

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 school construction plans for the two high schools, a new elementary school in Tremonton, an expansion of Discovery Elementary and the construction of a new fuel tank at the south transportation building.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder County School District, held Wednesday evening October 8, 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, officers of the Box Elder Education Association, 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 Karen Cronin, Bryan Smith led the audience of the pledge of allegiance.

**Recognitions**

Jamie Kent, Public Information Officer, recognized Read Marshall, Custodian at Century Elementary, and Trisha Day, 4th Grade DLI Teacher at Garland Elementary, for the excellent work that they are doing in their buildings.

Travis Mumford at BEHS, Tyrell Neal at McKinley and Tia Paxton at Three Mile Creek were awarded the SEE award for their contributions in strengthening PLCs, expanding student connections, and elevating employee cognition.

**Approval of Agenda**

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

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

**Public Comment**

Dillon Steward, student teacher from BEHS, gave announcement of the upcoming theater performance of Joseph and the Technicolor Dreamcoat on November 7<sup>th</sup> -15<sup>th</sup>. Students sang and presented to the Board.

### **Action Items**

#### **Approval of Exemption of Community Council at Sunrise High School**

Randy Rasmussen, Sunrise High School Principal, presented the request for an exception to the school community council membership requirements.

Wade Hyde made the motion to approve the exemption from the school community council membership requirements for the 2025-26 school year. Karen Cronin seconded the motion, which passed unanimously.

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

#### **Approval of Positive Behavior Support Plans (PBS)**

Megan Bushell, Student Services Director, presented the positive behavior support plans for the 2025-26 school year for each individual school.

Karen Cronin made the motion to approve the positive behavior support plans for the 2025-26 school year. Stephanie DeFilippis seconded the motion, which passed unanimously.

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

#### **Approval of LEA Specific Endorsements and LEA Specific Licenses**

Keith Mecham, Assistant Superintendent of Secondary Instruction, presented the request to approve LEA specific licenses and endorsements for the 2025-26 school year.

Julie Taylor made the motion to approve LEA specific licenses and endorsements for the 2025-26 school year. Bryan Smith seconded the motion, which passed unanimously.

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

### **Information Items**

Inland Port Presentation

Stephanie Pack, Associate Vice President of Inland Port, and Scott Woldord, Vice President of Inland Port, provided an overview of the Inland Port, its purpose, its benefits and the legal mechanisms of how it operates.

Social Media Monthly Theme Instructional Strategies

Jamie Kent, Director of Public Relations, presented monthly social media themes. The School District will spotlight on its social media account a different instructional strategy. The strategy for the month of October is Formative Assessment and Feedback.

Science of Reading Awards

Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning, provided an explanation of the science of reading and the state reading benchmarks. The District is performing above state reading benchmarks in many areas.

October 1 Enrollment Report

Keith Mecham, Assistant Superintendent of Secondary Teaching & Learning, presented the October 1 Count report for the 2025-26 school year.

School Land Trust and TSSA Review

Keith Mecham & Heidi Jo West, Assistant Superintendents of Curriculum presented the final TSSA reports for the 2023-24 school year. Also, the final 2024-25 School Land Trust plans for each school were presented.

Exemption Approval from USBE

Steve Carlsen, Superintendent, presented the exemption approval from the Utah State Board of Education. The District was granted an exemption from the minimum school day requirements due to the funeral of the fallen officers in Tremonton. The District did not hold school on two days that the funeral was held.

Monthly Financial Report

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

Board Committee Reports

Stephanie DeFilippis reported that she attended a presentation on student attendance. The importance of student attendance and strategies to encourage regular attendance were discussed. She feels that the District has implemented these strategies already.

September Employee Appreciation

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

Eric Stamps, BRHS Teacher  
Brooks Nelson, BRHS ESP  
Aaron Crawford, BRMS Teacher  
Jen Winward, BRMS ESP  
Jordan Herzon, ACHI Teacher  
Jess Principe, ACHI ESP  
Caden Burrell, BEHS Teacher  
Angie Morgan, BEHS ESP

Julie Rogers, BEMS Teacher  
Daleine Allen, BEMS ESP  
Nancy Steed, ACYI Teacher  
Scott Petersen, ACYI ESP  
Hayley Anderson, Sunrise Teacher  
Darene Black, Sunrise ESP  
Lindsey Holmes, Century Teacher  
Piper Roper, Century ESP  
Maegyn Hunt, Discovery Teacher  
Kelsie Arbon, Discovery ESP  
Tiffany Rhodes, Fielding Teacher  
Linda Wilcox, Fielding ESP  
Tiffani Roche, Garland Teacher  
Lisa Peterson, Garland ESP  
Leah Flinders, Golden Spike Teacher  
Jami Jaques, Golden Spike ESP  
Tracy McCurdy, Lake View Teacher  
Gail Shinkle, Lake View ESP  
Kortney Weathersby, McKinley Teacher  
Cindy Moore, McKinley ESP  
Alexandria Hardman, North Park Teacher  
Jerianne Parkinson, North Park ESP  
Natasha Wight, Three Mile Creek Teacher  
Amber Peterson, Three Mile Creek ESP  
Maya Lindsay, Willard Teacher  
Jose Contreras, Willard ESP  
Alexey Jonnes, Western Schools Teacher  
John Evans, Western Schools ESP

### **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 recommended that Policy 3043 be amended to require the Superintendent to keep the Board informed of personnel grievances.

Karen Cronin recommended that Policy 2182 be amended to require that school safety needs assessments be provided to the Board in closed session.

Karen Cronin recommended that Policy 5230 be amended to require that the Board be provided with the end of year student data.

Karen Cronin recommended that Policy 6045 be amended to require that the Board be notified of hotline complaints.

Karen Cronin made the motion to approve the above policies for first reading as amended. Bryan Smith seconded the motion, which was approved unanimously.

Wade Hyde – Yes  
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

Karen Cronin made the motion to approve the above policies for second reading. Wade Hyde seconded the motion, which was approved unanimously.

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

### **Consent Calendar**

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

Wade Hyde – Yes  
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 September 10, 2025.

Approval of claims numbered 54732 – 54961, 05091025, 07093025, 08093025, 0909125, 101526 – 1107068, 364 – 381, 16800618 – 1680625, 30403209 – 30403219, 30803833 – 30803845, 40403479 – 40403493, 40804810 – 40804839, 70415653 – 70415745, 70815737 – 70815835, 77800630, 77800631 and the ACH and school activity checks for the month of September 2025.

### **Personnel Items**

As detailed in the agenda.

Exemption from Compulsory Attendance (Home School)

### **Clubs**

McGraw Hill Study Sync Renewal

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

1. Invite Tony Ferderber to provide a presentation for an overview of school safety initiatives in the District
2. Review the USBA Board handbook

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

Danielle Wright moved to move into closed session. The motion was seconded by Wade Hyde.

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

Bryan Smith moved to move out of closed session. The motion was seconded by Danielle Wright.

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

**Approval of Sale or Lease of Real Property**

Danielle Wright motioned that the Board of Education purchase the property located at 315 W 850 N Brigham City, UT 84302, parcel ID# 03-082-0024 in the amount of \$140,000. Bryan Smith seconded the motion. The motion passed.

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

**Adjournment**

With the announcement that the next meeting will be held on Wednesday, November 12, 2025 at 6:30 p.m. at the Independent Life Skills Center, President Tiffani Summers adjourned the meeting at 9:40 p.m.

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

ATTESTED: \_\_\_\_\_  
School Business Administrator  
Box Elder School District

\_\_\_\_\_  
President, Board of Education