearing to the Superintendent and to the employee. If the employee does not request a hearing within 15 days, then the employee shall have waived any right to a hearing and to contest the decision.

[Utah Code § 53G-11-513 \(2018\)](#)

L. Appointing a Hearing Examiner

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

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

M. Rights of Employee at a Hearing

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

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

N. Hearing Record

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

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

O. Decision

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

[Utah Code § 53G-11-513 \(2018\)](#)

P. Appeal of Decision

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

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

Q. Suspension During Investigation

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

[Utah Code § 53G-11-513 \(2018\)](#)

R. Necessary Staff Reduction Not Precluded

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

[Utah Code § 53G-11-516 \(2018\)](#)

S. No Verbal Agreements

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

T. Notification to Utah Professional Practices Advisory Commission

1. The Superintendent shall notify the Utah Professional Practices Advisory Commission (“UPPAC”) if an educator is determined, in any judicial or administrative proceeding, to have violated any of the Utah Educator Standards. **The Superintendent shall also notify UPPAC within 30 days of receiving an allegation from a parent that an educator has violated any of the Utah Educator Standards.**
 - a. If possible, the notification shall be made using the form provided by the UPPAC Executive Secretary. **The Superintendent shall also notify UPPAC of any criminal charges filed by a prosecuting agency. For each matter about which notice is given, the Superintendent shall also notify UPPAC of the related investigation or proceeding, any disciplinary action taken (or that no action was taken), the evidence supporting that decision, and any evidence that may be relevant if UPPAC chooses to investigate the matter.** In submitting the notification to UPPAC, the Superintendent may make a recommendation to the UPPAC Executive Secretary regarding whether UPPAC investigation would be appropriate under the circumstances, taking into consideration any employment action taken by the District. ~~Notice is not required to be given if there are no other proceedings other than a District administrative proceeding and the District’s proceeding determines that the allegations constituting the violation are unsupported. (A criminal charge would be an example of another proceeding.)~~

[Utah Admin. Rules R277-217-5 \(January 10, 2024\)](#)

POLICY 4135

Dual Enrollment

A. Dual Enrollment

1. Any child who is enrolled in a regularly established private school or a home school may also enroll in a District school for dual enrollment purposes. Any dual enrollment student may participate in any academic activity in the schools of the District subject to compliance with the same rules and requirements that apply to a full-time student's participation in the activity. Dual enrollment students are required to attend school part-time as prescribed by the School Board. In addition, a student who attends a portion of the school day at a District school shall be subject to administrative scheduling and teacher discretion of the District's school. Dual enrollment students are subject to the school's tardy and truancy policies according to the school's pre-established time schedules.
2. A student enrolled in a dual enrollment program is considered a student of the District for purposes of state funding to the extent of the student's participation in the District school's programs.
3. A dual-enrollment student with a disability may participate as a dual enrollment student consistent with State Board rule and federal regulations. The school shall prepare an IEP for such a student prior to the student's participation in dual enrollment using comparable procedures to those required for identifying and evaluating public school students. A student with a disability seeking dual enrollment is entitled to services for the time, or the number of courses, that the student is enrolled in the public school, based on the decision of the IEP team.

[Utah Code § 53G-6-204 \(2024\)](#)

[Utah Code § 53G-6-702 \(2020\)](#)

[Utah Admin. Rules R277-438 \(December 8, 2016\)](#)

[State Board of Education Special Education Rules VI.D.8](#)

POLICY 4215

Student Notifications

A. Non-electronic notices to students

1. Except as otherwise provided in this policy, the District and each school shall establish procedures to provide to students, through non-electronic means, notice of and access by students to information about school activities and events (including schedule changes, extracurricular activities and sporting events), about the District's comprehensive emergency response plan, and about the District's emergency response plan for treating sports related injuries that occur during school sports practices and events.

[Utah Code § 53G-4-402\(22\)\(a\) \(2024\)](#)

B. Exceptions to non-electronic notice requirement

1. The District and District schools may provide students with electronic notice and access to information rather than through non-electronic means if an emergency, unforeseen circumstance, or other incident arises and the District or school cannot reasonably provide timely notification through non-electronic means.
2. A school may provide electronic notices and access to information instead of non-electronic notice and access if the school provides each student with an electronic device which is capable of receiving the electronic notice and access.

[Utah Code § 53G-4-402\(22\)\(b\) \(2024\)](#)

POLICY 5294

Student Discipline - Searches

A. Search and Seizure

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

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

B. Reasonable Suspicion

1. "Reasonable suspicion" is a particularized and objective basis, supported by specific articulable facts, for suspecting a person of violating law or policy.

C. "Searches of Places"

1. Students have a limited expectation of privacy of areas such as lockers, which are owned and jointly controlled by the district.
 - a. While students may lock or otherwise secure lockers from access by other students, this does not give the student an expectation of privacy with regard to school access, nor may a student lock or secure a locker with means that are not approved by the school.
 - b. These areas may be searched on a school-wide or individual basis when the school determines there is cause to conduct such a search.
 - c. In addition, the school district has a reasonable and valid interest in insuring that the lockers are properly maintained.
 - 1) For this reason, periodic inspection of lockers is permissible to check for cleanliness and vandalism.
 - 2) Any illegal items or contraband discovered during such searches (including

electronic cigarette products) shall be confiscated by school officials and may be turned over to law enforcement officials.

- 3) Student privacy regarding contents of the locker which are not contraband or in violation of law or policy will be respected.

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

D. "Student Searches"

1. Searches of student's outer clothing and pockets may be conducted if reasonable cause exists.

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

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

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

E. Electronic Cigarette Products

1. Based on reasonable suspicion, a student may be searched for electronic cigarette products (as those are defined under [Policy 5290 Student Discipline: Drugs, Alcohol, Tobacco](#)). Electronic cigarette products are contraband and shall be confiscated and disposed of as provided for in [Policy 5290](#).

[Utah Code § 53G-8-203\(3\) \(2024\)](#)
[Utah Code § 53G-8-508\(2\) \(2020\)](#)
[Utah Admin. Rules R277-615-4\(1\) \(August 12, 2020\)](#)

F. Police Involvement

1. Where school officials initiate a search and police involvement is minimal, the reasonableness standard is applicable. The ordinary warrant requirement and probable cause standard will apply where “outside” police officers initiate, or are predominantly involved in, a school search of a student or student property for police investigative purposes.

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

G. Student Consent

1. If the District does not have reasonable suspicion to search a student or his property, the District may search with the student’s free and voluntary consent. However, coercion, whether express or implied, invalidates the apparent consent.

H. Distribution of Policy

1. A copy of this policy in electronic and printed form shall be made available to parents and students upon enrollment.

[Utah Admin. Rules R277-615-4\(4\) \(August 12, 2020\)](#)

TENTATIVE MINUTES OF A WORK MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT MARCH 12, 2025

Work Session 5:00 P.M.

Those in attendance at the meeting included Board President Tiffani Summers, Vice President Danielle Wright, Wade Hyde, Julie Taylor, Bryan Smith, Karen Cronin, and Stephanie DeFilippis. Also present were Superintendent Steve Carlsen, Assistant Superintendents Keith Mecham and Heidi Jo West, and Business Administrator Neil Stevens.

TENTATIVE MINUTES OF A WORK MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
MARCH 12, 2025

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening March 12, 2025 at 6:30 p.m. at Independent Life Skills Center, Box Elder School District.

Those in attendance at the meeting included Board President Tiffani Summers, Vice President Danielle Wright, Wade Hyde, Julie Taylor, Bryan Smith, Karen Cronin, Stephanie DeFilippis. Also present were Superintendent Steve Carlsen, Assistant Superintendents Keith Mecham and Heidi Jo West, IT Director Robert Gordon, Business Administrator Neil Stevens, members of the press, employees and patrons.

President Tiffani Summers called to order the meeting and welcomed those in attendance and conducted the business of the meeting.

Reverence offered by Tiffani Summers, Board President.

Flag Salute/Pledge of Allegiance by Steve Carlsen, Superintendent.

Recognitions

Stephanie DeFilippis, Board Member

- Austin Storey – Lakeview Elementary Principal
- BRHS Girls Wrestling Team – State Champions
- Sherri Harper – Accountant at the District Office
- Tony Ferderber – District Security Specialist
- Austin Storey – Principal at Lake View Elementary
- Warren Jensen – Speech for Boys & Girls Club Youth of the Year

Administration of Oath of Office

Tiffani Summers, Board President swore in Neil Stevens, New Business Administrator.

Approval of Agenda:

Danielle Wright made the motion to approve the agenda, second by Bryan Smith. The motion passed unanimously.

Julie Taylor – Yes
Bryan Smith – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Stephanie DeFilippis – Yes
Wade Hyde – Yes
Karen Cronin – Yes

Public Comment:

Chelsey Macfarlane - A quote from a founder of PTA. Many things for which we may spend public money can be postponed, but we cannot postpone education... It is our responsibility to give the children the best that we can. We can't keep postponing this down the road. Today is the day to take action.

Emily Jolley - Lives near North Park. Supports the community member who is requesting a resolution to the playground being closed. Rules for use of the playground are posted. Please open North Park Elementary to our community again.

Sara Munns - My kids walk to school. We love living near the school. From our home, we can see the playground. We want to give support to the Board in allowing our kids to play on the playground.

Naomi Whitman - From an anonymous neighbor- when we first moved here, our children were allowed to play on the playground. Elderly individuals were able to meet and walk around the playground. The local park is very busy and requires crossing a busy road. Reopening the playground would increase positive rapport with community members. From Naomi's standpoint as a mother in the community, she feels that the benefits outweigh the concerns. As educators of the whole child, we need to consider the most benefit to children.

Alan Norton - I am here to give a public apology to Mr. Carlsen. I recognize that I did not include a request to meet with the Superintendent. I would still like to meet with the School Board.

Mary Ann Cox - I had prepared a lot, but had a lot of questions addressed in the work session. I am here to share that I have concerns about the 9th grade being moved to

the high schools. There are ripple effects of this that cannot be addressed at this time. The money from Truth in Taxation is being used to support an area of need that wasn't the biggest concern. I can see that there is a phase plan. I don't understand why the addition at the high schools is the first step? There are options to build the middle schools sooner.

Anamarie Hall - I am the PTA president at Lake View, and I serve on the school's community council. I wanted to remind you of the need at Lake View. Our teachers are going without uninterrupted prep time. We have finally gotten art back, but we do not have a place to put this teacher. We need space and we need it now. We needed it yesterday. I understand that portables are a band aid. Teachers share that morale would increase with getting our preps back. It would encourage children to come to school and minimize behaviors.

Action Items:

Approval of Architect and Contractor Selection Process

Corey Thompson, Facilities Director

Danielle Wright made the motion to approve that KMA Architectural Firm be selected for the remodel of Box Elder High School and NJRA Architectural Firm be selected for the remodel of Bear River High School for 9th grades and grant authority to Neil Stevens and Corey Thompson to negotiate appropriate fees, second by Bryan Smith. Motion passed 6-1.

Julie Taylor – Yes
Bryan Smith – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Stephanie DeFilippis – Yes
Wade Hyde – Yes
Karen Cronin – No

Bryan Smith made the motion that Westland Construction be approved for the remodel at Bear River High School and Hogan Construction be approved for the remodel at Box Elder High School for 9th grades, and grant authority to Neil Stevens and Corey Thompson to negotiate appropriate fees, second by Wade Hyde. Motion passed 6-1.

Julie Taylor – Yes
Bryan Smith – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Stephanie DeFilippis – Yes
Wade Hyde – Yes
Karen Cronin – No

Karen Cronin made the following statement to accompany her “No” vote. “I am voting No in representing my constituents and citizens of the District who by an overwhelming majority of about 69% voted against a Bond just 4 months ago which included, in part, the remodeling of the two high schools and the associated increase in property taxes, indicating this is not something they want or can afford at this time, and also representing the numerous community members who have communicated with me over the past two months they are very opposed to this project and/or the associated increase in their property taxes it will require if this project is pursued”

Change Date of April Board Meeting to April 16, 2025 (third Wednesday)

Steve Carlsen, Superintendent

Karen Cronin made the motion to change the April Board Meeting date to April 16, 2025, second by Bryan Smith. The motion passed unanimously.

Julie Taylor – Yes

Bryan Smith – Yes

Tiffani Summers – Yes

Danielle Wright – Yes

Stephanie DeFilippis – Yes

Wade Hyde – Yes

Karen Cronin – Yes

Information Items:

District Use of Seclusion Rooms

Catherine Allen, Executive Director of Special Education

Emergency Safety interventions include seclusionary timeout.

- It can only be used when the student presents immediate danger or serious physical harm to self or others.
- The space must allow for continuous monitoring. Classrooms can be used. Doors must have self-releasing latches which allow the door to be opened if staff walks away or is no longer holding it locked.
- The maximum duration of timeout for a block of time is 30 minutes, at which point a parent must be immediately notified.
- State Rules that have changed: definition, chemical restraints (we do not use these), mechanical restraints (the only kind we use are five-point harnesses on the bus for those who cannot maintain posture, or those who get out of a seatbelt and move about the bus)- parents are always involved in this plan. Mechanical restraints are not used in the classroom. Standers with straps and harnesses are not considered mechanical restraints. The use of FBA (Functional Behavioral Assessment) is now required, but was not a few years ago. This is an assessment used to determine why a student is demonstrating specific behaviors. Parent approval is required.

Those individuals who work closely with students that are experiencing dysregulation, care about these students. They work so hard and have conditions that are difficult. Catherine wanted them to know how much we appreciate all that these staff members do for our students.

School District Safety Discussion

Tony Ferderber, District Security Specialist

This bill is extensive and involved. It includes 85 pages, which would take us days to cover.

This bill establishes:

- The state security chief and county security chief in relation to school safety initiatives.
- Establishes a school guardian program;
- Requires threat reporting by state employees and others if they become aware of threats to schools;
- Establishes some reporting from the SafeUT Crisis Line to the state's intelligence databases;
- Requires certain school safety data to be included in the annual school disciplinary report; SIAC-Statewide Information & Analysis Center

LEA shall designate a school safety and security director as the LEA point of contact for the county security chief, local law enforcement, and the state security chief;

- Participate in required trainings;
- Coordinate safety responses;
- Collaborate and maintain effective communication with outside agencies;
- May act as school guardian or School Safety & Security Specialist (S4) on temporary basis

Districts must appoint S4s and School Guardians at every school

Building Requirements include:

- Limited Entry Points and Windows
- Video Surveillance and Exterior Cameras
- Internal Classroom Door Locks
- Bleed and First Aid Kits
- Fencing Around Playgrounds

Bullying Policies and Procedures

Megan Bushnell, Student Services Director with AJ Gilmore, Principal at BEMS and Shaylyn Ekins, Principal at Golden Spike Elementary

Bullying Policy-5270, the state is updating the model policy. In the state legislature-attorneys changed the definition of bullying. It aligns more closely with what we teach our students.

- Student Bullying means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that: (i)creates an environment that a reasonable person would find hostile; and (ii)interferes with a student's educational performance, opportunities, or benefits. (b)"Student bullying" does not mean instances of: (i)ordinary teasing, horseplay, argument, or peer conflict; (ii)reasonable correction of behavior by a school employee; or (iii)reasonable coaching strategies and techniques by a school employee who is a coach.

Safe School Policy-5005: A necessary part of the learning process is self-control. Our goal in education is the growth of the individual in learning to control and appropriately conduct him/herself. Students are expected to follow accepted rules of conduct, to show respect for other people, and to obey persons in authority at the school.

PROACTIVE RESPONSES:

- ELEMENTARY: Positive School Climate, Second Steps Lessons focusing on Positive Climate & Bullying, Kindness or other thematic weeks to create positive school climate, Positive Behavior Support (PBIS) Plans, Announcements reviewing rules and expectations, Student Check-Ins for both parties, Staff training on reporting protocols; Educator's Handbook, Assemblies, Schoolwide rules, Attentive Adult Presence, HOPE Squads, School Counselors and LCSW Support
- SECONDARY: Positive School Culture, Second Steps/HIVE/Advisory Lessons focusing on Bullying, Announcements reviewing rules and expectations, Kindness or other thematic weeks, Staff training on reporting protocols; Educator's Handbook, Assemblies, Attentive Adult Presence, HOPE Squads, Strategic Class Scheduling, Student Council/Government, SALT Team, PBIS Plans and Support, School Counselors and LCSW -- student supports

REACTIVE RESPONSES:

- ELEMENTARY: Parent Conference, Accountability Project, Social Skills Group, ChAT Referral, Frequent Follow Up with Students, Structured Play, Loss of privileges, Investigation of Incidents, Review Educator's Handbook to determine patterns, Progressive Discipline, Regular Reminders, Interventions and reteaching appropriate social skills
- SECONDARY: Interview kids, check cameras, gather info, Parent Conference, Prevention/Intervention Specialists or Check and Connect Mentors, School Counselor-Check-ins -- LCSW, Tier 2 Group lessons, or Tier 3 individual lessons, No-contact Contract, Schedule Changes, Regular Reminders

ACTION PLAN FOR INCIDENTS: Reported incident: Supportive Measures for Both Parties, Investigation by Administration: Cameras, Statements from both sides, Witnesses, Parent Contact, Verified or not, Retaliation explanation to both parties & DOCUMENTATION

TRAINING AND EDUCATION: GCN Training-All District Employees, Professional Agreement, Admin Training-Educator's Handbook and Safe School Violations, School Staff Training, Bullying and Harassment, Student Training, Regular Reminders to Staff and Students, Behavior Documentation Protocols

Parental Involvement: Involve/Alert School, Allow both sides to be heard, Trust the process, Patience during investigation, Support decisions, Provide feedback, Limit Social Media for kids

Areas we are looking to improve as a District: updating model bullying policy, school climate surveys, stakeholder feedback, review of data, parent education plan.

Legislative Update – Steve Carlsen, Superintendent JLC Tracking Sheet

Educator salary adjustment will increase by \$1,446 for teachers. \$1,000 direct salary increase, \$446 for the educator salary adjustment included in the base budget

\$1000 one-time salary adjustment for ESPs.

HB396- changes NESS- Necessary Existent Small Schools formula. Box Elder School District will be held harmless.

Monthly Financial Report

Neil Stevens, Business Administrator

February 2025 Financials- we are well ahead on our revenue versus our expenses. This year we will probably turn over about \$2M in savings. Neil Stevens recommends that we create a planned budget for school safety.

Board Committee Reports:

Stephanie DeFilippis visited school community councils and found that the more information people have, the more supportive they are.

Tiffani Summers attended community council meetings for Fielding, Bear River High School and Bear River Middle School. Those in attendance appreciated the addition of online courses.

Student Board Member Report

Easton Johnson was not available to present.

Policy Review

First Reading:

Policy 2032 Procurement of Construction: Construction and School-Site Acquisition Requirements

Policy 2033 Procurement: Education Contractor Oversight

Policy 2034 Procurement: Contracts and Contract Limitations

Policy 3007 Employment – Staff Code of Conduct

Policy 3008 Employee Communication/Addressing Concerns

Policy 3044 Orderly School Termination for Employees

Policy 4135 Dual Enrollment

Policy 4215 Student Notifications

Policy 5294 Student Discipline – Searches

Karen Cronin clarified that Policy 3008 does not prohibit any person from contacting any member of the Board that they choose.

Karen Cronin made the motion to approve policies on First Reading, seconded by Bryan Smith. The motion passed unanimously.

Julie Taylor – Yes

Bryan Smith – Yes

Tiffani Summers – Yes

Danielle Wright – Yes

Stephanie DeFilippis – Yes

Wade Hyde – Yes

Karen Cronin – Yes

Second Reading:

Policy 1210 School Closures and Boundary Changes

Policy 2182 School Safety

Policy 5003 Parent Rights to Academic Accommodations

Policy 5005 Safe Schools - Student Discipline/Behavior

Policy 5009 Admissions and Attendance: Kindergarten

Policy 5010 Admissions Eligibility Requirements

Policy 5061 Do Not Resuscitate Directives

Policy 5064 Medical Recommendations by School Personnel to Parents

Policy 5065 Administration of Medication

Policy 5067 Student Asthma Emergency

Policy 5100 Student Records

Policy 5224 Non-enrolled District Student's Participation in Extracurricular Activities

Policy 5229 Evaluation of Interscholastic Athletic Participation

Policy 5272 Transgender Students

Policy 5274 Participation in Sex-Designated Athletic Activities, Programs, and Events

Policy 5360 Suicide Prevention
Policy 5390 Kindergarten Student Toilet Training

Karen Cronin made the motion to approve policies on Second Reading, seconded by Wade Hyde. The motion passed unanimously.

Julie Taylor – Yes
Bryan Smith – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Stephanie DeFilippis – Yes
Wade Hyde – Yes
Karen Cronin – Yes

Board Discussion Items

Danielle Wright motioned that item J.1., Administrative Salaries, be moved to the April Board Meeting. Tiffani Summers seconded the motion. The motion passed unanimously.

Julie Taylor – Yes
Bryan Smith – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Stephanie DeFilippis – Yes
Wade Hyde – Yes
Karen Cronin – Yes

Board Member Report

No board members reported this month. This item was consolidated with the committee reports.

Consent Items:

Approval of minutes of the work and regular meetings held on February 12, 2025.

Approval of Claim: 52912-53218, 2021925, 5021025, 7022825, 8022825, 9022023, 9022825, 101467-1106254, 225- 246, 16800599 -16800600,30403135 - 30803741, 40403411- 40805686, 70415030 – 70415152, 70814678 - 70815216, 77800615- 77800615

Personnel Actions

See agenda for details.

Bryan Smith made the motion to approve consent items, seconded by Danielle Wright. The motion passed unanimously.

Julie Taylor – Yes
Bryan Smith – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Stephanie DeFilippis – Yes
Wade Hyde – Yes
Karen Cronin – Yes

Suggestions for Future Board Meetings:

Move School Fees to May
Item J.1., Administrative Salaries, was moved to April

Upcoming Events

- USBA 2025 Spring Regional Meeting – March 13, 2025, 6:00 at Maddox
- BEHS Graduation – May 27, 2025 at 6:00 pm at Dee Events Center
- BRHS Graduation – May 28, 2025 at 8:00 pm at the BRHS Field
- Sunrise Graduation – June 12, 2025 at 6:00 pm at BEHS Gymnasium

Bryan Smith motioned to move into closed session, seconded by Julie Taylor. The motion passed unanimously.

Julie Taylor – Yes
Bryan Smith – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Stephanie DeFilippis – Yes
Wade Hyde – Yes
Karen Cronin – Yes

Closed Session for Sale or Lease of Real Property and Personnel

Neil Stevens, Business Administrator

Bryan Smith made the motion to move out of closed session, seconded by Karen Cronin. The motion passed unanimously.

Julie Taylor – Yes
Bryan Smith – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Stephanie DeFilippis – Yes
Wade Hyde – Yes

Karen Cronin – Yes

Adjournment:

The meeting adjourned at 11:15 p.m. The next meeting of the Board of Education will be held on Wednesday, April 16, 2025, 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.

APPROVED: _____

ATTESTED: _____
School Business Administrator

President, Board of Education

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00051229	CV	03/24/2025	66087	DEBRA SUMMERS	-97.00
01	00052431	CV	03/06/2025	59625	SCRUB SHOPPE	-87.80
01	00052924	CV	03/25/2025	105981	KRISTI N CAPENER	-34.96
01	00053219	C	03/06/2025	1	ELAINE KENT	20.00
01	00053220	C	03/06/2025	1	TAMERA ROCHELLE	349.25
01	00053221	C	03/06/2025	73369	MACLANE BALLARD	184.80
01	00053222	C	03/06/2025	85738	BEAR RIVER HIGH SCHOOL	9,540.32
01	00053223	C	03/06/2025	102956	BEAR RIVER MENTAL HEALTH	115.49
01	00053224	C	03/06/2025	85748	BEAR RIVER MIDDLE SCHOOL	181.27
01	00053225	C	03/06/2025	85768	BEAR RIVER SEWER DEPT	255.50
01	00053226	C	03/06/2025	104348	BOX ELDER MIDDLE SCHOOL	840.82
01	00053227	C	03/06/2025	72931	MEAGAN KATHLEEN BROWN	3,000.00
01	00053228	C	03/06/2025	819370	CLASSICAL STRINGS / G WILHELMSSEN	80.00
01	00053229	C	03/06/2025	57983	DOCHUB LLC	191.62
01	00053230	C	03/06/2025	73172	HEATHER DROUBAY	3,000.00
01	00053231	C	03/06/2025	32263	TIFFANY EDDINGTON	760.03
01	00053232	C	03/06/2025	71668	CHELSEA ESCALANTE	368.39
01	00053233	C	03/06/2025	58955	BECKY EZOLA	359.10
01	00053234	C	03/06/2025	67407	MALISSA FREEZE	26.22
01	00053235	C	03/06/2025	32727	FRONTLINE EDUCATION	5,889.37
01	00053236	C	03/06/2025	13757	GARLAND CITY POLICE DEPARTMENT	112,000.00
01	00053237	C	03/06/2025	324430	GRAYBAR ELECTRIC COMPANY INC	860.54
01	00053238	C	03/06/2025	111125	IML SECURITY SUPPLY	3,837.25
01	00053239	C	03/06/2025	67644	MICHELLE JENSEN	1,005.48
01	00053240	C	03/06/2025	63142	SHAWN JENSEN	105.84
01	00053241	C	03/06/2025	111809	CHAD KIRBY	224.00
01	00053242	C	03/06/2025	110259	KONE INC	1,247.91
01	00053243	C	03/06/2025	42064	JENNIE MONSEN-HANSEN	550.62
01	00053244	C	03/06/2025	57622	DAVID MORRIS	744.91
01	00053245	C	03/06/2025	29858	MOUNTAINLAND SUPPLY COMPANY	5,811.15
01	00053246	C	03/06/2025	39896	TYRELL NEAL	202.00
01	00053247	C	03/06/2025	63622	CHRISSEY NELSON	190.50
01	00053248	C	03/06/2025	73431	NACAT	650.00
01	00053249	C	03/06/2025	71331	TASHA NORTON	81.20
01	00053250	C	03/06/2025	66435	OBSERVERTAB, LLC	794.22
01	00053251	C	03/06/2025	700077	PERRY CITY	284.81
01	00053252	C	03/06/2025	892645	ROCKY MOUNTAIN POWER	16,005.84
01	00053253	C	03/06/2025	762360	RUPP WASTE CONTAINERS INC	1,500.00
01	00053254	C	03/06/2025	59625	SCRUB SHOPPE	87.80
01	00053255	C	03/06/2025	110789	CORE BUSINESS TECHNOLOGIES (SIP)	39.95
01	00053256	C	03/06/2025	10731	SMITH'S CUSTOMER CHARGES	9.97
01	00053257	C	03/06/2025	810361	STANDARD PLUMBING SUPPLY	145.00
01	00053258	C	03/06/2025	110914	SUPERIOR WATER AND AIR INC	35.95
01	00053259	C	03/06/2025	23507	CORINNE UDY	224.00
01	00053260	C	03/06/2025	36064	UTAH ASSOCIATION FOR CAREER & TECH ED	620.00
01	00053261	C	03/06/2025	55034	UTAH PARENT CENTER, INC	3,872.23
01	00053262	C	03/06/2025	999009	UTAH RETIREMENT SYSTEMS	91.41
01	00053263	C	03/06/2025	924155	WASTE MGMT OF UTAH INC	7,684.45
01	00053264	C	03/06/2025	111182	HEATHER WATTS	69.16
01	00053265	C	03/06/2025	72974	HAYDEN WEBSTER	3,000.00
01	00053266	C	03/06/2025	68136	KATELYN WELCH	750.00
01	00053267	C	03/06/2025	941217	WILLARD CITY CORP	201.37
01	00053268	C	03/06/2025	102931	ZIONS BANK PUBLIC FINANCE	2,500.00
01	00053269	C	03/06/2025	109320	ABECEDARIAN	247.50
01	00053270	C	03/06/2025	38032	AMAZON CAPITAL SERVICES INC	5,550.87
01	00053271	C	03/06/2025	109704	FOLLETT SCHOOL SOLUTIONS	834.34
01	00053272	C	03/06/2025	386370	HYKO SUPPLY CO	3,407.08
01	00053273	C	03/06/2025	102697	INTERCONNECT SERVICES INC	11,656.35
01	00053274	C	03/06/2025	2917	LATINOS IN ACTION	2,400.00
01	00053275	C	03/06/2025	545971	MARC / MID AMERICAN RESEARCH	821.40
01	00053276	C	03/06/2025	633340	OFFICE DEPOT	138.82
01	00053277	C	03/06/2025	73296	RIBBONS GALORE, INC	645.09

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00053278	C	03/06/2025	51276	SCHOOL BUS SAFETY COMPANY	2,598.75
01	00053279	C	03/06/2025	157371	STAPLES	507.57
01	00053280	C	03/06/2025	39900	VALLEY IMPLEMENT & MOTOR CO INC	385.30
01	00053281	C	03/13/2025	6617	ACME WATER CO	120.00
01	00053282	C	03/13/2025	109111	GLADYS AGUILERA	322.00
01	00053283	C	03/13/2025	14575	AIRMOTIVE SERVICE	198.00
01	00053284	C	03/13/2025	812477	ALSCO/AMERICAN LINEN	907.80
01	00053285	C	03/13/2025	73610	JOHN ARTHUR	393.64
01	00053286	C	03/13/2025	4260	BCI / UTAH BUREAU OF CRIMINAL IDENTIF	1,376.00
01	00053287	C	03/13/2025	85738	BEAR RIVER HIGH SCHOOL	6,755.66
01	00053288	C	03/13/2025	73733	ALYSSA BINGHAM	49.00
01	00053289	C	03/13/2025	26921	SARAH LEEANN BLIESNER	49.00
01	00053290	C	03/13/2025	12033	BOB'S BODY SHOP	1,500.00
01	00053291	C	03/13/2025	104322	BOX ELDER CREEK WATER WUA	93.97
01	00053292	C	03/13/2025	108217	BRIGHAM CITY CORPORATION	58,719.41
01	00053293	C	03/13/2025	56928	JANALYN BROWN	69.00
01	00053294	C	03/13/2025	113116	BRYSON SALES & SERVICE	5,692.73
01	00053295	C	03/13/2025	111190	PETER BURT	295.00
01	00053296	C	03/13/2025	11223	CALI BYWATER	393.30
01	00053297	C	03/13/2025	50644	LONDON CLARKE	129.00
01	00053298	C	03/13/2025	162470	CRUS OIL INC	1,914.74
01	00053299	C	03/13/2025	14958	CULLIGAN	101.50
01	00053300	C	03/13/2025	59269	CUMMINS SALES AND SERVICE	2,057.45
01	00053301	C	03/13/2025	73121	DYLAN SMITH	278.20
01	00053302	C	03/13/2025	110539	WENDY DUNHAM	257.00
01	00053303	C	03/13/2025	729332	ECONO WASTE INC	8,108.66
01	00053304	C	03/13/2025	64084	ALDER EDUCATION LAW	1,000.00
01	00053305	C	03/13/2025	143160	FRONTIER COMMUNICATION	86.86
01	00053306	C	03/13/2025	8702	LESLIE GARBANATI	49.00
01	00053307	C	03/13/2025	304217	GARLAND CITY	1,091.40
01	00053308	C	03/13/2025	69353	ALEX GLEN GILMORE	49.00
01	00053309	C	03/13/2025	55344	KRISTINA HANSON	49.00
01	00053310	C	03/13/2025	73776	JOSH HARROP	49.00
01	00053311	C	03/13/2025	73717	TRACY HENDRICKSON	49.00
01	00053312	C	03/13/2025	64947	JORDAN HERZOG	49.00
01	00053313	C	03/13/2025	205	KRISTEN HEWLETT	89.00
01	00053314	C	03/13/2025	73261	HOLIDAY INN EXPRESS	264.18
01	00053315	C	03/13/2025	49026	IVY LANE PEDATRICS	20,668.12
01	00053316	C	03/13/2025	35653	KELBIE JACKSON	69.00
01	00053317	C	03/13/2025	103858	HEIDI JENSEN	49.00
01	00053318	C	03/13/2025	62006	JENSON REFRIGERATION INC	946.60
01	00053319	C	03/13/2025	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	14,975.23
01	00053320	C	03/13/2025	14427	JEANNIE JOHNSON	1,808.42
01	00053321	C	03/13/2025	57568	LANGUAGE ACCESS NETWORK LLC	34.86
01	00053322	C	03/13/2025	55875	LANGUAGE TESTING INTERNATIONAL	75.00
01	00053323	C	03/13/2025	58246	LINDE GAS & EQUIPMENT INC	6,150.08
01	00053324	C	03/13/2025	111284	ANDREW MILLER	101.00
01	00053325	C	03/13/2025	73598	DANIEL MILLER	750.00
01	00053326	C	03/13/2025	39896	TYRELL NEAL	69.00
01	00053327	C	03/13/2025	49859	JACKSON GROUP PETERBILT, INC.	7,568.80
01	00053328	C	03/13/2025	39403	SHAUNIE OWEN	318.22
01	00053329	C	03/13/2025	34576	RHONDA PACE	49.00
01	00053330	C	03/13/2025	73725	MITCH PALI	26.00
01	00053331	C	03/13/2025	61883	KALLI PHISTER	49.00
01	00053332	C	03/13/2025	73741	JAMIE PORTER	49.00
01	00053333	C	03/13/2025	732367	RAFT RIVER RURAL	2,108.80
01	00053334	C	03/13/2025	73709	CARLEEN RAMIREZ	49.00
01	00053335	C	03/13/2025	67288	CAYLEE RICHARDS	316.88
01	00053336	C	03/13/2025	892645	ROCKY MOUNTAIN POWER	1,283.96
01	00053337	C	03/13/2025	70831	S & D CARWASH MANAGEMENT LLC	215.91
01	00053338	C	03/13/2025	73156	KIERSTYN SANDERS	49.00
01	00053339	C	03/13/2025	50490	AMANDA SAUER	131.70

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Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00053340	C	03/13/2025	73750	TALIA SCHOLLES	13.00
01	00053341	C	03/13/2025	802087	SNOWVILLE WATERWORKS INC	48.70
01	00053342	C	03/13/2025	6246	JASON SPARKS	130.50
01	00053343	C	03/13/2025	73580	MIRANDA STIMPSON	275.00
01	00053344	C	03/13/2025	31879	MARCI SUMMERS	130.50
01	00053345	C	03/13/2025	111109	TOM RANDALL DIST	684.35
01	00053346	C	03/13/2025	109356	TRANSPORT DIESEL	579.42
01	00053347	C	03/13/2025	999016	UTAH RETIREMENT SYSTEMS	39,886.19
01	00053348	C	03/13/2025	54844	KIERA JO VALVERDE	295.95
01	00053349	C	03/13/2025	73768	MIKE WADSWORTH	49.00
01	00053350	C	03/13/2025	110931	WEESE GLASS LLC	65.00
01	00053351	C	03/13/2025	70300	BRIAN WHITNEY	49.00
01	00053352	C	03/13/2025	11096	WILLIE AUTO PARTS AND SUPPLY	50.79
01	00053353	C	03/13/2025	14575	AIRMOTIVE SERVICE	420.00
01	00053354	C	03/13/2025	38032	AMAZON CAPITAL SERVICES INC	7,701.16
01	00053355	C	03/13/2025	106497	APPLE STORE	1,499.00
01	00053356	C	03/13/2025	110509	AUDIO ENHANCEMENT	255.94
01	00053357	C	03/13/2025	69744	BUS GATES, INC	1,676.00
01	00053358	C	03/13/2025	100293	DELL INC	245.27
01	00053359	C	03/13/2025	180241	DEMCO INC	451.55
01	00053360	C	03/13/2025	57789	DO GOOD DESIGNS UTAH	1,023.50
01	00053361	C	03/13/2025	109704	FOLLETT SCHOOL SOLUTIONS	87.56
01	00053362	C	03/13/2025	42986	GAGGLE.NET, INC	40,084.70
01	00053363	C	03/13/2025	102697	INTERCONNECT SERVICES INC	2,720.94
01	00053364	C	03/13/2025	457370	JAMES STANFIELD PUB CO	819.00
01	00053365	C	03/13/2025	11894	LIBRARY STORE	546.25
01	00053366	C	03/13/2025	633340	OFFICE DEPOT	3,706.21
01	00053367	C	03/13/2025	699420	PERMA BOUND BOOKS	279.23
01	00053368	C	03/13/2025	110417	RESCO	249.00
01	00053369	C	03/13/2025	101706	SCHOLASTIC STORE ONLINE	624.68
01	00053370	C	03/13/2025	54313	SCHOOL SPECIALTY, LLC	78.21
01	00053371	C	03/13/2025	157371	STAPLES	182.46
01	00053372	C	03/20/2025	1	CALLI KNUDSEN	323.25
01	00053373	C	03/20/2025	1	MICHELLE MELLON	46.10
01	00053374	C	03/20/2025	10260	ADELE C YOUNG INTERM SCH	964.00
01	00053375	C	03/20/2025	347560	ALICE C HARRIS INTERM SCH	1,279.20
01	00053376	C	03/20/2025	25909	AMERIGAS PROPANE	4,214.49
01	00053377	C	03/20/2025	85526	BEAR RIVER CANAL COMPANY	1,781.26
01	00053378	C	03/20/2025	44067	RENEE C. BEARD	127.50
01	00053379	C	03/20/2025	95835	JASON V BINGHAM	64.71
01	00053380	C	03/20/2025	111566	KENT BLACK	273.00
01	00053381	C	03/20/2025	104348	BOX ELDER MIDDLE SCHOOL	775.96
01	00053382	C	03/20/2025	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	700.00
01	00053383	C	03/20/2025	73830	MICHELLE BURNINGHAM	49.00
01	00053384	C	03/20/2025	73016	CANON U.S.A., INC	10,815.03
01	00053385	C	03/20/2025	107994	CERTIFIED SHRED	141.00
01	00053386	C	03/20/2025	158220	COVER UP	689.25
01	00053387	C	03/20/2025	9806	LYNDSIE DAINES	49.00
01	00053388	C	03/20/2025	73865	KRISTINA ESENSEE	49.00
01	00053389	C	03/20/2025	60470	JACLYN EVANS	49.00
01	00053390	C	03/20/2025	30902	ANTHONY FRENZEL	49.00
01	00053391	C	03/20/2025	111417	ROBBIE GUNTER	424.48
01	00053392	C	03/20/2025	73873	KRISTEN HALE	49.00
01	00053393	C	03/20/2025	110559	HARMONY HOME HEALTH LLC	4,093.76
01	00053394	C	03/20/2025	367473	HOBART	2,123.61
01	00053395	C	03/20/2025	361	INTERMOUNTAIN HEALTHCARE	10,500.00
01	00053396	C	03/20/2025	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	11,982.49
01	00053397	C	03/20/2025	111807	JAMIE KENT	1,106.81
01	00053398	C	03/20/2025	110259	KONE INC	1,290.79
01	00053399	C	03/20/2025	8109	GREG LEMKE	26.00
01	00053400	C	03/20/2025	62030	MARCUS LEONARD	49.00
01	00053401	C	03/20/2025	58246	LINDE GAS & EQUIPMENT INC	482.00

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00053402	C	03/20/2025	530755	LOGAN SCHOOL DISTRICT	16,408.91
01	00053403	C	03/20/2025	543168	MADDOX RANCH HOUSE	50.00
01	00053404	C	03/20/2025	52833	MANUVERING THE MIDDLE, LLC	1,575.00
01	00053405	C	03/20/2025	61182	WHITNEY NELSON	275.00
01	00053406	C	03/20/2025	111273	NUCO2 LLC	3,444.86
01	00053407	C	03/20/2025	66435	OBSERVERTAB, LLC	7,880.80
01	00053408	C	03/20/2025	66150	NICOLE RICHARDS	49.00
01	00053409	C	03/20/2025	55913	SCHINDLER ELEVATOR CORPORATION	449.52
01	00053410	C	03/20/2025	43451	SARAH STRINGHAM	1,294.95
01	00053411	C	03/20/2025	70874	TEACH THE WORLD TO READ LLC	3,000.00
01	00053412	C	03/20/2025	10251	SUSAN THOMPSON	225.00
01	00053413	C	03/20/2025	852617	TREMONTON CITY CORP	798.62
01	00053414	C	03/20/2025	34622	UTAH STATE BOARD OF EDUCATION / USBE	360.00
01	00053415	C	03/20/2025	892916	DGO FUEL NETWORK TEAM	44,665.63
01	00053416	C	03/20/2025	64874	GENINA WALTON	202.32
01	00053417	C	03/20/2025	927359	TWO RIVERS HIGH SCHOOL	683.82
01	00053418	C	03/20/2025	102931	ZIONS BANK CORPORATE TRUST	500.00
01	00053419	C	03/20/2025	38032	AMAZON CAPITAL SERVICES INC	26,180.11
01	00053420	C	03/20/2025	110509	AUDIO ENHANCEMENT	220.00
01	00053421	C	03/20/2025	47937	BOYLE APPLIANCE LLC	2,597.00
01	00053422	C	03/20/2025	13129	BUREAU OF EDUCATION & RESEARCH INC	6,200.00
01	00053423	C	03/20/2025	73016	CANON U.S.A., INC	586.00
01	00053424	C	03/20/2025	1961	DESTINY EXPRESS/FOLLETT SCHOOL SOLUTIONS	124.49
01	00053425	C	03/20/2025	62235	DEX IMAGING LLC	489.94
01	00053426	C	03/20/2025	386370	HYKO SUPPLY CO	7,998.94
01	00053427	C	03/20/2025	100522	INTERMOUNTAIN FARMERS ASSOC / IFA	355.85
01	00053428	C	03/20/2025	3026	INTERMOUNTAIN HYDRONIC SPECIALTIES	2,900.00
01	00053429	C	03/20/2025	107940	IPACO	37,472.70
01	00053430	C	03/20/2025	73636	MULTI-HEALTH SYSTEMS, INC	750.00
01	00053431	C	03/20/2025	19259	NORCON INDUSTRIES INC	30,411.00
01	00053432	C	03/20/2025	633340	OFFICE DEPOT	1,875.62
01	00053433	C	03/20/2025	664141	OTC BRANDS	64.95
01	00053434	C	03/20/2025	699420	PERMA BOUND BOOKS	31.75
01	00053435	C	03/20/2025	709060	PITSCO EDUCATION, LLC	882.48
01	00053436	C	03/20/2025	157371	STAPLES	2,637.01
01	00053437	C	03/25/2025	72737	AMERITAS LIFE INSURANCE CORP	3,684.76
01	00053438	C	03/25/2025	999027	B E SCHOOL BOARD FUND	70.00
01	00053439	C	03/25/2025	999024	BOSTON MUTUAL LIFE INS CO - W	501.35
01	00053440	C	03/25/2025	999055	BOX ELDER FOUNDATION	213.00
01	00053441	C	03/25/2025	999023	BOX ELDER SCHOOL DISTRICT	100.00
01	00053442	C	03/25/2025	999033	BUREAU CHILD SUPPORT SERV	1,353.00
01	00053443	C	03/25/2025	65781	DELTA DENTAL INSURANCE COMPANY	33,284.76
01	00053444	C	03/25/2025	999021	ELEVATE CREDIT UNION	7,000.00
01	00053445	C	03/25/2025	999019	EMI HEALTH	389.20
01	00053446	C	03/25/2025	999017	GLOBE LIFE INSURANCE CO	69.12
01	00053447	C	03/25/2025	999035	HORACE MANN INSURANCE COMPANY	31,955.23
01	00053448	C	03/25/2025	51080	IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	451.00
01	00053449	C	03/25/2025	5851	JOHNSON MARK ATTORNEYS LLC	81.31
01	00053450	C	03/25/2025	999111	MEADE RECOVERY SERVICES LLC	1,580.65
01	00053451	C	03/25/2025	999084	NATIONAL BENEFITS SERVICES LLC	10,857.29
01	00053452	C	03/25/2025	999081	NATIONAL BENEFITS SERVICES LLC	8,383.18
01	00053453	C	03/25/2025	999079	PEHP	782,580.60
01	00053454	C	03/25/2025	999032	PRE-PAID LEGAL SERVICES	1,334.85
01	00053455	C	03/25/2025	999018	THE HARTFORD	21,063.42
01	00053456	C	03/25/2025	999012	UESP	200.00
01	00053457	C	03/25/2025	999007	UTAH EDUCATION ASSOCIATION	5,714.34
01	00053458	C	03/25/2025	999025	UTAH SCHOOL EMPLOYEES ASSOCIATION	7,083.14
01	00053459	C	03/25/2025	999003	UTAH STATE TAX COMMISSION	244,981.27
01	00053460	C	03/25/2025	999004	UTAH STATE TAX COMMISSION	315.80
01	00053461	C	03/25/2025	71110	VOYA FINANCIAL	8,613.84
01	00053462	C	03/26/2025	1	LINDSAY STENQUIST	56.70
01	00053463	C	03/26/2025	347560	ALICE C HARRIS INTERM SCH	470.12

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00053464	C	03/26/2025	45500	BOX ELDER SCHOOL DISTRICT	130.00
01	00053465	C	03/26/2025	104338	BOX ELDER HIGH SCHOOL	14,648.61
01	00053466	C	03/26/2025	890740	CENTURYLINK	389.78
01	00053467	C	03/26/2025	56197	DENTONS DURHAM JONES PINEGAR PC	4,476.00
01	00053468	C	03/26/2025	60313	DUO GROUP LLC	1,500.00
01	00053469	C	03/26/2025	55557	ELIZABETH FERTIG	435.96
01	00053470	C	03/26/2025	8400	COERINA FIFE	508.80
01	00053471	C	03/26/2025	111769	H&H DOORS	744.50
01	00053472	C	03/26/2025	367473	HOBART	2,324.50
01	00053473	C	03/26/2025	422180	INDUSTRIAL TOOL & SUPPLY	288.29
01	00053474	C	03/26/2025	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	12,688.64
01	00053475	C	03/26/2025	47864	KAYLEEN KRAUS	280.00
01	00053476	C	03/26/2025	94170	KELLY J KUNZLER	438.10
01	00053477	C	03/26/2025	55875	LANGUAGE TESTING INTERNATIONAL	25.00
01	00053478	C	03/26/2025	39560	TESSA LESLIE	280.00
01	00053479	C	03/26/2025	62588	DIANE LOOKEBILL	145.99
01	00053480	C	03/26/2025	66435	OBSERVERTAB, LLC	1,663.86
01	00053481	C	03/26/2025	68160	TRACY ODELL	280.00
01	00053482	C	03/26/2025	892645	ROCKY MOUNTAIN POWER	45,393.73
01	00053483	C	03/26/2025	66516	SCHOOL LIFE	170.15
01	00053484	C	03/26/2025	48976	DIANNA SERFUSTINI	173.91
01	00053485	C	03/26/2025	66087	DEBRA SUMMERS	97.00
01	00053486	C	03/26/2025	65374	SUMMIT FIRE & SECURITY LLC	387.50
01	00053487	C	03/26/2025	511570	UTAH LABOR COMMISSION DIVISION OF	540.00
01	00053488	C	03/26/2025	55034	UTAH PARENT CENTER, INC	3,117.89
01	00053489	C	03/26/2025	24580	VERIZON WIRELESS	4,969.72
01	00053490	C	03/26/2025	48178	HEIDI JO WEST	402.08
01	00053491	C	03/26/2025	102931	ZIONS BANK NATIONAL BANK	215,079.21
01	00053492	C	03/26/2025	38032	AMAZON CAPITAL SERVICES INC	12,007.34
01	00053493	C	03/26/2025	72257	BELLWETHER MEDIA, LLC	784.29
01	00053494	C	03/26/2025	73016	CANON U.S.A., INC	855.00
01	00053495	C	03/26/2025	101699	CENTRAL RESTAURANT PRODUCTS	381.34
01	00053496	C	03/26/2025	819370	CLASSICAL STRINGS / G WILHELMSSEN	9,879.18
01	00053497	C	03/26/2025	100293	DELL INC	621.58
01	00053498	C	03/26/2025	180241	DEMCO INC	44.78
01	00053499	C	03/26/2025	62235	DEX IMAGING LLC	1,959.76
01	00053500	C	03/26/2025	58475	EMS LINQ, INC	106,500.00
01	00053501	C	03/26/2025	109704	FOLLETT SCHOOL SOLUTIONS	1,277.50
01	00053502	C	03/26/2025	107669	GARRETT AND COMPANY INC	16,769.39
01	00053503	C	03/26/2025	386370	HYKO SUPPLY CO	356.15
01	00053504	C	03/26/2025	102697	INTERCONNECT SERVICES INC	16,246.80
01	00053505	C	03/26/2025	45560	LAKESHORE LEARNING MATERIALS	229.00
01	00053506	C	03/26/2025	633340	OFFICE DEPOT	1,047.25
01	00053507	C	03/26/2025	111379	REALITYWORKS	5,447.11
01	00053508	C	03/26/2025	110873	SOLUTION TREE	35,677.32
01	00053509	C	03/26/2025	157371	STAPLES	2,583.55
01	02031125	M	03/10/2025	109177	UTAH DEPARTMENT OF WORKFORCE SERVICES	1,300.14
01	05031025	M	03/10/2025	888540	US BANK	152,949.03
01	07033125	M	03/25/2025	999070	HEALTH EQUITY INC	156,202.45
01	08033125	M	03/25/2025	999005	UTAH STATE RETIREMENT FUND	1,532,962.01
01	09032025	M	03/25/2025	999140	BANK OF UTAH	210,532.98
01	09033125	M	03/25/2025	999140	BANK OF UTAH	1,321,564.47
Total Bank: 01						\$5,805,343.72

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
02	00101475	C	03/06/2025	71188	FREEDOM CONCEPTS USA, LLC	2,800.00
02	00101476	C	03/13/2025	45500	BOX ELDER SCHOOL DISTRICT	278.80
02	00101477	C	03/13/2025	73660	SARIAH CALLES	100.00
02	00101478	C	03/13/2025	281678	FIELDING SCHOOL	5,000.00
02	00101479	C	03/13/2025	69701	KATIE HOKANSON	50.00
02	00101480	C	03/13/2025	73679	QUINN JOHNSON	75.00
02	00101481	C	03/13/2025	30759	MATTHEW M MOORE	458.32
02	00101482	C	03/13/2025	737870	MICHAEL REEDER	134.61
02	00101483	C	03/13/2025	110475	AUSTIN WEYAND	262.32
02	00101484	C	03/20/2025	45500	BOX ELDER SCHOOL DISTRICT	219.80
02	00101485	C	03/26/2025	104338	BOX ELDER HIGH SCHOOL	63.74
02	00101486	C	03/26/2025	104321	BOX ELDER SCHOOL DISTRICT	785.00
02	00101487	C	03/26/2025	58548	MORGAN HAWKES	700.00
Total Bank: 02						\$10,927.59
11	01106255	A	03/06/2025	101520	BELL JANITORIAL	6,271.39
11	01106256	A	03/06/2025	104843	WAYNE BURRELL	102.57
11	01106257	A	03/06/2025	106437	CARSON ELEVATOR CO INC	352.47
11	01106258	A	03/06/2025	66958	CDW GOVERNMENT, LLC	1,400.00
11	01106259	A	03/06/2025	60500	DOABLE WELLNESS	7,750.00
11	01106260	A	03/06/2025	728870	ENBRIDGE GAS UTAH	42,274.04
11	01106261	A	03/06/2025	27243	KELLY SERVICES INC	32,062.00
11	01106262	A	03/06/2025	59129	DESI LARSEN	742.14
11	01106263	A	03/06/2025	43982	MIKE MOORE	584.06
11	01106264	A	03/06/2025	71439	PILOT THOMAS LOGISTICS, LLC	17,575.61
11	01106265	A	03/06/2025	100590	WAXIE SANITARY SUPPLY	12,587.29
11	01106266	A	03/13/2025	29785	HENRY BAKER	60.00
11	01106267	A	03/13/2025	104132	BEAZER LOCK & KEY	1,895.10
11	01106268	A	03/13/2025	48011	GAILE BINGHAM	81.20
11	01106269	A	03/13/2025	107376	KAYLENE BOND	47.20
11	01106270	A	03/13/2025	49476	MICHAEL BOWEN	46.00
11	01106271	A	03/13/2025	18384	CRISTINA BRADSHAW	57.20
11	01106272	A	03/13/2025	39616	JOHN BRYAN	36.00
11	01106273	A	03/13/2025	31380	JOSE M CEDILLO	182.00
11	01106274	A	03/13/2025	53473	CHARLIE'S PRODUCE	1,063.63
11	01106275	A	03/13/2025	103095	KISHA C COLLOM	25.20
11	01106276	A	03/13/2025	108521	MELANIE CROUCH	27.00
11	01106277	A	03/13/2025	728870	ENBRIDGE GAS UTAH	13,745.25
11	01106278	A	03/13/2025	58335	KARLENE FARLEY	60.00
11	01106279	A	03/13/2025	108590	CINDY GIBBS	34.20
11	01106280	A	03/13/2025	46116	ROBERT GORDON	49.00
11	01106281	A	03/13/2025	322776	GRAINGERS INC	34.16
11	01106282	A	03/13/2025	36706	MONICA GROVER	47.20
11	01106283	A	03/13/2025	56480	ANDRIA HANSEN	34.20
11	01106284	A	03/13/2025	64866	JACOB HANSEN	49.00
11	01106285	A	03/13/2025	72850	KANONI HARRIS	113.80
11	01106286	A	03/13/2025	111750	MARCI HATCH	90.00
11	01106287	A	03/13/2025	110942	KIP A HEINER	36.00
11	01106288	A	03/13/2025	40320	JACINDA HEYDER	34.20
11	01106289	A	03/13/2025	110864	JEFF HUNT	32.40
11	01106290	A	03/13/2025	61530	INTELEPEER CLOUD COMMUNICATIONS, LLC	5,524.09
11	01106291	A	03/13/2025	56669	SHEA L JENSEN	34.20
11	01106292	A	03/13/2025	43346	JOHN JOHNSON	34.20
11	01106293	A	03/13/2025	110088	MICHAEL JOHNSON	34.20
11	01106294	A	03/13/2025	68640	BRIANNA JONES	34.20
11	01106295	A	03/13/2025	35289	NELDON KAPP	34.20
11	01106296	A	03/13/2025	52493	ROBERT KENNER	106.20
11	01106297	A	03/13/2025	493170	STEVEN G KIMBER	34.20
11	01106298	A	03/13/2025	21610	STEVE LEGGETT	32.40
11	01106299	A	03/13/2025	72842	MONTANAELA LOFTISS	146.00
11	01106300	A	03/13/2025	72486	CORY LOPEZ	34.20
11	01106301	A	03/13/2025	29777	JAMES O MAY	25.20
11	01106302	A	03/13/2025	10936	JONI MITCHELL	151.20

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
11	01106303	A	03/13/2025	25640	RAMONA MORA	32.40
11	01106304	A	03/13/2025	56103	KARA MORRIS	46.00
11	01106305	A	03/13/2025	54356	MARISSA NELSON	94.20
11	01106306	A	03/13/2025	21962	MARK NELSON	34.20
11	01106307	A	03/13/2025	16934	SANNA NELSON	130.50
11	01106308	A	03/13/2025	23817	CYNTHIA A PAGE	34.20
11	01106309	A	03/13/2025	69418	SHANE PAGE	34.20
11	01106310	A	03/13/2025	112077	BOB PROFAIZER	32.40
11	01106311	A	03/13/2025	55930	MCKELLEN RADER	30.60
11	01106312	A	03/13/2025	45349	LADAWN RICHINS	71.00
11	01106313	A	03/13/2025	63304	KAYLEE SILVESTER	34.20
11	01106314	A	03/13/2025	58866	RACHEL SMITH	44.40
11	01106315	A	03/13/2025	69876	MARTIN SOHOLT	34.20
11	01106316	A	03/13/2025	54976	BRIAN STOERING	34.20
11	01106317	A	03/13/2025	12688	SYSCO	215,455.84
11	01106318	A	03/13/2025	852290	SANDIE TRAPP	34.20
11	01106319	A	03/13/2025	107454	MARIETTA VEEDER	500.92
11	01106320	A	03/13/2025	922060	CALVIN K WARD	30.60
11	01106321	A	03/13/2025	100590	WAXIE SANITARY SUPPLY	3,027.97
11	01106322	A	03/13/2025	28150	KARIE WEAVER	30.60
11	01106323	A	03/13/2025	40002	MAURY WHEATLEY	57.20
11	01106324	A	03/13/2025	69442	TRINA WINNINGHAM	171.00
11	01106325	A	03/20/2025	109023	ARBITERPAY TRUST ACCOUNT	20,000.00
11	01106326	A	03/20/2025	101520	BELL JANITORIAL	906.28
11	01106327	A	03/20/2025	105301	CACHE VALLEY ELECTRIC INC	1,569.01
11	01106328	A	03/20/2025	108940	CERTIFIED INSPECTION SERVICES/ C MAEDGEN	853.60
11	01106329	A	03/20/2025	53473	CHARLIE'S PRODUCE	2,612.03
11	01106330	A	03/20/2025	27243	KELLY SERVICES INC	36,944.40
11	01106331	A	03/20/2025	58858	ANNA SHERMAN	223.20
11	01106332	A	03/20/2025	100590	WAXIE SANITARY SUPPLY	4,137.95
11	01106333	A	03/26/2025	101520	BELL JANITORIAL	610.14
11	01106334	A	03/26/2025	105981	KRISTI N CAPENER	115.17
11	01106335	A	03/26/2025	53473	CHARLIE'S PRODUCE	5,161.72
11	01106336	A	03/26/2025	728870	ENBRIDGE GAS UTAH	23,703.20
11	01106337	A	03/26/2025	27243	KELLY SERVICES INC	36,060.40
11	01106338	A	03/26/2025	108310	RANDY RASMUSSEN	280.00
11	01106339	A	03/26/2025	100590	WAXIE SANITARY SUPPLY	1,738.58
Total Bank: 11						\$500,716.71

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
15	00000247	C	03/05/2025	14575	AIRMOTIVE SERVICE	180.00
15	00000248	C	03/05/2025	109695	BELLAS FRESH MEXICAN GRILL	481.14
15	00000249	C	03/05/2025	45500	BOX ELDER SCHOOL DISTRICT	463.65
15	00000250	C	03/05/2025	489250	KENTS MARKET PL/BRIGHAM	63.91
15	00000251	C	03/05/2025	489240	KENTS MARKET PL/TREMONTON	668.52
15	00000252	C	03/05/2025	47589	AUDREY MASON	412.87
15	00000253	C	03/05/2025	52434	SUNSHINE & SUGAR- JANET KING	120.00
15	00000254	C	03/05/2025	110914	SUPERIOR WATER AND AIR INC	30.00
15	00000255	C	03/05/2025	102864	WALKER CINEMAS	3,930.00
15	00000256	C	03/05/2025	38032	AMAZON CAPITAL SERVICES INC	1,808.39
15	00000257	C	03/05/2025	633340	OFFICE DEPOT	2,437.54
15	00000258	C	03/05/2025	68110	THE RESPONSIVE COUNSELOR	205.09
15	00000259	C	03/11/2025	38032	AMAZON CAPITAL SERVICES INC	2,550.23
15	00000260	C	03/11/2025	157371	STAPLES	174.82
15	00000261	C	03/18/2025	14958	CULLIGAN	139.95
15	00000262	C	03/18/2025	111656	SCHOLASTIC BOOK FAIRS	1,244.84
15	00000263	C	03/18/2025	17680	WORLD'S FINEST CHOCOLATE	6,456.00
15	00000264	C	03/18/2025	38032	AMAZON CAPITAL SERVICES INC	322.89
15	00000265	C	03/18/2025	62235	DEX IMAGING LLC	307.50
15	00000266	C	03/25/2025	45500	BOX ELDER SCHOOL DISTRICT	1,065.84
15	00000267	C	03/25/2025	104321	BOX ELDER SCHOOL DISTRICT	394.02
15	00000268	C	03/25/2025	56006	BRITNI ROBERTS	31.89
15	00000269	C	03/25/2025	111656	SCHOLASTIC BOOK FAIRS	1,418.89
15	00000270	C	03/25/2025	73342	SHUTTERFLY LIFETOUCH, LLC ACCTS RECV	1,093.25
15	00000271	C	03/25/2025	38032	AMAZON CAPITAL SERVICES INC	632.86
15	00000272	C	03/25/2025	66958	CDW GOVERNMENT, LLC	2,565.00
Total Bank: 15						\$29,199.09
29	16800601	C	03/06/2025	104321	BOX ELDER SCHOOL DISTRICT	343.72
29	16800602	C	03/06/2025	21130	AMBER ROSE	149.00
29	16800603	C	03/14/2025	38032	AMAZON CAPITAL SERVICES	118.91
29	16800604	C	03/14/2025	38032	AMAZON CAPITAL SERVICES INC	49.97
Total Bank: 29						\$661.60
33	30403154	C	03/06/2025	1	STEPHANIE DEFILIPPIS	50.00
33	30403155	C	03/06/2025	38032	AMAZON CAPITAL SERVICES INC	2,636.63
33	30403156	C	03/06/2025	327480	GREER'S HARDWARE	31.29
33	30403157	C	03/06/2025	489240	KENTS MARKET PL/TREMONTON	2,422.76
33	30403158	C	03/06/2025	5908	WALMART COMMUNITY	91.80
33	30403159	C	03/14/2025	38032	AMAZON CAPITAL SERVICES INC	1,584.29
33	30403160	C	03/14/2025	109248	J W PEPPER MUSIC	3.00
33	30403161	C	03/14/2025	769715	SAM'S CLUB BUSINESS PAYMENTS	907.28
33	30403162	C	03/25/2025	38032	AMAZON CAPITAL SERVICES INC	1,688.98
33	30403163	C	03/25/2025	104321	BOX ELDER SCHOOL DISTRICT	191.71
33	30403164	C	03/25/2025	61611	QUENCH USA, INC	169.00
33	30403165	C	03/25/2025	38032	AMAZON CAPITAL SERVICES INC	11.38
Total Bank: 33						\$9,788.12

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
34	30803630	CV	03/17/2025	1	TIFFANIE PADELSKY	-25.00
34	30803641	CV	03/17/2025	1	SAVANNAH HADDOCK	-25.00
34	30803742	C	03/03/2025	38032	AMAZON CAPITAL SERVICES INC	1,818.09
34	30803743	C	03/03/2025	71242	IRON GATE CATERING	846.00
34	30803744	C	03/03/2025	633340	OFFICE DEPOT	312.11
34	30803745	C	03/03/2025	5908	WALMART COMMUNITY	502.95
34	30803746	C	03/10/2025	1	ANAMARIE HALL	50.00
34	30803747	C	03/10/2025	1	SCOTT STEPHENS	15.00
34	30803748	C	03/10/2025	45500	BOX ELDER SCHOOL DISTRICT	130.00
34	30803749	C	03/10/2025	104321	BOX ELDER SCHOOL DISTRICT	6,138.83
34	30803750	C	03/10/2025	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	175.00
34	30803751	C	03/10/2025	109248	J W PEPPER MUSIC	49.99
34	30803752	C	03/10/2025	633340	OFFICE DEPOT	121.15
34	30803753	C	03/10/2025	702688	PETTY CASH	32.98
34	30803754	C	03/10/2025	102864	WALKER CINEMAS	1,000.00
34	30803755	C	03/18/2025	1	DISA STEWART	11.11
34	30803756	C	03/18/2025	1	SAVANNAH HADDOCK	25.00
34	30803757	C	03/18/2025	1	TIFFANIE PADELSKY	25.00
34	30803758	C	03/18/2025	38032	AMAZON CAPITAL SERVICES INC	892.70
34	30803759	C	03/18/2025	104321	BOX ELDER SCHOOL DISTRICT	338.50
34	30803760	C	03/18/2025	73652	LUKE LOVELESS	800.00
34	30803761	C	03/18/2025	633340	OFFICE DEPOT	198.61
34	30803762	C	03/18/2025	891181	UTAH STATE UNIVERSITY-MUSIC DEPT	100.00
34	30803763	C	03/24/2025	38032	AMAZON CAPITAL SERVICES INC	1,065.92
34	30803764	C	03/24/2025	104321	BOX ELDER SCHOOL DISTRICT	448.11
34	30803765	C	03/24/2025	71242	IRON GATE CATERING	30.00
34	30803766	C	03/24/2025	633340	OFFICE DEPOT	68.00
34	30803767	C	03/28/2025	347560	ALICE C HARRIS INTERM SCH	10.67
34	30803768	C	03/28/2025	38032	AMAZON CAPITAL SERVICES INC	582.39
34	30803769	C	03/28/2025	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	16.00
34	30803770	C	03/28/2025	5908	WALMART COMMUNITY	550.39
Total Bank: 34						\$16,304.50
35	40403417	C	03/12/2025	1724	ACE HARDWARE TREMONTON	129.50
35	40403418	C	03/12/2025	27308	ADVANCED HARDWARE SUPPLY INC	13.96
35	40403419	C	03/12/2025	38032	AMAZON CAPITAL SERVICES INC	1,880.57
35	40403420	C	03/12/2025	45500	BOX ELDER SCHOOL DISTRICT	5,273.27
35	40403421	C	03/12/2025	327480	GREER'S HARDWARE	142.17
35	40403422	C	03/12/2025	103961	INTERMOUNTAIN WOOD PRODUCTS	161.01
35	40403423	C	03/12/2025	489240	KENTS MARKET PL/TREMONTON	1,082.69
35	40403424	C	03/12/2025	4901	NASSP	385.00
35	40403425	C	03/12/2025	110914	SUPERIOR WATER AND AIR INC	39.95
35	40403426	C	03/17/2025	104321	BOX ELDER SCHOOL DISTRICT	412.41
Total Bank: 35						\$9,520.53

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
36	40804687	C	03/06/2025	58211	ARTS PEOPLE	2,375.01
36	40804688	C	03/06/2025	45500	BOX ELDER SCHOOL DISTRICT	6,833.00
36	40804689	C	03/06/2025	104338	BOX ELDER HIGH SCHOOL	1,219.00
36	40804690	C	03/06/2025	51055	BULK BOOKSTORE	547.08
36	40804691	C	03/06/2025	71943	HYPER GRAPHICS AND APPAREL	970.52
36	40804692	C	03/06/2025	109248	J W PEPPER MUSIC	53.99
36	40804693	C	03/06/2025	44172	NORCO INC	26.00
36	40804694	C	03/06/2025	10731	SMITH'S CUSTOMER CHARGES	10.71
36	40804695	C	03/06/2025	109476	UTAH FCCLA	450.00
36	40804696	C	03/06/2025	5908	WALMART COMMUNITY	2,025.42
36	40804697	C	03/07/2025	112046	ACE HARDWARE - BRIGHAM	70.78
36	40804698	C	03/07/2025	38032	AMAZON CAPITAL SERVICES INC	369.68
36	40804699	C	03/07/2025	73628	CONCEPT2, INC	1,170.00
36	40804700	C	03/10/2025	1	SARAH THURGOOD	27.38
36	40804701	C	03/10/2025	38032	AMAZON CAPITAL SERVICES INC	179.46
36	40804702	C	03/10/2025	489250	KENTS MARKET PL/BRIGHAM	1,170.19
36	40804703	C	03/10/2025	51063	SHRED IT STERICYCLE, INC	110.68
36	40804704	C	03/13/2025	104321	BOX ELDER SCHOOL DISTRICT	1,231.65
36	40804705	C	03/14/2025	1643	ALLENS CERAMICS	110.00
36	40804706	C	03/14/2025	38032	AMAZON CAPITAL SERVICES INC	1,961.04
36	40804707	C	03/14/2025	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	367.00
36	40804708	C	03/14/2025	109248	J W PEPPER MUSIC	68.99
36	40804709	C	03/14/2025	804825	SUNRISE HIGH SCHOOL	900.00
36	40804709	CV	03/14/2025	804825	SUNRISE HIGH SCHOOL	-900.00
36	40804710	C	03/14/2025	36161	UTAH TSA	1,050.00
36	40804711	C	03/14/2025	804825	SUNRISE HIGH SCHOOL	80.00
36	40804712	C	03/25/2025	38032	AMAZON CAPITAL SERVICES INC	1,567.85
36	40804713	C	03/25/2025	104321	BOX ELDER SCHOOL DISTRICT	66.46
36	40804714	C	03/25/2025	230	CAROLINA BIOLOGICAL	136.55
36	40804715	C	03/25/2025	286060	FLINN SCIENTIFIC	26.60
36	40804716	C	03/25/2025	109248	J W PEPPER MUSIC	178.96
36	40804717	C	03/25/2025	72869	LINK IMAGING, LLC	123.22
36	40804718	C	03/25/2025	13021	ROGUE FITNESS	1,221.13
36	40804719	C	03/25/2025	54232	Z MACHINE AUTO AND GUNS	100.00
36	40804720	C	03/26/2025	38032	AMAZON CAPITAL SERVICES INC	19.98
36	40804721	C	03/26/2025	664141	OTC BRANDS	759.96
36	40804722	C	03/26/2025	63916	SCHOOLOUTLET.COM	554.81
36	40804723	C	03/26/2025	27383	UTAH RESTAURANT ASSOCIATION	540.00
Total Bank: 36						\$27,773.10
37	70414727	CV	03/26/2025	1	TRAVIS VANDENBERG	-25.00
37	70415153	C	03/04/2025	45500	BOX ELDER SCHOOL DISTRICT	26,340.00
37	70415154	C	03/04/2025	111287	BOWCUTT'S FLOWERS & GIFTS	345.00
37	70415155	C	03/04/2025	104338	BOX ELDER HIGH SCHOOL	38.66
37	70415156	C	03/04/2025	104321	BOX ELDER SCHOOL DISTRICT	2,875.00
37	70415157	C	03/04/2025	102017	DAVIS SCHOOL DISTRICT	70.00
37	70415158	C	03/04/2025	38644	GREEN CANYON HIGH SCHOOL	200.00
37	70415159	C	03/04/2025	327480	GREER'S HARDWARE	28.09
37	70415160	C	03/04/2025	4790	HOME DEPOT CREDIT SERVICE	403.39
37	70415161	C	03/04/2025	100522	INTERMOUNTAIN FARMERS ASSOC / IFA	23.99
37	70415162	C	03/04/2025	72281	IRON COWBOY	3,000.00
37	70415163	C	03/04/2025	30023	JELSCO AWARDS AND SIGNS	195.00
37	70415164	C	03/04/2025	66834	MOUNTAIN VALLEY PRINTING	7,793.04
37	70415165	C	03/04/2025	67326	PIZZA PLUS OF TREMONTON	377.91
37	70415166	C	03/04/2025	5029	ROY HIGH SCHOOL	235.00
37	70415167	C	03/04/2025	769715	SAM'S CLUB BUSINESS PAYMENTS	1,877.71
37	70415168	C	03/04/2025	58084	SAUNDERS TOURS	17,100.00
37	70415169	C	03/04/2025	5932	VARSITY SPIRIT FASHIONS	3,336.25
37	70415170	C	03/04/2025	34568	X-GRAIN SPORTS	920.00
37	70415171	C	03/04/2025	104321	BOX ELDER SCHOOL DISTRICT	1,955.88
37	70415172	C	03/06/2025	1	BROOK SNYDER	350.00
37	70415173	C	03/06/2025	1	EMILY MAYNES	135.00
37	70415174	C	03/06/2025	1	JEANE CLARK	575.00

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
37	70415175	C	03/06/2025	1	RONDA PERCIVAL	375.00
37	70415176	C	03/06/2025	1	WENDY HARDY	350.00
37	70415177	C	03/06/2025	38032	AMAZON CAPITAL SERVICES INC	1,474.72
37	70415178	C	03/06/2025	104338	BOX ELDER HIGH SCHOOL	300.00
37	70415179	C	03/06/2025	16209	CAST IRON CATERING COMPANY	1,922.00
37	70415180	C	03/06/2025	31267	HAMPTON INN LAYTON	676.96
37	70415181	C	03/06/2025	57959	TRISTON HARTFIEL	225.00
37	70415182	C	03/06/2025	489240	KENTS MARKET PL/TREMONTON	1,981.60
37	70415183	C	03/06/2025	25453	PRIDE EMBROIDERY & SCREEN PRINTING	457.23
37	70415184	C	03/06/2025	110975	RIDDELL ALL AMERICAN SPORTS	764.70
37	70415185	C	03/06/2025	830460	TACO TIME/TREMONTON	557.37
37	70415186	C	03/06/2025	72435	TWISTED SUGAR TREMONTON	749.55
37	70415187	C	03/06/2025	7536	GAME ONE	152.00
37	70415188	C	03/11/2025	45500	BOX ELDER SCHOOL DISTRICT	7,127.00
37	70415189	C	03/11/2025	104321	BOX ELDER SCHOOL DISTRICT	15,145.91
37	70415190	C	03/11/2025	102017	FARMINGTON HIGH SCHOOL	860.00
37	70415191	C	03/11/2025	12840	KARA'S KONCEPTS	1,300.00
37	70415192	C	03/11/2025	70645	KEARNS OQUIRRH PARK FITNESS CENTER	1,125.00
37	70415193	C	03/11/2025	59650	CELESTE KILLIAN	1,040.00
37	70415194	C	03/11/2025	66834	MOUNTAIN VALLEY PRINTING	7,093.00
37	70415195	C	03/11/2025	690789	PARK VALLEY SCHOOL	293.38
37	70415196	C	03/11/2025	7242	PINNEAE GREENHOUSES	5,484.16
37	70415197	C	03/11/2025	73695	REPS	5,195.00
37	70415198	C	03/11/2025	64904	KADIE SUE SUMMERS	69.37
37	70415199	C	03/11/2025	110914	SUPERIOR WATER AND AIR INC	40.00
37	70415200	C	03/11/2025	59293	UTAH COUNCIL OF TEACHERS OF ENGLISH	45.00
37	70415201	C	03/13/2025	1724	ACE HARDWARE TREMONTON	160.90
37	70415202	C	03/13/2025	38032	AMAZON CAPITAL SERVICES INC	771.20
37	70415203	C	03/13/2025	85738	BEAR RIVER HIGH SCHOOL	220.50
37	70415204	C	03/13/2025	31658	BSN SPORTS	2,499.53
37	70415205	C	03/13/2025	107994	CERTIFIED SHRED	112.00
37	70415206	C	03/13/2025	40363	CIO MEDICAL SERVICES	240.00
37	70415207	C	03/13/2025	12483	FIREWORKS WEST	600.00
37	70415208	C	03/13/2025	51977	HONEYBUCKET	396.00
37	70415209	C	03/13/2025	69248	HORSEPOWER FARM	1,665.00
37	70415210	C	03/13/2025	94170	KELLY J KUNZLER	567.66
37	70415211	C	03/13/2025	51187	METALMART INC.	160.01
37	70415212	C	03/13/2025	44172	NORCO INC	290.00
37	70415213	C	03/13/2025	36510	RIDGELINE HIGH SCHOOL	250.00
37	70415214	C	03/13/2025	67776	SO SIMPLY SWEET CO	132.00
37	70415215	C	03/13/2025	830460	TACO TIME/TREMONTON	196.20
37	70415216	C	03/13/2025	4316	PINE VIEW HIGH SCHOOL	300.00
37	70415217	C	03/13/2025	55670	WATKINS CUSTOM MEAT	337.90
37	70415218	C	03/13/2025	73547	COSTA VIDA BRIGHAM CITY	3,210.00
37	70415219	C	03/18/2025	1	SHAYLEE CAPENER	100.00
37	70415220	C	03/18/2025	107102	BEAR RIVER BOWLING CENTER / THE GRILL	2,708.00
37	70415221	C	03/18/2025	106055	BLICK ART MATERIALS	1,538.61
37	70415222	C	03/18/2025	55255	KW STRIPING	540.00
37	70415223	C	03/18/2025	39667	SIGN GYPSIES BOX ELDER	140.00
37	70415224	C	03/18/2025	68837	TEAM UP ATHLETICS	4,166.34
37	70415225	C	03/18/2025	891181	UTAH STATE UNIVERSITY/UTAH AG	100.00
37	70415226	C	03/18/2025	16535	VEX ROBOTICS	421.36
37	70415227	C	03/20/2025	1	CHARLES PRICE	135.00
37	70415228	C	03/20/2025	1	KRISTIE CLOSE	150.00
37	70415229	C	03/20/2025	41041	ALPINE SCHOOL DISTRICT	450.00
37	70415230	C	03/20/2025	38032	AMAZON CAPITAL SERVICES INC	699.99
37	70415231	C	03/20/2025	37672	EWELL EDUCATIONAL SERVICES INC	3,553.00
37	70415232	C	03/20/2025	3263	IMAGE MATTERS	1,286.76
37	70415233	C	03/20/2025	422180	INDUSTRIAL TOOL & SUPPLY	281.19
37	70415234	C	03/20/2025	109248	J W PEPPER MUSIC	403.99
37	70415235	C	03/20/2025	66834	MOUNTAIN VALLEY PRINTING	2,839.00
37	70415236	C	03/20/2025	5916	PITNEY BOWES	143.91

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
37	70415237	C	03/20/2025	28967	ROBOTICS ED & COMPETITION FOUNDATION	7,200.00
37	70415238	C	03/25/2025	104321	BOX ELDER SCHOOL DISTRICT	500.00
37	70415239	C	03/25/2025	73911	EMPIRE CHAMPIONSHIP RINGS	2,100.00
37	70415240	C	03/25/2025	100550	JOSTENS INC	369.95
37	70415241	C	03/25/2025	51187	METALMART INC.	167.17
37	70415242	C	03/25/2025	109721	RMT EQUIPMENT	577.23
37	70415243	C	03/25/2025	70742	SADIE ROSE	200.00
37	70415244	C	03/25/2025	5193	STEVE REGAN CO	237.52
37	70415245	C	03/25/2025	27383	UTAH RESTAURANT ASSOCIATION	20.00
37	70415246	C	03/27/2025	38032	AMAZON CAPITAL SERVICES INC	858.80
37	70415247	C	03/27/2025	36784	AMERICAN RED CROSS	440.00
37	70415248	C	03/27/2025	107102	BEAR RIVER BOWLING CENTER / THE GRILL	857.00
37	70415249	C	03/27/2025	85738	BEAR RIVER HIGH SCHOOL	12.50
37	70415250	C	03/27/2025	31658	BSN SPORTS	3,207.06
37	70415251	C	03/27/2025	73954	GAME FILM ELITE	700.00
37	70415252	C	03/27/2025	73946	KARL MALONE TRAINING CENTER	575.00
37	70415253	C	03/27/2025	73962	LP PROPERTY, LLC	2,040.03
37	70415254	C	03/27/2025	66834	MOUNTAIN VALLEY PRINTING	57.31
37	70415255	C	03/27/2025	67326	PIZZA PLUS OF TREMONTON	3,472.00
37	70415256	C	03/27/2025	25453	PRIDE EMBROIDERY & SCREEN PRINTING	139.65
37	70415257	C	03/27/2025	769715	SAM'S CLUB BUSINESS PAYMENTS	5,406.85
37	70415258	C	03/27/2025	157371	STAPLES	320.43
37	70415259	C	03/27/2025	73938	THE SWEET SCORE	345.00
37	70415260	C	03/27/2025	7536	GAME ONE	4,746.08
37	70415261	C	03/27/2025	71609	UTAH WATER POLO ASSOCIATION	1,156.00
37	70415262	C	03/27/2025	5908	WALMART COMMUNITY	208.08
37	70415263	C	03/27/2025	32824	YES PRINT COPY N MORE, LLC	28.61
Total Bank: 37						\$190,662.19
38	70815217	C	03/04/2025	104321	BOX ELDER SCHOOL DISTRICT	7,289.24
38	70815218	C	03/04/2025	1	GARRETT FARRELL	39.31
38	70815219	C	03/04/2025	1	JAN KUESTER	30.84
38	70815220	C	03/04/2025	1	JESSIE FROMM	105.00
38	70815221	C	03/04/2025	1	LETICIA GARCIA	116.00
38	70815222	C	03/04/2025	1	MELANIE YOUNG	30.84
38	70815223	C	03/04/2025	1	SAESHA ROBINSON	76.34
38	70815224	C	03/04/2025	1	SHELLY HARRIS	39.31
38	70815225	C	03/04/2025	1	TYSON SCOTHERN	30.84
38	70815226	C	03/04/2025	38032	AMAZON CAPITAL SERVICES INC	1,813.92
38	70815227	C	03/04/2025	108543	B & H PHOTO VIDEO	908.42
38	70815228	C	03/04/2025	53457	BLACK STITCH LLC	2,120.00
38	70815229	C	03/04/2025	106055	BLICK ART MATERIALS	1,255.33
38	70815230	C	03/04/2025	37672	EWELL EDUCATIONAL SERVICES INC	630.00
38	70815231	C	03/04/2025	73130	GOOSE IT LACROSSE LLC	4,953.00
38	70815232	C	03/04/2025	109248	J W PEPPER MUSIC	65.00
38	70815233	C	03/04/2025	25119	SIZZLING PLATTER	126.33
38	70815234	C	03/04/2025	543168	MADDOX RANCH HOUSE	848.25
38	70815235	C	03/04/2025	4979	O'REILLY AUTOMOTIVE	72.82
38	70815236	C	03/04/2025	804825	SUNRISE HIGH SCHOOL	144.00
38	70815237	C	03/04/2025	19488	T SHIRT CHOP SHOP	809.00
38	70815238	C	03/04/2025	68837	TEAM UP ATHLETICS	3,435.00
38	70815239	C	03/04/2025	47686	TNT ENGRAVING	225.90
38	70815240	C	03/04/2025	7536	GAME ONE	340.00
38	70815241	C	03/04/2025	4316	SNOW CANYON HIGH SCHOOL	300.00
38	70815242	C	03/04/2025	34568	X-GRAIN SPORTS	1,680.00
38	70815243	C	03/12/2025	1	AMANDA FRANCIS	38.66
38	70815244	C	03/12/2025	1	AMANDA PETERSON	105.00
38	70815245	C	03/12/2025	1	ANGELA BURTON	59.00
38	70815246	C	03/12/2025	1	ASHLYN ANDERSON	69.00
38	70815247	C	03/12/2025	1	BRENNA HOLMES	69.00
38	70815248	C	03/12/2025	1	CARLEE GIBSON	69.00
38	70815249	C	03/12/2025	1	CIERA CALLAWAY	28.31
38	70815250	C	03/12/2025	1	HAYZE JOHNSON	69.00

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
38	70815251	C	03/12/2025	1	KACHE ANDERSON	69.00
38	70815252	C	03/12/2025	1	KENNEDY RICHARDS	69.00
38	70815253	C	03/12/2025	1	KORAHLE JENSEN	65.00
38	70815254	C	03/12/2025	1	TIFFANY NICHOLAS	69.00
38	70815255	C	03/12/2025	112046	ACE HARDWARE - BRIGHAM	285.56
38	70815256	C	03/12/2025	38032	AMAZON CAPITAL SERVICES INC	1,991.41
38	70815257	C	03/12/2025	45500	BOX ELDER SCHOOL DISTRICT	31,886.98
38	70815258	C	03/12/2025	104321	BOX ELDER SCHOOL DISTRICT	5,636.39
38	70815259	C	03/12/2025	104321	BOX ELDER SCHOOL DISTRICT	4,108.17
38	70815260	C	03/12/2025	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	485.00
38	70815261	C	03/12/2025	31658	BSN SPORTS	491.58
38	70815262	C	03/12/2025	40363	CIO MEDICAL SERVICES	121.00
38	70815263	C	03/12/2025	12734	CITY OF ST GEORGE	360.00
38	70815264	C	03/12/2025	103987	EWING IRRIGATION	198.72
38	70815265	C	03/12/2025	103961	INTERMOUNTAIN WOOD PRODUCTS	1,819.60
38	70815266	C	03/12/2025	109248	J W PEPPER MUSIC	197.19
38	70815267	C	03/12/2025	7080	KIWANIS YOUTH PROGRAMS	16.00
38	70815268	C	03/12/2025	58505	MAGOOSH INC.	1,750.00
38	70815269	C	03/12/2025	1937	HOLLY MELLOR	50.00
38	70815270	C	03/12/2025	4960	OLD GRIST MILL BREAD	506.45
38	70815271	C	03/12/2025	71889	PETERSON PLUMBING SUPPLY	72.82
38	70815272	C	03/12/2025	7242	PINNEAE GREENHOUSES	2,258.38
38	70815273	C	03/12/2025	60097	RALLY ATHLETIC BAGS	4,883.00
38	70815274	C	03/12/2025	73555	RENNER SPORTS SURFACES	64.47
38	70815275	C	03/12/2025	110378	JESSE THOMAS ROBERTS	678.08
38	70815276	C	03/12/2025	72168	SCOTT STEVENS DIGITAL, LLC	695.50
38	70815277	C	03/12/2025	8303	SKY VIEW HIGH SCHOOL	500.00
38	70815278	C	03/12/2025	10731	SMITH'S CUSTOMER CHARGES	1,119.64
38	70815279	C	03/12/2025	804825	SUNRISE HIGH SCHOOL	189.36
38	70815279	CV	03/18/2025	804825	SUNRISE HIGH SCHOOL	-189.36
38	70815280	C	03/12/2025	111790	SUNSTONE POTTERY	1,232.34
38	70815281	C	03/12/2025	47686	TNT ENGRAVING	243.30
38	70815282	C	03/12/2025	7536	GAME ONE	776.40
38	70815283	C	03/12/2025	39764	WILLOW PEACH BATH CO	165.75
38	70815284	C	03/12/2025	65277	CALVIN YOSHIMURA	70.00
38	70815285	C	03/18/2025	104321	BOX ELDER SCHOOL DISTRICT	36,289.09
38	70815286	C	03/21/2025	1	ALESHIA GIBBY	20.00
38	70815287	C	03/21/2025	1	MINDY SPENCER	220.00
38	70815288	C	03/21/2025	1	SAMANTHA BELL	40.00
38	70815289	C	03/21/2025	112046	ACE HARDWARE - BRIGHAM	227.02
38	70815290	C	03/21/2025	38032	AMAZON CAPITAL SERVICES INC	7,696.36
38	70815291	C	03/21/2025	58211	ARTS PEOPLE	373.23
38	70815292	C	03/21/2025	85738	BEAR RIVER HIGH SCHOOL	31.82
38	70815293	C	03/21/2025	53457	BLACK STITCH LLC	2,616.00
38	70815294	C	03/21/2025	104321	BOX ELDER SCHOOL DISTRICT	262.68
38	70815295	C	03/21/2025	104321	BOX ELDER SCHOOL DISTRICT	50.00
38	70815296	C	03/21/2025	104321	BOX ELDER SCHOOL DISTRICT	189.36
38	70815297	C	03/21/2025	31658	BSN SPORTS	2,713.47
38	70815298	C	03/21/2025	158220	COVER UP	419.72
38	70815299	C	03/21/2025	72478	DESERT PEAKS PROMO	1,400.00
38	70815300	C	03/21/2025	107267	DOMINO'S PIZZA / BRIGHAM	192.86
38	70815301	C	03/21/2025	109652	DREWES FLORAL & GIFTS	63.00
38	70815302	C	03/21/2025	103987	EWING IRRIGATION	104.39
38	70815303	C	03/21/2025	51977	HONEYBUCKET	290.00
38	70815304	C	03/21/2025	4839	INTSEL STEEL WEST LLC	510.00
38	70815305	C	03/21/2025	109248	J W PEPPER MUSIC	423.47
38	70815306	C	03/21/2025	67768	JED CRANER MEDIA	80.00
38	70815307	C	03/21/2025	73857	JULIE JOHNSON	125.00
38	70815308	C	03/21/2025	3549	JONES SCHOOL SUPPLY CO, INC.	64.25
38	70815309	C	03/21/2025	25119	SIZZLING PLATTER	279.60
38	70815310	C	03/21/2025	543168	MADDOX RANCH HOUSE	637.84
38	70815311	C	03/21/2025	57223	SCHOOL CHECK IN / NAVIGATE 360	791.97

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
38	70815312	C	03/21/2025	4987	PICTURELINE INC	109.25
38	70815313	C	03/21/2025	8303	SKY VIEW HIGH SCHOOL	500.00
38	70815314	C	03/21/2025	73806	SNAPPA FOOTBALL	450.00
38	70815315	C	03/21/2025	67776	SO SIMPLY SWEET CO	210.00
38	70815316	C	03/21/2025	40010	SOUTHEASTERN PERFORMANCE APPAREL	81.00
38	70815317	C	03/21/2025	5193	STEVE REGAN CO	301.30
38	70815318	C	03/21/2025	100686	UHSAA / UTAH HIGH SCHOOL ACT ASSOC	50.00
38	70815319	C	03/21/2025	7536	GAME ONE	1,321.29
38	70815320	C	03/21/2025	33936	JILL WALLENTINE	8.00
38	70815321	C	03/21/2025	5908	WALMART COMMUNITY	7,235.50
38	70815322	C	03/25/2025	112046	ACE HARDWARE - BRIGHAM	133.00
38	70815323	C	03/25/2025	38032	AMAZON CAPITAL SERVICES INC	255.69
38	70815324	C	03/25/2025	41084	BINGHAM HIGH SCHOOL	435.00
38	70815325	C	03/25/2025	104321	BOX ELDER SCHOOL DISTRICT	40.01
38	70815326	C	03/25/2025	104321	BOX ELDER SCHOOL DISTRICT	43.21
38	70815327	C	03/25/2025	61743	CMC NEPTUNE	2,440.00
38	70815328	C	03/25/2025	23086	COMPANY GRILL	2,889.70
38	70815329	C	03/25/2025	57789	DO GOOD DESIGNS UTAH	664.00
38	70815330	C	03/25/2025	103987	EWING IRRIGATION	514.80
38	70815331	C	03/25/2025	4790	HOME DEPOT CREDIT SERVICE	1,235.14
38	70815332	C	03/25/2025	422180	INDUSTRIAL TOOL & SUPPLY	638.76
38	70815333	C	03/25/2025	25747	JENA BARBER	1,000.00
38	70815334	C	03/25/2025	69256	JFS WHOLESAL	174.75
38	70815335	C	03/25/2025	100550	JOSTENS INC	2,816.00
38	70815336	C	03/25/2025	69728	LUCY MATTHEWS	250.00
38	70815337	C	03/25/2025	4960	OLD GRIST MILL BREAD	125.97
Total Bank: 38						\$170,960.89
39	77800616	C	03/11/2025	45500	BOX ELDER SCHOOL DISTRICT	523.60
39	77800617	C	03/17/2025	104321	BOX ELDER SCHOOL DISTRICT	608.99
Total Bank: 39						\$1,132.59

Total Computer Checks:	\$2,898,146.96
Total Manual Checks:	\$3,375,511.08
Total ACH Checks:	\$500,716.71
Total Other Checks:	\$0.00
Total Electronic Checks:	\$0.00
Total Computer Voids:	-\$1,384.12
Total Manual Voids:	\$0.00
Total ACH Voids:	\$0.00
Total Other Voids:	\$0.00
Total Electronic Voids:	\$0.00
Grand Total:	\$6,772,990.63
Number of Checks:	755

Batch Year	Batch	Amount
25	000187	-97.00
25	000523	-25.00
25	000574	-25.00
25	000711	-25.00
25	001067	-87.80
25	001405	-34.96
25	001488	452.04
25	001531	29.46
25	001607	1,138.50
25	001608	2,800.00
25	001655	189,286.68
25	001656	64,349.55
25	001657	38,396.40
25	001658	50,622.75

Check Register Summary

Batch Year: 25 Bank: All Date Range: 03/01/2025 - 03/31/2025

Batch Year	Batch	Amount
25	001659	6,359.05
25	001660	6,350.09
25	001661	4,451.02
25	001683	3,479.15
25	001698	7,289.24
25	001699	20,195.45
25	001704	65,159.04
25	001706	1,955.88
25	001716	14,510.73
25	001723	343.72
25	001725	11,046.13
25	001731	149.00
25	001736	5,232.48
25	001738	106,988.31
25	001739	292,754.19
25	001740	35,370.45
25	001741	63,537.03
25	001742	1,443.50
25	001743	219.80
25	001744	2,725.05
25	001746	1,610.46
25	001749	7,712.95
25	001750	1,487.71
25	001761	9,108.12
25	001764	44,817.82
25	001767	63,442.70
25	001768	523.60
25	001780	8,898.90
25	001781	1,231.65
25	001783	3,210.00
25	001785	2,494.57
25	001786	3,557.03
25	001787	166,496.15
25	001788	798.62
25	001789	29,769.58
25	001790	127,830.09
25	001791	1,548.74
25	001792	7,840.79
25	001793	630.39
25	001798	80.00
25	001802	118.91
25	001803	49.97
25	001805	412.41
25	001809	608.99
25	001812	2,390.92
25	001816	9,714.31
25	001825	36,289.09
25	001831	17,142.84
25	001848	2,049.69
25	001849	30,088.38
25	001852	299,145.60
25	001853	74,456.43
25	001854	3,824.50
25	001855	213,518.31
25	001857	4,003.89
25	001858	3,197.86
25	001862	4,393,123.02
25	001863	1,612.03
25	001868	152,949.03
25	001869	3,420.77
25	001870	4,171.87
25	001877	11.38
25	001880	13,656.03
25	001883	1,874.75
25	001897	24,570.40
25	001900	1,159.45

For April 16, 2025 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
District Office	Robin Storey	Benefits Secretary	Resigned
BRHS	Darrell Christensen	Asst. Custodian	
Transportation	Gregory Haigh	Bus Driver	
Discovery	Rebecca Gordon	Media Aide	

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>
BEHS	Mark E. Davis	Asst. Head Custodian

Award Justification Statement

Solicitation #RA25-65

OUTDOOR DIGITAL SCOREBOARD W/ DELAY OF GAME CLOCKS

I. Result

Box Elder School District has determined Digital Scoreboards as the highest scoring, responsive and responsible offeror and will be awarded the contract for Box Elder School Districts Outdoor Digital Scoreboard RA25-65.

II. Evaluation Process

A request for proposals (RFP) was issued by the State to select a vendor to provide Outdoor Digital Scoreboard with Delay of Game Clocks including setup, training, warranty and support service as well as general maintenance for Bear River High School. Pursuant to Utah Code § 63G-6a-702(2), the RFP process was used because criteria other than cost were considered important in determining which vendor's proposal provides the best value to the State.

Proposals were evaluated in accordance with Part 7 of the Utah Procurement Code by an Evaluation Committee comprised of subject matter experts from teachers, coaches, athletic directors, business office member and a community member. A representative from the Division of State Purchasing was consulted throughout the process to ensure Procurement Code compliance but was not a voting member of the Evaluation Committee.

Stage 1 Mandatory Minimum Requirements

This RFP received 10 submissions. Following evaluation of Stage 1 Initial Review/Mandatory Minimum Requirements all vendors were advanced to Stage 2, Written Technical Proposal Evaluation.

Stage 2 Written Technical Proposal Evaluation

Stage 2 final average scores determined by the evaluation committee for each technical criteria category can be found in Attachment A.

III. Proposal Evaluation Conclusion

Of a possible 100 points in this evaluation stage, Digital Scoreboards scored 97.33 points.

V. Conclusion

This RFP was conducted as a single contract award to the responsive and responsible Offeror with the highest total score. Of a possible 100 points for the Technical Evaluation Digital Scoreboard scored 97.33 points. Based on the justifications outlined above, it is the opinion of

the State Evaluation Committee that award of a contract to Digital Scoreboards provides the best value to the State.

See Attachment A –(Below)

Total Vendor Points											
	Points Possible	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Vendor F	Vendor G	Vendor H	Vendor I	Vendor J
A1-Vendors history & experience in Outdoor Scoreboards	15	12.17	14.83	9.33	14.50	14.50	14.50	14.50	14.67	14.67	14.67
A2-Quality and Durability of Proposed Scoreboard System	20	17.17	19.33	14.33	16.50	18.00	16.50	17.00	17.67	17.67	17.67
A3- Warranty, Customer Support, and Training Services	15	10.67	15.00	8.33	12.17	12.17	12.17	12.17	11.50	11.50	11.50
A4-Proposed Timeline for Delivery and Installation	10	7.50	10.00	2.33	9.50	9.50	9.50	9.50	9.50	9.50	9.50
A5- Software Quality, Ease of Use, and Reputation	15	11.67	14.33	9.50	13.50	13.50	13.50	13.50	13.00	12.67	12.83
A6- Addition Value Beyond RFP Requirements	5	3.50	4.50	2.17	2.50	3.00	2.50	3.33	4.00	3.67	3.67
A7- Cost-Effectiveness	15	8.00	14.83	9.83	6.17	10.00	6.17	10.00	9.50	9.50	10.17
A8- References from Similar Installations	5	2.17	4.50	1.67	4.17	4.17	4.17	4.17	4.67	4.67	4.67
Total Points	100	72.83	97.33	57.50	79.00	84.83	79.00	84.17	84.50	83.83	84.67
Ranking		8	1	9	6	2	6	5	4	6	3



**DIGITAL
SCOREBOARDS**

MARCH 18, 2025

Prepared For:

BOX ELDER SCHOOL DISTRICT

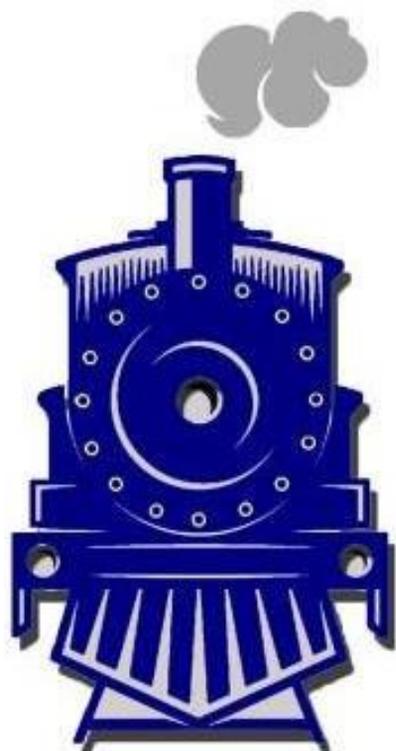
City / State

Brigham City, UT

Contact Name

Yvette Gunn, Purchasing

**OUTDOOR DIGITAL SCOREBOARD with DELAY OF GAME CLOCKS
Solicitation #03-02262025**



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

DIGITAL SCOREBOARD CONTRACT

Prepared by
Chris Kirn, President/CEO
chris@digitalscoreboards.net
417-719-3777 mobile / 888-738-4230 office

Digital Scoreboards, LLC
107 N. Main St Suite 3C
Columbia, IL 62236
www.digitalscoreboards.net



DIGITAL SCOREBOARDS

PACKAGE SUMMARY

26' x 16' – 10mm – 768 x 480

ProPresenter Rack & Software Suite

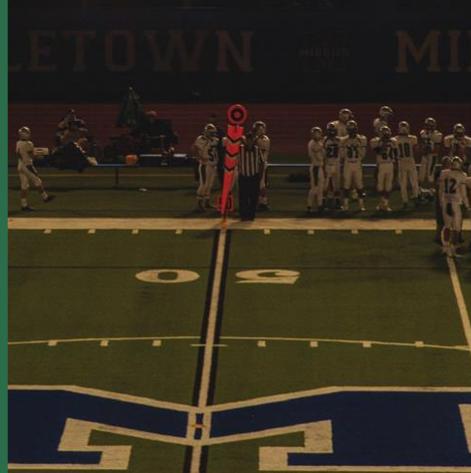
Retrofit Installation

11-year parts/5-year labor warranty

QTY	ITEM	ITEM DESCRIPTION	TOTAL
1	Digital Display	26' x 16' - 10mm – 768 x 480 368,640 Total Pixels 10,125 NIT - Ultra High Output Brightness	Included
2	DOG Clocks	4' x 4' LED Delay of Game Clocks with White Digits And One (1) Portable Cart with Battery	Included
1	Fiber Convertors Fiber Enclosure	Single-Mode Fiber Convertors and All-Weather Fiber Enclosure	Included
1	Control System	Rack, Nova Video Processor, Mac Computer System Multi-Sport Console, Connectors and Accessories	Included
1	Software System	ProPresenter Scoreboard Software Suite	Included
1	Graphics Package	Digital Scoreboards Gold Level Animation & Graphics Package	Included
1	Curriculum	DS Exclusive Classroom Curriculum	Included
1	Onsite Tech	Onsite Tech, Commissioning & System Training	Included
1	Removal	Removal of Existing Scoreboard, Disposal by School	Included
1	Digital Installation	Installation of Digital Display onto Existing Structure	Included
1	DOG Clock Installation	Installation of DOG Clocks onto Existing Structure	Included
1	Secondary Power	Secondary Power and Final Termination and Commissioning with School Supplied Primary Power to Structure	Included
1	Fiber Termination	Fiber Termination and Commissioning with School Supplied Fiber to Structure	Included
Industry Best			
1	Digital Warranty	11-year parts / 5-year onsite labor (excludes lift, if no catwalks) 24/7/365 Live Diagnostics Monitoring with Full Redundancy 3% Onsite Spare Parts Package 7 Day a Week In-House Support & Tech Center	Included
1	DOG Clock Warranty	5-year parts / 1-year onsite labor 7 Day a Week In-House Support & Tech Center	Included
1	Freight	Freight to Destination	Included

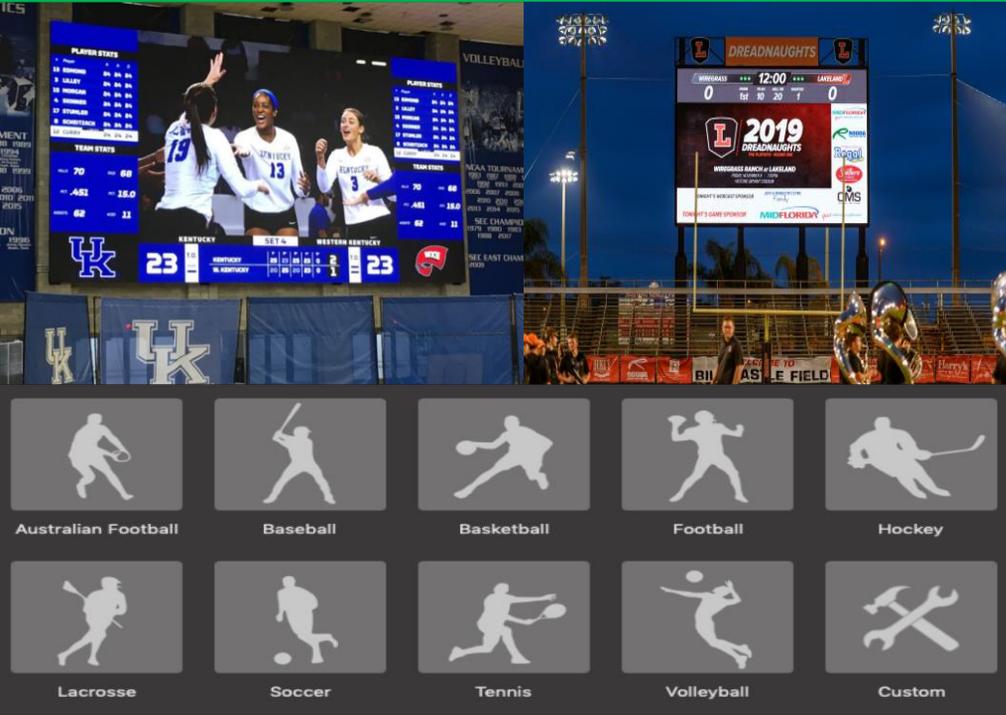
PACKAGE PRICE

\$199,000.00



OUTDOOR Pixel Pitch: 10mm, 8mm, 6mm
 Industry Best 11/5 Year Warranty Package
 24/7 Live Diagnostics & Redundancy
WWW.DIGITALSCOREBOARDS.NET

POWERFUL EASY to USE GAME PRESENTATION SOFTWARE



Easy to Operate

Fan Engagement

Great ROI Potential

Ad Reporting

Social Media

RSS Feeds

Multi-Sport

Live & Replay Video

All Updates Included

No Annual
Subscription
Fee

ProPresenter® Scoreboard is a powerful software-based score presentation system built upon Renewed Vision's robust ProPresenter presentation platform. In addition to the myriad of features that ProPresenter has to offer (which includes moderated social network feed display, ticker feeds, video playback, telestration tools, and broadcast CG capability) ProPresenter Scoreboard offers a host of features for video-based scoreboards and sports broadcasting.

- **Easy to use Interface** - Designed for volunteers/ students
- **Template Based Layouts** - Easily change the look of the entire output
- **Full or Partial Screen Video Playback** - Dynamically trigger interstitials, such as "Great Play", etc.
- **Dynamic Advertising Zones** - unlimited ad zones with rotating stills, animations or videos

- **Ad Tracking** - Comprehensive reports for ads
- **Device Control** - Controllable by Industry Standard Scoreboard Controllers, or by the on-screen interface
- **Video Input Capabilities** - One or more live video feeds can be shown on the scoreboard
- **Remote Control** - Built in web server to control the interface remotely via tablet or laptop
- **Multiple Sports Support** - Quickly change between control interfaces and output for multiple sports
- **Player Profiles** - Present formatted XML data and images dynamically
- **Dynamic Statistics Display** - display web-based stats dynamically from a variety of services

For more information, contact Renewed Vision at sales@renewedvision.com, or call 404-935-4044

Great Teaching & Student Enrichment Tool



UNLEASH CREATIVITY

**DIGITAL
SCOREBOARDS**
DigitalScoreboards.net

WITH THE DS ACADEMY CURRICULUM PROGRAM

Get exciting lesson plans to teach students how to create dynamic sports videos. From basics to real-time integration, each plan is packed with clear steps, hands-on projects, and flexible customization for your school. *No digital media experience required.*



LESSON 1 **INTRODUCTION TO SPORTS MEDIA**
In this lesson, students will dive into the world of sports videos, gaining hands-on experience with video editing software and exploring the capabilities of the digital scoreboard.

LESSON 2 **EXPLORE ADVANCED TECHNIQUES**
Students will level up their scoreboard video skills by learning advanced techniques like animating elements, adding effects, and syncing score changes with game events. This hands-on lesson emphasizes creativity and technical mastery.

LESSON 3 **REAL-TIME INTEGRATION**
Students will master real-time scoreboard integration—linking live data, setting up software, and creating dynamic videos that sync seamlessly with game action!

GET THE CROWD HYPED!



CUSTOM ANIMATIONS FOR ANY VENUE!

Silver Package

- Includes two animation styles for each sport at the facility
- Includes 10+ animations that can be used across most sports
- Customized in team colors
- Incorporates school logo and team name where appropriate



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INDOOR • OUTDOOR • SOUND SYSTEMS • CONTROL ROOMS • ENGINEERING • TURNKEY INSTALLATIONS

Warranty

Client Sign-Off Form



Warranty Limitations and Exclusions for Insane Impact Products

The product will be free from defects in materials and workmanship for the stated manufacturer's warranty period. However, this warranty does not cover any defect, failure, or damage caused by improper use or inadequate maintenance and care, including, but not limited to, poor ventilation, dust buildup, or environmental issues. Insane Impact will not be obligated to provide replacements under this warranty in the following situations: a) if damage results from attempts by personnel other than Insane Impact representatives to install, repair, or service the product; b) if damage results from improper use or connection to incompatible equipment; c) if there is damage or malfunction caused by the use of non-Insane Impact parts or supplies; or d) if the product has been modified or integrated with other products in a way that makes servicing or replacement more time-consuming or difficult.

Insane Impact Limited Lifetime Extended Warranty

Hereby warrants to the original end-user owner (customer), products to be free of manufacturing defects in material and workmanship, for the warranty periods as defined in the terms and conditions set forth from the original date of installation. If a date of installation cannot be established the purchase date established via Invoice or Sales Order shall be used. This warranty applies exclusively to products listed below used in a permanently installed application, purchased from Insane Impact or an authorized dealer within the United States of America, including possessions and territories. This warranty is not transferable and may or may not apply to products sold and/or forwarded outside the United States. Insane Impact shall only be obligated to honor this warranty upon receipt of full payment for the equipment, payment of extended warranty program and completed extended warranty registration. The purchase of Insane Impact product constitutes the customer's acceptance of all warranty terms and conditions as listed in this limited warranty statement.

Product	Warranty Period	Coverage
LED Panels (DioPlex Plus+, HO, HD-HO, CG ViuSite-X Plus+)	11 Years (4,015 Days)	Manufacturing Defects, Components, Pixel/IC Chip Failure *LED pixel failure is defined as an LED pixel that ceases to emit light
On-Site Labor	Per Service Agreement	Subject to Terms Listed in Extended Aftersales Portfolio & Conditions **For permanently installed products only
Video Processors (NovaStar)	N/A	As Warranted by NovaStar
Rigging Hardware/GSR	1 Year	Manufacturing Defects (Parts Only)
Cables & Accessories	30 Days	Manufacturing Defects (Parts Only)

During this period, Insane Impact will at its sole discretion, either repair the unit or replace it with a new or rebuilt one of equal model and product classification, subject to product lifecycle improvements. Insane Impact will cover material and off-site labor costs for repairs conducted by its authorized personnel, with certain exclusions applying. However, this warranty does not cover on-site labor charges for the removal and/or installation of components or for on-site repairs. Any repaired or replaced unit will be covered by the remaining time on the original limited warranty. It's important to note that this warranty is not a maintenance contract. Registration is required within 90 days of installation to receive the terms of this warranty.

What is NOT covered In the Warranty	
Damage/failure due to abuse, misuse, mishandling, neglect, accident, improper storage, or improper installation.	X
Damage/failure from improper power conditions, over/under-voltages, improper wiring, or electrical surges.	X
Damage/failure from exposure to extreme environmental/atmospheric conditions including but not limited to severe weather, natural disaster, salinity, corrosives or pressure, or other conditions which exceed the product's ingress protection rating.	X
Products used or installed in conditions or environments exceeding specified application type or technical specifications.	X
Third party supplied hardware, power, data, structures, or rigging.	X
Normal wear and/or natural aging of parts and components.	X
Units that have been serviced or tampered with by user or other unauthorized personnel.	X
Labor for removal and/or replacement of LED modules and/or other field-replaceable component assemblies.	X
Incorporation or compatibility with accessories, attachments, software, including without limitation front-end video control systems, audio systems, external video processors and players, or other devices not furnished by Insane Impact.	X
Security or functionality of the user's network, cellular connectivity, or other integration systems.	X
Color and/or brightness difference without compromising basic product functionality.	X
Equipment rental or ancillary costs of modifications, removal of structural/decorative elements for removal, installation, or service access to the product.	X
Improper installation workmanship by user or 3rd parties.	X
Units on which the product or its sticker has been removed or altered.	X
Units that have been serviced or tampered by user or other unauthorized personnel.	X
Failure to perform periodic maintenance of the product.	X
Color and/or brightness consistency without compromising basic product functionality.	X
Modifications and/or removal of structural and/or decorative elements for installation or service access.	X
Labor for module or component installation replaced by user or 3rd party integration personnel.	X

Insane Impact's warranty obligation is strictly limited to repairing or replacing the particular product or part(s) identified by Insane Impact as having failed due to a covered cause within the warranty period. Under no circumstances shall Insane Impact be obligated to replace, repair, or extend the warranty for any products or components of a system that Insane Impact determines have not failed due to a covered cause within the warranty period. This applies even if such other products or components of a system are used in conjunction with products being repaired or replaced by Insane Impact under this warranty, and if the repaired product exhibits differences in brightness, colors, or any other attribute after the repair. No agent, employee, dealer, distributor, or representative of Insane Impact is authorized to impose terms or conditions beyond the scope of this limited warranty. Any provisions within the purchaser's purchase order or any other purchase document that contradict the terms and conditions of this limited warranty, or that are not explicitly stated in this limited warranty, shall hold no validity or enforceability.

All implied warranties, including warranties of merchantability and fitness, are limited to the duration of this warranty. Insane Impact's liability is strictly confined to the repair and/or replacement of its product or component. Insane Impact shall not be held liable for any incidental or consequential damages arising from the use of their product or its software, including, but not limited to, damages resulting from loss of business profits, downtime costs, business interruption, loss of business information, or any other financial loss. Insane Impact assumes no responsibility for shipping delays, parts shortages, Force Majeure, or any other events beyond its immediate control, and shall have no liability whatsoever to the Purchaser for any such occurrences.

All warranty claims must be submitted within the relevant warranty period. Claims reported after the expiration date of the warranty will not be accepted, regardless of when the issue arose. Please provide a dated proof of purchase and the batch/serial number via Sales Order, Invoice, or an approved Insane Impact Extended Warranty.

Registration ("EWR") must be presented at the time warranty service is sought. Failure to provide acceptable evidence of product proof of purchase, or EWR may result in denial of warranty service.

RMA Procedure:

To obtain an RMA, please contact Insane Impact Technical Support via service@insaneimpact.com or visit <https://insaneimpact.com/owners-portal/support/> to submit a ticket with a detailed description of the problem you are experiencing to obtain an RMA number. Upon receiving an RMA number, the product/component must be packaged in original packaging or other suitable packaging that provides ample protection from ground/air shipping. Include a brief description of the problem being experienced for the affected part/component being returned. The product/component must be returned in original, unaltered condition without accessories unless otherwise instructed to do so. Products returned for warranty service, which are received damaged due to inadequate and/or improper packaging and/or due to damage caused by shipping carrier may incur additional repair charges before warranty service begins and/or may void this warranty. Any products returned without a valid RMA will be refused and returned at the customer's expense. Failure to follow these RMA procedures may result in denial of warranty service or additional material/labor costs billable to the customer. The purchaser is responsible for all shipping costs and applicable insurance to Insane Impact's service facility. Insane Impact shall not be obligated to replace any products or components under this warranty in the event of loss and/or damage by the shipping carrier. Insane Impact will pay return shipping costs for repaired and/or replacement components best way at its discretion, purchaser is responsible for any expedited shipping costs. Insane impact is not responsible for any additional fees, duties, taxes in accordance with shipping/receiving the product.

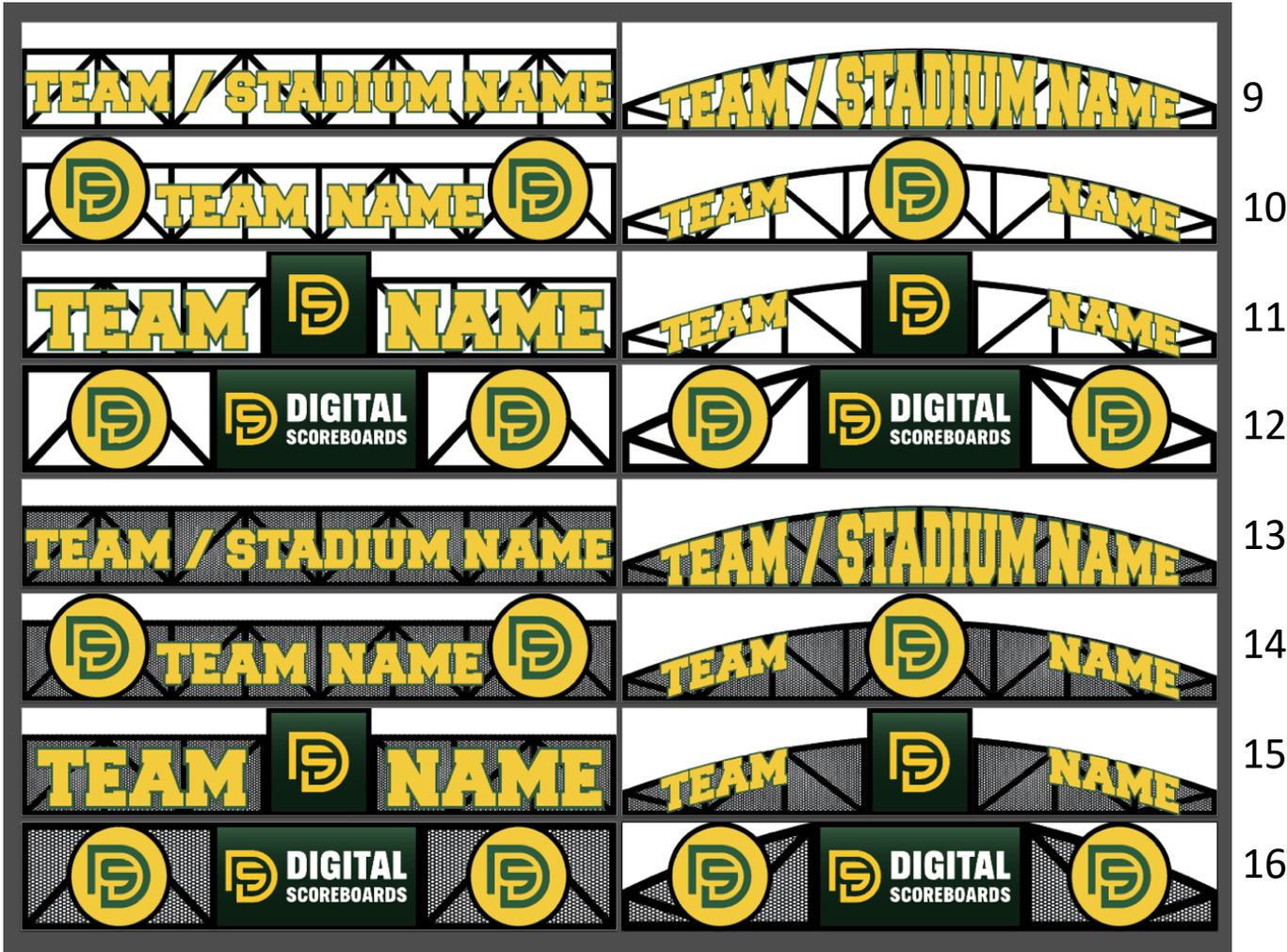
Non-Warranty Service:

If it is determined that the product does not meet the terms of our warranty, the purchaser will be billed for labor and materials, as well as applicable shipping and insurance. If no issue is found with the product, a minimum \$95 bench service fee and appropriate shipping charges will be applied. Payment in advance of repair and/or return of the product is required by credit card. Insane Impact will contact you and inform you of the cost of repair.

Disclaimers:

- The maximum liability of Insane Impact under this limited warranty shall not exceed the actual purchase price paid for the product
- Insane Impact is not responsible for any loss of income during time of warranty, repairs, etc.
- Insane Impact is not responsible for replacing or furnishing product in the situation should be a warranty issue arise.

DIGITAL SCOREBOARDS TRUSS STANDARD PACKAGES



- Standard Trusses Include Metal Structure and Aluminum Cut Letters
 - Middle ID Boxes Represent Speaker Mesh or Aluminum Panel
 - Backlit Logos and Letters Available Upon Request
- Final Price TBD Based Upon Final Design Type and Art Approval



TERMS AND CONDITIONS OF SALE

Interpretation, Definitions and Modifications. The following terms and conditions (“Terms and Conditions”) govern the sale of products (each, a “Product” and together the “Products”) and installation, maintenance, and other ancillary services (each, a “Service” and together the “Services”) by Digital Scoreboards, LLC, to the customer set forth in the Sales Agreement (“Buyer”). As used herein, “Agreement” shall mean the following (including, without limitation, all documents or instruments referenced herein):

- The Sales Agreement to which these Terms and Conditions are attached; and
- All Change Orders properly executed as set forth herein.

Capitalized terms used but not otherwise defined in this Section shall have the same meaning as provided elsewhere in the Agreement.

1. Proposal. The proposal to which these Terms and Conditions is attached (the “Proposal”) shall be valid for no more than 15 days, unless otherwise stated therein. The Proposal is subject to change by Digital Scoreboards, LLC at any time upon notice to Buyer. Once accepted by Buyer by written acceptance or acknowledgment (which may be via email), the Proposal shall become the “Sales Agreement,” a valid, binding and enforceable contract.

2. Change Orders. The Agreement, including but not limited to the Products and Services, may only be altered, modified, superseded, or amended by a written document (“Change Order”) that specifically references the Agreement, sets forth the change and is signed by an authorized Digital Scoreboards, LLC representative. Such document shall be referred to as a “Change Order.” In the event a Change Order is signed before Digital Scoreboards, LLC ships the Product to Buyer, Digital Scoreboards, LLC will include the additional cost of the Change Order in the sales invoice. In the event a Change Order is signed after Digital Scoreboards, LLC ships the Product to Buyer, Digital Scoreboards, LLC will invoice Buyer for the additional cost of the Change Order separately.

3. Price; Payment Terms. Buyer shall purchase the Products and Services from Digital Scoreboards, LLC at the price detailed in the Agreement (the “Price”) and on the payment terms set forth in the Agreement. Any deposit under the Agreement is non-refundable. The Price does not include fees for government required inspections, special assessments, permits (including but not limited to installation permits), union costs, tariffs, taxes (including sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any governmental authority on any amounts payable by Buyer), and Buyer shall be responsible for all such charges, costs and taxes; if applicable, upon Digital Scoreboards, LLC’s request, Buyer shall provide a tax exemption certificate in a form acceptable to Digital Scoreboards, LLC in advance of the delivery of the Product. In addition to all other remedies available under the Agreement (which Digital Scoreboards, LLC does not waive by the exercise of any rights hereunder), Digital Scoreboards, LLC shall be entitled to suspend the delivery of any Product or Service if Buyer fails to pay any amounts when due hereunder and such failure continues for three (3) days following written notice thereof. Buyer shall not withhold payment of any amounts due and payable by reason of any set-off of any claim or dispute with Digital Scoreboards, LLC, whether relating to Digital Scoreboards, LLC’s breach, bankruptcy or otherwise, or arising under any other sales or service order or transaction between Digital Scoreboards, LLC and Buyer.

4. Delivery, Title, and Risk of Loss. (a) For all orders in the Continental USA, the Product is sold FOB Digital Scoreboards, LLC’s facility (the “Shipping Point”). Title to the Product passes to Buyer upon Digital Scoreboards, LLC’s placement of the Product into the carrier’s possession. Digital Scoreboards, LLC will insure the Product from risk of loss until it reaches the destination designated by Buyer (the “Destination”). Digital Scoreboards, LLC will, at its expense, put the Product in possession of a carrier at the Shipping Point and contract with the carrier for the shipment of the Product to the Destination. Buyer bears all other expenses and risks of transportation including, without limitation, loading and unloading, storage and freight. Buyer may not direct the Product to any destination other than that specified in the Agreement without the written permission of Digital Scoreboards, LLC. Delivery or shipping dates are approximate only and merely represent Digital Scoreboards, LLC’s best estimate of time required to make delivery or shipment. Shipment dates are contingent on prompt receipt by Digital Scoreboards, LLC of all necessary manufacturing, shipping, and delivery information. Digital Scoreboards, LLC is not responsible for failure to meet estimated shipping dates and will not be liable for any loss, cost, damage, or expense whatsoever incurred by Buyer or its customers that may result therefrom. (b) For all orders Outside the Continental USA, the Product is sold FOB the Shipping Point; title to and risk of loss passes to Buyer upon Digital Scoreboards, LLC’s placement of the Product into the carrier’s possession and Digital Scoreboards, LLC will not insure the Product from risk of loss after placing the Product into the carrier’s possession; except as otherwise stated in this Section 4(b), the provisions of Section 4(a) apply.

5. Services. With respect to the Services, Buyer shall: (a) cooperate with Digital Scoreboards, LLC in all matters relating to the Services, provide access to the Site (as defined below) and provide such other accommodations as Digital Scoreboards, LLC may reasonably request for the purposes of performing the Services; (b) respond promptly to any request of Digital Scoreboards, LLC for direction, information, approvals, authorizations, or decisions that are reasonably necessary for Digital Scoreboards, LLC to perform the Services in accordance with the requirements of this Agreement; (c) provide such materials or information as Digital Scoreboards, LLC may request to carry out the Services in a timely manner and ensure that such materials or information are complete and accurate in all material respects; and (d) obtain and maintain all necessary licenses and consents and comply with all applicable laws in relation to the Services before the date on which the Services are to start.

6. Site Access. Buyer is responsible for providing Digital Scoreboards, LLC with safe access to the location where the Product will be installed or has been installed (the “Site”), either through (1) providing an “Accessible Site”, which means the Product is accessible through the use of: (a) a 20 foot or shorter ladder; (b) a secure catwalk or base; and (c) a guard rail or a safety lifeline which is securely attached to the support structure if the Product display is over 6 feet off the ground, or (2) furnishing the use or bearing the cost of a bucket or broom truck and any other machinery or equipment capable of providing safe access to the Site reasonably requested by Digital Scoreboards, LLC. In the event Digital Scoreboards, LLC arrives to the Site and Buyer has failed to provide an Accessible Site or otherwise provide safe access to the Site as reasonably requested by

Digital Scoreboards, LLC, then Buyer will bear the cost of Digital Scoreboards, LLC's demobilization, delay, and remobilization; Digital Scoreboards, LLC will issue Buyer a Change Order including the invoice for such additional cost(s).

7. Installation and Subsurface Access. In the event Digital Scoreboards, LLC provides installation Services for the Product on behalf of Buyer at the Site, Buyer must have a representative on the Site prior to Digital Scoreboards, LLC's commencement of foundation work to direct the exact placement of the Product (the "Install"). Digital Scoreboards, LLC may rely on the direction of the representative. The Price quote for the Install is based on average bearing soil and assumes the absence of subsurface obstructions or high-water levels; in the event Digital Scoreboards, LLC encounters any subsurface obstruction, including but not limited to rock, abnormal soil, high water levels, or other unexpected subsurface conditions, Digital Scoreboards, LLC will suspend all Services related to the Install and will issue a Change Order. Digital Scoreboards, LLC will have no obligation to proceed with the Install until Buyer accepts or acknowledges such Change Order in writing (which may be by email).

8. Existing Structure. Except to the extent that Digital Scoreboards, LLC explicitly and in writing assumes responsibility for any structural element in accordance with the Agreement, Buyer represents and warrants that the existing structure will support the Product, including without limitation any existing steel, walls, columns, trusses, footings, hoists attachment points, wiring, or any other foundation or existing structural elements (collectively, the "Existing Structure") shall be adequate to support the weight, size, wind load, and all other technical specifications of the Product, and Buyer agrees to indemnify and hold Digital Scoreboards, LLC harmless for any failure of any Existing Structure or any losses, damages, claims or liabilities arising from or relating to any such failure. Digital Scoreboards, LLC recommends that Buyer has the Existing Structure reviewed and certified by a licensed structural engineer. In the event changes to the Existing Structure are required prior to the Install, a Change Order will be required.

9. Software. To the extent Buyer utilizes any Digital Scoreboards, LLC control or management software applications that are available on the Product (the "Software"), Digital Scoreboards, LLC grants to Buyer, for so long as Buyer owns Product, a limited, nontransferable, nonexclusive, non-sublicensable license to (a) use the Software only as installed on and in connection with the Product and Digital Scoreboards, LLC's ownership thereof; and (b) use the user documentation provided by Digital Scoreboards, LLC in connection with the Software as reasonably necessary for Buyer's authorized use of the Software. In addition, Digital Scoreboards, LLC will provide standard support for such Software for one (1) year from the date of shipment of the Product from Digital Scoreboards, LLC's facility, at no additional cost to Buyer. Buyer will not, directly or indirectly, (i) license, sell, redistribute, lease or otherwise transfer or assign the Software; (ii) alter or permit a third party to alter any part of the Software; (iii) use or permit the use of the Software for any unlawful purpose; (iv) reverse engineer or otherwise attempt to derive source code or other trade secrets from the Software; (v) use the Software in a way that could harm Digital Scoreboards, LLC's network (including by transmitting or uploading any viruses, worms, Trojan horses or other malicious code); (vi) use the Software to try to gain unauthorized access to any service, data, account or network by any means; or (vii) use or permit the use of Software in any other way not expressly approved by Digital Scoreboards, LLC. Buyer may elect to license and use third-party software in connection with the Product. Except as otherwise set forth in a separate agreement with respect to such third-party software (which may be electronic terms of use or service that must be accepted by Buyer prior to installation or use of such third-party software), Digital Scoreboards, LLC shall have no obligations or liabilities with respect to such third-party software, Buyer's use or operation thereof, or its interaction with the Software. In the event the third-party software modifies the Software, Digital Scoreboards, LLC will no longer have an obligation to provide support under this Section 9. Digital Scoreboards, LLC may terminate the licenses granted under this Section 9 immediately upon written notice of any material breach of the terms of this Section 9.

10. Intellectual Property. All drawings, know-how, designs, specifications, inventions, devices, developments, processes, copyrights and other information or intellectual property disclosed or otherwise provided to Buyer by Digital Scoreboards, LLC and all rights therein (collectively, "Intellectual Property") will remain the property of Digital Scoreboards, LLC and its licensors or suppliers and will be kept confidential by Buyer in accordance with these Terms and Conditions. Other than the limited licenses granted herein with respect to the Software (if installed), Buyer has no claim to, nor ownership interest in, any Intellectual Property, and all such Intellectual Property, in whatever form and any copies thereof, shall be promptly returned to Digital Scoreboards, LLC upon its request or, if it is subject to a limited license hereunder, upon termination of such license in accordance with these Terms and Conditions.

11. Graphics. Buyer must approve all elements of custom graphics to be affixed to the Product no later than three (3) weeks prior to the Product's scheduled shipping date. If Buyer fails to meet this deadline, Digital Scoreboards, LLC will issue a Change Order including an invoice for the cost of the delay.

12. Security Interest. As collateral security for Buyer's full payment to Digital Scoreboards, LLC of all amount(s) that may become due under this Agreement, Buyer hereby grants Digital Scoreboards, LLC a lien on and security interest in and to all of the right, title and interest of Buyer in, to and under the Product, wherever located, and whether now existing or hereafter arising or acquired from time to time, and in all accessions thereto and replacements or modifications thereof, as well as all proceeds (including insurance proceeds) of the foregoing. Buyer hereby irrevocably authorizes Digital Scoreboards, LLC at any time and from time to time while such security interest is in effect to file in any Uniform Commercial Code jurisdiction any initial financing statements and amendments necessary to perfect the foregoing security interest.

13. Limitation of Liability.

(a) IN NO EVENT SHALL DIGITAL SCOREBOARDS, LLC BE LIABLE TO BUYER OR ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT OR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES WITH RESPECT TO THE PRODUCTS, SERVICES OR THIS AGREEMENT, WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING WITHOUT LIMITATION NEGLIGENCE AND STRICT LIABILITY), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT DIGITAL SCOREBOARDS, LLC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

(b) IN NO EVENT SHALL DIGITAL SCOREBOARDS, LLC'S AGGREGATE LIABILITY ARISING OUT OF OR RELATING TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY), OR OTHERWISE, EXCEED THE TOTAL OF THE AMOUNTS PAID TO DIGITAL SCOREBOARDS, LLC FOR THE PRODUCTS OR SERVICES HEREUNDER, OR THE PURCHASE PRICE OF THE PRODUCT, WHICHEVER IS LESS.

(c) The limitation of liability set forth herein shall not apply to (i) liability resulting solely from Digital Scoreboards, LLC's gross negligence or willful misconduct and (ii) amounts paid or payable to third parties arising from death or bodily injury resulting solely from Digital Scoreboards, LLC's gross negligence or willful misconduct.

14. Indemnity. To the greatest extent permitted by law, Buyer shall indemnify, defend, and hold harmless Digital Scoreboards, LLC and its subsidiaries, officers, directors, shareholders, partners, representatives, employees, agents, insurers, successors and assigns of each of the foregoing from any and all losses arising out of or relating to (i) any negligent act or omission by Buyer or its personnel, agents, subcontractors, or others engaged by Buyer or under their control, or (ii) any claim against Digital Scoreboards, LLC by reason of or alleging any unauthorized or infringing use by Digital Scoreboards, LLC of any copyright, trademark, or other intellectual property right in any material, information, technology, process or data provided by Buyer and used by Digital Scoreboards, LLC at Buyer's direction.

15. Delay, Force Majeure. Any period for delivery or service provided for in the Agreement is approximate and not a guarantee of a particular date or time frame. Under no circumstances will Digital Scoreboards, LLC be liable or responsible to Buyer for any failure or delay in fulfilling or performing any term of this Agreement when and to such extent such failure is caused or results from acts or circumstances beyond the reasonable control of Digital Scoreboards, LLC including, without limitation, fire, flood, earthquake, act of God, explosion, governmental action, war, invasion or hostilities (whether war is declared or not), or other civil unrest, national emergency, revolution, insurrection, epidemic, pandemic, lockouts, strikes or other labor disputes (whether or not relating to either party's workforce), or restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable materials or telecommunication breakdown or power outage. In such circumstances Digital Scoreboards, LLC has the right to extend the date of delivery for a reasonable period of time after the period of delay (but in no case for less than the period of delay) and the right to apportion its products among its customers in a manner it deems equitable. Buyer is not relieved from accepting delivery at the agreed price when the causes interfering with delivery are removed.

16. Use of Image. Digital Scoreboards, LLC may use Buyer's name along with images of the Product and the Site for marketing and promotional purposes including but not limited to website and marketing materials, without compensation to Buyer.

17. Entire Agreement. This Agreement contains the entire agreement between the parties, and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. These Terms and Conditions prevail over any of Buyer's general terms and conditions of purchase regardless of whether or when Buyer submits its purchase order or such terms, and fulfillment of Buyer's order does not constitute acceptance of any of Buyer's terms and conditions and does not serve to modify or amend these Terms and Conditions.

18. Severability. In the event one or more of the provisions of this Agreement are for any reason held to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, those provisions will not invalidate or otherwise affect any other provisions, and the Agreement will be construed as if the invalid, illegal or unenforceable provision was never a part of the Agreement.

19. Applicable Law, Limitations. This Agreement is being delivered in, performable in, and shall be governed, construed, enforced, and interpreted by, through and under by the laws of the state of Florida, without regard to conflict of laws principles that would cause the application of laws of another jurisdiction. For the purpose of any action or proceeding arising out of or relating to this Agreement, Buyer hereby irrevocably submits to the exclusive personal jurisdiction and venue of the Twelfth Judicial Circuit Court in and for Sarasota County, Florida, with respect to such dispute and agrees to waive any defenses to venue and jurisdiction including forum non conveniens, along with irrevocably agreeing that all claims in respect to such action or proceeding may be heard and determined exclusively in any such court. Buyer agrees that a final judgment in any action or proceeding shall be conclusive and may be enforced in other jurisdiction by suit on the judgment or in any other manner provided by applicable law. Buyer irrevocably consents to the service of the summons and complaint and any other process in any action or proceeding relating to the transactions contemplated by this Agreement, on behalf of itself or its property, by personal delivery of copies of such process to such party. Nothing in this section shall affect the right of any party to serve legal process in any other manner permitted by applicable law. Notwithstanding the foregoing, Digital Scoreboards, LLC will have the right, and in addition to all other remedies available to it at law, in equity or under this Agreement, to affirmative or negative injunctive relief from a court of competent jurisdiction in the event Buyer violates or threatens to violate the terms of Sections 9 or 10. Buyer acknowledges that a violation of Sections 9 or 10 would cause irreparable harm and that all other remedies are inadequate. Any legal action pertaining to this Agreement, other than Buyer's failure to pay any amount(s) owed to Digital Scoreboards, LLC, or any indemnification required by Buyer hereunder, must be commenced within one (1) year of the event giving rise to the legal action.

20. Assignment. Buyer may not assign any of its obligations under the Agreement without the written consent of Digital Scoreboards, LLC. Any attempted assignment not in conformity with this Section 20 is void.

21. Fees. Buyer shall be liable for any and all costs and expenses (including attorney's fees) incurred by Digital Scoreboards, LLC in enforcing any provision of this Agreement, including, without limitation, any costs of collection of amounts due to Digital Scoreboards, LLC hereunder.

22. No Waiver. All remedies of Digital Scoreboards, LLC hereunder are cumulative and may, to the extent permitted by law, be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed to be an election of such remedy or to preclude the exercise of any other remedy. Any failure by Digital Scoreboards, LLC to enforce or exercise any provision of this Agreement shall not constitute a waiver of that right or provision.

23. Independent Contractors. The Agreement is not intended by the parties to constitute or create a joint venture, partnership, corporation, agency, trust, employment relationship, formal business organization or other permanent association of any kind, other than the alliance that is specifically defined in the Agreement, and the rights and obligations of the parties shall be only those expressly stated in the Agreement. Neither party shall have the authority to bind the other.

24. Survival. The Sections of these Terms and Conditions that by their nature survive expiration or termination of the Agreement, including, but not limited to, the following Sections: 10 ("Intellectual Property"), 13 ("Limitation of Liability"), 14 ("Indemnity"), and 19 ("Applicable Law, Limitations"), shall survive expiration or termination of the Agreement.

EXCLUDED ITEMS

Permitting	Local or State Permitting, if Required
Engineering	Structural Stamped Engineering, if Required
Utility Locates	Public and Private Utility Locates
Geotechnical	Soil Test or Geotechnical Report, if Required
Ground Covering	Protective Ground Covering for Grass, Turf & Track, If Required
Primary Power	Providing conduit and primary power to the base of scoreboard & DOG Clocks
Primary Fiber	Providing conduit and fiber top the base of the scoreboard
Internet	Hard-Line Internet to Control Rack (required for control system, diagnostics and service)
Bonding	Performance Bonding, if Required
Sales Tax	Sales Tax, if Applicable (if exempt a certificate must be supplied with order)

SURFACE CLAUSE

The installation portion of the enclosed proposal does not include ground protection or ground repair from normal wear and tear to the surface of the ground during installation. Due to equipment mobilization, construction, and installation of this outdoor digital scoreboard normal ground disruption is expected and repair is not included.

RETROFIT INSTALLATION CLAUSE

The installation portion of this installation is quoted site unseen. Upon a successful site visit, either before or at the time of installation, structure upgrades or corrective measures are required, a School Representative will be contacted prior to proceeding and the required upgrades will be discussed and agreed to on a time and material basis. The subsequent change order will be invoiced upon the completion of the project.

CONTRACT AMOUNT

Total Contracted Amount	\$199,000.00
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TERMS

Payment Terms	80% Deposit Upon Acceptance / 20% Net 30 Upon Installation
Deliver & Install	10-12 weeks from approved contract, approved art and receipt of deposit

BY SIGNING THIS DOCUMENT, BOTH PARTIES ACCEPT THE PACKAGE DETAIL AND TERMS AND CONDITIONS ENCLOSED

Customer	Company
Box Elder School District	Digital Scoreboards, LLC
960 South Main	107 N. Main St. Ste 3C
Brigham City, UT 84302	Columbia, IL 62236
	Chris Kirn, President/CEO
Signature	Signature
Title	Title
Date	Date

Suggestions for Future Board Meetings

May 14, 2025 – *(tentative)*

- Retirement Recognitions – Coerina Fife
- Administrative Association Recognitions - BEAA
- First Public Comment on School Fees
- Approval of TSSA Plans – Keith Mecham and Heidi Jo West
- Approval of PBS (HB 58) Plans – Megan Bushnell
- Approval of 2023-2024 Board Meeting Calendar – Steve Carlsen
- ACT Data – Jeff Morris
- Policy Review

June 11, 2024 – *(tentative)*

- Second Public Comment on School Fees
- Approval of School Fees – Keith Mecham
- Budget Hearing – Neil Stevens
- Approval of Budget – Neil Stevens
- Approval of 2023-24 Tax Rates – Neil Stevens
- Approval of Internal and Independent Auditors – Neil Stevens
- MBA Meeting – Neil Stevens
- Pick-up Contributions for Members of Contributory Retirement System – Coerina Fife
- Tentative Ratification of Negotiated Agreement with BEAA – Coerina Fife
- Tentative Ratification of Negotiated Agreement with BEEA – Coerina Fife
- Tentative Ratification of Negotiated Agreement with BEESPA – Coerina Fife
- Declaration of Open Enrollment Schools – Coerina Fife
- Policy Review
- Sunrise High School Schedule Discussion

July 9, 2025 – *(tentative)*

- Approval of Sex Education Committee – Keith Mecham
- 2023-24 TSSA Plan Results – Keith Mecham and Heidi Jo West
- Bullying Report

August 13, 2025 – *(tentative)*

- Approval of Early Literacy Plan – Heidi Jo West
- Approval of Sex Education Committee – Keith Mecham
- AP Results – Jeff Morris
- Transportation Routing Software, Fuel Costs, Field Trip Issues – Jason Sparks
- Policy Review

September 10, 2025 – *(tentative)*

- Walmart Grants Presentation

- Nucor Grants Presentation
- Swearing in of Student Board Member – Neil Stevens
- Policy Review

October 15, 2025 – (tentative)

- Walmart Grants Presentation
- October 1 Enrollment Report – Coerina Fife
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- Approval of PBS Plans – Megan Bushnell
- RISE and Utah Aspire Plus Data – Jeff Morris
- Policy Review

November 12, 2025 – (tentative)

- Policy Review
- Complete MBA

December 10, 2025 – (tentative)

- Meeting with Legislators
- Approval of New Courses – Keith Mecham
- Audit Report – Neil Stevens
- Policy Review

January 14, 2026 – (tentative)

- Approval of 2-year contract for Business Administrator
- First Public Comment on School Fees
- School Fees – Keith Mecham (Information Item)
- Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics
- Policy 1036 Conflict of Interest – complete form
- Foundation Report – Matt Nelson
- AAPPL Data – Jeff Morris
- Policy Review
- Elect New Board President and Vice President
- Policy 1080 Board Committees - Committee Assignments
- Building and Ground Rental and Supervision Policies – Neil Stevens

February 11, 2026 – (tentative)

- Approval of Human Sexuality Curriculum – Keith Mecham
- FY 2026 Capital Improvement Plan – Corey Thompson
- Legislative Update – Steve Carlsen
- Policy Review
- USBA Conference Report

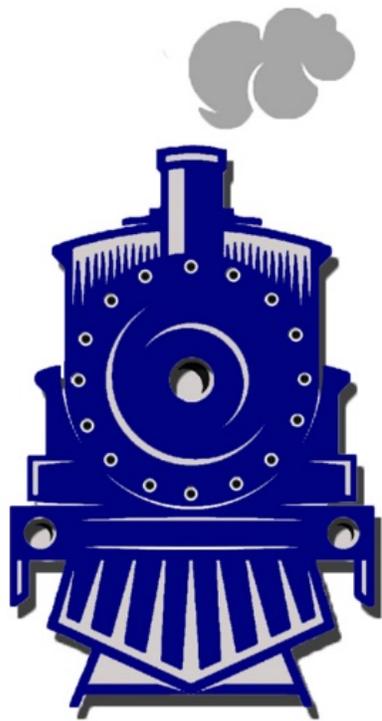
March 11, 2026 – (tentative)

- Negotiations Team Approval – Coerina Fife
- Legislative Update – Steve Carlsen
- Policy Review
- Board Graduation Assignments

April 8, 2026 – (tentative)

- ESP Recognitions – Coerina Fife
- College and Career Readiness Counseling Program (CCRCP) Approval – Ben Wiley
- Approval of School Land Trust Plans –Keith Mecham and Heidi Jo West
- ACT Data – Jeff Morris
- Child Nutrition Report – Neil Stevens
- Energy Report – Mike Clark
- 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