

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

A work session was held at 5:30. The School Board reviewed the math instruction time and structure in the secondary schools. Kindergarten intake for the 2025-26 school year was also reviewed.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder County School District, held Wednesday evening November 12, 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, and Stephanie DeFilippis. Board Member Wade Hyde was absent. Also, present were Superintendent Steven Carlsen, Assistant Superintendents Keith Mecham and Heidi Jo West, Business Administrator Neil Stevens, IT Director Robert Gordon, officers of the Box Elder Education Association, district employees, and interested citizens.

President Summers welcomed those in attendance and conducted the business of the meeting. After the reverence, which was offered by Steve Carlsen, Makayla Barton led the audience in the pledge of allegiance.

**Recognitions**

Coerina Fife, Executive Director of Human Resources, recognized NaCoal Heath as the State of Utah Adult Education Student of the Year; Kelly Sorensen from Sunrise High School as the USBE/USCA October Secondary School Counselor of the Month; London Clarke from Lake View Elementary as the USBE/USCA October Elementary School Counselor of the Month; and Shamra Nielson from Bear River Middle School as the USBE November Spotlight for Health and Physical Education Teacher.

Heidi Jensen from Lake View Elementary, Tyree Blaisdell from North Park Elementary and Angie Smoot from Box Elder Middle School were awarded the SEE award for their contributions in strengthening PLCs, expanding student connections, and elevating employee appreciation.

**Approval of Agenda**

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

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

**Public Comment**

Maria Fannesbeck provided public comment in opposition to the student grading policy.

Bryce Fannesbeck provided public comment in opposition to the student grading policy.

Sydnee Meili provided public comment in opposition to the student grading policy.

Bob Bailey provided public comment on a county wide protest of tax increases. He invited the Board Members to participate in the event.

### **Action Items**

#### **Approval of Revised TSSA Framework**

Heidi Jo West, Assistant Superintendent of Elementary Teaching and Learning, presented the changes to the Revised TSSA Framework. The only change to framework is to align the review date of the TSSA plan with that of the review data of the School Lands Trust plan.

Karen Cronin made the motion to approve the revised TSSA Framework Plan as presented. Julie Taylor seconded the motion, which passed unanimously.

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

#### **Approval of Amendment to Fielding TSSA Plan**

Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning, presented the changes to the Fielding TSSA Plan. Due to changes to level funding, Fielding proposed to change how TSSA funds are allocated. The change would send a few teachers to literacy conferences for professional development. Funding would be provided for teachers who participate in the guiding coalitions for their grade level.

Bryan Smith made the motion to approve the amendment to Fielding TSSA plan changes for the 2025-26 school year. Julie Taylor seconded the motion, which passed unanimously.

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

#### **Approval of Amendment to Garland TSSA Plan**

Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning, presented the changes to the Garland TSSA Plan. Due to changes to level funding, Garland is proposed to change how TSSA funds are allocated. The change would send a few teachers to literacy conferences for professional development. Funding would be provided for teachers who participate in the guiding coalitions for their grade level. Funding was also moved into materials and supplies to purchase new technology items.

Danielle Wright made the motion to approve the amendment to Fielding TSSA plan changes for the 2025-26 school year. Karen Cronin seconded the motion, which passed unanimously.

Julie Taylor – Yes  
Tiffani Summers – Yes  
Danielle Wright – Yes

Bryan Smith – Yes  
Karen Cronin – Yes  
Stephanie DeFilippis - Yes

**Approval of Architect and CM/GC for Discovery Addition**

Corey Thompson, Facilities Director, presented the results of the solicitations for the expansion of Discovery Elementary. Awards for architect services and construction manager/general contractor (CM/GC). Design West is proposed to be the Architect and Hughes Contractors is the proposed CM/GC.

Danielle Wright made the motion to approve Design West as the Architect for the Discovery Elementary addition. Julie Taylor seconded the motion, which passed unanimously.

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

Julie Taylor made a motion to approve Hughes Contractors as CM/GC for the Discovery Elementary addition. Bryan Smith seconded the motion, which was approved unanimously.

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

**Approval of CM/GC for Tremonton Elementary**

Corey Thompson, Facilities Director, presented the results of the solicitation for a construction manager/general contractor (CM/GC) for the Tremonton elementary construction. It is proposed that DWA Construction be awarded the CM/GC contract.

Danielle Wright made a motion to approve DWA Construction as the CM/GC for the Tremonton elementary construction. Stephanie Defilippis seconded the motion, which passed unanimously.

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

**Information Items**

**Construction Update**

Corey Thompson, Facilities Director, provided an update on the progress of the building expansions at Box Elder High School and Bear River High School. Box Elder High School is further along in the design process than Bear River High School. Both schools should be ready to go out to bid in the Winter/Spring of 2026.

Municipal Building Authority

Neil Stevens, Business Administrator, provided a preview of the upcoming actions for the Building Authority of the Box Elder School District next month. The building authority will meet to authorize a total borrowing amount to fund the upcoming school construction projects.

Monthly Financial Report

Neil Stevens, Business Administrator, presented the October 2025 Financial Report to the Board.

Board Committee Reports

Jubilee of Trees fundraising event for the Box Elder School District Foundation is November 12<sup>th</sup> - 14<sup>th</sup>, at the Box Elder County Fairgrounds.

Bear River High School Robotics held an open house last week.

Master Board training is due on December 1.

Makayla Barton, student board member, provided an update of activities at the high schools. The food can drive is ongoing at both high schools. Spirit Week and dances are coming up at both high schools.

September Employee Appreciation

Heidi Jo West, Assistant Superintendent of Elementary Instruction, presented September employee list of employees who were honored in local buildings for their individual efforts. The following employees were selected for September.

Sara Alfonso, Teacher at BRHS  
Dixon Marble, Support Specialist at BRHS  
Hailey Gunderson, Teacher at BRMS  
Shaylee Capener, Support Specialist at BRMS  
Nicole Capener, Teacher at ACHI  
Nicki Ochsenbein, Support Specialist at ACHI  
Wendy Van Dyke, Teacher at BEHS  
Teresa Roubidoux, Support Specialist at BEHS  
Emily Bingham, Teacher at BEMS  
Amber Kaminsky, Support Specialist at BEMS  
Brenda Anderson, Teacher at ACYI  
Margaret Stevens, Support Specialist at ACYI  
Kurt Moulton, Teacher at Sunrise  
Aarika Zerkle, Support Specialist at Sunrise  
Randi Jo Call, Teacher at Century  
Serena Tingey, Support Specialist at Century  
Madelyn Handley, Teacher at Discovery  
Emily Hartman, Support Specialist at Discovery  
Hayden Mitton, Teacher at Fielding  
Lynda Garn, Support Specialist at Fielding  
Duberlys Cha, Teacher at Garland  
Kenzie Johnson, Support Specialist at Garland  
Terra Brady, Teacher at Golden Spike  
Jaime Myers, Support Specialist at Golden Spike  
Andrea Dean, Teacher at Lake View  
Jessica Busby, Support Specialist at Lake View  
Ashley Anderson, Teacher at McKinley

Keri Zundel, Support Specialist at McKinley  
Erica Hannah, Teacher at North Park  
Becky Atkin, Support Specialist at North Park  
Allison Shumway, Teacher at Three Mile Creek  
Gloria Rueda, Support Specialist at Three Mile Creek  
Bonnie (Michelle) Davis, Teacher at Willard  
Katie Wyatt, Support Specialist at Willard  
Kelly B Kunzler, Teacher in Western Schools  
Michelle Hansen, Support Specialist in Western Schools

### **Policy Review**

The following Policies were presented for first reading:

Policy 1015 Fiscal Responsibilities  
Policy 1030 Qualifications for Board Members  
Policy 1032 Vacancies on the Board  
Policy 1040 Board Member Elections and Redistricting  
Policy 2182 School Safety  
Policy 3007 Employment - Staff Code of Conduct  
Policy 3008 Employee Communication/Addressing Concerns  
Policy 3043 Redress of Grievances  
Policy 3070 Alcohol and Drug Abuse - Employees  
Policy 3096 Reporting Substantial Threats Against a School  
Policy 3212 ESP: Paraprofessional Qualifications  
Policy 4028 Special Programs: Education of Youth in Care  
Policy 4040 Grade Level Retention of Students  
Policy 4069 Curriculum: Firearm Safety  
Policy 4078 Class Disclosure Statements - Elementary  
Policy 4190 Driver Training  
Policy 5009 Admissions and Attendance: Kindergarten  
Policy 5140 Education and Family Privacy Rights  
Policy 5230 Student Fees, Fines, and Charges  
Policy 5390 Student Toilet Training  
Policy 6015 School Community Councils  
Policy 6045 Board of Education Hotline

Karen Cronin posed a question on Policy 2023. What is the max amount of purchases that can be approved on the District credit card? Neil Stevens responded that the credit card limits are managed through the credit card vendor and approved by the Business Administrator.

Karen Cronin posed a question on Policy 4020. How do we get parents involved in student learning plans? A school principal responded that principals have a planning document that encourages parental involvement. Teachers communicate with parents in multiple ways.

Bryan Smith made a motion to approve the presented policies on first reading. Julie Taylor seconded the motion, which passed unanimously.

Julie Taylor – Yes  
Tiffani Summers – Yes  
Danielle Wright – Yes  
Bryan Smith – Yes

Karen Cronin – Yes  
Stephanie DeFilippis - Yes

The following Policies were presented for second reading:

Policy 2100 Gifts, Donations, and Bequests — Acceptance  
Policy 3091 Postpartum and Parental Leave  
Policy 3108 Certificated: Educator's Hours and Teaching Load  
Policy 3126 Certificated: Sickness, Absences and Leaves  
Policy 3208 ESP: Fringe Benefits and Leave of Absence  
Policy 4033 Early Learning Plan  
Policy 4067 Curriculum: Ethnic Studies  
Policy 4175 Student Data Protection  
Policy 4178 Internet Use  
Policy 4185 Use of Video/Digital Media Materials  
Policy 5010 Admissions Eligibility Requirements  
Policy 5011 Admissions and Attendance of Military and Department of Defense (DOD) Civilian Children  
Policy 5035 Attendance Requirements and Procedures  
Policy 5050 Immunization Requirements  
Policy 5060 Medical Treatment for Students  
Policy 5061 Medical Treatment Directives  
Policy 5064 Medical Recommendations by School Personnel to Parents  
Policy 5065 Administration of Medication  
Policy 5066 Students with Potentially Life-Threatening Allergies  
Policy 5067 Student Asthma Emergency  
Policy 5069 Student Treatment for Diabetes  
Policy 5080 Mental Health Care  
Policy 5090 Child Abuse, Sexual Abuse and Human Trafficking Prevention Training and Reporting  
Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct  
Policy 5282 Student Behavior Management

Danielle Wright made the motion to approve the above policies for second reading. Stephanie Defilippis seconded the motion, which was approved unanimously.

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

### **Consent Calendar**

Karen Cronin posed a question about the personnel list. Why are two substitute custodians listed for the District Office? Neil Stevens responded that these are assigned to the District office for accounting purposes only.

Karen Cronin posed a question on the vehicle purchases. Are these vehicles included in the budget? Neil Stevens responded that the school bus purchases are in the budget already.

The Board requested that the Turning Point USA club introduce themselves and give a brief overview of the club.

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

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

The Consent Calendar included the following items:

Approval of the minutes of the work session and regular meetings of October 8, 2025.

Approval of claims numbered 54962 – 55218, 02100825 M, 05101025 M, 07103125 M, 08103125 M, 09102025 M, 09102425 M, 09103125 M, 9102425A M, 00101547 – 00101560, 01107069 – 01107216, 382 – 405, 16800626 – 16800630, 30403220 – 30403230, 30803846 – 30803868, 40403494 – 40403506, and the ACH and school activity checks for the month of October 2025.

#### Personnel Items

As detailed in the agenda.

#### Clubs

#### Out of State Travel Requests

#### Purchase of District Vehicles

#### Purchase of School Buses

#### South Transportation Fuel Tank

#### **Suggestions for Future Board Meetings**

1. Bryan Smith requested a review of math instructional hours.
2. Karen Cronin requested a demographer update in January.
3. Keith Mecham informed the Board of an upcoming change to concurrent enrollment course names and course numbers.

#### **Closed Session to Discuss Personnel and Sale or Lease of Real Property**

Danielle Wright motioned to move into closed session. The motion was seconded by Bryan Smith.

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

Karen Cronin motioned to move out of closed session. The motion was seconded by Bryan Smith.

Julie Taylor – Yes  
Tiffani Summers – Yes  
Danielle Wright – Yes

Bryan Smith – Yes  
Karen Cronin – Yes  
Stephanie DeFilippis - Yes

**Student Expulsion**

It is proposed that the Board approve the expulsion of Student A.

Bryan Smith motioned to approve the expulsion of Student A. Karen Cronin seconded the motion, which passed unanimously.

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

**Adjournment**

With the announcement that the next meeting will be held on Wednesday, December 10, 2025 at 6:30 p.m. at the Independent Life Skills Center, President Tiffani Summers adjourned the meeting at 9:46 p.m.

APPROVED: \_\_\_\_\_

ATTESTED: \_\_\_\_\_

School Business Administrator  
Box Elder School District

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President, Board of Education