



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, July 9, 2025

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

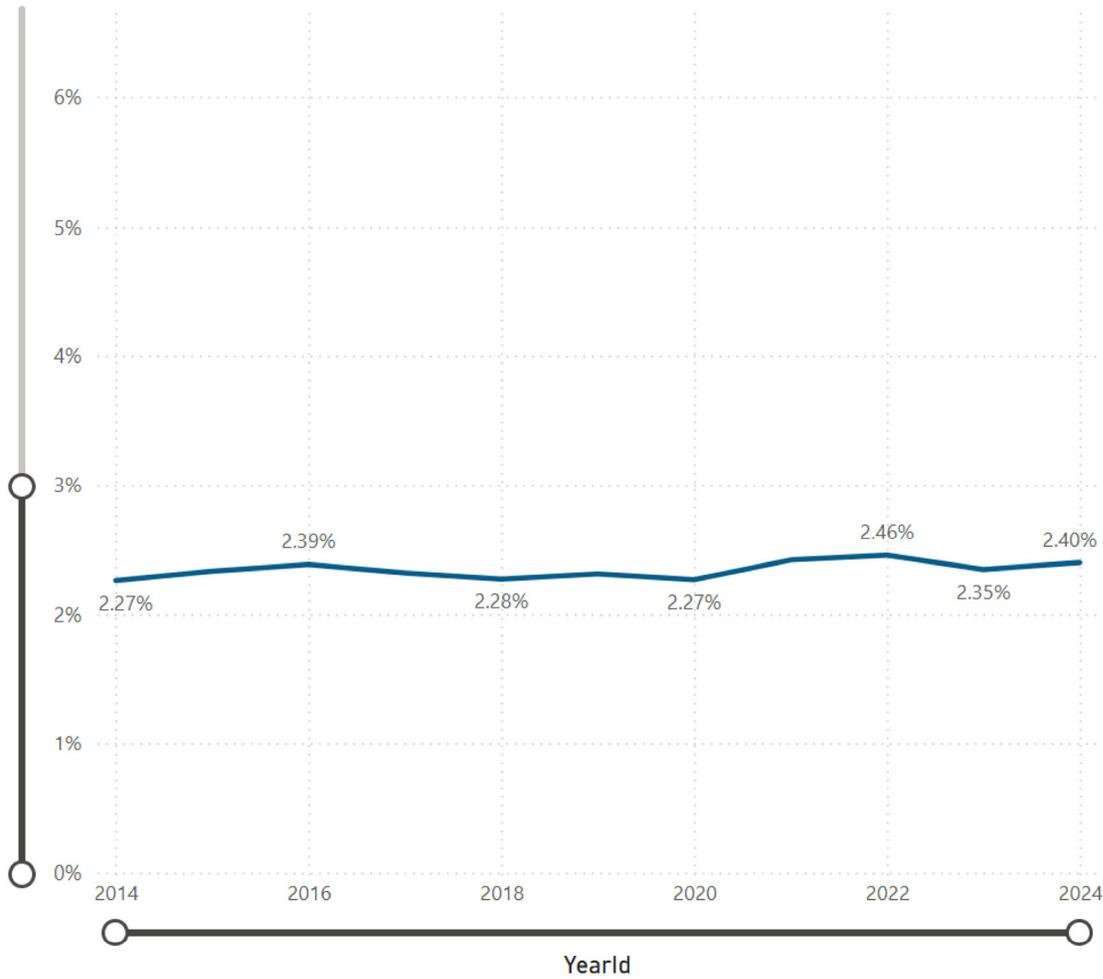
*"Always consider the effects
on our students."*

- A. If ADA accessibility is needed to attend this meeting, please contact the District Office at 435-734-4800 before 4:00 p.m. the day prior to the meeting.**
- B. Tour of District Office - 1:30 p.m.**
- C. Work Session - 2:00 p.m.**
- 1. Vision and Discussion on How to Best Use The PR Position - (1 hour)**
Jamie Kent, Director of Public Relations
 - a. Brainstorming
Jamie Kent, Director of Public Relations
 - 2. BESD School District Office Staff in Comparison with the other School Districts in the State (20 min.)** **3**
Steve Carlsen, Superintendent
District Information 2025
 - 3. Discuss Proposal to Add on to Two High Schools and Build New Elementary School - (1 hour)** **9**
 - 4. Discuss Breakfast Meeting with City and County Leaders Held on June 25, 2025 - (30 min.)**
Steve Carlsen, Superintendent
 - 5. Robert's Rules of Order (15 min.)** **19**
Steve Carlsen, Superintendent
- D. Administrative - 6:30 p.m.**
- 1. Call to Order**
Tiffani Summers, Board President
 - 2. Reverence**
Julie Taylor, Board Member
 - 3. Flag Salute/Pledge of Allegiance**
Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning
 - 4. Recognitions**
Stephanie DeFilippis, Board Member and Jamie Kent, Public Information Director
 - a. Alyse Maples, SpEd Teacher at Willard Elementary
 - b. Bear River Robotics Club
- E. Approval of Agenda - 6:45 p.m.**
- F. Public Comment - 6:50 p.m.**
- Those individuals who would like to speak to the Board should read the guidelines and complete the sign-up document located at the door. At the discretion of the Board President, public comment may be permitted at any point during the Board meeting.
- G. Action Items - 7:00 p.m.**
- 1. Approval of Contract with ESS** **25**
Coerina Fife, Executive Director of Personnel and Title IX
 - 2. Approval of Sex Education Committee** **26**
Keith Mecham, Asst. Superintendent of Secondary Teaching & Learning
 - 3. Closed Session to Discuss Sale or Lease of Real Property**
Neil Stevens, Business Administrator
 - 4. Approval of Sale or Lease of Real Property** **28**
Neil Stevens, Business Administrator

H. Information Items - 7:20 p.m.	
1. Bullying Report	29
Megan Bushnell, Student Services Director	
2. Monthly Financial Report	39
Neil Stevens, Business Administrator	
3. Board Committee Reports	
I. Policy Review - 7:30 p.m.	
1. Second Reading	
a. Policy 2170 Buildings & Grounds & Equipment - Use by Students & Employees	47
b. Policy 2210 Transportation Eligibility	49
c. Policy 3000 Employment: Nondiscrimination	51
d. Policy 3015 Title IX Sexual Harassment	55
e. Policy 3102 Certificated: Recognition of Teachers Association	75
f. Policy 3300 Administrative: Personnel Selection	76
g. Policy 4060 High School Graduation Requirements	81
h. Policy 4065 Alternative High School Graduation Requirements	90
i. Policy 4103 Academic Grading and Citizenship Marks for Grades 8-12	99
j. Policy 4105 Sex Education	104
k. Policy 4185 Use of Video/Digital Media Materials	111
l. Policy 4188 Service and Emotional Support Animals on School Premises	115
m. Policy 5036 Admissions and Attendance: Determining Daily Attendance	121
n. Policy 5055 Vision Screening	123
o. Policy 5066 Students with Potentially Life Threatening Allergies	124
p. Policy 5350 Student Complaints - Resolution	130
J. Consent Items - 7:35 p.m.	
1. Minutes	132
2. Claims	148
3. Personnel	162
4. Out of State Travel Request	164
K. Suggestions for Future Board Meetings - 7:40 p.m.	165
L. Board Handbook	168
M. Adjournment - 7:45 p.m.	
The next meeting of the Board of Education will be held on Wednesday, August 13, 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.	

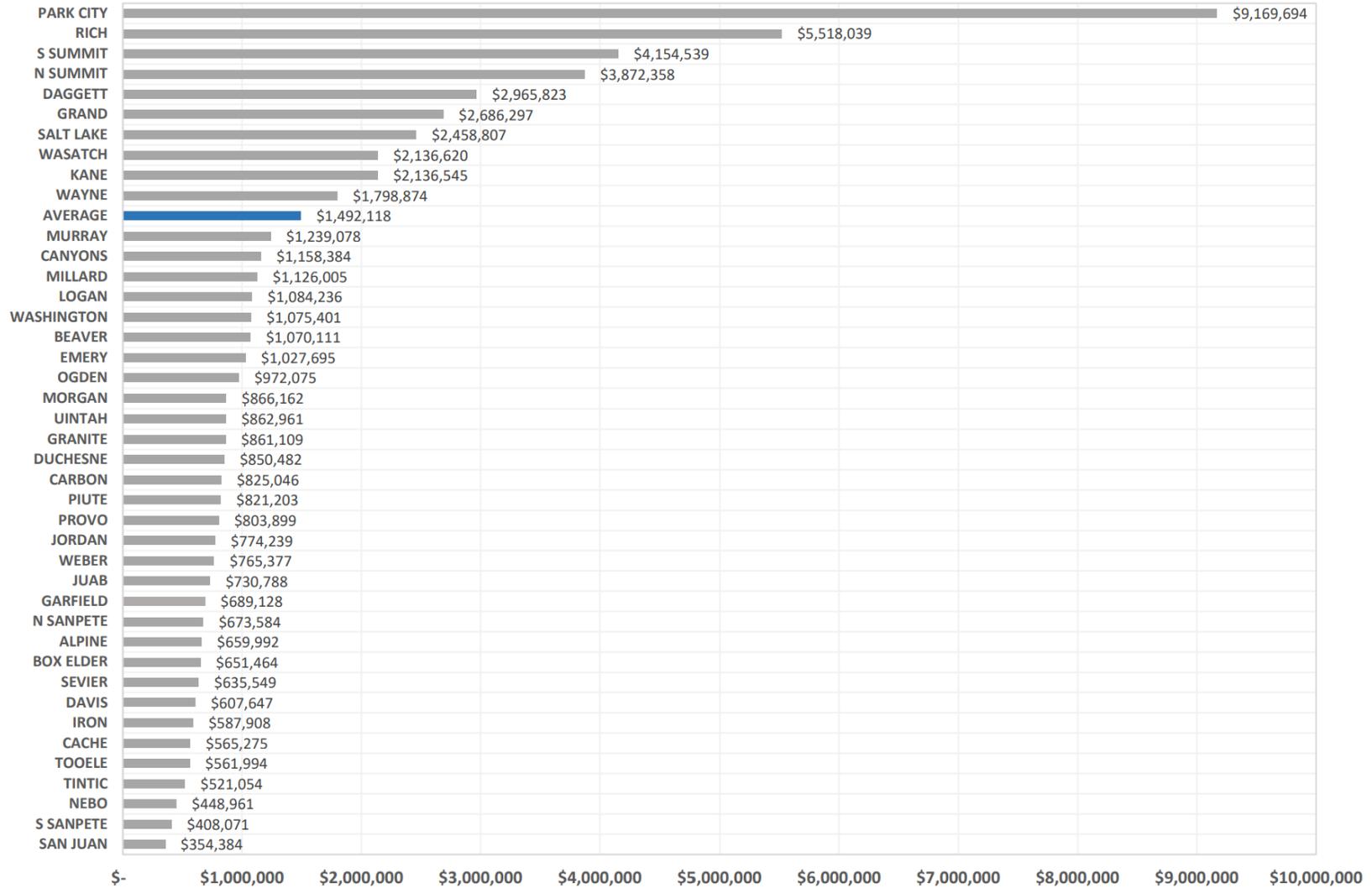
What % of Total Expenditures were 25xx?

LeaType ● District



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%

Assessed Valuation Per Student in Fall Enrollment FY2024



Student Enrollment: Oct 1 count and Pre-K (separate)	District Office Staff															
	Steve Carlsen Superintendent	Neil Stevens Business Dept	Keith Mecham Secondary Curr / District AD	Heidi Jo West Elementary Curr Title I/II	Coerina Fife HR	Catherine Allen SpEd	Corey Thompson Facilities	Robert Gordon IT	Ben Wiley CTE Director	Megan Bushnell Student Svcs	Jeff Morris Assessment/ELL (NOT DLI)	AshLee Nelson Instructional Support	Jamie Kent PIO/Foundation	Jason Sparks Transp	Tony Ferderber Safety & Security	Rachel Lott Health Svcs
# of Staff in Dept	4	9	9	15	8		28	24	4.5	8.75	14	9	2	124		7
# of Directors	0	2	4	3	2		0	1	1	2.25	2	1.5	2	2		0 [24]
# of Certificated	0	0	4	11	1		0	1	3	3.5	9	7.5	2	1		7
# of ESP	3 [25]	6	1	1	5		28	23	0.5	3	3			123		0
% of Admin Asst	100.00%	0		100.00%	100.00%		100%		50%	100%		50.00%		100.00%		0 [26]

[1] Part of Student Services

[2] 6 of us are licensed RNs, (APRN) and could be certificated. I have questions about that.

[3] Executive Director of Student Services, Director of Student Services

[4] The Elementary and Secondary Directors handle Assessment with the Secretary over EL and certified teachers at each school handling ALL EL issues.

[5] part of Student Services

[6] 1 Supt. Admin. Asst
2 Receptionists

[7] Exempt from the overtime provisions of FLSA
Don't clock in and out and not eligible for overtime

[8] no answer to email or phone call

[9] Assistant Superintendent, Director of Counseling, Director of Student Advocacy, Director of Equity and Access)

[10] check if full time

[11] 1 Supt. Admin. Asst.
1 Receptionist

[12] no answer to email or phone call

[13] What I could gather from the website

[14] 1/2 as many EL students as BESD

[15] nurses

[16] nurse paraprofessionals

[17] Excludes payroll staff who are in HR Department

[18] no answer to email or phone call

[19] Deputy Superintendent, Student Services Director, Asst. Director

[20] part of Student Services

[21] nurses, 2 special ed, 5 general ed

[22] 19 health aides, 29 hours a week

[23] share with Student Services

[24] part of Student Services

[25] 1 Supt. Admin. Asst.
2 Receptionists

[26] share with Student Services



Box Elder County Treasurer
 01 S Main
 Brigham City, UT 84302
 435-734-3385

2017 TAX NOTICE
DUE NOVEMBER 30TH
 Penalty Assessed December 1st



ACCOUNT NUMBER PARCEL NUMBER ACRES DISTRICT

R0085012 020700076 0.26 157

PARTIAL LEGAL DESCRIPTION FOR TAX IDENTIFICATION ONLY

LOT 14 ALPINE MEADOWS PH 02 SW OF SEC 02 T08N R02W SLM. CONT .26 AC.

930 W 2875 S

MAIL TO

007231 ***** SCH 5-DIGIT 84302
 CARLSEN STEVEN E ETAL et al.
 PERRY, UT 84302-6796

YOUR TAXES MAY BE PAID BY
 THE FOLLOWING MORTGAGE COMPANY

Corelogic

01010072311



PROPERTY CLASSIFICATION	MARKET VALUE	TAXABLE VALUE
PrimaryLand	\$60,000	\$33,000
PrimaryBuilding	\$186,725	\$102,699
TOTALS	\$246,725	\$135,699

TAX LEVIED BY	TAX RATE	AMOUNT
LOCAL ASSESSING & COLLECTING	0.000350	\$47.49
BEAR RIVER WATER CONSV DIST	0.000281	\$38.13
MULTI-COUNTY ASSNG & COLLECT	0.000010	\$1.36
BE CO/PERRY FLD CONTR/DRAIN	0.000272	\$36.91
BASIC SCHOOL LEVY	0.001568	\$212.78
BOX ELDER SCHOOL DISTRICT	0.006423	\$871.59
BOX ELDER COUNTY	0.001944	\$263.80
COUNTY LIBRARY	0.000141	\$19.13
Box Elder Mosquito Abatement D	0.000232	\$31.48
PERRY	0.002377	\$322.56
CHARTER SCHOOL LEVY	0.000091	\$12.35

PAYMENT OPTIONS / MESSAGES

Please Note the Following:

- Office Hours:**
Monday through Friday, 8 am - 5 pm
- Pay in Person with Cash or Check**
ALL CARDS ARE SUBJECT TO PROCESSING FEES
- Pay Online using the following Website:**
www.boxeldercounty.org/treasurer
PROCESSING FEES WILL APPLY
- County Offices will be Closed on the Following Days:**
Friday, November 10th - Veteran's Day
Thursday & Friday, November 23rd & 24th - Thanksgiving Holiday
- Reply Envelope Address**
Payments sent to the PO Box in Salt Lake City will allow for more cost efficient processing.
- Important:**
Please review all of your properties.
Each property has a unique Parcel & Account Number.

District Tax Rate: 0.013689

CURRENT YEAR TAXES LEVIED	\$1,857.58
SPECIAL / ATTACHED	
WEBER BOX ELDER WATE	\$124.80

ABATEMENT

BALANCE DUE FOR 2017

LESS PREPAID AMOUNT	\$0.00
TOTAL DUE FOR 2017	\$1,982.38
DELINQUENT TAXES	\$0.00
TOTAL DUE WITH DELINQUENT TAXES	\$1,982.38

PLEASE REMIT TO:
 Box Elder County Treasurer

2017 TAX NOTICE
 DUE NOVEMBER 30TH

Account R0085012
 Parcel Number 020700076
 Amount Due **\$1,982.38**

R0085012 020700076
 CARLSEN STEVEN E ETAL et al.
 930 W 2875 S
 PERRY, UT 84302-6796

Amount Enclosed

\$

To have your address changed,
 Please mark this box and note the
 new address on the back.

Send payment to:

BOX ELDER COUNTY
 PO BOX 413097
 SALT LAKE CITY, UT 84141-3097



R0085012 000198238 1



Box Elder County Treasurer
 01 S Main
 Brigham City, UT 84302
 435-734-3385

2018 TAX NOTICE
DUE NOVEMBER 30TH
 Penalty Assessed December 1st



01010072791

ACCOUNT NUMBER PARCEL NUMBER ACRES DISTRICT

R0085012 020700076 0.26 157

PARTIAL LEGAL DESCRIPTION FOR TAX IDENTIFICATION ONLY

LOT 14 ALPINE MEADOWS PH 02 SW OF SEC 02 T08N R02W SLM. CONT .26 AC.

930 W 2875 S

MAIL TO

007279 SCH 5-DIGIT 84302
 CARLSEN STEVEN E ETAL et al.
 PERRY, UT 84302-6796

**YOUR TAXES MAY BE PAID BY
 THE FOLLOWING MORTGAGE COMPANY**

Corelogic



PROPERTY CLASSIFICATION	MARKET VALUE	TAXABLE VALUE
PrimaryLand	\$60,000	\$33,000
PrimaryBuilding	\$186,725	\$102,699

TOTALS \$246,725 \$135,699

PAYMENT OPTIONS / MESSAGES

Please Note the Following:

- Office Hours:**
Monday through Friday, 8 am - 5 pm
- Pay in Person with Cash or Check**
ALL CARDS ARE SUBJECT TO PROCESSING FEES
- Pay Online using the following Website:**
www.boxeldercounty.org/treasurer
PROCESSING FEES WILL APPLY
- County Offices will be Closed on the Following Days:**
Monday, November 12th – Veterans Day
Thursday & Friday, November 22nd & 23rd - Thanksgiving Holiday
- Reply Envelope Address**
Payments sent to the P.O. Box in Salt Lake City will allow for more cost-efficient processing.
- Important:**
Please review all of your properties.
Each property has a unique Parcel and Account Number.

TAX LEVIED BY	TAX RATE	AMOUNT
LOCAL ASSESSING & COLLECTING	0.000336	\$45.59
BEAR RIVER WATER CONSV DIST	0.000272	\$36.91
MULTI-COUNTY ASSNG & COLLECT	0.000009	\$1.22
BE CO/PERRY FLD CONTR/DRAIN	0.000271	\$36.77
BASIC SCHOOL LEVY	0.001666	\$226.07
BOX ELDER SCHOOL DISTRICT	0.006033	\$818.67
BOX ELDER COUNTY	0.001873	\$254.18
COUNTY LIBRARY	0.000135	\$18.32
Box Elder Mosquito Abatement D	0.000224	\$30.40
PERRY	0.002364	\$320.79
CHARTER SCHOOL LEVY	0.000076	\$10.31

District Tax Rate: 0.013259

CURRENT YEAR TAXES LEVIED	\$1,799.23
SPECIAL / ATTACHED	
Weber-Box Elder Wate	\$126.08

ABATEMENT

BALANCE DUE FOR 2018	
LESS PREPAID AMOUNT	\$0.00
TOTAL DUE FOR 2018	\$1,925.31
DELINQUENT TAXES	\$0.00
TOTAL DUE WITH DELINQUENT TAXES	\$1,925.31

PLEASE REMIT TO:
 Box Elder County Treasurer

**2018 TAX NOTICE
 DUE NOVEMBER 30TH**

Account R0085012
Parcel Number 020700076
Amount Due **\$1,925.31**

R0085012 020700076
 CARLSEN STEVEN E ETAL et al.
 930 W 2875 S
 PERRY, UT 84302-6796

Amount Enclosed \$

**To have your address changed,
 Please mark this box and note the
 new address on the back.**

Send payment to:

BOX ELDER COUNTY
 PO BOX 413097
 SALT LAKE CITY, UT 84141-3097



R0085012 000192531 8

2019 Notice of Property Valuation and Tax Changes

See the back of this notice for explanations and important information

Deadline For Filing 2019 Appeals: **September 16, 2019**

Account Number: R0085012 Parcel Number: 020700076 Tax Area: 157

Market and Taxable Values For This Property Located At 930 W 2875 S

Property Type	Last Year's Market Value	Last Year's Taxable Value	This Year's Market Value	This Year's Taxable Value
PRIMARY IMPROVED PROPERTY	246,725	135,699	274,734	151,104
Total Property Values	246,725	135,699	274,734	151,104

Tax Information For This Property

Tax Entities Each entity sets their own budgets. For questions about taxes charged, please contact that specific entity.	2018		2019			Changed If Proposed Budget Is Approved		Truth-In-Taxation Meeting
	Taxes Last Year	No Budget Increase	Proposed Budget Amount		Amount	Percent		
	Tax Amount (\$)	Tax Rate	Tax Amount (\$)	Tax Rate			Tax Amount (\$)	
BOX ELDER SCHOOL DISTRICT	818.67	0.005482	828.35	0.005482	828.35	0.00	0.00%	
PERRY	320.79	0.002175	328.65	0.002175	328.65	0.00	0.00%	
BOX ELDER COUNTY	254.16	0.001755	265.19	0.001755	265.19	0.00	0.00%	
BASIC SCHOOL LEVY	226.07	0.001661	250.98	0.001661	250.98	0.00	0.00%	
*WEBER-BOX ELDER WATE	126.08		128.00		128.00	0.00	0.00%	
LOCAL ASSESSING & COLLECTING	45.61	0.000316	47.76	0.000316	47.76	0.00	0.00%	
BEAR RIVER WATER CONSV DIST	36.91	0.000255	38.53	0.000255	38.53	0.00	0.00%	
BE CO/PERRY FLD CONTR/DRAIN	36.77	0.000252	38.08	0.000252	38.08	0.00	0.00%	
Box Elder Mosquito Abatement District	30.40	0.000210	31.73	0.000210	31.73	0.00	0.00%	
COUNTY LIBRARY	18.32	0.000130	19.64	0.000130	19.64	0.00	0.00%	
CHARTER SCHOOL LEVY	10.31	0.000077	11.63	0.000077	11.63	0.00	0.00%	
MULTI-COUNTY ASSNG & COLLECT	1.22	0.000009	1.36	0.000009	1.36	0.00	0.00%	
Total Property Tax	\$1,925.31	0.012322	\$1,989.90	0.012322	\$1,989.90	Last Property Review: 2015		

County Board of Equalization Information

Appeals of value must be filed with the County Auditor no later than September 16, 2019. Appeals received after 5:00 pm MDT on this date will not be considered. Appeal forms are available in the Auditor's office at One South Main, Brigham City, Utah, by calling 435-734-3388, toll-free 877-390-2326, or on-line at www.boxeldercounty.org/auditor.

Owners may also speak with a county representative at an informal hearing on any of the following days: August 13, 10 am to 12 pm; August 27, 2 pm to 4 pm; September 4, 10 am to 12 pm; September 12, 2 pm to 4 pm.



9758 16**G50**0.382**1/2*****AUTOS-DIGIT 84302
 CARLSEN STEVEN E ETAL ET AL.
 PERRY UT 84302-6796

THIS IS NOT A BILL - DO NOT PAY

BOX ELDER COUNTY
 Tom Kotter
 Box Elder County Auditor
 One South Main
 Brigham City, UT 84302

2020 Notice of Property Valuation and Tax Changes

See the back of this notice for explanations and important information



Deadline For Filing 2020 Appeals: **September 15, 2020**

Account Number: R0085012 Parcel Number: 020700076 Tax Area: 157
 Legal Description: LOT 14, ALPINE MEADOWS, PH 02. PART OF SW OF SEC 02, T 08N, R 02W, SLM.

Market and Taxable Values For This Property Located At 930 W 2875 S

Property Type	Last Year's Market Value	Last Year's Taxable Value	This Year's Market Value	This Year's Taxable Value
PRIMARY IMPROVED PROPERTY	274,734	151,104	321,655	176,910
Total Property Values	274,734	151,104	321,655	176,910

Tax Information For This Property

Tax Entities Each entity sets their own budgets. For questions about taxes charged, please contact that specific entity.	2019		2020			Changed If Proposed Budget Is Approved		Truth-In-Taxation Meeting	
	Taxes Last Year	No Budget Increase	Proposed Budget Amount		Amount	Percent			
	Tax Amount (\$)	Tax Rate	Tax Amount (\$)	Tax Rate			Tax Amount (\$)		
BOX ELDER SCHOOL DISTRICT		828.35	0.005277	933.55	0.005277	933.55	0.00	0.00%	Aug 13 7:00PM 3005 S 1200 W Perry
PERRY		328.65	0.001965	347.63	0.002175	384.78	37.15	10.70%	
BOX ELDER COUNTY		265.19	0.001662	294.02	0.001662	294.02	0.00	0.00%	
BASIC SCHOOL LEVY		250.98	0.001628	288.01	0.001628	288.01	0.00	0.00%	
*WEBER-BOX ELDER WATE		128.00		128.00		128.00	0.00	0.00%	
LOCAL ASSESSING & COLLECTING		47.76	0.000301	53.24	0.000301	53.24	0.00	0.00%	
BEAR RIVER WATER CONSV DIST		38.53	0.000241	42.64	0.000241	42.64	0.00	0.00%	
BE CO/PERRY FLD CONTR/DRAIN		38.08	0.000228	40.34	0.000228	40.34	0.00	0.00%	
Box Elder Mosquito Abatement District		31.73	0.000199	35.21	0.000199	35.21	0.00	0.00%	
COUNTY LIBRARY		19.64	0.000121	21.41	0.000121	21.41	0.00	0.00%	
CHARTER SCHOOL LEVY		11.63	0.000069	12.21	0.000069	12.21	0.00	0.00%	
MULTI-COUNTY ASSNG & COLLECT		1.36	0.000012	2.12	0.000012	2.12	0.00	0.00%	
Total Property Tax		\$1,989.90	0.011703	\$2,198.38	0.011913	\$2,235.53	Last Property Review: 2020		

County Board of Equalization Information

Appeals of value must be filed with the County Auditor no later than September 15, 2020 at 5:00 pm MDT. Appeal forms are available on-line at www.boxeldercounty.org/auditor. If you do not have access to the internet, a form can be requested by calling 435-734-3388

In most cases, the property owner carries the burden of proof when appealing property value and **must present evidence** to the Board of Equalization (BOE) that the market value determined by the assessor is incorrect.

To slow the spread of COVID-19, county BOE hearings may be conducted remotely. The county will provide further instruction on how to attend your hearing remotely if you choose to appear before the BOE.



9983*18**G50**0.4455**12*****AUTOS-DIGIT 84302
 CARL SEN STEVEN E TTEE ET AL.
 PERRY UT 84302-6796

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Tom Kotter
 Box Elder County Auditor
 One South Main
 Brigham City, UT 84302

2021 Notice of Property Valuation and Tax Changes

See the back of this notice for explanations and important information



Deadline For Filing 2021 Appeals: **September 15, 2021**

Account Number: **R0085012** Parcel Number: **020700076** Tax Area: **157** Acreage: **0.26**
 Legal Description: **LOT 14, ALPINE MEADOWS, PH 02. PART OF SW OF SEC 02, T 08N, R 02W, SLM.**

Market and Taxable Values For This Property Located At 930 W 2875 S

Property Type	Last Year's Market Value	Last Year's Taxable Value	This Year's Market Value	This Year's Taxable Value
PRIMARY IMPROVED PROPERTY	321,655	176,910	357,664	196,715
Total Property Values	321,655	176,910	357,664	196,715

Tax Information For This Property

Tax Entities Each entity sets their own budgets. For questions about taxes charged, please contact that specific entity.	2020		2021			Changed If Proposed Budget Is Approved		Truth-In-Taxation Meeting
	Taxes Last Year	No Budget Increase	Proposed Budget Amount		Amount	Percent		
	Tax Amount (\$)	Tax Rate	Tax Amount (\$)	Tax Rate			Tax Amount (\$)	
BOX ELDER SCHOOL DISTRICT	933.55	0.004930	969.81	0.005112	1,005.61	35.80	3.70%	Aug 11 6:30 PM ILSC - 960 S Main St. Aug 12 7:00PM 3005 S 1200 W
PERRY	384.78	0.001854	364.71	0.002175	427.86	63.15	17.30%	
BASIC SCHOOL LEVY	288.01	0.001661	326.74	0.001661	326.74	0.00	0.00%	
BOX ELDER COUNTY	294.02	0.001549	304.71	0.001549	304.71	0.00	0.00%	
*WEBER-BOX ELDER WATE	128.00		130.56		130.56	0.00	0.00%	
LOCAL ASSESSING & COLLECTING	53.24	0.000282	55.48	0.000282	55.48	0.00	0.00%	
BEAR RIVER WATER CONSV DIST	42.64	0.000224	44.06	0.000224	44.06	0.00	0.00%	
BE CO/PERRY FLD CONTR/DRAIN	40.34	0.000198	38.95	0.000198	38.95	0.00	0.00%	
Box Elder Mosquito Abatement District	35.21	0.000185	36.39	0.000185	36.39	0.00	0.00%	
COUNTY LIBRARY	21.41	0.000113	22.23	0.000113	22.23	0.00	0.00%	
CHARTER SCHOOL LEVY	12.21	0.000069	13.57	0.000069	13.57	0.00	0.00%	
MULTI-COUNTY ASSNG & COLLECT	2.12	0.000012	2.36	0.000012	2.36	0.00	0.00%	
Total Property Tax	\$2,235.53	0.011077	\$2,309.57	0.011580	\$2,408.52	Last Property Review: 2021		

County Board of Equalization Information

Appeals of value must be filed with the County Auditor no later than September 15, 2021 at 5:00 pm MDT. Appeal forms are available on-line at www.boxeldercounty.org/auditor. If you do not have access to the internet, a form can be requested by calling 435-734-3388

In most cases, the property owner carries the burden of proof when appealing property value and **must present evidence** to the Board of Equalization (BOE) that the market value determined by the assessor is incorrect.

7304*12**660**0.4455**12*****AUTOS-DIGIT 84302
 CARLSEN STEVEN E TTEE ET AL.
 PERRY UT 84302-6796

THIS IS NOT A BILL - DO NOT PAY



Tom Kotter
 Box Elder County Auditor
 One South Main
 Brigham City, UT 84302



2022 Notice of Property Valuation and Tax Changes

See the back of this notice for explanations and important information



Deadline For Filing 2022 Appeals: **September 15, 2022**

Account Number: R0085012 Parcel Number: 020700076 Tax Area: 157 Acreage: 0.26
 Legal Description: LOT 14, ALPINE MEADOWS, PH 02. PART OF SW OF SEC 02, T 08N, R 02W, SLM.

Market and Taxable Values For This Property Located At 930 W 2875 S

Property Type	Last Year's Market Value	Last Year's Taxable Value	This Year's Market Value	This Year's Taxable Value
PRIMARY BUILDING	292,664	160,965	406,975	223,836
PRIMARY LAND	65,000	35,750	65,000	35,750
Total Property Values	357,664	196,715	471,975	259,586

Tax Information For This Property

Tax Entities Each entity sets their own budgets. For questions about taxes charged, please contact that specific entity.	2021		2022				Changed If Proposed Budget Is Approved		Truth-in-Taxation Meeting
	Taxes Last Year		No Budget Increase		Proposed Budget Amount		Amount	Percent	
	Tax Amount (\$)	Tax Rate	Tax Amount (\$)	Tax Rate	Tax Amount (\$)				
BOX ELDER SCHOOL DISTRICT	1,005.61	0.004463	1,158.53	0.004463	1,158.53	0.00	0.00%	Aug 11 7:00PM 3005 S 1200 W, Perry	
PERRY	427.86	0.001733	449.86	0.002175	564.60	114.74	25.50%		
BASIC SCHOOL LEVY	326.74	0.001401	363.68	0.001652	428.84	65.16	17.90%		
BOX ELDER COUNTY	304.71	0.001336	346.81	0.001336	346.81	0.00	0.00%		
*WEBER-BOX ELDER WATE	130.56		133.12		133.12	0.00	0.00%		
LOCAL ASSESSING & COLLECTING	55.48	0.000246	63.86	0.000246	63.86	0.00	0.00%		
BEAR RIVER WATER CONSV DIST	44.06	0.000194	50.36	0.000194	50.36	0.00	0.00%		
BE CO/PERRY FLD CONTR/DRAIN	38.95	0.000162	42.05	0.000162	42.05	0.00	0.00%		
Box Elder Mosquito Abatement District	36.39	0.000160	41.53	0.000160	41.53	0.00	0.00%		
COUNTY LIBRARY	22.23	0.000099	25.70	0.000099	25.70	0.00	0.00%		
CHARTER SCHOOL LEVY	13.57	0.000054	14.02	0.000054	14.02	0.00	0.00%		
MULTI-COUNTY ASSNG & COLLECT	2.36	0.000010	2.59	0.000015	3.89	1.30	50.20%		
Total Property Tax	\$2,408.52	0.009858	\$2,692.11	0.010556	\$2,873.31	Last Property Review: 2022			

County Board of Equalization Information

Appeals of value must be filed with the County Auditor no later than September 15, 2022 at 5:00 pm MDT. Appeal forms are available on-line at www.boxeldercounty.org/auditor. If you do not have access to the internet, a form can be requested by calling 435-734-3388

Informal hearings will be held this year at the following dates and times: Aug 9, 10 am-12 pm; Aug 11, 2 pm-4 pm; Sept 7, 10 am-12 pm; and Sept 15, 2 pm-4 pm. Please follow mask guidelines for in person visits.

In most cases, the property owner carries the burden of proof when appealing property value and **must present evidence** to the Board of Equalization (BOE) that the market value determined by the assessor is incorrect.

Centrally Assessed Taxpayers: Deadline to appeal is August 1, 2022. You cannot appeal to the County BOE. You should appeal to the Tax Commission - <https://tax.utah.gov/commission-office/appeals/centrally-assessed#appeals>



7341*11**G50**0.4455**12*****AUTOS-DIGIT 84302
 CARLSEN STEVEN E TTEE ET AL.
 PERRY UT 84302-6796

THIS IS NOT A BILL - DO NOT PAY



Shirlene Larsen
 Box Elder County Auditor
 One South Main
 Brigham City, UT 84302

2023 Notice of Property Valuation and Tax Changes

See the back of this notice for explanations and important information



Deadline For Filing 2023 Appeals: September 15, 2023

Account Number: R0085012 Parcel Number: 020700076 Tax Area: 157 Acreage: 0.26
 Legal Description: LOT 14, ALPINE MEADOWS, PH 02. PART OF SW OF SEC 02, T 08N, R 02W, SLM.

Market and Taxable Values For This Property Located At 930 W 2875 S

Property Type	Last Year's Market Value	Last Year's Taxable Value	This Year's Market Value	This Year's Taxable Value
PRIMARY IMPROVED PROPERTY	471,975	259,586	543,035	298,669
Total Property Values	471,975	259,586	543,035	298,669

Tax Information For This Property

Tax Entities Each entity sets their own budgets. For questions about taxes charged, please contact that specific entity.	2022		2023			Changed If Proposed Budget Is Approved		Truth-In-Taxation Meeting
	Taxes Last Year		No Budget Increase		Proposed Budget Amount	Amount	Percent	
	Tax Amount (\$)	Tax Rate	Tax Amount (\$)	Tax Rate	Tax Amount (\$)			
BOX ELDER SCHOOL DISTRICT	1,158.53	0.004006	1,196.47	0.004349	1,298.91	102.44	8.60%	Aug-9 7:30 PM 960 S. Main, Brigham City
PERRY	530.85	0.001857	554.63	0.001857	554.63	0.00	0.00%	
BASIC SCHOOL LEVY	428.84	0.001406	419.93	0.001406	419.93	0.00	0.00%	
BOX ELDER COUNTY	346.81	0.0012	358.40	0.0012	358.40	0.00	0.00%	
*WEBER-BOX ELDER WATE	133.12		145.92		145.92	0.00	0.00%	
BEAR RIVER WATER CONSV DIST	50.36	0.000174	51.97	0.000235	70.19	18.22	35.10%	
LOCAL ASSESSING & COLLECTING	63.86	0.000223	66.61	0.000223	66.61	0.00	0.00%	
Box Elder Mosquito Abatement District	41.53	0.000144	43.01	0.000179	53.46	10.45	24.30%	
BE CO/PERRY FLD CONTR/DRAIN	42.05	0.000148	44.20	0.000148	44.20	0.00	0.00%	
COUNTY LIBRARY	25.70	0.000091	27.18	0.000091	27.18	0.00	0.00%	
CHARTER SCHOOL LEVY	14.02	0.000050	14.93	0.000050	14.93	0.00	0.00%	
MULTI-COUNTY ASSNG & COLLECT	3.89	0.000015	4.48	0.000015	4.48	0.00	0.00%	
Total Property Tax	\$2,839.56	0.009314	\$2,927.73	0.009753	\$3,058.84	Last Property Review: 2023		

County Board of Equalization Information

Appeals of value must be filed with the County Auditor no later than September 15, 2023 at 5:00 pm MDT. Appeal forms are available on-line at www.boxeldercounty.org/auditor. If you do not have access to the internet, a form can be requested by calling 435-734-3388

Informal hearings will be held this year at the following dates and times: Aug 8, 10 am-12 pm; Aug 10, 2 pm-4 pm; Sept 6, 10 am-12 pm; and Sept 13, 2 pm-4 pm. Questions: Assessor (435) 734-3389

In most cases, the property owner carries the burden of proof when appealing property value and **must present evidence** to the Board of Equalization (BOE) that the market value determined by the assessor is incorrect.



7336*12**G50**0.445**12*****AUT05-DIGIT 84302
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 PERRY UT 84302-6796

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BOX ELDER COUNTY
 Shirlene Larsen
 Box Elder County Auditor
 One South Main
 Brigham City, UT 84302

2024 Notice of Property Valuation and Tax Changes

See the back of this notice for explanations and important information



Deadline For Filing 2024 Appeals: **September 16, 2024**

Account Number: R0085012 Parcel Number: 020700076 Tax Area: 157 Acreage: 0.26

Legal Description: LOT 14, ALPINE MEADOWS, PH 02. PART OF SW OF SEC 02, T 08N, R 02W, SLM.

Market and Taxable Values For This Property Located At 930 W 2875 S

Property Type	Last Year's Market Value	Last Year's Taxable Value	This Year's Market Value	This Year's Taxable Value
PRIMARY IMPROVED PROPERTY	543,035	298,669	532,839	293,061
Total Property Values	543,035	298,669	532,839	293,061

Tax Information For This Property

Tax Entities Each entity sets their own budgets. For questions about taxes charged, please contact that specific entity.	2023		2024			Changed If Proposed Budget Is Approved		Truth-In-Taxation Meeting
	Taxes Last Year	No Budget Increase	Proposed Budget Amount		Amount	Percent		
	Tax Amount (\$)	Tax Rate	Tax Amount (\$)	Tax Rate			Tax Amount (\$)	
BOX ELDER SCHOOL DISTRICT	1,298.91	0.004403	1,290.35	0.004403	1,290.35	0.00	0.00%	
PERRY	554.63	0.001906	558.57	0.001906	558.57	0.00	0.00%	
BASIC SCHOOL LEVY	419.93	0.001408	412.63	0.001408	412.63	0.00	0.00%	
BOX ELDER COUNTY	358.40	0.001218	356.95	0.001218	356.95	0.00	0.00%	
*WEBER-BOX ELDER WATE	145.92		160.00		160.00	0.00	0.00%	
BEAR RIVER WATER CONSV DIST	70.19	0.000238	69.75	0.000238	69.75	0.00	0.00%	
LOCAL ASSESSING & COLLECTING	66.61	0.000225	65.94	0.000225	65.94	0.00	0.00%	
Box Elder Mosquito Abatement District	53.46	0.000182	53.34	0.000182	53.34	0.00	0.00%	
BE CO/PERRY FLD CONTR/DRAIN	44.20	0.000155	45.42	0.000155	45.42	0.00	0.00%	
COUNTY LIBRARY	27.18	0.000093	27.25	0.000093	27.25	0.00	0.00%	
CHARTER SCHOOL LEVY	14.93	0.000049	14.36	0.000049	14.36	0.00	0.00%	
MULTI-COUNTY ASSNG & COLLECT	4.48	0.000015	4.40	0.000015	4.40	0.00	0.00%	
Total Property Tax	\$3,058.84	0.009892	\$3,058.96	0.009892	\$3,058.96	Last Property Review: 2024		

County Board of Equalization Information

Appeals of value must be filed with the County Auditor no later than September 16, 2024 at 5:00 pm MDT. Appeal forms are available on-line at <https://www.boxeldercountyut.gov/auditor>. If you do not have access to the internet, a form can be requested by calling 435-734-3388

Informal hearings will be held this year at the following dates and times: Aug 13, 2 pm-4 pm; Aug 15, 10 am-12 pm; Sept 4, 10 am-12 pm; and Sept 5, 2 pm-4 pm. Questions: Assessor (435) 734-3389

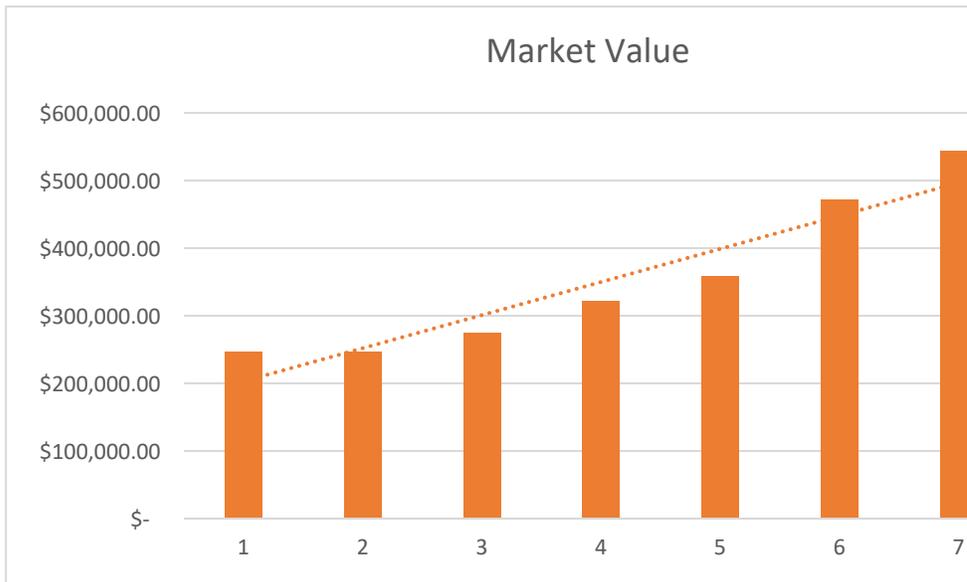
This notice does not reflect any reduction for tax relief abatement, exemption, or deferral for which you may be eligible.

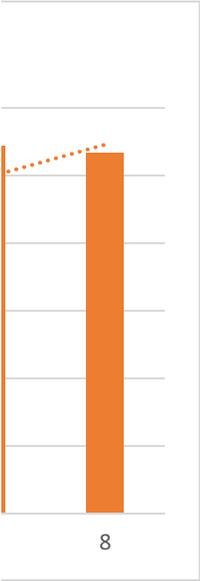
Centrally Assessed Taxpayers: Deadline to appeal is August 1, 2024. You cannot appeal to the County BOE. You should appeal to the Tax Commission - <https://tax.utah.gov/commission-office/appeals/centrally-assessed#appeals>



THIS IS NOT A BILL - DO NOT PAY
 7258*13**G50**0.509**1/2*****AUTO**5-DIGIT 84302
 CARLSEN STEVEN E TTEE ET AL.
 PERRY UT 84302-6796
BOX ELDER COUNTY
 Shirlene Larsen
 Box Elder County Auditor
 One South Main
 Brigham City, UT 84302

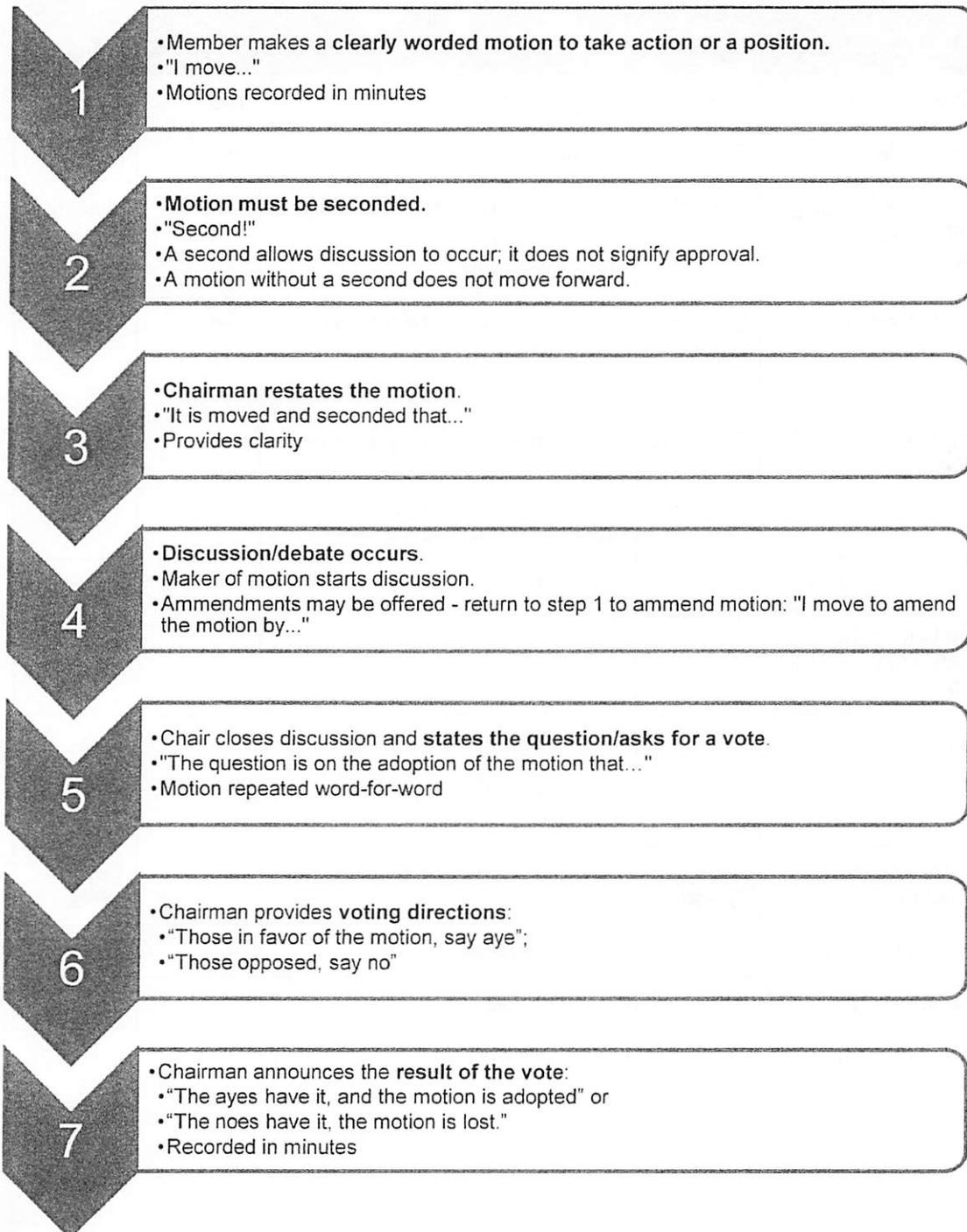
	Market Value	BESD Tax Rate	Actual Cost
2017	\$ 246,725.00	0.006423	\$ 871.00
2018	\$ 246,725.00	0.006033	\$ 818.00
2019	\$ 274,734.00	0.005482	\$ 828.00
2020	\$ 321,655.00	0.005277	\$ 933.00
2021	\$ 357,664.00	0.005112	\$ 1,005.00
2022	\$ 471,975.00	0.004463	\$ 1,158.00
2023	\$ 543,035.00	0.004349	\$ 1,298.00
2024	\$ 532,839.00	0.004403	\$ 1,290.00





Robert's Rules of Order Cheat Sheet

HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process



Robert's Rules of Order Cheat Sheet

WHAT DO I SAY?

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	"I move that..."	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by..." (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/Refer	"I move the motion be referred to ..."	Yes	Majority
Postpone Action until a Specific Time	Postpone	"I move the motion be postponed until..." (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	No	Two-thirds
End Debate or Request a Vote	Previous Question	"I move the previous question."	No	Two-thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority

Robert's Rules of Order Additional Information

Subsidiary Motions

Assist in treating or disposing of a main motion

- **Postpone Indefinitely** = a way to dispose of an embarrassing motion before it can be brought to vote
- **Amend** = a way to clarify or modify wording
 - Amendments should say exactly where in the main motion the change is to be made, and precisely what words to use.
 - Amendments must be germane
 - Follow the motion process for an amendment, then follow procedure to vote on the newly revised main motion.
 - Rather than amend an amendment; ask group to strike down the pending amendment vote then offer a different version.
- **Commit/Refer** = when additional time or information is needed, the item may be sent to a committee or task force (either an existing or newly created)
 - Before voting on a main motion, you may feel the main motion may require additional study and/or redrafting.
 - Motion to commit or refer should specifically state the committee and deadline
 - A special committee may be formed through the motion to commit (motion should include committee make-up and deadline)
 - Motion is debatable, but only about the matters of the referral and not on the main motion
- **Postpone to a Certain Time** = to move to a later time on the agenda or to the next meeting
 - A time is specified when motion will be addressed
 - Preferred over laying on the table
- **Limit or Extend Debate** = when circumstances call for shorter or longer speech
- **Previous Question** = to close debate and bring to an immediate vote
- **Lay on the Table** = lay motion aside temporarily without setting a time for its consideration
 - Taken up again, via motion process, when the majority decides
 - Often misused term for postpone to a certain time

Motions that Bring a Question Before the Assembly Again

1. **Take from the Table** = resume consideration of a main motion
2. **Rescind, Repeal or Annul** = cancel something that has been previously adopted
3. **Amend Something Previously Adopted** = proposal to modify wording or text previously adopted
4. **Discharge a Committee** = if a question has been referred or a task assigned to a committee that has not made a final report the committee may be discharged to allow the Board to take action or to drop the motion
5. **Reconsider** = within the same meeting a motion has been voted on the question may come before the assembly again as if it had not been voted on

Robert's Rules of Order Additional Information

Why follow Robert's Rules of Order?

- Allows for democratic speech and action
- Preservers order
- Rights of the organization supersede the rights of individuals
- Facilitates group decisions

Meeting Agendas

1. Approval of Minutes
2. Reports (from officers, committees, task forces)
3. Unfinished Business (replaces term "old business")
4. New Business – items brought forward by motion procedure

Meeting Minutes

- Minutes are a legal record of meetings and the organization.
- Minutes are a record of what is done at a meeting, not what is said.

Minutes should include:

1. Name, date and location of meeting
2. List of attendees (note presence of a quorum)
3. Time meeting was called to order
4. Conflict of Interest & Antitrust Avoidance Affirmation
5. Approval of previous meeting minutes
6. Motion text and name of maker
7. Status/results of motions
8. Time meeting was adjourned

Minutes do not include:

- Discussion
- Personal opinion
- Name of seconder of a motion is not necessary
- Motions withdrawn
- Entire reports (rather attach to minutes)

Motion

- A motion is a formal proposal by a member that the group take a certain action or position.
- A main motion is required to begin the decision making process.
- A motion occurs prior to discussion

Ground Rules for Debating

- Remarks must be germane (relevant and appropriate to the discussion); stay on subject.
- Debate issues, not personalities

Robert's Rules of Order Information for Chairs

Show of Hands Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand

[Pause]

Those opposed will raise the right hand

[Pause]

Majority vote:

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

Two-thirds vote:

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost

Counted Show of Hands Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand and keep it raised until counted

[Pause]

Those opposed will raise the right hand and keep it raised until counted

[Pause]

There are ___ in the affirmative and ___ in the negative

Majority vote:

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

Two-thirds vote:

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost

Robert's Rules of Order Information for Chairs

Effective Presiding

1. Start On Time
2. Stick to the Agenda
3. Memorize Frequently Used Procedures
4. Make Sure All Know What is Being Debated and Voted On
 - a. See that motions are worded clearly
 - b. Repeat wording of motions frequently
 - c. Make the effects of amendments clear
5. Learn How to Conduct Voting

Voting

Types of Votes

1. **Majority*** = More than half of the votes cast by persons entitled to vote, excluding blanks or abstentions. Whenever a majority vote of the Board of Directors is taken, it shall mean of the quorum present.
2. **Two-Thirds** = two-thirds of the votes cast by persons entitled to vote, excluding abstentions. Whenever a two-thirds vote of the Board is required, it shall mean of the entire Board whether voting or not.
3. **Majority of Entire Membership** = a majority of the total number of those who are members of the voting body at the time of the vote

*Note: A majority vote is different than a plurality vote, which is the largest number of votes (which may be less than a majority) when there are three or more alternatives. Under Robert's Rules of Order, a plurality vote is not sufficient. Re-vote to achieve a majority.

Voting Methods

1. Voice Vote
2. Standing Vote
3. Show of Hands Vote
4. Counted Vote
5. Ballot Vote

Putting the Motion to a Vote

When no one seeks the floor to debate, the chairman asks, "Is there any further debate?"

Voice Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion, say aye

[pause]

Those opposed, say no

[pause]

The ayes have it and the motion is adopted

- or -

The noes have it and the motion is lost

Recommendation to approve

Submitted by: Coerina Fife

Recommendation:

It is recommended that ESS become the Substitute Service Provider for BESD.

Recommended Motion:

I move that we approve the recommendation for ESS to become the Substitute Service Provider for BESD.

Background: Kelly Education has been the Substitute Service Provider for BESD for over 20 years. It is a good practice to go out to RFP every 5 years to see how competitive other companies are. ESS is a nationally recognized education management organization with over 20 years of experience in recruiting, hiring, and training substitute personnel. They currently serve over 900 school districts nationwide and are recognized for their commitment to quality, reliability, and exceptional support.

Policy Implications: NONE

Financial Implications: By switching to ESS, we will be able to incorporate Para Substitutes into our system, a feature that was repeatedly requested during our Listening Sessions. Kelly Services charged a 36% increase on each substitute they provided. ESS is charging a 26% increase for each substitute. The 10% difference will be used to cover the cost of adding paraprofessional substitutes to the system.

Staff Implications: Addition of paraprofessional substitutes to the system, streamlining the process for acquiring a sub. Some training will be involved, although ESS uses Frontline as their platform for recording leave, which is the same platform Kelly Services utilized. That should lessen the amount of training needed. We are not able to provide ESS with the list of substitutes due to our contract with Kelly Services. We are working with our Public Relations Director, Jamie Kent, to advertise our substitute system and get those interested in subbing for BESD to apply to ESS's platform.

Recommendation to approve 2025-2026 BESD Sex Education Curriculum Materials Review Committee

Submitted by: Keith Mecham

Recommendation:

It is recommended that the BESD Board of Education approve the following members to serve on the 2025-2026 BESD Sex Education Curriculum Materials Review Committee per the guidelines of [District Policy 4105](#).

Name	Role	Email
Rachel Lott	Health Services Supervisor	rachel.lott@besd.net
Ben Wiley	Director of CTE	benjamin.wiley@besd.net
Jeff Morris	Director of Assessment, ELL & Migrant	jeff.morris@besd.net
Vanica Crane	Garland Elementary - Principal	vanica.crane@besd.net
Clark Funk	Box Elder HS - Asst. Principal	clark.funk@besd.net
Chelsy Schneringer	BEHS - Health Teacher	chelsy.schneringer@besd.net
Shamra Nielsen	BRMS - Health Teacher	shamra.nielsen@besd.net
Stephanie Worthy	Parent - BEHS, 3MC	stephanieworthy@live.com
Debbie Lewis	Parent - BRMS, BRHS	joelklewis@hotmail.com
Kristen Nation	Parent - BEMS, BEHS	kristenlewis_2000@yahoo.com
Jenni Owens	Parent - BEHS	owesters7@live.com
Holly Durfee	Parent - BRHS, Harris	dsdhrd@gmail.com
Shaun Norton	Parent - BRHS	shaun_norton@hotmail.com
Allena Pierce	Bear River Health Department	apierce@brhd.org

Recommended Motion:

I move that we approve the following members to serve on the 2025-2026 BESD Sex Education Curriculum Materials Review Committee per the guidelines of [District Policy 4105](#).

Background:

[Per Policy 4105](#)

G. Sex Education Curriculum Materials Review Committee

1. The Board of Education shall approve a District Sex Education Curriculum Materials Review Committee. This committee shall be composed of parents, health professionals, school health educators, and administrators, with at least as many parent members as school employee members. The Board shall approve the membership of the committee by August 1 of each year.

2. The District Sex Education Curriculum Materials Review Committee shall meet on a regular basis as determined by the members of the committee, shall select officers, shall establish procedures for operation, shall designate a chair, and shall comply with the Utah Open and Public Meetings Act. Utah Admin. Rules R277-474-2(1) (October 8, 2019) Utah Admin. Rules R277-474-5(3), (4), (5) (October 8, 2019)

Policy Implications:

Meeting Policy rules with the creation of this committee

Financial Implications:

No additional costs

Staff Implications:

No additional implications

Box Elder School District
Recommendation for the Sale of Real Property

Sale of Property Located at 8300 S 950 W Willard, UT 84340

Recommendation: It is recommended that the Board of Education declare as surplus the property located at 8300 S 950 W Willard, UT 84340, parcel ID# 01-045-0114.

Recommended Motion: *I move that the BESD Board of Education* declare as surplus the property located at 8300 S 950 W Willard, UT 84340, parcel ID# 01-045-0114.

Background: Box Elder School District owns a vacant land parcel in South Willard that is not suitable for a school site.

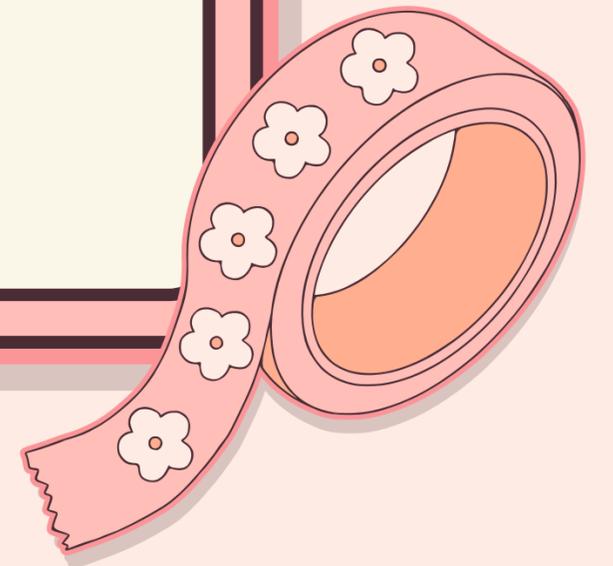
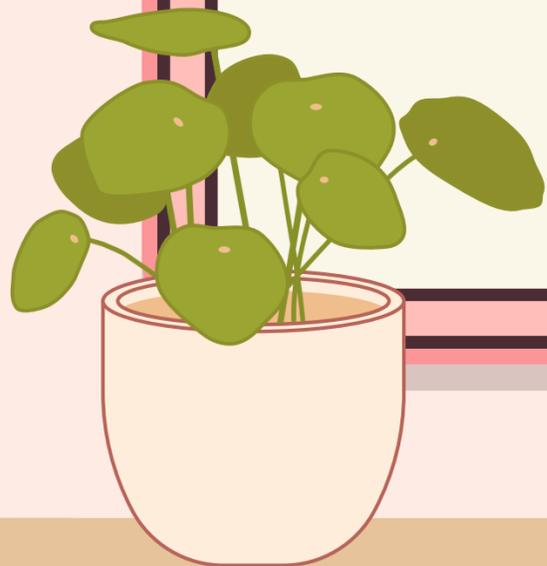
Policy Implications: Box Elder School District owns a vacant land parcel in South Willard that is not suitable for a school site.

Financial Implications: Increased funds for capital reserve account.

Staff Implications: None at this time.

FY 2025 Bullying and Harassment Data

July 9, 2025



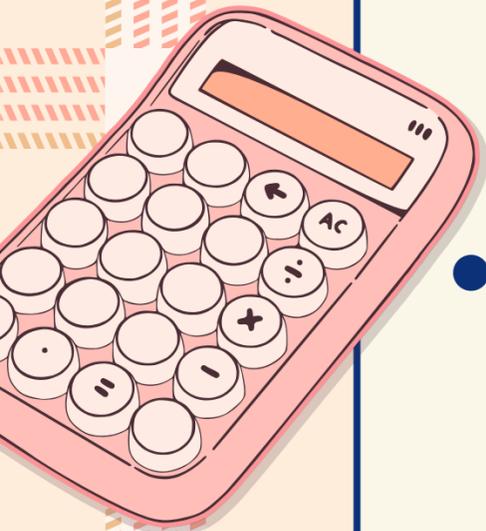
Feedback

Our bullying and harassment percentages are low compared to our total office referrals, but we can improve. We remain committed to proactive prevention, early intervention, and ongoing support for all students.



Bullying (5270) and Harassment (5265) Policies

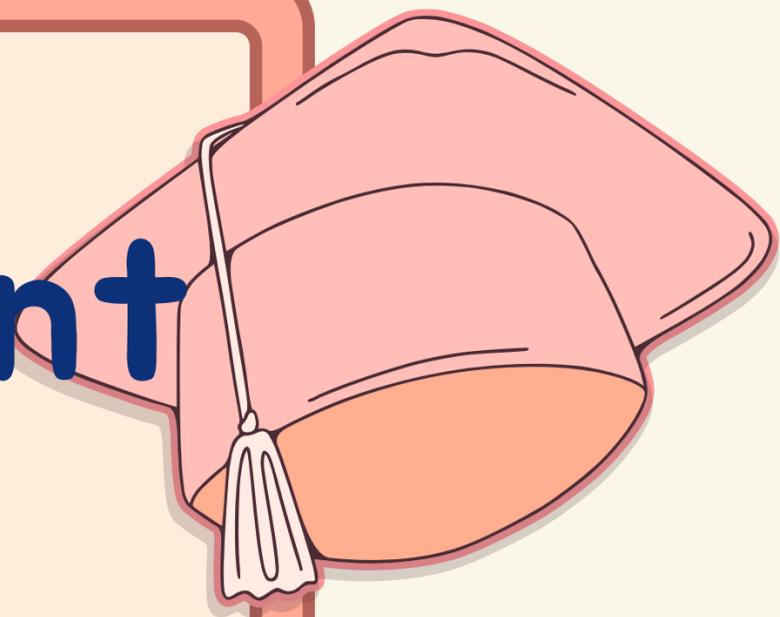
- They will be posted on each school's webpage and the district website.
- Included in the online registration process for all students and families.
- Faculty and staff will be trained according to the policy, or more as needed (see pages 12-14).



Educator's Handbook Data

District Data	Minor	Office Referrals
FY25	12,730	5,355
FY24	9,239	5,241
FY23	5,967	5,401

Bullying and Harassment



- 1** Bullying and Cyberbullying make up 1% of the district's office referrals.
- 2** Harassment and Discriminatory Harassment make up 2.4% of the district's office referrals.
- 3** There may be incidents that are both bullying and harassment.

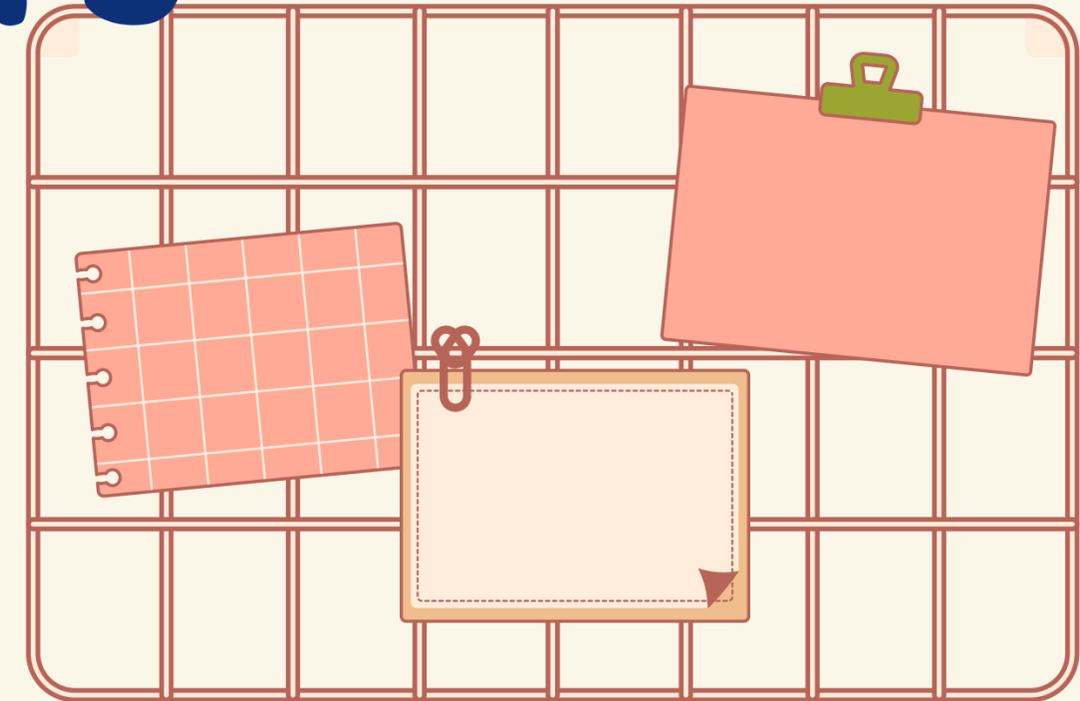


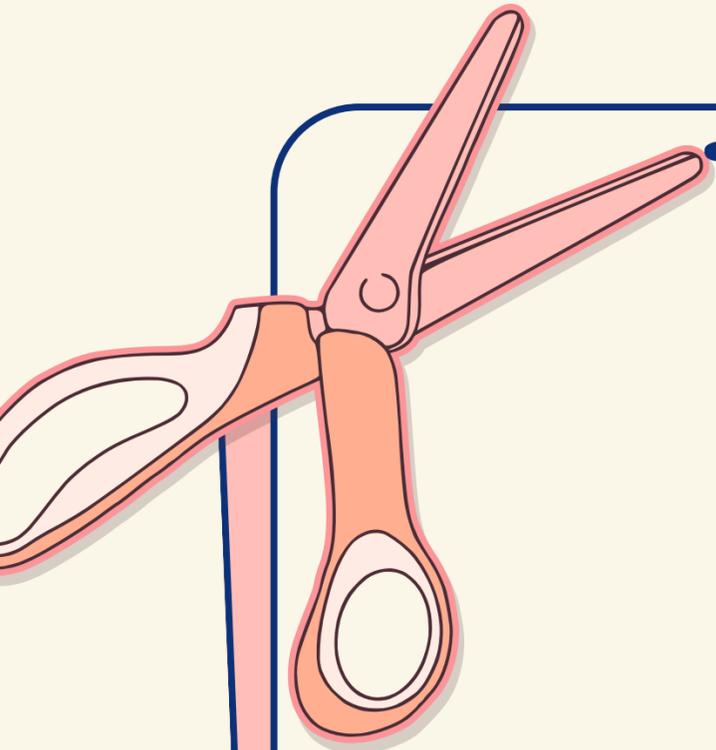


Types of Incidents

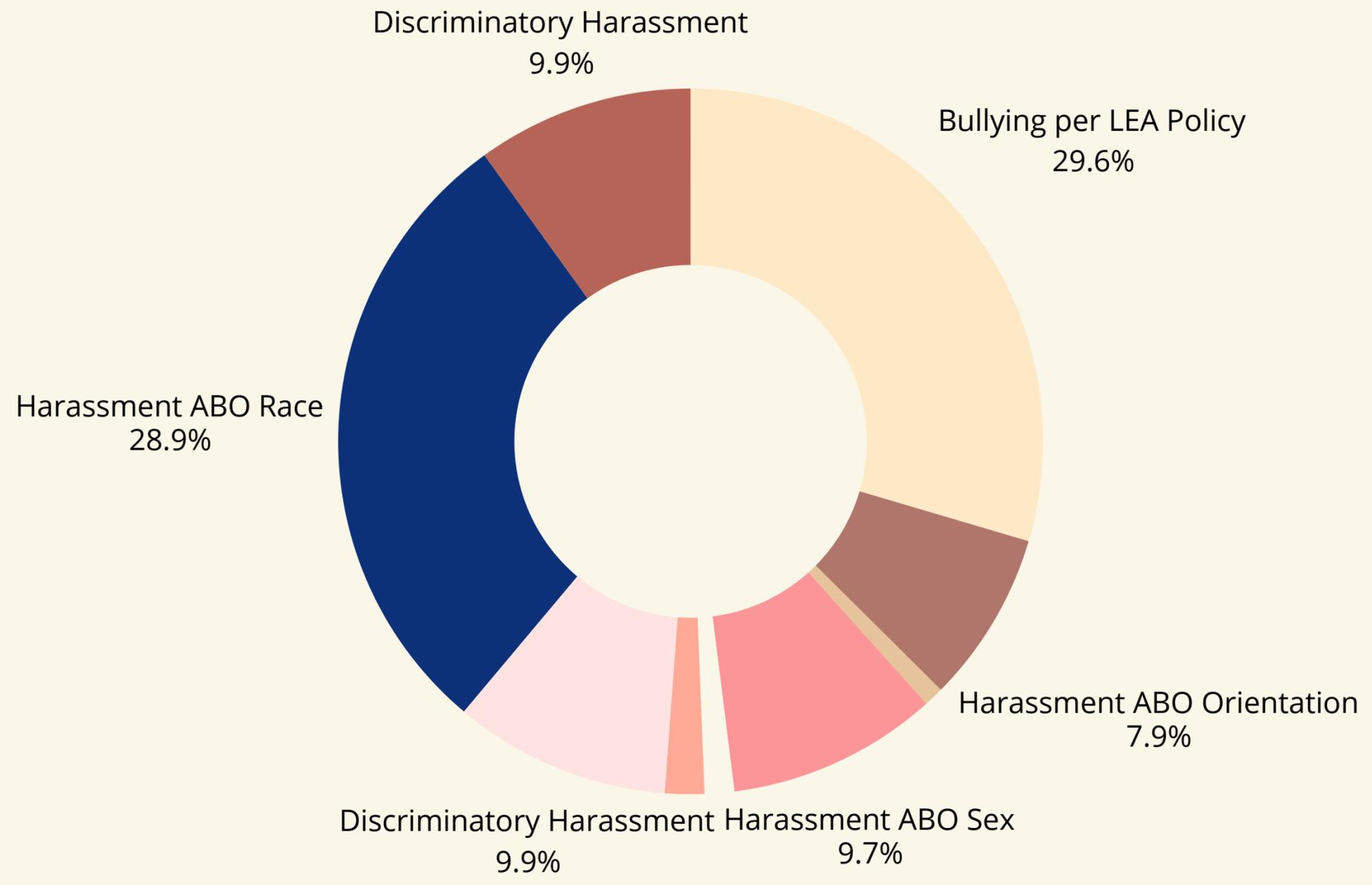
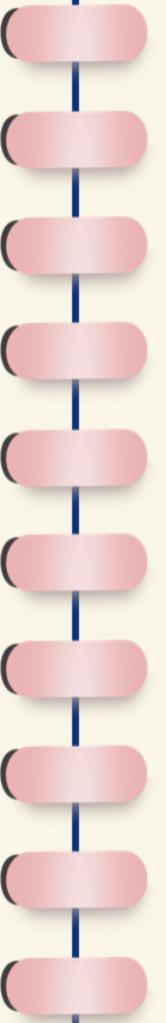
- Bullying per LEA policy: 64
- Cyberbullying: 2
- Discriminatory Harassment: 21
- Harassment (ABO Disability): 3
- Harassment (ABO Gender): 4
- Harassment (ABO Orientation): 17
- Harassment (ABO Race): 63
- Harassment (ABO Religion): 1
- Harassment (ABO Sex): 21

(*ABO = on a basis of)



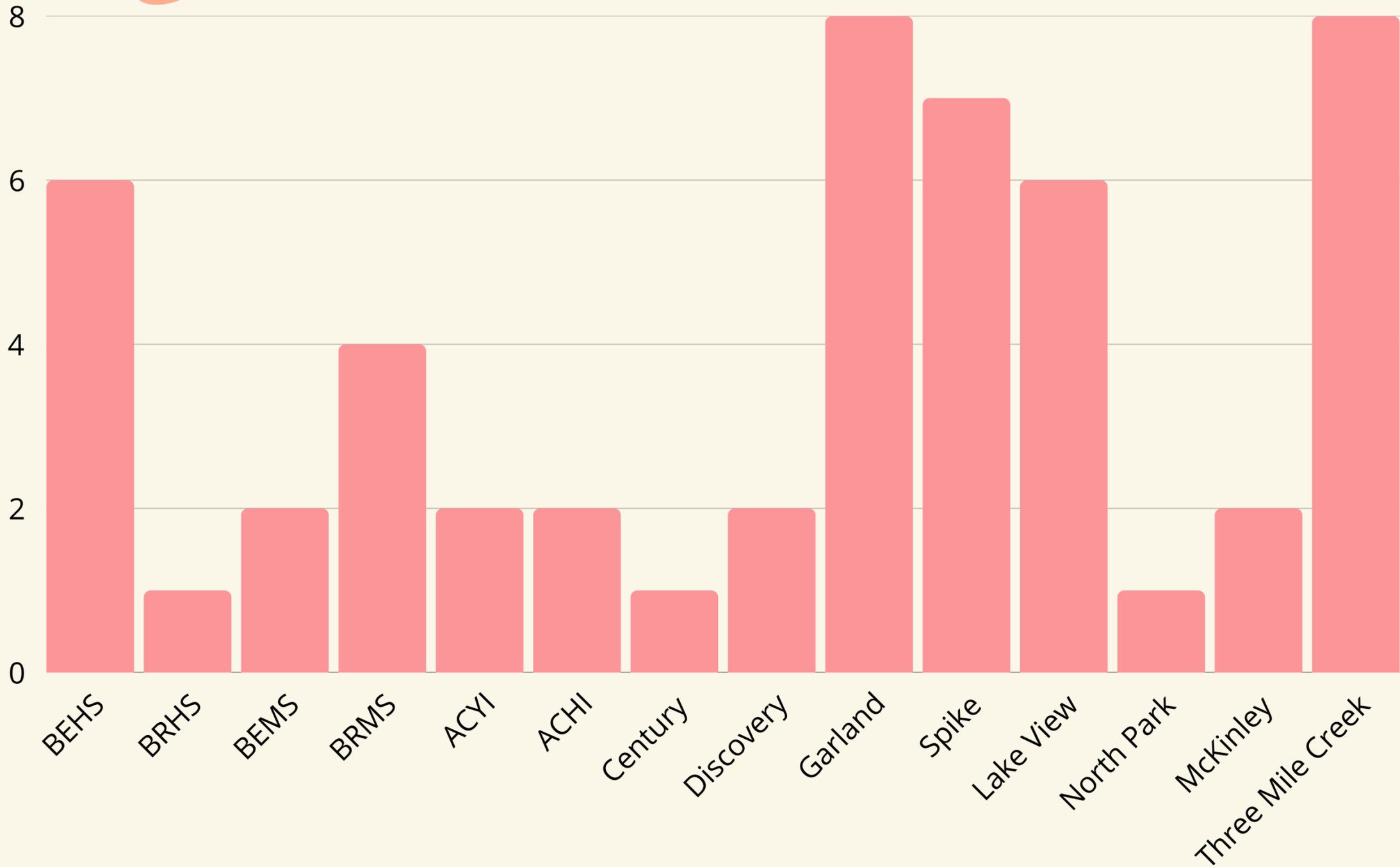


Type of Harassment or Bullying



By School:

Percent of Office Referrals that are Bullying/Harassment



Next Steps for Student Services

- CONTINUE TO:
 - Teach our SEL curriculum with fidelity.
 - Target prevention and awareness at schools with higher incidents.
 - Strengthen staff and student training on harassment and reporting.
 - Expand restorative practices and support for all involved.
 - Use data to identify trends and address issues proactively.
 - Promote student-led inclusivity initiatives.
 - Meet regularly with principals and counselors to review patterns and next steps.
 - Implement CCP (Contact, Consult, Plan) with weekly or biweekly admin conferences for data-driven action.





Thank You



**MONTHLY FINANCIAL REPORT
JUNE 30, 2025**

ENDING June 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			83%	83%		
Percent of 9 month contract completed			89%	89%		
1 GENERAL FUND (M&O) FUND (10)						
2						
3 REVENUE:						
4 Local						
5 Property	31,750,300	34,723,584	109.4%	86.2%	27,754,704	32,194,260
6 Tuitions	250,000	544,002	217.6%	37.0%	201,044	542,648
7 Investment Earnings	1,250,000	1,905,899	152.5%	74.4%	1,614,109	2,170,032
8 Indirect Costs	325,000		0.0%	0.0%		-2,610
9 Rental Fees/Building/Ft	90,000	246,069	273.4%	57.2%	103,976	181,846
10 Other	990,250	1,081,207	109.2%	80.5%	1,246,195	1,548,991
11 State	95,937,450	95,210,108	99.2%	87.1%	82,547,945	94,724,699
12 Federal	5,525,000	7,443,250	134.7%	51.9%	4,700,633	9,063,864
13 Misc./ Fund Bal	5,000	-35,719	-714.4%	0.0%		
14 TOTAL M & O						
15 REVENUE	136,123,000	141,118,399	103.7%	84.2%	118,168,604	140,423,730
16 Beg Balance	1,642,130		84.2%			1,642,130
17 Less:						
18 Ending Balance	1,722,500					
19 TOTAL M & O FUNDS						
20 available	136,042,630	141,118,399	103.7%	83.2%	118,168,604	142,065,860
21						
22 EXPENDITURES:						
23 Instruction (1000)						
24 Salaries	62,490,300	56,705,046	90.7%	74.6%	44,066,111	59,043,206
25 Benefits	21,205,970	20,701,061	97.6%	71.0%	15,278,686	21,515,194
26 Purchased Serv.	3,824,110	3,054,254	79.9%	74.2%	1,924,392	2,592,404
27 Supplies/Texbooks	5,385,400	3,314,106	61.5%	71.1%	2,333,856	3,280,254
28 Equipment	1,050,000	337,182	32.1%	80.8%	214,280	265,298
29 Other	850,000	482,646	56.8%	93.4%	794,956	851,426
30 Total	94,805,780	84,594,296	89.2%	73.8%	64,612,280	87,547,781
31						
32 Student Services (2100)						
33 Salaries	4,268,550	4,442,785	104.1%	74.7%	3,422,461	4,583,585
34 Benefits	1,526,620	1,657,905	108.6%	74.7%	1,306,350	1,749,225
35 Other	410,000	329,455	80.4%	75.8%	242,702	320,071
36 Total	6,205,170	6,430,144	103.6%	74.7%	4,971,513	6,652,881
37						
38 Instructional Staff (2200)						
39 Salaries	1,925,280	1,794,307	93.2%	73.3%	1,416,489	1,931,792
40 Benefits	710,680	679,169	95.6%	75.1%	552,217	735,090
41 Other	662,870	971,292	146.5%	485.3%	560,464	115,492
42 Total	3,298,830	3,444,768	104.4%	90.9%	2,529,170	2,782,374
43						

**MONTHLY FINANCIAL REPORT
JUNE 30, 2025**

ENDING June 2025	2024-25	2024-25	Currt Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
Description	Proposed	YTD	%	%	YTD	Actual
Percent of Fiscal Year completed			83%	83%		
Percent of 9 month contract completed			89%	89%		
44 District Administration (2300)						
45 Salaries	462,770	608,601	131.5%	84.0%	367,519	437,687
46 Benefits	215,820	223,395	103.5%	83.8%	148,980	177,767
47 Purch Services	270,000	158,734	58.8%	61.5%	182,035	296,128
48 Liability Insurance	218,920	229,120	104.7%	100.0%	182,427	182,427
49 Supplies	65,400	52,179	79.8%	76.9%	38,435	49,953
50 Other	45,500	29,939	65.8%	98.8%	31,519	31,913
51 Total	1,278,410	1,301,968	101.8%	80.9%	950,914	1,175,875
52						
53 School Administration (2400)						
54 Salaries	5,778,870	5,158,344	89.3%	81.5%	4,208,956	5,163,721
55 Benefits	2,187,420	1,957,534	89.5%	81.5%	1,623,530	1,992,425
56 Prof Serv/Travel	121,000	122,858	101.5%	61.3%	60,728	99,082
57 Other	16,500	14,545	88.2%	100.0%	14,169	14,169
58 Total	8,103,790	7,253,281	89.5%	81.3%	5,907,383	7,269,397
59						
60 Business & Support (2500)						
61 Salaries	795,050	679,648	85.5%	82.0%	586,247	714,792
62 Benefits	367,140	243,291	66.3%	81.6%	218,977	268,290
63 Purchased Services	210,060	387,294	184.4%	41.4%	74,684	180,412
64 Other	69,000	23,618	34.2%	14.9%	1,372	9,237
65 Total	1,441,250	1,333,852	92.5%	75.1%	881,279	1,172,731
66						
67 Operation & Maintenance (2600)						
68 Salaries	6,464,160	6,335,971	98.0%	82.4%	5,131,895	6,228,590
69 Benefits	2,310,960	2,293,643	99.3%	83.3%	1,914,252	2,297,186
70 Electricity	1,129,450	1,106,434	98.0%	77.1%	871,400	1,130,920
71 Purchased Service	802,000	754,658	94.1%	72.8%	488,273	670,249
72 Telephone	222,130	109,746	49.4%	81.7%	147,611	180,721
73 Natural Gas	895,300	500,340	55.9%	86.1%	702,843	816,578
74 Prop Insurance	345,000	206,810	59.9%	100.0%	313,870	313,870
75 Repair	650,250	263,235	40.5%	99.2%	578,340	582,800
76 Supplies	1,020,000	909,982	89.2%	82.2%	845,790	1,028,927
77 Other	1,000	361	36.1%	100.0%	350	350
78 ESSER III					2,195,943	
79 Total	13,840,250	12,481,179	90.2%	99.6%	13,190,567	13,250,192
80						

**MONTHLY FINANCIAL REPORT
JUNE 30, 2025**

ENDING June 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			83%	83%		
Percent of 9 month contract completed			89%	89%		
81 Transportation (2700)						
82 Salaries	4,200,440	3,933,171	93.6%	76.2%	2,990,166	3,925,597
83 Benefits	1,258,260	1,265,056	100.5%	77.5%	963,621	1,243,996
84 Purch Serv	352,770	431,764	122.4%	60.8%	299,514	492,284
85 Fuel	913,020	805,615	88.2%	79.2%	673,102	849,960
86 Supplies	605,490	574,793	94.9%	80.0%	447,820	559,681
87 Other/Property	5,000	3,516	70.3%	3.2%	2,689	84,524
88 Total	7,334,980	7,013,915	95.6%	75.1%	5,376,911	7,156,042
89						
90 Community Services (3300)						
91 Salary	721,480	746,221	103.4%	75.5%	589,647	781,246
92 Benefits	211,680	219,166	103.5%	78.2%	163,272	208,674
93 Purchased Serv	16,450	11,935	72.6%	50.1%	11,744	23,437
94 Supplies/Util	114,050	82,552	72.4%	74.4%	68,416	91,958
95 Property	13,200	9,677	73.3%	99.3%	11,754	11,841
96 Other Objects	9,800	6,187	63.1%	69.9%	6,732	9,630
97 Desig. Fund Bal						
98 Total	1,086,660	1,075,739	99.0%	75.6%	851,565	1,126,786
99 Total Expenditures	137,395,120	124,929,141	90.9%	77.5%	99,271,584	128,134,059
100 Interfund Trans					2,127	2,127
101 Change Desig Fund Bal						
102 Other/Budget Cuts						
103 TOTAL EXPENDITURERS						
104 M & O	137,395,120	124,929,141	90.93%	77.5%	99,273,711	128,136,186
105						

**MONTHLY FINANCIAL REPORT
JUNE 30, 2025**

ENDING June 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			83%	83%		
Percent of 9 month contract completed			89%	89%		
106 School Activity Fund (21)						
107						
108 REVENUE:						
109 School Deposits	4,600,000	5,100,316	110.9%	64.1%	3,211,883	5,012,442
110						
111 Other						
112 Total Revenue	4,600,000	5,100,316	110.9%	64.1%	3,211,883	5,012,442
113 EXPENDITURES:						
114 Purchased Services	750,000	433,895	57.9%	73.0%	488,180	668,906
115 Supplies	3,580,000	3,985,630	111.3%	67.8%	2,919,537	4,302,974
116 Equipment/Property	250,000	79,444	31.8%	75.8%	450	594
117 Desig/Other/Adm	20,000	-1,133	-5.7%	79.9%	160,000	200,133
118 Total Expenditures						
119 School Activity	4,600,000	4,497,836	97.8%	69.0%	3,568,167	5,172,607
120 DEBT SERVICE FUND (31)						
121						
122 REVENUE:						
123 Property Tax	3,222,550	3,752,524	116.4%	85.4%	3,275,043	3,835,694
124 Interest	102,220	457,874	447.9%	66.8%	286,249	428,549
125 Other						
126 Total	3,324,770	4,210,398	126.6%	83.5%	3,561,292	4,264,243
127 Beginning Bal	5,896,500		0.0%	0.0%		4,412,508
128 LESS:						
129 Ending Balance			0.0%			
130 Funds Available	5,696,520		0.0%	0.0%	0	5,423,353
131 EXPENDITURE:						
132 Bond Debt	3,521,250	6,325,875	179.6%	100.0%	3,250,398	3,250,398
133 Fees	3,500	3,000	85.7%	100.0%	3,000	3,000
134 Other Uses						0
135 Total	3,524,750	6,328,875	179.6%	100.0%	3,253,398	3,253,398

**MONTHLY FINANCIAL REPORT
JUNE 30, 2025**

ENDING June 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			83%	83%		
Percent of 9 month contract completed			89%	89%		
136 CAPITAL OUTLAY FUND (32)						
137						
138 REVENUE:						
139 Property Tax	9,140,440	10,858,549	118.8%	85.4%	11,120,592	13,024,313
140 Interest	750,000	844,963	112.7%	65.7%	732,514	1,114,094
141 Other	52,000	105,995	203.8%	45.5%	45,277	99,423
142 State	45,000	823,202	1829.3%	2.7%	42,127	1,553,498
143 Federal /MBA		20,112	0.0%	0.0%	15,084	16,684
144 Ins./Prop.Recry	20,000	22,712	113.6%	97.9%	921,176	941,006
145 Total Revenue	10,007,440	12,675,532	126.7%	76.9%	12,876,770	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	12,675,532	122.4%	76.9%	12,876,770	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	12,675,532	104.3%	66.4%	12,876,770	19,390,339

**MONTHLY FINANCIAL REPORT
JUNE 30, 2025**

ENDING June 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			83%	83%		
Percent of 9 month contract completed			89%	89%		
156 EXPENDITURES:						
157 Oper/Maint			0.0%	0.0%	3,168	3,078
158 Other Equipment			0.0%	0.0%		121,593
159 Purchased Services	5,000	381,833	7636.7%	0.0%	2,500	2,500
160 Technology/Software	2,500,000	1,265,371	50.6%	72.5%	1,015,814	1,479,525
161 Improvement			0.0%			
162 Buildings Maint	2,500,000	2,171,285	86.9%	120.0%	1,072,230	1,239,136
163 Vehicles/Buses	510,000	586,141	114.9%	0.0%	240,261	1,624,060
164 Furniture/Equip	1,600,500	2,377,410	148.5%	0.0%	1,486,354	3,339,265
165 Other Objects/Supplies	190,000		0.0%	0.0%		340
166 Vehicle charges	310,000	5,926	1.9%			
167 Total Capital	7,615,500	6,787,965	89.1%	48.9%	3,820,328	7,809,497
168 Other/Portables	350,000	866,521	247.6%	0.0%	296,532	296,532
169 Grouse Creek	125,000		0.0%	100.0%	68,080	68,080
170 Golden Spike	200,000	0	0.0%	90.8%	514,263	566,168
171 School Small Capital	250,000	108,548	43.4%			
172 HS Athletic Facilities	125,000		0.0%	0.0%	1,067,292	1,067,292
173 Property/Other	1,500,000		0.0%	0.0%	27,911	27,911
174 Total Construction	2,550,000	975,069	38.2%	97.4%	1,974,077	2,025,982
175 Desig. F Bal					0	
176 MBA/Bond Fee/Fund 50	1,990,500	1,895,644	95.2%	0.0%	1,906,771	1,906,771
177 Other					426	789
178 TOTAL EXPENDITURES *						
179 CAPITAL OUTLAY	12,156,000	9,658,678	79.5%	65.6%	7,701,601	11,743,039
180						

**MONTHLY FINANCIAL REPORT
JUNE 30, 2025**

ENDING June 2025	2024-25	2024-25	Currt Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
Description	Proposed	YTD	%	%	YTD	Actual
Percent of Fiscal Year completed			83%	83%		
Percent of 9 month contract completed			89%	89%		
181 SCHOOL FOOD SERVICE FUND (49)						
182						
183 REVENUE:						
184 Lunch Sales	1,200,000	1,488,782	124.1%	75.7%	1,151,974	1,521,093
185 State	1,200,500	729,656	60.8%	70.0%	991,362	1,417,063
186 Federal	2,575,000	2,412,056	93.7%	79.4%	2,090,070	2,632,718
187 Other/Inventory Adj			0.0%	0.0%	0	-55,095
188 TOTAL REVENUE SCHOOL						
189 FOODS	4,975,500	4,630,494	93.1%	76.8%	4,233,406	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	9,763,676	236.2%	73.6%	4,233,406	5,753,917
195 EXPENDITURES:						
196 Salaries	1,950,000	1,940,216	99.5%	76.8%	1,549,918	2,018,213
197 Benefits	550,000	481,749	87.6%	77.7%	433,441	557,845
198 Food/Supplies	2,910,000	2,718,937	93.4%	82.2%	2,146,229	2,610,555
199 Equipment	129,000	187,364	145.2%	68.4%	67,330	98,507
200 Other Costs	111,500	39,054	35.0%	72.8%	71,753	98,564
201 Dir/Indirect Costs	325,000	0	0.0%	0.0%	-85,512	-85,512
202 TOTAL EXPENDITURES SCHOOL						
203 FOODS	5,975,500	5,367,321	89.8%	79.0%	4,183,159	5,298,173
204						

**MONTHLY FINANCIAL REPORT
JUNE 30, 2025**

	ENDING June 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			83%	83%		
	Percent of 9 month contract completed			89%	89%		
205	Foundation Fund (75)						
206							
207	REVENUE:						
208	Total Revenue	350,000	491,276	140.4%	86.3%	480,845	557,267
209	Available Revenue	350,000	491,276	140.4%	86.3%	480,845	557,267
210	EXPENDITURE:						
211	Expenses	350,000	422,163	120.6%	81.6%	258,538	316,704
212	Changes/Desg Fund Bal						0
213	TOTAL EXPENDITURE	350,000	422,163	120.6%	81.6%	258,538	316,704
214							
215	Agency Fund (76)						
216							
217	REVENUE:						
218	Agent Services	32,500	68,943	212.1%	94.6%	22,000	23,250
219	State	6,000		0.0%	0.0%	4,241	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	68,943	179.1%	94.5%	26,241	27,767
224	EXPENDITURE:						
225	Instruction	1,000	1,269	126.9%	100.0%	105	105
226	NUCC	35,000	23,070	65.9%	98.2%	33,371	33,971
227	Other	2,500	3,101	124.0%	72.1%	2,498	3,465
228	Changes/Desg Fund Bal			0.0%	0.0%		
229	TOTAL EXPENDITURES						
230	AGENCY FUND	38,500	27,440	71.3%	95.8%	35,974	37,541
231							
232							
233	SUMMARY			SUMMARY			
234							
235	GRAND TOTAL FUNDS AVAILABLE						
236	ALL FUNDS	162,136,540	168,295,358	103.8%		142,559,041	
237	GRAND TOTAL EXPENDITURE					92%	
238	ALL FUNDS	164,039,870	151,231,454	92.2%		118,274,548	

POLICY 2170

Buildings & Grounds & Equipment - Use by Students & Employees

- A. Use of school facilities and equipment for personal use by school personnel or others is provided for only under [Policy 2160 Building & Grounds Rental and Supervision Permit and Use Agreement](#).
- B. **Notwithstanding Part A above**, no employee may use school facilities or equipment for any personal purpose, except as part of an educational program, or a staff wellness program approved by the principal or district administrator.
- C. Students or others shall not be in school buildings except for school functions and under the supervision of school personnel.
- D. School employees and students should exercise all due care in protecting the building and grounds and in using them for the purposes intended.
- E. The following guidelines govern use of office machines by school employees:
 - 1. As a convenience, personal copies from copy machines may be made by school employees by paying the standard rate approved by the District. That standard rate should be similar to commercial rates in the area and the service will be provided only to employees.
 - 2. The laminating machines that are owned by the District may be used by District personnel for personal use provided costs of the materials are paid and authorization is given by the administrator responsible for the equipment.
 - 3. Employees whose regular job requires them to use District computers may use those computers for personal use after regular working hours, consistent with guidelines and restrictions that may be established by District Information Technology personnel and Policies [4177 Responsible Computer Use](#), [5305 Student Use of Electronic Devices](#), and [5306 Children's Internet Protection Act](#). Computer media used for personal data should either be supplied by the employee or purchased from the District.

Policy 2170
Amended
August 12, 2020
First Reading
June 11, 2025
Second Reading
July 9, 2025

- ~~4. Portable computers furnished by the District for employee use may be checked out for a specified time through the checkout procedure established by the Principal and approved by administration.~~

POLICY 2210

Transportation Eligibility

- A. Buses in the Box Elder School District will be used only for transporting eligible students for educational purposes. Buses may not be used for transporting adults or pre-school age children except under special permission of the Superintendent or through the state authorized handicapped preschool.
- B. Students in grades Kindergarten through **56**, living 1.5 miles or more from their assigned elementary school and students in grades **76** through 12, living 2.0 miles or more from their assigned secondary school shall be entitled to transportation or transportation allowances*, **as determined by the Box Elder Board of Education**, subject to the rules and regulations established by the State of Utah and Box Elder Board of Education. ([Utah Admin. Rules R277-600-4](#))
- C. Students in grades Kindergarten through **56** may be required to walk up to 1.5 miles, and students in grades **76** through 12 may be required to walk up to 2.0 miles before reaching a regularly established bus stop. State regulations will be followed in establishing bus stops. To be eligible for transportation, a student must live further than the above distances from their assigned school. The distance from home to school is determined as follows: From the center of the public route (road, thoroughfare, walkway, or highway) open to public use, opposite the regular entrance of the one where the student is living, over the nearest public route (thoroughfare, road, walkway, or highway) open regularly for use by the public, to the center of the public route (thoroughfare, road, walkway, or highway) open to public use, opposite the nearest public entrance to the school grounds which the student is attending. Ineligible students may ride buses on a space-available basis. An eligible student may not be displaced or required to stand in order to make room for an ineligible student. Exceptions may be granted by the Board due to undue hardship or hazardous conditions. ([Utah Code § 53F-2-403](#)) ([Utah Admin. Rules R277-600-4](#))
- D. A Student who's IEP identifies transportation as a necessary related service is eligible for transportation regardless of the distance from the school attended by assignment of the Board. Student with disabilities are transported on regular buses and regular routes whenever possible, unless the IEP team determines otherwise.
- E. The District will fund the transportation program primarily from revenue provided by the state. To this end, the District will comply with all state rules and regulations regarding funding and record keeping.

[Utah Code § 53F-2-402 \(2022\)](#)
[Utah Code § 53F-2-403 \(2024\)](#)

F. The Board and Pupil Transportation Director will analyze bus routes that involve a large number of deadhead miles to determine if an alternative method of transporting students is more efficient. Possible alternatives include the following, as outlined in Utah State Board of Education rules:

1. Use of a District multi-purpose passenger vehicle to transport students;
2. Paying eligible students an allowance in lieu of District-supplied transportation, wherein a student is reimbursed for mileage to school or bus stop, whichever is closer;
3. Providing a subsistence allowance for a student to live at a site nearer to the school; and
4. Engaging in a contract or leasing for transportation.

[Utah Admin. Rules R277-600-7 \(January 9, 2024\)](#)

~~*As determined by the Box Elder Board of Education~~

POLICY 3000

Employment: Nondiscrimination

- A. The District shall not, because of an individual's race, color, sex, pregnancy or pregnancy related conditions; age; if the individual is 40 years of age or older; religion; national origin; disability or handicap; sexual orientation; or gender identity:
1. Refuse to hire or to promote, discharge, demote, terminate, retaliate against or harass any otherwise qualified individual; or
 2. Discriminate against an otherwise qualified individual with respect to compensation or in terms, privileges, or conditions of employment.

[Utah Code § 34A-5-106\(1\)\(a\)\(i\) \(2016\)](#)

- B. An individual is not considered "otherwise qualified" unless the individual has the education, training, ability, with and without reasonable accommodation; moral character, integrity, disposition to work, adherence to reasonable rules and regulations, and other bona fide job-related qualifications required by the district for the particular job, job classification, or position to be filled or created.

[Utah Code § 34a-5-106\(1\)\(a\)\(ii\) \(2016\)](#)

C. District Policy

1. The Board of Education of the Box Elder School District does not discriminate on the basis of sex in its programs and activities and is required by Title IX and [34 CFR Part 106](#) not to discriminate on the basis of sex, including but not limited to such discrimination in employment and in admission.
2. Notice of the policy shall be given to all applicants for employment, to all employees, and to all employee associations and shall be included in any employee handbooks. Questions about rights under Title IX and about the application of Title IX to the District can be directed to the Title IX Coordinator, Coerina.fife@besd.net, ~~identified in this policy~~ or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

[34 CFR § 106.8\(b\)\(1\)](#)
[20 U.S.C. § 1701-21](#)

3. The District encourages all victims of sex discrimination and persons with knowledge of sex discrimination to immediately report that to the Title IX Coordinator or an administrator. All complainants have the right to be free from retaliation of any kind. Complaints relating to sexual harassment (one form of sex discrimination) are addressed under [Policy 5275 Sexual Harassment](#) and [Policy 5005 Safe Schools – Student Behavior](#). Complaints regarding other types of sex discrimination may be addressed through the grievance procedures set out in Policy 3043 Redress of Grievances (for employees) and [Policy 5350 Student Complaints - Resolution](#) (for students).

[34 CFR § 106.8\(c\)](#)

- D. The District may not refuse to hire, promote, discharge, demote, or terminate any individual, or may not retaliate against, harass, or discriminate in matters of compensation or in terms, privileges, and conditions of employment against an individual otherwise qualified because the individual breastfeeds or expresses milk in the workplace.

[Utah Code § 34-49-204 \(2015\)](#)

- E. The Executive Director of Personnel Services is the designated person to coordinate efforts to comply with Section 504 of the Vocational Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972. The district shall notify all employees of the office address and telephone number of the above named individual.

[34 CFR § 106.8\(a\)](#)

- F. "Handicapped person" means any person who has a record of, is regarded as having, or has a physical or mental impairment that substantially limits one or more of life's major activities. A "qualified handicapped person" is a person that, with reasonable accommodations, can perform the essential functions of the job in question. Employees or prospective employees have the responsibility of notifying the district personnel office of need for reasonable accommodations.

[29 U.S.C. § 705\(20\)](#)
[34 CFR § 104.3](#)

- G. "Has a record of such an impairment" means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

H. "Regarded as having an impairment" means:

1. Has a physical or mental impairment that does not substantially limit major life activities but that is treated by the district as constituting such a limitation;
2. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others towards such impairment; or
3. Has no physical or mental impairment but is treated by the district as having such an impairment.

I. "Physical or mental impairment" means:

1. Any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; endocrine; or
2. Any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

J. "Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, communicating, standing, eating, lifting, reading, concentrating, thinking, sleeping, bending, and others.

K. The following are not included in the definition of an "individual with a disability" or a "handicapped person":

1. A person whose current use of illegal drugs prevents the performance of job responsibilities or constitutes a direct threat to the property or safety of others.
2. A person who is an alcoholic whose current use of alcohol prevents the person from performing the duties of the job in question or whose employment, by reason of such current alcohol abuse, would constitute a direct threat to the property or safety of others.
3. A person who has a currently contagious disease or infection and who therefore would constitute a direct threat to the health or safety of other individuals, or who therefore is unable to perform the duties of the job.

[29 USC § 705\(20\)\(C\)\(i\), \(iv\), \(D\)](#)

- L. The Board shall not require an employee to reside within the district as a condition of employment.
- M. No person shall be denied employment in the district by reason of membership or non-membership in any labor organization, labor union or any other type of association.
- N. If any employee of the district knows of or has reason to believe that another employee is being harassed at the workplace by others on the grounds of race; color; sex; pregnancy, childbirth or pregnancy-related conditions; age, if the individual is 40 year of age or older; religion; national origin; disability or handicap; sexual orientation; or gender identity, then the employee must promptly report such harassment to the Superintendent or Board. The report shall be made confidentially and the Superintendent or Board shall maintain the confidence of any report of such harassment.
- O. The District will take appropriate continuing steps to notify applicants and employees that it does not discriminate on the basis of disability in violation of [Section 504 of the Vocational Rehabilitation Act of 1973](#) and its implementing regulations. The notification shall include identification of the designated coordinator.
- P. Within the discretion of the Board, any employee may be terminated for cause, suspended with or without pay or placed on probation for engaging in any form of harassment of another employee on the grounds of race; color; sex; pregnancy, childbirth or pregnancy-related conditions; age, if the individual is 40 years of age or older; religion; national origin; disability or handicap; sexual orientation; or gender identity.

Baker v. Weyerhaeuser Co., 903 F.2d 13242 (10th Cir. 1990)

POLICY 3015

Title IX Sexual Harassment

A. Purpose

1. Box Elder School District is committed to maintaining an educational environment in which all students and employees are treated with respect and dignity. Paramount to that aim is ensuring that students and employees are not subjected to sexual harassment.
2. Sexual harassment is prohibited by Title IX of the Education Amendments of 1972 (Title IX), which provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” [20 U.S.C. §1681\(a\)](#). Federal regulations found at [34 CFR 106](#) implementing Title IX further outline the requirements placed upon the District.

B. Scope

1. This policy is intended to protect District students and employees against sexual harassment, whether by students, employees, volunteers, or others under the District’s control. This policy also subjects those who engage in sexual harassment to disciplinary action.
2. Conduct that does not rise to the level of sexual harassment as defined herein but that constitutes inappropriate or offensive sexual behavior is still prohibited and will be investigated and addressed under [Policy 5005 Safe Schools – Student Discipline/Behavior](#), [Policy 3010 Employee Bullying and Hazing](#), [Policy 3007 Employment – Staff Code of Conduct](#) or [BESD Employee Relations & Corrective Action Handbook](#).
3. Discrimination on the basis of sex in hiring, benefits, programs, or activities as prohibited by Title IX, Title VII, and the Utah Antidiscrimination Act, is investigated and addressed under [Policy 3000 Employment - Nondiscrimination](#).

C. Title IX Coordinator

1. The Box Elder School District Civil Rights Coordinator is designated as the Title IX Coordinator for protection against sexual harassment and is authorized to coordinate

the District's efforts to comply with the requirements of Title IX. All sexual harassment issues should be directed to the Title IX Coordinator.

- a. Name: Coerina Fife, Title IX Coordinator, Box Elder School District
- b. Address: 960 South Main Street, Brigham City, UT 84302
- c. Telephone: (435) 734-4800, ext. 5910
- d. Email: coerina.fife@besd.net

D. Definitions

1. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any District official who has authority to institute corrective measures on behalf of the District, or to any District employee.
2. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
3. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an education program or activity of the District. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email, using the contact information listed for the Title IX Coordinator above. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint. A parent or guardian may sign and file a formal complaint on behalf of a minor complainant. [Title IX Complaint Form](#)
4. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
5. "Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:
 - a. A District employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (*quid pro quo*);

- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District's education program or activity;
- c. Severe: Based on whether the described occurrence or conduct was severe from the perspective of a reasonable person in the complainant's position.
- d. Pervasive: A single instance of an offensive comment or joke typically does not meet the Title IX standard for sexual harassment requiring investigation, but there may be instances where a single unwelcome act may meet that standard. Factors to consider include, but are not limited to, whether there is a pattern of sexual harassment, the number of people involved, and whether the unwelcome sex-based conduct involves widespread dissemination of offensive material.
- e. Objectively Offensive: Based on whether the described occurrence or conduct was offensive from the perspective of a reasonable person in the complainant's position. Notably, the perspective for offensiveness is based on the reasonableness from the complainant's perspective, and the intent of the respondent is irrelevant in the analysis. "Just joking" is not an accepted excuse.
- f. Effectively Denies Equal Access: This does not require that a complainant be entirely or physically excluded from educational opportunities, but rather that the sexual harassment has so undermined and detracted from the complainant's educational experience that he or she is effectively denied equal access to the school's resources and opportunities. Thus, a student does not need to have dropped out of school, failed a class, had a panic attack, or otherwise reach a "breaking point." Although no concrete injury is required to show a deprivation of equal educational access, examples of the signs of unequal educational access may include, but are not limited to:
 - 1) Bed-wetting due to sexual harassment;
 - 2) An athlete who quits the team but carries on with other school activities following sexual harassment;
 - 3) Skipping class to avoid a harasser;
 - 4) A decline in student's grade point average, or
 - 5) Having difficulty concentrating in class.
- g. Any instance of

- 1) Sexual assault as defined by the Title IX regulations, which is the unwelcome touching of a person's private body parts for the purpose of sexual gratification. In determining whether conduct meets this definition, administrators shall consider all the circumstances surrounding the incident, such as the age and maturity of the parties, the duration of the incident, the location and secretive nature of the actions, the intent of the parties, and the effects on the parties
 - 2) Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - 3) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - 4) Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - 5) Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
 - 6) Dating violence as defined by the Title IX regulations, which is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant, which may be determined by (1) the length of the relationship, (2) the type of relationship, and (3) the frequency of interaction between the persons involved in the relationship;
 - 7) Stalking as defined by the Title IX regulations, which is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.
- h. Quid pro quo harassment under paragraph D.5.a. and offenses involving sexual assault, dating violence, domestic violence, or stalking under subsection D.e.vii.3 are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access, because such misconduct is sufficiently serious to deprive a person of equal access.

6. “Supportive measures” Supportive Measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party and should be designed to protect the safety of all parties or the educational environment, or deter sexual harassment.
 - a. Supportive Measures will be offered to the Complainant and the Respondent when the District learns of allegations of Sexual Harassment.
 - b. Supportive Measures may not be punitive or disciplinary.
 - c. Supportive Measures may be individualized depending on the circumstances of the Complainant and/or the Respondent.
 - d. Supportive Measures may include:
 - 1) counseling;
 - 2) extensions of deadlines or other course-related adjustments;
 - 3) modifications of work or class schedules;
 - 4) altering work arrangements for employees or student-employees;
 - 5) school safety plan;
 - 6) mutual restrictions on contact between the parties;
 - 7) changes in work locations;
 - 8) leaves of absence;
 - 9) increased security and monitoring of certain areas of the school; and
 - 10) other similar measures.
 - e. The District must maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the Supportive Measures.
 - f. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures with the school principal.

- g. All Supportive Measures offered must be documented by the Title IX Coordinator. In the event a Complainant is NOT offered Supportive Measures under the circumstances, reasons for not offering Supportive Measures must be documented.

E. Jurisdiction

1. Box Elder School District will address all allegations of sexual harassment occurring at all schools, district programs and activities, enroute to school activities in Box Elder School District, and where the District exercised substantial control over both the respondent and in the context in which the reported sexual harassment occurs, and
2. Allegations of Sexual Harassment that originated off-campus but that have a clear nexus to school and which impact a Complainant's ability to effectively access and continue in their educational program ***may*** be addressed under this Policy.
 - a. This includes allegations of Sexual Harassment through the internet, electronic mobile devices, and/or social media platforms.
 - b. If an allegation of Sexual Harassment originating off campus is not addressed under this Policy, it must be addressed under [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#).

F. Complaint Procedures

1. Individuals who believe they have been subjected to sexual harassment should immediately notify a teacher, administrator, or the Title IX Coordinator and may file a formal complaint.
2. A report or notice of alleged sexual harassment may be filed by someone other than a complainant, in which case the procedures for a response and supportive measures under Section H will be followed. However, an investigation under Section I is completed only upon receipt of a formal complaint by a complainant or, if a minor, the complainant's parent.
3. A formal complaint must be in writing and must be delivered to the Title IX Coordinator and include the elements described in paragraph D.3. It should also provide the following information if possible:
 - a. Name, home address, email address, and telephone number of the complainant;

- b. Identification of the complainant as a student, employee or other person participating in or attempting to participate in a District program or activity;
- c. Date(s) of incident(s) giving rise to the complaint;
- d. Name(s) of respondent(s);
- e. Description of the conduct or incident(s) giving rise to the complaint;
- f. Description of the harm caused by the incident; and
- g. Description of the remedy sought. Providing a description of the remedy sought does not confer authority on the complainant or the complainant's parent to determine the discipline imposed on the respondent. The imposition of remedies, including any disciplinary action, lies only within the authority and sole discretion of the District and may not be divested to others.

G. Employee Responsibility to Report

1. An employee with actual knowledge of sexual harassment or allegation of sexual harassment shall, as soon as is reasonably possible, notify the Title IX Coordinator.
2. Any school employee who observes or otherwise becomes aware of conduct that may constitute sexual harassment against a student or employee shall report the conduct to the Title IX Coordinator whether the student files a complaint or not.

H. Initial Response, Supportive Measures, and Emergency Removal

1. The Title IX Coordinator must be notified whenever any employee becomes aware of an allegation of, or conduct that may constitute, sexual harassment. Actual knowledge of such conduct or allegation may be made known through a variety of means, including but not limited to verbal complaints by students or parents, notice from an employee, direct observation, or as facts are disclosed during normal disciplinary proceedings. Any school employee with actual knowledge of sexual harassment shall promptly report directly to the Title IX Coordinator.
2. If a school administrator becomes aware of sexual conduct, the administrator shall conduct an initial assessment to determine whether the conduct might meet the definition of sexual harassment under this policy. If there is evidence that the conduct constitutes sexual harassment, or if a reasonable person would consider the conduct sexual harassment under this policy, the school administrator shall report

the conduct to the Title IX Coordinator. For situations involving students, either the Title IX Coordinator or the school administrator shall contact the parents.

3. Upon receipt of actual knowledge of sexual harassment or allegations of sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, explain to the complainant the process for filing and investigating a formal complaint, and explain to the complainant that the parties may have an adult advisor of their choice throughout the investigation of a formal complaint.
4. The Title IX Coordinator should consult with the school administrator and implement supportive measures. In addition, the school administrator may provide, upon receiving an allegation of sexual harassment, appropriate and immediate supportive measures to the complainant even before the Title IX Coordinator contacts the complainant.
5. The District must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.
6. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
7. The Title IX Coordinator, in consultation with the school administrator and applicable director, may conduct an emergency removal of a respondent from the District's education program or activity. To remove a respondent on an emergency basis, the District must undertake an individualized safety and risk analysis and determine that an immediate threat to the physical health or safety of a student or other individual arising from the allegations of sexual harassment justifies the removal. The respondent must be given notice and an opportunity to challenge the decision immediately following the removal. An emergency removal may not constitute or be documented as disciplinary action.
8. If the Title IX Coordinator receives a report from a student, parent, school employee, and/or school administrator before receiving a formal complaint, he or she shall interview the complainant and determine whether to sign a formal complaint on behalf of the complainant.
9. The Title IX Coordinator may consolidate formal complaints against more than one respondent, or by more than one complainant against one or more respondents,

where the allegations of sexual harassment arise out of the same facts or circumstances.

I. Investigation

1. The procedures outlined in this section are detailed and constitute the recommended best practice. Minor omissions and other procedural inconsistencies do not invalidate an otherwise equitable investigation. Investigators must be flexible and adapt to the circumstances of each complaint.
2. Dismissal
 - a. Upon receipt of a formal complaint, the Title IX Coordinator determines whether the complaint must or may be dismissed. A dismissal may occur at any point in the investigation.
 - 1) The Title IX Coordinator must dismiss the complaint if any of the following conditions apply:
 - a) The conduct alleged would not constitute sexual harassment as defined in this policy even if proved;
 - b) The conduct alleged did not occur in a District program or activity;
 - c) The conduct alleged did not occur against a person in the United States; or
 - d) The complainant is not enrolled or employed, or seeking to be enrolled or employed at the District.
 - 2) The Title IX Coordinator may dismiss the complaint or any of the allegations therein if any of the following conditions apply:
 - a) A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - b) The respondent is no longer enrolled or employed by the District; or
 - i. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the allegations contained in the formal complaint.

- 3) Dismissal under this paragraph does not preclude action under another District policy. The District has the flexibility to provide supportive measures in response to allegations of conduct, and to investigate such conduct, that does not involve sexual harassment but is otherwise prohibited under District policy, including bullying, discrimination, harassment, and other sexually inappropriate conduct.
- 4) If dismissed, the Title IX Coordinator shall promptly notify both parties in writing of a dismissal decision and shall give both parties equal right to appeal a dismissal decision.

3. Assignment of Investigator

- a. The Title IX Coordinator shall notify the applicable Assistant Superintendents of Secondary or Elementary Education, the Director of Student Services, or any other applicable administrator when opening an investigation and designating an investigator.
- b. The Title IX Coordinator may conduct the investigation or, in consultation with the applicable director, assign it to a designated investigator who has been trained to conduct sexual harassment investigations. Investigators may include any Assistant Superintendent, Director or Administrator or Independent contractors who has been trained in accordance with this policy:
- c. The investigator must receive training on the definition of sexual harassment under this policy, the scope of the District's education programs and activities, how to conduct an investigation, how to determine relevance to create an investigative report that fairly summarizes relevant evidence, how to write and issue an investigative report, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- d. The investigator should begin each investigation by documenting the alleged conduct and creating an investigation file. The investigator completes the checklist as the investigation proceeds.
- e. The investigator shall refer the matter to law enforcement authorities or the Utah State Division of Child and Family Services, where appropriate or required by law. The investigator must continue to conduct the investigation even if the matter has been referred to another agency. The investigator should coordinate with the other agency and may adjust timelines and procedures accordingly.

4. Investigative Procedures

- a. The District must ensure that investigations include the following steps. If an investigation is reassigned to a new investigator after it has begun, the new investigator shall gather all evidence and information from the previous investigator. The new investigator may, but is not required to, repeat interviews or other investigative procedures conducted by the previous investigator.
- b. The investigator shall ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on the parties. Access to a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their capacity in connection with the party's treatment can only be obtained through the party's voluntary, written consent (if the party is a minor, consent must be from the parent).
- c. Notice of Allegations
 - 1) Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following written notice to the parties who are known. If, in the course of the investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator must provide notice of the additional allegations, including the details identified in subsection 8.3.2.2, to the parties whose identities are known.
 - 2) Notice of the District's complaint and investigation process, including any informal resolution process available;
 - 3) Notice of the allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the following, if known:
 - a) The identities of the parties involved in the incident;
 - b) the conduct allegedly constituting sexual harassment under this policy;
and
 - c) the date and location of the alleged incident;
- d. A statement that the respondent is presumed innocent until a determination has been made at the conclusion of the investigation;

- e. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and that the parties may inspect and review evidence as described below;
- f. A statement that District policy prohibits knowingly making false statements or knowingly submitting false information during the investigation and that a party found to have done so is subject to disciplinary action;
- g. The standard of evidence that will be applied; and
- h. Directives to the respondent not to retaliate.

5. Interviews

- a. The investigator shall provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a party whose participation is invited or expected, with sufficient time for the party to prepare to participate.
- b. The investigator shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- c. Each of the following persons shall be interviewed, and a record made of their conversations.
 - 1) The complainant. The complainant may be accompanied by an adult representative, including legal counsel. The complainant may present evidence supporting the complaint.
 - a) In cases of sexual assault or other severe trauma, the investigator should seek assistance from professionals trained in interviewing children. Such professionals may include designated officials from the Children's Justice Center, the Department of Child and Family Services, or some other private or governmental agency.
 - b) The investigator shall comply with the reporting requirements found in [Policy 5090 Child Abuse, Sexual Abuse and Human Trafficking Prevention Training and Reporting](#).

- 2) The respondent. The respondent may be accompanied by an adult representative, including legal counsel. The respondent may present evidence refuting the allegations set forth in the complaint. The investigator should gather a signed, written statement from the respondent.
 - 3) Anyone who witnessed the alleged conduct. The investigator should gather a signed witness statement from each witness using the District's Sexual Harassment Witness Statement form.
 - 4) Anyone mentioned as having related information. The investigator should document all conversations related to the alleged incident.
- d. The investigator may have additional conversations with any of the individuals listed in subsection I.5.a. to ensure that all relevant facts have been gathered.
6. Preservation of Evidence
- a. The investigator shall gather and preserve all evidence, including video footage from surveillance cameras, photos, physical evidence, documents, correspondence, and any relevant electronic information such as text messages, videos, and social media postings.
7. Informal mediation may be appropriate in cases of sexual harassment under Title IX according to the following requirements:
- a. Informal mediation can never be offered to resolve complaints alleging that an employee sexually harassed a student;
 - b. Facilitators must be free from conflicts of interest or bias and be trained to serve impartially;
 - c. Informal resolution processes must have reasonably prompt time frames;
 - d. The initial written notice of allegations sent to both parties must include information about the informal resolution processes, which may be utilized any time before a final determination regarding responsibility is made; and
 - e. Both parties must consent to an informal mediation in writing. Parties retain their right to a formal resolution process, and can withdraw from informal resolution and resume a formal process at any time before agreeing to a resolution.
8. Investigative Report

- a. Prior to completing the investigative report, the investigator shall send to each party and the party's advisor (if applicable) the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
 - b. The investigator shall objectively evaluate all relevant evidence, including the credibility of all statements,
 - c. The investigator shall prepare a written report of the investigation. The report should be completed using the Sexual Harassment Investigative Report Form. The report must fairly summarize relevant evidence, and should include the following:
 - 1) A description of the complaint;
 - 2) A description of the interim supportive measures provided to the complainant and/or the respondent;
 - 3) A detailed description of the investigation, including names and dates of individuals interviewed; receipt of written statements; and evidence considered, including video and audio recordings, correspondence, etc.; and
 - 4) Findings of fact. This section should describe with sufficient detail the events and actions found by the investigator to be true and include both inculpatory and exculpatory evidence considered relevant.
9. The investigator shall provide a copy of the investigative report simultaneously to the parties and notify them that they have ten (10) calendar days to provide a response, including written questions they would like asked of any party or witness. The investigator notifies the parties that their response and questions should be submitted to the applicable decision-maker. The investigator also submits a copy of the investigative report to the Title IX Coordinator and to the decision-maker.

J. Decision-Making

1. Decision-Makers

- a. The ~~District Directors Assistant Superintendents over Secondary and Elementary Education~~ are designated as decision-makers for Title IX sexual harassment complaints.

- b. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator.
- c. The decision-maker may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- d. The decision-maker must receive training on the definition of sexual harassment under this policy, the scope of the District's education programs and activities, how to conduct an investigation, how to issue a written determination, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

2. Parties' Response to Investigative Report

- a. Upon receipt of the investigative report, the decision-maker may contact the parties and provide direction for the submission of responses and questions.
- b. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence are offered to prove that someone other than the respondent committed the alleged conduct or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- c. The decision-maker must explain to a party proposing a question any decision to exclude the question as not relevant.
- d. Upon receipt of relevant questions from a party, the decision-maker submits the questions to the witness or party to whom they are directed and establishes a timeframe in which the questions must be answered. Upon receipt of the answers, the decision-maker provides them to the parties who proposed the questions.
- e. At the decision-maker's discretion, the decision-maker may permit limited follow-up questions from the parties.

3. Decision-Making Process

- a. The decision-maker must issue a written determination as to whether the respondent committed sexual harassment.

- b. The decision-maker objectively evaluates all relevant evidence gathered and presented during the investigation, as found in the investigative report, along with the answers to any written questions and follow-up questions to parties and witnesses as a response to the investigative report. The decision-maker evaluates the evidence, judging credibility based on factors of plausibility and consistency in party and witness statements, and then reaches a determination regarding responsibility.
- c. The decision-maker may consult with the investigator, District Legal Counsel, and other administrators as applicable in making a determination, except for the Superintendent and his/her designee to whom an appeal would be directed.
- d. The decision-maker shall base the determination on the preponderance of the evidence standard. The District shall apply the same standard to all formal complaints of sexual harassment, whether the complaint involves a student or employee.
- e. The Written Determination must include:
 - 1) Identification of the allegations potentially constituting sexual harassment as defined in this policy;
 - 2) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3) Findings of fact supporting the determination;
 - 4) Conclusions regarding the application of the District's code of conduct to the facts;
 - 5) A statement of, and rationale for, the result as to each allegation, including a determination, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
 - 6) The District's procedures and permissible bases for the complainant and respondent to appeal.

- f. If the respondent is a student and found to have committed sexual harassment, the decision-maker shall ensure that the behavior and resulting disciplinary action is documented in the Student Information System.
- g. The Title IX Coordinator is responsible for effective implementation of any remedies under a decision regarding sexual harassment.

4. Issuance of Written Determination

- a. At the conclusion of the decision-making process, the decision-maker shall provide the written determination to the parties simultaneously.
- b. The decision-maker also provides a copy of the written determination to the Title IX Coordinator.

K. Appeals

1. Appeal of Decision

- a. Investigative procedures conducted under this policy may be appealed by both complainants and respondents. The purpose of an appeal under this section is to determine whether the investigative procedures outlined in this policy were followed. An appeal may also be filed to introduce new evidence not available during the investigation, or if a party believes there was a conflict of interest of the Title IX Coordinator, investigator, or decision-maker. If an appeal does not introduce new evidence or allege a conflict of interest or violation of the investigative procedures of this policy, it will be denied. Disagreement with the outcome of an investigation or with an investigator's interpretation or findings of the facts is not grounds for an appeal under this policy.
- b. A party may appeal by giving written notice to the Superintendent within fifteen (15) calendar days of the date the written determination is issued. Failure to submit written notice of appeal to the Superintendent within fifteen (15) calendar days constitutes forfeiture of any right to appeal. The Superintendent or his/her designee will hear the appeal and issue a written decision as to whether the investigative procedures of this policy were followed, whether there was a conflict of interest, or whether new evidence would change the outcome of the investigation. The decision of the Superintendent or his/her designee is final.

L. Confidentiality

1. It is District policy to respect, as far as possible, the privacy and anonymity of all parties and witnesses to complaints brought under this policy. However, because an individual's right to confidentiality must be balanced with the District's obligations to cooperate with law enforcement, government agency investigations, or legal proceedings, or to investigate and take necessary action to resolve a complaint, including by allowing each party the chance to provide information to the investigator, information about the complaint may be disclosed in appropriate circumstances, and for other good reasons that apply to the particular situation. The investigator also may discuss the complaint with one or more of the following persons:
 - a. The Superintendent, ~~Assistant Superintendent-Executive Director~~ over Personnel, Assistant Superintendent over Secondary or Elementary Teaching and Learning, Director of Student Services, Director of Special Education / Federal Programs, Director of Facilities, District Legal Counsel, or other applicable school or District administrators;
 - b. The parent/legal guardian of a student complainant;
 - c. The parent/legal guardian of a student respondent;
 - d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth.
 - e. Utah State Division of Child and Family Services for purposes of investigating child abuse reports; and
 - f. Law enforcement agencies where the investigator has reasonable suspicion that the alleged conduct involves criminal activity.
2. Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate law enforcement authorities or the Utah State Division of Child and Family Services. The anonymity of both the complainant and school officials involved in the investigation will be strictly protected as required by [Utah Code § 80-2-1005](#).

M. Retaliation Prohibited

1. Retaliation against any person who has filed a complaint, or has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this policy is prohibited, and therefore, subject to disciplinary action. Retaliation may include, but is not limited to, continued harassment, threats, taunting, spreading

rumors, unauthorized disclosure of the details of an investigation, ostracism, assault, destruction of property, or other negative conduct toward participants in response to an investigation and the events causing it. Anyone found to have engaged in retaliation will be subject to disciplinary action. Participants in an investigation, including victims, respondents, and witnesses, must report to the investigator any conduct that might reasonably constitute retaliation.

N. Discipline and Remedial Action

1. Any student who engages in sexual harassment of anyone at school or at any school-related activity or event is in violation of this policy and shall be subject to disciplinary action consistent with [Policy 5005](#). Disciplinary action may include, but is not limited to, suspension, expulsion, exclusion or loss of extracurricular activities, probation, or alternate educational placement. In imposing such discipline, all facts and circumstances of the incident(s) shall be taken into account.
2. Any employee who engages in sexual harassment of any student at school or at a school-related activity or event is in violation of this policy and shall be subject to disciplinary action consistent with [Policy 3007](#) and BESD Employee Relations and Corrective Discipline Handbook. Disciplinary action may include, but is not limited to, warnings, reprimands, probation, disciplinary transfer, suspension, reduction in pay or hours, or termination. In imposing such discipline, all facts and circumstances of the incidents(s) shall be taken into account.
3. If the investigator has reasonable suspicion that the harassment involves sexual assault, rape, or any other activity of a criminal nature, the District shall notify appropriate law enforcement authorities and immediately initiate proceedings to remove the accused party from the situation.
4. If an investigation finds evidence of sexual harassment, the District shall implement remedial action necessary to eliminate its effects upon the victim and the school environment. Remedial action may include changes to school or District programs, offerings, facilities, rules, policies, or practices.

O. False Complaints

1. Intentionally false, malicious, or frivolous complaints of sexual harassment shall result in corrective or disciplinary action taken against the complainant.

P. Record Keeping

1. The Title IX Coordinator shall maintain a confidential record separate from the individual's educational or personnel file that includes the complaint, response, witness statements, evidence, investigative report, written determination, any appeal and the result therefrom, and any informal resolution and the result therefrom for the later of seven years or two years after a student complainant or student respondent has graduated.
2. All student discipline issued for violations of this policy shall be documented by the Decision Maker on the District's Student Information System ("SIS"). Consistent with the U.S. Department of Education Civil Rights Data Collection, the documentation must indicate that sexual harassment served as the basis for which the student was disciplined.
3. All complaints made under this policy involving a student must be documented by an administrator on the District's Student Information System ("SIS"). Complaints must be documented even if the investigation results in a finding that this policy was not violated. Consistent with the U.S. Department of Education Civil Rights Data Collection, the documentation must indicate that the violation constituted sexual harassment.
4. All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation, per Section M of this policy, or take other subsequent necessary action.
5. Records of complaints and investigations shall be retained in accordance with applicable federal and state law.

Q. Training

1. Box Elder School District recognizes the importance of educating its employees and students regarding the prevention of sexual harassment and the observance of high ethical standards. To these ends, the District will provide ongoing training and education in this area. Notice of this policy will be distributed, and training will be conducted for employees and students of the District.

R. Dissemination of Policy

1. This policy may be posted on the District's website and published in student registration materials, student and employee handbooks, parent information guides, and other appropriate school publications as directed by the District. The following nondiscrimination notice shall be disseminated.

Policy 3102

Certificated: Recognition of Teachers Association

- A. All educators of Box Elder School District, ~~except those excluded under "Definition of Terms"~~, constitute an appropriate unit for purposes of negotiating terms and conditions of employment. ~~Box Elder School District~~ The Board agrees to ~~perpetually~~ recognize the ~~education employee a~~ Association ~~with the greatest number of members, for its employee classification,~~ as the exclusive representative of all educators ~~members of the employee classification.~~ Upon being furnished with satisfactory evidence that a majority of said persons ~~the largest number of employees within the classification~~ have designated or selected ~~the Association it~~ as their representative, ~~provided,~~ ~~H~~ however, ~~that~~ any individual member of the educational staff, or a group of such members, shall have the right at any time to present grievances to the Board, and provided further, nothing herein shall be so construed as to deprive any individual of his or her rights under [Chapter 34, Title 34, Utah Code \(Utah Right to Work Law\)](#).
- B. Such recognition, once effective as to the unit described above, shall be effective during each year of the term of this contract, or any renewal thereof. If, within 90 days prior to December 31, of any year, good cause exists to believe that a majority of the persons of the unit have not designated or selected the Association as their representative, the Board shall be furnished by the Association with satisfactory evidence of such designation or selection by such majority. Failing which, the Association shall not be recognized as the representative.

Policy 3300

Administrative: Personnel Selection

A. General Requirements

1. All administrators of the District will be appointed by the Board only upon the recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination.
2. Appropriate, objective screening and selection procedures shall be used to ensure that candidate's rights are protected, and the best available candidate is recommended.
3. ~~Written criteria~~ Job description and application requirements shall be developed and advertised which are related to the position requirements. The selection process shall be uniform in application to consistent for all applicants. ~~All applicants shall be fully informed of the criteria and procedures associated with the selection process prior to beginning the process of selection.~~
 - a. Each potential candidate for employment must complete the appropriate application process for the specific position.
 - b. Applicants will be screened by the Superintendent, or designee. The most qualified persons will be selected to interview for the position.
 - c. The most qualified individual, based on their application, qualification, experience, interview, and references, shall be selected.
4. All personnel selected must be appropriately certificated in CACTUS or in a qualifying university program ~~have the necessary provisional certification from the Utah State Board of Education~~ before they can receive any salary from the District.

B. Transfers

1. Superintendent Initiated Transfers

- a. Administrators in Box Elder School District may be transferred as determined appropriate by the Superintendent **or designee**. At the discretion of the Superintendent **or designee**, transfers will be made prior to selecting administrators for vacancies.
- b. ~~Superintendent initiated t~~Transfers may be to other administrative positions on the District's administrative salary schedule. **If an administrator is transferred to a position with a lower base salary, their current base salary will be frozen, with Cost of Living Adjustments (COLA) applied, until the lower base salary aligns with the appropriate step and lane. Transfers will not reduce an administrator's annual salary, exclusive of equity adjustments and additional stipends, unless the conditions of the Policy 3044 Orderly School Termination for Employees are met.**
 - 1) Activity Supervision Stipends from the previous assignment are excluded from this process and will not transfer.

2. Administrator Initiated Transfers

- a. Administrators desiring a transfer to a different assignment for the next school year need to notify the **Superintendent Executive Director of Human Resources** on or before **March January 15**. When vacancies occur other than at the end of a school year, administrators desiring a transfer to such vacancies must notify the Superintendent within 10 days of notification of such vacancies.
 - b. **Administrator Initiated Transfers will correspond to the land and step on the salary schedule for the position to which they apply and are appointed.**
3. Wherever possible, transfers to assignments will be avoided which result in the administrator:
- a. being in a school where a close relative or companion is also employed [Policy 1037 Employment/Assignment of Relatives \(Nepotism\)](#)
 - ~~b. being in a school where the administrator holds a meaningful civic or ecclesiastical position of leadership in the surrounding community (attendance area)~~
 - c. being in a school less than three years.

4. The Superintendent shall submit a list of proposed transfers to the Board prior to announcing said transfers.
- ~~5. The Board shall consider the personal characteristics, qualifications, and competencies of the administrators to be transferred in a legally called executive session.~~
6. The Board shall approve a list of administrative transfers in an open meeting ~~of the Board following the executive session deliberations.~~

C. New Hires

1. All positions not filled through the transfer process as outlined above will be filled as a new hire. Current Box Elder School District ~~employees and out of District candidates administrators~~ are welcome to apply for and participate in the new hire process for open administrative positions.
2. ~~District Office Administrative Personnel~~
 - a. ~~Administrative positions within the District Office are considered the Superintendent's staff. As such, the manner of screening, selecting, and recommending District Office administrative personnel to the Board are the sole responsibility and prerogative of the Superintendent.~~
 - b. ~~An interview committee, under the direction of, and selected by, the Superintendent or designee, will be formed.~~
 - c. ~~The Superintendent or designee, will screen all applicants and compile a list of qualified applicants to be interviewed.~~
 - d. ~~The Superintendent or designee, will be responsible for setting up interviews and notifying applicants.~~
3. ~~Elementary/Secondary Principals, Assistant Principals, AP/Activity Directors, and Interns~~
 - a. ~~An interview committee, under the direction of and selected by the Assistant Superintendent of Elementary/Secondary Schools or designee, will be formed.~~

- b. The Assistant Superintendent of Elementary/Secondary Schools, or designee, will screen all applicants and compile a list of qualified applicants to be interviewed.
 - c. The Assistant Superintendent of Elementary/Secondary Schools, or designee, will be responsible for setting up interviews, notifying applicants.
 - d. Following the interview process, the Assistant Superintendent of Elementary/Secondary Schools will meet with the Superintendent (if he or she was not a member of the committee) and make recommendations for hire. Should a person nominated by the Assistant Superintendent of Elementary/Secondary schools be rejected by the Superintendent, it shall be the Assistant Superintendent's duty to make another nomination.
- ~~4. All candidates for administrative positions in Box Elder School District must have a current Administrative/ Supervisory (K-12) License.~~
- ~~5. An interview committee, under the direction of and selected by the Superintendent or his or her designee, will be formed. The committee shall include representatives from ESP employees, teachers, and parents of the school for which the opening exists. The committee shall screen all candidates and interview the top potential candidates. All current Box Elder School District employees who meet the minimum requirements will be given an opportunity to interview for new hire positions. The interview committee will function under the direction of the Superintendent or designee and the District will be responsible for setting up interviews, notifying applicants, etc.~~
- ~~6. Following the interview process, the interview committee will meet with the Superintendent (if he or she was not a member of the committee) and make recommendations.~~
- ~~7. The Superintendent may conduct additional interviews, do additional background checks, etc., prior to making a recommendation to the Board for final selection.~~
- ~~8. The Board in a legally called executive session, and in the presence of the Superintendent, shall discuss the personal characteristics, competencies, and physical and mental abilities of the Superintendent's recommendations. Following the executive session, the Board shall confirm, in open board meeting, the appointment of the candidate recommended by the Superintendent.~~

Policy 3300
Re-named
November 1, 2022
First Reading
June 11, 2025
Second Reading
July 9, 2025

~~9. Administrative positions within the District Office are considered the Superintendent's staff. As such, the manner of screening, selecting, and recommending District Office administrative personnel to the Board are the sole responsibility and prerogative of the Superintendent.~~

POLICY 4060

High School Graduation Requirements

- A. The 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.
- 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.

[Utah Code § 53G-10-204 \(2022\)](#)

- C. All students awarded a High School Diploma from a regular high school in Box Elder School District shall complete the following minimum requirements as required by the Utah State Board of Education and Box Elder School District during grades 9-12:

Number of Credits Required

- 1. Language Arts (4.5 credits)
 - a. Ninth grade level (1.5 ~~units-of~~ credits);
 - b. Tenth grade level (1.0 ~~unit-of~~ credit);
 - c. Eleventh grade level (1.0 ~~unit-of~~ credit);
 - d. Twelfth grade level (1.0 ~~unit-of~~ credit) consisting of applied or advanced Language Arts credit, consistent with the student's Plan for College and Career Readiness, from a list of courses approved by the Board of Education and the

- State Board of Education, which ~~courses~~ ~~from the list of State Board-~~
~~approved courses consistent with the student's PCGR.~~
- 1) Are within the field or discipline of language arts, with a significant portion of instruction aligned to language arts content, principles, knowledge, and skills;
 - 2) Provide instruction that leads to student understanding of the nature and disposition of language arts;
 - 3) Apply the fundamental concepts and skills of language arts;
 - 4) Provide developmentally appropriate content; and
 - 5) Develop skills in reading, writing, listening, speaking, and presentation.
- e. A student may receive up to 0.5 credit for Language Arts for a course or school-sponsored activity emphasizing verbal communication during any year from grade 9 to 12.
2. Mathematics (3.5 credits)
- a. This requirement shall be met minimally through successful completion of the foundation or foundation extended courses
 - 1) Secondary Math I (1.5 ~~units of~~ credits);
 - 2) Secondary Math II (1.0 ~~unit of~~ credit);
 - 3) Secondary Math III (1.0 ~~unit of~~ credit).
 - b. ~~With a written request from the student's parent or guardian, a s~~Students may opt out of Secondary Mathematics III ~~with written parent request~~. In that case, the student shall successfully complete another mathematics course ~~If an opt-out is requested, the third mathematics credit shall come~~ from among the advanced and applied courses ~~from on the list of State Board of Education's list of approved mathematics courses consistent with the student's PCGR.~~
 - c. 7th and 8th grade students may earn credit for one of the mathematics foundation courses before 9th grade, consistent with the student's Plan for College and Career Readiness and if at least one of the following criteria are met:

- 1) The student is identified as gifted in mathematics in accordance with the procedures outlined in State Board of Education Rule [R277-707](#);
 - 2) The student is dual enrolled at the middle school or junior high school and the high school;
 - 3) The student qualifies for promotion one or two grade levels above the student's age group and is placed in 9th grade; or
 - 4) The student takes the State Board of Education competency test in the summer prior to 9th grade and earns high school graduation credit for the course.
- d. For other students (than those in the prior section) who earn credit for a foundation course before 9th grade, the student shall still fill the required 3.0 units of credit by successful completion of other mathematics courses approved by the State Board of Education, consistent with the student's Plan for College and Career Readiness, which courses
- 1) Are within the field or discipline of mathematics with a significant portion of instruction aligned to mathematics content, principles, knowledge, and skills;
 - 2) Provide instruction that leads to student understanding of the nature and disposition of mathematics;
 - 3) Apply the fundamental concepts and skills of mathematics;
 - 4) Provide developmentally appropriate content; and
 - 5) Include the Standards for Mathematical Practice as listed in the Utah secondary mathematics core.
- e. A student who successfully completes a Calculus course with a "C" grade or better has completed mathematics graduation requirements regardless of the number of mathematics credits earned.
3. Science (3.0 credits) including
- a. ~~at a minimum~~, two credits from the five science foundation areas:
 - 1) Earth Systems Science (1.0 ~~unit of~~ credit) from the following:

- a) Earth Science; or
 - b) Advanced Placement Environmental Science
- 2) Biological Science (1.0 ~~unit of~~ credit) from the following:
- a) Biology;
 - b) Biology: Agricultural Science and Technology;
 - c) Advanced Placement Biology; or
 - d) Biology with Lab Concurrent Enrollment
- 3) Chemistry (1.0 ~~unit of~~ credit) from the following:
- a) Chemistry;
 - b) Advanced Placement Chemistry; or
 - c) Chemistry with Lab Concurrent Enrollment
- 4) Physics (1.0 ~~unit of~~ credit) from the following:
- a) Physics;
 - b) Advanced Placement Physics (1, 2, D: Electricity and Magnetism, or C: Mechanics); or
 - c) Physics with Lab Concurrent Enrollment
- 5) Computer Science (1.0 ~~unit of~~ credit) from the following:
- a) Advanced Placement Computer Science;
 - b) Computer Science Principles; or
 - c) Computer Programming 2; and
- b. ~~one 1.0 additional unit of credit, from the foundation courses or the applied or advanced science courses from the list of State Board-approved courses~~

consistent with the student's **PCCR Plan for College and Career Readiness**, from the foundation courses or a list of applied or advanced science courses approved by the Board of Education and State Board of Education, which courses

- 1) **Are within the field or discipline of science with a significant portion of instruction aligned to science content, principles, knowledge, and skills;**
 - 2) **Provide instruction that leads to student understanding of the nature and disposition of science;**
 - 3) **Apply the fundamental concepts and skills of science;**
 - 4) **Provide developmentally appropriate content;**
 - 5) **Include the areas of physical, natural, or applied sciences; and**
 - 6) **Develop students' skills in scientific inquiry.**
4. **Social Studies (3.0 credits) including**
- a. **World Geography (0.5 ~~units of~~ credit);**
 - b. **World History (0.5 ~~units of~~ credit);**
 - c. **U.S. History (1.0 ~~unit of~~ credit);**
 - d. **U.S. Government and Citizenship (0.5 ~~units of~~ credit);**
 - e. **Elective Social Studies (0.5 ~~units of~~ credit)**
 - f. **Successful completion of the basic civics test unless the student qualifies for an alternative assessment as provided for by the Utah State Board of Education. (See [Policy 4061 Curriculum: American Heritage](#))**
- Utah Admin. Rules R277-700-8 (March 14, 2018)***
5. **Arts (1.5 credits) from any of the following areas:**
- a. **Visual Arts**
 - b. **Music**

- c. Dance
 - d. Theater
 - e. Media Arts
6. Health Education (0.5 ~~units~~ credit)
7. Physical Education (~~2.0-1.5 credits~~)
- a. Participation Skills (0.5 ~~units-of~~ credit)
 - b. Fitness ~~or Swim~~ for Life (0.5 ~~units-of~~ credit)
 - c. Individualized Lifetime Activities (0.5 ~~units-of~~ credit)
 - d. Team sport/athletic participation (may earn 0.5 ~~units-credits~~ per sport up to a maximum of 1.0 ~~units-of~~ credit ~~with school approval to replace Participation Skills and Individualized Lifetime Activities can be earned for team sport/athletic participation with school approval to replace Participation Skills and Individualized Lifetime Activities.~~) [USBE Physical Education Guidelines](#)
8. Career & Technical Education (1.0 credit) from among the following areas:
- a. Agriculture, Food and Natural Resources
 - b. Architecture and Construction
 - c. Arts, Audio/Visual Technology and Communications
 - d. Business, Finance and Marketing
 - e. Computer Science and Information Technology
 - f. Education and Training
 - g. Engineering and Technology
 - h. Health Science
 - i. Hospitality and Tourism

- j. Human Services
 - k. Law, public Safety, Corrections and Security
 - l. Manufacturing
 - m. Transportation, Distribution, and Logistics
9. ~~Computer Technology or qualifying~~ Digital Studies ~~course~~ (0.5 credit) from among the following areas: ([USBE Digital Studies Approved Courses](#))
- a. Business Office Specialist
 - b. Computer Programming, I
 - c. Computer Science Principles
 - d. Digital Business Applications
 - e. Exploring Computer Science or
 - f. Web Development
10. General Financial Literacy (0.5 credit)
11. Library Media Skills (integrated into the subject areas)
- D. TOTAL CREDIT AVAILABLE - 36.0
1. TOTAL CREDITS REQUIRED FOR GRADUATION - ~~24.0~~ 30.0
- a. TOTAL REQUIRED CORE CREDITS - 19.5
 - b. REQUIRED ELECTIVE CREDITS – MINIMUM - 10.5
- E. Additional Provisions
1. The District may modify a student's graduation requirements to meet the unique educational needs of the student if the student has a disability and the modifications to graduation requirements are made through the student's IEP.

2. A student may be awarded a certificate of completion if they meet 1 (one) of the following criteria:
 - a. the student has a disability and has completed their senior year and is exiting the school system; however, has not met the State and District requirements for graduation, but has met the goals set forth by the student's IEP, or
 - b. the student was enrolled throughout and has completed their senior year, is exiting the school system, has not met the State and District requirements for graduation, and made a sincere effort to complete high school as determined by school administration.
 - ~~c. The District will not enroll a student with intent to award a diploma or certificate of completion after the student has earned a high school equivalence.~~

[Utah Admin. Rules R277-705-4 \(November 7, 2024\)](#)

3. College and Career Readiness Mathematics Competency
 - a. A student who is pursuing a college degree after graduation is encouraged to take a full year mathematics course during the student's senior year unless the student has, before the beginning of the senior year, met one of the following requirements:
 - 1) A score of 3 or higher on an Advanced Placement (AP) calculus AB or BC exam;
 - 2) A score of 3 or higher on an Advanced Placement (AP) statistics exam;
 - 3) A score of 5 or higher on an International Baccalaureate (IB) higher level math exam;
 - 4) A score of 50 or higher on a College Level Exam Program (CLEP) pre-calculus or calculus exam;
 - 5) A score of 26 or higher on the mathematics portion of the American College Test (ACT) exam;
 - 6) A score of 640 or higher on the mathematics portion of the Scholastic Aptitude Test (SAT) exam; or

- 7) A “C” grade or higher in a concurrent enrollment mathematics course that satisfies a state system of higher education quantitative literacy requirement.
 - b. A non-college degree seeking student shall complete appropriate math competencies for the student’s career goals as described in the student’s Plan for College and Career Readiness.
4. Students qualify for a diploma upon completion of all required credits. The opportunity to participate in graduation exercises is a privilege and may be based on behavior/citizenship.
5. These graduation requirements are consistent with State (USBE) requirements with the exception of Language Arts and Math, which have been adjusted due to the 3-trimester schedule for core classes in the 9th grade.
6. Students will be offered a full schedule to be taken as elective classes or released from school for approved activities.

F. A Student Desiring a 24 Credit Diploma

1. ~~Beginning the 2024-25 school year,~~ if a student has completed the required core credits (18.5) and at least 5.5 elective credits for a 24-credit diploma, the student will be transferred to Sunrise High School to receive this 24-credit High School Diploma. The student may participate in graduation ceremonies with Sunrise High School if desired but will not be part of BEHS or BRHS graduation ceremonies.
2. A special education eligible student may earn a 24-credit diploma if it is determined by their IEP team that their disability requires special graduation requirements. Special Education students receiving special graduation accommodations will be eligible to walk with their school of attendance.

POLICY 4065

Alternative High School Graduation Requirements

- A. The 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.
- 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.

[Utah Code § 53G-10-204 \(2022\)](#)

- C. All students awarded a High School Diploma from the alternative high school in Box Elder School District shall complete the minimum 24 credits required as required by the Utah State Board of Education and Box Elder School District and the following minimum requirements during grades 9-12:
1. Number of Credits Required
 - a. Language Arts (4.0 credits)
 - 1) Ninth grade level (1.0 ~~unit of~~ credit);
 - 2) Tenth grade level (1.0 ~~unit of~~ credit);
 - 3) Eleventh grade level (1.0 ~~unit of~~ credit);
 - 4) Twelfth grade level (1.0) ~~unit of~~ credit) consisting of applied or advanced Language Arts credit, consistent with the student's Plan for College and Career Readiness, from a list of courses approved by the Board of Education

and the State Board of Education, which ~~courses from the list of State Board-approved courses consistent with the student's PCGR.~~

- a) Are within the field or discipline of language arts, with a significant portion of instruction aligned to language arts content, principles, knowledge, and skills;
 - b) Provide instruction that leads to student understanding of the nature and disposition of language arts;
 - c) Apply the fundamental concepts and skills of language arts
 - d) Provide developmentally appropriate content; and
 - e) Develop skills in reading, writing, listening, speaking, and presentation.
- 5) A student may receive up to 0.5 credit for Language Arts for a course or school-sponsored activity emphasizing verbal communication during any year from grade 9 to 12.
2. Mathematics (3.0 credits)
- a. Secondary Math I (1.0 ~~units of~~ credit);
 - b. Secondary Math II (1.0 ~~unit of~~ credit);
 - c. Secondary Math III (1.0 ~~unit of~~ credit).
- 1) ~~With a written request from the student's parent or guardian, a Sstudents may opt out of Secondary Mathematics III with written parent request. If an opt-out is requested, the third mathematics credit shall come~~ In that case, the student shall successfully complete another mathematics course from among the advanced and applied mathematics courses ~~from~~ on the list of State Board of Education's list of approved mathematics courses.
 - 2) 7th and 8th grade students may earn credit for one of the mathematics foundation courses before 9th grade, consistent with the student's Plan for College and Career Readiness and if at least one of the following criteria are met:
 - a) The student is identified as gifted in mathematics in accordance with the procedures outlined in State Board of Education [Rule R277-707](#);

- b) The student is dual enrolled at the middle school or junior high school and the high school;
 - c) The student qualifies for promotion one or two grade levels above the student's age group and is placed in 9th grade; or
 - d) The student takes the State Board of Education competency test in the summer prior to 9th grade and earns high school graduation credit for the course.
- 3) For other students (than those in the prior section) who earn credit for a foundation course before 9th grade, the student shall still fill the required 3.0 units of credit by successful completion of other mathematics courses approved by the State Board of Education, consistent with the student's Plan for College and Career Readiness, which courses
- a) Are within the field or discipline of mathematics with a significant portion of instruction aligned to mathematics content, principles, knowledge, and skills;
 - b) Provide instruction that leads to student understanding of the nature and disposition of mathematics;
 - c) Apply the fundamental concepts and skills of mathematics;
 - d) Provide developmentally appropriate content; and
 - e) Include the Standards for Mathematical Practice as listed in the Utah secondary mathematics core.
- d. A student who successfully completes a Calculus course with a "C" grade or better has completed mathematics graduation requirements regardless of the number of mathematics credits earned.
3. Science (3.0 credits) including
- a. ~~at a minimum~~, two credits from the five science foundation areas:
 - 1) Earth Systems Science (1.0 ~~unit of~~ credit) from the following:
 - a) Earth Science; or

- b) Advanced Placement Environmental Science
- 2) Biological Science (1.0 ~~unit-of~~ credit) from the following:
- a) Biology
 - b) Biology: Agricultural Science and Technology
 - c) Advanced Placement Biology or
 - d) Biology with Lab Concurrent Enrollment
- 3) Chemistry (1.0 ~~unit-of~~ credit) from the following:
- a) Chemistry
 - b) Advanced Placement Chemistry or
 - c) Chemistry with Lab Concurrent Enrollment
- 4) Physics (1.0 ~~unit-of~~ credit) from the following:
- a) Physics
 - b) Advanced Placement Physics (1, 2, D: Electricity and Magnetism, or C: Mechanics) or
 - c) Physics with Lab Concurrent Enrollment
- 5) Computer Science (1.0 ~~unit-of~~ credit) from the following:
- a) Advanced placement Computer Science
 - b) Computer Science Principles or
 - c) Computer Programming 2 and
- 6) 1.0 additional ~~unit-of~~ credit, consistent with the student's Plan for College and Career Readiness, from the foundation courses or a list of the applied or advanced science courses approved by the ~~from the list of~~ State Board of Education, which approved courses

- a) Are within the field or discipline of science with a significant portion of instruction aligned to science content, principles, knowledge, and skills;
 - b) Provide instruction that leads to student understanding of the nature and disposition of science;
 - c) Apply the fundamental concepts and skills of science;
 - d) Provide developmentally appropriate content;
 - e) Include the areas of physical, natural, or applied sciences; and
 - f) Develop students' skills in scientific inquiry.
4. Social Studies (3.0 credits) including
- a. Geography for Life (0.5 ~~units-of~~ credit);
 - b. World Civilizations (0.5 ~~units-of~~ credit);
 - c. U.S. History (1.0 ~~unit-of~~ credit);
 - d. U.S. Government and Citizenship (0.5 ~~units-of~~ credit);
 - e. Elective Social Studies (0.5 ~~units-of~~ credit)
 - f. Successful completion of the basic civics test unless the student qualifies for an alternative assessment as provided for by the Utah State Board of Education.
(See [Policy 4061 Curriculum: American Heritage](#))
5. Arts (1.5 credits) from any of the following areas:
- a. Visual Arts
 - b. Music
 - c. Dance
 - d. Theater
 - e. Media Arts

6. Health Education (0.5 ~~units of~~ credit)
7. Physical and Health Education (1.5 ~~2.0~~ credits)
 - a. Participation Skills (0.5 ~~units of~~ credit)
 - b. Fitness or Swim for Life (0.5 ~~units of~~ credit)
 - c. Individualized Lifetime Activities (0.5 ~~units of~~ credit)
 - 1) ~~Team sport/athletic participation A maximum of (may earn 0.5 units of credits per sport up to a maximum of 1.0 credit can be earned for team sport/athletic participation~~ with school approval to replace Participation Skills and Individualized Lifetime Activities). [USBE Physical Education Guidelines](#)
8. Career & Technical Education (1.0 credit) from among the following areas:
 - a. Agriculture, Food and Natural Resources
 - b. Architecture and Construction
 - c. Arts, Audio/Visual Technology and Communications
 - d. Business, Finance and Marketing
 - e. Computer Science and Information Technology
 - f. Education and Training
 - g. Engineering and Technology
 - h. Health Science
 - i. Hospitality and Tourism
 - j. Human Services
 - k. Law, Public Safety, Corrections and Security
 - l. Manufacturing

m. Transportation, Distribution, and Logistics

9. ~~Computer Technology or qualifying~~ Digital Studies ~~course~~ (0.5 credit) from among the following areas: ([USBE Digital Studies Approved Courses](#))

a. Business Office Specialist

b. Computer Programming I

c. Computer Science Principles

d. Digital Business Applications

e. Exploring Computer Science or

f. Web Development

10. General Financial Literacy (0.5 credit)

11. Library Media Skills (integrated into the subject areas)

[Utah Admin. Rules R277-700-6\(3\), \(4\) \(June 7, 2024\)](#)

D. TOTAL CREDIT AVAILABLE – 36.0 credits

1. TOTAL CREDITS REQUIRED FOR GRADUATION - 24.0 credits

a. TOTAL REQUIRED CORE CREDITS - 18.5 credits

b. REQUIRED ELECTIVE CREDITS – MINIMUM - 5.5

E. Additional Provisions

1. The District may modify a student's graduation requirements to meet the unique educational needs of the student if the student has a disability and the modifications to graduation requirements are made through the student's IEP.

2. A student may be awarded a certificate of completion if they meet 1 (one) of the following criteria:

- a. the student has a disability and has completed their senior year and is exiting the school system; however, has not met the State and District requirements for graduation, but has met the goals set forth by the student's IEP, or
- b. the student was enrolled throughout and has completed their senior year, is exiting the school system, has not met the State and District requirements for graduation, and made a sincere effort to complete high school as determined by school administration.

[Utah Admin. Rules R277-700-6\(24\) \(June 7, 2024\)](#)

3. College and Career Readiness Mathematics Competency

- a. A student who is pursuing a college degree after graduation is encouraged to take a full year mathematics course during the student's senior year unless the student has, before the beginning of the senior year, met one of the following requirements:
 - 1) A score of 3 or higher on an Advanced Placement (AP) calculus AB or BC exam;
 - 2) A score of 3 or higher on an Advanced Placement (AP) statistics exam;
 - 3) A score of 5 or higher on an International Baccalaureate (IB) higher level math exam;
 - 4) A score of 50 or higher on a College Level Exam Program (CLEP) pre-calculus or calculus exam;
 - 5) A score of 26 or higher on the mathematics portion of the American College Test (ACT) exam;
 - 6) A score of 640 or higher on the mathematics portion of the Scholastic Aptitude Test (SAT) exam; or
 - 7) A "C" grade or higher in a concurrent enrollment mathematics course that satisfies a state system of higher education quantitative literacy requirement.
- b. A non-college degree seeking student shall complete appropriate math competencies for the student's career goals as described in the student's Plan for College and Career Readiness.

4. Students qualify for a diploma upon completion of all required credits. The opportunity to participate in graduation exercises is a privilege and may be based on behavior/citizenship.

~~5. These graduation requirements are consistent with State (USBE) requirements.~~

F. A student desiring a 24-credit diploma:

1. If a student has completed the required core credits (18.5) and at least (5.5) elective credits for a 24-credit diploma, the student will be transferred to Sunrise High School to receive this 24-credit High School Diploma. The student may participate in graduation ceremonies with Sunrise High School if desired but will not be part of BEHS or BRHS graduation ceremonies.
2. A special education eligible student may earn a 24-credit diploma if it is determined by their IEP team that their disability requires special graduation requirements. Special Education students receiving special graduation accommodations will be eligible to walk with their school of attendance.

POLICY 4103

Academic Grading and Citizenship Marks for Grades 8-12

A. Definitions (See [Policy 1250 Professional Learning Communities](#))

1. Formative Assessments is a process of checking student understanding during learning, providing feedback to both students and teachers to improve instruction and learning. It focuses on ongoing progress and adjustments, unlike summative assessments which evaluate learning at the end of a unit or course.
2. Extensions refer to the strategies and activities designed to extend and enrich the learning of students who have already demonstrated mastery of the core curriculum.
3. Interventions are strategies and supports implemented when students are not meeting learning goals. They are designed by teachers to address specific gaps in learning and help students achieve mastery.
4. Summative Assessments is a method of evaluation conducted at the end of a learning unit or period to determine a student's overall understanding and achievement. It's used to summarize what a student has learned and how well they have mastered the material covered.

B. Academic Grading

- ~~1. Student work and assessments will be based on standards from the Utah State Curriculum.~~
2. Grades on report cards will accurately reflect students' academic proficiency in relation to ~~course standards~~ the [Utah Core Curriculum Standards](#) provided by the Utah State Board of Education.
3. Academic gGrades will be determined based on the Box Elder School District Secondary grading scale.
 - a. All grades with percentages within .5 of the numeric cutoffs will be rounded up to that number.

<u>Letter</u>	<u>Numeric</u>
A	93
A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70
D+	67
D	63
D-	60
F	0 - 59.49

4. Student ~~proficiency is grades will be~~ measured ~~in~~ through a variety of summative independent methods; ~~of ways~~ including assessments, projects, reports, tests, observations, ~~discussions~~ and performance tasks, etc.
 - a. Practice assignments and common formative assessments throughout the learning process will be given, placed in gradebook for students and parents to see but not counted on the student's grade. Feedback on these assignments/formative assessments will be given in a timely manner to help students better prepare for the summative assessments.

5. ~~Following summative assessments, a~~Additional opportunities for all students to demonstrate increased proficiency will be provided by the teacher in a timely manner through ~~interventions and extensions throughout the trimester, interventions and remediation.~~
 - a. Students may qualify for these additional opportunities until the end of the trimester by demonstrating to the teacher that they have acquired new learning through remediation or additional practice since their most recent assessment opportunity. Students should not delay seeking these additional opportunities to improve or extend their learning.
 - b. Teacher teams will determine and will communicate with students what is needed to re-take summative assessments. This process should be listed on the teacher's class disclosure per [Policy 4077 Course Disclosure Statements - Secondary](#).

- c. In situations involving unforeseen circumstances, a teacher may give the student an incomplete grade at the end of the trimester which grants the student two additional weeks to retake the desired summative assessment.
- d. When intervention opportunities are provided within the school day, identified students will be required to participate.
- e. Additional opportunities include re-doing assignments or re-taking quizzes and tests following an intervention in a timely manner.
- f. Extra credit will not be included in the academic grade.

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

D. Citizenship Marks

1. Each student will receive a citizenship mark at the end of each trimester from their teacher that will describe how well they did in the areas of classroom behavior, work completion, following classroom expectations and attendance including tardies.
2. Students will receive a citizenship mark as follows:
 - a. H: Honors
 - b. S: Satisfactory
 - c. N: Needs Improvement
 - d. U: Unsatisfactory
3. Cheating and Plagiarism
 - a. Students should be honest and submit work on assessments and assignments that represents their own current knowledge and understanding of a standard or topic.

- b. A teacher may not assign an “F” solely due to cheating or plagiarism under this policy. The student should be disciplined according to school behavior policies and given a chance to demonstrate content mastery through a valid, original assessment/assignment.
 - c. A student’s citizenship mark should be lowered for this type of behavior.
4. Administrators may also issue an administrative U for inappropriate behavior at general school functions occurring before, during, or after school hours.
 5. Unsatisfactory Citizenship marks that are not remediated may result in consequences that limit participation in school activities including extracurricular activities and graduation ceremonies.
 - a. Each school will communicate these limitations to all students including methods and deadlines on how to remediate unsatisfactory citizenship marks.

E. Reporting

1. Report cards will be issued a minimum of three times each school year.
2. Student proficiency data will be updated ~~within a week of giving an assessment~~ ~~weekly~~ using the electronic grade book.
3. Students and parents will be informed ~~by their teacher within 72 hours, as soon as if possible when a student’s academic performance drops to a D or F, or their citizenship mark becomes a U, citizenship, or behavior becomes unsatisfactory or shows a marked or sudden decline.~~ Phone calls and emails from teachers are the best methods to communicate these declines.
4. Parents are highly encouraged to regularly check their child’s progress on the [Student Passport Website](#) and to reach out to their child’s teachers with concerns or questions in a timely manner.

~~F. Interventions~~

- ~~1. Interventions (re-teaching) will be provided when a student performs below proficiency.~~

~~G. Homework~~

~~*See Box Elder School District Policy 4100 Homework~~

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

POLICY 4105

Sex Education

A. The following definitions apply in this policy:

1. "Curriculum materials review committee (committee)" means a committee formed at the District or school level, as determined by the Board of Education, that includes parents, health professionals, school health educators, and administrators, with at least as many parents as school employees. The membership of the committee shall be appointed and reviewed annually by August 1 of each year by the Board, shall meet on a regular basis as determined by the membership, shall select its own officers and shall be subject to the Utah Open and Public Meetings Act.
2. Sex education instruction or instructional programs" means any course material, unit, class, lesson, activity or presentation that, as the focus of the discussion, provides instruction or information to students about sexual abstinence, human sexuality, human reproduction, reproductive anatomy, physiology, pregnancy, marriage, childbirth, parenthood, contraception, HIV/AIDS or other sexually transmitted diseases, or refusal skills. While these topics are most likely discussed in such courses as health education, health occupations, human biology, physiology, parenting, adult roles, psychology, sociology, child development, and biology, this rule applies to any course or class in which these topics are the focus of discussion.
3. "Refusal skills" means instruction
 - a. in a student's ability to clearly and expressly refuse sexual advances (by a minor or by an adult),
 - b. in a student's obligation to stop the student's sexual advances if refused by another individual,
 - c. informing a student of the student's right to report and seek counseling for unwanted sexual advances,
 - d. in sexual harassment, and

- e. informing a student that a student may not consent to criminally prohibited activities or activities for which the student is legally prohibited from giving consent, including the electronic transmission of sexually explicit images by an individual of the individual or another.
4. “Maturation education” means instruction and materials used to provide fifth grade students with age appropriate, medically accurate information regarding the physical and emotional changes associated with puberty, to assist in protecting students from abuse and to promote hygiene and good health practices.
5. “Medically accurate” means verified or supported by a body of research conducted in compliance with scientific methods and published in journals that have received peer review and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the American Medical Association.

[Utah Admin. Rules R277-474-2 \(November 7, 2023\)](#)

[Utah Code § 53G-10-402\(1\) \(2024\)](#)

[Utah Code § 53G-10-403 \(2019\)](#)

B. Sex Education Instruction Requirement

1. Subject to parental permission, a student shall receive sex education instruction on at least two occasions during the period that begins with the beginning of grade 8 and ends with the end of grade 12.

[Utah Code § 53G-10-402\(3\)\(a\) \(2024\)](#)

C. Parental Notification and Permission Form Required for Participation

1. Students may not participate in any sex education instruction or instructional program unless, before the student’s participation, the school has on file for that student a completed parental notification form relating to that specific instruction or program which indicates that the student’s parent authorizes the student to participate. The form shall
 - a. explain a parent’s right to review proposed curriculum materials in a timely manner.

- b. request the parent's permission to instruct the parent's student in identified course material related to sex education or maturation education,
 - c. allow the parent to exempt the parent's student from attendance from a class period where the identified sex education or maturation instruction is presented and discussed,
 - d. be specific enough to give parents fair notice of topics to be covered, and
 - e. include a brief explanation of the topics and materials to be presented and provide a time, place and contact person for review of the identified curricular materials.
2. Completed permission forms shall be maintained in the student's education records for a reasonable period.

[Utah Code § 53G-10-402\(4\)\(a\) \(2024\)](#)

[Utah Code § 53G-10-403 \(2019\)](#)

[Utah Admin. Rules R277-474-2\(8\) \(November 7, 2023\)](#)

[Utah Admin. Rules R277-474-5\(9\) \(November 7, 2023\)](#)

3. A student may refrain from participation in sex education or maturation education based on religious belief or right of conscience consistent with [Policy 4066 Curriculum: Religious Neutrality](#).

[Utah Admin. Rules R277-474-5\(11\) \(November 7, 2023\)](#)

[Utah Code § 53G-10-205 \(2023\)](#)

D. Health and Sex Education Guidelines

1. All health and sex education shall stress the importance of abstinence from all sexual activity before marriage and fidelity after marriage as methods of preventing sexually transmitted diseases. The curriculum and education shall also stress personal skills that encourage individual choice of abstinence and fidelity in marriage.
2. At no time may instruction be provided, including responses to spontaneous questions raised by students, regarding any means or methods that facilitate or encourage the violation of any state or federal criminal law by a minor or an adult.

3. Nothing in this policy precludes an educator from responding to a spontaneous question provided that the response is consistent with this policy.

[Utah Code § 53G-10-402\(2\)\(b\), \(e\)\(i\) \(2024\)](#)

4. The following may not be taught in District schools:

- a. The intricacies of intercourse, sexual stimulation, or erotic behavior;
- b. The advocacy of premarital or extramarital sexual activity; or
- c. The advocacy or encouragement of the use of contraceptives methods or devices.

[Utah Admin. Rules R277-474-3\(1\) \(November 7, 2023\)](#)

[Utah Code § 53G-10-402\(2\)\(b\)\(iii\) \(2024\)](#)

- d. **The District may, under curriculum adopted in accordance with this policy, provide instruction which includes information about contraceptive methods or devices and which stresses effectiveness, limitations, risks, and information on state law applicable to minors obtaining contraceptive methods or devices.**

[Utah Code § 53G-10-402\(2\)\(b\)\(iv\) \(2024\)](#)

[Utah Admin. Rules R277-474-3\(2\) \(November 7, 2023\)](#)

E. Sexual Abuse Prevention and Awareness

1. Schools in the District may provide instruction to elementary school students on child sexual abuse and human trafficking prevention and awareness using the instructional materials approved by the State Board of Education for that purpose. However, before an individual student may receive this instruction, the student's parent must be notified in advance of the instruction and the content of the instruction and of the parent's right to have the student excused from the instruction, given an opportunity to review the instruction materials, and be allowed to be present when the instruction is delivered. A parental permission form (as outlined above) must be received for each student before that student receives the

instruction. Upon the written request of a parent, a student shall be excused from the instruction.

[Utah Code § 53G-9-207\(4\), \(5\) \(2024\)](#)

F. Instructional Staff Training and In-service

1. District staff who have responsibility for some aspect of sex education instruction in the District may include administrators, teachers, counselors, teacher's assistants, or coaches, but are not necessarily limited to those categories.
2. In their first year of service or assignment, all newly hired or newly assigned District staff who have responsibility for any aspect of sex education instruction in the District will attend a State-sponsored in-service outlining the sex education curriculum and the criteria for sex education instruction in any courses offered in the public education system.
3. All District staff who have any responsibility for any aspect of sex education instruction in the District will attend District training outlining the sex education curriculum and the criteria for sex education instruction in any courses offered in the public education system at least once every three years.

[Utah Admin. Rules R277-474-3\(5\) \(November 7, 2023\)](#)

[Utah Admin. Rules R277-474-5\(1\), \(2\) \(November 7, 2023\)](#)

G. Sex Education Curriculum Materials Review Committee

1. The Board of Education shall approve a District Sex Education Curriculum Materials Review Committee. This committee shall be composed of parents, health professionals, school health educators, and administrators, with at least as many parent members as school employee members. The Board shall approve the membership of the committee by August 1 of each year.
2. The District Sex Education Curriculum Materials Review Committee shall meet on a regular basis as determined by the members of the committee, shall select officers, shall establish procedures for operation, shall designate a chair, and shall comply with the Utah Open and Public Meetings Act.

[Utah Admin. Rules R277-474-2\(1\) \(November 7, 2023\)](#)

[Utah Admin. Rules R277-474-5\(3\), \(4\), \(5\) \(November 7, 2023\)](#)

H. Review of Guest Presentations Relating to Sex Education

1. Before any guest speaker or guest presenter may present any information in any District course relating to sex education instruction, the speaker and presenter and the materials to be presented must have been approved by the District Sex Education Curriculum Materials Review Committee.
2. The committee shall not authorize the use of any sex education instructional program which has not been previously approved for use in the District as set forth below regarding curriculum approval.

[Utah Admin. Rules R277-474-5\(5\)\(c\), \(6\) \(November 7, 2023\)](#)

I. Adoption of District Sex Education Instructional Materials

1. The Board of Education shall approve the sex education instructional materials which will be used in the District. The Board shall request that the District Sex Education Curriculum Materials Review Committee provide recommendations regarding the sex education instructional materials to be used in the District. Such recommended materials must be medically accurate and must be consistent with the Health and Sex Education Guidelines set forth above. Following recommendations from the Review Committee, the Board shall consider whether to adopt recommended materials at a public meeting which includes a public hearing on the issue. The proposed materials shall have been made available for review by residents of the District a reasonable time in advance of the meeting. Prior notice of the meeting shall be given to parents of students who attend District schools and parents shall be given an opportunity to express their views on the materials at the meeting. If a majority of the Board members present vote to adopt the recommended materials, then the materials may be used in the District. Following adoption of the materials, a resident of the District may appeal regarding the content of the materials by submitting a written appeal to the Board which specifically explains the resident's objections or concerns regarding the materials. The Board shall refer the appeal to the District Sex Education Curriculum Materials Review Committee for recommendations regarding the response to the appeal. The Board shall review the

Committee's recommendations and then determine what action, if any, is appropriate.

2. Following adoption of sex education instruction materials which have not previously been approved by the State Instructional Materials Commission, the Board shall report such adoption to the State Board of Education. That report shall provide a copy of the materials, documentation of the adoption of the materials at the Board meeting, documentation that the materials are medically accurate, documentation of the committee recommendations, and the Board's rationale for adopting the materials.
3. The Board of Education shall annually review the decision to adopt the sex education instructional materials used in the District, and shall consider whether to continue use of those materials. The Board's review shall include data for each county that the District is located in regarding teen pregnancy, child sexual abuse, and sexually transmitted diseases and infections, and also shall include data on the number of pornography complaints or other instances reported within the District.

[Utah Code § 53G-10-402\(2\)\(g\)\(ii\), \(h\), \(8\) \(2024\)](#)

[Utah Admin. Rules R277-474-6 \(November 7, 2023\)](#)

J. Monitoring of Sex Education Instruction

1. Each school in the District shall log and track all parental or community complaints and comments resulting from student participation in sex education instruction in the school, including disposition of any complaints made. This information shall be provided to District administration monthly during the school year.
2. District administration shall compile and maintain records of parental or community complaints and comments resulting from student participation in sex education instruction in the District, including disposition of complaints, and shall provide that information to the State Superintendent upon request.

[Utah Admin. Rules R277-474-5\(10\) \(November 7, 2023\)](#)

[Utah Admin. Rules R277-474-7\(3\) \(November 7, 2023\)](#)

POLICY 4185

Use of Video/Digital Media Materials

- A. Digital media should be used legally and appropriately to achieve educational objectives.
1. Rented or privately owned digital media: All District employees must comply with federal copyright laws, as well as publisher licensing agreements. Rented or privately owned digital media may only be shown in the classroom provided that the media's producer or distributor has granted a "fair use" exception and that the following "fair use" requirements are satisfied:
 - a. The digital media must be shown in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction and be directly related to the curriculum and lesson objectives.
 2. Programs from the internet or television: Educators showing programs from the internet or television for instructional purposes must follow the copyright conditions provided by the producer of the program.
 3. Appropriate use of digital media:
 - a. Educators bear responsibility to ensure that educational activities and support materials are relevant to the curriculum, appropriate for the age and maturity of students, and consistent with specific educational objectives and compliant with all related policies.
 - b. District and state approved digital media (available through the District media contact) constitute a primary resource of digital support materials and should be considered first by teachers who want to use digital media in the classroom.
 - c. Educators planning to use any digital media not approved by the Utah Instructional Media Consortium shall preview the entire product prior to showing the digital media in the classroom.
 - d. Educators shall obtain the written approval of the administrator prior to showing a full-length movie or episode at least one week prior to the date of the intended showing.

- e. Upon receiving approval from the administrator, educators may show the full length movie or episode in a classroom according to the following guidelines:
 - 1) Media with a G rating may be shown to any grade K-12 with teacher discretion.
 - 2) Media with a PG rating may be shown in grades K-12 with administrator approval and parent notification as outlined in the policy.
 - 3) Media with a PG-13 rating may only be shown to students in grades 8-12 with administrator approval and parent notification as outlined in this policy.
 - 4) No movie, or digital media or excerpt from a movie, digital media with an "R," "NC 17," or "X" rating will be shown for any purpose in Box Elder School District schools. Educators permitting the viewing of such materials by students are subject to disciplinary action including termination.
 - 5) No video game with a rating of T, M, or AO may be accessed for any school sponsored activity in grades K-7. No video game with a rating of M, or AO may be accessed for any school sponsored activity in grades 8-12.
 - 6) Notification to parents could be included in the disclosure provided for the course
 - f. If the digital media, movie, or episode is unrated but contains material that a parent might consider inappropriate for their student, or if the media carries a warning of parental discretion, administrator approval must be obtained and parents must be notified at least five school days prior to the media being shown.
 - g. Parents must be given the opportunity to withhold their student(s) from viewing any movie, episode, or digital media based on the notification guidelines listed above. If a student is excused from viewing the media, the educator must provide a meaningful alternative activity.
- B. An educator, student or parent may seek review of a decision by the administrator by submitting a written appeal in accordance with the appeals process established at the school.

Request to Show Movie

Teacher _____ Class or
Course _____ Date _____

Date Movie to be Shown _____ Movie Title

MPG Rating _____ Movie Length _____ Class time to be Used for
Movie _____ Where Movie Obtained

_____ Describe the
educational concept covered or to be addressed by the movie:

Describe the educational activities that have lead up to the movie:

Describe the educational activities to follow the movie:

Describe how the educational value and objectives of the movie will be assessed:

Principal's Authorization

Policy 4185
Amended
March 11, 2020
First Reading
June 11, 2025
Second Reading
July 9, 2025

Approved: _____

Signature: _____

POLICY 4188

Service and Emotional Support Animals on School Premises

A. Access to Services, Programs and Activities

1. The Local Education Agency (LEA) has the goal of providing equal access to all services, activities and programs it offers. Students, employees or members of the public will not be denied access to services, programs or activities due to their legitimate use of a service animal.
2. LEA protocols for addressing the needs of those utilizing service animals are derived from [28 CFR Section 35](#), [Utah Code Title 62A, Chapter 5b](#), and applicable published guidance from the U.S. Department of Justice.
3. The LEA shall impose legitimate safety requirements necessary for the safe operation of its services, programs, or activities. Those requirements must be based upon actual risks, not on mere speculation, stereotypes, or generalizations about people with disabilities.

B. Definitions

1. “Direct Threat” – A significant risk to the health and safety of others that cannot be eliminated by a modification to policies, practices or procedures, or by the provision of auxiliary aids or services.
2. “Disability” – As defined in [42 U.S.C. 12102](#) of the Americans with Disabilities Act, as may be amended in the future, and [28 CFR Section 36](#) of the Code of Federal Regulations, as may be amended in the future.
3. “Emotional Support Animal” (ESA) – A domesticated animal that is individually necessary for the emotional support, well-being, comfort, or companionship of an individual with a disability. The tasks performed by an ESA must be directly related to the individual’s disability. Non-human primates are specifically excluded from this definition.

4. "Service Animal" – Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition.

C. General Provisions

1. Other than service animals as defined above, or approved service animals in training granted facility access by the LEA, personally owned animals are not permitted at LEA facilities without the written consent of an LEA representative.
2. The LEA will reasonably modify its policies, practices or procedures to permit the use of a service animal by an individual with a disability.
3. Individuals with disabilities shall be permitted to be accompanied by their service animals in all LEA facilities where members of the public, participants in services, programs or activities, or invitees are permitted.
4. Students with disabilities shall be permitted to be accompanied by their service animals in all LEA facilities where students are permitted.
5. ~~The LEA may ask an individual with a disability to remove a service animal from its facilities if the animal is out of control and the animal's handler does not take effective action to control it.~~ A school administrator may ask an individual with a disability or the child's parents to remove a service animal from the school building, classroom, or from a school function if any one of the following circumstances occurs:
 - a. The animal is out of control and the animal's handler does not take effective action to control the animal.
 - b. if the animal poses a direct threat.

- c. The animal's presence fundamentally alters the nature of the service, program or activity.
6. If the school administrator is considering removal of a service animal, the administrator must contact the appropriate district director prior to the removal of the service animal. The director will determine if Risk Management should be contacted.
7. In the event a service animal is removed, excluded, or otherwise prohibited, the individual with a disability shall be given the opportunity to participate in the service, program, or activity at issue without the accompaniment of the service animal.
8. ~~The LEA may ask an individual with a disability to remove a service animal from its facilities if the animal is not housebroken.~~ Permitted service animals must be housebroken.
9. The owner or handler of the service animal shall be solely responsible for supervision and care of the service animal, including feeding, exercising, clean up, and stain removal.
10. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a leash, harness, or other tether would interfere with the animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
11. ~~The LEA may ask an individual with a disability to remove a service animal from its facilities if the animal poses a direct threat.~~
12. Neither the LEA nor any of its employees are responsible for the care or supervision of a service animal, unless documentation exists specifically requiring such care or supervision by the LEA or its employees.
13. If the need for a service animal is not readily apparent, the animal's owner may be required to affirm that the animal is required because of a disability. Additionally, the

animal's owner may be required to articulate what work or task the animal has been trained to perform.

14. A service animal's owner may be required to provide documentation indicating the service animal has been licensed in the jurisdiction(s) in which the owner resides. **A person accompanied by a service animal while on school property or at a school function is strongly encouraged to exhibit one of the following:**
 - a. **The animal's identification card;**
 - b. **The animal's service vest; or**
 - c. **Another form of identification sufficient to put others on notice that the animal is a service animal.**

D. Miniature Horses

1. The LEA shall make reasonable modification in its policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.
2. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the LEA may consider:
 - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
 - b. Whether the handler has sufficient control of the miniature horse;
 - c. Whether the miniature horse is housebroken; and
 - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary safe operation.

E. Service Animals in Training

1. As provided in Utah law, service animals in training shall be granted access to LEA facilities, buildings or areas that are accessible to any member of the public.
2. The LEA may establish reasonable procedures and guidelines governing the presence of service animals in training in its facilities, programs and services.
3. An LEA may decide whether it will allow service animals in training in any of its facilities, buildings or areas that are not accessible to any member of the public (e.g., student areas, classrooms, locker rooms, school libraries, buses, etc.)
4. An individual accompanied by a dog in training is liable for any **and all damages to property or injuries to persons caused by the service animal in training ~~loss or damage the dog causes to the school premises.~~**

a. [Utah Code § 26B-6-803\(3\) \(2023\)](#)

F. Emotional Support Animals (ESA) in an Educational Setting

1. In an educational context (i.e., a request by a student), the use of an Emotional Support Animal (ESA) (sometimes referred to as a “comfort animal”) may be considered a request for a reasonable modification of LEA policies, practices or procedures under [Title II of the Americans with Disabilities Act \(ADA\)](#).
2. An LEA may choose to allow ESAs in its facilities, programs or activities. (Such a designation should be in a published policy.)
3. A request for the use of an ESA must be supported by recent, reliable, objective medical documentation.
4. Only domesticated animals may be considered as an ESA.
5. Documentation regarding an ESA may be required to address legitimate safety requirements necessary for the safe operations of an LEA’s programs, services, or activities.

G. Service Animals and Emotional Support Animals in the Employment Setting

1. In the employment context (i.e., a request by an employee) the use of a service or an emotional support animal may be considered a request for accommodation under [Title I of the Americans with Disabilities Act](#).
2. If the use of a Service Animal in the employment setting is to mitigate physical barriers or to ensure equal access to programs, buildings or facilities, the service animal should be permitted in accordance with the guidance for service animals published by the US Department of Justice.
3. If the use of a service animal or an emotional support animal is requested for reasons other than barrier removal or equal access to programs, buildings or facilities, the request should be supported by recent, reliable, objective medical documentation, and the employee and the LEA should engage in the ADA interactive process.

H. Unique Circumstances or Requests

1. Circumstances or requests requiring special consideration shall be reviewed by the LEA Risk Coordinator in consultation with other appropriate LEA personnel (e.g., Section 504 Coordinator, ADA Coordinator, etc.).
2. The LEA Risk Coordinator shall coordinate with State Risk Management prior to denying a service animal, a miniature horse, a service animal in training, or an ESA access to any LEA facility, service, program or activity.

POLICY 5036

Admissions and Attendance: Determining Daily Attendance

A. Student Attendance for In-Person Instruction

1. Daily attendance for students receiving instruction in person shall be determined through attendance checks performed and recorded by the school at least once each day.
 - a. In grades pre-K-5th, daily attendance will be recorded by the classroom teacher ~~in the district's student information system within the first 30 minutes of each day during the morning, before 10:00 a.m. or in accordance with procedures of the individual school.~~
 - b. In grades 6th-12th daily attendance will be recorded by the classroom teacher ~~in the district's student information system within the first 20 minutes at the beginning~~ of each class period.

B. Student Attendance for Live-Online Instruction

1. Daily attendance for students receiving instruction online in real time shall be determined through attendance checks performed during each day of online instruction and recorded by the school.
 - a. In Grades K-5th daily attendance will be recorded by the online teacher. Attendance requirements will be to login to the online classroom during the morning ~~within 30 minutes of the daily start time before 9:00 a.m.~~

C. Student Attendance for Online Instruction

1. Daily attendance for students receiving instruction online but not in real time (including competency- based instruction) shall be determined through records of the student's online activity in the instructional materials and resources, based on the student's login, and interaction with the teacher.

- a. In Grade 6, daily attendance will be recorded by a district employee. Attendance requirements will be to log into Canvas and complete modules and assessments of online course work.
 - b. In Grades 7th -12th daily attendance will be recorded by a district employee. Attendance requirements will be to log into Edgenuity and complete modules and assessments of online course work.
2. All online teachers will correspond with students in some way at least once every ten consecutive school days i.e. email, text, zoom, telephone, face-to-face or other communication opportunities.

POLICY 5055

Vision Screening

- A. A child **less than** nine years old entering a public school for the first time in Utah must present one of the following to the school:
1. A completed vision screening form signed by health care professional certifying that the child has received an adequate vision; or
 2. A written statement signed by a parent that the child will not be screened before attending public school in the state.
- B. The District shall conduct free vision screening clinics for children who are at least 3 ~~4~~¹/₂-years old but not yet 16 years old who enrolled at a school within the boundaries of the District pursuant to [Utah Code § 53G-9-404](#).
- C. A volunteer who serves as a vision screener for a free vision screening clinic for a qualifying child must be either trained by a school nurse or complete the Department of Health and Human Services online training module and must be supervised by a school nurse or an outside entity conducting screening for the District consistent with Department of Health and Human Services regulations. A vision screening volunteer may not market, advertise, or promote a business in connection with assisting at the screening clinic.
- ~~D. Screening provided under this policy shall follow the procedures and standards set out in [Utah Admin. Rules R384-201](#).~~

[Utah Code § 53G-9-404 \(2023\)](#)

POLICY 5066

Students with Potentially Life Threatening Allergies

A. Parent's Responsibility

1. The student's parent has the primary duty to inform school authorities about the child's potentially life-threatening medical condition(s) upon registration of the child or upon medical diagnosis of the medical problem. Therefore, the student's parent or guardian shall:
 - a. Annually notify, in writing, the school of the child's allergies and, if not already on file with the school, provide written ~~medical providers~~ ~~physicians~~ verification of the child's allergies.
 - b. Work with the school to develop a plan that accommodates the child's needs, including an Allergy Emergency Response Plan. In the case of a child's potentially life threatening food allergy, develop a Student Food Allergy Action Plan with the appropriate school staff.
 - c. Provide written documentation, instructions, and medications as directed by a ~~medical providers~~ ~~physicians~~, using the Allergy Emergency Response Plan as a guide. Include a current photo of the child on the written form.
 - d. Provide properly labeled medications and replace medications after use or upon expiration.
 - e. Educate the child in self-management of their allergy, including, where applicable:
 - 1) Safe and unsafe foods;
 - 2) Strategies for avoiding exposure to unsafe foods, including how to read food labels (age appropriate);
 - 3) Symptoms of allergic reactions;
 - 4) How and when to tell an adult that the child may be having an allergy-related problem.

- f. Review the Student Food Allergy Action Plan and Allergy Emergency Response Plan with the appropriate school staff, the child's **medical providers physicians**, and the child (if age appropriate) after a reaction has occurred.
- g. Provide emergency contact information, including the name, phone number, fax number, and address of the student's treating **medical providers physicians**.

B. School's Responsibility

1. Registration procedures shall inquire as to whether or not a student has medical problems of which the school should be aware.
2. Review the health records and/or information submitted by parents and **medical providers physicians**.
3. In developing a reasonable accommodation of the student with a potentially life-threatening food allergy, the following guidelines are recommended:
 - a. The school principal or principal's designee, classroom teacher(s), the parent(s), the student (as age appropriate) and a District nurse or other qualified person should develop the Student Food Allergy Action Plan. Other persons may be involved as determined to be necessary. In addition, the child's **medical providers physicians** should review the Student Food Allergy Action Plan.
 - b. Consideration in the Student Food Allergy Plan shall be given to:
 - 1) Elimination, whenever reasonably feasible, of allergens from meals, educational tools, arts and craft projects, and incentives;
 - 2) Education of the student, parent, community, staff, and food handlers;
 - 3) Appropriate standards of hygiene and maintenance for facilities and students;
 - 4) Classroom and school routines in light of the age, maturity, and ability of the student, and expectations regarding personal responsibility;
 - 5) Emergency procedures and preparation for such;
 - 6) Procedure to be followed should a "dangerous" food product be brought to the classroom.

- c. Provide copies of the Allergy Emergency Response Plan to all staff who interact with the student on a regular basis, including substitute teachers.
 - d. Enforce a “no eating” policy on school buses with exceptions made only to accommodate students with special nutritional needs.
4. Review the Student Food Allergy Action Plan and Allergy Emergency Response Plan with parent or guardian, student (as age appropriate) and **medical providers physicians** after a reaction has occurred at school or a school-related activity, and consider whether the plans need to be modified.

C. Emergency Injection for Anaphylaxis

1. In addition to students with known, potentially life-threatening allergies who have specific prescriptions for medication to respond to reactions, the following addresses the use of stock medications to treat reactions in others.
2. This policy does not create a duty or standard of care for a person to be trained in the use and storage of epinephrine auto-injectors, nor does it create a duty on the part of the District or a school to store epinephrine auto-injectors at a school (apart from the obligation to make an auto-injector available to trained individuals as set forth below). A decision to complete the training program described below and to make epinephrine auto-injectors available for emergency medical situations is voluntary. A school, school board, or school official may encourage a teacher or other school employee to volunteer for such training. A school, the school board, or a school official may not prohibit or dissuade a school employee from (a) being trained in use and storage of epinephrine auto-injectors, (b) possessing or storing an epinephrine auto-injector on school premises (if the employee is a qualified adult and the possession and storage is in accord with training), or (c) administering an epinephrine auto-injector (if the employee is a qualified adult and the administration is in accord with training).

[Utah Code § 26B-4-406 \(2023\)](#)

3. Each primary and secondary school shall make initial and annual refresher training regarding the storage and emergency use of an epinephrine auto-injector available to any interested teacher or other school employee, who is at least eighteen (18) years of age, who volunteers for such training. The training may be provided by the school nurse, or other person qualified to provide such training, designated by the school district **medical providers physicians**, the medical director of the local health department, or the local emergency medical services director.

- a. A person who provides this training shall include instruction on:
 - 1) Techniques for recognizing symptoms of anaphylaxis;
 - 2) Standards and procedures for the storage and emergency use of an epinephrine auto-injector;
 - 3) Emergency follow-up procedures, including calling the emergency 911 number and contacting, if possible, the student's **medical providers physicians** and a parent or guardian; and
 - 4) Written materials covering the information provided during training.
4. The volunteers shall retain for reference the written materials covering the information provided during training.

[Utah Code § 26B-4-406 \(2023\)](#)
5. A teacher or other school employee who has received the above training regarding the storage and emergency use of an epinephrine auto-injector becomes a "qualified adult" and:
 - a. May obtain (along with the school nurse) from the school district **medical providers physicians**, the medical director of the local health department, the local emergency medical services director, a **medical provider physicians**, pharmacist, or any other person or entity authorized to prescribe or dispense prescribed medicines or drugs, a prescription for epinephrine auto-injectors;
 - b. May immediately administer an epinephrine auto-injector to a person exhibiting potentially life-threatening symptoms of anaphylaxis at school or a school activity when a **medical provider physicians** is not immediately available;
 - c. Shall initiate emergency medical services or other appropriate medical follow-up in accordance with the training materials after administering an epinephrine auto-injector.
6. Each primary or secondary school shall make an emergency epinephrine auto-injector available to any teacher or other school employee who is employed at the school and has become a "qualified adult." However, the school is not required to keep more than one emergency epinephrine auto-injector on the school premises so

long as it may be quickly accessed by a teacher or other school employee who is a "qualified adult" in the event of an emergency.

[Utah Code § 26B-4-406\(5\) \(2023\)](#)

[Utah Code § 26B-4-409 \(2024\)](#)

7. A school may obtain a prescription for a supply of epinephrine auto-injectors for storage at the school and use by qualified adults if the school (a) designates an individual to complete an initial and annual refresher training program regarding the proper storage and emergency use of epinephrine auto-injectors and (b) stores the epinephrine auto-injectors according to Utah Department of Health standards.

[Utah Code § 26B-4-409\(5\) \(2024\)](#)

8. The following, if acting in good faith, are not liable in any civil or criminal action for any act taken or not taken under the authority of [§ 26B-4-406](#) et seq. with respect to an anaphylactic reaction: (a) a "qualified adult," (b) a person who conducts training regarding the emergency use and storage of epinephrine auto-injectors, and (c) the District or its schools.

[Utah Code § 26B-4-410 \(2024\)](#)

D. Student's Responsibility

1. The student will be proactive in the care and management of his or her food allergies and other reactions based upon the student's developmental level, including the following:
 - a. Should not trade or share food, utensils, or containers with others;
 - b. Should not eat anything with unknown ingredients or know to contain any allergen;
 - c. Should notify an adult immediately if he or she eats something the student believes may contain the food to which he or she is allergic.
 - d. Know the location of his/her epinephrine auto-injector, if applicable, or other emergency medications.
 - e. Wash hands before eating.

E. Student Self-Administration of Epinephrine Auto-Injector or nasal spray

1. Under [Policy 5065 Administration of Medication](#), elementary and middle school students are prohibited from carrying or self-administering medication on school premises except in certain limited circumstances. However, elementary and middle school students may possess or possess and self-administer epinephrine auto-injectors **or nasal spray** provided that the student's parent or guardian has previously provided the school with a signed written request and written health care provider approval.
2. The written request must state that the parent or guardian authorizes the student to possess or possess and use the epinephrine auto-injector **or nasal spray** while acknowledging that the student is responsible for, and capable of, possessing or possessing and self-administering the epinephrine auto-injector **or nasal spray**.
3. The health care provider approval must state that the provider finds that it is medically appropriate for the student to possess or possess and self-administer an epinephrine auto-injector **or nasal spray** and the student should be in possession of the epinephrine auto-injector **or nasal spray** at all times.

[Utah Code § 26B-4-407\(4\) \(2023\)](#)

F. Medication Sharing Prohibited

1. No student is permitted to sell, share, or otherwise give to others any medication, prescription or non-prescription. Violations of this policy are subject to disciplinary action under the school's drug policies.

G. Resource Materials for Training

1. Training materials and information, along with other resource material relating to emergency administration of epinephrine, are available at the following:

[A Shot to Live, http://medicine.utah.edu/pediatrics/ashottolive/](http://medicine.utah.edu/pediatrics/ashottolive/)

Get Trained, <http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis/GetTrained>

POLICY 5350

Student Complaints - Resolution

A. Purpose

1. The purpose of this policy is to facilitate prompt and equitable resolution of student complaints, including those **involving student acceleration or retention** (see [Policy 4040 Acceleration Retention of Students](#)), alleging discrimination on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status at the appropriate level.

B. Exclusions

1. Student complaints regarding instructional materials, removal to alternative education programs, expulsion, prior review of non-school materials intended for distribution to students, or special education appeals are covered by separate procedures. Student complaints relating to sexual harassment (which is on form of sex discrimination) are addressed using the procedure in [Policy 5275 Title IX Sexual Harassment](#) instead of the procedure in this policy. (Student complaints about other forms of sex discrimination can be raised under this policy.)

C. Aggrieved Students

1. A student aggrieved by a violation of a constitutional, statutory, or common law right, or a violation of a rule adopted by the State Board of Education or a policy adopted by the Board shall be afforded a hearing in accordance with applicable law and as provided in this policy. However, this provision shall not be construed to create an independent right to a hearing before the Board in addition to hearings required by law.

D. Presentations and Hearings

1. In most circumstances, students shall be entitled to administrative conferences and informal presentations of the complaint to the Board as outlined in this policy.

E. Representation

1. The student may be represented by an adult at any level of the complaint.

2. If the complaint involves a problem with a teacher, the student shall in most circumstances be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One.

F. Level One

1. A student who has a complaint shall request a conference with the principal within ten calendar days of the time the student knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student within five days.

G. Level Two

1. If the outcome of the conference with the principal is not to the student's satisfaction, the student has ten calendar days to request a conference with the superintendent or designee who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the principal.

H. Level Three

1. If the outcome of the conference with the superintendent or designee is not to the student's satisfaction, the student may present the complaint to the Board. Students shall request time on the agenda for the next board meeting through the superintendent. The student shall, at least 5 days before the meeting, provide a written statement identifying specifically the claimed violation and the relief requested.
2. The Board shall designate a portion of its regular monthly meeting to hear student complaints. The board president may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take action on the matter unless the complaint is from an aggrieved party and the meeting with the Board is a hearing as required by law it determines that is appropriate.

I. Closed Hearing

1. If the complaint involves complaints or charges about another person, the complaint shall be heard by the Board in a closed meeting unless the other person complained about requests the meeting to be public.

TENTATIVE MINUTES OF A REGULAR
MEETING OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
May 19, 2025

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Monday evening May 19, 2025 at 6:00 p.m. at the Independent Life Skills Center, Box Elder School District.

Those in attendance at the meeting included Board President Tiffani Summers, Board Vice President Danielle Wright, Board Members Julie Taylor, Karen Cronin, Stephanie DeFilippis, and Wade Hyde. Bryan Smith was excused. Also present were Superintendent Steve Carlsen, Assistant Superintendents Heidi Jo West and Keith Mecham, Business Administrator Neil Stevens; members of the press, employees and patrons.

President Tiffani Summers called the meeting to order, welcomed those in attendance and conducted the business of the meeting.

Work Session

Explanation of Levies

Phase 1

Design Meeting Progress

Organize Facilities Advisory Community Committee

Q&A

Adjournment

The next meeting of the Board of Education will be held on June 11, 2025, with a Work Session at 5:30 p.m. and a Regular Session at 6:30 p.m., both at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

APPROVED: _____

ATTESTED: _____
School Business Administrator

President, Board of Education

TENTATIVE MINUTES OF A REGULAR
MEETING OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
June 2, 2025

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Monday evening June 2, 2025 at 6:00 p.m. at the Independent Life Skills Center, Box Elder School District.

Those in attendance at the meeting included Board President Tiffani Summers, Board Vice President Danielle Wright, Board Members Julie Taylor, Karen Cronin, Stephanie DeFilippis, Bryan Smith, and Wade Hyde. Also present were Superintendent Steve Carlsen, Assistant Superintendents Heidi Jo West and Keith Mecham, Business Administrator Neil Stevens; invited guests, members of the press, employees and patrons.

President Tiffani Summers called the meeting to order, welcomed those in attendance and conducted the business of the meeting.

Work Session

Failed Bond

New Idea Phase #1

Financial Presentation

Question & Answer

Adjournment

The next meeting of the Board of Education will be held on June 11, 2025, with a Work Session at 5:30 and a Regular Session at 6:30 p.m., both at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

APPROVED: _____

ATTESTED: _____
School Business Administrator

President, Board of Education

TENTATIVE MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
June 11, 2025

A work session was held at 5:30. The School Board reviewed the information received from community members from the June 2, 2025 work session.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder School District, held Wednesday evening June 11, 2025 at 6:30 p.m. at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

Those in attendance at the meeting included Board President Tiffani Summers, Board Vice President Danielle Wright, Members Bryan Smith, Julie Taylor, Karen Cronin, Wade Hyde, and Stephanie DeFilippis. Also present were Superintendent Steven Carlsen, Assistant Superintendents Keith Mecham and Heidi Jo West, Business Administrator Neil Stevens, IT Director Robert Gordon, District employees, representatives of the press and interested citizens.

President Summers welcomed those in attendance and conducted the business of the meeting. After the reverence, which was offered by Heidi Jo West, Keith Mecham led the audience in the pledge of allegiance.

Recognitions

Stephanie DeFilippis, Board Member

The Bear River Girls Softball team. The team won the 4A state championship in 2025.

The Bear River Boys Lacrosse team was also recognized. The team won the 4A state championship in 2025.

Kristy Edgington, Teacher at Three Mile Creek Elementary - Nominated for USBE Outstanding Teacher of the Year

Approval of Agenda

Julie Taylor made the motion to approve the agenda. Danielle Wright seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes

Wade Hyde - Yes

Public Comment

Thomas Hendry provided public comment on the proposed tax increase. He is opposed to the tax increase.

Laura Wheatly presented Elizabeth Fertig as the new PTA council president.

Joshua Webster provided public comment on the proposed tax increase. He is opposed to the tax increase.

Nicole Webster provided public comment in opposition to the proposed tax increase.

Jessica Nielsen provided public comment questioning why middle schools are not the first priority in the school construction plan.

Kathy Nebeker provided public comment on the tax increase. She recommended more transparency in the school construction process.

Second Public Comment on School Fees

Vita Moss provided public comment supporting the school fees schedule.

Jess Principe provided public comment supporting a reduction of school fees.

Andrew Smith provided public comment supporting a reduction of school fees.

Action Items

Julie Taylor made the motion to move Approval of School Fees, up. Tiffani Summers seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes

Karen Cronin – Yes

Julie Taylor – Yes

Tiffani Summers – Yes

Danielle Wright – Yes

Bryan Smith – Yes

Wade Hyde - Yes

Approval of School Fees

Keith Mecham, Asst. Superintendent of Secondary Teaching & Learning, presented the proposed school fee schedule.

Danielle Wright made the motion to approve the 2025-2026 School Fee Schedule which will eliminate class fees and general fees. Wade Hyde seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Budget Hearing

Julie Taylor made the motion to enter into the Budget Hearing. Karen Cronin seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Neil Stevens, Business Administrator, presented the final 2024-2025 budget and the proposed 2025-2026 budget.

Kris Udy, a Tremonton resident, provided public comment on the proposed budget. She questioned if property taxes will ever decrease in the future.

Debbie Brantner, a Tremonton resident, provided public comment on the proposed budget. She questioned when the tax increases will end.

Kristi Bowcutt, a Tremonton resident, provided public comment on the proposed budget. She is opposed to the tax increases.

Jamie Poppleton, a Tremonton resident, provided public comment on the proposed budget. She is opposed to tax increases.

Pat Kirby, a Tremonton resident, provided public comment on the proposed budget. She is opposed to tax increases.

Anamarie Hall, a Brigham City resident, provided public comment on the proposed budget. She supports the proposed budget.

Karen Cronin made the motion to close the Budget Hearing. Bryan Smith seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes

Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Approval of Budget

Bryan Smith made the motion to approve the 2024-2025 final budget and the 2025-2026 proposed budget. Wade Hyde seconded the motion. Stephanie DeFilippis, Julie Taylor, Bryan Smith, Tiffanni Summer, Wade Hyde and Danielle Wright voted in favor of the motion. Karen Cronin voted in opposition of the motion.

Stephanie DeFilippis – Yes
Karen Cronin – No
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Approval of 2024-25 Tax Rates

Neil Stevens, Business Administrator, presented the proposed tax rates for 2025-2026.

Julie Taylor made the motion to approve the proposed tax rates for 2025-2026. Bryan Smith seconded the motion. Stephanie DeFilippis, Julie Taylor, Bryan Smith, Tiffanni Summer, Wade Hyde and Danielle Wright voted in favor of the motion. Karen Cronin voted in opposition of the motion.

Stephanie DeFilippis – Yes
Karen Cronin – No
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Approval of Internal and Independent Auditors

Neil Stevens, Business Administrator, presented the recommendation to approve the Internal and External Auditors for the 2025-2026 school year.

Wade Hyde made the motion to approve the internal and external auditors for the 2025-2026 school year. Bryan Smith seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes

Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

MBA Meeting

Karen Cronin made the motion to move into the MBA meeting hearing. Julie Taylor seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Neil Stevens, Business Administrator, presented the MBA budget.

Danielle Wright made the motion to approve the MBA budget. Bryan Smith seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Karen Cronin made the motion to close the MBA meeting hearing. Julie Taylor seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Pick-up Contributions for Members of Contributory Retirement System

Neil Stevens, Business Administrator, presented the pick-up contributions rate for the 2025-2026 school year.

Karen Cronin made the motion to approve the pick-up contributions rate for 2025-2026 school year. Wade Hyde seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Closed Session to Discuss Collective Bargaining and Sale or Lease of Real Property

Bryan Smith made the motion to move into closed session. Danielle Wright seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Karen Cronin made the motion to out of closed session. Bryan Smith seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Tentative Ratification of Negotiated Agreement with BEAA, BEEA, BEESPA

Danielle Wright made the motion to approve the negotiated agreements with BEAA, BEEA and BEESPA. Wade Hyde seconded the motion. Stephanie DeFilippis, Julie Taylor, Bryan Smith, Tiffanni Summer, Wade Hyde and Danielle Wright voted in favor of the motion. Karen Cronin voted in opposition to the motion.

Stephanie DeFilippis – Yes
Karen Cronin – No
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes

Wade Hyde - Yes

Approval of LEA Mental Health Screening Grant Participation Determination

Megan Bushnell, Student Services Director, presented the Mental Health Screening Grant Participation.

Bryan Smith made the motion to approve participation in the mental health screening grant. Julie Taylor seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes

Karen Cronin – Yes

Julie Taylor – Yes

Tiffani Summers – Yes

Danielle Wright – Yes

Bryan Smith – Yes

Wade Hyde - Yes

Declaration of Open Enrollment Schools

Megan Bushnell presented the recommendation of which schools should have open enrollment for the next school year.

Karen Cronin made the motion to approve the open enrollment schools. Danielle Wright seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes

Karen Cronin – Yes

Julie Taylor – Yes

Tiffani Summers – Yes

Danielle Wright – Yes

Bryan Smith – Yes

Wade Hyde - Yes

Approval of 2025-26 TSSA Plans

Keith Mecham & Heidi Jo West, Assistant Superintendents of Curriculum, presented the proposed TSSA plans.

Wade Hyde made the motion to approve the 2025-26 TSSA plans. Bryan Smith seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes

Karen Cronin – Yes

Julie Taylor – Yes

Tiffani Summers – Yes

Danielle Wright – Yes

Bryan Smith – Yes

Wade Hyde - Yes

Information Items

Data Review for Instruction in Health

Rachel Lott presented the data for health education review.

Monthly Financial Report

Neil Stevens, Business Administrator presented the May Financial Report to the Board.

Board Committee Reports

Boys and Girls Club Dinner will be held on

Policy Review

The following Policies were presented for deletion:

Policy 4015 Adoption of Textbooks/Digital Curriculum and Instructional Materials
(included in Policy 4016)

Policy 4100 Homework (included in Policy 4103)

The following Policies were presented with no changes:

Policy 1025 Administration Relations

Policy 1080 Board Committees

Policy 1090 Rules of Order

Policy 1120 Policy Development/Adoption/Dissemination

Policy 2060 Deducted Absences

Policy 2180 School Facility Emergency and Safety

Policy 3022 Employment: Box Elder School District - Local Education Agency Specific
Teacher License/Endorsement

Policy 4180 Copyright

Policy 5012 Re-Entry Into Public Schools

Policy 5069 Student Self-Treatment for Diabetes

Policy 6005 Educational Authority of Separated Parents

Policy 6012 Parent Classroom Observation

Policy 6040 Public Complaints

Bryan Smith made the motion to approve the policy deletions and policies with no changes. Julie Taylor seconded the motion, which passed unanimously.

Stephanie DeFilippis – Yes

Karen Cronin – Yes

Julie Taylor – Yes

Tiffani Summers – Yes

Danielle Wright – Yes

Bryan Smith – Yes

Wade Hyde - Yes

The following Policies were presented for first reading:

Policy 2170 Buildings & Grounds & Equipment - Use by Students & Employees
Policy 2210 Transportation Eligibility
Policy 3000 Employment: Nondiscrimination
Policy 3015 Title IX Sexual Harassment
Policy 3102 Certificated: Recognition of Teachers Association
Policy 3300 Administrative: Personnel Selection
Policy 4060 High School Graduation Requirements
Policy 4065 Alternative High School Graduation Requirements
Policy 4103 Academic Grading and Citizenship Marks for Grades 8-12
Policy 4105 Sex Education
Policy 4185 Use of Video/Digital Media Materials
Policy 4188 Animals on School Premises
Policy 5036 Admissions and Attendance: Determining Daily Attendance
Policy 5055 Vision Screening
Policy 5066 Students with Potentially Life-Threatening Allergies
Policy 5350 Student Complaints - Resolution

Julie Taylor made the motion to approve the above policies for first reading. Bryan Smith seconded the motion, which was approved unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

The following Policies were presented for second reading:

Policy 1190 District Annual Reports
Policy 2015 Cash Investment and Management of School District Funds
Policy 2030 Procurement/Purchasing
Policy 3008 Employee Communication/Addressing Concerns
Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements
Policy 3086 Employee Use of Personal and District Electronic Devices
Policy 4050 Grades 6-8 Middle Level General Core Requirements
Policy 4067 Curriculum: Ethnic Studies
Policy 5110 Technology Security
Policy 5035 Attendance Requirements/Procedures
Policy 5270 Student Rights and Responsibilities: Bullying, Cyberbullying, Hazing, and Abusive Conduct

Bryan Smith made the motion to approve the above policies for second reading. Danielle Wrigh seconded the motion, which was approved unanimously.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Consent Calendar

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meetings of held May 14,2025

Approval of claims numbered 513-53-54070, 2051425,5051225, 07053125, 08053125, 09050225, 09052025, 9052225, 09053025, OW051325, 00101452-00101505, 01106437-01106589, 0000291-0000324, 16800610 - 16800614, 30403184 -30403199, 30803788 - 30803807, 40403436 - 40403457, 40804747 - 40804781, 70414929 - 70415368, 70415369 - 70415474, 70814961 - 708155506, 77800619 - 77800620 and the ACH and school activity checks for the month of May.

Personnel Items

As detailed in the agenda.

Bryan Smith moved to accept the consent items. The motion was seconded by Julie Taylor and passed on a unanimous vote.

Stephanie DeFilippis – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes
Danielle Wright – Yes
Bryan Smith – Yes
Wade Hyde - Yes

Suggestions for Future Board Meetings

The Board discussed future Board Meetings and topics that will be on the agenda.

Upcoming Events:

Sunrise Graduation – Thursday, June 12, 2025 at 6:00 p.m.
Tour of District Office - Wednesday, July 9, 2025 at 1:30 p.m.
Board Work Session - July 9, 2025 at 2:00 p.m.

Adjournment

With the announcement that the next meeting will be held on Wednesday, July 9, 2025 at 6:30 p.m. at the Independent Life Skills Center, President Tiffani Summers adjourned the meeting at 10:31p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

TENTATIVE MINUTES OF A WORK MEETING OF
THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
June 25, 2025

Work Session with Community Leaders to review

Those in attendance at the meeting included Board President Tiffani Summers, Board Vice President Danielle Wright, Board Members Julie Taylor, Karen Cronin, Danielle Wright. Bryan Smith, Stephanie DeFilippis and Wade Hyde were excused. Also present were Superintendent Steve Carlsen, Assistant Superintendents Keith Mecham and Heidi Jo West, Business Administrator Neil Stevens, Facilities Director Corey Thompson, IT Director Robert Gordon, Mayors DJ Bott- Brigham City, Leslie Kendrick-Deweyville, Linda Bourne-Garland, and Lyle Holmgren-Tremonton.

Not present, invited:

County Commissioners Lee Perry, Boyd Bingham, and Tyler Vincent, Mayors Megan Armstrong-Bear River City, Shane Baton-Corinne, Keenan Nelson-Elwood, Chuck Earl-Fielding, Trevor Gardner-Honeyville, Brad Hawkes-Howell, Terry Nelson-Mantua, Kevin Jeppsen-Perry, Wendi Barker-Plymouth, Max Huggins-Portage, Orlando Scot O'Hare-Snowville, Travis Mote, Willard.

President Tiffani Summers called the meeting to order, welcomed those in attendance.

Work Session

Mayor Bott suggested future meetings be held during the school year rather than the summer months.

Superintendent Carlsen: Ted Lasso clip "Be curious and not judgmental"

- ASK why the community is making the decisions that they are
- Ice Fishing- eat the worm, do whatever it takes
- Birth Lottery: family, country, state, county, school district, neighborhood, local schools

[Assessed valuation](#) per student in fall enrollment FY2024

- Average: \$1,492,118
- Box Elder: \$651,464, ranked 32 of 41 districts

[Policy 1010 School Board's Legal Status](#)

- Levy Taxes: Establish tax rates each year and submit the proposed rate to the county legislative body in which the District is located according to statutory procedures:
 - [Utah Code § 53F-8-201\(1\) \(2019\)](#)
 - [Utah Code § 53F-8-202 \(2018\)](#)
 - [Utah Code § 53F-8-401 \(2018\)](#)
 - [Utah Code § 53F-8-402 \(2019\)](#)

Mayor of Garland- Linda Bourne

- It is just sad that we are in a position where we need to tax people. Since covid, the cost of things has increased significantly.
- Current projects- West Factory Street and Lakeshore. If growth continues, the sewer plan will need to be revisited. It was designed to last 15 years and that isn't proving true.
- Building phases: north of the high school, 4 of 5 at Bluff's Corner
- Could Box Elder and other entities work together to explain Inland Port Taxes
 - Eccles Dairy, Lake Shore,
 - Project areas allow developers easier financing opportunities for their infrastructure. They become their own taxing authority. They pay more tax to pay themselves back. They pay their full taxes in increments.
 - In Brigham City the business must agree to pay employees 110% of the average local salary.

Mayor Leslie Kendrick (Danielle Scothern-K teacher at Discovery)

- Questioned if the land in Deweyville is for sale.
- I understand that you need the money. Going back to your bond presentation, I left clearly disgusted with my mind made up to not vote for it. People need to know where that money is going to be spent, what the shortfall is. You need to let people know that this is happening, this many people cannot access what they need, you can't just say- we have a shortfall. You must say what is lacking. People will still complain, but you need to substantiate your shortfalls.
- We are a one road town. We are getting subdivisions. We bus our kids to Fielding. I was in CTE for years. I was able to use the money I had to run a great program, but the teacher next to me had nothing.

Mayor Holmgren

- There is a lot going on in Tremonton
 - Annexed property into the city, concerns about the growth coming to their neighborhoods.
 - Affordable housing is the center of zoning and annexation.
 - People cannot afford housing, so we are working on that.
 - We are holding off on annexing until we know what is coming into the area -commercial.
 - Main street- removal of trees, removing sidewalks,
 - A survey was completed. People want more dining and opportunities for retail. None of that happens without fixing it up.
 - No truth in taxation next year?
 - Staffing is a concern; it will need to match the growth. 7,000 people to 14,000 people during Mayor Holmgren's time working with the city.
 - Midland Square- preconstruction meeting happening now. First step to revitalizing downtown.

Mayor Bott

- Future incorporated area planning has the necessary water. Mayor Bott would prefer businesses. BC owns the electric utility which goes to streets, roads, services. The gas line along the airport is only at 17% capacity. Two major highways intersect at the western border. The length of the airport would allow a

747 to land, but the thickness of asphalt would need increased. 1988- 18,000 population 2025-25,000 people.

- We have watched Cache, Davis, and Weber explode. In 50 years, we haven't seen it so we assume that it won't.
- I agree that as a government we can do better at explaining, but we CANNOT absolve the public of their responsibility to become informed. We can explain all we want, but if there are only two people in the room, we can't control that.
- West Forest- 1-acre minimum lots. There are ¼ acre lots and 5 acre lots. We asked our developer, where we put churches and schools.
- 1200 west will be as wide as 5th West and Forest St.
- 3500 units west of the high school (apartments to homes)

Adjournment

The next meeting of the Board of Education will be held on July 9, 2025, with a Work Session at 2:00 p.m. and a Regular Session at 6:30 p.m., both 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: 06/01/2025 - 06/30/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00052149	CV	06/03/2025	40363	CIO MEDICAL SERVICES	-929.00
01	00053033	CV	06/16/2025	22195	BRANDON NELSON	-108.00
01	00053042	CV	06/03/2025	65919	MEGHAN STANGER	-106.00
01	00053516	CV	06/09/2025	73369	MACLANE BALLARD	-264.32
01	00053530	CV	06/05/2025	61310	LINUS COLYER	-140.00
01	00053533	CV	06/05/2025	9717	GLORIA DABB	-301.00
01	00053961	CV	06/02/2025	10774	CRUMP MOTORS	-852.74
01	00053987	CV	06/03/2025	62235	DEX IMAGING LLC	-922.20
01	00054071	C	06/03/2025	999084	NATIONAL BENEFITS SERVICES LLC	100.00
01	00054072	C	06/05/2025	1	AMY YORK	31.15
01	00054073	C	06/05/2025	1	BUFFY HALLIDAY	31.10
01	00054074	C	06/05/2025	1	JAMIE ATWATER	32.90
01	00054075	C	06/05/2025	1	LORI HANSEN	105.95
01	00054076	C	06/05/2025	1	STEPHANIE THOMAS	10.25
01	00054077	C	06/05/2025	1	TIFFANI FISHER	30.90
01	00054078	C	06/05/2025	347560	ALICE C HARRIS INTERM SCH	569.28
01	00054079	C	06/05/2025	812477	ALSCO/AMERICAN LINEN	917.63
01	00054080	C	06/05/2025	85556	BEAR RIVER HEALTH DEPARTMENT	65.00
01	00054081	C	06/05/2025	85738	BEAR RIVER HIGH SCHOOL	1,313.00
01	00054082	C	06/05/2025	85768	BEAR RIVER SEWER DEPT	255.50
01	00054083	C	06/05/2025	104338	BOX ELDER HIGH SCHOOL	24,108.72
01	00054084	C	06/05/2025	72931	MEAGAN KATHLEEN BROWN	3,000.00
01	00054085	C	06/05/2025	113116	BRYSON SALES & SERVICE	4,127.86
01	00054086	C	06/05/2025	11223	CALI BYWATER	278.32
01	00054087	C	06/05/2025	123130	CACHE COUNTY SCHOOL DISTRICT	46,424.01
01	00054088	C	06/05/2025	73059	DEVONY GAIL CHRISTIANSEN	3,000.00
01	00054089	C	06/05/2025	40363	CIO MEDICAL SERVICES	929.00
01	00054090	C	06/05/2025	70440	JOSE CONTRERAS	24.64
01	00054091	C	06/05/2025	158220	COVER UP	558.82
01	00054092	C	06/05/2025	162470	CRUS OIL INC	2,187.33
01	00054093	C	06/05/2025	59269	CUMMINS SALES AND SERVICE	2,606.72
01	00054094	C	06/05/2025	56197	DENTONS DURHAM JONES PINEGAR PC	4,543.00
01	00054095	C	06/05/2025	62235	DEX IMAGING LLC	625.30
01	00054096	C	06/05/2025	73121	DYLAN SMITH	130.00
01	00054097	C	06/05/2025	72818	JAYDEN RUSSELL DRAKE	3,000.00
01	00054098	C	06/05/2025	73172	HEATHER DROUBAY	3,000.00
01	00054099	C	06/05/2025	72982	KASSIDY AMELIA EAKLE	3,000.00
01	00054100	C	06/05/2025	71668	CHELSEA ESCALANTE	281.71
01	00054101	C	06/05/2025	58955	BECKY EZOLA	658.35
01	00054102	C	06/05/2025	73377	CRYSTAL FAIRBANKS	3,000.00
01	00054103	C	06/05/2025	72826	EMMALEE LOUISE FOLSOM	3,000.00
01	00054104	C	06/05/2025	67407	MALISSA FREEZE	26.22
01	00054105	C	06/05/2025	304217	GARLAND CITY	3,968.56
01	00054106	C	06/05/2025	324430	GRAYBAR ELECTRIC COMPANY INC	20,664.11
01	00054107	C	06/05/2025	111125	IML SECURITY SUPPLY	1,238.81
01	00054108	C	06/05/2025	455120	JACKS TIRE & OIL INC	5,972.14
01	00054109	C	06/05/2025	67644	MICHELLE JENSEN	1,058.40
01	00054110	C	06/05/2025	63142	SHAWN JENSEN	75.60
01	00054111	C	06/05/2025	73091	RYSON JOHN	3,000.00
01	00054112	C	06/05/2025	110259	KONE INC	1,247.91
01	00054113	C	06/05/2025	110561	MAXIM HEALTHCARE SERVICES INC	1,192.80
01	00054114	C	06/05/2025	42064	JENNIE MONSEN-HANSEN	579.60
01	00054115	C	06/05/2025	57622	DAVID MORRIS	744.91
01	00054116	C	06/05/2025	71331	TASHA NORTON	87.00
01	00054117	C	06/05/2025	633340	OFFICE DEPOT	73.25
01	00054118	C	06/05/2025	49859	JACKSON GROUP PETERBILT, INC.	2,417.76
01	00054119	C	06/05/2025	73075	JENNA CLAIR PARK	3,000.00
01	00054120	C	06/05/2025	700077	PERRY CITY	266.81
01	00054121	C	06/05/2025	67326	PIZZA PLUS OF TREMONTON	659.51
01	00054122	C	06/05/2025	72753	AMELIA POTTER	3,000.00
01	00054123	C	06/05/2025	109569	RIVER PRINT	797.50
01	00054124	C	06/05/2025	74616	ROCK AND ROLL CONSTRUCTION PRODUCTS	888.10

Check Register Summary

Batch Year: 25 Bank: All Date Range: 06/01/2025 - 06/30/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00054125	C	06/05/2025	892645	ROCKY MOUNTAIN POWER	5,155.49
01	00054126	C	06/05/2025	70831	S & D CARWASH MANAGEMENT LLC	215.91
01	00054127	C	06/05/2025	110789	CORE BUSINESS TECHNOLOGIES (SIP)	39.95
01	00054128	C	06/05/2025	110914	SUPERIOR WATER AND AIR INC	35.95
01	00054129	C	06/05/2025	111109	TOM RANDALL DIST	4,481.95
01	00054130	C	06/05/2025	109356	TRANSPORT DIESEL INC	9,653.56
01	00054131	C	06/05/2025	55034	UTAH PARENT CENTER, INC	3,580.01
01	00054132	C	06/05/2025	42439	LAURA VALLEJO	157.25
01	00054133	C	06/05/2025	110040	WALL 2 WALL	278.00
01	00054134	C	06/05/2025	924155	WASTE MGMT OF UTAH INC	7,700.33
01	00054135	C	06/05/2025	72974	HAYDEN WEBSTER	3,000.00
01	00054135	CV	06/10/2025	72974	HAYDEN WEBSTER	-3,000.00
01	00054136	C	06/05/2025	40223	MARGARET SAM YATES	580.00
01	00054137	C	06/05/2025	102931	ZIONS BANK NATIONAL BANK	3,072,212.50
01	00054138	C	06/05/2025	31364	95 PERCENT GROUP LLC	29,030.70
01	00054139	C	06/05/2025	38032	AMAZON CAPITAL SERVICES INC	1,560.16
01	00054140	C	06/05/2025	15148	AQUATIC TECHNOLOGY INC	7,297.82
01	00054141	C	06/05/2025	70343	BLUUM USA, INC	1,232.91
01	00054142	C	06/05/2025	100913	BORDER STATES INDUSTRIES, INC	6,158.77
01	00054143	C	06/05/2025	1597	CANYONS SCHOOL DISTRICT	125.00
01	00054144	C	06/05/2025	56464	DROPLET SOLUTIONS, INC.	5,000.00
01	00054145	C	06/05/2025	386370	HYKO SUPPLY CO	1,104.28
01	00054146	C	06/05/2025	73105	IDENTIFIX	1,068.00
01	00054147	C	06/05/2025	51969	JAMF SOFTWARE, LLC	24,066.00
01	00054148	C	06/05/2025	100550	JOSTENS INC	1,190.00
01	00054149	C	06/05/2025	586159	MOUNTAIN STATE TEXTBOOK DEP	5,994.60
01	00054150	C	06/05/2025	29858	MOUNTAINLAND SUPPLY COMPANY	3,139.05
01	00054151	C	06/05/2025	110840	RUSH TRUCK CENTER OF UTAH	149,714.00
01	00054152	C	06/05/2025	111788	THE LIFEGUARD STORE	1,021.00
01	00054153	C	06/05/2025	74268	UNITED RENTALS (NORTH AMERICA) INC	68,100.00
01	00054154	C	06/05/2025	53252	WORKSPACE ELEMENTS	1,350.71
01	00054155	C	06/12/2025	1	ALISON BUNDERSON	31.00
01	00054156	C	06/12/2025	1	AMBER HOLDEN	24.00
01	00054157	C	06/12/2025	1	CALLI KNUDSEN	300.00
01	00054158	C	06/12/2025	1	CRYSTAL JONES	34.00
01	00054159	C	06/12/2025	1	JILLIAN JOHNSON	14.00
01	00054160	C	06/12/2025	1	MEAGAN DYRENG	29.40
01	00054161	C	06/12/2025	1	NATHAN ROSE	179.55
01	00054162	C	06/12/2025	1	STEPHANIE COX	18.00
01	00054163	C	06/12/2025	1	STEPHANIE SEDGWICK	156.40
01	00054164	C	06/12/2025	1	VALENA HIGLEY	42.85
01	00054165	C	06/12/2025	10260	ADELE C YOUNG INTERM SCH	7,132.55
01	00054166	C	06/12/2025	25909	AMERIGAS PROPANE	2,227.67
01	00054167	C	06/12/2025	55220	BETTER QUESTIONS, LLC	400.00
01	00054168	C	06/12/2025	104338	BOX ELDER HIGH SCHOOL	447.00
01	00054169	C	06/12/2025	104348	BOX ELDER MIDDLE SCHOOL	1,094.50
01	00054170	C	06/12/2025	13293	ROBERT BREITENBEKER	717.50
01	00054171	C	06/12/2025	108217	BRIGHAM CITY CORPORATION	58,648.50
01	00054172	C	06/12/2025	73016	CANON U.S.A., INC	11,282.03
01	00054173	C	06/12/2025	40363	CIO MEDICAL SERVICES	378.00
01	00054174	C	06/12/2025	14958	CULLIGAN	167.40
01	00054175	C	06/12/2025	729332	ECONO WASTE INC	8,108.66
01	00054176	C	06/12/2025	74659	GALOP MUSIC	200.00
01	00054177	C	06/12/2025	71048	GEORGE'S POINT S TIRE	903.95
01	00054178	C	06/12/2025	18848	GLOBAL COMPLIANCE NETWORK, INC	1,890.00
01	00054179	C	06/12/2025	44431	GOLDEN SPIKE AUTOMATION	540.00
01	00054180	C	06/12/2025	107389	INTERMOUNTAIN WORKMED-N OGDEN	150.00
01	00054181	C	06/12/2025	74799	EMILY JENSEN	930.00
01	00054182	C	06/12/2025	100774	JEPPESEN DISTRIBUTING/JEFF JEPPESEN	2,483.60
01	00054183	C	06/12/2025	489240	KENTS MARKET PL/TREMONTON	569.18
01	00054184	C	06/12/2025	57568	LANGUAGE ACCESS NETWORK LLC	4.15
01	00054185	C	06/12/2025	55875	LANGUAGE TESTING INTERNATIONAL	125.00

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01	00054186	C	06/12/2025	67539	MAMA'S TOASTED CHEESER	352.00
01	00054187	C	06/12/2025	29858	MOUNTAINLAND SUPPLY COMPANY	608.88
01	00054188	C	06/12/2025	67512	JUAN SALINAS	520.00
01	00054189	C	06/12/2025	67490	NA-CHO AVERAGE NACHOS	481.00
01	00054190	C	06/12/2025	111273	NUCO2 LLC	3,180.00
01	00054191	C	06/12/2025	67326	PIZZA PLUS OF TREMONTON	1,218.00
01	00054192	C	06/12/2025	999032	PRE-PAID LEGAL SERVICES	101.70
01	00054193	C	06/12/2025	732367	RAFT RIVER RURAL	1,142.68
01	00054194	C	06/12/2025	74691	CHRIS REID	612.00
01	00054195	C	06/12/2025	74683	RON CLARK ACADEMY, INC	1,075.00
01	00054196	C	06/12/2025	70831	S & D CARWASH MANAGEMENT LLC	215.91
01	00054197	C	06/12/2025	38938	SANS INSTITUTE	20,356.00
01	00054198	C	06/12/2025	25976	SHERWIN-WILLIAMS	1,192.91
01	00054199	C	06/12/2025	802087	SNOWVILLE WATERWORKS INC	997.00
01	00054200	C	06/12/2025	67555	THE CORNDOG COMPANY	679.00
01	00054201	C	06/12/2025	72435	TWISTED SUGAR TREMONTON	850.00
01	00054202	C	06/12/2025	68365	EILEEN UDY	125.44
01	00054203	C	06/12/2025	109542	UNIVERSITY OF UTAH	1,380.00
01	00054204	C	06/12/2025	892916	DGO FUEL NETWORK TEAM	45,078.04
01	00054205	C	06/12/2025	72974	HAYDEN WEBSTER	3,000.00
01	00054206	C	06/12/2025	110931	WEESE GLASS LLC	774.98
01	00054207	C	06/12/2025	941217	WILLARD CITY CORP	207.61
01	00054208	C	06/12/2025	70122	YODERS FAMILY KITCHEN	1,152.00
01	00054209	C	06/12/2025	38032	AMAZON CAPITAL SERVICES INC	2,512.47
01	00054210	C	06/12/2025	106497	APPLE STORE	1,197.00
01	00054211	C	06/12/2025	110222	BENCHMARK EDUCATION CO	7,500.00
01	00054212	C	06/12/2025	69159	CLEAR WATER INDUSTRIES	375.00
01	00054213	C	06/12/2025	100293	DELL INC	621.58
01	00054214	C	06/12/2025	386370	HYKO SUPPLY CO	392.91
01	00054215	C	06/12/2025	102697	INTERCONNECT SERVICES INC	18,100.89
01	00054216	C	06/12/2025	52035	LITERACY RESOURCES, LLC	1,692.22
01	00054217	C	06/12/2025	586159	MOUNTAIN STATE TEXTBOOK DEP	6,132.48
01	00054218	C	06/12/2025	23680	TES SOFTWARE INC	4,374.00
01	00054219	C	06/12/2025	111788	THE LIFEGUARD STORE	378.30
01	00054220	C	06/12/2025	69078	USA CLEAN BY JON-DON	158.25
01	00054221	C	06/12/2025	109355	VOYAGER SOPRIS LEARNING	992.20
01	00054222	C	06/12/2025	102737	YOUNG CHEVROLET CO	192,930.00
01	00054223	C	06/18/2025	6617	ACME WATER CO	842.29
01	00054224	C	06/18/2025	347560	ALICE C HARRIS INTERM SCH	210.39
01	00054225	C	06/18/2025	4260	BCI / UTAH BUREAU OF CRIMINAL IDENTIF	448.00
01	00054226	C	06/18/2025	85738	BEAR RIVER HIGH SCHOOL	1,907.00
01	00054227	C	06/18/2025	104335	BOX ELDER SCH DIST FOUNDATION	194.40
01	00054228	C	06/18/2025	38091	DATAIO LLC	4,685.00
01	00054229	C	06/18/2025	64084	ALDER EDUCATION LAW	1,000.00
01	00054230	C	06/18/2025	107136	ERS HEATING & COOLING	11,220.67
01	00054231	C	06/18/2025	71048	GEORGE'S POINT S TIRE	663.95
01	00054232	C	06/18/2025	50768	INTECH COLLEGIATE HIGH SCHOOL	12,398.70
01	00054233	C	06/18/2025	58246	LINDE GAS & EQUIPMENT INC	105.41
01	00054234	C	06/18/2025	530755	LOGAN SCHOOL DISTRICT	110,265.82
01	00054235	C	06/18/2025	74403	MARY IZATT	473.00
01	00054236	C	06/18/2025	66435	OBSERVERTAB, LLC	19,177.85
01	00054237	C	06/18/2025	52914	RICH COUNTY SCHOOL DISTRICT	23,801.56
01	00054238	C	06/18/2025	74616	ROCK AND ROLL CONSTRUCTION PRODUCTS	270.00
01	00054239	C	06/18/2025	892645	ROCKY MOUNTAIN POWER	23,320.86
01	00054240	C	06/18/2025	7323	SQUARE ONE PRINTING	225.00
01	00054241	C	06/18/2025	852617	TREMONTON CITY CORP	3,144.04
01	00054242	C	06/18/2025	891181	LB 410027	73,267.97
01	00054243	C	06/18/2025	100471	WEBER STATE UNIVERSITY	9,053.00
01	00054244	C	06/18/2025	84960	BEACON METALS INC	1,049.92
01	00054245	C	06/18/2025	11517	COMPUNET, INC	13,695.88
01	00054246	C	06/18/2025	100293	DELL INC	1,200.00
01	00054247	C	06/18/2025	386370	HYKO SUPPLY CO	18.75

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01	00054248	C	06/18/2025	901150	IMT COMPANIES LLC	39,219.00
01	00054249	C	06/18/2025	102697	INTERCONNECT SERVICES INC	13,652.62
01	00054250	C	06/18/2025	586159	MOUNTAIN STATE TEXTBOOK DEP	24,254.15
01	00054251	C	06/18/2025	35955	PROMO PLUS	9,743.00
01	00054252	C	06/18/2025	69078	USA CLEAN BY JON-DON	85.77
01	00054253	C	06/18/2025	109355	VOYAGER SOPRIS LEARNING	19,968.30
01	00054254	C	06/18/2025	72737	AMERITAS LIFE INSURANCE CORP	3,576.47
01	00054255	C	06/18/2025	999027	B E SCHOOL BOARD FUND	70.00
01	00054256	C	06/18/2025	999024	BOSTON MUTUAL LIFE INS CO - W	501.35
01	00054257	C	06/18/2025	999055	BOX ELDER FOUNDATION	313.00
01	00054258	C	06/18/2025	999023	BOX ELDER SCHOOL DISTRICT	100.00
01	00054259	C	06/18/2025	999033	BUREAU CHILD SUPPORT SERV	4,984.00
01	00054260	C	06/18/2025	65781	DELTA DENTAL INSURANCE COMPANY	32,565.31
01	00054261	C	06/18/2025	999021	ELEVATE CREDIT UNION	7,000.00
01	00054262	C	06/18/2025	999019	EMI HEALTH	357.07
01	00054263	C	06/18/2025	999017	GLOBE LIFE INSURANCE CO	69.12
01	00054264	C	06/18/2025	999035	HORACE MANN INSURANCE COMPANY	31,243.05
01	00054265	C	06/18/2025	51080	IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	451.00
01	00054266	C	06/18/2025	999111	MEADE RECOVERY SERVICES LLC	533.18
01	00054267	C	06/18/2025	999084	NATIONAL BENEFITS SERVICES LLC	10,587.29
01	00054268	C	06/18/2025	999084	NATIONAL BENEFITS SERVICES LLC	71,076.73
01	00054269	C	06/18/2025	999081	NATIONAL BENEFITS SERVICES LLC	4,195.42
01	00054270	C	06/18/2025	999079	PEHP	774,153.64
01	00054271	C	06/18/2025	999032	PRE-PAID LEGAL SERVICES	1,334.85
01	00054272	C	06/18/2025	999018	THE HARTFORD	20,988.16
01	00054273	C	06/18/2025	999012	UESP	200.00
01	00054274	C	06/18/2025	999007	UTAH EDUCATION ASSOCIATION	5,313.17
01	00054275	C	06/18/2025	999003	UTAH STATE TAX COMMISSION	254,064.02
01	00054276	C	06/18/2025	71110	VOYA FINANCIAL	8,536.85
01	00054277	C	06/26/2025	112046	ACE HARDWARE - BRIGHAM	16.24
01	00054278	C	06/26/2025	111203	ARNOLD MACH CO - MH 63 SLC	142.82
01	00054279	C	06/26/2025	85738	BEAR RIVER HIGH SCHOOL	2,347.21
01	00054280	C	06/26/2025	104338	BOX ELDER HIGH SCHOOL	187.50
01	00054281	C	06/26/2025	123130	CACHE COUNTY SCHOOL DISTRICT	3,036.84
01	00054282	C	06/26/2025	470448	CASSIA JOINT SCHOOL DISTRICT 151	124,795.76
01	00054283	C	06/26/2025	107994	CERTIFIED SHRED	291.00
01	00054284	C	06/26/2025	59064	CODEHS	55,545.00
01	00054285	C	06/26/2025	10774	CRUMP MOTORS	1,242.62
01	00054286	C	06/26/2025	71684	DELOITTE SERVICES LP	12,000.00
01	00054287	C	06/26/2025	110559	HARMONY HOME HEALTH LLC	3,640.48
01	00054288	C	06/26/2025	100522	INTERMOUNTAIN FARMERS ASSOC / IFA	69.99
01	00054289	C	06/26/2025	49026	IVY LANE PEDATRICS	21,582.44
01	00054290	C	06/26/2025	100774	JEPPESEN DISTRIBUTING/JEFF JEPPESEN	900.59
01	00054291	C	06/26/2025	58246	LINDE GAS & EQUIPMENT INC	3,455.82
01	00054292	C	06/26/2025	103688	PACKER'S EXTINGUISHER LLC	2,253.75
01	00054293	C	06/26/2025	60020	RON KELLER TIRE INC	1,080.38
01	00054294	C	06/26/2025	43451	SARAH STRINGHAM	1,013.25
01	00054295	C	06/26/2025	74900	UTAH ASSOCIATION OF AGRICULTURAL EDUCATO	90.00
01	00054296	C	06/26/2025	24580	VERIZON WIRELESS	4,389.29
01	00054297	C	06/26/2025	38032	AMAZON CAPITAL SERVICES INC	69.00
01	00054298	C	06/26/2025	106497	APPLE STORE	958.00
01	00054299	C	06/26/2025	58793	BIG BUBBA'S TRAILER SALES, INC	2,041.00
01	00054300	C	06/26/2025	70343	BLUUM USA, INC	84,152.40
01	00054301	C	06/26/2025	44482	IDEMIA IDENTITY & SECURITY USA LLC	7,749.00
01	00054302	C	06/26/2025	106111	INTERMOUNTAIN HOUSE LLC	33,000.00
01	00054303	C	06/26/2025	108190	MILLER COMPANIES	4,000.00
01	00054304	C	06/26/2025	74578	SAVVAS LEARNING COMPANY	21,538.40
01	00054305	C	06/26/2025	106181	UEN/UTAH EDUCATION NETWORK	30,985.68
01	00054306	C	06/26/2025	866716	UCI ACCOUNTS RECEIVABLE	2,567.00
01	00054307	C	06/26/2025	34622	UTAH STATE BOARD OF EDUCATION / USBE	1,473.77
01	05061025	M	06/09/2025	888540	US BANK	193,100.67
01	07063025	M	06/18/2025	999070	HEALTH EQUITY INC	152,468.33

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01	08063025	M	06/18/2025	999005	UTAH STATE RETIREMENT FUND	2,140,442.54
01	09060225	M	06/18/2025	999140	BANK OF UTAH	870.06
01	09062025	M	06/18/2025	999140	BANK OF UTAH	283,782.97
01	09062425	M	06/24/2025	999140	BANK OF UTAH	3,661.83
01	09063025	M	06/18/2025	999140	BANK OF UTAH	1,320,284.48
Total Bank: 01						\$10,165,414.50
02	00101506	C	06/05/2025	103945	SKYWAY GOLF COURSE	4,032.00
02	00101507	C	06/05/2025	804830	SOUTHERN UTAH UNIVERSITY	1,000.00
02	00101508	C	06/05/2025	891181	LB 410033	1,500.00
02	00101509	C	06/05/2025	891181	LB 410033	1,000.00
02	00101510	C	06/12/2025	104338	BOX ELDER HIGH SCHOOL	1,000.00
02	00101511	C	06/26/2025	104321	BOX ELDER SCHOOL DISTRICT	4,479.82
02	00101512	C	06/26/2025	85559	CENTURY ELEMENTARY	240.00
02	00101513	C	06/26/2025	281678	FIELDING SCHOOL	130.00
02	00101514	C	06/26/2025	329710	GBS BENEFITS INC	3,000.00
02	00101515	C	06/26/2025	891181	LB 410033	2,000.00
Total Bank: 02						\$18,381.82
11	01106590	A	06/05/2025	10103	CATHERINE ALLEN	281.54
11	01106591	A	06/05/2025	73369	MACLANE BALLARD	206.08
11	01106592	A	06/05/2025	104132	BEAZER LOCK & KEY	9,833.98
11	01106593	A	06/05/2025	40410	KAREN BRAITHWAITE	326.48
11	01106594	A	06/05/2025	106437	CARSON ELEVATOR CO INC	352.47
11	01106595	A	06/05/2025	61310	LINUS COLYER	140.00
11	01106596	A	06/05/2025	63274	DAVID COOK	30.24
11	01106597	A	06/05/2025	107851	KAMBEE DAY	647.25
11	01106598	A	06/05/2025	60500	DOABLE WELLNESS	7,750.00
11	01106599	A	06/05/2025	37516	ERIC DUTSON	101.36
11	01106600	A	06/05/2025	107656	DWA CONSTRUCTION INC	56,833.69
11	01106601	A	06/05/2025	32263	TIFFANY EDDINGTON	840.67
11	01106602	A	06/05/2025	27260	STEVEN C HANSEN	678.98
11	01106603	A	06/05/2025	74705	JACOB JOHNSON	245.88
11	01106604	A	06/05/2025	14427	JEANNIE JOHNSON	415.81
11	01106605	A	06/05/2025	27243	KELLY SERVICES INC	35,319.20
11	01106606	A	06/05/2025	111807	JAMIE KENT	334.88
11	01106607	A	06/05/2025	59129	DESI LARSEN	664.02
11	01106608	A	06/05/2025	68667	LOGAN LARSEN	422.00
11	01106609	A	06/05/2025	108289	DAVID LEE	648.36
11	01106610	A	06/05/2025	63673	SHAUNIECE MACKEY	164.08
11	01106611	A	06/05/2025	43982	MIKE MOORE	614.80
11	01106612	A	06/05/2025	62081	NICOLE HESS VINYL	13.50
11	01106613	A	06/05/2025	72940	MATTHEW ROSS	1,025.36
11	01106614	A	06/05/2025	803050	SHI INTERNATIONAL CORP	1,762.53
11	01106615	A	06/05/2025	107120	CONNIE SHY	466.36
11	01106616	A	06/05/2025	47686	TNT ENGRAVING	39.50
11	01106617	A	06/05/2025	62510	JESSICA WAITE	104.16
11	01106618	A	06/05/2025	72389	ANGEL ZAMBRANO	153.44
11	01106619	A	06/12/2025	54828	MCKENZIE ANDERSON	26.00
11	01106620	A	06/12/2025	9768	MELISSA ARCHIBALD	256.50
11	01106621	A	06/12/2025	29785	HENRY BAKER	59.00
11	01106622	A	06/12/2025	73369	MACLANE BALLARD	264.32
11	01106623	A	06/12/2025	3379	LINN BECK	15.12
11	01106624	A	06/12/2025	64467	DAVE BINGHAM	143.00
11	01106625	A	06/12/2025	48011	GAILE BINGHAM	36.00
11	01106626	A	06/12/2025	60933	MICHAEL BIRD	69.00
11	01106627	A	06/12/2025	107376	KAYLENE BOND	92.00
11	01106628	A	06/12/2025	49476	MICHAEL BOWEN	23.00
11	01106629	A	06/12/2025	39616	JOHN BRYAN	177.00
11	01106630	A	06/12/2025	110342	KATHY BUCK	424.24
11	01106631	A	06/12/2025	57991	EMILEE BURNHAM	110.38
11	01106632	A	06/12/2025	105301	CACHE VALLEY ELECTRIC INC	10,464.50
11	01106633	A	06/12/2025	69426	AMANDA CAMMACK	23.00
11	01106634	A	06/12/2025	31380	JOSE M CEDILLO	249.00

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11	01106635	A	06/12/2025	4090	MARY CLARK	106.00
11	01106636	A	06/12/2025	103095	KISHA C COLLOM	26.00
11	01106637	A	06/12/2025	108521	MELANIE CROUCH	14.40
11	01106638	A	06/12/2025	9717	GLORIA DABB	301.00
11	01106639	A	06/12/2025	13544	ELDON DARRINGTON	256.50
11	01106640	A	06/12/2025	728870	ENBRIDGE GAS UTAH	8,263.46
11	01106641	A	06/12/2025	106815	MAILEE FORREST	131.00
11	01106642	A	06/12/2025	60950	ROBERT FRANCKOWIAK	100.80
11	01106643	A	06/12/2025	61468	CHRISTIAN DALLIN GITTINS	220.86
11	01106644	A	06/12/2025	74209	PERI GREEN	256.50
11	01106645	A	06/12/2025	67059	TRENA GREGORY	38.08
11	01106646	A	06/12/2025	36706	MONICA GROVER	13.00
11	01106647	A	06/12/2025	64866	JACOB HANSEN	49.00
11	01106648	A	06/12/2025	72850	KANONI HARRIS	13.00
11	01106649	A	06/12/2025	110942	KIP A HEINER	166.00
11	01106650	A	06/12/2025	40320	JACINDA HEYDER	13.00
11	01106651	A	06/12/2025	70769	HEATHER HORROCKS	256.50
11	01106652	A	06/12/2025	74772	JANET HOYLE	13.00
11	01106653	A	06/12/2025	61530	INTELEPEER CLOUD COMMUNICATIONS, LLC	5,583.04
11	01106654	A	06/12/2025	33715	APRIL JARDINE	256.50
11	01106655	A	06/12/2025	69850	ARDELL JENKS	13.00
11	01106656	A	06/12/2025	68640	BRIANNA JONES	36.00
11	01106657	A	06/12/2025	35092	MELISSA JONES	319.20
11	01106658	A	06/12/2025	27243	KELLY SERVICES INC	22,035.40
11	01106659	A	06/12/2025	52493	ROBERT KENNER	69.00
11	01106660	A	06/12/2025	72842	MONTANAELA LOFTISS	150.00
11	01106661	A	06/12/2025	72486	CORY LOPEZ	13.00
11	01106662	A	06/12/2025	27693	MEGAN LOVELESS	29.12
11	01106663	A	06/12/2025	74730	ALYSE MAPLES	181.10
11	01106664	A	06/12/2025	29777	JAMES O MAY	36.00
11	01106665	A	06/12/2025	40312	SHAILA MCCLURE	23.00
11	01106666	A	06/12/2025	67075	RACHEL MCCULLOUGH	13.00
11	01106667	A	06/12/2025	9083	CAMILLE MCDERMOTT	256.50
11	01106668	A	06/12/2025	49999	BILLY MCFARLAND	23.00
11	01106669	A	06/12/2025	60941	NATALIE MCGUIRE	115.92
11	01106670	A	06/12/2025	70530	CASHA MEIBOS	26.00
11	01106671	A	06/12/2025	10936	JONI MITCHELL	13.00
11	01106672	A	06/12/2025	25640	RAMONA MORA	83.00
11	01106673	A	06/12/2025	56103	KARA MORRISS	36.00
11	01106674	A	06/12/2025	67032	GARY MORTENSEN	23.00
11	01106675	A	06/12/2025	111603	KURT MOULTON	77.28
11	01106676	A	06/12/2025	63622	CHRISTINA NELSON	256.50
11	01106677	A	06/12/2025	54356	MARISSA NELSON	60.00
11	01106678	A	06/12/2025	21962	MARK NELSON	36.00
11	01106679	A	06/12/2025	68160	TRACY ODELL	191.18
11	01106680	A	06/12/2025	39403	SHAUNIE OWEN	256.50
11	01106681	A	06/12/2025	71439	PILOT THOMAS LOGISTICS, LLC	20,415.09
11	01106682	A	06/12/2025	55930	MCKELLEN RADER	36.00
11	01106683	A	06/12/2025	67288	CAYLEE RICHARDS	495.67
11	01106684	A	06/12/2025	65846	PIPER ROPER	26.00
11	01106685	A	06/12/2025	58858	ANNA SHERMAN	252.00
11	01106686	A	06/12/2025	63304	KAYLEE SILVESTER	13.00
11	01106687	A	06/12/2025	50547	KRISTAL SMALL	13.00
11	01106688	A	06/12/2025	58866	RACHEL SMITH	72.00
11	01106689	A	06/12/2025	69876	MARTIN SOHOLT	13.00
11	01106690	A	06/12/2025	102033	SCOTT STAHELI	46.00
11	01106691	A	06/12/2025	65986	JESSICA STRATFORD	256.50
11	01106692	A	06/12/2025	110408	AMY JO SUMMERS	256.50
11	01106693	A	06/12/2025	74217	MARNEE THEURER	256.50
11	01106694	A	06/12/2025	60909	TRINA THOMSON	117.60
11	01106695	A	06/12/2025	47686	TNT ENGRAVING	125.00
11	01106696	A	06/12/2025	59706	TRINI TRACY	26.00

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
11	01106697	A	06/12/2025	852290	SANDIE TRAPP	153.00
11	01106698	A	06/12/2025	52795	LAURA TURESON	256.50
11	01106699	A	06/12/2025	922060	CALVIN K WARD	23.40
11	01106700	A	06/12/2025	34509	SHARA LEE WARD	23.40
11	01106701	A	06/12/2025	111182	HEATHER WATTS	136.59
11	01106702	A	06/12/2025	28150	KARIE WEAVER	165.00
11	01106703	A	06/12/2025	40002	MAURY WHEATLEY	11.00
11	01106704	A	06/12/2025	3212	CATHY WILKEY	256.50
11	01106705	A	06/12/2025	69442	TRINA WINNINGHAM	236.00
11	01106706	A	06/12/2025	71749	STEVE WISCOMBE	23.00
11	01106707	A	06/18/2025	8648	JACOB BALLS	117.04
11	01106708	A	06/18/2025	74888	KRISTINE BENNETT	256.50
11	01106709	A	06/18/2025	74870	TYREE BLAISDELL	187.50
11	01106710	A	06/18/2025	9164	VICKIE BURT	255.00
11	01106711	A	06/18/2025	105981	KRISTI N CAPENER	487.26
11	01106712	A	06/18/2025	74918	PAOLA CARRERA	187.50
11	01106713	A	06/18/2025	134250	CEM SALES & SERVICE	132.56
11	01106714	A	06/18/2025	61190	MADISEN CLARK	422.72
11	01106715	A	06/18/2025	49654	J DAVID COOK	49.00
11	01106716	A	06/18/2025	110574	JOETTE CRAIG	473.00
11	01106717	A	06/18/2025	10421	VANICA CRANE	98.56
11	01106718	A	06/18/2025	107656	DWA CONSTRUCTION INC	18,519.76
11	01106719	A	06/18/2025	10049	KELLY ESPLIN	187.50
11	01106720	A	06/18/2025	74942	KRISTIN EVANS	255.00
11	01106721	A	06/18/2025	9539	BOBBIRAE FESSLER	187.50
11	01106722	A	06/18/2025	67440	MELISSA FRANCIS	187.50
11	01106723	A	06/18/2025	304190	RYAN K GARDNER	133.50
11	01106724	A	06/18/2025	70505	RYAN GREENE	363.90
11	01106725	A	06/18/2025	167	RANDY HALTINER	133.50
11	01106726	A	06/18/2025	11754	TERIANN HANKS	187.50
11	01106727	A	06/18/2025	26867	ERICA HANNAH	187.50
11	01106728	A	06/18/2025	110016	BARBARA HARAMOTO	187.50
11	01106729	A	06/18/2025	50652	SHELLIE HEREM	187.50
11	01106730	A	06/18/2025	10154	TERYL JEFFS	108.75
11	01106731	A	06/18/2025	109677	HEIDI B JENSEN	255.00
11	01106732	A	06/18/2025	1562	NICOLE JENSEN	255.00
11	01106733	A	06/18/2025	27243	KELLY SERVICES INC	700.40
11	01106734	A	06/18/2025	14940	CHRISTYN KENDRICK	187.50
11	01106735	A	06/18/2025	19305	BEN KUNZLER	473.00
11	01106736	A	06/18/2025	111457	KEITH MECHAM	87.00
11	01106737	A	06/18/2025	39896	TYRELL NEAL	256.50
11	01106738	A	06/18/2025	22195	BRANDON NELSON	108.00
11	01106739	A	06/18/2025	109659	KELLI NESSEN	187.50
11	01106740	A	06/18/2025	74829	JAMIE OWEN	187.50
11	01106741	A	06/18/2025	74489	PAULINA RAYON NIETO	187.50
11	01106742	A	06/18/2025	23060	KRISTEN RILEY	187.50
11	01106743	A	06/18/2025	74837	VANIA ROBERTSON	187.50
11	01106744	A	06/18/2025	74845	JENNY ROGERS	187.50
11	01106745	A	06/18/2025	803050	SHI INTERNATIONAL CORP	4,686.37
11	01106746	A	06/18/2025	74853	ELIZABETH SPOTTEN	187.50
11	01106747	A	06/18/2025	101257	PRESTON D STEED	133.50
11	01106748	A	06/18/2025	70513	AUSTIN STOREY	255.00
11	01106749	A	06/18/2025	12688	SYSCO	125,461.18
11	01106750	A	06/18/2025	74284	THATCHER COMPANY, INC.	2,305.95
11	01106751	A	06/18/2025	22128	HEIDI WATSON	187.50
11	01106752	A	06/18/2025	100590	WAXIE SANITARY SUPPLY	41.20
11	01106753	A	06/18/2025	27634	AIMEE A WELLS	255.00
11	01106754	A	06/18/2025	42404	KIM WILSON	255.00
11	01106755	A	06/18/2025	45233	MARCIA WILSON	473.00
11	01106756	A	06/26/2025	75027	ANA ALIAGA LAENCINA	60.00
11	01106757	A	06/26/2025	67385	ABRA ANDERSON	60.00
11	01106758	A	06/26/2025	74713	KELSIE ARBON	43.46

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
11	01106759	A	06/26/2025	101520	BELL JANITORIAL	1,129.36
11	01106760	A	06/26/2025	95835	JASON V BINGHAM	247.12
11	01106761	A	06/26/2025	105301	CACHE VALLEY ELECTRIC INC	88,911.00
11	01106762	A	06/26/2025	53473	CHARLIE'S PRODUCE	356.12
11	01106763	A	06/26/2025	70270	ANDREA DEAN	255.00
11	01106764	A	06/26/2025	49557	MAYRA GARZA	85.12
11	01106765	A	06/26/2025	109665	A J GILMORE	87.00
11	01106766	A	06/26/2025	111417	ROBBIE GUNTER	87.00
11	01106767	A	06/26/2025	74810	ALEXANDRIA HARDMAN	187.50
11	01106768	A	06/26/2025	67342	ELINA HERNANDEZ	60.00
11	01106769	A	06/26/2025	75019	JENNY IZQUIERDO CASADIEGO	60.00
11	01106770	A	06/26/2025	6360	JEREMY JOHNSON	283.15
11	01106771	A	06/26/2025	112083	JACE MCKEE	87.00
11	01106772	A	06/26/2025	22195	BRANDON NELSON	87.00
11	01106773	A	06/26/2025	75000	JAMIE PICKERING	255.00
11	01106774	A	06/26/2025	74489	PAULINA RAYON NIETO	60.00
11	01106775	A	06/26/2025	71099	NEFI A REYES DE LA PAZ	60.00
11	01106776	A	06/26/2025	42935	DAVID SHAFFER	252.11
11	01106777	A	06/26/2025	58920	ANGIE SMOOT	93.53
11	01106778	A	06/26/2025	49395	REBEKAH SPENCER	71.23
11	01106779	A	06/26/2025	74284	THATCHER COMPANY, INC.	2,545.80
11	01106780	A	06/26/2025	25836	KRIS THOMPSON	247.12
11	01106781	A	06/26/2025	65625	NATHAN THOMPSON	60.00
11	01106782	A	06/26/2025	74985	CASSANDRA TURNER	247.12
11	01106783	A	06/26/2025	990	STACI ZILLES-NELSON	312.71
11	01106784	A	06/26/2025	14222	CARLA ZUNDEL	80.03
Total Bank: 11						\$454,554.90
15	00000325	C	06/03/2025	45500	BOX ELDER SCHOOL DISTRICT	4,240.54
15	00000326	C	06/03/2025	104321	BOX ELDER SCHOOL DISTRICT	30.00
15	00000327	C	06/03/2025	72869	LINK IMAGING, LLC	39.99
15	00000328	C	06/03/2025	67326	PIZZA PLUS OF TREMONTON	157.06
15	00000329	C	06/03/2025	111656	SCHOLASTIC BOOK FAIRS	417.95
15	00000330	C	06/03/2025	73342	SHUTTERFLY LIFETOUCH, LLC ACCTS RECV	28.56
15	00000331	C	06/03/2025	47686	TNT ENGRAVING	252.00
15	00000332	C	06/10/2025	1	ADILENE LOPEZ	16.00
15	00000333	C	06/10/2025	1	KAREENA MENLOVE	16.00
15	00000334	C	06/10/2025	20869	BELL PRINTING AND DESIGN	1,670.00
15	00000335	C	06/10/2025	45500	BOX ELDER SCHOOL DISTRICT	1,711.14
15	00000336	C	06/10/2025	489240	KENTS MARKET PL/TREMONTON	1,141.61
15	00000337	C	06/10/2025	74608	MNJ CREATIONS	345.00
15	00000338	C	06/10/2025	72435	TWISTED SUGAR TREMONTON	70.00
15	00000339	C	06/10/2025	45934	KUNZLER CATERING	210.00
15	00000340	C	06/17/2025	45500	BOX ELDER SCHOOL DISTRICT	1,318.20
15	00000341	C	06/17/2025	14958	CULLIGAN	139.95
15	00000342	C	06/17/2025	489240	KENTS MARKET PL/TREMONTON	618.07
15	00000343	C	06/17/2025	73342	SHUTTERFLY LIFETOUCH, LLC ACCTS RECV	2,758.13
15	00000344	C	06/24/2025	45500	BOX ELDER SCHOOL DISTRICT	2,257.60
15	00000345	C	06/24/2025	489250	KENTS MARKET PL/BRIGHAM	90.44
15	00000346	C	06/24/2025	157371	STAPLES	14.00
Total Bank: 15						\$17,542.24
29	16800615	C	06/16/2025	38032	AMAZON CAPITAL SERVICES	36.57
29	16800616	C	06/17/2025	104321	BOX ELDER SCHOOL DISTRICT	1,632.85
Total Bank: 29						\$1,669.42
33	30403200	C	06/09/2025	769715	SAM'S CLUB BUSINESS PAYMENTS	599.73
33	30403201	C	06/25/2025	327480	GREER'S HARDWARE	53.95
33	30403202	C	06/25/2025	489240	KENTS MARKET PL/TREMONTON	902.00
Total Bank: 33						\$1,555.68

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
34	30803746	CV	06/23/2025	1	ANAMARIE HALL	-50.00
34	30803808	C	06/10/2025	1	ASHLEIGH AKIN	14.22
34	30803809	C	06/10/2025	112046	ACE HARDWARE - BRIGHAM	143.62
34	30803810	C	06/10/2025	4545	AL'S SPORTING GOODS	193.30
34	30803811	C	06/10/2025	38032	AMAZON CAPITAL SERVICES INC	6,441.08
34	30803812	C	06/10/2025	45500	BOX ELDER SCHOOL DISTRICT	1,053.00
34	30803813	C	06/10/2025	17736	CROWN AWARDS	680.90
34	30803814	C	06/10/2025	633340	OFFICE DEPOT	466.91
34	30803815	C	06/10/2025	74624	PERRY ICE, LLC	357.00
34	30803816	C	06/10/2025	54313	SCHOOL SPECIALTY, LLC	65.20
34	30803817	C	06/10/2025	5908	WALMART COMMUNITY	541.82
34	30803818	C	06/23/2025	1	ANAMARIE HALL	50.00
34	30803819	C	06/23/2025	106895	BADGER SCREEN PRINTING CO	2,526.54
34	30803820	C	06/23/2025	106055	BLICK ART MATERIALS	116.32
34	30803821	C	06/23/2025	104321	BOX ELDER SCHOOL DISTRICT	713.59
34	30803822	C	06/23/2025	17736	CROWN AWARDS	133.65
34	30803823	C	06/24/2025	1	KARTER OR SIENNA HOWELL	40.00
34	30803824	C	06/24/2025	1	LEWIS WHITAKER	50.00
34	30803825	C	06/24/2025	38032	AMAZON CAPITAL SERVICES INC	101.33
34	30803826	C	06/30/2025	5908	WALMART COMMUNITY	344.97
Total Bank: 34						\$13,983.45
35	40403459	C	06/05/2025	1	EASTON BETOURNAY	16.35
35	40403460	C	06/05/2025	1	EASTON WINWARD	50.00
35	40403461	C	06/05/2025	1	KENDELL WILLIAMS	50.00
35	40403462	C	06/05/2025	1	ZACERY ROBERTS	50.00
35	40403463	C	06/05/2025	38032	AMAZON CAPITAL SERVICES INC	1,567.36
35	40403464	C	06/05/2025	158220	COVER UP	627.75
35	40403465	C	06/05/2025	327480	GREER'S HARDWARE	150.08
35	40403466	C	06/05/2025	489240	KENTS MARKET PL/TREMONTON	1,555.95
35	40403467	C	06/05/2025	72435	TWISTED SUGAR TREMONTON	203.20
35	40403468	C	06/16/2025	1	CHANCE UDY	50.00
35	40403469	C	06/16/2025	1724	ACE HARDWARE TREMONTON	94.49
35	40403470	C	06/16/2025	38032	AMAZON CAPITAL SERVICES INC	992.84
35	40403471	C	06/16/2025	45500	BOX ELDER SCHOOL DISTRICT	513.80
35	40403472	C	06/16/2025	999023	BOX ELDER SCHOOL DISTRICT	570.91
Total Bank: 35						\$6,492.73
36	40804782	C	06/03/2025	1	DOUG OLSON	25.00
36	40804783	C	06/03/2025	104338	BOX ELDER HIGH SCHOOL	59.00
36	40804784	C	06/23/2025	112046	ACE HARDWARE - BRIGHAM	9.99
36	40804785	C	06/23/2025	45500	BOX ELDER SCHOOL DISTRICT	4,007.19
36	40804786	C	06/23/2025	489250	KENTS MARKET PL/BRIGHAM	883.81
36	40804787	C	06/23/2025	10804	MUSIC THEATRE INTERNATIONAL	2,845.00
36	40804788	C	06/23/2025	36161	UTAH TSA	412.50
36	40804789	C	06/23/2025	43311	VARSIY YEARBOOK	153.85
36	40804790	C	06/30/2025	10260	ADELE C YOUNG INTERM SCH	99.50
36	40804791	C	06/30/2025	104321	BOX ELDER SCHOOL DISTRICT	266.28
36	40804792	C	06/30/2025	10731	SMITH'S CUSTOMER CHARGES	34.87
36	40804793	C	06/30/2025	47686	TNT ENGRAVING	30.00
36	40804794	C	06/30/2025	36161	UTAH TSA	7,748.62
36	40804795	C	06/30/2025	5908	WALMART COMMUNITY	320.02
Total Bank: 36						\$16,895.63

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
37	70415305	CV	06/18/2025	52140	EAGLE MOUNTAIN GOLF COURSE	-340.00
37	70415475	C	06/10/2025	47635	EPIC PRODUCTIONS LLC	3,716.00
37	70415476	C	06/10/2025	74500	PREMIER FUNDRAISER, LLC	6,984.00
37	70415477	C	06/10/2025	65765	ST GEORGE HOLIDAY INN	2,203.72
37	70415478	C	06/12/2025	1	ANGELA JOHN	100.00
37	70415479	C	06/12/2025	1	BRITTANY ROBERTS	294.98
37	70415480	C	06/12/2025	1	BROOKE PERRY	60.00
37	70415481	C	06/12/2025	1	KYLEE HIDALGO	150.00
37	70415482	C	06/12/2025	38032	AMAZON CAPITAL SERVICES INC	111.16
37	70415483	C	06/12/2025	107102	BEAR RIVER BOWLING CENTER / THE GRILL	1,058.00
37	70415484	C	06/12/2025	72427	BEAR RIVER FLORAL	396.41
37	70415485	C	06/12/2025	68764	BEARDED LUMBERJACK, LLC	300.00
37	70415486	C	06/12/2025	111287	BOWCUTT'S FLOWERS & GIFTS	305.00
37	70415487	C	06/12/2025	104321	BOX ELDER SCHOOL DISTRICT	12,893.54
37	70415488	C	06/12/2025	104321	BOX ELDER SCHOOL DISTRICT	7,427.81
37	70415489	C	06/12/2025	6742	CLARION SUITES	899.73
37	70415490	C	06/12/2025	4618	COLEMAN KNITTING MILL	4,130.00
37	70415491	C	06/12/2025	158220	COVER UP	334.50
37	70415492	C	06/12/2025	62871	CREATIVE DESIGN ENGRAVING LLC	135.00
37	70415493	C	06/12/2025	286060	FLINN SCIENTIFIC	42.78
37	70415494	C	06/12/2025	327480	GREER'S HARDWARE	430.76
37	70415495	C	06/12/2025	74896	ABIGAIL HOBBS	1,000.00
37	70415496	C	06/12/2025	100522	INTERMOUNTAIN FARMERS ASSOC / IFA	423.90
37	70415497	C	06/12/2025	489240	KENTS MARKET PL/TREMONTON	4,815.91
37	70415498	C	06/12/2025	21296	LINCOLN ELECTRIC CO	213.00
37	70415499	C	06/12/2025	543168	MADDOX RANCH HOUSE	1,241.15
37	70415500	C	06/12/2025	28576	MINKY COUTURE LLC	1,140.00
37	70415501	C	06/12/2025	50121	KIRA MORTENSON	1,400.00
37	70415502	C	06/12/2025	11924	MOUNTAIN CREST HIGH SCHOOL	4,220.00
37	70415503	C	06/12/2025	1309	PRESTON RICHEY	749.98
37	70415504	C	06/12/2025	28967	ROBOTICS ED & COMPETITION FOUNDATION	800.00
37	70415505	C	06/12/2025	40010	SOUTHEASTERN PERFORMANCE APPAREL	2,961.76
37	70415506	C	06/12/2025	5223	SWIRE COCA-COLA	842.95
37	70415507	C	06/12/2025	71854	TECHFALL GEAR CO.	2,950.00
37	70415508	C	06/12/2025	72435	TWISTED SUGAR TREMONTON	3,289.07
37	70415509	C	06/12/2025	100686	UHSAA / UTAH HIGH SCHOOL ACT ASSOC	60.00
37	70415510	C	06/12/2025	7536	GAME ONE	5,858.08
37	70415511	C	06/12/2025	16535	VEX ROBOTICS	4,121.08
37	70415512	C	06/16/2025	104321	BOX ELDER SCHOOL DISTRICT	92,599.42
37	70415513	C	06/17/2025	109542	UNIVERISTY OF UTAH	6,050.00
37	70415514	C	06/17/2025	52825	LESLIE KEOLA CALLES	6,050.00
37	70415514	CV	06/18/2025	52825	LESLIE KEOLA CALLES	-6,050.00
37	70415515	C	06/17/2025	52825	LESLIE KEOLA CALLES	7,900.00
37	70415516	C	06/18/2025	1	JENNY STANGER	300.00
37	70415517	C	06/18/2025	1	NATALIE MORRIS	50.00
37	70415518	C	06/18/2025	1724	ACE HARDWARE TREMONTON	159.55
37	70415519	C	06/18/2025	38032	AMAZON CAPITAL SERVICES INC	866.02
37	70415520	C	06/18/2025	107102	BEAR RIVER BOWLING CENTER / THE GRILL	1,450.00
37	70415521	C	06/18/2025	31658	BSN SPORTS	2,869.87
37	70415522	C	06/18/2025	40363	CIO MEDICAL SERVICES	500.00
37	70415523	C	06/18/2025	4618	COLEMAN KNITTING MILL	4,040.00
37	70415524	C	06/18/2025	65587	ELITE SPORTSWEAR, L.P.	1,818.60
37	70415525	C	06/18/2025	474162	JOSTENS	1,286.50
37	70415526	C	06/18/2025	44172	NORCO INC	200.36
37	70415527	C	06/18/2025	7277	PIONEER ATHLETICS	166.04
37	70415528	C	06/18/2025	5916	PITNEY BOWES	143.91
37	70415529	C	06/18/2025	65765	ST GEORGE HOLIDAY INN	893.24
37	70415530	C	06/18/2025	157371	STAPLES	114.89
37	70415531	C	06/18/2025	5932	VARSIITY SPIRIT FASHIONS	22,065.05
37	70415532	C	06/18/2025	63681	WILDCAT ELITE CHEER, INC	6,720.00
37	70415533	C	06/19/2025	21989	IDAHO STATE UNIVERSITY	405.00

Total Bank: 37 \$228,318.72

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
38	70815505	CV	06/02/2025	74543	TOTDOT LLC	-2,500.00
38	70815507	C	06/02/2025	1	ALIVIA EYRE	200.00
38	70815508	C	06/02/2025	1	EMMA OLSON AND CADERIK WILSON	100.00
38	70815509	C	06/02/2025	1	JALYN HUGGINS	84.00
38	70815510	C	06/02/2025	1	JENNIFER SCHLUETER	20.00
38	70815510	CV	06/02/2025	1	JENNIFER SCHLUETER	-20.00
38	70815511	C	06/02/2025	1	TIM LLOYD	106.94
38	70815512	C	06/02/2025	112046	ACE HARDWARE - BRIGHAM	758.33
38	70815513	C	06/02/2025	35519	AL'S TROPHIES & FRAMES, INC.	59.00
38	70815514	C	06/02/2025	38032	AMAZON CAPITAL SERVICES INC	9,822.95
38	70815515	C	06/02/2025	23990	ANATOMY WAREHOUSE	267.00
38	70815516	C	06/02/2025	35777	AUTOZONE	46.50
38	70815517	C	06/02/2025	6661	BAILEY POTTERY EQUIPMENT CORP	1,227.91
38	70815518	C	06/02/2025	50660	BEST WESTERN PARADISE INN NEPHI	1,277.87
38	70815519	C	06/02/2025	95835	JASON V BINGHAM	68.38
38	70815520	C	06/02/2025	53457	BLACK STITCH LLC	2,100.00
38	70815520	CV	06/12/2025	53457	BLACK STITCH LLC	-2,100.00
38	70815521	C	06/02/2025	106055	BLICK ART MATERIALS	838.19
38	70815522	C	06/02/2025	104348	BOX ELDER MIDDLE SCHOOL	5,493.96
38	70815523	C	06/02/2025	104321	BOX ELDER SCHOOL DISTRICT	34,157.36
38	70815524	C	06/02/2025	104321	BOX ELDER SCHOOL DISTRICT	3,529.31
38	70815525	C	06/02/2025	230	CAROLINA BIOLOGICAL	2,620.67
38	70815526	C	06/02/2025	64017	COPPER CANYON APPAREL	3,080.49
38	70815527	C	06/02/2025	1228	COLLEGE BOARD	39,983.00
38	70815528	C	06/02/2025	23736	WEISSMAN	1,385.10
38	70815529	C	06/02/2025	72478	DESERT PEAKS PROMO	80.00
38	70815530	C	06/02/2025	107267	DOMINO'S PIZZA / BRIGHAM	76.99
38	70815531	C	06/02/2025	109652	DREWES FLORAL & GIFTS	88.40
38	70815532	C	06/02/2025	47635	EPIC PRODUCTIONS LLC	5,004.00
38	70815533	C	06/02/2025	286060	FLINN SCIENTIFIC	145.61
38	70815534	C	06/02/2025	4790	HOME DEPOT CREDIT SERVICE	2,540.81
38	70815535	C	06/02/2025	51977	HONEYBUCKET	72.50
38	70815536	C	06/02/2025	103961	INTERMOUNTAIN WOOD PRODUCTS	249.95
38	70815537	C	06/02/2025	69256	JFS WHOLESALE	435.29
38	70815538	C	06/02/2025	21296	LINCOLN ELECTRIC CO	729.38
38	70815539	C	06/02/2025	25119	SIZZLING PLATTER	107.88
38	70815540	C	06/02/2025	30180	MARCH OF DIMES, INC	1,296.56
38	70815541	C	06/02/2025	4979	O'REILLY AUTOMOTIVE	29.48
38	70815542	C	06/02/2025	4960	OLD GRIST MILL BREAD	351.20
38	70815543	C	06/02/2025	104992	PRINT SHOP	54.90
38	70815544	C	06/02/2025	39667	SIGN GYPSIES BOX ELDER	85.00
38	70815545	C	06/02/2025	10731	SMITH'S CUSTOMER CHARGES	386.98
38	70815546	C	06/02/2025	19488	T SHIRT CHOP SHOP	2,346.00
38	70815546	CV	06/05/2025	19488	T SHIRT CHOP SHOP	-2,346.00
38	70815547	C	06/02/2025	47686	TNT ENGRAVING	27.00
38	70815548	C	06/02/2025	74543	JOHN MURDOCK	2,500.00
38	70815549	C	06/02/2025	100686	UHSAA / UTAH HIGH SCHOOL ACT ASSOC	100.00
38	70815550	C	06/02/2025	7536	GAME ONE	6,575.68
38	70815551	C	06/02/2025	43311	VARSIY YEARBOOK	18,689.23
38	70815552	C	06/02/2025	68527	VINCI'S BOWLING & ENTERTAINMENT	77.00
38	70815553	C	06/02/2025	102864	WALKER CINEMAS	88.00
38	70815554	C	06/02/2025	5908	WALMART COMMUNITY	5,240.95
38	70815555	C	06/02/2025	109804	WARD'S NATURAL SCIENCE	56.20
38	70815556	C	06/02/2025	924370	WATKINS PRINTING	1,110.00
38	70815557	C	06/09/2025	1	JENNIFER SCHLUETER	20.00
38	70815558	C	06/09/2025	74721	ADAM HALL WRESTLING CAMPS	7,848.00
38	70815559	C	06/09/2025	38032	AMAZON CAPITAL SERVICES INC	4,054.86
38	70815560	C	06/09/2025	36784	AMERICAN RED CROSS	37.00
38	70815561	C	06/09/2025	17256	BIO-RAD LABORATORIES	139.05
38	70815562	C	06/09/2025	104321	BOX ELDER SCHOOL DISTRICT	3,945.00
38	70815563	C	06/09/2025	104321	BOX ELDER SCHOOL DISTRICT	5,525.14
38	70815564	C	06/09/2025	74080	BRUSH BROTHERS PAINTING, INC	1,340.00

Check Register Summary

Batch Year: 25 Bank: All Date Range: 06/01/2025 - 06/30/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
38	70815565	C	06/09/2025	31658	BSN SPORTS	9,196.67
38	70815566	C	06/09/2025	158220	COVER UP	29.97
38	70815567	C	06/09/2025	4839	INTSEL STEEL WEST LLC	662.20
38	70815568	C	06/09/2025	28746	KUTA SOFTWARE LLC	1,248.00
38	70815569	C	06/09/2025	543168	MADDOX RANCH HOUSE	2,343.22
38	70815570	C	06/09/2025	11924	MOUNTAIN CREST HIGH SCHOOL	2,670.00
38	70815571	C	06/09/2025	4960	OLD GRIST MILL BREAD	204.18
38	70815572	C	06/09/2025	37397	MARCI W OLSEN	100.00
38	70815573	C	06/09/2025	74411	CARLY PATTERSON	625.00
38	70815574	C	06/09/2025	4987	PICTURELINE INC	83.60
38	70815575	C	06/09/2025	110975	RIDDELL ALL AMERICAN SPORTS	3,051.49
38	70815576	C	06/09/2025	51772	ROCKY MOUNTAIN SCHOOL OF BASEBALL	200.00
38	70815577	C	06/09/2025	19488	T SHIRT CHOP SHOP	1,537.00
38	70815578	C	06/09/2025	47686	TNT ENGRAVING	10.00
38	70815579	C	06/09/2025	37559	WEST SIDE HIGH SCHOOL	375.00
38	70815580	C	06/09/2025	74675	NIKOLE YATES	2,116.00
38	70815581	C	06/11/2025	1	TIFFANY BOTT	200.00
38	70815582	C	06/11/2025	38032	AMAZON CAPITAL SERVICES INC	727.34
38	70815583	C	06/11/2025	45500	BOX ELDER SCHOOL DISTRICT	421.70
38	70815584	C	06/11/2025	106055	BLICK ART MATERIALS	17.99
38	70815585	C	06/11/2025	104321	BOX ELDER SCHOOL DISTRICT	67,269.53
38	70815586	C	06/11/2025	109652	DREWES FLORAL & GIFTS	506.00
38	70815587	C	06/11/2025	51977	HONEYBUCKET	290.00
38	70815588	C	06/11/2025	109248	J W PEPPER MUSIC	1,956.09
38	70815589	C	06/11/2025	21296	LINCOLN ELECTRIC CO	188.00
38	70815590	C	06/11/2025	74250	DBA MINIPCR BIO	1,759.50
38	70815591	C	06/11/2025	38210	OGDEN ECCLES CONFERENCE CENTER	2,070.00
38	70815592	C	06/12/2025	11827	SNOW COLLEGE	1,500.00
38	70815593	C	06/18/2025	104321	BOX ELDER SCHOOL DISTRICT	18,162.30
38	70815594	C	06/23/2025	1	ADIN DROUBAY	700.00
38	70815595	C	06/23/2025	112046	ACE HARDWARE - BRIGHAM	23.96
38	70815596	C	06/23/2025	74977	HAILEE ANDERSON	100.00
38	70815597	C	06/23/2025	14176	BOUNTIFUL HIGH SCHOOL	3,220.00
38	70815598	C	06/23/2025	40363	CIO MEDICAL SERVICES	381.00
38	70815599	C	06/23/2025	70521	DEXTER DISTRIBUTION GROUP, LLC	464.17
38	70815600	C	06/23/2025	107267	DOMINO'S PIZZA / BRIGHAM	139.80
38	70815601	C	06/23/2025	74950	NICHOLE LANGSTON	150.00
38	70815602	C	06/23/2025	822122	SUMMERHAYS MUSIC CENTER	11.89
38	70815603	C	06/23/2025	60844	JESENIA WALKER	378.00
38	70815604	C	06/23/2025	5908	WALMART COMMUNITY	5,320.99
38	70815605	C	06/24/2025	41041	WESTLAKE HIGH SCHOOL	385.00
38	70815606	C	06/24/2025	38032	AMAZON CAPITAL SERVICES INC	5.07
38	70815607	C	06/24/2025	111203	ARNOLD MACH CO - MH 63 SLC	237.84
38	70815608	C	06/24/2025	20869	BELL PRINTING AND DESIGN	1,369.40
38	70815609	C	06/24/2025	104321	BOX ELDER SCHOOL DISTRICT	83.21
38	70815610	C	06/24/2025	104321	BOX ELDER SCHOOL DISTRICT	2,691.25
38	70815611	C	06/24/2025	31658	BSN SPORTS	7,101.66
38	70815612	C	06/24/2025	107994	CERTIFIED SHRED	120.00
38	70815613	C	06/24/2025	57789	DO GOOD DESIGNS UTAH	739.00
38	70815614	C	06/24/2025	4790	HOME DEPOT CREDIT SERVICE	2,123.58
38	70815615	C	06/24/2025	19488	T SHIRT CHOP SHOP	273.00
38	70815616	C	06/24/2025	47686	TNT ENGRAVING	80.00
38	70815617	C	06/25/2025	106895	BADGER SCREEN PRINTING CO	102.24
38	70815618	C	06/25/2025	27812	WEISSMAN'S THEATRICAL SUPPLY	577.23
Total Bank: 38						\$318,014.07
39	77800621	C	06/18/2025	104321	BOX ELDER SCHOOL DISTRICT	499.29
39	77800622	C	06/30/2025	104321	BOX ELDER SCHOOL DISTRICT	195.00
39	77800623	C	06/30/2025	1	Emyla Herron	55.00
39	77800624	C	06/30/2025	27294	CUSTOM WOODWORKS	1,620.00
39	77800625	C	06/30/2025	42510	ROSE'S GREENHOUSE	312.00
39	77800626	C	06/30/2025	75060	LIVESCHOOL, INC	1,180.00
Total Bank: 39						\$3,861.29

Check Register Summary

Batch Year: 25 Bank: All Date Range: 06/01/2025 - 06/30/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
Total Computer Checks:						\$6,717,547.93
Total Manual Checks:						\$4,094,610.88
Total ACH Checks:						\$454,554.90
Total Other Checks:						\$0.00
Total Electronic Checks:						\$0.00
Total Computer Voids:						-\$20,029.26
Total Manual Voids:						\$0.00
Total ACH Voids:						\$0.00
Total Other Voids:						\$0.00
Total Electronic Voids:						\$0.00
Grand Total:						\$11,246,684.45
Number of Checks:						716

Batch Year	Batch	Amount
25	000869	-929.00
25	001485	-214.00
25	001749	-50.00
25	001920	-705.32
25	002023	-340.00
25	002176	-342.30
25	002239	-852.74
25	002242	-296.90
25	002295	12,865.08
25	002296	7,532.00
25	002302	-2,500.00
25	002335	3,240,077.67
25	002336	15,197.00
25	002337	63,568.58
25	002338	311,773.41
25	002339	56,833.69
25	002340	5,166.10
25	002341	20.19
25	002351	151,305.95
25	002366	100.00
25	002374	84.00
25	002406	4,270.69
25	002410	134,205.45
25	002411	69,259.25
25	002412	47,185.49
25	002413	241,793.84
25	002415	1,000.00
25	002416	4,969.75
25	002417	210.00
25	002429	47,361.38
25	002430	599.73
25	002439	12,903.72
25	002440	9,957.05
25	002453	75,406.15
25	002461	65,156.55
25	002462	1,500.00
25	002465	92,599.42
25	002467	244,319.33
25	002468	152,768.37
25	002469	35,083.52
25	002470	133,948.95
25	002471	18,519.76
25	002472	4,834.35
25	002473	20.19
25	002481	2,222.04
25	002482	36.57
25	002486	6,050.00

Check Register Summary

Batch Year: 25 Bank: All Date Range: 06/01/2025 - 06/30/2025

Batch Year	Batch	Amount
25	002488	5,130,062.06
25	002489	1,632.85
25	002492	0.00
25	002493	7,900.00
25	002498	499.29
25	002501	43,644.03
25	002502	18,162.30
25	002506	10,889.81
25	002513	405.00
25	002516	8,158.49
25	002523	153.85
25	002525	232,939.81
25	002526	4,389.29
25	002527	4,536.20
25	002528	277,120.41
25	002530	9,849.82
25	002531	2,348.04
25	002532	-26.38
25	002535	3,540.10
25	002539	15,209.01
25	002540	191.33
25	002550	3,661.83
25	002554	193,100.67
25	002556	53.95
25	002557	902.00
25	002558	679.47
25	002566	195.00
25	002569	1,987.00
25	002570	8,499.29
25	002571	344.97
25	002572	1,180.00

For July 9, 2025 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
North Park	Michelle Coombs	Head Cook	Retired
District Office	Tami Bingham	Payroll Clerk	Retired
District Office	Michael Clark	Energy Specialist	Retired
BRHS	Katie Fuhriman	Registrar	Resigned
District Office	Monika Day	HR Data Secretary	Resigned
Park Valley	Samantha Sproul	3-6 Grade Teacher	Resigned
BEHS	Kristi Schneider	Cook	Retired
BRHS	Joelle Beard	Language Arts Teacher	Leave of Absence
District Office	Jenette Cross	Title III EL Coach	Leave of Absence
BEMS	Dylan Hansen	Band Teacher	Resigned
BRHS	Mark Harris	Resource Teacher	End of Contract
Century	Jennifer Flitton	Functional Skills Para	Resigned
ACHI	Ann Bailey	Art/Utah Studies Teacher	Resigned
McKinley	Brooke Facer	Kindergarten Teacher	Resigned
Fielding	Lora Poulsen	SpEd Para/Bus Para	
Discovery	Alexandria Utech	Resource Para	
BEHS	Kristy Schneider	Cook	
ACYI	Adrienne Evans	Media Aide	
Discovery	Kelly Ricks	Head Custodian	
BRHS	Katie Fuhriman	Registrar	Resigned
BEHS	Alex Cabanillas-Esparza	Custodian	
Transportation	Billy Mcfarland	Bus Driver	
Century	Stephanie Nelson	ELL Para	Resigned
District Office	Jerad Reay	MIS System Engineer	Resigned

New Hires - None

<i>Site</i>	<i>Employee</i>	<i>Position</i>
Golden Spike	Marissa Durrant	Kindergarten Teacher
Golden Spike	Kamee Boyce	2nd Grade Teacher
Lake View	Eden Christiansen	4th Grade Teacher
ACYI	Misty Curtis	SpEd Language Arts Teacher
BEHS	Kyle Bullinger	Financial Lit Teacher
McKinley	Aubree Chase	School Counselor
BRHS	Elizabeth Washburn	Secondary Math Teacher
Golden Spike	Heather Droubay	1st Grade Teacher
ACHI	Shelly Gardner	SpEd Language Arts Teacher
BEHS	Anthony Esparza	SpEd Math Teacher
McKinley	Shelbe Abplanalp	2nd Grade Teacher
Century/Willard	Jaymie Hawkins	Resource Teacher
Willard	Lisa Unsworth	SLT
Lake View	Mikellie Sorensen	Counseling Intern
District Office	Chelsey Macfarlane	Certified Personnel Secretary
ACYI	Cassidy Martin	7th Grade ELA Teacher
BRHS	Kassidy Eakle	SpEd ELA Teacher
ACYI	Makayla Bloesch	Band Teacher
BEHS	Claudia Ortega	Custodian
McKinley	Kyler Legua	Elementary LCSW

BRHS	Marckee Belliston	SpEd Language Arts Teacher
BRHS & BRMS	Thomas Kramer	Counselor
BEMS	Nathan Minert	Band Teacher
BEMS	Kylie Edgington	CTE Teacher
North Park	Pllessent Asay	4th Grade Teacher
District Office	Jingyi Yang	School Psych
Lake View	Brooklyn Petersen	2nd Grade Teacher
BEHS	Sara Tye	FACS/CTE Teacher
Garland	Heather Wood	2nd Grade Teacher
Park Valley	Amy Pugsley	3-5th Grade Teacher
ILSC	Jacob Stockett	Functional Skills Para
North Park	Evin Daines	Counselor
BEMS	Jessica Braegger	Physical Education Teacher
Century	Kamerie Anderson	3rd Grade Teacher
McKinley	Brooke Knight	5th Grade Teacher
BRHS	Tricia Hurd	Character Ed Teacher
McKinley	Kaitlyn Beveridge	4th Grade Teacher
McKinley	Jessica Nunn	SLP
BEHS	Madeline Newton	Custodian
McKinley	Ginny Reese	4th Grade Teacher
Golden Spike	Sarah Finlinson	Kindergarten Teacher
Golden Spike	Cassidy Wells	2nd Grade Teacher
Sunrise High School	Abby Oblock	YIC Check & Connect Mentor

Box Elder School District
Out of State Travel Request

School Bear River High School

Organization/Team/Club/Etc. Bear River Football

Purpose of Trip (Educational Value) Football camp high quality competition against teams we don't usually see! Leadership classes to build leaders in our school

Destination Eastern Oregon Miles to be traveled (one way) 436

Number of Students Traveling 52

Freshmen	<u> </u>
Sophomore	<u>21</u>
Junior	<u>17</u>
Senior	<u>14</u>

Number of Adults (Chaperones) Traveling 10

Departure Date July 14th Time 5:30 AM
Return Date July 17th Time 12:00 PM
Means of Travel Bus Van Other (please list) Charter

Anticipated Actual Cost of the Trip per Individual Student \$ 300

Anticipated Direct Cost to Each Student \$ 300

THIS SECTION MUST BE COMPLETED AND SUBMITTED TO THE SUPERINTENDENT PRIOR TO ADVERTISING FOR THE TRIP OR CONDUCTING THE REQUIRED PARENT SURVEY.

List all methods of transportation that will be used and when they are being used
Charter BUS to & from. All other travel will be by foot on campus

A copy of the parent survey must be submitted for approval prior to sending the survey to parents.

How will the survey be distributed? Team App, Senior Communication, paper

How will surveys be collected? Submitted Paperwork

Who will tabulate survey results? Coach

Does the trip involve some type of performance or competition? Yes

Did the students have to qualify for this performance/competition? yes

How? Tri 3 grades, "Core Values draft"

Signatures:

Organization/Team Leader/Coach [Signature]

Date 5/3/25

Principal [Signature]

Date 7/2/25

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans

[Signature]

Date 7/3/25

Suggestions for Future Board Meetings

August 13, 2025 – (tentative)

- Approval of Early Literacy Plan – AshLee Nelson
- AP Results – Jeff Morris
- 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)

- 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)

- 2023-24 TSSA Plan Results – Keith Mecham and Heidi Jo West
- 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)

- First Public Comment on School Fees
- Approval of 2-year contract for Business Administrator
- 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)

- Second Public Comment on School Fees
- Approval of School Fees – Keith Mecham
- 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
- Public Hearing on Indian Education Formula Grant – Megan Bushnell
- 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

May 13, 2026 – (tentative)

- Retirement Recognitions – Coerina Fife
- Certificate Employee and Volunteer Recognitions - BEAA
- Approval of PBS (HB 58) Plans – Megan Bushnell
- Approval of 2023-2024 Board Meeting Calendar – Steve Carlsen
- ACT Data – Jeff Morris
- Assign School Board Member to School Trust Land Committee
- Policy Review

June 10, 2026 – (tentative)

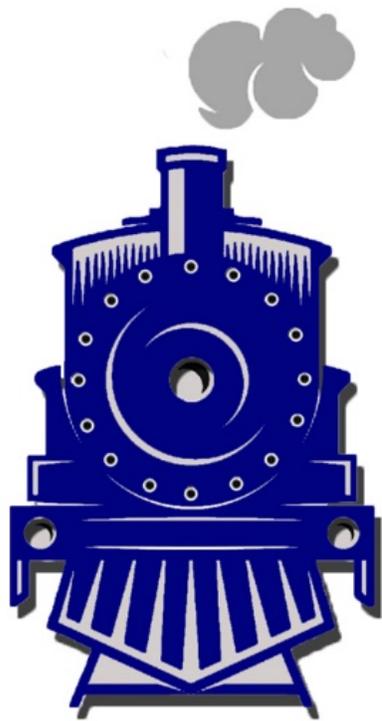
- Budget Hearing – Neil Stevens
- Approval of Budget – Neil Stevens
- Approval of 2023-24 Tax Rates – Neil Stevens
- Approval of Internal and Independent Auditors – Neil Stevens
- MBA Meeting – Neil Stevens
- Pick-up Contributions for Members of Contributory Retirement System – Neil Stevens

- 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 – Megan Bushnell
- Approval of TSSA Plans – Keith Mecham and Heidi Jo West
- Policy Review

July 8, 2026 – (tentative)

- Approval of Sex Education Committee – Keith Mecham
- Bullying Report

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

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BOARD OF EDUCATION HANDBOOK INTRODUCTION

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

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

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

Authority and Responsibilities of the Board

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

Principles of Board Leadership

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

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

[Utah Code § 53G-4](#)

Making School Board Decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Holding Closed Meetings

A closed meeting may be held if:

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

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

Minutes of the closed meeting shall contain:

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

Purpose of a closed meeting:

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

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

Record of closed meetings:

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

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

Collaborative Relationships: Shared Governance

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

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

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

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

Essentials of A Professional Learning Community

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

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

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

Authority of Individual Board Members

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

Nominations and Elections for Board Leadership

Nominations

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

Elections

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

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

Board Leadership Responsibilities

The board president will:

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

The board vice president will:

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

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

New Board Member Orientation

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

Board of Education Code of Conduct

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

Board members shall:

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

Board Member Commitments and Ethics

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

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

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

A. Board of Education Code of Ethics

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

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

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

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

Disciplining Board Members

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

Policies Governing the Board

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

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

Guidelines and Parliamentary Motions

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

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

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

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

Simplified Chart of Parliamentary Motions

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

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

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

Policy 1010 School Board’s Legal Status

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371387/1010-School_Board_Legal_Status.pdf

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