



May 5, 2025

Steve Carlsen, Superintendent
960 South Main
Brigham City, UT 84302

Dear Superintendent Carlsen,

On April 15, 2025, Alex Ellerman and I conducted an on-site program review of Box Elder's Adult Education program. Director Randy Rasmussen was in attendance. The following is a summary of the review.

Program Commendations:

- Program personnel are invested in each student's success. They seek to build connections with the students in a way that helps them respond to the individual needs of the students. Staff members empathize with students and allow conversations to center around the student and their needs. I saw this interest in action as they advocated for a student to receive accommodations for the GED test in a timely manner and helped host a fundraiser to cover a student's medical expenses. During interviews, the students also expressed their appreciation for the teacher's genuine concern and support.
- Students have access to in-person courses, test out courses, and Edgenuity. The program utilizes teachers strategically to provide subject matter experts and increase instructional options for adult education students.
- The program is conscientious in ensuring student files are maintained and contain all necessary information. The program's files were some of the best in the state!
- Teachers reach out to students regularly to keep them attending and progressing. Outreach messages tend to have a "warm demander" style that helps students feel cared for while still maintaining high expectations.

Program Recommendations:

- The program has created policies to guide their work, with policies covering essential topics such as attendance expectations and distance learning. The program's policies include expectations for assessments during intake but do not address post-testing. The program must include post-testing expectations in the



policies. In addition, the program must create a fee waiver process for students who are unable to pay (see [53E-10-202\(3\)\(a\)](#) and [Utah Adult Education Policies and Procedures Guide](#), Section 5: Financial Management, Program Responsibilities F).

- The program's student retention rates are low, which also influences post-testing rates and measurable skills gains. The program should focus efforts on improving student retention, which in turn will impact other key performance indicators as well. The program already meets regularly in professional learning communities. Utilizing these meetings to analyze student data in a way that effects student instruction could also improve student retention rates.
- The program needs to update their inventory with serial numbers and purchase dates to track non consumable assets more accurately.
- Not all adult education personnel are being evaluated on their work in adult education, especially because some personnel are only working part time in adult education. The program will create a protocol to ensure all adult education personnel are being evaluated specifically on their work in adult education.

Utah's Adult Education program is committed to providing the best possible educational outcomes for Utah's adult student population, which is not easy work. Thank you for your program's contributions to this work. If we can be of specific assistance to your program, we are at your disposal.

Sincerely,

Stephanie Patton, Adult Education Coordinator
Utah State Board of Education
Cc: Randy Rasmussen, Director