



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, January 13, 2021

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

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

A. This meeting will be held virtually. Please see <https://www.besd.net/> for link to join meeting.

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

1. Principal Reports to the Board:

Jason Sparks, AJ Gilmore, Kristi Capener, Brandon Nelson

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C. Administrative - 6:30 p.m.

1. Call to Order

President Karen Cronin

2. Reverence

Wade Hyde, Board Member

3. Flag Salute/Pledge of Allegiance

Haylee Dimond, Student Board Member

4. Recognitions

Tiffani Summers, Board Member

a. K-5 Online Teachers:

Kelli Nessen - Kindergarten

Camille McDermott - Kindergarten

Barb Haramoto - 1st Grade

Sharon Cook - 1st Grade

Carol Pyle - 2nd Grade

Kelly Esplin - 2nd Grade

Susan Chadaz - 3rd Grade

Emily Zito - 3rd Grade

Cindy Payne - 4th Grade

Janelle Janssen - 4th Grade

Noelle Sadler - 5th Grade

Dallin Gittins - 5th Grade

6th Grade Online Teachers:

Julia Wilcox - Language Arts

Michelle Vance- Language Arts

Nicole Richards - Math

Joanna Blaylock - Math

Erika Bloxham - Science

Tami Munns - Science

Secondary Online Learning:

Caden Burrell - South End Supervisor

Brooks Nelson - North End Supervisor

Patrick Parker - Math

David Jensen - Math

Gregg Cefalo - Science

Sara Percy - Science
 Peter Gerlach - Social Studies
 Aaron Crawford - Social Studies
 Rachel Storm - Language Arts
 Heidi Jensen - Language Arts
 Morgan Fowles - Online Coordinator
 Whitlee Roundy - Online Coordinator
 Rick Young - Testing Proctor
 Darcie Dyer - Testing Proctor
 Amanda Thomas - Testing Proctor
Online Canvas Courses:
 Mark Holland - 7th Grade Art
 Erika Bywater - 7th Grade CTE
 Michael DeFillipis - 7th Grade CTE
 Julia Wilcox - 7t Grade Utah History
 Joette Craig - 8th Grade Digital Literacy

D. Approval of Agenda - 6:45 p.m.	
E. Administration of Oath of Office - 6:50 p.m.	
Rod Cook, Business Administrator	
F. Public Comment on School Fees - 7:00 p.m.	25
Public Comment was received via survey which closed on Tuesday, January 12, 2021 at 4:00 p.m.	
G. Public Comment - 7:00 p.m.	
Public Comment was received via survey which closed on Tuesday, January 12, 2021 at 4:00 p.m.	
H. Action Items - 7:00 p.m.	
1. Naming of New Elementary School	26
2. Approval of 2021-22 School Fees	28
Keith Mecham, Assistant Superintendent	
https://docs.google.com/spreadsheets/d/1aMvUMIiPrQJ39_ZJO7_qaNIWbcbggoroF25Yv9jMFc/edit#gid=1548859640	
3. Construction Bid Approval	29
Corey Thompson, Director of Facilities	
4. Approval of Amendment to Three Mile Creek School Land Trust Plan	31
Keri Greener, Assistant Superintendent	
5. Vote for Board President and Vice President	
I. Information Items - 7:40 p.m.	
1. Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Commitments and Ethics	33
2. ACT, AP, and AAPPL Data	37
Jeremy Young, Director of Assessment	
3. Construction Report	71
Corey Thompson, Director of Facilities	
4. Online School Information	
Keri Greener, Assistant Superintendent	
5. Monthly Financial Report	74
Rod Cook, Business Administrator	
J. Policy Review - 8:20 p.m.	
1. First Reading	
a. Policy 2038 Procurement of Workers Compensation Insurance	82
b. Policy 2045 Fraud	83
c. Policy 2224 Transportation - Drug Testing of Bus Drivers	87
d. Policy 3210 Educator Evaluation	91

e. Policy 5000 Equal Educational Opportunity	103
f. Policy 5031 Attendance - Exemption from Compulsory Attendance	107
g. Policy 5037 Attendance Enforcement	108
h. Policy 5272 Transgender Students	110
2. Second Reading	
a. Policy 2035 Increment Financing	114
b. Policy 2172 Buildings & Grounds - Accessibility by Disables Persons	117
c. Policy 3045 Retirement: Social Security, Purchase of Insurance & Credit Years	119
d. Policy 4088 Special Programs: Student Internships	121
e. Policy 6015 School Community Councils	125
K. Board Discussion Items 8:30 p.m.	
1. Return to Learn Plan	
Steve Carlsen, Superintendent	
2. " <i>Learning by Doing</i> " Schedule	132
L. Consent Items 8:45 p.m.	
1. Minutes	133
2. Claims	137
3. Personnel	152
M. Suggestions for Future Board Meetings 8:50 p.m.	153
N. Board Handbook	155
O. Adjournment 8:55 p.m.	

The next meeting of the Board of Education will be held on Wednesday, February 10, 2021, with a Closed 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.

CENTURY ELEMENTARY

Report to the Board 1/13/2021

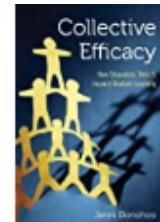
SHARE WHAT JOHN HATTIE STRATEGY YOU ARE IMPLEMENTING IN YOUR SCHOOL AND HOW THIS IS IMPACTING STUDENT ACHIEVEMENT.

The Schoolwide goal this year is for all teams to build a strong **Collective Teacher Efficacy**: The district has asked that each school identify at least one of John Hattie's evidence-based instructional strategies. The leadership team has identified Collective Teacher Efficacy as our goal for this year and most likely the next few years. This is an evolution of the work of the teams at Century over the past three years. [Century Collective Teacher Efficacy goal.jpg](#)

The first step for the teams is coming to an understanding of what Collective Teacher Efficacy is, the work has been positive and each team has established goals for how they will become a team that exhibits Collective Teacher Efficacy.

[Collective Teacher Efficacy:](#)

[Collective Efficacy: How Educators' Beliefs Impact Student Learning](#)



CENTURY ELEMENTARY PLC TEAM GOALS

Kindergarten Team:

We all agree that all of our students have the ability to learn and progress in Kindergarten, and we are going to strive to do everything we can to make that happen for them. We will not use home circumstances as a crutch for why students aren't learning and progressing, but rather focus on what we can do to best help them with the time we have here at school. We will keep a positive growth mindset regarding all of our students. We will work together to give all Kindergarten students the best education we can by planning our lessons together, collaborating about student data, and sharing supplies and activities that help reinforce a skill that we find with everyone. We believe that if we do these things we will be able to create a great climate of Collective Teacher Efficacy and help our students reach their full potential.

CENTURY ELEMENTARY PLC TEAM GOALS

First Grade Team:

We will achieve strong teacher efficacy by believing that all students can achieve their goals and make continued growth. We will speak positively about our students and have a positive mindset. We believe that we are a part of a team that can cause change and we have a lot of power to help regardless of outside factors in a students' life.

Second Grade Team:

What works well, take data, set goals, talk when needed, variety of strategies, our students vs your students, recognize different strengths and needs, work to have strong knowledge about what we're teaching, make sure that data from instruction drives instruction.

CENTURY ELEMENTARY PLC TEAM GOALS

Third Grade Team:

We believe that together we can be all our students need. Because of this, we commit to:

1. Discuss the 4 questions for each of the main subjects during each PLC meeting.
2. We will make sure that we all share our thoughts and ideas to help the team make better decisions. We value each other's input.
3. We plan and make revisions together.
4. We brainstorm together on how to better help students who are struggling.
5. We learn together, researching new methods and strategies, and evaluating those methods and strategies.

CENTURY ELEMENTARY PLC TEAM GOALS

Fourth Grade Team:

We work as a team and believe our kids can learn and achieve!

Work on our team PLC goals.

Look at and track our data.

CENTURY ELEMENTARY PLC TEAM GOALS

Fifth Grade Team:

These are the ways we came up with as a team to build teacher efficacy on our team.

We will use common formative assessments to know what our kids know.

We will use our CFAs to identify students who need intervention.

We will develop interventions for these students, together as a team.

We will collaborate together to develop the best Tier One strategies because together we are smarter than any one of us on our own.

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

What are the results of a strong collective efficacy?

1. Improved student performance.
2. Negates the effect of low socioeconomic status
3. Enhances teachers - Parent relationships
4. Builds Teacher Commitments

Teams defined what this would look like in their PLC:

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

Kindergarten Team:

Improve student performance

We think this happens when teachers are working together to share ideas. Teachers are having conversations often about what works and what isn't working. Teachers are brainstorming further ideas for when students aren't improving in performance.

We think this happens when teachers set goals and benchmarks to work toward at certain points in a year. When we are all working toward the same goal great things are happening, and students are learning. An example of this is: All students know all letters and Sounds by the end of January.)

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

Kindergarten Team:

Negate the effect of low socioeconomic status

We believe that having the opportunity to have 2 all day Kindergarten programs have helped us to negate this. We are able to give all students what they need to be successful at learning, despite their status.

We also believe that having the mindset that all students can learn and we will do everything we can to help all of them achieve helps to negate that socioeconomic status.

It is not about everyone getting the same education or opportunities, but about all students getting what they need to succeed.

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

Kinderdergarten Team:

Enhance Relations

We have all discussed newsletter and increased parent communication. We are all striving to send home a newsletter weekly or monthly.

We are also taking steps to contact parents with positive celebrations through notes and phone calls.

We also take pictures and text them throughout the day to parents, so that parents feel like they get to see what their child's school day looks like. (We make sure to only send individual pics of the kids to their parent - and have gotten permission to do so.)

Build Teacher Commitments

We each feel like we are accountable to each other. We can't do our job right without the commitment of each of us to do the things we say we are going to do.

We also feel like our team is a safe place to ask questions, and receive guidance.

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

First Grade Team:

The definition of improved student performance is described as all students make consistent progress towards reading and math goals. When we have strong efficacy, we believe that students can make significant progress despite low socioeconomic status. Efficacy improves and enhances teachers - parent relationships by showing parents that we care about their students, proving our strategies work with improved performance, which increases trust and support. And most importantly, efficacy helps build teacher commitments by sharing the load and relying on each other to help, share ideas and build strong relationships.

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

Second Grade Team:

Collective Efficacy is the perception of teachers that the collaborative efforts of the faculty as a whole have a positive effect on student growth.

Improved student performance: A faculty where teachers, support staff, and staff members reach out to encourage, help, and sincerely care about each other fosters a unified, productive environment. In a unified, productive environment, this faculty's combined knowledge, resources, and experiences would be available to support each student; resulting in positive, student growth.

This unified, resourceful faculty would negate the effect of students with a low socioeconomic status through pledging their united effort to lead and teach with respect, compassion, and defined goals for each student. Students would respond well to these sincere efforts because it is well known that students don't care how much you know until they know how much you care.

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

Second Grade Team:

A faculty like this would enhance teachers - parent relationships by accepting (not judging) any cultural or social-economic differences, and celebrating the unique qualities of families and students. This faculty's message is, "We genuinely care about your students and your families, we want to get to know you, and we are glad to work with you to help your student succeed."

A faculty like this would build teacher commitments because of its culture of mutual support, respect, and appreciation. The concern and friendship teachers from this faculty felt for each other would create an environment of strong commitment and dedication to "their school."

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

Third Grade Team:

Improved student performance. We talk specifically about what works and what doesn't work for lessons. We share videos, strategies, etc. We see that this helps kids understand better, so therefore their performance is increased. We also discuss how to accomplish successful interventions with limited time.

Negates the effect of low socioeconomic status We try to not send home homework that requires parent help. If students are struggling, we take it upon ourselves to make sure the students who need help get it. We don't rely on outside help to get that done. We encourage them to get breakfast if wanted or needed. We work closely with our school counselor to help take care of physical needs so students can better focus on academics.

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

Third Grade Team:

Enhances teachers - Parent relationships When a parent emails us about concerns or celebrations we respond quickly and we send out hardcopy and emailed newsletters every week. One third grade teacher had her class, including functional skills students, participate in a Christmas skit with music/speaking parts and boomwhackers. It was recorded and then placed on her private Youtube channel with links sent to parents. We encourage each other to send home positive notes to all students.

Builds Teacher Commitments We start every PLC with the mission statement and our beliefs. We commit and are accountable to each other to do our interventions for math and reading. We encourage each other to get those done. We continue to participate in outside activities together which builds good team relationships. Those relationships are essential to successful teacher commitments that are then reflected in the school and class.

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

4th Grade Team:

1. We see improvement in ALL students - not just the top kids. Every student should show some improvement.
2. We support students to achieve at the highest level regardless of SES.
3. We work as a team to support each other. We keep parents informed and involved (as much as possible with covid 19 lol).
4. We share data and meet weekly at PLCs to share what is working to help bring up our whole grade. We support each other and share responsibility for all of our kids.

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

Fifth Grade Team:

1. Student performance improves because we believe each student can perform at high levels, and we try strategy after strategy until we figure out how to help them grasp the concepts and improve. For instance, right now we are teaching fractions in math. We are working together as a team to find whatever teaching strategies we can to help our students to understand and succeed. A non-example would be saying, "well, he's really low, so he's not going to get it so we might as well move on." We are not doing that, because we believe kids can learn at high levels. :)

2. We do whatever is in our power to help meet kids' individual needs. We utilize the resources and people available to help us to do so (i.e. principal, counselor, the lunch staff, etc.). We make sure kids are fed and clothed and their emotional needs are met as much as possible. We recognize that they do not all come to us with equal opportunity, and we believe that even so, they can perform at high levels. We do what we can to minimize the effects of that. We also make an effort to find the strengths that they have, and celebrate those strengths and build the kids up so they also believe they can achieve.

CENTURY ELEMENTARY PLC'S TEAM DEFINITIONS

Fifth Grade Team:

3. We recognize as a team that our ability to help our students is dramatically increased if we have the parents on our team. We reach out to them in whatever way works best for them, (text, phone calls, emails, notes home, ClassTag, etc.) We try to work WITH the parents, rather than against them, even if they are difficult.

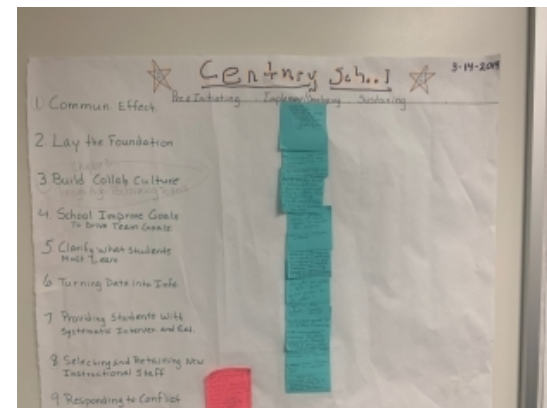
4. Because we believe kids can learn at high levels, when they aren't getting it, we try again a different way. We are committed to the success of our students. We don't play the "blame game" when students do not get it, but rather we worry about what we can control, and keep working and fighting for those goals.

SHARE WHAT YOU ARE DOING ON THE TWO CONTINUUMS FROM LEARNING BY DOING TO STRENGTHEN PLCs IN YOUR BUILDING.

Team goals from the Continuums:

#3 Build a Collaborative Culture -

#8 Selecting and Retaining Instructional Staff -



SHARE A STUDENT RECOGNITION OR CELEBRATION THAT YOU HAVE HAD THIS SCHOOL YEAR TO INCREASE STUDENT CONNECTIONS OR SHARE A SCHOOL SPOTLIGHT.

[Century Veterans Wall:](#)

[The Leader Article:](#)



I would like to know as a parent what the fees actually cover. You list them as student body fee and general class fee which I have no idea what that covers. I also wonder what the digital content fee covers as \$30 per kid adds up to a lot of incoming money. The sports side is also interesting as I have had students participate and have paid the fees but have not received all the items listed under this document. A banquet fee for track of \$15 was funny since the last time they had a "banquet" it was cookies that us parent brought. I do appreciate the transparency under the athletic fee tab. I guess I am a little miffed right now since property taxes are so fresh and the school district, school levy and charter school levy is almost 2/3rd's of the bill which is ridiculous. Frankly speaking, if the district was a business and running the way it is and has been for years, the district would be bankrupt. May want to think about budgeting better or cutting the fat instead of raising fees and taxes.

Answer: In order for coaches to be able to charge a fee they have to make sure it is placed on the list to be approved by the Board of Education. In this particular case the \$15 was not charged. It is placed on the school fees list if the team happens to win region and or place high at state and then there is a higher likelihood that the fee will actually be charged and asked by the coach to be paid at the time of the banquet.

I think \$20 a trimester to purchase a preferred parking spot is too much. \$20 or \$10 a trimester seems a bit more reasonable. Most kids in our area are making minimal wage. We require our child to purchase his own pass.

As you state in your question this is a fee for a **preferred** parking place. This is not required. So if the student or the parent does not want to pay the extra money there are plenty of parking places that are free.

Recommendation to approve

Submitted by: Superintendent Carlsen

Recommendation:

It is recommended that the Board evaluate the names that have been presented and decide which name will be given to the new elementary school in east Brigham City.

Recommended Motion:

I move that the Box Elder Board of Education name the elementary in east Brigham City

Background: There has been a lot of effort put into the naming of the building. President Cronin came up with a very good idea. We are going to list the seven names that have been suggested. They will be placed in a Qualtrics Survey. When each member goes to the survey they can click and drag their choices to order of preference from one through seven. Once all Board Members have ranked their choices from one through seven the Qualtrics software will rank the seven names from 1 through seven. Then the Board can decide if one of you want to recommend that name or another.

Alphabetical Order:

**Bunderson
Canyon Creek
Endeavor
Golden Spike
Orchard Grove
Peach Valley
Snow**

Policy Implications: BESD Board Policy explicitly states that it is the Board's right and responsibility to name all buildings in the school district.

Financial Implications: None

Staff Implications: None

Names for New Elementary School

Bunderson

Canyon Creek

Endeavor

Golden Spike

Peach Grove

Peach Valley

Snow

Recommendation to approve

Submitted by: Keith Mecham

Recommendation:

It is recommended that the BESD Board of Education approves the 2021-2022 BESD General Student Fees and Deposits schedule.

Recommended Motion:

I move that we approve the 2021-2022 BESD General Student Fees and Deposits schedule as presented.

Background:

Annually, the General Student Fees and Deposits Schedule is approved by the school board in early Spring following 2 official opportunities for community, parent and student input.

For the past several months, each school has reviewed the provided document and have made the necessary deletions, modifications and additions.

Policy Implications:

Policy 5230: [Student Fees/Fee Waiver](#)

Financial Implications:

With General Fees being decreased by 12% to 15%, there will need to be some district funds used to compensate for lower General Student fees.

Staff Implications:

No additional implications

To: Box Elder School District Board of Education
Recommendations to Approve

Submitted by: Corey Thompson, Facilities Director

Recommendation:

It is recommended that the Box Elder School District Board of Education approve the total bid package results of \$27,000,000 for the construction of the new elementary school in Brigham City.

Recommended Motion:

I move that the Box Elder School District Board of Education approve the total bid package results of \$27,000,000 for the construction of the new elementary school in Brigham City.

Recommendation for consideration of solar panels:

This elementary school will be net zero energy ready. The installation of solar panels is an additional \$500,000. Electrical for Foothill & Mountain View is about \$48,700 per year combined. If the school board supports this, please consider the following motion.

Recommended Motion:

I move that the Box Elder School District Board of Education approve an additional \$500,000 for the installation of solar panels on the new elementary school to complete net zero energy for that project.

Background:

The total construction cost of both bid packages for the new elementary school is \$27,000,000 as outlined in the document in BoardBooks. Some contractors are still being vetted by Hogan Construction and may change; therefore, the spreadsheet contains only cost. As a point of information, Hogan Construction reached out to local contractors in an effort to support local business. Bid procedures and protocols were followed. Some local contractors declined to bid due to their high volume of work. This elementary will be net zero ready; including geothermal wells for heating/cooling and the infrastructure for solar energy. The cost breakdown equals \$260 per square foot. We believe this is in line with other building projects going to bid at this time. A new elementary school was just bid out for Canyons District at a cost of \$255 per square foot but is not net zero ready. (average additional cost of \$8 per square foot for net zero ready)

Policy and Procedure Implications:

Policy 2175, energy conservation
Procedure 2030-050, procurement of bids
Procedure 2030-100, “
Procedure 2030-200, “

Financial implications:

District budgets and a loan

Project: New Box Elder Elementary
 Owner: Box Elder School District
 Architect: VCBO
 CMGC: Hogan & Associates Construction

1/7/2021

Building SF: 103,586

Division/ Trade	Subcontractor/ Vendor	Bid Day		Notes
		Bid	Amount Used	
010000 Allowances, Site Specific Conditions	-----Total		\$ 262,849	
020000 Existing Condition - BP 01	-----Total		\$ 31,410	
030000 Concrete	-----Total		\$ 1,886,794	
040000 Masonry	-----Total		\$ 1,868,713	
050000 Metals	-----Total		\$ 2,027,334	
060000 Woods, Plastics, Composites	-----Total		\$ 1,407,229	
070000 Thermal & Moisture Protection	-----Total		\$ 1,589,234	
080000 Openings	-----Total		\$ 1,548,241	
090000 Finishes	-----Total		\$ 2,070,484	
100000 Specialties	-----Total		\$ 423,012	
110000 Equipment	-----Total		\$ 452,133	
120000 Furnishings	-----Total		\$ 91,255	
130000 Special Construction	-----Total		\$ -	
140000 Elevators, Escalators, Lifts	-----Total		\$ 104,858	
210000 Fire Suppression	-----Total		\$ 264,235	
22-23 Plumbing, HVAC	-----Total		\$ 4,528,520	
26, 27, 28 Electrical, Communication, Safety & Security	-----Total		\$ 2,640,795	
31, 32 Earthwork, Utilities	-----Total		\$ 326,183	
320000 Exterior Improvements	-----Total		\$ 1,027,317	

	Bid Subtotal		\$ 22,550,596	\$ 22,550,596	
Preconstruction Fee		\$ 13,200		\$ 13,200	
General Conditions		\$ 97,250		\$ 97,250	
Supervision		\$ 112,500		\$ 112,500	
CM Fee	1.25%	\$ 337,438		\$ 337,438	
Bond	1%	\$ 269,951		\$ 269,951	
Contingency	2%	\$ 539,901		\$ 539,901	
Bid Package 01		\$ 3,074,225	\$ 3,074,225	\$ 3,074,225	
	Grand TOTAL		\$ 26,995,061	\$ 26,995,061	

263100 Photovoltaic	Subtotal		\$ 488,739		
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Recommendation for Three Mile Creek Elementary for 2020-2021

Submitted by: Keri Greener *Assistant Superintendent Elementary Teaching and Learning*

Recommendation: It is recommended that the Box Elder School District Board of Education approve the amendment for Three Mile Elementary's School Land Trust Plan as submitted.

Recommended Motion:

I move that the BESD Board of Education approve the amendment for Three Mile Creek Elementary's School Land Trust Plan.

Background:

Annual submission

Policy Implications:

This action will have no policy implications.

Financial Implications:

There are no known negative consequences.

Staff Implications

N/A at the district level



2625 South 1050 West, Perry, Utah 84302
Phone 435 734-4930 Fax 435 734-4932
Jeff Morris, Principal

12/18/2020

To Box Elder School District Board,

Three Mile Creek Elementary needed to revise Goal #2 of their School Land Trust goal due to the fact that we no longer have access to the assessment that we were focusing our goal on.

On 12/17/2020 the School Community Council met at 7:15am to discuss this issue. The Council voted to adopt the following goal:

“Our math goal is linked to grade level determined assessments focused on the essential standards. Each grade level team score was determined by beginning of the year PreAssessment. The following grade level teams scored as follows: 2nd grade 44%, 3rd grade 30%, 4th grade 35%, 5th grade 10%. For the 2020-21 school year, our goals are as follows: 90% of students will reach a benchmark or have a 20% increase from beginning to end of year in their Post Assessment.”

Voting results as follows: 6 Yea 0 Nay 3 Absent

Sincerely,

Jeff Morris
Principal, Three Mile Creek Elementary

POLICY 1034

Board of Education Code of Conduct

A. 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.

POLICY 1035

Board Member Commitments and Ethics

A. Board of Education Commitments

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.

B. 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.
8. 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.



Assessment Update

Box Elder School District - January 2021

- **AAPPL**
- **ACT**
- **Advanced Placement**

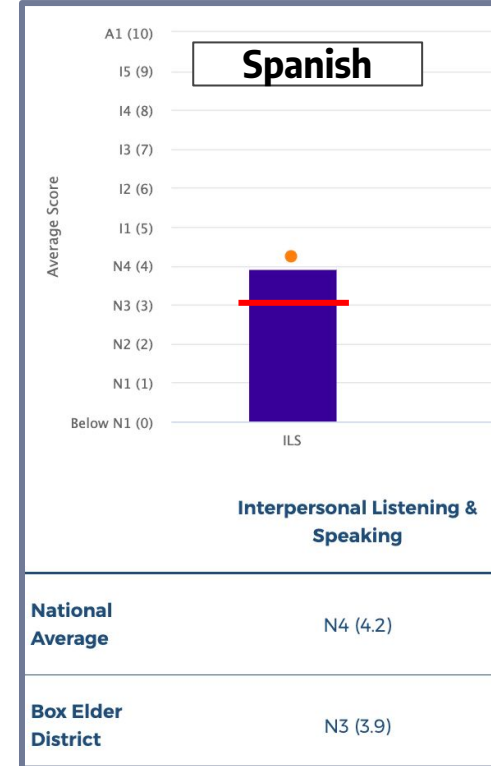
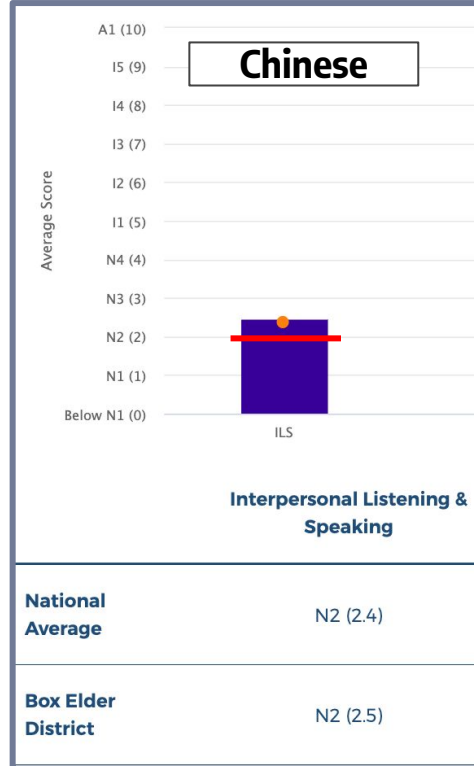


AAPPL Data 2020

3rd Grade

3rd Grade - Interpersonal Speaking

Below Benchmark	At Benchmark	Above Benchmark
39	25	133
20%	13%	68%
		80%
Total	197	



4th Grade

4th Grade - Presentational Writing

Below Benchmark	At Benchmark	Above Benchmark
24	62	122
12%	30%	59%
	88%	
Total	208	

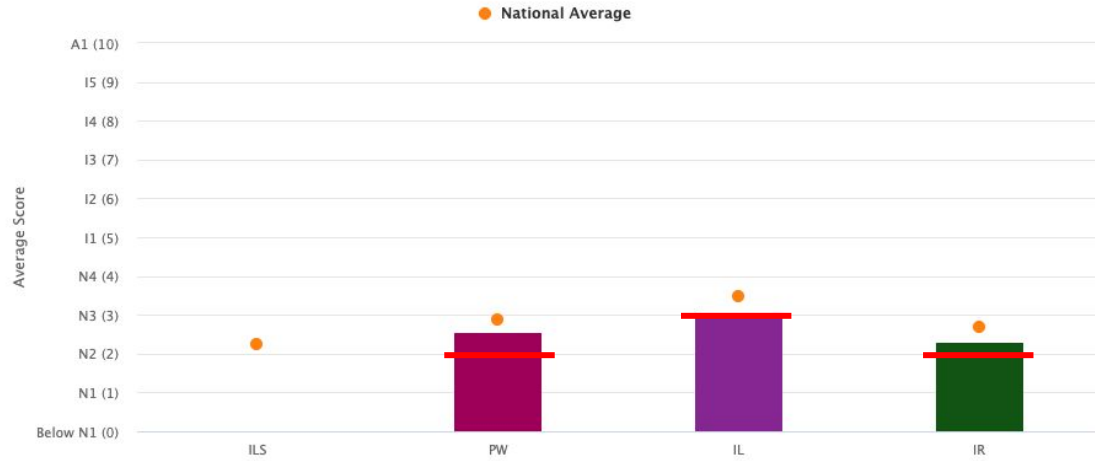
4th Grade - Interpretive Reading

Below Benchmark	At Benchmark	Above Benchmark
9	65	135
4%	31%	65%
	96%	
Total	209	

4th Grade - Interpretive Listening

Below Benchmark	At Benchmark	Above Benchmark
53	69	88
25%	33%	42%
	75%	
Total	210	

4th Grade - Chinese



	Interpersonal Listening & Speaking	Presentational Writing	Interpretive Listening	Interpretive Reading
National Average	N2 (2.2)	N2 (2.9)	N3 (3.5)	N2 (2.7)
Box Elder District	N/A	N2 (2.6)	N3 (3.1)	N2 (2.3)

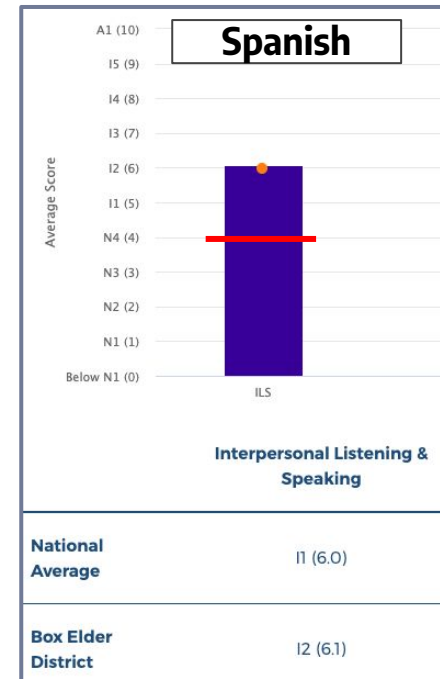
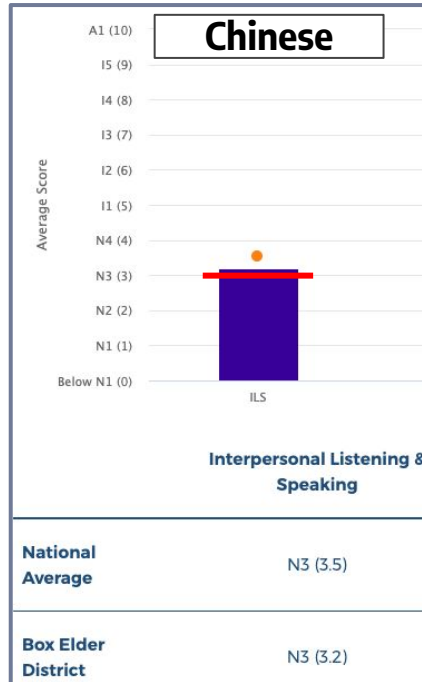
4th Grade - Spanish



5th Grade

5th Grade - Interpersonal Speaking

	Below Benchmark	At Benchmark	Above Benchmark
	11	30	106
	7%	20%	72%
		93%	
Total		147	



6th Grade

6th Grade - Presentational Writing

Below Benchmark	At Benchmark	Above Benchmark
25	22	89
18%	16%	65%
	82%	
Total	136	

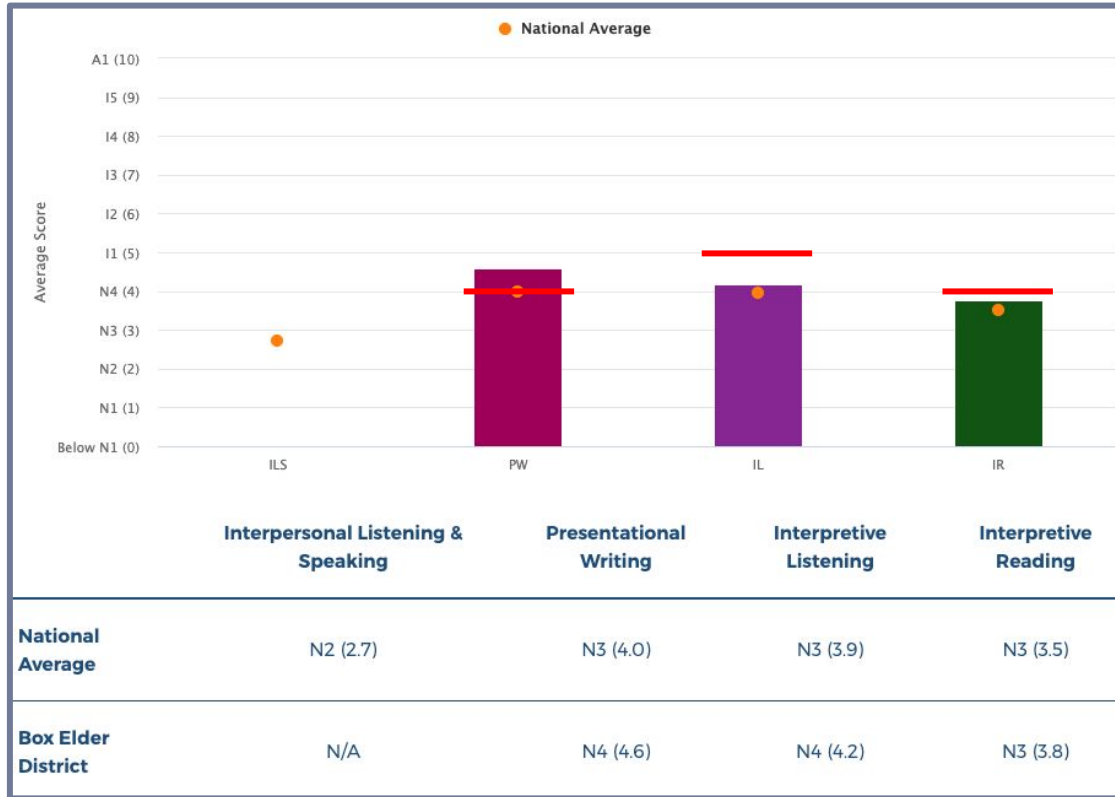
6th Grade - Interpretive Reading

Below Benchmark	At Benchmark	Above Benchmark
27	21	91
19%	15%	65%
	81%	
Total	139	

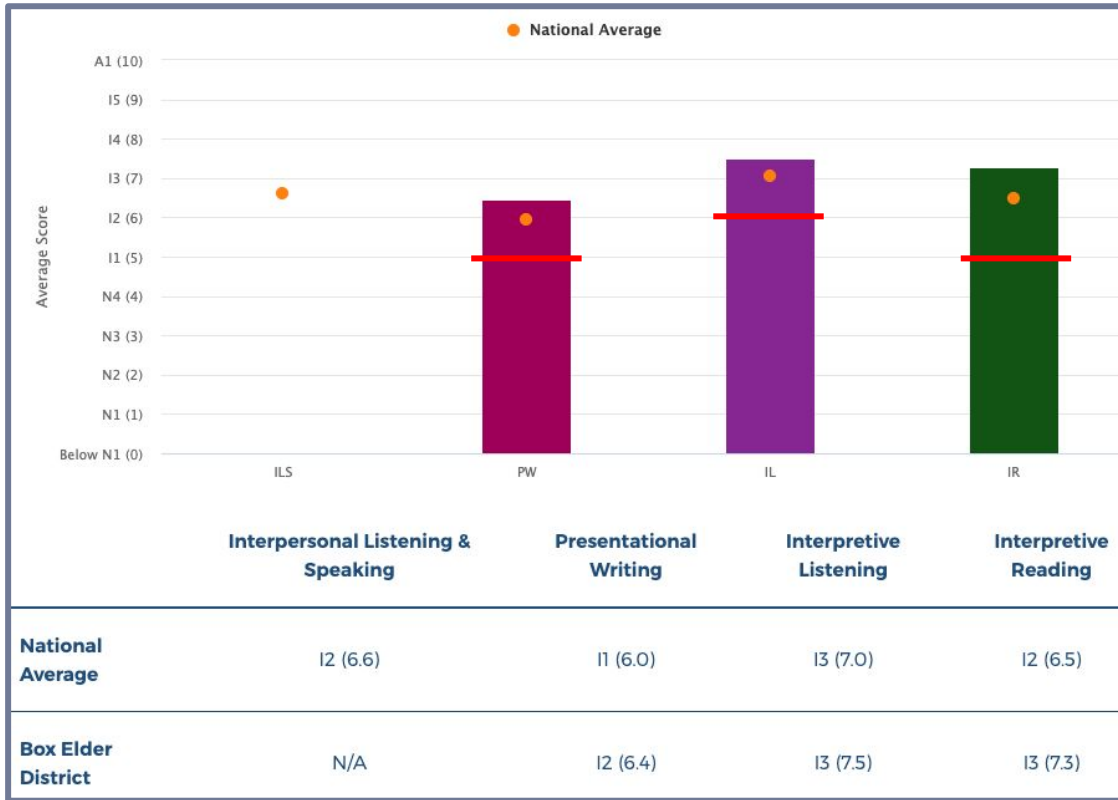
6th Grade - Interpretive Listening

Below Benchmark	At Benchmark	Above Benchmark
40	19	78
29%	14%	57%
	71%	
Total	137	

6th Grade - Chinese



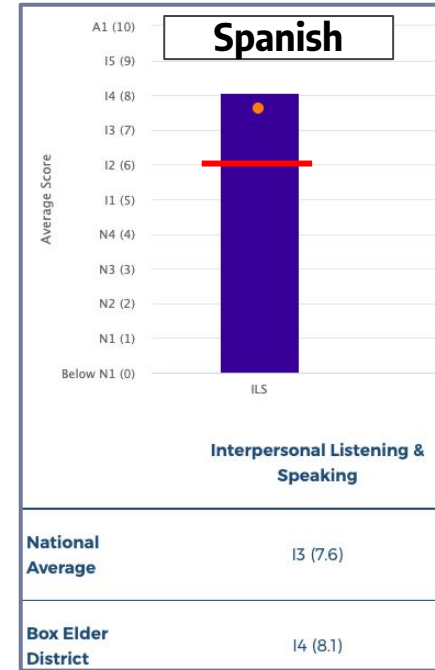
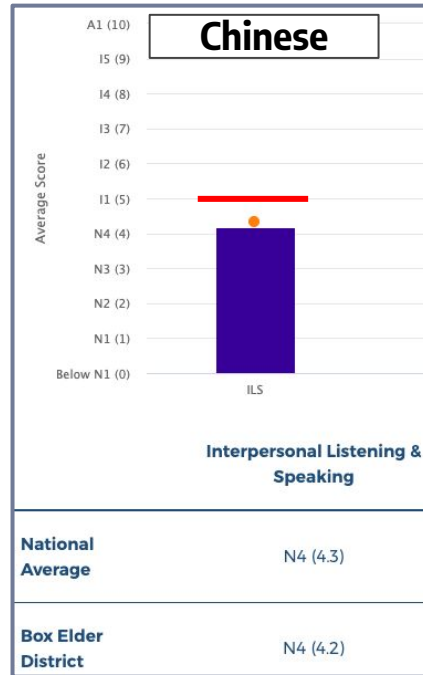
6th Grade - Spanish



7th Grade

7th Grade - Interpersonal Listening/Speaking

Below Benchmark	At Benchmark	Above Benchmark
29	7	88
23%	6%	71%
		77%
Total		124



8th Grade

8th Grade - Presentational Writing

Below Benchmark At Benchmark Above Benchmark

49	18	55
40%	15%	45%

60%

Total	122
-------	-----

8th Grade - Interpretive Reading

Below Benchmark At Benchmark Above Benchmark

36	5	81
30%	4%	66%

70%

Total	122
-------	-----

8th Grade - Interpretive Listening

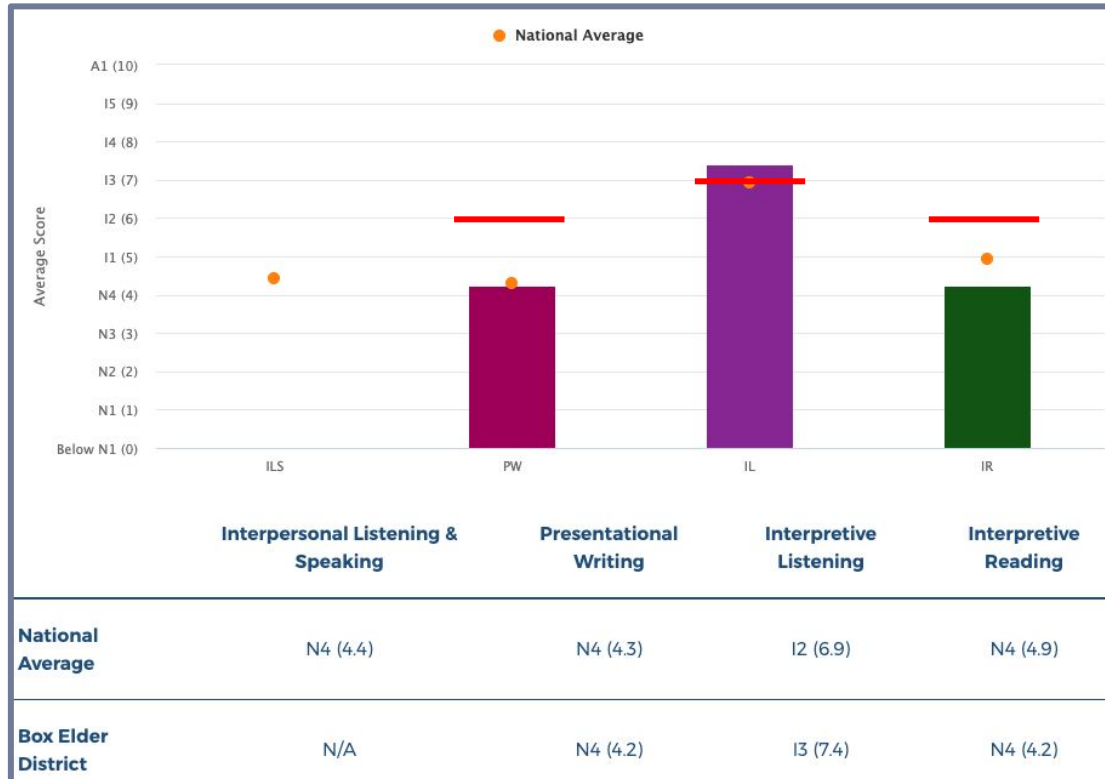
Below Benchmark At Benchmark Above Benchmark

27	36	55
23%	31%	47%

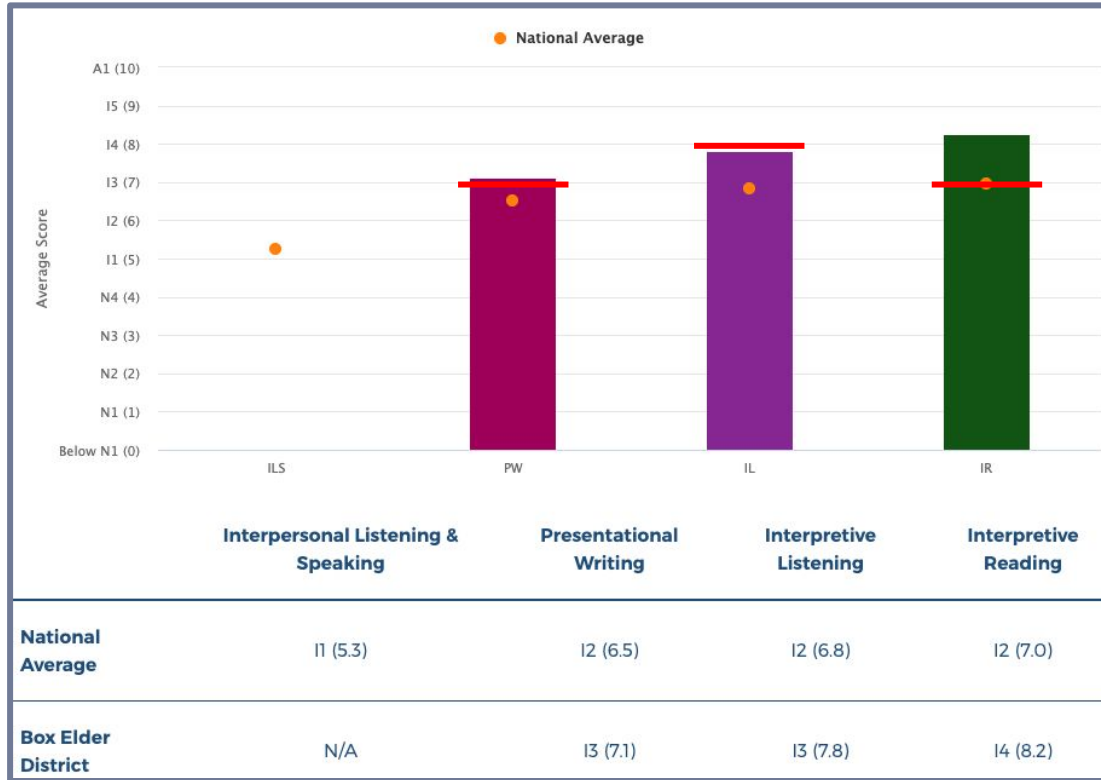
77%

Total	118
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8th Grade - Chinese



8th Grade - Spanish



9th Grade

9th Grade - Presentational Writing

Below Benchmark At Benchmark Above Benchmark

18	22	16
32%	39%	29%
		68%
Total	56	

9th Grade - Interpretive Reading

Below Benchmark At Benchmark Above Benchmark

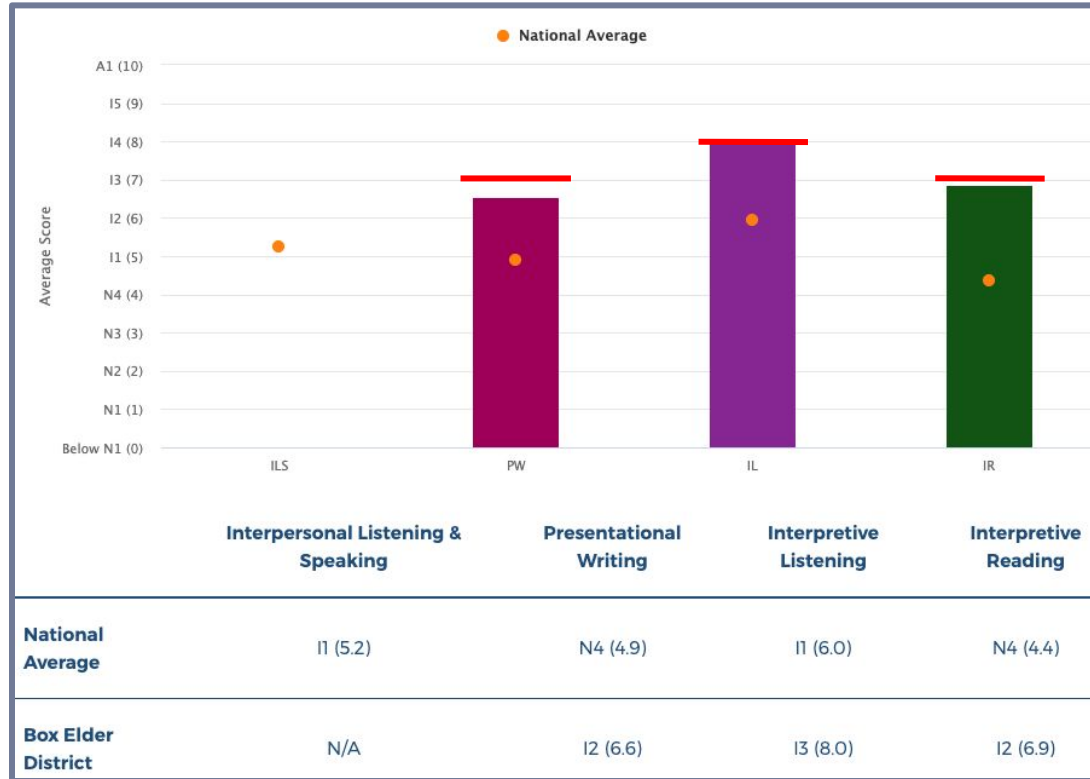
18	4	38
30%	7%	63%
		70%
Total	60	

9th Grade - Interpretive Listening

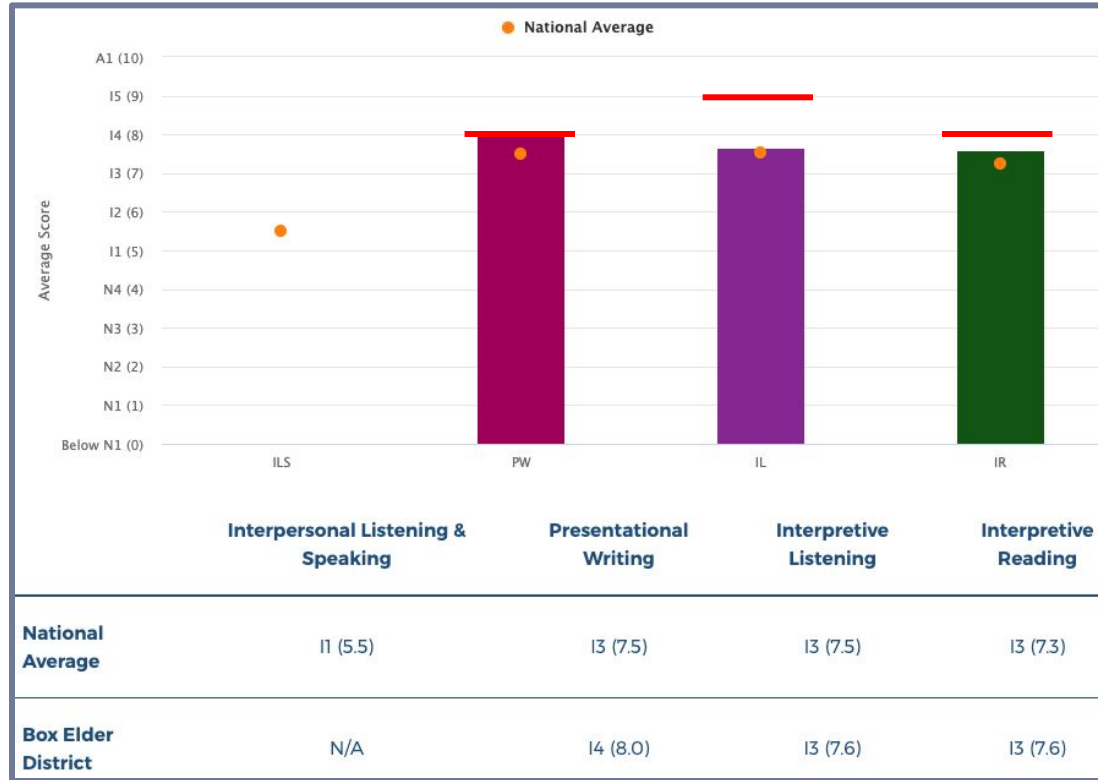
Below Benchmark At Benchmark Above Benchmark

18	23	18
31%	39%	31%
		69%
Total	59	

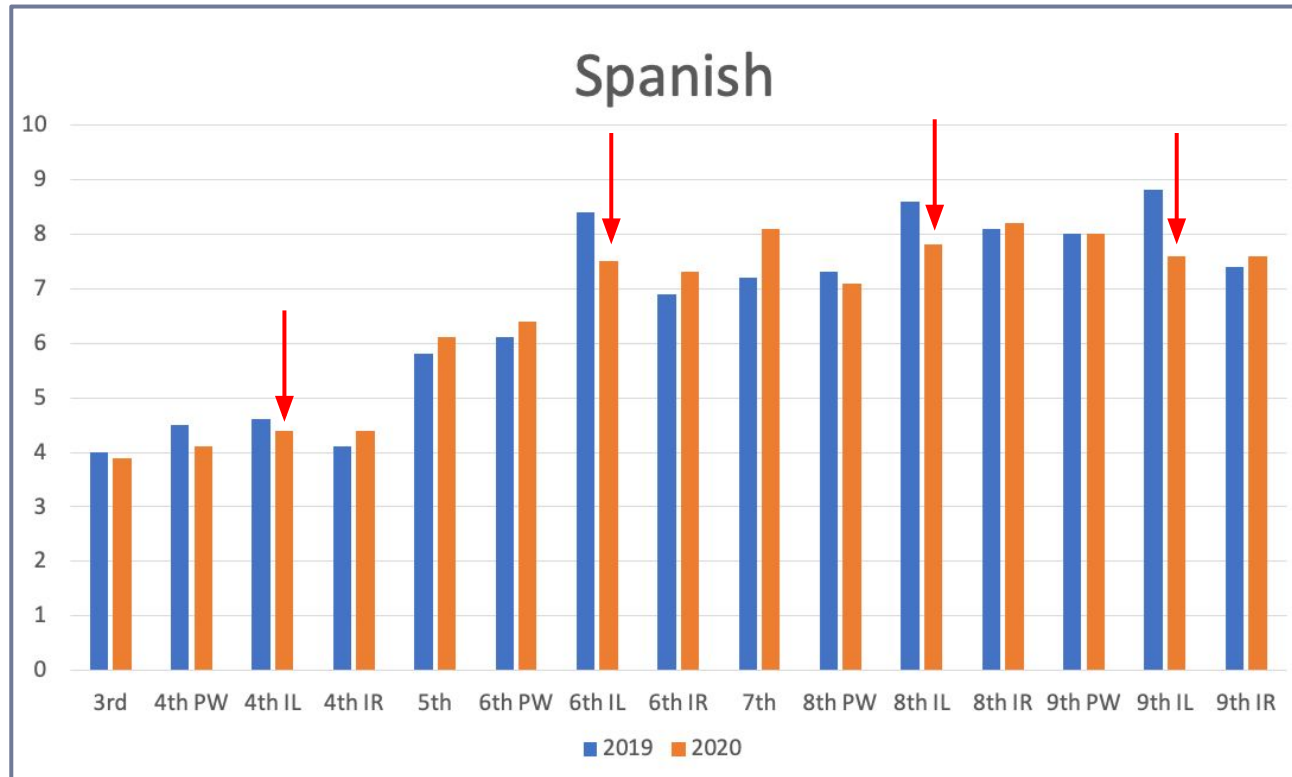
9th Grade - Chinese



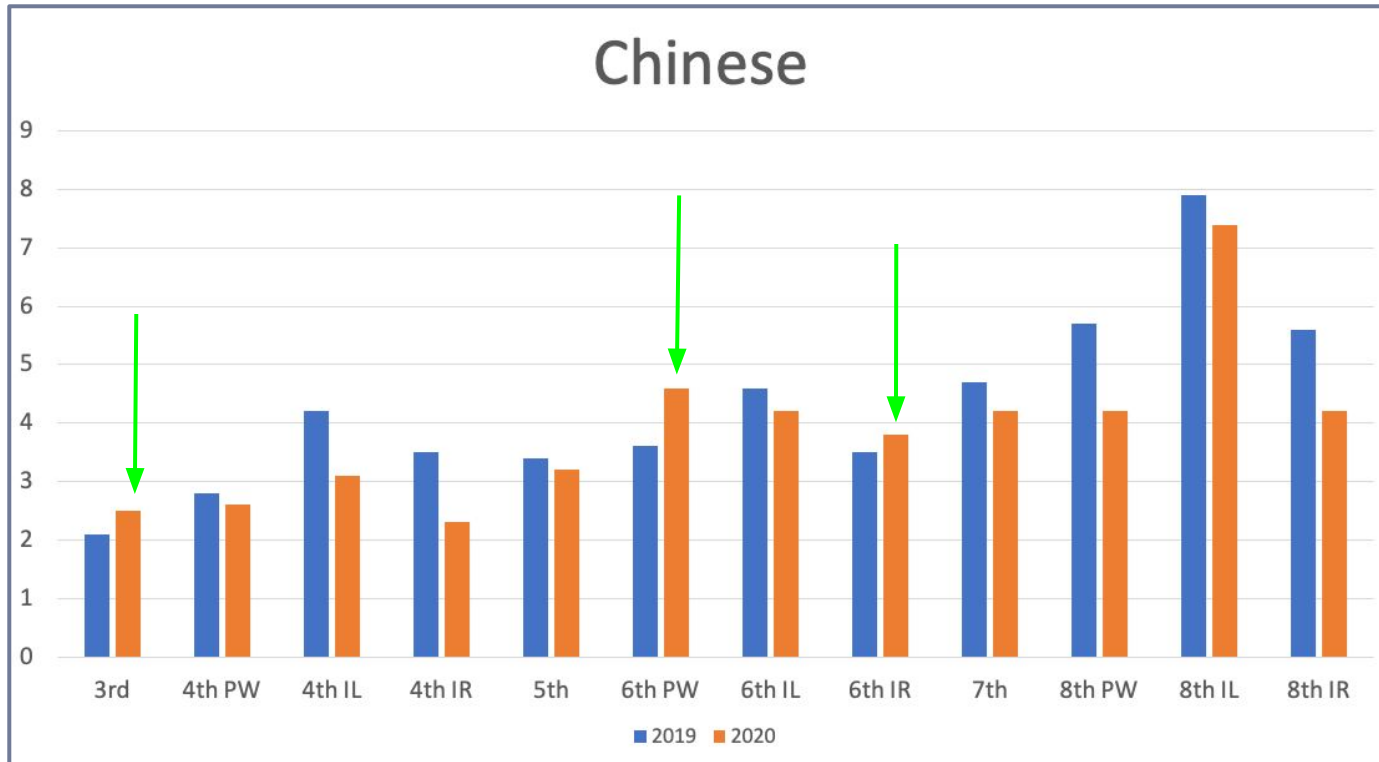
9th Grade - Spanish



Comparison to 2019



Comparison to 2019

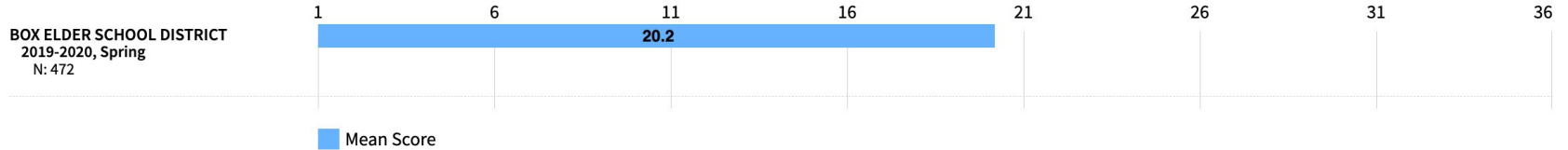


The image features a dark blue background with a central green rectangular banner. The banner has a gradient from light green on the left to a darker green on the right. The text "ACT Data 2020" is centered on the banner in a white, bold, sans-serif font. There are also two 3D-style green rectangular shapes, one in the top right and one in the bottom left, partially overlapping the main banner.

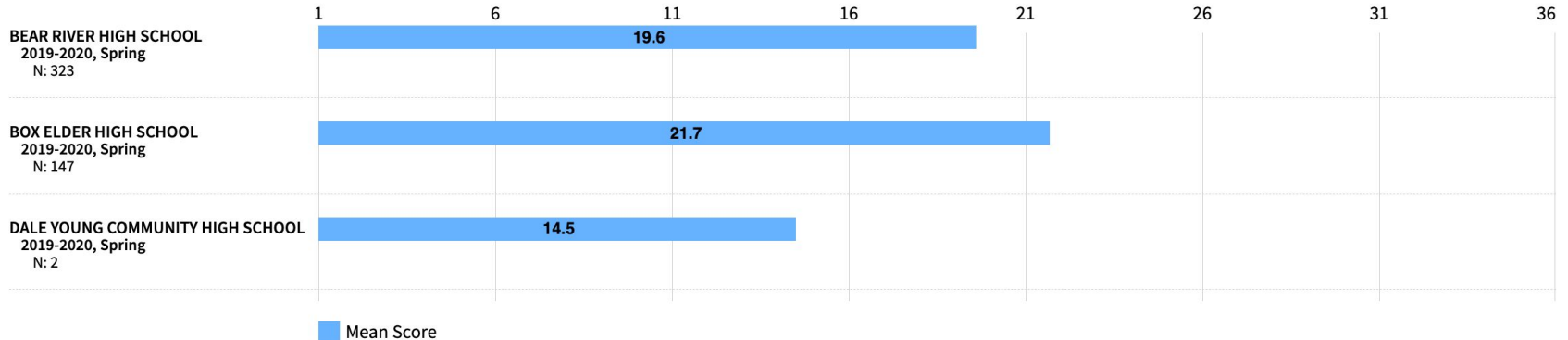
ACT Data 2020

ACT - Spring 2020

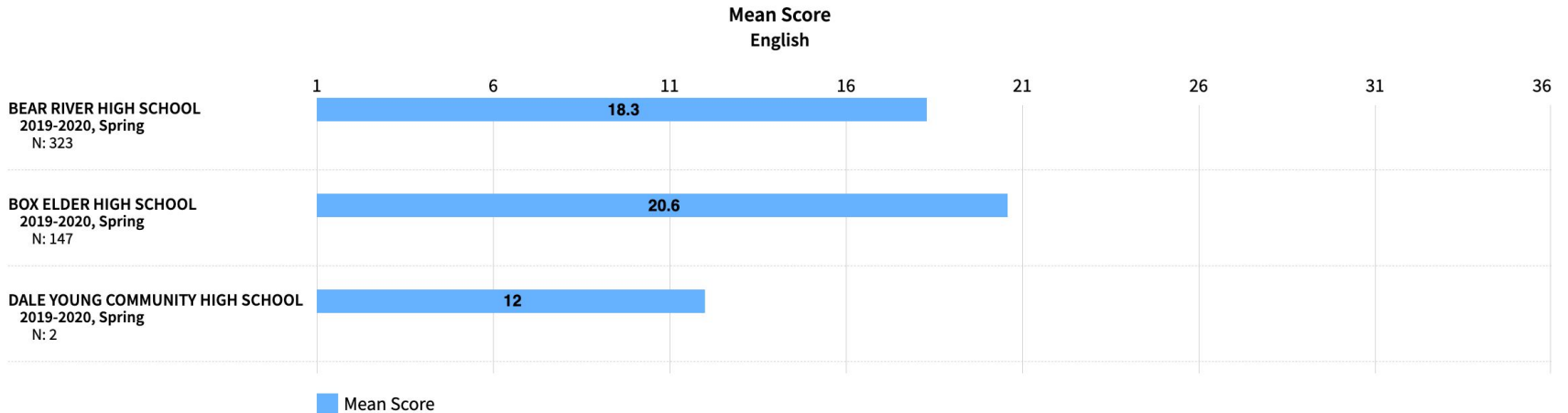
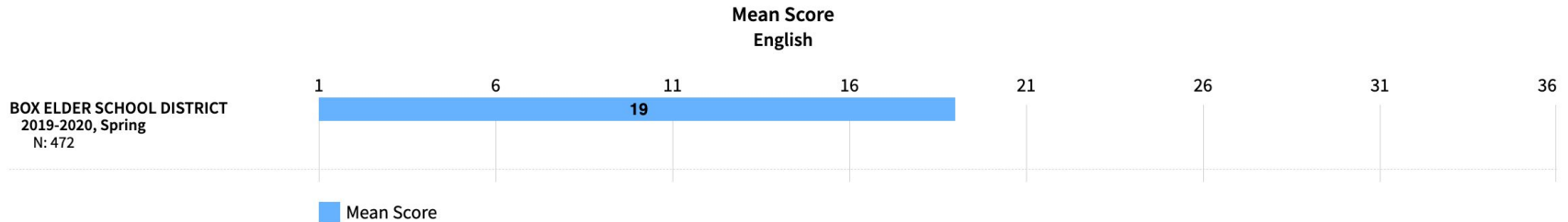
Mean Score
Composite



Mean Score
Composite

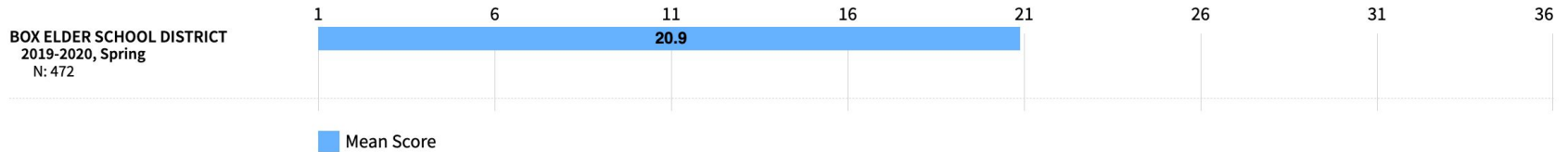


ACT - Spring 2020

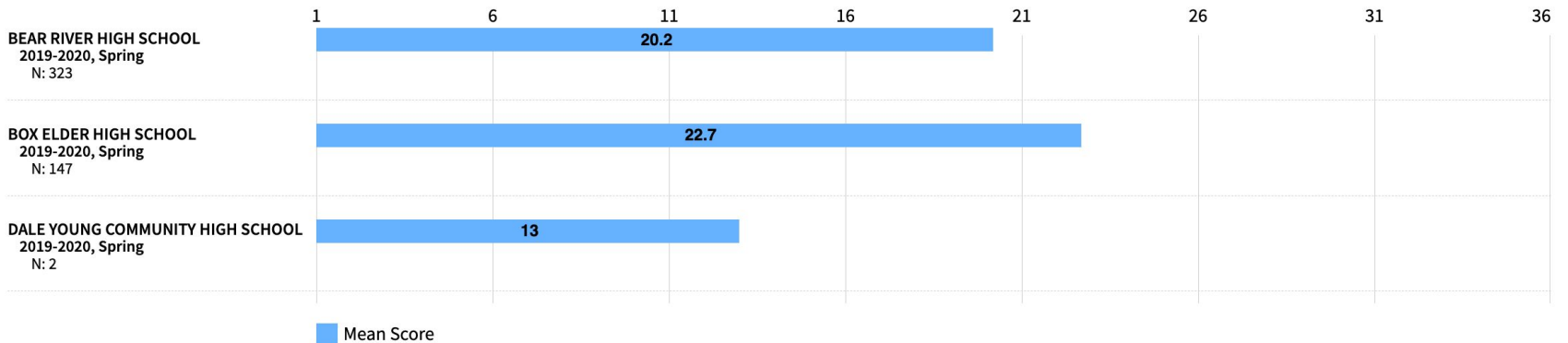


ACT - Spring 2020

Mean Score
Reading

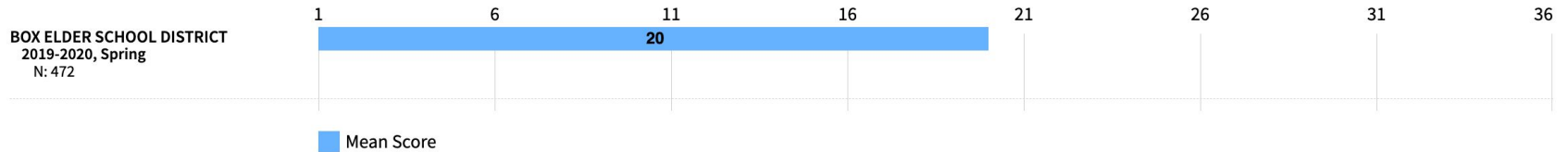


Mean Score
Reading

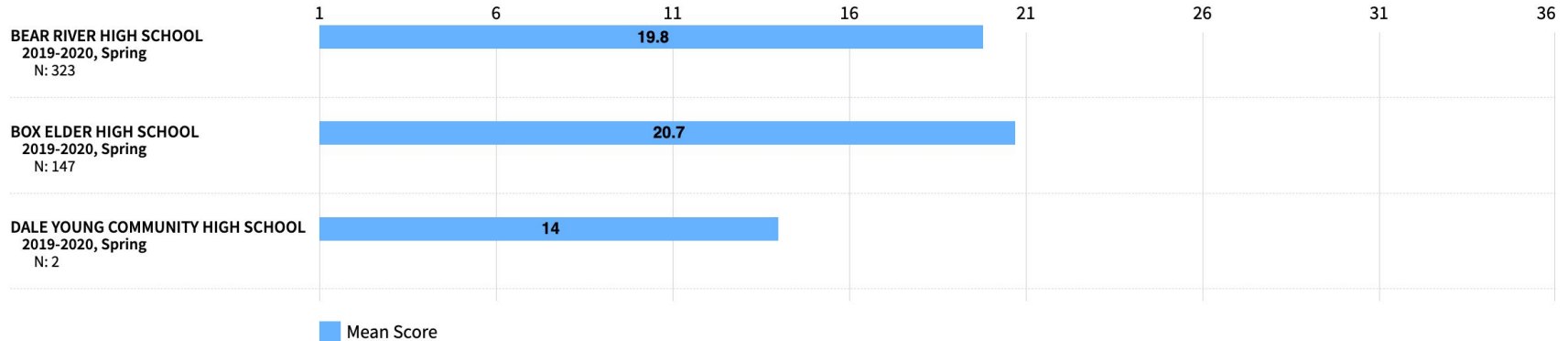


ACT - Spring 2020

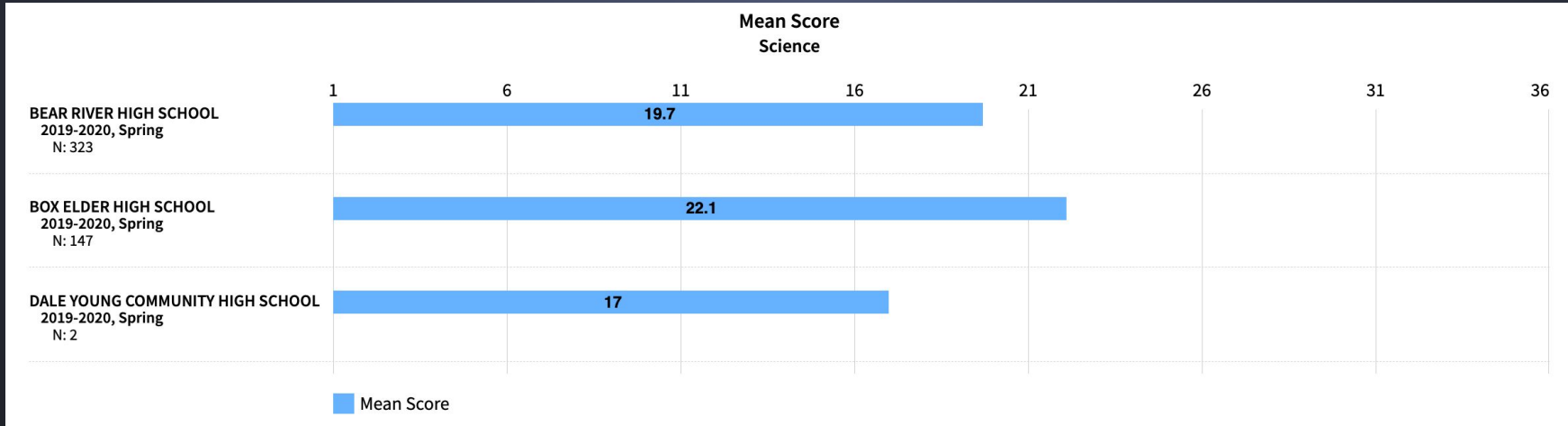
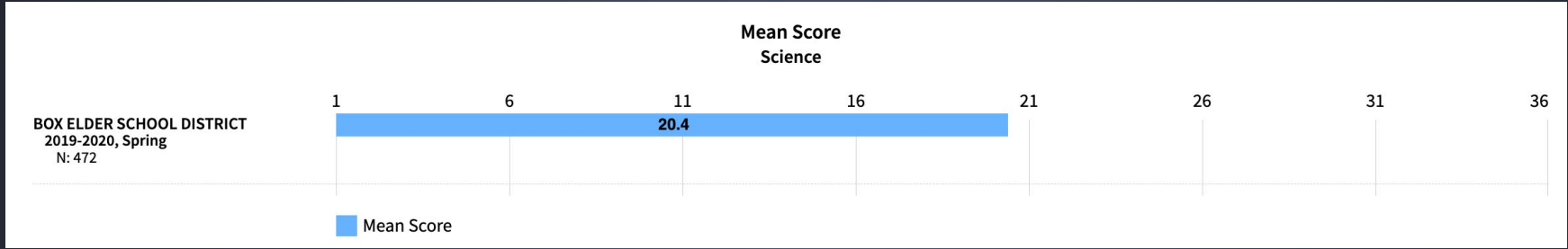
Mean Score
Math



Mean Score
Math



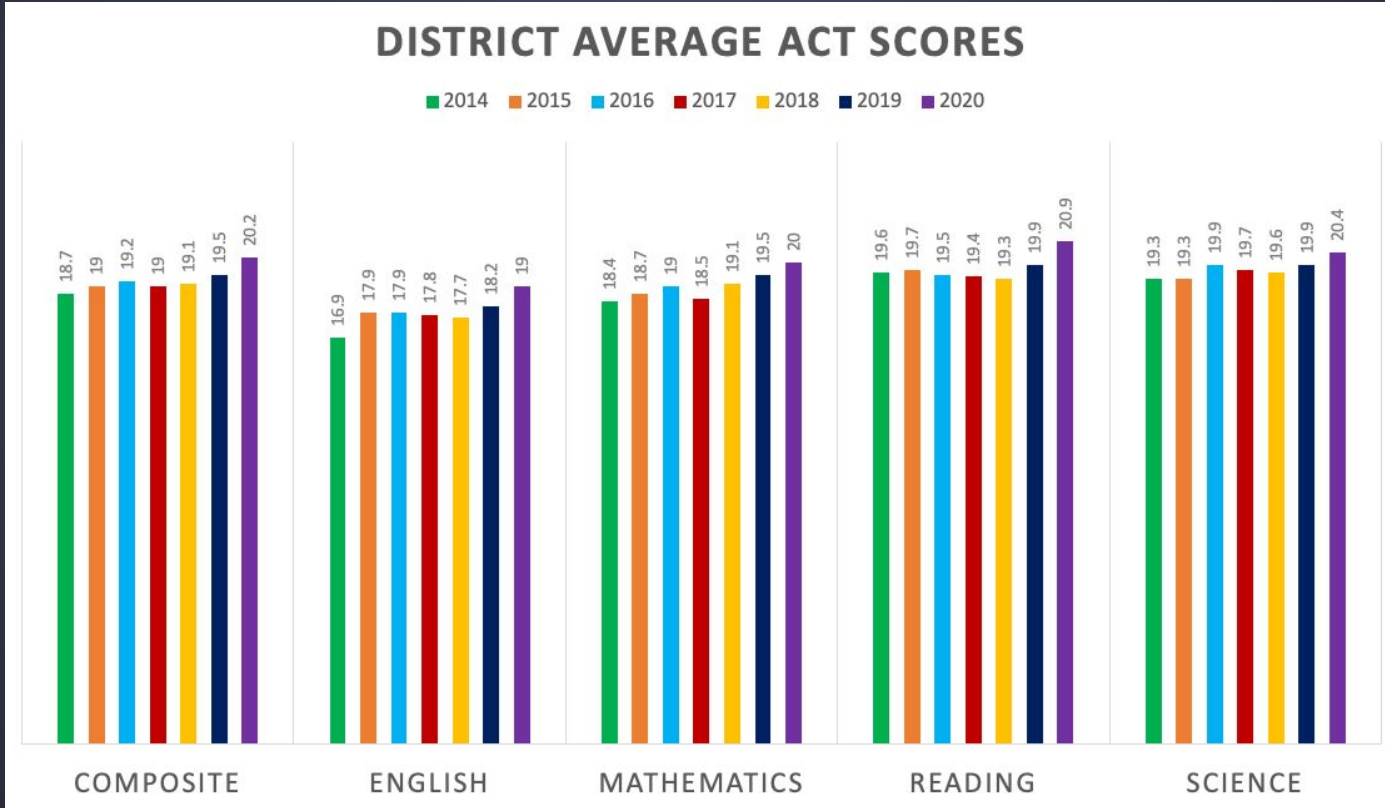
ACT - Spring 2020



ACT - Participation Comparison

	Spring 2019	Spring 2020
District	800	472
BEHS	480	147
BRHS	291	323
DYCH	29	2

ACT - District Average Scores



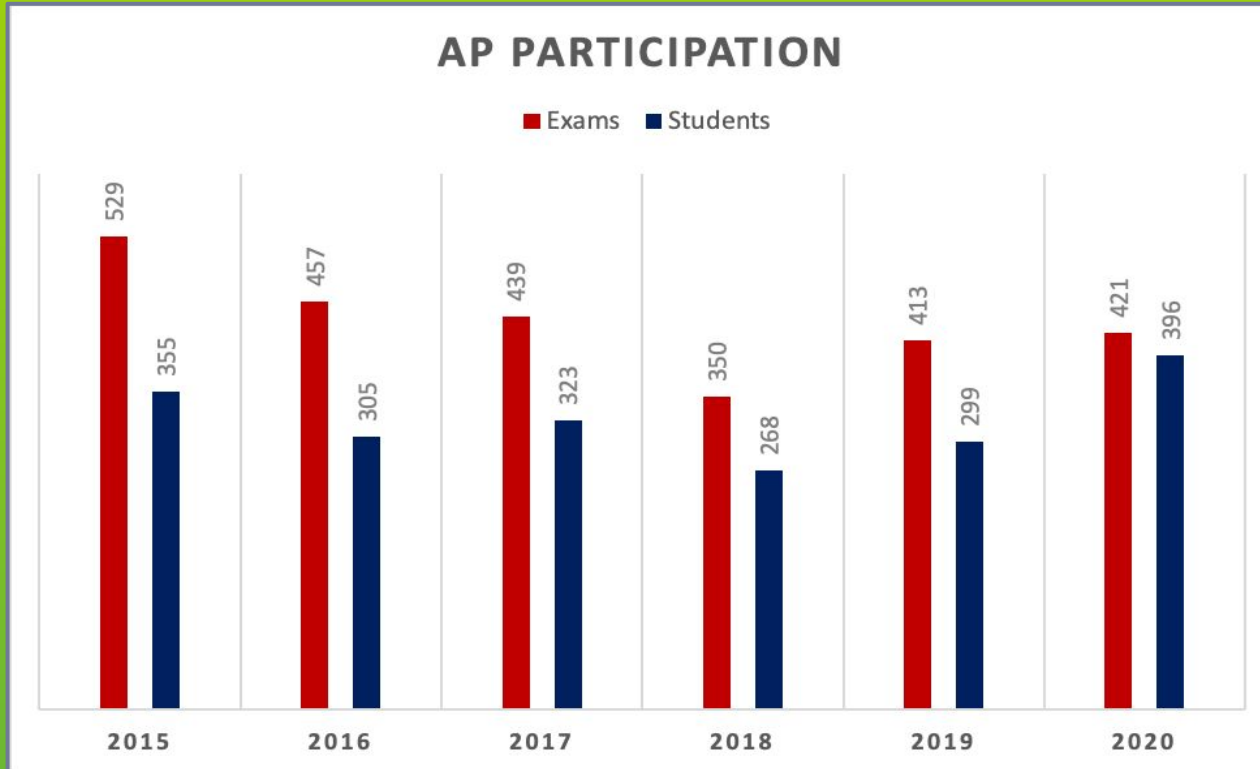


AP Data 2020

AP - 2020 Participation

District Totals	1	2	3	4	5	Total Exams
Number of Exams	57	134	119	69	42	421
Percentage of Total Exams	14%	32%	28%	16%	10%	100%
Number of AP Students	53	124	113	67	39	396

AP Participation Over Time



AP Scores By Exam

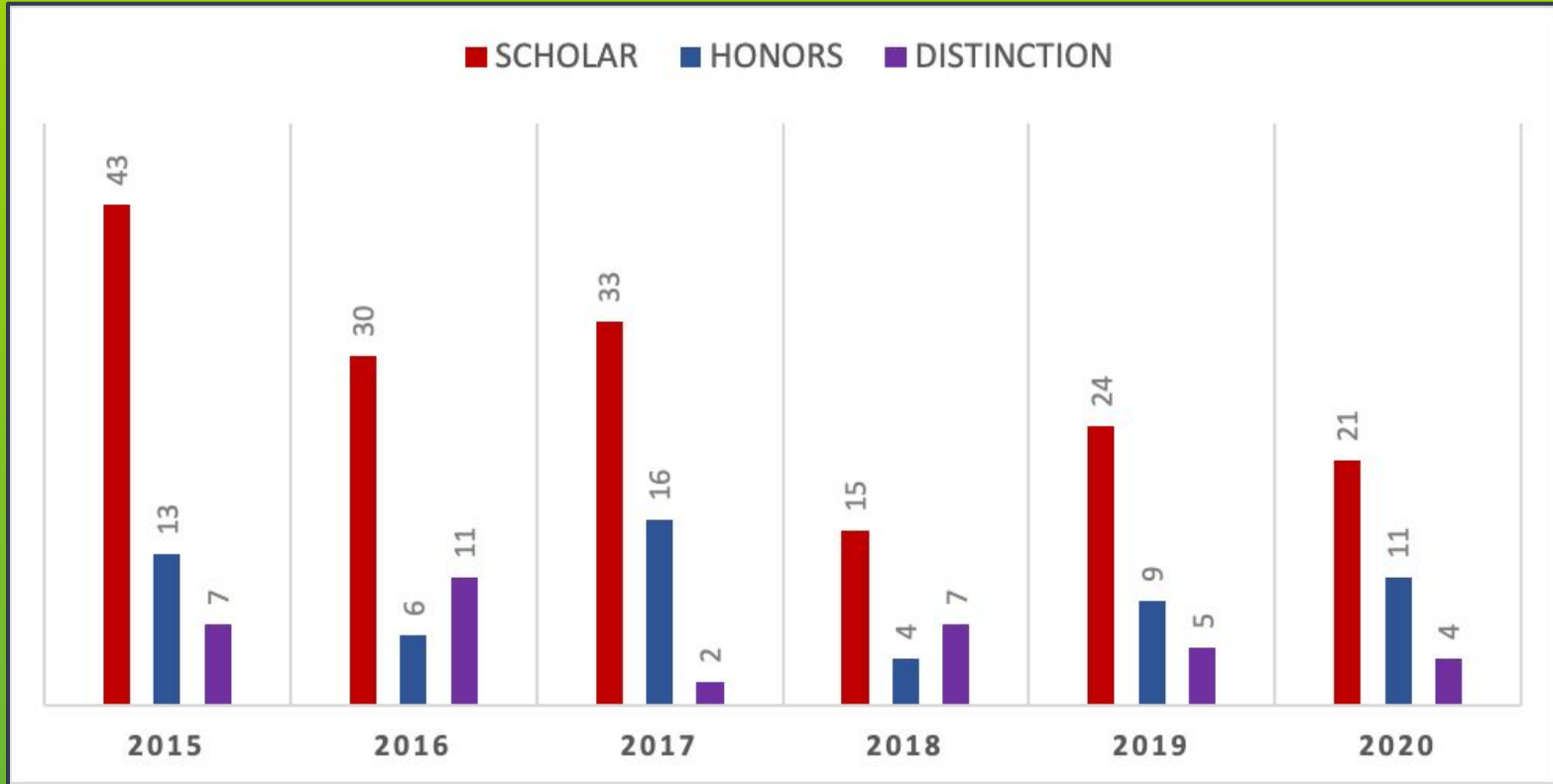
Subject Totals	1	2	3	4	5	Total Exams
2-D Art and Design			1	1		2
Biology	6	21	20	4	4	55
Calculus AB	12	24	22	11	7	76
Calculus BC	2	7	1	4	3	17
Chemistry	4	7	5	2	1	19
Comparitive Government and Politics	2	4	7	2		15
Drawing		2	1	1		4
English Language and Composition	1	3	3	3	3	13
English Literature and Composition	5	23	18	7	6	59

AP Scores By Exam

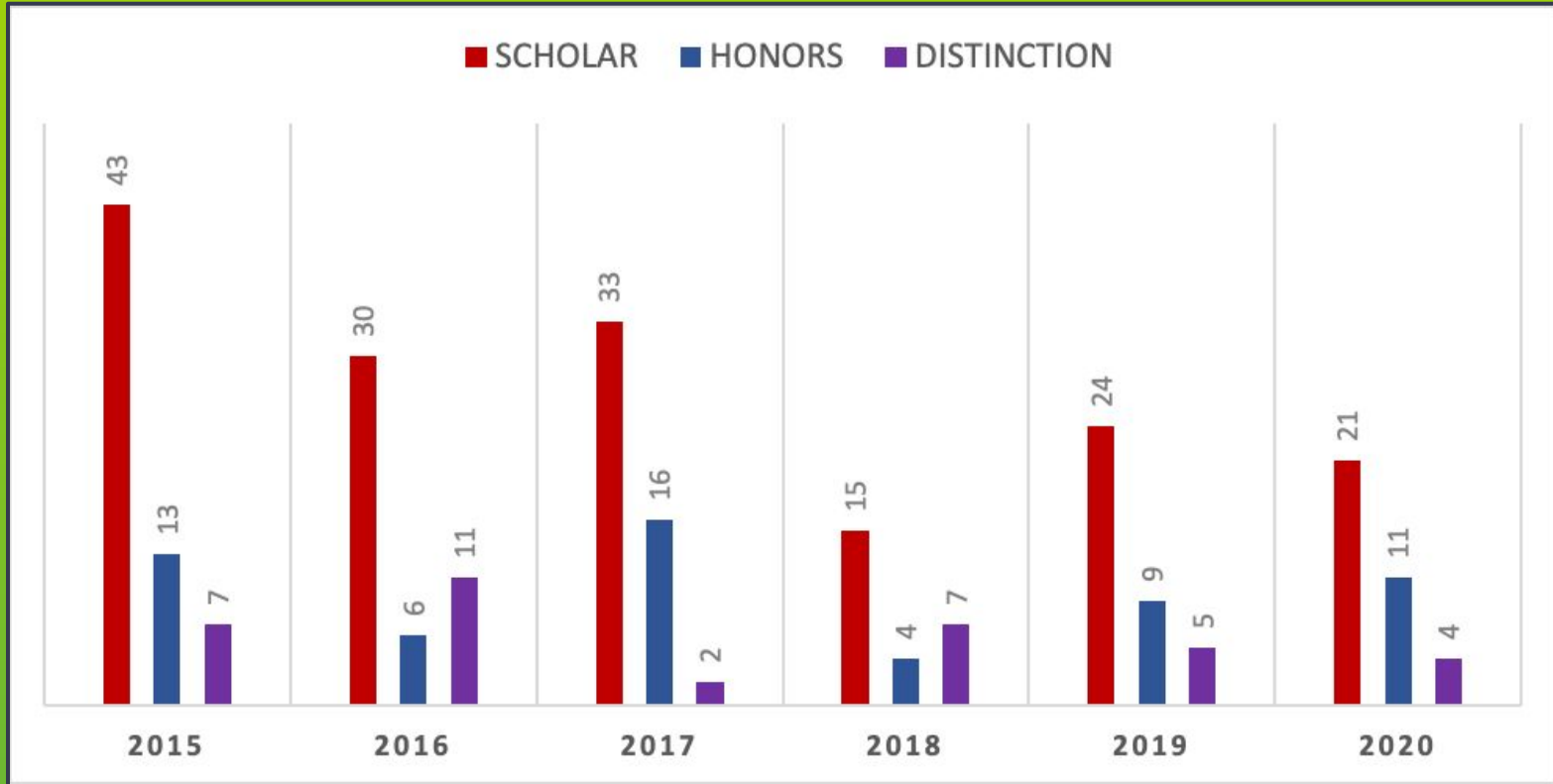
Subject Totals	1	2	3	4	5	Total Exams
Music Theory		1		2		3
Physics C: Mechanics		2	3		1	6
Psychology			5	7	5	22
Spanish Language and Culture			5	13	6	29
Spanish Literature and Culture						1
United States Government and Politics	6	1	4	1	2	14
United States History	1	19	15	7	3	45
World History: Modern	1	14	9	4	1	29

**95% Pass Rate for
Spanish DLI
Students
(Cohort 1)**

AP Scores Over Time



AP Scores Over Time



BESD Construction Update Sunrise High School, new elementary

School Board Meeting
January 2021

Sunrise High School

- Due to the term schedule, the staff at Sunrise High recommends moving in the end of January with students starting school in the new building on Monday, February 1st.

The new elementary school in Brigham City

- The old building is down
- Sight work is underway
- Concrete to begin February/March
- According to this timeline we are on schedule for completion June 1, 2022

MONTHLY FINANCIAL REPORT December 31, 2020

				Current Bud vs Actual	Prev Bud vs Actual		
		2020-21 Preliminary	2020-21 YTD	%	%	2019-20 YTD	2019-20 Revised
	Description						
	Percent of Year completed to date			50.0%	50.0%		
	Percent of 9 month contract complete			41.7%	41.7%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	22,255,309	13,286,871	59.7%	62.6%	13,942,270	22,279,801
6	Tuitions	645,000	69,198	10.7%	11.7%	74,596	640,000
7	Inv Earnings	445,000	53,148	11.9%	50.7%	326,931	645,234
8	Inidr. Costs-SL	680,000	0	0.0%	0.0%	0	650,000
9	Rental Fees/Building/Tra	230,000	50,157	21.8%	41.3%	39,193	95,000
10	Other	790,000	1,301,106	164.7%	26.4%	322,101	1,218,072
11	State	69,695,271	33,663,461	48.3%	48.4%	33,504,193	69,225,000
12	Federal	4,525,000	296,255	6.5%	6.6%	298,850	4,525,000
13	Misc./ Fund Bal	0					
14	TOTAL M & O						
15	REVENUE	99,265,580	48,720,196	49.1%	48.9%	48,508,134	99,278,107
16	Beg Balance	1,603,336					1,892,331
17	Less:						
18	Ending Balance	2,249,988					1,603,336
19	TOTAL M & O FUNDS						
20	available	98,618,928	48,720,196	49.4%	48.7%	48,508,134	99,567,102
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	45,233,157	19,448,041	43.0%	39.1%	17,696,421	45,233,157
24	Benefits	17,153,955	8,485,434	49.5%	47.3%	8,107,818	17,153,955
25	Purchased Serv.	2,070,500	1,155,717	55.8%	49.1%	1,015,710	2,070,500
26	Supplies/Textbooks	2,503,086	3,147,746	125.8%	53.7%	1,345,151	2,503,086
27	Equipment	250,000	225,635	90.3%	86.2%	344,921	400,000
28	Other	450,000	376,397	83.6%	0.0%	50	450,000
29	Total	67,660,698	32,838,970	48.5%	42.0%	28,510,071	67,810,698
30							
					Textbook Adoption 2020		
31	Student Services (2100)						
32	Salaries	3,189,715	1,282,226	40.2%	37.9%	1,207,715	3,189,715
33	Benefits	1,045,807	523,511	50.1%	47.6%	497,995	1,045,807
34	Other	350,000	73,904	21.1%	56.1%	196,467	350,000
35	Total	4,585,522	1,879,641	41.0%	41.5%	1,902,177	4,585,522
36							
37	Instructional Staff (2200)						
38	Salaries	1,396,821	713,929	51.1%	45.8%	603,202	1,316,821
39	Benefits	495,096	288,849	58.3%	48.5%	227,994	470,024
40	Other	450,000	110,323	24.5%	39.8%	178,986	450,000
41	Total	2,341,917	1,113,101	47.5%	45.2%	1,010,182	2,236,845

MONTHLY FINANCIAL REPORT December 31, 2020

				Current Bud vs Actual	Prev Bud vs Actual		
	2020-21 Preliminary	2020-21 YTD		%	%	2019-20 YTD	2019-20 Revised
Description							
Percent of Year completed to date				50.0%	50.0%		
Percent of 9 month contract complete				41.7%	41.7%		
42 District Administration (2300)							
43 Salaries	479,554	168,860		35.2%	46.7%	158,700	339,554
44 Benefits	219,134	81,312		37.1%	46.8%	81,986	175,258
45 Purch Services	178,000	47,390		26.6%	49.3%	87,679	178,000
46 Liability Insurance	250,235	223,473		89.3%	100.0%	235,235	235,235
47 Supplies	35,000	17,514		50.0%	64.9%	22,710	35,000
48 Other	25,000	21,482		85.9%	87.8%	21,069	24,000
49 Total	1,186,923	560,031		47.2%	61.5%	607,379	987,047
50 School Administration (2400)							
51 Salaries	3,854,303	1,837,041		47.7%	7.9%	1,782,665	3,854,303
52 Benefits	1,641,487	759,972		46.3%	7.5%	771,758	1,641,487
53 Prof Serv/Travel	88,000	31,157		35.4%	65.0%	43,752	88,000
54 Other	15,000	10,170		67.8%	57.2%	11,685	15,000
55 Total	5,598,790	2,638,340		47.1%	46.6%	2,609,860	5,598,790
56							
57 Business & Support (2500)							
58 Salaries	689,377	324,543		47.1%	44.2%	304,761	689,377
59 Benefits	247,312	124,761		50.4%	49.9%	123,460	247,312
60 Purchased Services	159,665	66,006		41.3%	35.8%	57,227	159,665
61 Other	25,000	7,633		30.5%	34.3%	8,583	25,000
62 Total	1,121,354	522,943		46.6%	44.1%	494,031	1,121,354
63							
64 Operation & Maintenance (2600)							
65 Salaries	5,039,094	2,405,208		47.7%	50.2%	2,314,006	4,607,094
66 Benefits	2,068,328	1,004,903		48.6%	51.2%	990,185	1,932,939
67 Electricity	959,212	378,613		39.5%	42.0%	360,253	857,397
68 Purchased Service	420,000	322,635		76.8%	62.9%	443,491	705,000
69 Telephone	162,750	116,325		71.5%	64.7%	142,449	220,000
70 Natural Gas	513,838	103,231		20.1%	24.2%	118,263	489,000
71 Prop Insurance	250,329	189,052		75.5%	98.2%	236,456	240,698
72 Repair	270,000	90,680		33.6%	57.6%	101,921	177,000
73 Supplies	660,300	454,422		68.8%	46.7%	514,124	1,100,000
74 Other	2,500	175		7.0%	18.6%	465	2,500
75	0						0
76 Total	10,346,350	5,065,244		49.0%	50.5%	5,221,613	10,331,628
77							

MONTHLY FINANCIAL REPORT December 31, 2020

				Current Bud vs Actual	Prev Bud vs Actual		
	2020-21 Preliminary	2020-21 YTD		%	%	2019-20 YTD	2019-20 Revised
Description							
Percent of Year completed to date				50.0%	50.0%		
Percent of 9 month contract complete				41.7%	41.7%		
78: Transportation (2700)							
79: Salaries	2,866,953	1,102,965		38.5%	39.8%	1,140,364	2,866,953
80: Benefits	835,777	356,769		42.7%	43.6%	364,296	835,777
81: Purch Serv	280,000	121,831		43.5%	40.5%	113,471	280,000
82: Fuel	590,000	147,307		25.0%	33.7%	198,552	590,000
83: Supplies	357,565	111,123		31.1%	35.9%	128,369	357,565
84: Other/Property	1,010,000	1,008,680		99.9%	106.4%	1,074,262	1,010,000
85: Total	5,940,295	2,848,675		48.0%	50.8%	3,019,314	5,940,295
86: Community Services (3300)							
87: Salary	627,250	258,390		41.2%	36.3%	227,848	627,250
88: Benefits	169,818	79,261		46.7%	43.2%	73,340	169,818
89: Purchased Serv	347,727	6,005		1.7%	141.0%	67,286	47,727
90: Supplies/Util	168,872	29,326		17.4%	32.8%	22,561	68,872
91: Property	87,105	1,298		1%	6.2%	341	5,500
92: Other Objects	30,756	3,918		12.7%	77.1%	27,577	35,756
93: Desig. Fund Bal							
94: Total	1,431,528	378,198		26.4%	43.9%	418,953	954,923
86: Total Expenditures	100,213,377	47,845,143		4	4	43,793,580	99,567,102
95: Interfund Trans	0	0				1	1
96: Change Desig Fund Bal	0	0				1	0
97: Other/Budget Cuts	0	0				23,739	0
98: TOTAL EXPENDITURERS	0						0
99: M & O	100,213,377	47,845,143		47.74%	44.0%	43,817,321	99,567,103

MONTHLY FINANCIAL REPORT December 31, 2020

				Current Bud vs Actual	Prev Bud vs Actual		
		2020-21 Preliminary	2020-21 YTD	%	%	2019-20 YTD	2019-20 Revised
Description							
Percent of Year completed to date				50.0%	50.0%		
Percent of 9 month contract complete				41.7%	41.7%		
100	School Activity Fund (21)						
101							
102	REVENUE:						
103	School Deposits	4,400,000	2,003,258	45.5%	52.0%	2,236,671	4,300,000
104							
105	Other		0			0	
106	Total Revenue	4,400,000	2,003,258	45.5%	52.0%	2,236,671	4,300,000
107	EXPENDITURES:						
108	Purchased Services	902,150	99,658	11.0%	43.6%	246,250	565,000
109	Supplies	2,882,850	1,127,265	39.1%	36.2%	1,201,659	3,319,253
110	Equipment	290,000	11,814	4.1%	62.3%	56,555	90,747
111	Desig/Other/Adm	325,000	81,583	25.1%	41.8%	135,826	325,000
112	Total Expenditures						
113	School Activity	4,400,000	1,320,320	30.0%	38.1%	1,640,290	4,300,000
114	DEBT SERVICE FUND (31)						
115							
116	REVENUE:						
117	Property Tax	2,805,364	1,512,007	53.9%	56.6%	1,586,589	2,805,364
118	Interest	105,750	19,429	18.4%	2.2%	3,680	165,000
119	Other						0
120	Total	2,911,114	1,531,436	52.6%	53.5%	1,590,269	2,970,364
121	Begining Bal	5,696,268	7,800,099			7,800,099	5,696,268
122	LESS:						
123	Ending Balance	6,034,982	7,167,630			6,034,982	6,034,982
124	Funds Available	4,530,220	6,059,285	133.8%	194.8%	9,390,368	4,820,132
125	EXPENDITURE:						
126	Bond Debt	3,927,162	3,269,750	83.3%	85.6%	3,286,350	3,837,000
127	Fees	150,000	2,500	0.0%	26.3%	2,500	9,500
128	Other Uses	0	0			0	0
129	Total	4,077,162	3,272,250	80.3%	85.5%	3,288,850	3,846,500

MONTHLY FINANCIAL REPORT December 31, 2020

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Revised
				%	%		
	Percent of Year completed to date			50.0%	50.0%		
	Percent of 9 month contract complete			41.7%	41.7%		
130	CAPITAL OUTLAY FUND (32)						
131							
132	REVENUE:						
133	Property Tax	11,105,000	6,844,936	61.6%	59.9%	7,182,574	11,983,675
134	Interest	500,000	112,274	22.5%	27.3%	157,151	575,000
135	Other	168,000	128,539	76.5%	25.0%	39,521	158,000
136	State	120,000	41,002			56,314	120,000
137	Federal /MBA	0	30,058			34,940	0
138	Ins./Prop.Recry	180,000	46,067	25.6%	79.9%	75,890	95,000
139	Total Revenue	12,073,000	7,202,876	59.7%	58.4%	7,546,390	12,931,675
140	Lease Revenue MBA		15,000,000			0	0
141	Other Sources(F50)	345,580	0			0	345,580
142	Desig. Fund Bal	0					0
143	TOTAL REVENUE CAPITAL						
144	OUTLAY	12,418,580	22,202,876	178.8%	56.8%	7,546,390	13,277,255
145	Beg. Balance	17,839,288					18,006,035
146	Less:						
147	Ending Balance	17,512,867					17,839,288
148	Capital Outlay Funds						
149	available	12,745,001	22,202,876	174.2%	56.1%	7,546,390	13,444,002

MONTHLY FINANCIAL REPORT December 31, 2020

				Current Bud vs Actual	Prev Bud vs Actual		
		2020-21 Preliminary	2020-21 YTD	%	%	2019-20 YTD	2019-20 Revised
Description							
Percent of Year completed to date				50.0%	50.0%		
Percent of 9 month contract complete				41.7%	41.7%		
150 EXPENDITURES:							
151 Oper/Maint		0	0			4,928	
152 Other Equipment			1,000			0	
153 Purchased Services		55,000	250	0.5%	12.9%	4,500	35,000
154 Technology/Software		810,000	933,561	115.3%	45.7%	725,897	1,590,000
155 Improvement		1	0	Cares Funds		0	1
156 Buildings Maint		2,300,000	1,166,961	50.7%	65.1%	1,236,698	1,900,000
157 Vehicles		1,180,000	259,775	22.0%	9.1%	109,058	1,200,000
158 Furniture/Equip		1,424,998	707,922	49.7%	237.4%	1,483,966	625,000
159 Other Objects		1	0	0.0%	0.0%	0	154,000
160 Vehicle charges		1	0			0	1
161 Total Capital		5,770,001	3,069,469	53.2%	64.8%	3,565,047	5,504,002
162 West Tremonton Elem/Ot		100,000	0	0.0%		2,455	1
163 Other Proj		150,000	102,792	68.5%	6.9%	1,036	15,000
164 Sunrise High School		5,000,000	3,380,897	67.6%	18.9%	965,732	5,100,000
165 Brigham East Elem		800,000	168,675	21.1%	0.0%	0	400,000
166 HS Athletic Facilities		200,000	201,563	100.8%	80.9%	1,699,471	2,100,000
167 Property Purchase		400,000	0			0	0
168 Total Construction		6,650,000	3,853,927	58.0%	35.0%	2,668,694	7,615,001
169 Desig. F Bal							
170 MBA/Bond Fee/Fund 50		325,000	61,998	19.1%	11.5%	37,250	325,000
171 Other		0	0			0	0
172 TOTAL EXPENDITURES CAPITAL							
173 OUTLAY		12,745,001	6,985,394	54.8%	46.6%	6,270,991	13,444,003

MONTHLY FINANCIAL REPORT December 31, 2020

				Current Bud vs Actual	Prev Bud vs Actual		
		2020-21 Preliminary	2020-21 YTD	%	%	2019-20 YTD	2019-20 Revised
	Description						
	Percent of Year completed to date			50.0%	50.0%		
	Percent of 9 month contract complete			41.7%	41.7%		
174	SCHOOL FOOD SERVICE FUND (49)						
175							
176	REVENUE:						
177	Lunch Sales	1,395,000	142,249	10.2%	40.7%	549,682	1,350,000
178	Other Local	6,100	440	7.2%	0.0%	0	6,100
179	State	1,075,000	260,401	24.2%	25.9%	278,307	1,075,000
180	Federal	2,872,000	1,653,621	57.6%	31.4%	965,586	3,072,000
181	Other/Inventory Adj	0	0		0.0%	0	1
182	TOTAL REVENUE SCHOOL						
183	FOODS	5,348,100	2,056,711	38.5%	32.6%	1,793,575	5,503,101
184	Beg. Balance	406,751					690,707
185	Less:						
186	Ending Balance	202,795					406,751
187	School Food Service Funds						
188	available	5,552,056	2,056,711	37.0%	31.0%	1,793,575	5,787,057
189	EXPENDITURES:						
190	Salaries	2,190,899	775,858	35.4%	35.0%	767,447	2,190,899
191	Benefits	657,157	255,107	38.8%	39.5%	259,678	657,157
192	Food/Supplies	2,294,000	976,166	42.6%	30.8%	776,228	2,524,000
193	Equipment	60,000	42,025	70.0%	10.5%	12,412	118,000
194	Other Costs	50,000	8,761	17.5%	495.9%	9,917	2,000
195	Dir/Indirect Costs	300,000	278	0.1%	0.0%	0	295,000
196	TOTAL EXPENDITURES SCHOOL						
197	FOODS	5,552,056	2,058,195	37.1%	31.5%	1,825,682	5,787,056

MONTHLY FINANCIAL REPORT December 31, 2020

		2020-21	2020-21	Current	Prev Bud vs	2019-20	2019-20
	Description	Preliminary	YTD	Bud vs Actual %	Actual %	YTD	Revised
	Percent of Year completed to date			50.0%	50.0%		
	Percent of 9 month contract complete			41.7%	41.7%		
198	Foundation Fund (75)						
199							
200	REVENUE:						
201	Total Revenue	80,000	117,621	147.0%	35.2%	28,137	80,000
202	Avallable Revenue	80,000	117,621	147.0%	35.2%	28,137	80,000
203	EXPENDITURE:						
204	Expenses	80,000	38,428	48.0%	63.7%	86,008	135,000
205	Changes/Desg Fund Bal	0					0
206	TOTAL EXPENDITURE	80,000	38,428	48.0%	63.7%	86,008	135,000
207	Agency Fund (76)						
208							
209	REVENUE:						
210	Agent Services	105,000	3,680	3.5%	66.0%	19,400	29,400
211	State	0	4,359			0	0
212	Federal	0					0
213	Other	7,000	0	0.0%	54.1%	9,919	18,331
214	TOTAL REVENUE/BB						
215	AGENCY FUND	112,000	8,039	7.2%	61.4%	29,319	47,731
216	EXPENDITURE:						
217	Instruction	0	6,105			2,515	0
218	NUCC	105,000	6,818	6.5%	31.5%	11,306	35,899
219	Other	7,000	2,003	28.6%	20.4%	1,429	7,000
220	Changes/Desg Fund Bal	0					0
221	TOTAL EXPENDITURES						
222	AGENCY FUND	112,000	14,926	13.3%	35.5%	15,250	42,899
223							
224							
225			SUMMARY			SUMMARY	
226							
227	GRAND TOTAL FUNDS AVAILABLE						
228	ALL FUNDS	126,038,205	76,640,137	60.8%	48.2%	61,732,495	128,046,024
229	GRAND TOTAL EXPENDITURE						
230	ALL FUNDS	127,179,596	61,534,656	48.4%	44.8%	56,944,392	127,122,561

POLICY 2038

Procurement of Workers Compensation Insurance

- A. Pursuant to [Utah Code § 63G-6a-107.6\(1\)](#), the Utah Procurement Code does not apply to contracts between public entities. The Board determines that it is not advantageous to the District to procure workers compensation insurance for employees of the District through standard procurement processes. Rather, the Board elects to secure workers compensation insurance coverage through joining a pool of other school districts in the state.
- B. The Board determines that procurement of workers compensation insurance through standard procurement processes is not advantageous to the District because insurance available through those means does not provide the opportunity to closely control and monitor the costs of insurance claims, or the opportunity to develop and implement safety programs for District employees with more direct and immediate impact upon insurance cost savings.
- C. By procuring workers compensation insurance through participation in a pool of school districts from the state, the District will be able to more directly control and monitor its insurance costs. The District will be able to develop and implement safety programs tailored specifically to the needs and characteristics of its employees. These tailored safety measures will have a more immediate impact on savings to the District.
- D. On cost savings to the districts, by joining the pool and obtaining workers compensation insurance through this means, the District will be grouped with other similar risks rather than with other types of dissimilar businesses. For these reasons, the Board finds that procurement of workers compensation insurance through standard procurement processes would not be advantageous to the District.

[Utah Code § 63G-6a-107.6\(1\) \(2020\)](#)

POLICY 2045

Fraud

A. Background

1. The fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against Box Elder School District (BESD). It is the intent of BESD to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

B. Scope of Policy

1. This policy applies to any irregularity, or suspected irregularity, involving employees as well stakeholders, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with BESD.
2. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to BESD.

C. Policy

1. Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.
2. Any irregularity that is detected or suspected must be reported immediately to the Business Administrator, who coordinates all investigations with Legal Counsel/Internal Auditor and other affected areas, both internal and external.

D. Actions Constituting Fraud

1. The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:
 - a. Any dishonest or fraudulent act;
 - b. Misappropriation of funds, securities, supplies, or other assets;

- c. Impropriety in the handling or reporting of money or financial transactions;
- d. Obtaining personal benefit as a result of insider knowledge of district activities or on district time or with district equipment or facilities.
- e. Disclosing confidential, private, or proprietary information to outside parties
- f. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to BESD. Exception: Gifts less than \$10 in value.
- g. Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
- h. Any similar or related irregularity.

E. Other Irregularities

1. *Irregularities* concerning an employee's moral, ethical, or behavioral conduct should be resolved by departmental management and Human Resources rather than the Business Administrator.
2. If there is any question as to whether an action constitutes fraud, contact the Business Administrator for guidance.

F. Investigation Responsibilities

1. The Business Administrator has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Business Administrator will issue reports to appropriate designated personnel and, if appropriate, to the Board of Education through the Audit Committee.
2. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decision on disposition of the case.

G. Confidentiality

1. The Business Administrator treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Business Administrator immediately, and *should not attempt to personally conduct*

investigations or interviews/interrogations related to any suspected fraudulent act (see Reporting Procedure section below).

2. Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect BESD from potential civil liability.

H. Authorization for Investigating Suspected Fraud

1. Members of the Investigation Unit/Audit Committee will have:
 - a. Free and unrestricted access to all BESD records and premises, whether owned or rented; and
 - b. The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.

I. Reporting Procedures

1. Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or altering suspected individuals that an investigation is under way.
2. An employee who discovers or suspects fraudulent activity will contact the Business Administrator immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Business Administrator or Internal Auditor. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." *Under no circumstances* should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.
3. The reporting individual should be informed of the following:
 - a. Do not contact the suspected individual in an effort to determine facts or demand restitution.
 - b. Do not discuss the case, facts, suspicions, or allegations with *anyone* unless specifically asked to do so by the Legal Department/Auditors or Business Administrator.

- c. Any attempt by the suspect to intimidate or discuss the matter with the reporting individual should be reported to the Business Administrator. If it is found unauthorized contact has taken place it can result in personnel action which could include termination.

J. Termination

1. If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the designated representatives from Human Resources and outside counsel, before any such action is taken. The disciplinary process for will follow the district policy as outlined in [Policy 3120 Orderly School Termination for Employees](#). Recommendations for discipline for students will follow student policies. Investigative findings of individuals not employed by the school district will be referred to the proper legal authority.

POLICY 2224

Transportation – Drug Testing of Bus Drivers

A. Supplement to State Rules

1. The State Board of Education has put into effect a mandatory rule requiring drug tests of certain employees under certain conditions pursuant to the Omnibus Transportation Employee Testing Act of 1991 and the Rules and Regulations of the Department of Transportation, 49 CFR Parts 382, 391, 392 and 395, governing all employees who are required as a part of their employment duties to obtain commercial driver's licenses. This policy is intended to supplement the State Board rules regarding drug testing. The State Board rule is incorporated into this policy by this reference.

[Pupil Transportation Drug and Alcohol Testing Policies and Procedures Employee Handbook](#)

[Pupil Transportation Drug and Alcohol Testing Policies and Procedures Supervisor Supplement Handbook](#)

B. Drug Program Coordinators

1. The District hereby appoints the Transportation Supervisor, to act as the Drug Program Coordinator and Head Nurse, to act as the Alternate Drug Program Coordinator. The Drug Program Coordinator shall also act as the site coordinator for purposes of observing, collecting, and organizing and maintaining test data.

C. Conditions of Employment

1. All employees of the District who are required by their job duties to obtain and maintain a commercial driver's license or who will be employed in a safety sensitive position as defined in the Policy must, as a condition of initial and continued employment within the District:
 - a. Abide by the provisions of the District's Drug Policies;
 - b. Notify the District Pupil Transportation Supervisor of any criminal drug or alcohol related conviction no later than five (5) working days after such conviction;
 - c. Consent to the District releasing to any other school district records of a positive test or a refusal to be tested.

D. Confidentiality of Tests

1. All employees must refrain from disclosing any information about testing times or dates to forewarn potential test selectees. Any employee who violates this provision may be terminated for cause.

E. Test to be Conducted

1. Employees of the District shall be tested under the following provisions:
 - a. All employees required to hold a commercial driver's license shall be tested as provided in the state Office Rules;
 - b. Any employee may be tested whenever an accident causing bodily injury occurs within the scope of employment where it appears that drugs or alcohol may have been a contributing factor. All such tests shall be conducted within eight (8) hours after the accident;
 - c. Any employee may be tested for drugs or alcohol where there is a reasonable suspicion that an employee may be using alcohol, illegal drugs, or may be under the influence of illegal drugs or alcohol while on the job.

F. Reasonable Suspicion Documentation

1. Prior to conducting any tests for drugs or alcohol, based upon a suspicion of use the Drug Program Coordinator or the Alternate must articulate in writing specific facts any reasonable inferences drawn from those facts and which lead to a reasonable suspicion that an employee is using or under the influence of alcohol or illegal drugs.

[Utah Code § 34-41-102\(3\) \(2016\)](#)

[Utah Code § 34-41-101\(8\) \(2007\)](#)

G. Reasonable Suspicion

1. A "reasonable suspicion" means an articulated belief based on the recorded specific facts and reasonable inferences drawn from those facts that indicate that a school district employee is using or is under the influence of drugs or alcohol.

[Utah Code § 34-41-101\(8\) \(2007\)](#)

H. Safety Sensitive Position

1. A "safety sensitive position" means all persons required by their job duties to maintain a commercial class driver's license, including all bus drivers, mechanics

and any other employee involved in transporting students within the scope of employment.

[Utah Code § 34-41-101\(10\) \(2007\)](#)

I. Scope of Employment

1. An action is within the “scope of employment” if it is part of any actions for which a employee is remunerated or performs by reason of employment in the District.

J. Verification of Tests

1. Before the result of any test may be used as a basis for any adverse employment action, the District shall verify or confirm any positive initial screening test by gas chromatography, gas chromatograph-mass spectroscopy, or other comparable analytic methods. In addition, the employee testing positive shall be notified by telephone and in writing at the last know address and telephone number of the positive test result and where a new test may be obtained if the employee desires to undergo a second test.

[Utah Code § 34-41-104\(4\) \(1998\)](#)

K. Positive Test of Safety Sensitive Position While on Duty

1. Any employee who holds a safety sensitive position who tests positive while acting within the scope of job duties shall be terminated for cause.

L. Positive Test of Other Employees

1. Compliance with the District’s drug policies is a condition of continued employment within the District. The District shall terminate any employee who tests positive for alcohol or illegal drugs while acting within the scope of job duties unless:
 - a. The employee has voluntarily disclosed a need for counseling or rehabilitation from alcoholism or drug dependence prior to the test; and
 - b. The employee has agreed to enroll at his or her expense into a rehabilitation, treatment, or counseling program approved by the District.

[Utah Code § 34-41-105\(2\) \(1994\)](#)

2. Any employee in a rehabilitation or treatment program who is not in a safety sensitive position may be suspended without pay, placed on probation, or terminated for cause within the discretion of the Superintendent of Schools and/or the Board of Education.

M. Test Procedures

1. All tests shall be conducted pursuant to the procedures established in the State Board of Education Rules.

N. Compensation for Test Time

1. All tests performed by the District shall occur during or immediately after the regular work period of the employee and shall be considered as work time for purposes of compensation and benefits.

[Utah Code § 34-41-104\(5\) \(1998\)](#)

2. The District shall bear the costs of all sample collection and testing for alcohol or drugs at the request of the District, including any costs for transportation to the test site if conducted at a place other than the workplace.

[Utah Code § 34-41-104\(6\) \(1998\)](#)

POLICY 3210

Educator Evaluation

- A. Box Elder School District recognizes that the quality of public education can be improved and enhanced by a systematic, fair, and competent annual evaluation of public educators and remediation of those whose performance is inadequate.
- B. In accordance with state law and rules promulgated by the State Board of Education, the desired purposes of evaluation are to:
1. promote the professional growth of the educator; and
 2. identify and encourage quality instruction in order to improve student achievement.
- C. District Educator Evaluation Program Committee
1. To develop, support, monitor and maintain an educator evaluation program, the Board shall establish a Joint Educator Evaluation Committee (JEEC) comprised of an equal number of educator representatives, parents and administrators. Nominees for educator representatives shall be voted upon by the District's educators and a list of those individuals nominated shall be given to the Board. Nominees for parent representatives shall be submitted by community councils within the District. The Board shall appoint committee members from the nomination lists. The Board shall adopt an educator evaluation program in consultation with the JEEC. The committee may:
 - a. Adopt or adapt an evaluation program for educators based on a model developed by the State Board of Education; or
 - b. Create its own evaluation program for teachers.
 2. The evaluation program developed by the committee must comply with the requirements of [Utah Code Title 53 G, Chapter 11, part 5](#) and rules adopted by the State Board of Education.
- D. The following outlines the procedures Box Elder School District will follow in evaluating its educators.
1. Definitions

- a. “Administrator” means an individual who holds an appropriate license issued by the State Board of Education and who supervises educators.
- b. “Career educator” means a licensed employee who has a reasonable expectation of continued employment under the policies of the Board
- c. “Educator” means an individual employed by the District who is required to hold a professional license issued by the State Board of Education, except:
 - 1) a superintendent, or
 - 2) an individual who:
 - a) works less than three hours per day; or
 - b) is hired for less than half of the school year.
- d. “Evaluator” means a person who is responsible for an educator’s overall evaluation.
- e. “Provisional Educator” means an employee that works for the District at least half time during the first 3 years of employment.
 - 1) BESD may extend the provisional status of an employee up to an additional two consecutive years if the educator has not obtained career educator status and it is the determination of the district to extend the Provisional status.
 - 2) Career Educators that accept a position which is substantially different from the position in which career status was achieved are also considered Provisional for 3 consecutive years.
- f. “Rater” means a person who conducts an observation of an educator related to an educator’s evaluation
- g. “Certified rater” means an educator who has been trained in evaluating educator performance and has demonstrated competency in using an educator evaluation tool to rate educator effectiveness according to established standards.
- h. “Temporary educator” means anyone hired after August 1st.
- i. “Summative evaluation” is an annual evaluation that summarizes an educator’s performance during a school year and that is used to make decisions related to the educator’s employment.

- j. "Formative evaluation" is any year an educator is not on a summative evaluation.
- k. "Letter of Expectation" is a letter outlining educator's deficiencies in instruction and expectations to reach expected Utah Educator Teaching Standards.
- l. "Committee" means the District's Educator Evaluation Program Committee.
- m. "Mentor" is an assigned career educator who performs substantially the same duties as the provisional educator and has at least three years of educational experience.
- n. "UETS" Utah Educator Teaching Standards

2. Orientation and Training

- a. Box Elder School District will use a reliable and valid system to evaluate all licensed employees.
- b. All licensed employees will be provided an orientation to the District's evaluation program conducted by the principal or his/her designee prior to evaluations as described in this Policy. The orientation will include the purpose of the evaluation and the methods used to evaluate.
- c. All administrators will receive training in rating reliability and will be designated as a certified rater prior to administering an evaluation.

E. Evaluation Program Components

- 1. The District's evaluation program for educators adopted by the Board in consultation with the Educator Evaluation Program Committee shall be a reliable and valid educator evaluation program that evaluates educators based on educator professional standards established by the Utah State Board of Education and includes;
 - a. A systematic annual evaluation of all provisional, temporary, probationary, and career educators
 - b. The use of multiple lines of evidence, including:
 - 1) Self-evaluation

- a) based on Educator's self-assessment; and
 - b) annual Educator Professional Growth Plan
- 2) Student and parent input;
- a) during a licensed employee's summative evaluation, stakeholder (students/parents) input data that is attributable to individual employees will be gathered through the use of a survey.
 - b) the survey data will be analyzed by the educator. Using the data, the licensed employee will create a plan of action to submit to their supervisor.
- 3) For administration evaluation, employee input;
- 4) A reasonable number of supervisor observations to ensure adequate reliability and consistent with [Utah Admin. Rules R277-533-4](#). In Box Elder School District, this means a minimum of 2 twenty or more minute observations for each summative evaluation. For provisional teachers, this means at least 4 observations and for career educators at least 2 observations.
- 5) Evidence of professional growth and other indicators of instructional improvement based on educator professional standards established by the State Board of Education;
- 6) Student academic growth data (~~may not use results from end of level state testing~~). In Box Elder School District, this means student growth on pre-post assessments that are valid and reliable on the Box Elder Learning Standards (BELS) for classes taught, DIBELS, CTE skills test and other assessments determined by collaborative teams. **Results from end of level state testing may not be used in student academic growth data.**
- c. A summative evaluation that differentiates among the four levels of performance which are:
- 1) Highly Effective, Effective, Emerging/Minimally Effective, or Not Effective.
 - 2) Component ratings shall be based on actual observations and data gathered/calculated, or observed in alignment with [Utah Effective Teaching Standards](#) or [Utah Educational Leadership Standards](#).

- ~~3) When an educator's performance is within the Emerging/Minimally Effective category, the rater will determine the appropriate designation based on the following:~~
- ~~ii. An educator holding a Level 1 Educator License, and being served by the District Entry Year Enhancement program, shall be designated as Emerging Effective.~~
 - ~~iii. An educator who has received a new or different teaching or leadership assignment within the last school year and who is developing in that area may also be designated as Emerging Effective by the rater.~~
 - ~~iv. An educator holding a Level 2 Educator License and who is teaching or leading in a familiar assignment shall be designated Minimally Effective.~~
- ~~d. The evaluation may provide for a reasonable number of peer observations.~~
- e. For an administrator, the evaluation shall consider the effectiveness of the administrator evaluating employee performance in a school for which the administrator has responsibility or with the district.
3. A formative evaluation will occur during the non-summative years and will include:
- a. A self-assessment based on the Utah Teaching Standards
 - b. A professional growth plan based on standards that need improvement.
 - c. Formative evaluations will be ongoing to ensure reliability. Multiple observations as a method of formative evaluations will be used at appropriate intervals.
4. Frequency of Evaluations
- a. Provisional and probationary licensed employees will receive a summative evaluation at least twice each school year. Career educators will receive a summative rating annually. The summative rating will be calculated during the educator's summative evaluation.
 - b. A five -year evaluation cycle will be used for career educators incorporating a summative, formative 1, formative 2, formative 3, formative 4 **format cycle**.

- c. All licensed employees may request individual sections be re-evaluated in the formative years. If the section evaluated improves the summative rating, it will be so reported to the State Board of Education in the next annual report.
- d. During the formative years the building administrators can initiate a summative evaluation.

5. Educator Input

1. An educator is responsible for improving performance, using resources provided by the district, and demonstrating acceptable levels of improvement in any designated areas of deficiency.
2. An educator may contribute additional information in writing to inform the evaluation process at any time throughout the year. The conference date for the end of year review is the cutoff date for additional lines of evidence/information.
3. An educator may see and analyze data related to stakeholder input and performance. If an educator has concerns with any of the data, the educator may provide a written response to be included in the educator's evaluation file.
4. It will be at the discretion of the evaluator if and how the additional information and responses to data provided by the educator will impact the educator's evaluation.
5. All information provided by the educator will be part of the summative evaluation file to be reviewed if the educator is not satisfied with his/her summative evaluation and requests a review in accordance with Section **F.4.G** below.

F. Summative Evaluation and Review of Evaluation

1. The person responsible for administering an educator's evaluation shall, at least fifteen (15) days before an educator's first evaluation, notify the educator of the evaluation process and give the educator a copy of the evaluation instrument, if an instrument is used.
2. The person responsible for administering an educator's evaluation shall allow the educator to respond to any part of the evaluation and, if the response is written, attach the educator's responses to the evaluation.
3. Within fifteen (15) days after the evaluation process is completed, the person responsible for administering an educator's evaluation shall:

- a. Discuss the written evaluation with the educator;
 - b. Based on the educator's performance, assign one of the four levels of performance.
 - c. Following the discussion, the evaluation and any related reports or documents will be filed in the educator's personnel file and a copy of the evaluation and attachments will be provided to the educator.
 - d. The building administrator will maintain records of the educator effectiveness component ratings including underlying data subject to monitoring (e.g. observation, stakeholder feedback, & student growth) for the period of 5 years.
4. An educator who is not satisfied with a summative evaluation has fifteen (15) days after receiving the written evaluation to request a review of the evaluation to the superintendent or the superintendent's designee.
5. The superintendent or the superintendent's designee *will respond with the determination in writing to the licensed employee requesting the review within 30 days.*
- a. The school district shall determine if the initial educator evaluation was issued in accordance with:
 - 1) the school district's educator evaluation policies;
 - 2) the requirements of the performance standards;
 - 3) [Title 53G, Chapter 11](#), Employees and
 - 4) [Utah Admin. Rules R277-531](#)
 - d. If a determination is made that the initial evaluation was not issued in accordance with any of the above components, the person administering the licensed employee's evaluation will be directed to reevaluate the licensed employee.
6. If the superintendent or the superintendent's designee determines the initial educator evaluation was issued in accordance with the above components, and the licensed employee is still not satisfied with the summative evaluation, they shall appoint a person, not an employee of the District, who is a certified rater and has

expertise in teacher or personnel evaluation to review and make written findings reported to the superintendent regarding the educator's summative evaluation. A review of an educator's summative evaluation shall be conducted in accordance with [Utah Admin. Rules R277-533-8](#).

- a. The reviewer will review:
 - 1) the school district's educator evaluation policies and procedures;
 - 2) the evaluation process conducted for the educator,
 - 3) the evaluation data from the professional performance, student growth, and stakeholder input components; and
 - 4) an educator's written response, if submitted as described in [Subsection 53G-11-508\(1\)\(b\)](#); and
 - 5) report the certified rater's findings, in writing, to the school district's superintendent for action.
- b. The party responsible for the cost of the review will be determined by the certified rater report.
 - 1) the cost of the review will be paid by the educator if the certified rater retained to do the review does not recommend an improved rating after the review.
 - 2) the cost of the review will be paid by the District if the certified rater retained to do the review recommends an improved rating after the review.
- c. The Superintendent may adopt the recommendations of the certified rater.

[Utah Code 53G-111-508 \(2020\)](#)

[Utah Admin. Rules R277-533-8 \(June 7, 2018\)](#)

G. Mentor for New Educators

1. All provisional educators and career educators who are in their first 3 years of employment in the district shall be assigned a mentor who satisfies the requirements per ~~who meet the qualifications set out in [Policy 3022 Employment: Box Elder](#)~~

~~School District – Local Education Agency Specific Teacher License/Endorsement shall be assigned a mentor who satisfies the requirements for mentors in [Policy 3022](#).~~

2. The educator shall be provided services by the mentor as set out in [Policy 3022](#). A mentor assigned to an educator may not serve as an evaluator of that educator.

[Utah Code § 53G-11-509 \(2019\)](#)

[Utah Admin. Rules R277-301-8\(2\), \(3\) \(July 2, 2019\)](#)

[Utah Admin. Rules R277-308-2\(2\) \(February 7, 2019\)](#)

[Utah Admin. Rules R277-308-3 \(February 7, 2019\)](#)

H. Deficiencies and Remediation

1. The ~~UETS JEEC~~ shall determine, for purposes of the educator evaluation program, what constitutes an inadequate performance or a performance in need of improvement as demonstrated by an educator's summative evaluation.
2. Suggestions for Improvement:
 - a. During a summative evaluation, educators will be given feedback by their evaluator as to areas that need improvement. Educators will be given opportunities to improve in these areas with additional support, monitoring and professional development.
 - b. If sufficient improvement hasn't occurred during these informal/formal conversations and meetings, then ~~for a career educator~~ a Plan of Assistance will be prepared and implemented.
 - c. ~~For provisional educators, a letter of expectations will be given.~~
3. Plan of Assistance:
 - a. ~~If a career educator has multiple minimally effective ratings within one standard area If the District intends to not renew a career educator's contract for a not effective rating performance or terminate a career educator's contract during the contract terms for a not effective rating performance,~~ the District shall:
 - 1) provide and discuss with the career educator written documentation clearly identifying the deficiencies in performance;
 - 2) provide written notice that the career educator's contract is subject to ~~non-renewal or~~ termination ~~if, upon a reevaluation of the career educator's~~

~~performance, the career educator's performance is determined to be not effective;~~

- 3) develop and implement a plan of assistance in an attempt to allow the career educator an opportunity to improve performance;
 - 4) re-evaluate the career educator's performance; and
 - 5) If the career educator's performance remains **minimally not** effective, give notice of intent to not renew or terminate the career educator's contract.
- b. The period of time for implementing a Plan of Assistance:
- 1) **May not be less than 60 days and** may not exceed 120 school days, except as provided in this policy;
 - 2) may continue into the next school year;
 - 3) should be sufficient to successfully complete the plan of assistance; and
 - 4) shall begin when the career educator receives the written notice of deficient performance and end when the determination is made that the career educator has successfully remediated the deficiency or when the notice of intent to terminate is given.
- c. An administrator may extend the period of time for implementing a plan of assistance beyond 120 school days if:
- 1) A career educator has been approved and qualifies for leave under the Family Medical leave Act during the time period the plan of assistance is scheduled to be implemented; or
 - 2) For other compelling reasons as approved by the Board if the leave was scheduled before the employee was placed on a Plan of Assistance.
- d. If upon a reevaluation of the career educator's performance, the District determines the career educator's performance is minimally effective or higher, and within a three-year period after the initial documentation of a **minimally not** effective rating performance the career educator's performance is determined to be **minimally not** effective for the same deficiency **previously**, the District may elect to ~~not renew or~~ terminate the career educator's contract without implementing a new Plan of Assistance.

- e. If the District intends to ~~not renew or~~ terminate a career educator's contract for performance under this section, the District will provide written documentation of the career educator's deficiencies in performance; and give notice of intent to ~~not renew or~~ terminate the career educator's contract.
 - f. Nothing in this Policy shall prevent the District from taking appropriate disciplinary action for Misconduct as defined in this Policy, the Utah Code, Utah Administrative Rule or District Policy.
4. An employee whose performance is unsatisfactory may not be transferred to another school unless the Board specifically approves the transfer of the employee.

[Utah Code 53G-11-517 \(2018\)](#)

[Utah Admin. Rules R277-533-3 \(4\) \(2018\)](#)

5. An employee may not advance on an adopted wage or salary schedule if the employee's rating on the most recent evaluation is determined to be "Not Effective".

I. Educator Evaluation Data

1. Educator evaluation records are private and shall only be accessed by the educator's principal or immediate supervisor, by those who need the information in those records in considering employment decisions, or by the superintendent or designee.
2. Employees shall be trained regarding the confidential nature of employee evaluations and the importance of securing those evaluations and records.
3. The District may not release or disclose student assessment information which reveals educator evaluation information or records.

[Utah Admin. Rules R277-487-6 \(November 8, 2019\)](#)

J. Rater Reliability Process

1. Educator evaluations must be performed by certified raters and shall maintain high standards of rater accuracy. To that end, the District shall:
 - a. Create standardized ratings established by a committee of expert raters to be used for rater professional development and certification;
 - b. Provide professional development opportunities to all raters and evaluators of licensed educators to:

- (1) Improve a rater or evaluator's abilities; and
- (2) Give the rater or evaluator an opportunity to demonstrate the rater's abilities to rate an educator in accordance with the Utah Effective Educator Standards;
- c. Designate qualified raters as certified;
- d. Assure that educators are rated by a certified rater; and
- e. Offer a rater opportunities to improve the rater's skills through instruction and practice.

[Utah Admin. Rules R277-533-4\(4\) \(June 7, 2018\)](#)

POLICY 5000

Equal Educational Opportunity

- A. 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 admission and employment.
1. Notice of this policy shall be given to all students seeking admission and their parents and shall be included in student 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 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](#)

- B. No officer or employee of Box Elder School District when acting or purporting to act in official capacity shall refuse to permit any student to participate in any school activity because of the student's, race, color, creed, sex, national origin, marital status, political or religious belief, physical or mental condition, family, social, or cultural background, or sexual orientation.

[Utah Admin. Rules 277 515-3\(6\)\(c\) \(December 1, 2017\)](#)

- C. 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 3015 Title IX Sexual Harassment](#) and [Policy 5350 Student Complaints - Resolution](#). Complaints regarding other types of sex discrimination may be addressed through the grievance procedures set out in [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#) (for students) and [Policy 3000 Employment: Nondiscrimination](#) (for employees). ~~[Board Policy 5350, - Students Complaints - Resolution](#), provides procedures for prompt and equitable resolution of student complaints alleging and action prohibited by [Title IX of the Education Amendments of 1972](#), [Section 504 of the Rehabilitation Act of 1973](#), or [Title VI of the Civil Right Act of 1964](#).~~

[34 CFR § 106.8\(c\)](#)

D. Title IX Coordinator

1. The District shall designate one or more employees to serve as Title IX Coordinator. The Title IX Coordinator is responsible and has authority to coordinate the District's compliance with Title IX, including but not limited to responding to complaints of sex discrimination. The designated Title IX Coordinator for the District is:

Name: Keith Mecham

Title/Position: Title IX Coordinator

Mailing Address: 960 South Main, Brigham City, UT. 84302

Office Email: keith.mecham@besd.net

Telephone: 435-734-4800 ext. 1114

2. Reports about any form of sex discrimination (including sexual harassment) may be made to the Title IX Coordinator by any person (whether or not the discrimination was directed at that person) using any of the contact methods listed above or by any other means and at any time (including during non-business hours).

[34 CFR § 106.8\(a\)](#)

E. Retaliation Prohibited

1. It is prohibited to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing relating to any type of sex discrimination. Prohibited retaliation includes acting with the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy by intimidation, threats, coercion, or discrimination. If brought for the purpose of interfering with these rights, prohibited retaliation includes charges against an individual for violations that do not involve sex discrimination but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment. Reports of retaliation should be made to the Title IX Coordinator designated in this policy. Complaints regarding retaliation against a student may be raised under [Policy 5270](#) or as applicable under [Policy 5350](#) or regarding retaliation against an employee under [Policy 3000](#) or as applicable under [Policy 3015](#).

[34 CFR § 106.71\(a\)](#)

F. Confidentiality

1. Except to the extent required to appropriately respond to complaints of sex discrimination, or as required by law, the District shall keep confidential the identity of

- a. any individual who reports or complains of sex discrimination (including filing a formal complaint),
 - b. any individual reported to have perpetrated sex discrimination, and
 - c. any witness regarding sex discrimination.
2. Except to the extent that maintaining confidentiality would impair the District's ability to provide supportive measures, the District shall keep confidential any supportive measures provided to a complainant or accused individual. (In appropriately responding to complaints of sex discrimination, the District may need to disclose the identity of individuals for purposes of an appropriate investigation and following the grievance process or for purposes of appropriate supportive measures.) Disclosure is also allowed to the extent permitted by FERPA and its implementing regulations.

[34 CFR § 106.71\(a\)](#)

3. Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate authorities and the confidentiality of the information will be maintained as required by [Utah Code § 62A-4a-412](#). (See [Policy 5090 Child Abuse/Sexual Abuse and Human Trafficking Prevention Training and Reporting](#))

- ~~G. Building Administrators are designated as complaint officers and shall coordinate efforts to comply with those laws referenced above.~~
- H. The District shall provide a free appropriate public education to all students with disabilities identified under [IDEA](#) who are residents of the District between the ages of three and twenty-two who have not graduated from high school, including those in regular or special education and those who have related services designed to meet the individual educational needs of each qualified student, regardless of the nature or severity of the disability. The District shall comply with federal law concerning education of students with disabilities in the areas of educational setting, evaluation and placement, and procedural safeguards.

[34 CFR § 104.33](#)

[Utah Code § 53E-7-201\(8\) \(2019\)](#)

[Utah Code § 53E-7-202 \(2019\)](#)

[Utah Code § 53E-7-207 \(2019\)](#)

I. Dissemination of Policy

1. Notice of this policy and of the name and contact information of the Title IX Coordinator shall be provided to applicants for admissions or for employment,

students, parents of students, employees, and employee associations. The contact information for the Title IX Coordinator shall be prominently displayed on the District's website and in student admission materials and employment application materials. In addition, a copy of this policy shall be published on the District website and included in student admission materials, in employment application materials, in student handbooks, and in materials provided to employees. A copy of this policy shall also be provided to the appropriate officer of each employee association.

[34 CFR § 106.8\(b\)\(2\), \(c\)](#)

POLICY 5031

Attendance - Exemption from Compulsory Attendance

- A. Students, whose parent submit a written request and meet one or more of the following conditions to the satisfaction of the Board shall be exempt from compulsory attendance requirements. Such requests shall be submitted and approved annually.
1. A student over age 16 may receive a partial release from school to enter employment if the student has completed the eighth grade, or if the **minor's child's** services are required for the support of a parent. **Minors Child** receiving this exemption must still attend school part-time as required by the Board.
 2. On an annual basis, a **minor child** may receive a full release from attending a public, regularly established private or part-time school or class if one of the following is established to the Board's satisfaction:
 - a. The **minor child** has already completed the work required for graduation from high school, ~~or has demonstrated mastery of required skills and competencies in accordance with~~
 - [Utah Code § 53F-2-501\(1\)](#)
 - b. The **minor child** is in a physical or mental condition, certified by a competent physician, which renders attendance inexpedient and impracticable.
 - c. Proper influences and adequate opportunities for education are provided in connection with the **minor's child's** employment.
 - d. The superintendent determines that the **minor child**, if over age 16, is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.
 - e. The **minor's child's** parent files a signed affidavit with the District that the **minor child** will attend a home school and receive instruction in the subjects the State Board of Education requires to be taught in public schools and for the same length of time as **minors children** are required by law to receive instruction in public schools, as provided by rules of the State Board of Education.

POLICY 5037

Attendance Enforcement

- A. A parent of a child who is subject to the compulsory school attendance law may be subject to a class B misdemeanor if:
1. They intentionally or recklessly fail to enroll a school-age **minor child** in school, unless that **minor child** is exempt from enrollment.
 2. After being served with a notice of compulsory education violation they intentionally or recklessly fail to meet with the school authorities designated in the notice of compulsory education violation to discuss the student's school attendance problems.
 3. After being served with a notice of compulsory education violation they intentionally or recklessly fail to prevent the student from being absent without a valid excuse five or more times during the remainder of the school year.
- B. Designated school officials shall make earnest and persistent efforts to resolve a student's attendance problems. These efforts shall include the following, as deemed appropriate or feasible in individual cases:
1. Counseling of the student by school authorities including a meeting with the student after their fifth absence without a valid reason.
 2. Issuing a written notice of a compulsory attendance violation after at least five unexcused absences (truancies).
 3. Enlisting parental support for attendance by the student.
 4. Meeting with the student and the parents.
 5. Adjusting the curriculum and schedule if determined necessary to meet special needs of the student.
 6. Monitoring of attendance by parents and the school.
 7. Classifying a student who is at least twelve years of age as a habitual truant after at least ten truancies during the school year.
 8. Enlisting the assistance of community and law enforcement agencies as appropriate.

- C. If, after earnest and persistent efforts are made by the parents and the school, the truant behavior has not been corrected, the board or designee shall either refer the matter ~~refer the child to truancy mediation to the appropriate juvenile court or release the student from school as appropriate.~~
- D. The District shall annually report to the State Board of Education
1. The number of absences with a valid excuse,
 2. The number of absences without a valid excuse.

Policy 5272

Transgender Students

A. Definitions

1. "Assigned gender." This is the gender designated at the time of birth and may also be thought of as the gender corresponding to the individual's original physiology, or biological gender.
2. "Gender identity." This is the individual's internal sense of gender, and "identified gender" refers to the gender that matches this internal sense. Gender identity can be shown by information including but not limited to medical history, care or treatment of the gender identity, consistent and uniform assertion of the gender identity, or other evidence that the gender identity is sincerely held, part of a person's core identity, and not being asserted for an improper purpose.
3. "Gender expression" means the external cues or indications used to communicate gender to others, such as behavior, clothing, hairstyles, activities, voice, mannerisms, or body characteristics.
4. "Transgender" means that an individual's assigned gender differs from the individual's gender identity.
5. "Transgender boy" (or "transgender man") is an individual whose assigned gender is female but whose gender identity is male.
6. "Transgender girl" (or "transgender woman") is an individual whose assigned gender is male but whose gender identity is female.

[Utah Code § 34A-5-102 \(1\)\(o\) \(2016\)](#)

B. Records and References

1. The official records of the student shall reflect the student's legal name and gender, which is the name and gender listed on the student's birth certificate or as changed by court order. Access to this portion of official student records shall be restricted to maintain the confidentiality of a student's transgender status.

[Utah Code § 26-2-11 \(1995\)](#)

[Utah Code § 42-1-1 \(1933\)](#)

2. The unofficial records of the student shall reflect the preferred name and gender identity of the student. Students shall be addressed or referred to by the pronouns associated with the identified gender: transgender boys shall be referred to using “he” “his” and “him” and transgender girls shall be referred to using “she” and “her.”
3. A student’s transgender status shall not be disclosed without the student’s consent except as expressly authorized by the superintendent following such legal consultation as the superintendent determines is appropriate.

C. Facilities

1. In determining which gender-segregated school facilities (restrooms and locker rooms) are to be used by transgender students, the school administrator shall take into consideration the desires of the individual transgender student and of the student’s parents as well as the privacy interests of other students. In addition to having the transgender student use the facilities corresponding with the gender identity, potential accommodations include use of single user restrooms or changing spaces or using facilities at a different time than other students. If the desired use by the transgender student is in significant conflict with privacy interests of other students, the school administrator should consult with the superintendent and as appropriate with legal counsel.

D. Classes and Activities

1. When classes or intramural activities are segregated by gender, transgender students are to be grouped according to the student’s gender identity. Where students are grouped according to qualities which may have some association with gender (such as vocal quality for singing groups), the pertinent quality shall be evaluated without regard to assigned gender or transgender status. Where school activities involve overnight travel, lodging arrangements for transgender students shall take into consideration the desires of the individual transgender student and of the student’s parents as well as the privacy interests of other students. If the arrangement desired by the transgender student is in significant conflict with privacy interests of other students, the school administrator should consult with the superintendent and as appropriate with legal counsel.

E. UHSAA Extracurricular Activities

1. Participation by students in activities under the oversight of the Utah High School Activities Association is subject to UHSAA rules and policies. Where a transgender student wishes to participate in a gender-segregated UHSAA sport or activity according to gender identity rather than assigned gender, the school shall allow the student to participate according to the student’s gender identity as determined by the District, which is to determine that the gender identity is bona fide and not for the purpose of gaining an unfair advantage in competitive athletics. The District shall

make this determination at the time that sports eligibility is determined based on the student's gender identification in school records and in daily life activities at the school and in the community. This determination shall be based on the following types of evidence:

- a. Documentation from individuals which affirms that the actions, attitudes, dress and manner demonstrate the student's consistent gender identification and expression;
 - b. A complete list of the student's prescribed, non-prescribed or over the counter, treatments or medications;
 - c. Written verification from an appropriate health-care professional (doctor, psychiatrist, or psychologist) of the student's consistent gender identification and expression; and
 - d. Any other pertinent documentation or information which the student, parent or legally appointed guardian(s) believe relevant and appropriate.
2. A student may not transfer from a gender-specific team to a gender-specific team of another gender during a sports season. Once a student's gender identity has been addressed by the student and the District, the determination shall remain consistent for the remainder of the student's high school sports eligibility. The school shall not disclose the transgender student's identity to UHSAA without the consent of the student and the student's parents.

[Utah High Schools Activities Association Handbook 2019-20, Interps. & Guidelines 1.1.4](#)

F. Bullying and Harassment

1. [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#), which prohibits bullying, cyberbullying and harassment regardless of the motivation for such misconduct, applies to prohibit bullying, cyberbullying or harassment of students because of their transgender status or gender expression. When the parent of a transgender student is given the required notification of a bullying or harassment incident against a transgender student which is motivated by transgender status or gender expression, care should be taken to avoid disclosing the student's transgender status to the student's parents if the student has not consented to such disclosure.
2. When a student has been bullied, cyberbullied, or harassed because of the student's transgender status or gender expression, consideration should be given to what support, counseling, or other assistance the student may need to prevent such

mistreatment from adversely affecting the student's ability to learn and function in the school setting.

POLICY 2035

Increment Financing

A. Board Considerations for Approving Tax Increment Financing Projects

1. Economic development is not the mission of the Board of Education. The District's role in economic development is to provide a well-educated workforce that can assume quality jobs in our community and compete in the world environment. Utah law allows the Board of Education to determine what, if any, tax increment will be provided for Redevelopment and Community Development Agencies.
2. The Board of Education will not participate in any project in which the Board or staff has not been involved in the early stages of project development.
3. The Board of Education will not support any project that would likely occur without tax increment financing.
4. The city/county requesting tax increment financing will disclose the projected number of new jobs, by type and annual compensation level, to be generated by the project.
5. The city/county requesting tax increment financing will disclose the number of students expected to be generated by the project. The project's details will include a detailed financial analysis of the projected costs to educate those incremental students, source of revenue, and overall financial impact to the school district budget.
6. During the project's term, if the school district determines that more students are being generated from the project development than were originally projected in the approved development proposal, then the development authority will fund the incremental cost to educate those additional students from tax increment revenues. Under no circumstances will the development project's approved budget be increased to reflect the costs to educate any additional students over those originally projected.
7. All projects approved by the Board of Education will be made with the expectation that the District will not raise offsetting property tax rates to fund projected new students - holding all other Box Elder School District taxpayers harmless.
8. The Board of Education has preference for development projects that:

- a. increases assessed valuation while minimizing impact on the educational services required.
 - b. emphasize commercial, office, industrial, and hotel/convention projects over retail and residential projects.
 - c. provides partnership opportunities with businesses supportive of education.
 - d. the financial participation percentage from the other taxing entities (city/county) will be higher than requested of the District.
 - e. through an interlocal agreement, provides a pass-through of tax increment revenues directly to the District, rather than considering the tax increment revenue to the District as property taxes collected.
 - f. the entity requesting the development project (city/county) will pay for the school district's independent review and analysis of the project, up to \$5,000 per project request.
9. Critical Factors for the Board of Education:
- a. The school district's tax increment participation percentage requested does not exceed 60%. Greater preference will be for those projects requesting less than 60% school district participation.
 - b. All existing and proposed development projects within a city/county will not exceed 10% of that entity's total taxable value.
 - c. All existing and proposed development projects within a city/county will not exceed 10% of that entity's total taxable land.
 - d. The term of any development project will not exceed 15 years. In addition, the city / county commits to not request a renewal or extension beyond the original term approved.
 - e. Preference will be given to projects with even shorter terms than 15 years.
 - f. Any development project must begin within three (3) years of district approval. If a project fails to begin within three (3) years from approval, the District's participation will become null and void.

- g. The development project's tax increment income cap does not exceed the proposed/budgeted expenditures.
- h. Any tax increment approved by the Board of Education shall include provisions to terminate once the RDA/CDA revenue stream has generated the budgeted revenue OR at the end of the project term, whichever comes first.
- i. The Administrative Fees for any project will not exceed 2.5%. The lower the administrative fee the better.
- j. Any commitment to fund housing in the project will not exceed 10% of total expenditures. If housing is included as a funding component, the school district will be a determining participant in how those housing funds will be spent. Priority for housing funds should be for school district teacher and staff housing, unless that priority is not needed.
- k. A commitment from the city/county that the school district will not be charged any impact fees for any future school district building/construction projects.
- l. The annual wage for projected new jobs created will exceed the current annual city/county average wage.
- m. Should the Board of Education need to bond for new facilities or renovations, the city/county commits to publicly support the school district's bonding efforts.

POLICY 2172

Buildings & Grounds – Accessibility by Disabled Persons

A. Readily accessible programs

- a. Programs or activities shall be operated in a manner which ensures that, when viewed in their entirety, they are readily accessible to disabled persons. The District is not, however, required to make each existing facility or every part of a facility accessible to and usable by disabled persons.

[34 CFR § 104.22\(a\)](#)

B. Compliance

1. Compliance with these requirements may be achieved by:
 - a. Redesigning equipment
 - b. Reassigning classes or other services to accessible buildings
 - c. Assigning aides to qualified disabled persons
 - d. Home visits
 - e. Delivery of health, welfare, or other social services at alternate accessible sites.
 - f. Alteration of existing facilities
 - g. Constructing new facilities in conformance with [34 CFR § 104.23](#).
 - h. Any other methods that would result in making programs and activities accessible to disabled persons.
2. Structural changes in existing facilities need not be made when other methods will achieve compliance with the handicap requirements. In choosing among available alternatives for meeting these requirements, the Board shall give priority to methods that offer programs and activities to handicapped persons in the most integrated setting appropriate.

[34 CFR § 104.22\(b\)](#)

C. Notice

1. The District shall adopt and implement procedures to ensure that interested persons, including those with impaired vision or hearing, can obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

[34 CFR § 104.22\(f\)](#)

POLICY 3045

Retirement: **Social Security, Purchase of Insurance & Credit Years Benefits**

- A. The Board shall not require the retirement of any employee on the basis of age except pursuant to a valid district retirement program.

[29 U.S.C. § 623\(a\), \(f\)](#)

- B. Every district employee is also covered by the federal Social Security system to the extent provided for by law.
- C. The Box Elder School District will allow any employee, qualifying for benefits under the district's retirement policies, to purchase additional years of health insurance coverage according to and within the limits of the following:
1. The retiring employee may purchase health insurance until the employee becomes eligible for Medicare.
 2. To be eligible to participate as a retiree, the retiree must have fully participated in the District's health insurance program for five (5) years immediately preceding retirement.
 3. Payment for health insurance must be pre-paid prior to the anniversary date of insurance coverage for any given year.
 4. The decision to purchase additional years of health insurance must be made on or before the date the employee retires.
 5. Provision of additional years of health insurance will commence immediately upon the completion of any years of coverage under the District's retirement policies.
 6. The retiree will be responsible to pay his/her share of the health insurance premium at the same rate charged to the District by the insurance carrier as an active employee.

7. Failure of the retired employee to submit payment for premiums will result in cancellation of all health insurance coverage held by the retired employee, and the rights to coverage under this policy will be terminated.
- D. The Box Elder School District will allow any employees to purchase additional retirement credit in conformity with the provisions of [Utah Code § 49-12-409](#) and [Utah Code § 49-13-408](#) and applicable administrative rules and policies of the Utah State Retirement Office.
 - E. Purchase of retirement credit under this policy shall only be for benefits provided under the Utah State Retirement System. Retirement credit purchased under this policy shall not affect benefits due a retiring employee under the box Elder School District retirement incentives or benefits plans or policies.
 - F. The Box Elder School District will not budget or appropriate funds for or toward the purchase of retirement credit for any individual employee. Individual employees may apply any compensation due that employee as of the date of the retirement toward the purchase of such retirement credit.

Policy 4088

Special Programs: Student Internships

A. Definitions

1. “Intern” means a student enrolled in a school-sponsored work experience and career exploration program involving both classroom instruction and work experience with a cooperating employer, for which the student receives no compensation.
2. “Cooperating employer” means a public or private entity which, as part of a work experience and career exploration program offered through a school, provides interns with training and work experience in activities related to the entity’s ongoing business activities.
3. “Internship” means the work experience segment of an intern’s school-sponsored work experience and career exploration program, performed under the direct supervision of a cooperating employer.
4. “Internship safety agreement” means the agreement between a public or private school and a cooperating employer in accordance which satisfies the requirements set forth below.

[Utah Code § 53G-7-901 \(2020\)](#)

B. Internships Authorized

1. The District may offer internships in connection with work experience and career exploration programs operated in accordance with rules of the State Board of Education.

[Utah Code § 53G-7-902 \(2019\)](#)

C. Internship Standards

1. To be approved, an internship program must meet each of the following requirements:
 - a. It must provide for training for interns, intern supervisors, and cooperating employers regarding health hazards and safety procedures in the workplace;

- b. It must specify standards and procedures for approval of any off-campus work sites;
- c. It must address transportation options for interns to and from the work site;
- d. It must provide for appropriate supervision by employers at the work site;
- e. It must provide for appropriate supervision and assessment of interns by the school;
- f. It must address and identify insurance coverage and adequate insurance coverage must be provided either by the intern, the program, or the District;
- g. It must provide for appropriate involvement in and approval by the intern's parents regarding the program;
- h. It must provide for the risk or liability inherent in the program developed in consultation with State Risk Management or the District's insurance provider; and
- i. It must demonstrate that any credit awarded for participation in the internship maintains the integrity and rigor expected for high school graduation as determined by the State Board of Education.

[Utah Admin. Rules R277-915-3 \(February 7, 2017\)](#)

D. Recognition of Cooperating Employers

- 1. A sponsoring or participating school may give appropriate recognition to a cooperating employer which is participating in an approved internship, including the posting of the employer's name and a short description of the employer's business in an appropriate location on school property, or publication of that information in official publications of the school or of the District.

[Utah Code § 53G-7-905 \(2018\)](#)

E. Workers' Compensation Coverage

- 1. An intern participating in an internship under this policy is considered to be a volunteer government worker of the District, solely for purposes of receiving workers' compensation medical benefits.

2. Receipt of such medical benefits shall be the exclusive remedy against the District and the cooperating employer for all injuries and occupational diseases arising from participation in the internship.

[Utah Code § 53G-7-903 \(2020\)](#)

F. Internship Safety Agreement

1. The District shall attempt to establish an internship safety agreement with each cooperating employer. Such an internship safety agreement must include, at a minimum, the cooperating employer's agreement to meet the following requirements:
 - a. To ensure that an adult officer or employee of the cooperating employer is not intentionally alone with an intern for any significant amount of time during the intern's activities;
 - b. To maintain compliance with all applicable state and federal laws relating to workplace and student safety, privacy, and welfare; and
 - c. To provide a safe, educational, courteous, and welcoming professional environment that is free of harassment or discriminatory conduct that may result in a hostile, intimidating, abusive, offensive, or oppressive learning environment.

[Utah Code § 53G-7-904\(1\) \(2020\)](#)

G. Criminal Background Checks of Staff of Cooperating Employer

1. If an internship safety agreement is in place with a cooperating employer, then the officers and employees of the cooperating employer are exempt from the criminal background check requirements set out in [Policy 3035 Employee Criminal Background Checks & Arrest Disclosure Requirements](#).
2. If the District does not have an internship safety agreement with a cooperating employer, then prior to any intern participating in an internship with that employer, each officer and employee of the cooperating employer who will be given significant unsupervised access to a student in connection with the student's activities as an intern shall submit to criminal background checks under [Policy 3035](#).

[Utah Code § 53G-7-904\(2\) \(2020\)](#)

[Utah Code § 53G-11-402\(1\)\(a\)\(iii\) \(2020\)](#)

3. If a required background check of an officer or employee of a cooperating employer discloses any information that calls into question the propriety of that individual having access to an intern, the District shall modify the conditions of the internship or discontinue its participation with the cooperating employer as may be warranted to ensure the safety and well-being of its students.

Policy 6015

School Community Councils

- A. Each public school in the District, in consultation with the School Board, shall establish a school community council at the school building level as outlined in

[Utah Code § 53G-7-1202 \(2020\)](#)

[Utah Admin. Rules R277-491-4 \(August 19, 2019\)](#)

- B. Purpose of Community Councils:

1. Develop, approve and assist in implementing school plans:
 - a. The School LAND Trust Program, [Utah Code § 53G-7-1206](#)
 - b. The Reading Achievement Plan for elementary schools, and
2. May offer advice and information to school/school district administrators;
3. Provide a framework and support for improved academic achievement through critical review of testing results and other indicators of student success by establishing meaningful, measurable goals and recommending research- based programs;
4. Prudently expend school trust land monies allocated to the school;
5. Encourage increased participation of parents, school employees and others that support the purposes of community councils;
6. Encourage compliance with the law; and
7. Increase public awareness of school LAND trust and educational excellence.

- C. School Community Council Election Provisions

1. Each school shall establish a timeline for the election of parent members of a school community council; the timeline shall remain consistent for at least four years.

2. The election of parent members shall be held near the beginning of the school year, or in the spring and completed before the last week of school.
3. If the election is held in the spring, the school community council shall attempt to notify parents of incoming students about the opportunity to run for the council, and provide those parents with the opportunity to vote in the election.
4. If a parent position on the council remains unfilled following an election or after appointment when no election is required, the other parent members of the council shall appoint a parent who meets the above qualifications to fill the position.

[Utah Code § 53G-7-1202 \(2020\)](#)

5. Terms shall be staggered so that approximately half of the council positions are elected each year. Terms shall be 2 years.
6. A school community council member may serve successive terms so long as the member continues to meet the eligibility requirements to be a parent member or an employee member and if re-elected.

[Utah Code § 53G-7-1202 \(2020\)](#)

7. Each school community council shall determine the size of the council by a majority vote of a quorum of council members, provided that the resulting council has at least ~~one~~ **two** employee members, the principal, and a two-person majority of parents. (A recommended composition for high schools is six parent members, four school employees, and for other schools, four parent members and two employees.)
8. The principal shall provide notice of the school community council elections to the school community at least 10 days prior to the elections. The notice shall include dates, times and location of the election, the positions that will be elected and information about becoming a candidate, and the means by which ballots may be cast.
9. A parent or legal guardian of a student who will be enrolled at the school at any time during the parent(s) term of office and who is not an educator employed at the school, may stand for election as a parent member of a school community council.
10. Educators who are employees of the school where the community council is established are elected by secret ballot to serve as school employee members.

11. Educators who are employees of the school district but not the school where the community council is established may serve as parent members; however, if following the election, there are more parent members who are educators in the district than parents who are not educators elected to the council, the parents on the council shall appoint additional parent members until the number of parent members who are not educators exceeds the number of parent educators on the council.
12. Ballots and voting are required only if the school community council position(s) are contested.
13. Schools may allow parents to vote by electronic ballot. If the school allows voting by electronic means, the opportunity shall be clearly explained on the school website.

D. Local Board and District Responsibilities

1. The president of the Board of Education shall ensure that the members of the Board are provided annual training on the School LAND Trust Program and its requirements.

[Utah Code § 53F-2-404\(10\) \(2018\)](#)

2. School community councils may be asked for information to inform local board decisions.
3. The local board shall ensure that all school community council members receive annual training, including training for the chair and vice-chair about their specific responsibilities and school community council requirements.

E. Principal Responsibilities

1. Following the election, the principal shall enter and electronically sign on the School LAND Trust website a Principal's Assurance Form that assures the school community council was elected, that vacancies were filled as necessary, and that the school community council is properly constituted.
2. A principal may not serve as chair or vice-chair of the council.
3. Annually, the principal shall provide the following information on the school website, in the school office, and if needed, through a method that the council decides is best for parents at the school:

- a. A list of the members of the school community council and each member's direct email or phone number, or both;
 - b. The school community council meeting schedule; and
 - c. A summary of the annual report about how the School LAND Trust Program funds were used to enhance or improve academic excellence at the school.
4. Principals shall ensure that school websites fully communicate opportunities provided to parents to serve on the school community council and how parents can directly influence the expenditure of the School LAND Trust Program funds. The website shall include each school's dollar amount received each year through the program, **and a link to the current Teacher and Student Success Plan, and approved minutes of council meetings for the current school year.**

[Utah Admin. Rules R277-491-3\(1\) \(August 19, 2019\)](#)

F. Community Council Chair and Vice Chair Responsibilities

1. The council elects the chair each year from the parent members.
2. The vice-chair is elected by the council from the parent or school employee members.
3. The school community council chair or designee shall;
 - a. Post the school community council meeting information time, place and date of meeting; meeting agenda and previous meeting draft minutes on the school website at least one week prior to each meeting;
 - b. Set the agenda for every meeting;
 - 1) Topics to be discussed should be listed under an agenda item on the meeting agenda
 - 2) Final action on a topic in a meeting cannot be finalized if the topic is not listed on the agenda including advanced public notification.
 - c. Conduct every meeting;
 - 1) Assure that written minutes shall be retained for three years and include:

- 2) the date, time, and place of the meeting;
 - 3) the names of members present and absent;
 - 4) a brief statement of the matters proposed, discussed, or decided;
 - 5) a record, by individual member, of each vote taken;
 - 6) the name of each person who:
 - a) is not a member of the school community council; and
 - b) after being recognized by the chair, provided testimony or comments to the school community council;
 - c) the substance, in brief, of the testimony or comments provided; and
 - d) any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.
- d. Inform council members on resources available on the School LAND Trust website;
 - e. Assure that the council adopts a set of rules of order and procedures, including procedures for electing the chair and vice-chair; that the chair shall follow to conduct each meeting. The rules shall be posted on the school website and be available at each meeting; and
 - f. Welcome and encourage public participation.
4. School community council responsibilities do not allow for closed meetings.

[Utah Code § 52-4-103\(9\)\(c\)\(iii\) \(2018\)](#)

G. School Community Council Business

1. School community councils shall report on plans, programs, and expenditures at least annually to local boards of education and cooperate with USBE monitoring and audits.

2. School community councils shall encourage participation on the school community council and may recruit potential applicants to apply for open positions on the council.
3. School community councils are encouraged to establish clear and written procedures governing the removal from office of a member who moves away or consistently does not attend meetings, and additional clarifications to assist in the efficient operation of the council.
4. School community councils are to advise and make recommendations to school and district administrators and the school board regarding the school and its programs, school district programs and safe technology use and digital citizenship.
5. Each School Community Council shall annually develop a child access routing.

[Utah Code § 53G-4-402\(17\)\(c\)\(ii\) \(2018\)](#)

6. School community councils shall provide for education and awareness on safe technology use and digital citizenship which empowers students to make smart media and online choices and parents to know how to discuss safe technology use with their children. Each school community council shall also partner with the school's principal or other administrators to ensure that adequate on- and off-campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel.
7. School LAND Trust Program funds may not be used for
 - a. costs related to district or school administration, including accreditation,
 - b. expenses for construction, maintenance, facilities, overhead, furniture, security, or athletics, or
 - c. expenses for non-academic in-school, co-curricular, or extracurricular activities.
8. A school that demonstrates appropriate progress and achievement consistent with the academic priorities of the Board of Education may request Board approval of a plan to address other academic goals if the plan includes
 - a. how the goal is in accordance with the core standards established by the State Board of Education in [Utah Administrative Rules R277-700](#),
 - b. how the action plan for the goal is data driven, evidence based, and has a direct

- impact on the instruction of students consistent with the requirements above,
- c. the data driving the decision to spend the School LAND Trust Program funds for these academic needs, and
 - d. the anticipated data source the school will use to measure progress.
9. A school community council may budget and spend up to \$7,000 for an academic goal or component of an academic goal incorporating any combination of
- a. digital citizenship training under [Utah Code § 53G-7-1202\(3\)\(a\)\(iii\)](#) or
 - b. safety principles consistent with [Utah Code § 53G-7-1202\(1\)\(d\)](#).
10. Student incentives implemented as part of an academic goal in the School LAND Trust Program may not exceed \$2 per awarded student in an academic school year.

[Utah Admin. Rules R277-477-4](#)



Learning by Doing

3rd Edition

2020 Box Elder Board of Education
Reading Schedule

Board Meeting Date

Reading Assignment

September 9, 2020

-About the Authors
-Introduction to the Third Edition
-Chapter #1 A Guide to Action for Professional Learning Communities at Work

October 14, 2020

-Chapter #2 Defining a Clear and Compelling Purpose

November 11, 2020

-Chapter #3 Building a Collaborative Culture of a Professional Learning Community

December 9, 2020

-Chapter #4 Creating a Results Orientation in a Professional Learning Community

January 13, 2021

-Chapter #5 Establishing a Focus on Learning

February 10, 2021

-Chapter #6 Creating Team-Developed Common Formative Assessments

March 10, 2021

-Chapter #7 Responding When Some Students Don't Learn

April 14, 2021

-Chapter #8 Hiring, Orienting, and Retaining New Staff

May 12, 2021

-Chapter #9 Addressing Conflict and Celebrating in a Professional Learning Community

June 9, 2021

-Chapter #10 Implementing the Professional Learning Community Process Districtwide

July 14, 2021

-Conclusion The Fierce Urgency of Now

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

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder School District, held Wednesday evening December 9, 2020 at 6:30 p.m. The meeting was held virtually using Webex.

Those in attendance at the meeting included Board President Karen Cronin, Members Julie Taylor, Connie Archibald, Nancy Kennedy, Wade Hyde, Tiffani Summers, Bryan Smith, and Haylee Dimond, student board member. Also present were Superintendent Steven Carlsen, Assistant Superintendents Keri Greener, Gary Allen and Keith Mecham, Business Administrator Rod Cook, district employees, and representatives of the press.

President Cronin welcomed those in attendance and conducted the business of the meeting.

After the reverence, which was offered by Gary Allen, Karen Cronin led the audience in the pledge of allegiance.

Swearing in of Student Board Member

Haylee Dimond was sworn in as the Student Board Member by Business Administrator, Rod Cook.

Recognitions

Tiffani Summers presented the following for recognition:

Justin Bishop – Counselor at Century Elementary
Brianna Baugh – Para at Century Elementary
Bonnie Young – Head School Nurse
Roxann Christensen – School Nurse
Hayley Chournos – School Nurse
Diana Whitaker – School Nurse
Jennifer Green – Nurse
Katelin Farmer – Medical Assistant
Karen Watson – Nurses' Secretary
Jessica Braegger – Contact Tracing
Bobbi Jeppsen – Data Entry
Autoliv, Angie Johnsen – turkey donations for our teachers

Approval of Agenda

Wade Hyde made the motion to approve the agenda. Bryan Smith seconded the motion, which passed unanimously.

Public Comment on School Fees

Public Comment was received on School Fees via survey which closed at 4:00 p.m. December 8, 2020. There were some questions on parking fees and on a breakdown of the General Fee. Bryan Smith asked that the fees be presented side by side with last year's for comparison sake. Keith Mecham agreed to address the above questions.

Public Comment School

There was no public comment.

Action Items

Audit Approval

Rod Cook, Business Administrator, introduced Fred Burr from Wiggins and Co., the independent auditor, who made comments about the Final Financial Report. It was recommended that the Board accept the Financial Report for the 2019-20 Fiscal Year.

Connie Archibald made the motion to accept the recommendation to accept the 2019-20 Financial Report for the Box Elder School District. Nancy Kennedy seconded the motion which passed unanimously.

Information/Discussion Items

Monthly Financial Report

Business Administrator, Rod Cook presented the Monthly Financial Report

Policy Review

Policy Being Combined

Policy 3050 Retirement, Purchase of Credit Combined with Policy 3045

Nancy Kennedy made the motion to delete and combine the above policy Julie Taylor seconded the motion which passed unanimously.

First Reading

Policy 2035 Increment Financing
New Policy 2172 Buildings and Grounds Accessibility by Disabled Persons
Policy 3045 Retirement, Social Security, Purchase of Insurance & Credit Years
New Policy 4088 Special Programs Student Internships
Policy 6015 School Community Councils

Connie Archibald made the motion to approve the deletion of one policy and accept the other policies for first reading. Bryan Smith seconded the motion which passed unanimously.

Second Reading

Policy 1050 Qualifications & Appointment of procedures for Student Board Member
New Policy 4027 Special Programs – Dropout Prevention Recovery
Policy 5005 Safe Schools – Student Discipline/Behavior

Nancy Kennedy made the motion to approve the above policies on second reading. Connie Archibald seconded the motion which passed unanimously.

Board Discussion Items

Naming of New Elementary School

The Board did not want to accept the recommended names from the committee for the naming of the New Elementary School in East Brigham City but did not have an agreement on the name. Several Board Members expressed a desire to decide on the name in the next Board meeting. Golden Spike, Envision, and Peach Grove were put forth as potential names. President Cronin suggested that the Board think about potential names and email them to the Superintendent with the intent to decide next Board meeting.

Return to Learn

The Board expressed a desire to hear a report on how students are doing academically with the changes in learning from the Covid19 pandemic. Board Member Summers asked for information on online learning.

Dual Immersion Lottery Guidelines

Keri Greener, Assistant Superintendent of Elementary Teaching and Learning, explained the lottery process for Dual Immersion to the Board. The process will be at Garland Elementary and will allow a full class of out of boundary students each year.

Learn by Doing Reading

The Board discussed the reading assignment and watched a video on PLCs.

Consent Calendar

Connie Archibald moved to accept the consent items. The motion was seconded by Wade Hyde, it passed on a unanimous vote.

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meetings of November 11, 2020.

Approval of claims numbered 34416-35466, 02103120, 05111020, 07113020, 0811320, 09112020, 9113020, 90111620, 91120201, and the District Foundation and ACH payments as well as School Activity checks for the month of November.

Personnel Items

As detailed in agenda.

Adjournment

Connie Archibald made the motion to adjourn the meeting. Nancy Kennedy seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held on Wednesday, January 13, 2021 at Independent Life Skills Center with the Work Session at 5:30 p.m. and Regular Board Meeting at 6:30 p.m. President Cronin adjourned the meeting at 8:55 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00035467	200.00	12/03/20	1 MAX OR MARYKATE WATSON	C
01	00035468	284.87	12/03/20	10260 ADELE C YOUNG INTERM SCH	C
01	00035469	397.10	12/03/20	347560 ALICE C HARRIS INTERM SCH	C
01	00035470	121.64	12/03/20	14141 TRACY ALLEN	C
01	00035471	640.67	12/03/20	85738 BEAR RIVER HIGH SCHOOL	C
01	00035472	111.00	12/03/20	107994 CERTIFIED SHRED	C
01	00035473	1,932.70	12/03/20	53473 CHARLIE'S PRODUCE	C
01	00035474	105.39	12/03/20	20338 ROXANN CHRISTENSEN	C
01	00035475	204.06	12/03/20	104223 CODALE ELECTRIC	C
01	00035476	16,145.02	12/03/20	21377 GOODSOURCE SOLUTIONS	C
01	00035477	20,875.86	12/03/20	49026 IVY LANE PEDATRICS	C
01	00035478	21,723.21	12/03/20	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00035479	45,301.60	12/03/20	27243 KELLY SERVICES INC	C
01	00035480	560.00	12/03/20	44237 MOUNTAIN STAINLESS, INC.	C
01	00035481	8,800.00	12/03/20	43133 NATIONAL FOOD GROUP	C
01	00035482	299.00	12/03/20	26611 S/P2	C
01	00035483	2,000.00	12/03/20	33367 SAFE & CIVIL SCHOOLS	C
01	00035484	2,653.28	12/03/20	103604 SCHOLASTIC EDUCATION	C
01	00035485	14,025.00	12/03/20	110873 SOLUTION TREE	C
01	00035486	449,937.14	12/03/20	109177 STATE OF UTAH DEPARTMENT ADM	C
01	00035487	35.95	12/03/20	110914 SUPERIOR WATER AND AIR INC	C
01	00035488	87.45	12/03/20	5223 SWIRE COCA-COLA	C
01	00035489	140.00	12/03/20	891125 UAESP/UTAH ASSOCIATION ELEMENT	C
01	00035490	70.35	12/03/20	2020 KAREN WATSON	C
01	00035491	1,000.00	12/03/20	102931 ZIONS BANK NATIONAL BANK	C
01	00035492	110.00	12/03/20	36021 ABLENET	C
01	00035493	921.00	12/03/20	112046 ACE HARDWARE - BRIGHAM	C
01	00035494	6,848.00	12/03/20	53414 ACME ELECTRONIC MOTOR	C
01	00035495	7,383.08	12/03/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00035496	3,445.00	12/03/20	106497 APPLE STORE	C
01	00035497	42.60	12/03/20	110509 AUDIO ENHANCEMENT	C
01	00035498	1,500.00	12/03/20	100293 DELL COMPUTER	C
01	00035499	27.18	12/03/20	107387 DESERET BOOK	C
01	00035500	279.89	12/03/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00035501	2,141.52	12/03/20	386370 HYKO SUPPLY CO	C
01	00035502	345.56	12/03/20	52035 LITERACY RESOURCES, LLC	C
01	00035503	310.26	12/03/20	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00035504	509.00	12/03/20	1023 NUTTALL INC	C
01	00035505	10,992.81	12/03/20	633340 OFFICE DEPOT	C
01	00035506	508.63	12/03/20	699420 PERMA BOUND BOOKS	C
01	00035507	100.00	12/03/20	103604 SCHOLASTIC EDUCATION	C
01	00035508	111.90	12/03/20	866716 UTAH CORRECTIONAL INDUSTRIES	C
01	00035509	47,124.00	12/03/20	102737 YOUNG CHEVROLET CO	C
01	00035510	691.36	12/04/20	44342 MICHELLE BREIDER	C
01	00035511	219.24	12/04/20	38997 SABRINA BURMESTER	C
01	00035512	52.20	12/04/20	1295 ELISE BURT	C
01	00035513	4.14	12/04/20	53783 ALLYSON ELIASON	C
01	00035514	454.72	12/04/20	111431 T DANIELLE HAWKES	C
01	00035515	26.10	12/04/20	21733 HALLIE KUNZLER	C
01	00035516	673.27	12/04/20	53686 KAY KUNZLER	C
01	00035517	673.27	12/04/20	94170 KELLY J KUNZLER	C
01	00035518	661.67	12/04/20	107207 RACHEALE KUNZLER	C
01	00035519	318.42	12/04/20	54330 KALLEE MUNNS	C
01	00035520	69.02	12/04/20	53805 AMY PUGSLEY	C
01	00035521	37.70	12/04/20	53813 QUIRT PUGSLEY	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00035522	661.67	12/04/20	21130 AMBER ROSE	C
01	00035523	37.12	12/04/20	53791 ELIZABETH TAYLOR	C
01	00035524	661.67	12/04/20	12939 EMILIE WESTMORELAND	C
01	00035525	651.93	12/04/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00035526	24,543.75	12/04/20	38091 DATAIO LLC	C
01	00035527	4,509.00	12/04/20	100293 DELL COMPUTER	C
01	00035528	995.00	12/04/20	53937 GENERATION GENIUS, INC	C
01	00035529	721.70	12/04/20	633340 OFFICE DEPOT	C
01	00035530	390.96	12/04/20	664141 ORIENTAL TRADING COMPANY INC	C
01	00035531	64.25	12/10/20	1 RANDI MCKAY	C
01	00035532	528.30	12/10/20	1 SARAH OLIVER	C
01	00035533	67.20	12/10/20	1 SHEENA FLINT	C
01	00035534	50.50	12/10/20	1 STACY KNIGHT	C
01	00035535	108.71	12/10/20	14141 TRACY ALLEN	C
01	00035536	701.41	12/10/20	812477 ALSCO/AMERICAN LINEN	C
01	00035537	95.00	12/10/20	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00035538	424.41	12/10/20	102956 BEAR RIVER MENTAL HEALTH	C
01	00035539	255.50	12/10/20	85768 BEAR RIVER SEWER DEPT	C
01	00035540	256.81	12/10/20	87120 BEEHIVE TELEPHONE CO	C
01	00035541	469.62	12/10/20	104348 BOX ELDER MIDDLE SCHOOL	C
01	00035542	42.80	12/10/20	18384 CRISTINA BRADSHAW	C
01	00035543	36.80	12/10/20	103650 JILL BRAEGGER	C
01	00035544	109.02	12/10/20	40410 KAREN BRAITHWAITE	C
01	00035545	49,745.88	12/10/20	108217 BRIGHAM CITY CORPORATION	C
01	00035546	752.16	12/10/20	43907 BRIGHAM GLASS	C
01	00035547	23.00	12/10/20	54275 ANDREA BULLOCK	C
01	00035548	605.00	12/10/20	3271 CANON SOLUTIONS AMERICA	C
01	00035549	1,396.57	12/10/20	53473 CHARLIE'S PRODUCE	C
01	00035550	391.51	12/10/20	53228 MIKE CLARK	C
01	00035551	82.00	12/10/20	156817 CORINNE CITY CORP	C
01	00035552	216.00	12/10/20	203737 EAST GROUSE CREEK WATER	C
01	00035553	4,397.67	12/10/20	729332 ECONO WASTE INC	C
01	00035554	3,463.20	12/10/20	100913 BORDER STATES INDUSTRIES, INC	C
01	00035555	407.86	12/10/20	104881 FERGUSON ENTERPRISES INC	C
01	00035556	4,099.18	12/10/20	143160 FRONTIER COMMUNICATION	C
01	00035557	2,091.46	12/10/20	304217 GARLAND CITY	C
01	00035558	9,591.16	12/10/20	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00035559	44.80	12/10/20	107462 NICOLE HESS	C
01	00035560	1,477.02	12/10/20	111125 IML SECURITY SUPPLY	C
01	00035561	186.00	12/10/20	467700 JOHNSON ELECTRIC MOTORS	C
01	00035562	20,881.10	12/10/20	27243 KELLY SERVICES INC	C
01	00035563	1,108.74	12/10/20	110259 KONE INC	C
01	00035564	3,900.00	12/10/20	24910 THOMAS J KOTTER	C
01	00035565	146.64	12/10/20	543168 MADDOX RANCH HOUSE	C
01	00035566	741.98	12/10/20	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00035567	229.00	12/10/20	700077 PERRY CITY	C
01	00035568	5,472.00	12/10/20	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00035569	1,879.28	12/10/20	732367 RAFT RIVER RURAL	C
01	00035570	37.53	12/10/20	1309 PRESTON RICHEY	C
01	00035571	4,428.71	12/10/20	892645 ROCKY MOUNTAIN POWER	C
01	00035572	400.00	12/10/20	101080 DUANE RUNYAN	C
01	00035573	39.95	12/10/20	110789 SECURE INSTANT PAYMENTS LLC	C
01	00035574	7.72	12/10/20	810361 STANDARD PLUMBING SUPPLY	C
01	00035575	90.00	12/10/20	6009 IRLANDA STEVENS	C
01	00035576	175,886.64	12/10/20	12688 SYSCO	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00035577	3,600.00	12/10/20	511570 UTAH LABOR COMMISSION DIVISION OF	C
01	00035578	934.10	12/10/20	999009 UTAH RETIREMENT SYSTEMS	C
01	00035579	46,566.80	12/10/20	892916 STATE OF UTAH FUEL NETWORK	C
01	00035580	3,030.31	12/10/20	891181 LB 410027	C
01	00035581	298.00	12/10/20	5908 WALMART COMMUNITY	C
01	00035582	5,970.73	12/10/20	924155 WASTE MGMT OF UTAH INC	C
01	00035583	189.29	12/10/20	941217 WILLARD CITY CORP	C
01	00035584	8,180.10	12/10/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00035585	109.19	12/10/20	109415 BEAR RIVER CO-OP	C
01	00035586	782.00	12/10/20	51055 BULK BOOKSTORE	C
01	00035587	1,154.06	12/10/20	111967 CHINASPROUT	C
01	00035588	5,540.84	12/10/20	779 GOVCONNECTION INC	C
01	00035589	1,245.00	12/10/20	100293 DELL COMPUTER	C
01	00035590	795.97	12/10/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00035591	2,860.00	12/10/20	100148 HIGH NOON BOOKS	C
01	00035592	1,270.96	12/10/20	386370 HYKO SUPPLY CO	C
01	00035593	414.12	12/10/20	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00035594	1,822.50	12/10/20	110994 MONOPRICE, INC	C
01	00035595	7,836.18	12/10/20	633340 OFFICE DEPOT	C
01	00035596	26.97	12/10/20	664141 ORIENTAL TRADING COMPANY INC	C
01	00035597	1,643.83	12/10/20	699420 PERMA BOUND BOOKS	C
01	00035598	1,402.00	12/10/20	104992 PRINT SHOP	C
01	00035599	373.76	12/10/20	101816 PREMIER AGENDAS INC	C
01	00035600	43.95	12/10/20	110873 SOLUTION TREE	C
01	00035601	324.18	12/10/20	157371 STAPLES	C
01	00035602	2,078.00	12/10/20	109355 VOYAGER SOPRIS LEARNING	C
01	00035603	154.87	12/17/20	1 HOLLI AMES	C
01	00035604	160.25	12/17/20	112046 ACE HARDWARE - BRIGHAM	C
01	00035605	80.00	12/17/20	6617 ACME WATER CO	C
01	00035606	828.66	12/17/20	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00035607	711.53	12/17/20	347560 ALICE C HARRIS INTERM SCH	C
01	00035608	726.37	12/17/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00035609	2,353.00	12/17/20	109929 ASHA / AMERICAN SPEECH LANGUAGE	C
01	00035610	897.75	12/17/20	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00035611	578.57	12/17/20	84960 BEACON METALS INC	C
01	00035612	910.00	12/17/20	44067 RENEE C. BEARD	C
01	00035613	762.31	12/17/20	54445 BRUCE FAMILY INDUSTRIES INC	C
01	00035614	1,261.98	12/17/20	53473 CHARLIE'S PRODUCE	C
01	00035615	329.00	12/17/20	40363 CIO MEDICAL SERVICES	C
01	00035616	300.00	12/17/20	9377 DEBORAH COMPTON	C
01	00035617	40.95	12/17/20	14958 CULLIGAN	C
01	00035618	378.00	12/17/20	54410 DILLON TOYOTA LIFT	C
01	00035619	47.38	12/17/20	37516 ERIC DUTSON	C
01	00035620	393.00	12/17/20	104034 ECO TURF INC	C
01	00035621	690.44	12/17/20	47724 LINDA GOWANS	C
01	00035622	600.00	12/17/20	54496 HOLLY HALL	C
01	00035623	314.50	12/17/20	103070 HEYWOOD ENGINEERING & CONSULT	C
01	00035624	3,500.00	12/17/20	19976 HOPE4UTAH	C
01	00035625	12,068.70	12/17/20	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00035626	6,908.80	12/17/20	27243 KELLY SERVICES INC	C
01	00035627	14.97	12/17/20	489250 KENTS MARKET PL/BRIGHAM	C
01	00035628	26.90	12/17/20	489240 KENTS MARKET PL/TREMONTON	C
01	00035629	377.68	12/17/20	499850 KNOWBUDDY RESOURCES	C
01	00035630	6,482.00	12/17/20	48879 KREMEDY LLC / KANNACT	C
01	00035631	1,000.00	12/17/20	26000 LEAR & LEAR LAW OFFICE, LLP	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00035632	159.16	12/17/20	111457 KEITH MECHAM	C
01	00035633	155.70	12/17/20	101762 MIDAMERICA BOOKS	C
01	00035634	102.80	12/17/20	49859 JACKSON GROUP CORPORATE OFFICE	C
01	00035635	254.40	12/17/20	111777 OVERHEAD DOOR/ MINER, LTD	C
01	00035636	59.25	12/17/20	100987 PEARSON EDUCATION CENTER	C
01	00035637	728.64	12/17/20	44903 HAYLEY PHELPS-CHOURNOS	C
01	00035638	750.00	12/17/20	54500 KRISTEN PORTER	C
01	00035639	2,274.13	12/17/20	937851 PRAXAIR DISTRIBUTION INC	C
01	00035640	478.67	12/17/20	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00035641	119.14	12/17/20	109395 JOYLENE RITCHIE	C
01	00035642	3,062.26	12/17/20	892645 ROCKY MOUNTAIN POWER	C
01	00035643	19,600.00	12/17/20	48470 SCHOOLS CUBED	C
01	00035644	972.17	12/17/20	10731 SMITH'S CUSTOMER CHARGES	C
01	00035645	37.00	12/17/20	802087 SNOWVILLE WATERWORKS INC	C
01	00035646	10,550.00	12/17/20	110873 SOLUTION TREE	C
01	00035647	1,023.75	12/17/20	43451 SARAH STRINGHAM	C
01	00035648	750.30	12/17/20	852617 TREMONTON CITY CORP	C
01	00035649	10,432.58	12/17/20	42846 VERACITY NETWORKS, LLC	C
01	00035650	340.00	12/17/20	100618 WIGGINS & CO	C
01	00035651	211.42	12/17/20	101693 BONNIE YOUNG	C
01	00035652	8,820.55	12/17/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00035653	1,313.00	12/17/20	106497 APPLE STORE	C
01	00035654	2,218.40	12/17/20	110509 AUDIO ENHANCEMENT	C
01	00035655	95.00	12/17/20	108543 B & H PHOTO VIDEO	C
01	00035656	1,451.79	12/17/20	779 GOVCONNECTION INC	C
01	00035657	1,907.18	12/17/20	162470 CRUS OIL INC	C
01	00035658	572.00	12/17/20	18724 CYBER ACOUSTICS	C
01	00035659	94.50	12/17/20	100293 DELL COMPUTER	C
01	00035660	1,231.22	12/17/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00035661	10,604.00	12/17/20	106378 GOLDEN SPIKE EQUIPMENT	C
01	00035662	334.38	12/17/20	778870 GOPHER SPORT	C
01	00035663	31.95	12/17/20	19976 HOPE4UTAH	C
01	00035664	29,375.74	12/17/20	386370 HYKO SUPPLY CO	C
01	00035665	106.25	12/17/20	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00035666	3,529.12	12/17/20	455120 JACKS TIRE & OIL INC	C
01	00035667	720.00	12/17/20	54470 LEVEL CHINESE	C
01	00035668	2,033.35	12/17/20	3050 OBSERVERTAB, LLC	C
01	00035669	4,627.30	12/17/20	633340 OFFICE DEPOT	C
01	00035670	1,813.44	12/17/20	699420 PERMA BOUND BOOKS	C
01	00035671	2,019.75	12/17/20	48283 PHOENIX TREE PUBLISHING INC	C
01	00035672	4,241.00	12/17/20	110417 RESCO	C
01	00035673	3,941.23	12/17/20	892645 ROCKY MOUNTAIN POWER	C
01	00035674	177.55	12/17/20	157371 STAPLES	C
01	00035675	291.87	12/17/20	38989 TALES FOR TEACHING LLC	C
01	00035676	1,376.33	12/17/20	16535 VEX ROBOTICS	C
01	00035677	4,404.40	12/17/20	310 VIRCO INC	C
01	00035678	4,922.50	12/17/20	109355 VOYAGER SOPRIS LEARNING	C
01	00035679	1,392.27	12/21/20	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00035680	4,773.96	12/21/20	999014 AMERICAN FAMILY LIFE COMP	C
01	00035681	70.00	12/21/20	999027 B E SCHOOL BOARD FUND	C
01	00035682	104.40	12/21/20	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00035683	345.43	12/21/20	999110 BONNEVILLE BILLING & COLLECTIONS	C
01	00035684	975.87	12/21/20	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00035685	9,346.83	12/21/20	999021 BOX ELDER CREDIT UNION	C
01	00035686	176.00	12/21/20	999055 BOX ELDER FOUNDATION	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00035687	1,839.44	12/21/20	999033 BUREAU CHILD SUPPORT SERV	C
01	00035688	27,994.82	12/21/20	999077 DENTAL SELECT	C
01	00035689	531.09	12/21/20	999054 U.I.E.B.T.	C
01	00035690	557.40	12/21/20	999019 EDUCATORS MUTUAL	C
01	00035691	69.12	12/21/20	999017 GLOBE LIFE INSURANCE CO	C
01	00035692	21,522.88	12/21/20	999035 HORACE MANN INSURANCE COMPANY	C
01	00035693	451.00	12/21/20	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00035694	225.20	12/21/20	999111 MEADE RECOVERY SERVICES LLC	C
01	00035695	12,490.20	12/21/20	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00035696	8,274.30	12/21/20	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00035697	3,074.50	12/21/20	999008 OPTICARE	C
01	00035698	725,198.32	12/21/20	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00035699	1,880.15	12/21/20	999032 PRE-PAID LEGAL SERVICES	C
01	00035700	1,132.76	12/21/20	54348 SIERRA RESTORATION, LLC	C
01	00035701	19,699.69	12/21/20	999018 THE HARTFORD	C
01	00035702	279.54	12/21/20	48119 TITANIUM FUNDS	C
01	00035703	440.00	12/21/20	999012 UESP	C
01	00035704	14,939.32	12/21/20	999007 UTAH EDUCATION ASSOCIATION	C
01	00035705	6,979.53	12/21/20	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00035706	195,555.76	12/21/20	999003 UTAH STATE TAX COMMISSION	C
01	00035707	72.06	12/21/20	999146 WASHINGTON STATE SUPPORT	C
01	00035708	50.00	12/22/20	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00035709	170.50	12/22/20	104242 BIZWEAR INC	C
01	00035710	175.00	12/22/20	50636 MARIA BRANA	C
01	00035711	391.94	12/22/20	108217 BRIGHAM CITY CORPORATION	C
01	00035712	9,001.96	12/22/20	3271 CANON SOLUTIONS AMERICA	C
01	00035713	611.62	12/22/20	890740 CENTURYLINK LONG DISTANCE	C
01	00035714	460.46	12/22/20	9717 GLORIA DABB	C
01	00035715	129.00	12/22/20	50148 KRISTINE DINSDALE	C
01	00035716	599.99	12/22/20	54534 MARK HOUTZ	C
01	00035717	12,549.27	12/22/20	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00035718	35,983.90	12/22/20	27243 KELLY SERVICES INC	C
01	00035719	5,008.66	12/22/20	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00035720	3,087.94	12/22/20	111273 NUCO2 LLC	C
01	00035721	40.34	12/22/20	695525 CINDY A PAYNE	C
01	00035722	270.48	12/22/20	700575 ELDON PETERSEN	C
01	00035723	77.00	12/22/20	54550 JANNI RICHARDS	C
01	00035724	34,383.27	12/22/20	892645 ROCKY MOUNTAIN POWER	C
01	00035725	98.16	12/22/20	53929 SARA SHIRK	C
01	00035726	8,842.37	12/22/20	999009 UTAH RETIREMENT SYSTEMS	C
01	00035727	52,487.00	12/22/20	24580 VERIZON WIRELESS	C
01	00035728	2,850.00	12/22/20	24961 806 TECHNOLOGIES	C
01	00035729	2,392.90	12/22/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00035730	1,295.50	12/22/20	6076 BAND SHOPPE	C
01	00035731	2,400.00	12/22/20	53945 CARAHSOFT TECHNOLOGY CORPORATION	C
01	00035732	2,001.48	12/22/20	100293 DELL COMPUTER	C
01	00035733	133.36	12/22/20	795 DIDAX EDUCATIONAL RESOURCES INC	C
01	00035734	1,258.58	12/22/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00035735	3,450.00	12/22/20	24430 HERTZ FURNITURE	C
01	00035736	108.00	12/22/20	386370 HYKO SUPPLY CO	C
01	00035737	1,512.00	12/22/20	54488 ISTATION	C
01	00035738	1,335.75	12/22/20	474162 JOSTENS	C
01	00035739	150.00	12/22/20	100359 NASCO MODESTO	C
01	00035740	2,749.77	12/22/20	633340 OFFICE DEPOT	C
01	00035741	455.58	12/22/20	699420 PERMA BOUND BOOKS	C

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01	00035742	1,868.03	12/22/20	111379 REALITYWORKS	C
01	00035743	130.00	12/22/20	17035 ROCHESTER 100 INC	C
01	00035744	1,753.30	12/22/20	103604 SCHOLASTIC EDUCATION	C
01	00035745	767.60	12/22/20	157371 STAPLES	C
01	00035746	900.00	12/22/20	820521 STYLISH FABRICS/BERNINA	C
01	00035747	183.73	12/22/20	38989 TALES FOR TEACHING LLC	C
01	00035748	145.00	12/22/20	26409 TEXTHELP INC	C
01	00035749	3,918.75	12/22/20	861085 TV SPECIALISTS INC	C
01	00035750	320.00	12/22/20	16535 VEX ROBOTICS	C
01	00035751	6,260.10	12/22/20	109355 VOYAGER SOPRIS LEARNING	C
01	00035752	1,423.66	12/22/20	477 WEIDENHAMMER	C
01	00035753	954.64	12/22/20	48950 ZORO	C
01	00035754	6,992.73	12/22/20	24580 VERIZON WIRELESS	C
01	02113020	2,631.50	12/07/20	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05121020	129,706.44	12/09/20	888540 US BANK	M
01	07122220	123,291.74	12/21/20	999070 HEALTH EQUITY INC	M
01	08122220	1,723,601.19	12/21/20	999005 UTAH STATE RETIREMENT FUND	M
01	09122020	140,980.84	12/21/20	999140 BANK OF UTAH	M
01	09122220	1,282,416.36	12/21/20	999140 BANK OF UTAH	M
01	91204201	115,329.39	12/21/20	999140 BANK OF UTAH	M
Total Bank No 01		6,081,019.96			
02	00100808	500.32	12/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100809	15.50	12/03/20	100359 NASCO MODESTO	C
02	00100810	6.25	12/03/20	47686 TNT ENGRAVING	C
02	00100811	400.00	12/10/20	14575 AIRMOTIVE SERVICE	C
02	00100812	150.00	12/10/20	53260 EIDENS, INC	C
02	00100813	1,440.30	12/17/20	100293 DELL COMPUTER	C
02	00100814	235.00	12/17/20	54291 SHAWNEE SCIENTIFIC PRESS	C
02	00100815	5,500.00	12/17/20	891181 UTAH STATE UNIVERSITY	C
02	00100816	2,000.00	12/22/20	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100817	62.58	12/22/20	586188 MOUNTAIN VIEW SCHOOL	C
Total Bank No 02		10,309.95			
07	00122120	20,000.00	12/21/20	102931 ZIONS BANK NATIONAL BANK	M
Total Bank No 07		20,000.00			
11	01102721	195.00	12/03/20	27561 A & Z PRODUCE	A
11	01102722	35,000.00	12/03/20	109024 ARBITERPAY TRUST ACCOUNT	A
11	01102723	761.43	12/03/20	101520 BELL JANITORIAL	A
11	01102724	22.56	12/03/20	102177 BRADY INDUSTRIES LLC	A
11	01102725	19,458.56	12/03/20	105301 CACHE VALLEY ELECTRIC INC	A
11	01102726	1,028.88	12/03/20	105340 PEGGY CHAMBERS	A
11	01102727	30.00	12/03/20	434 MAEGAN HEINER	A
11	01102728	1,722.16	12/03/20	35718 O C TANNER RECOGNITION COMPANY	A
11	01102729	3,564.00	12/03/20	100866 VALCOM	A
11	01102730	6,483.60	12/03/20	100590 WAXIE SANITARY SUPPLY	A
11	01102731	40.81	12/04/20	107034 CHARIOT GROUP INC	A
11	01102732	661.67	12/04/20	109781 MICHELE GREEN	A
11	01102733	3,800.16	12/04/20	111426 DARLA HANSEN	A
11	01102734	128.18	12/04/20	20079 MEGAN MORRIS	A
11	01102735	407.16	12/04/20	27588 MCKENZIE PONTIUS	A
11	01102736	1,322.40	12/04/20	897640 RAFAEL VARGAS	A
11	01102737	375.84	12/04/20	44075 LEANNE WRIGHT	A
11	01102738	10.00	12/10/20	54437 VIOMA ANDERSON	A
11	01102739	262.20	12/10/20	3379 LINN BECK	A
11	01102740	504.06	12/10/20	101520 BELL JANITORIAL	A

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11	01102741	76.80	12/10/20	48011 GAILE BINGHAM	A
11	01102742	304.04	12/10/20	106437 CARSON ELEVATOR CO INC	A
11	01102743	1,061.13	12/10/20	134250 CEM SALES & SERVICE	A
11	01102744	48.80	12/10/20	32247 ANGELA CHRISTIANSEN	A
11	01102745	56.80	12/10/20	103095 KISHA C COLLOM	A
11	01102746	7.00	12/10/20	110876 CAROL DITTLI	A
11	01102747	33,471.42	12/10/20	728870 DOMINION ENERGY UTAH	A
11	01102748	57.60	12/10/20	28169 GREGORY J DUPUIS	A
11	01102749	110,740.87	12/10/20	107656 DWA CONSTRUCTION INC	A
11	01102750	55.20	12/10/20	108590 CINDY GIBBS	A
11	01102751	30.00	12/10/20	111750 MARCI HATCH	A
11	01102752	46.80	12/10/20	110864 JEFF HUNT	A
11	01102753	356.35	12/10/20	49174 LANEY JENSEN	A
11	01102754	56.80	12/10/20	40312 SHAILA MCCLURE	A
11	01102755	30.80	12/10/20	25640 RAMONA MORA	A
11	01102756	38.40	12/10/20	54356 MARISSA NELSON	A
11	01102757	73.32	12/10/20	13250 AMY NORTON	A
11	01102758	35.20	12/10/20	21105 DUANE RICE	A
11	01102759	58.00	12/10/20	54364 SPENCER, SHERRY	A
11	01102760	11,109.00	12/10/20	39438 TURNITIN LLC	A
11	01102761	53.20	12/10/20	34509 SHARA LEE WARD	A
11	01102762	25.57	12/10/20	100590 WAXIE SANITARY SUPPLY	A
11	01102763	471.20	12/17/20	101520 BELL JANITORIAL	A
11	01102764	1,002.40	12/17/20	108940 CERTIFIED INSPECTION SERVICES/ C MAEDGEN	A
11	01102765	32,595.27	12/17/20	728870 DOMINION ENERGY UTAH	A
11	01102766	415,386.28	12/17/20	107656 DWA CONSTRUCTION INC	A
11	01102767	319.24	12/17/20	49174 LANEY JENSEN	A
11	01102768	3,000.00	12/17/20	45900 MHTN ARCHITECTS INC	A
11	01102769	1,805.69	12/17/20	100866 VALCOM	A
11	01102770	11,480.10	12/22/20	101520 BELL JANITORIAL	A
11	01102771	105,267.95	12/22/20	107656 DWA CONSTRUCTION INC	A
11	01102772	960.46	12/22/20	322776 GRAINGERS INC	A
11	01102773	601.82	12/22/20	100866 VALCOM	A
11	01102774	56.44	12/22/20	100590 WAXIE SANITARY SUPPLY	A
Total Bank No 11		806,518.62			
20	10400456	30.00	12/11/20	489240 KENTS MARKET PL/TREMONTON	C
20	10400457	42.41	12/15/20	53309 DEIDRE ORTIZ	C
20	10400458	315.00	12/18/20	54542 CENTURY SCHOOL PTA	C
Total Bank No 20		387.41			
21	12500649	116.11	12/11/20	38032 AMAZON CAPITAL SERVICES INC	C
21	12500650	91.95	12/11/20	15717 KIMBERLY BAKER	C
21	12500651	30.00	12/11/20	104370 BOX ELDER NEWS JOURNAL	C
21	12500652	2,261.59	12/11/20	104321 BOX ELDER SCHOOL DISTRICT	C
21	12500653	30.00	12/11/20	186330 DISCOVERY SCHOOL	C
21	12500654	119.34	12/11/20	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
21	12500655	21.32	12/11/20	111839 LORI KORTH	C
21	12500656	15.09	12/11/20	22993 MELANIE ANN SANDERS	C
21	12500657	34.95	12/11/20	110914 SUPERIOR WATER AND AIR INC	C
21	12500658	226.27	12/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
21	12500659	425.75	12/17/20	49042 CHELSEA MONTGOMERY	C
21	12500660	80.00	12/17/20	104992 PRINT SHOP	C
Total Bank No 21		3,452.37			
22	13200589	268.16	12/07/20	38032 AMAZON CAPITAL SERVICES	C
22	13200590	87.28	12/07/20	105981 KRISTI N CAPENER	C

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Bank	Check No	Amount	Date	Vendor	Type
22	13200591	896.40	12/11/20	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200592	58.31	12/11/20	489240 KENTS MARKET PL/TREMONTON	C
22	13200593	324.00	12/11/20	17680 WORLD'S FINEST CHOCOLATE	C
Total Bank No 22		1,634.15			
23	13400601	25.90	12/17/20	1 BONNIE MORTENSEN	C
23	13400602	209.79	12/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
23	13400603	18.20	12/17/20	158220 COVER UP	C
23	13400604	24.95	12/17/20	164108 CULLIGAN WATER CONDITIONING	C
23	13400605	186.78	12/17/20	103604 SCHOLASTIC EDUCATION	C
Total Bank No 23		465.62			
24	13600933	1,427.00	12/09/20	104321 BOX ELDER SCHOOL DISTRICT	C
24	13600934	279.00	12/09/20	13552 MUSIC EXPRESS	C
24	13600935	300.00	12/09/20	54429 BOYS AND GIRLS CLUB OF UTAH COUNTY	C
24	13600936	200.00	12/09/20	1457 U S POSTMASTER	C
24	13600937	32.04	12/14/20	104321 BOX ELDER SCHOOL DISTRICT	C
24	13600938	79.60	12/14/20	489240 KENTS MARKET PL/TREMONTON	C
24	13600939	316.00	12/14/20	39861 LOOSE IN THE LAB INC	C
24	13600940	190.01	12/14/20	43567 PENCIL WHOLESALE LLC	C
Total Bank No 24		2,823.65			
25	15000675	20.88	12/11/20	104321 BOX ELDER SCHOOL DISTRICT	C
25	15000676	11.99	12/11/20	586188 MOUNTAIN VIEW SCHOOL	C
Total Bank No 25		32.87			
26	16400926	19.00	12/03/20	1 MORGAN PALI	C
26	16400927	5.00	12/03/20	1 STEPHANIE ADAMS	C
26	16400928	14.00	12/03/20	1 TRACY LOPEZ	C
26	16400929	30.00	12/03/20	110914 SUPERIOR WATER AND AIR INC	C
26	16400930	22.30	12/03/20	3212 CATHY WILKEY	C
26	16400931	8,565.27	12/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400932	10.00	12/17/20	43214 SHERRI HARPER	C
26	16400933	157.14	12/17/20	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 26		8,822.71			
27	16600434	151.14	12/18/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 27		151.14			
28	16701025	20.00	12/08/20	1 CRYSTAL PARKER	C
28	16701026	5.00	12/08/20	1 TANGI REESE	C
28	16701027	65.00	12/08/20	22683 TK SECURE STORAGE	C
28	16701028	156.78	12/21/20	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701029	82.35	12/21/20	14958 CULLIGAN	C
28	16701030	161.19	12/21/20	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 28		490.32			
29	16800426	400.00	12/01/20	45934 KUNZLER CATERING	C
29	16800427	107.96	12/01/20	33430 LEADING EDGE LAMINATING	C
29	16800428	300.00	12/10/20	54429 BOYS AND GIRLS CLUB OF UTAH COUNTY	C
29	16800429	89.88	12/22/20	45934 KUNZLER CATERING	C
Total Bank No 29		897.84			
30	17200534	6.00	12/17/20	1 SARAH BROWN	C
30	17200535	369.56	12/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200536	1,394.95	12/17/20	5452 SCHOOL DATEBOOKS	C
30	17200537	260.00	12/21/20	102864 WALKER CINEMAS	C
Total Bank No 30		2,030.51			
31	18800310	47.79	12/01/20	39179 CANDICE HILL	C

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31	18800311	94.50	12/01/20	104321 BOX ELDER SCHOOL DISTRICT	C
31	18800312	174.54	12/09/20	103604 SCHOLASTIC EDUCATION	C
31	18800313	100.00	12/09/20	690789 PARK VALLEY SCHOOL	C
31	18800314	52.43	12/22/20	45934 KUNZLER CATERING	C
Total Bank No 31		469.26			
32	20000240	425.25	12/09/20	1 BRANDI WELLS	C
32	20000241	26.25	12/09/20	1 Lindsey Holverson	C
32	20000242	2,141.93	12/09/20	52469 SOUND ADVISE	C
32	20000243	5,738.13	12/15/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 32		8,331.56			
33	30402421	565.58	12/02/20	38032 AMAZON CAPITAL SERVICES INC	C
33	30402422	137.50	12/02/20	52680 BEAR RIVER LIVE	C
33	30402423	1,700.00	12/02/20	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402424	594.20	12/02/20	230 CAROLINA BIOLOGICAL	C
33	30402425	366.40	12/02/20	109248 J W PEPPER MUSIC	C
33	30402426	105.15	12/02/20	3549 JONES SCHOOL SUPPLY CO, INC.	C
33	30402427	200.00	12/02/20	15016 BYRON OKADA	C
33	30402428	15.42	12/02/20	157371 STAPLES	C
33	30402429	24.95	12/02/20	110914 SUPERIOR WATER AND AIR INC	C
33	30402430	279.79	12/02/20	5908 WALMART COMMUNITY	C
33	30402431	2,017.93	12/14/20	38032 AMAZON CAPITAL SERVICES INC	C
33	30402432	1,932.71	12/14/20	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402433	474.00	12/14/20	54453 DRUNK BUSTERS OF AMERICA	C
33	30402434	785.78	12/14/20	489240 KENTS MARKET PL/TREMONTON	C
33	30402435	131.39	12/14/20	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402436	76.00	12/18/20	20818 ALICE C HARRIS LUNCH	C
33	30402437	645.77	12/18/20	38032 AMAZON CAPITAL SERVICES INC	C
33	30402438	346.64	12/18/20	180241 DEMCO INC	C
33	30402439	596.89	12/18/20	109248 J W PEPPER MUSIC	C
Total Bank No 33		10,996.10			
34	30802806	15.00	12/03/20	1 KYLE BENN	C
34	30802807	342.09	12/03/20	38032 AMAZON CAPITAL SERVICES INC	C
34	30802808	52.41	12/03/20	106895 BADGER SCREEN PRINTING CO	C
34	30802809	262.68	12/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802810	80.94	12/03/20	31658 BSN SPORTS	C
34	30802811	94.00	12/03/20	109248 J W PEPPER MUSIC	C
34	30802812	18.00	12/03/20	702688 PETTY CASH	C
34	30802813	73.50	12/03/20	111790 SUNSTONE POTTERY	C
34	30802814	24.95	12/03/20	110914 SUPERIOR WATER AND AIR INC	C
34	30802815	22.50	12/03/20	109463 WOODWIND AND BRASSWIND	C
34	30802816	145.86	12/09/20	38032 AMAZON CAPITAL SERVICES INC	C
34	30802817	32.94	12/09/20	106895 BADGER SCREEN PRINTING CO	C
34	30802818	136.00	12/09/20	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802819	122.53	12/09/20	4960 OLD GRIST MILL BREAD	C
34	30802820	695.00	12/16/20	1 KEARSTEN GRIFFITH	C
34	30802821	1,727.74	12/16/20	38032 AMAZON CAPITAL SERVICES INC	C
34	30802822	706.90	12/16/20	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802823	156.24	12/16/20	489250 KENTS MARKET PL/BRIGHAM	C
34	30802824	357.50	12/16/20	102864 WALKER CINEMAS	C
34	30802825	376.74	12/16/20	5908 WALMART COMMUNITY	C
34	30802826	58.45	12/22/20	1 IZANA MILLER	C
34	30802827	134.97	12/22/20	54526 ALPINE GARDENS, INC	C
34	30802828	10.99	12/22/20	109248 J W PEPPER MUSIC	C
34	30802829	140.00	12/22/20	102451 LAF GRAPHICS	C

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Total Bank No 34		5,787.93			
35	40402464	82.86	12/02/20	1 CAREY CHRISTENSEN	C
35	40402465	191.78	12/02/20	27308 ADVANCED HARDWARE SUPPLY INC	C
35	40402466	413.57	12/02/20	38032 AMAZON CAPITAL SERVICES INC	C
35	40402467	187.50	12/02/20	52680 BEAR RIVER LIVE	C
35	40402468	197.50	12/02/20	109248 J W PEPPER MUSIC	C
35	40402469	39.95	12/02/20	110914 SUPERIOR WATER AND AIR INC	C
35	40402470	167.14	12/09/20	1 CINDI BERRETT	C
35	40402471	96.01	12/09/20	1724 ACE HARDWARE TREMONTON	C
35	40402472	209.07	12/09/20	38032 AMAZON CAPITAL SERVICES INC	C
35	40402473	300.00	12/09/20	52680 BEAR RIVER LIVE	C
35	40402474	10,604.00	12/09/20	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402475	826.74	12/09/20	53520 EDUCATIONAL FURNITURE, LLC.	C
35	40402476	133.49	12/09/20	327480 GREER'S HARDWARE	C
35	40402477	1,404.77	12/09/20	102470 THE BOOK TABLE	C
35	40402478	283.53	12/09/20	109463 WOODWIND AND BRASSWIND	C
35	40402479	49.67	12/14/20	700575 ELDON PETERSEN	C
35	40402480	2,500.00	12/14/20	852617 TREMONTON FOOD PANTRY	C
35	40402481	27.98	12/14/20	38032 AMAZON CAPITAL SERVICES INC	C
35	40402482	58.33	12/14/20	489240 KENTS MARKET PL/TREMONTON	C
35	40402483	55.17	12/14/20	157371 STAPLES	C
35	40402484	119.95	12/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402485	320.84	12/21/20	38032 AMAZON CAPITAL SERVICES INC	C
35	40402486	16.30	12/21/20	999140 BANK OF UTAH	C
35	40402487	5,786.90	12/21/20	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402488	1,487.58	12/21/20	103961 INTERMOUNTAIN WOOD PRODUCTS	C
35	40402489	31.86	12/21/20	830460 TACO TIME/TREMONTON	C
35	40402490	100.00	12/21/20	852617 TREMONTON FOOD PANTRY	C
35	40402491	110.85	12/21/20	108936 KACEE UDY	C
35	40402492	164.94	12/21/20	109463 WOODWIND AND BRASSWIND	C
Total Bank No 35		25,968.28			
36	40803336	84.26	12/04/20	1 DEBBIE GITTINS	C
36	40803337	84.85	12/04/20	1 PATRICIA BRAVO	C
36	40803338	83.57	12/04/20	1 TAMMY THOMPSON	C
36	40803339	83.57	12/04/20	1 TIFFANY CORSON	C
36	40803340	78.57	12/04/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803341	28.46	12/04/20	633340 OFFICE DEPOT	C
36	40803342	130.91	12/04/20	4960 OLD GRIST MILL BREAD	C
36	40803343	24.78	12/04/20	157371 STAPLES	C
36	40803344	296.35	12/04/20	822122 SUMMERHAYS MUSIC CENTER	C
36	40803345	598.46	12/04/20	5908 WALMART COMMUNITY	C
36	40803346	79.35	12/09/20	1 LeAnn Jesen	C
36	40803347	186.62	12/09/20	112046 ACE HARDWARE - BRIGHAM	C
36	40803348	318.05	12/09/20	38032 AMAZON CAPITAL SERVICES	C
36	40803349	844.00	12/09/20	104338 BOX ELDER HIGH SCHOOL	C
36	40803350	168.56	12/09/20	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803351	638.91	12/09/20	39284 CHESBRO MUSIC CO	C
36	40803352	57.00	12/09/20	102250 MELLEEN GLASS LC	C
36	40803353	955.60	12/09/20	39608 SIMPLY SUE'S EMBROIDERY	C
36	40803354	128.00	12/17/20	1 AUTUMN PURDUM	C
36	40803355	78.39	12/17/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803356	1,423.83	12/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803357	532.79	12/17/20	489250 KENTS MARKET PL/BRIGHAM	C
36	40803358	78.71	12/17/20	10731 SMITH'S CUSTOMER CHARGES	C

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Total Bank No 36		6,983.59			
37	70410459	91.60	12/01/20	1 EMILY WIGHT	C
37	70410460	91.60	12/01/20	1 JUSTIN PRICE	C
37	70410461	104.97	12/01/20	1 MELINDA CHRISTENSEN	C
37	70410462	94.67	12/01/20	1 RACHEL JENSEN	C
37	70410463	91.60	12/01/20	1 STACI MARYOTT	C
37	70410464	672.35	12/01/20	38032 AMAZON CAPITAL SERVICES INC	C
37	70410465	453.70	12/01/20	106895 BADGER SCREEN PRINTING CO	C
37	70410466	102.96	12/01/20	104338 BOX ELDER HIGH SCHOOL	C
37	70410467	1,064.03	12/01/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410468	93.74	12/01/20	31658 BSN SPORTS	C
37	70410469	145.00	12/01/20	10375 CREATIVE NOTEBOOK SOLUTIONS	C
37	70410470	491.51	12/01/20	4790 HOME DEPOT CREDIT SERVICE	C
37	70410471	2,684.18	12/01/20	109248 J W PEPPER MUSIC	C
37	70410472	60.00	12/01/20	50091 KATRINA ORAM	C
37	70410473	325.00	12/01/20	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70410474	628.48	12/01/20	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70410475	494.49	12/01/20	157371 STAPLES	C
37	70410476	2,859.31	12/01/20	111790 SUNSTONE POTTERY	C
37	70410477	1,730.00	12/01/20	50920 TRIBAL WEST LACROSSE	C
37	70410478	379.20	12/03/20	6092 A W MARSHALL CO	C
37	70410479	425.00	12/03/20	7137 MORGAN HIGH SCHOOL	C
37	70410480	35.00	12/03/20	110914 SUPERIOR WATER AND AIR INC	C
37	70410481	104.97	12/11/20	1 AMISTEE CORNWELL	C
37	70410482	100.36	12/11/20	1 BRENDA SILLS	C
37	70410483	91.60	12/11/20	1 MARIAH HOWICK	C
37	70410484	30.00	12/11/20	35519 AL'S TROPHIES & FRAMES, INC.	C
37	70410485	893.44	12/11/20	38032 AMAZON CAPITAL SERVICES INC	C
37	70410486	150.00	12/11/20	41998 BEAR RIVER FLORAL & GIFTS	C
37	70410487	1,098.50	12/11/20	111004 BRIDGERLAND APPLIED TECH/BATC	C
37	70410488	9,125.00	12/11/20	16209 CAST IRON CATERING COMPANY	C
37	70410489	214.00	12/11/20	28991 FAMILY CAREER & COMMUNITY LEADERS	C
37	70410490	19.75	12/11/20	327480 GREER'S HARDWARE	C
37	70410491	656.50	12/11/20	109248 J W PEPPER MUSIC	C
37	70410492	1,164.00	12/11/20	46965 LITTLE REDS LLC	C
37	70410493	300.00	12/11/20	18090 PRESTON HIGH SCHOOL	C
37	70410494	5,785.92	12/11/20	110975 RIDDELL ALL AMERICAN SPORTS	C
37	70410495	232.00	12/11/20	34568 X-GRAIN SPORTS	C
37	70410496	147.00	12/11/20	32824 YES PRINT COPY N MORE, LLC	C
37	70410497	80.00	12/15/20	1 AMBER LEE	C
37	70410498	80.00	12/15/20	1 KEVIN SELLERS	C
37	70410499	214.34	12/15/20	1724 ACE HARDWARE TREMONTON	C
37	70410500	425.15	12/15/20	106055 BLICK ART MATERIALS	C
37	70410501	261.94	12/15/20	230 CAROLINA BIOLOGICAL	C
37	70410502	931.14	12/15/20	489240 KENTS MARKET PL/TREMONTON	C
37	70410503	309.00	12/15/20	21539 PREMIER FOODS	C
37	70410504	710.00	12/15/20	5070 SAVON	C
37	70410505	603.57	12/15/20	103737 VERNIER SOFTWARE & TECHNOLOGY	C
37	70410506	237.75	12/15/20	109463 WOODWIND AND BRASSWIND	C
37	70410507	195.00	12/17/20	1 STEPHANIE RUDD	C
37	70410508	3,243.71	12/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410509	6,402.50	12/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410510	31,472.83	12/17/20	31658 BSN SPORTS	C
37	70410511	70.00	12/17/20	40363 CIO MEDICAL SERVICES	C
37	70410512	489.00	12/17/20	43893 ISTITCH	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
37	70410513	3,230.00	12/17/20	4910 NATIONAL FFA ORGANIZATION	C
37	70410514	650.00	12/17/20	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70410515	79.47	12/17/20	830460 TACO TIME/TREMONTON	C
37	70410516	896.00	12/17/20	109702 WENGER CORPORATION	C
37	70410517	594.66	12/18/20	53058 SODA FIXX SODA SHACK	C
37	70410518	60.00	12/22/20	1 APRIL SAUNDERS	C
37	70410519	82.06	12/22/20	1 TINA GREGORY	C
37	70410520	329.43	12/22/20	38032 AMAZON CAPITAL SERVICES INC	C
37	70410521	200.00	12/22/20	54569 BEAR HOLLOW RESORT	C
37	70410522	1,200.00	12/22/20	54160 D&B CATERING	C
37	70410523	393.12	12/22/20	3263 IMAGE MATTERS	C
37	70410524	537.28	12/22/20	109248 J W PEPPER MUSIC	C
37	70410525	495.00	12/22/20	42390 JUAN DIEGO CATHOLIC HIGH SCHOOL	C
37	70410526	200.00	12/22/20	29408 SHARON SMOOT	C
37	70410527	378.00	12/22/20	7323 SQUARE ONE PRINTING	C
37	70410528	667.28	12/22/20	157371 STAPLES	C
37	70410529	2,404.99	12/22/20	54194 THREAD WALLETS LLC	C
Total Bank No 37		91,354.65			
38	70810182	67.97	12/03/20	1 ANGIE SILVA	C
38	70810183	71.60	12/03/20	1 BROOK RICARD	C
38	70810184	150.00	12/03/20	1 DANI GRIESBACH	C
38	70810185	52.03	12/03/20	1 JANET HAGEN	C
38	70810186	485.13	12/03/20	112046 ACE HARDWARE - BRIGHAM	C
38	70810187	37.00	12/03/20	10260 ADELE C YOUNG INTERM SCH	C
38	70810188	484.58	12/03/20	38032 AMAZON CAPITAL SERVICES INC	C
38	70810189	20.00	12/03/20	104348 BOX ELDER MIDDLE SCHOOL	C
38	70810190	57.00	12/03/20	104370 BOX ELDER NEWS JOURNAL	C
38	70810191	2,887.60	12/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810192	250.00	12/03/20	1295 ELISE BURT	C
38	70810193	1,361.00	12/03/20	19178 CHEAPER THAN SHIRT	C
38	70810194	2,045.00	12/03/20	4618 COLEMAN KNITTING MILL	C
38	70810195	512.50	12/03/20	4910 NATIONAL FFA ORGANIZATION	C
38	70810196	624.26	12/03/20	111637 OASIS STAGE WERKS	C
38	70810197	648.95	12/03/20	5045 RSM FOOD SERVICE	C
38	70810198	1,240.00	12/03/20	19488 T SHIRT CHOP SHOP	C
38	70810199	230.00	12/03/20	7609 UTAH FBLA-PBL	C
38	70810200	104.97	12/09/20	1 ANDRIA WOOD	C
38	70810201	91.60	12/09/20	1 CHAD KRAUS	C
38	70810202	91.60	12/09/20	1 KIRT ENRIGHT	C
38	70810203	104.97	12/09/20	1 TAMMY THOMPSON	C
38	70810204	104.97	12/09/20	1 TORY BERRY	C
38	70810205	180.00	12/09/20	36784 AMERICAN RED CROSS	C
38	70810206	208.80	12/09/20	106055 BLICK ART MATERIALS	C
38	70810207	3,675.03	12/09/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810208	275.77	12/09/20	16420 CAFE RIO MEXICAN GRILL	C
38	70810209	655.65	12/09/20	54399 ECONOMY INN & SUITES	C
38	70810210	410.00	12/09/20	42250 HUNTER HIGH SCHOOL	C
38	70810211	2,628.00	12/09/20	106568 IRON GATE CATERING	C
38	70810212	105.99	12/09/20	109248 J W PEPPER MUSIC	C
38	70810213	350.00	12/09/20	50601 JUAB COUNTY SCHOOL DISTRICT	C
38	70810214	75.23	12/09/20	4960 OLD GRIST MILL BREAD	C
38	70810215	1,345.00	12/09/20	33200 SCHOOL CHECK IN	C
38	70810216	20.18	12/09/20	107490 SOUTH FORK HARDWARE	C
38	70810217	36.28	12/09/20	820521 STYLISH FABRICS/BERNINA	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
38	70810218	143.50	12/09/20	47686 TNT ENGRAVING	C
38	70810219	140.00	12/11/20	1 MANUEL ZAFRA	C
38	70810220	1,513.24	12/11/20	38032 AMAZON CAPITAL SERVICES INC	C
38	70810221	2,083.25	12/11/20	40010 SOUTHEASTERN PERFORMANCE APPAREL	C
38	70810222	812.72	12/11/20	111790 SUNSTONE POTTERY	C
38	70810223	84.66	12/15/20	1 MICHELE HARTRANFT	C
38	70810224	97.02	12/15/20	1 SUSAN SEBER	C
38	70810225	4,075.50	12/15/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810226	139.94	12/15/20	158220 COVER UP	C
38	70810227	448.62	12/15/20	23736 WEISSMAN	C
38	70810228	40.95	12/15/20	109652 DREWES FLORAL & GIFTS	C
38	70810229	944.85	12/15/20	19593 EASTBAY INC	C
38	70810230	772.00	12/15/20	109704 FOLLETT SOFTWARE COMPANY	C
38	70810231	280.98	12/15/20	109248 J W PEPPER MUSIC	C
38	70810232	301.47	12/15/20	10731 SMITH'S CUSTOMER CHARGES	C
38	70810233	330.00	12/15/20	25674 STUDIO R MEDIA	C
38	70810234	283.30	12/15/20	103737 VERNIER SOFTWARE & TECHNOLOGY	C
38	70810235	150.00	12/15/20	33936 JILL WALLENTINE	C
38	70810236	451.66	12/15/20	5908 WALMART COMMUNITY	C
38	70810237	1,282.28	12/16/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810238	15.00	12/18/20	1 BRINLEY TALBOT	C
38	70810239	15.00	12/18/20	1 BROOKLYNN MCDERMOTT	C
38	70810240	15.00	12/18/20	1 JUSTIN TALBOT	C
38	70810241	15.00	12/18/20	1 MALLORY RASMUSSEN	C
38	70810242	70.00	12/18/20	1 NICHOLE HARRISON	C
38	70810243	272.41	12/18/20	6157 ARES SPORTSWEAR	C
38	70810244	80.00	12/18/20	40363 CIO MEDICAL SERVICES	C
38	70810245	450.00	12/18/20	14273 VIEWMONT HIGH SCHOOL	C
38	70810246	81.59	12/22/20	1 DARCY HIDALGO	C
38	70810247	591.67	12/22/20	38032 AMAZON CAPITAL SERVICES INC	C
38	70810248	80.00	12/22/20	12815 BOX ELDER HIGH LUNCH	C
38	70810249	226.47	12/22/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810250	1,298.00	12/22/20	31658 BSN SPORTS	C
38	70810251	1,700.00	12/22/20	123130 CACHE COUNTY SCHOOL DISTRICT	C
38	70810252	480.13	12/22/20	158220 COVER UP	C
38	70810253	223.20	12/22/20	19810 INTEGRATED TECHNOLOGIES	C
38	70810254	68.73	12/22/20	489250 KENTS MARKET PL/BRIGHAM	C
38	70810255	200.00	12/22/20	37273 JACOB WILLIAM LARSON	C
38	70810256	2,541.00	12/22/20	19488 T SHIRT CHOP SHOP	C
38	70810257	200.00	12/22/20	50881 KASSIE WEYAND	C
Total Bank No 38		44,687.80			
39	77800491	61.84	12/15/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 39		61.84			

A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
				Total Manual Checks	3,537,957.46
				Total Computer Checks	2,789,202.05
				Total ACH Checks	806,518.62
				Total Other Checks	.00
				Total Electronic Checks	.00
				Total Computer Voids	.00
				Total Manual Voids	.00
				Total ACH Voids	.00
				Total Other Voids	.00
				Total Electronic Voids	.00
				Grand Total	7,133,678.13
				Number of Checks	670

Batch Yr	Batch No	Amount
21	000791	682.36
21	000935	685.23
21	001004	19,476.53
21	001086	5,491.88
21	001133	43,411.68
21	001135	672.07
21	001177	586,453.25
21	001178	11,936.98
21	001179	39,174.08
21	001180	119,544.29
21	001181	42.85
21	001193	12,279.19
21	001196	47.79
21	001198	94.50
21	001199	507.96
21	001208	1,113.16
21	001209	3,988.99
21	001214	11,224.62
21	001215	839.20
21	001219	90.30
21	001221	986.07
21	001229	1,493.78
21	001235	269,174.73
21	001236	97,300.88
21	001237	31,438.59
21	001238	54,810.32
21	001239	108,988.22
21	001240	400.00
21	001241	355.44
21	001256	90.00
21	001258	3,248.09
21	001259	437.33
21	001260	1,706.00
21	001262	10,607.54
21	001263	14,024.75
21	001264	174.54
21	001267	100.00
21	001272	2,593.43
21	001273	500.00
21	001284	2,720.35
21	001285	300.00
21	001290	79,833.48
21	001291	36,844.07
21	001292	12,400.10
21	001293	62,947.20

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
				Batch Yr	Batch No
					Amount
				21	001294 419,388.68
				21	001295 7,175.30
				21	001297 32.87
				21	001300 20,113.04
				21	001301 4,549.21
				21	001306 1,278.71
				21	001307 30.00
				21	001308 5,341.81
				21	001310 2,549.67
				21	001311 141.48
				21	001312 617.65
				21	001323 61.84
				21	001324 42.41
				21	001326 3,852.89
				21	001327 8,400.95
				21	001329 5,738.13
				21	001335 4,020.12
				21	001337 1,282.28
				21	001341 2,241.72
				21	001342 465.62
				21	001344 119.95
				21	001349 46,728.51
				21	001350 1,770.51
				21	001351 8,732.41
				21	001354 732.02
				21	001355 137,163.57
				21	001356 34,994.89
				21	001357 12,260.40
				21	001358 35,115.84
				21	001359 105,267.95
				21	001360 2,062.58
				21	001361 932.41
				21	001363 1,665.30
				21	001365 594.66
				21	001367 4,446,011.36
				21	001371 151.14
				21	001372 315.00
				21	001374 260.00
				21	001375 8,019.27
				21	001377 400.32
				21	001379 129,706.44
				21	001381 7,690.79
				21	001382 344.41
				21	001383 6,947.16
				21	001386 89.88
				21	001387 52.43
				21	001388 6,992.73

For January 13, 2021 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
Fielding Preschool	Katharine Peterson	Teacher	Resigned
Three Mile Creek	Kelsee Jorgensen	Functional Skills Para	
Mtn View	LeLana Manship	Kindergarten Para	
Transportation	Cynthia D'Onofrio	Bus Driver	
Foothill	H. Dana Peterson	Custodian	Retiring

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Replacing</i>
ACYI	Monica Mund	Custodian	
Lake View	Joshua Brittin	Custodian	
Three Mile Creek	Janeesa Nelson	Functional Skills Para	
Fielding	Kassie Bodily	Kindergarten Para	

Suggestions for Future Board Meetings

February 10, 2021 – *(tentative)*

- Approval of New 2 Year Contract for Business Administrator
- Approval of New Courses – Gary Allen
- Construction Report – Corey Thompson
- Policy Review
- Board Committee Assignments

March 10, 2021 – *(tentative)*

- Negotiations Team Approval – Keith Mecham
- Construction Report – Corey Thompson
- Legislative Update – Steve Carlsen
- Policy Review

April 14, 2021 – *(tentative)*

- Classified Employee Recognitions
- Board Graduation Assignments
- College and Career Readiness Counseling Program (CCRCP) Approval – Alison Williams
- Construction Report – Corey Thompson
- FY 2022 Capital Improvement Plan – Corey Thompson
- School Lunch Report – Candace Parr
- Cenergistic Report – Mike Clark
- Approval of TSSA Plans – Gary Allen and Keri Greener
- Policy Review

May 12, 2021 – *(tentative)*

- Retiree Reception and Recognition
- Administrative Association Recognitions
- Approval of School Land Trust Plans – Gary Allen and Keri Greener
- Approval of 2021-22 Board Meeting Calendar
- Construction Report – Corey Thompson
- Policy Review

June 9, 2021 – *(tentative)*

- Budget Hearing – Rod Cook
- Approval of Budget – Rod Cook
- Approval of 2021-22 Tax Rates – Rod Cook
- Approval of Internal and Independent Auditors – Rod Cook
- MBA Meeting – Rod Cook
- Pick-up Contributions for Members of Contributory Retirement System – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BEEA – Keith Mecham

- Tentative Ratification of Negotiated Agreement with BESPA – Keith Mecham
- Declaration of Open Enrollment Schools – Keith Mecham
- Construction Report – Corey Thompson
- Policy Review

July 14, 2021 – (tentative)

- Internal and Independent Audit 2020-2021 – Rod Cook
- Approval of Sex Education Committee – Gary Allen
- Construction Report – Corey Thompson
- Long Term Capital Development Plan – Corey Thompson
- 2021-22 TSSA Plan Results – Gary Allen and Keri Greener
- Policy Review

August 11, 2021 – (tentative)

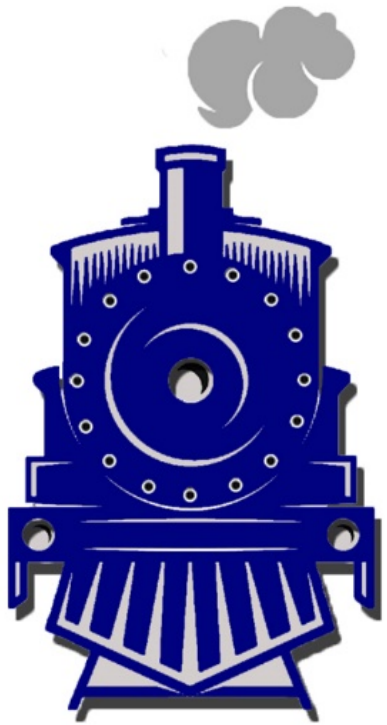
- Approval of Early Literacy Plan – Keri Greener
- Construction Report – Corey Thompson
- Policy Review

September 8, 2021 – (tentative)

- Walmart Grants Presentation
- Swearing in of Student Board Member
- Construction Report – Corey Thompson
- Policy Review

October 13, 2021 – (tentative)

- October 1 Enrollment Report – Keith Mecham
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- DLI Achievement Data – Jeremy Young
- School/District Report Cards – Jeremy Young
- Construction Report – Corey Thompson
- Policy Review



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

BOX ELDER SCHOOL DISTRICT
BOARD OF EDUCATION
HANDBOOK

REVISED
OCTOBER 9, 2019
BOX ELDER SCHOOL DISTRICT

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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

- A. Promote education
 - 1. The Board has the legal power and duty to do all things necessary for the maintenance, prosperity and success of the schools and for the promotion of education and to exercise all powers given by statute. The Board’s legal powers and duties include the actions set forth in this policy, but are not necessarily limited to the listed powers and duties.
[Utah Code § 53G-4-402\(20\) \(2018\)](#)
- B. Govern
 - 1. The Board of Education recognizes that under Utah law “it is the province of the Board of Education to determine what things are detrimental to the successful management, good order, and discipline of the schools and the rules required to produce” successful management, good order, and discipline in the schools.
Beard v. Board of Education, 16 P.2d 900 (Utah 1932)
- C. Adopt rules
 - 1. Adopt such rules, regulations, and bylaws as the Board deems proper for the operation of the Board and for the control and management of the District’s schools.
[Utah Code § 53F-8-201 \(2018\)](#)

- D. Levy taxes
 - 1. 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\(1\) \(2018\)](#)
[Utah Code § 53F-8-202 \(2018\)](#)
[Utah Code § 53F-8-402 \(2018\)](#)
- E. Annual budget
 - 1. Prepare, adopt, and file a budget for the next succeeding fiscal year with the county legislative body in which the District is located as required by statute.
[Utah Code § 53F-8-201 \(2018\)](#)
- F. Bequests
 - 1. Receive bequests and donations or other monies or funds which are made for educational purposes.
[Utah Code § 53G-4-402\(12\) \(2018\)](#)
- G. Acquisition and ownership of property
 - 1. Acquire and hold real and personal property in the name of the District, inclusive of all rights and titles, and lease and lease with an option to purchase property. The Board of Education has the direction and control of all school property in the district.
[Utah Code § 53G-4-401\(4\) \(2018\)](#)
- H. Eminent domain
 - 1. Exercise the right of eminent domain to acquire property.
Board of Education of South Sanpete School District v. Barton, 617 P.2d 347 (Utah 1980).
Olsen v. Board of Education of the Granite School District, 571 P.2d 1336 (Utah 1977).
- I. Employ personnel
 - 5. Employ by contract a Superintendent, Business Administrator, Principal(s), teacher(s), or other executive officer(s) and set salary schedules therefor.
[Utah Code § 53G-7-202 \(2018\)](#)
[Utah Code § 53G-4-301 \(2018\)](#)
[Utah Code § 53G-4-302 \(2018\)](#)
- J. Close schools and change school boundaries
 - 1. Close schools or suspend operation of schools or change school attendance area boundaries as determined to be appropriate by the Board of Education after appropriate public notice and hearing as required by statute.
Allen v. Board of Education Weber County School District 236 P.2d 756 (Utah 1951)
Save Our Schools v. Board of Education of Salt Lake City, 2005 UT 55
[Utah Code § 53G-4-402\(21\) \(2018\)](#)
- K. Sue and be sued
 - 1. Sue and be sued in the name of the District.
[Utah Code § 53G-4-401\(4\) \(2018\)](#)

- L. Fulfill other statutory duties and exercise other statutory powers
 - 1. The Board also has the duty to comply with such other duties as are set forth in the laws and regulations of Utah and the United States, and also may exercise the powers and authorities established by such laws and regulations.

Policy 1020 Board Power and Duties

- A. The Board of Education, on its own behalf, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by applicable law, rules and regulations to establish the framework of school policies and projects including, but without limitation because of enumeration, the right:
 - 1. To appoint, by contract, a district superintendent who serves as the Board's chief executive officer. [Utah Code § 53G-4-301\(1\)](#)
 - 2. To appoint a business administrator. [Utah Code § 53G-4-302\(1\)](#)
 - 3. To make and enforce policy necessary for the control and management of the district schools. [Utah Code § 53G-4-402\(15\)](#)
 - 4. To prepare and adopt a budget and make appropriations for the next fiscal year. [Utah Code § 53G-7-303\(2\)](#)
 - 5. To administer and implement Federal education programs in accordance with the Federal Programs Act. [Utah Code § 53G-4-402\(10\)](#)
 - 6. To establish, locate, and maintain elementary, secondary, and applied technology schools. [Utah Code § 53G-4-402\(5\)](#)
 - 7. To employ staff necessary to carry out the functions of the school district. The Board shall also determine qualifications, conditions of employment, salary schedules, dismissal, demotion, promotion and work assignments.
 - 8. To establish and supervise the program of instruction, including methods of instruction, schedules, materials, necessary staff, etc., and to make the necessary assignments for all extra-curricular programs that, in the opinion of the Board, benefit students.
 - 9. To sue and be sued in the name of the district. [Utah Code § 53G-4-401\(4\)](#)
 - 10. To take, hold, lease, sell, and convey real and personal property as the interests of the schools may require. [Utah Code § 53G-4-401\(4\)](#)
 - 11. To purchase, sell, and make improvements on school sites, buildings, and equipment and construct, erect, and furnish school buildings. [Utah Code § 53G-4-402\(3\)](#)
 - 12. To accept private grants, loans, gifts, endowments, devises, or bequests that are made for educational purposes. [Utah Code § 53G-4-402\(12\)\(a\)](#)
 - 13. To close the schools or suspend operation if necessary.
 - 14. To do all things necessary for the maintenance, prosperity, and success of the schools and the promotion of education. [Utah Code § 53G-4-402\(20\)](#)
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be

limited only by the Constitution and Laws of the State of Utah and the Constitution and Laws of the United States.

- C. To work to understand and represent the interest of the community members.

Policy 1025 Administration Relations

A. District Governance

- 1. The Board has the power to manage and govern the public schools of the District.

[Utah Code § 53G-4-402 \(2018\)](#)

Elwell v. Board of Education of Park City, 626 P.2d 460 (Utah 1981)

B. Consultation

- 1. The Board and its administrative personnel may consult with teachers with respect to matters of educational policy and conditions of employment. The Board may adopt and make reasonable rules, regulations, and agreements to provide for such consultation, but these shall not limit or affect the power of the Board to manage and govern the schools of the District, nor shall such rules, regulations or agreements favor one educational association over another or give preferential treatment to an educational association.

[Utah Code § 53G-11-205\(4\) \(2018\)](#)

C. Exclusivity and Coercion

- 1. If the Board chooses to engage in consultation, the process shall be structured so that there is no direct or indirect coercion of employees to join or refrain from joining a labor union, labor organization or other type or association, and such consultation shall be structured so that the Board does not favor one educational association over another or give preferential treatment to an educational association.

[Utah Code § 34-34-4 \(1969\)](#)

[Utah Code § 34-34-7 \(1969\)](#)

[Utah Code § 34-34-8 \(1969\)](#)

[Utah Code § 53G-11-205\(4\) \(2018\)](#)

D. Association Negotiations

- 1. Public employees may negotiate in groups or through employee associations with the District. This is not to be construed as granting to district employees the right to strike, which action is specifically prohibited.

[Utah Code § 34-34-2 \(1969\)](#)

[Utah Code § 34-34-16 \(1969\)](#)

- 2. The term "labor organization" means any organization of any kind, or any agency or employee, representation committee, or plan, in which employees participate and which exists for the purpose, in whole or in part, of dealing with one or more employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

E. Publication of Negotiated Agreement

1. If the Board engages in negotiations with labor organizations and a negotiated or collective bargaining agreement is reached, the Board shall, within ten (10) days of ratification, post the agreement or memorandum on the District's website [Utah Code § 53G-11-207 \(2018\)](#)

F. Distribution of Organization Materials

1. The District shall not allow unstamped, or stamped but not cancelled, employee organization mail to be delivered by interschool mail. Unless off-duty and acting as an agent of an employee organization, a District employee shall not distribute unstamped, or stamped but not cancelled, mail from employee organizations to other District employees.

G. Equal Access for Employee Associations

1. The schools in the District shall allow all employee associations equal access to distribution of information in or access to employee physical or electronic mailboxes (including school-provided email accounts), and to membership solicitation activities at new teacher or new employee training meetings or functions. (This policy does not require the school to afford association access to these activities, but requires that if access is granted to one employee association, equal access must be provided to other employee associations.)
[Utah Code § 53G-11-205\(2\), \(3\) \(2018\)](#)

H. No Endorsement of or Preference for Any Employee Association

1. The District does not endorse any one employee association, and District policies, structures, and procedures shall not be applied to favor one employee association over another or to otherwise give preferential treatment to one employee association. District calendars and publications shall not include or refer to the name of any employee association in relation to any day or break in the school calendar.
[Utah Code § 53G-11-205\(4\), \(5\) \(2018\)](#)

Policy 1034 Board of Education Code of Conduct

A. 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.

Policy 1035 Board Member Commitments and Ethics

A. Board of Education Commitments

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.

B. 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.
8. 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.

Policy 1036 Conflict of Interest: Board Member and Employee

- A. Purpose: The purpose of this policy is to set forth standards of conduct for board members and employees of the Box Elder District in areas where there are actual or potential conflicts of interest between their public duties and their private interests. This policy is intended to strengthen public confidence in the district and its employees. The policy is based on state law, [Utah Code 67-16](#).
- B. No member of the Board of Education or any employee of the Box Elder School District shall:
 1. Improperly disclose confidential information acquired by reason of his or her official position or use such information for his or her or another's private gain or benefit;
 2. Use or attempt to use his or her official position to secure special privileges or exemptions for himself or herself or others;
- C. A written statement shall be filed annually with the superintendent by all board members, superintendent, business administrator, facilities administrator, coordinators of school lunch, purchasing and transportation, and any other district employee who:
 1. Accepts other employment that he or she might expect would impair his or her independence of judgment in the performance of his or her public duties; or would interfere with the ethical performance of his or her public duties.
 2. Accepts any gift, compensation, or loan that comes because of past, present, or future action directly affecting the donor. (An award publicly presented in recognition of public services or a non-pecuniary gift of less than \$50.00 value is not prohibited.)
 3. Initiates business dealings on behalf of the district with any business or individual from whom the board member or employee receives compensation or gifts in any form.
- D. Statements filed with the superintendent under "C" above, shall be signed by the board member or district employee and contain:
 1. The name and address of the board member or district employee involved;

2. The name and address of the person or business entity with whom a conflict of interest may exist;
 3. A brief description of the board member's or employee's involvement or interest with the individual or business entity named.
- E. The statement shall be filed within ten days or the earlier of:
1. The date of any agreement between the board member or district employee and the person or business entity being assisted or;
 2. The receipt of compensation from that entity.
- F. The statement is public information and shall be available for examination by the public.
- G. Penalties for violation of this policy may include removal from office, dismissal from employment, and/or criminal prosecution. Additionally, the school district may rescind or void any contract or subcontract entered into as a result of actions prohibited under this policy, and do so without returning any part of the consideration that the district may have received.

POLICY 1037 Employment/Assignment of Relatives (Nepotism)
(Reference - [Utah Code 52-3](#))

- A. Definition: As used in this policy, “appointee” means an employee whose salary, wages, pay, or compensation is paid from public funds; “relative” means father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law - “household member” means a person who resides in the same residence.
[Utah Code § 52-3-1\(1\)\(d\) \(2018\)](#)
- B. No Board member or employee of the district may employ, appoint, or vote for or recommend the appointment of a relative or household member in or to any position or employment, when the appointee will be directly supervised by a relative or household member, unless:
1. The appointee is certificated or otherwise determined eligible or qualified to be employed by the District pursuant to the State Office of Education or other state department or agency; or
 2. The appointee will be compensated from funds designated for vocational training; or
 3. The appointee will be employed for a period of 12 weeks or less; or
 4. The appointee is a volunteer as defined by the District; or
 5. The Superintendent determines that appointee is the only or best person available, qualified, or eligible for the position.
[Utah Code § 52-3-1\(2\)\(a\) \(2018\)](#)
- C. No district employee may directly supervise an appointee who is a relative or household member of the employee unless:

1. The appointee was appointed or employed before the district employee assumed his or her supervisory position, if the appointee's appointment was not unlawful at the time of the appointee's appointment; or
2. The appointee will be compensated from funds designated for vocational training; or
3. The appointee will be employed for a period of 12 weeks or less; or
4. The appointee is a volunteer as defined by the district; or
5. The appointee is the only person available, qualified, or eligible for the position; or
6. The Superintendent determines that the employee is the only person available or is best qualified to perform supervisory functions for the appointee.
7. When a District employee supervises a relative or a household member, the employee shall make a complete written disclosure of the employee's relationship with the relative or household member in a sworn statement provided to the Board of Education. The District employee may not evaluate the relative's job performance or recommend salary increases for the relative.
[Utah Code § 52-3-1\(2\)\(b\), \(c\) \(2018\)](#)
[Utah Code § 67-16-7\(2\)\(b\) \(2018\)](#)

- D. No appointee may accept or retain employment in the District if the appointee is under the direct supervision of a relative or household member, unless:
1. The relative or household member was appointed or employed before the appointee assumed the appointee's position, if the appointment of the relative or household member was not unlawful at the time of the appointment;
 2. The appointee will be compensated from funds designated for vocational training;
 3. The appointee will be employed for a period of 12 weeks or less;
 4. The appointee is a volunteer as defined by the District;
 5. The appointee is the only person available, qualified or eligible for the position;
 6. The Superintendent determines that the appointee's relative or household member is the only individual available or qualified to supervise the appointee.
[Utah Code § 52-3-1\(3\) \(2018\)](#)

E. The rules against nepotism apply to employees paid with public funds regardless of the source of those funds, including employees paid with funds from a federal grant.

- F. Within a town, as defined by [Utah Code § 10-1-104](#), this policy on nepotism shall not apply to the employment of uncles, aunts, nephews, nieces or cousins.
[Utah Code § 52-3-4 \(1998\)](#)

- G. This policy on nepotism shall not apply to the employment of a relative if the following criteria are established:
1. fewer than 3,000 people live within 40 miles of the primary place of employment, measured over all-weather public roads;
 2. the job opening has had reasonable public notice; and
 3. the relative is the best qualified candidate for the position.

If an appointee is to be hired under this exception, the District shall make a written record of the proceedings in which it was established that the appointee met the criteria of this exception, which record shall include a written statement by the hiring officer

certifying that the appointee satisfies the exception, all of which shall be retained in the personnel file of the appointee.

[Utah Code § 52-3-4 \(1998\)](#)

H. Under no condition shall a husband/wife or parent/son or daughter be employed in a supervisor/employee relationship (such as principal/teacher; department head/teacher in department; head custodian/custodian; etc.). If such condition occurs as a result of transfer or promotion, it shall be resolved within one year by transfer of either husband/wife, or parent/son or daughter, to another location. Exceptions may be made, with Board approval, for necessarily existent small schools only.

Board Policies Relevant to School Board Meetings

Policy 1070 Board Meeting Procedures

A. "Meeting" means the convening of the Board with a quorum present, whether in person or by means of electronic equipment, for the purpose of discussing, receiving public comment about, or acting upon a matter over which the Board has jurisdiction, including a workshop or executive session. However, a "meeting" does not include a chance or social gathering; or meetings where no funds are appropriated for expenditure and board members are convened solely to discuss administrative or operational matters which do not require formal action or would not come before the Board for discussion or action.

[Utah Code § 52-4-103\(6\) \(2018\)](#)

B. Rules and Order of Procedure

1. The Board of Education shall adopt Rules of Order and Procedure to govern a public meeting of the Board of Education. The Rules of Order and Procedure shall include a set of policies that govern and prescribe in a public meeting:

- a. Parliamentary order and procedure;
- b. Ethical behavior; and
- c. Civil discourse.

2. After adopting the Rules of Order and Procedure, the Board of Education shall:

- a. Conduct its public meeting in accordance with the Rules of Order and Procedure adopted by the Board of Education; and
- b. Make the Rules of Order and Procedure available to the public at each meeting of the Board of Education, and on the District's public website.

[Utah Code § 53G-4-202{1}\(c\), \(2\) \(2018\)](#)

1. Upon a two-thirds vote, the Board of Education may expel a member of the Board from an open public meeting of the Board for:

- a. Disorderly conduct at the meeting;

- b. The member's direct or indirect financial conflict of interest regarding an issue discussed at or action proposed to be taken at the meeting; or
- c. Commission of crime during the meeting; or
- d. Other reasons that have been adopted by the Board.

[Utah Code § 53G-4-202\(5\) \(2018\)](#)

C. Open to the Public

- 1. Every meeting of the Board shall be open to the public unless closed pursuant to [Utah Code §§ 52-4-204 \(2018\)](#), [52-4-205 \(2014\)](#), and [52-4-206 \(2018\)](#). With the exception of those topics identified for a closed session, the Board shall deliberate and take action openly.

[Utah Code § 52-4-201\(1\) \(2006\)](#)

D. Public Hearing

- 1. A public hearing is an open meeting at which members of the public are given a reasonable opportunity to comment on a subject of the meeting. Generally, the Board will determine whether a Board meeting will include a public hearing. However, the Board shall hold a public hearing when considering whether to close a school or change the boundaries of a school, when submitting a ballot issue regarding bond authorization or a tax increase, when considering the adoption of the District budget, before authorizing issuance of bonds, and when considering changes to the Board member compensation schedules, as required by statute.

[Utah Code § 11-14-318 \(2009\)](#)

[Utah Code § 53G-4-402\(21\) \(2018\)](#)

[Utah Code § 53G-7-303\(2\) \(1/24/2018\)](#)

[Utah Code § 53G-4-204\(2\) \(2018\)](#)

[Utah Code § 59-1-1605 \(2016\)](#)

E. Interference with Conduct of Board Meetings

- 1. Those in attendance at Board meetings are prohibited from interfering with the conduct of the meeting by demonstrations, whether audible or visual or by conduct. Those who do not abide by Board procedures for orderly presentation of comments when permitted may be asked to leave or the Board may request law enforcement to remove those disrupting the meeting.
- 2. Distribution of handbills, flyers, or other printed materials by members of the public is prohibited during Board meetings. Similarly, members of the public may not circulate petitions or similar requests for participation during a Board meeting.

F. Public recording

- 1. All or any part of the proceedings in any open board meeting may be recorded by any person in attendance provided that the recording does not interfere with the conduct of the meeting.

[Utah Code § 52-4-203\(5\) \(2018\)](#)

G. Attendance by Local Government Representatives

- 1. An interested mayor or interested county executive (or their designees) may attend and participate in the board's discussions in the open portions of the Board's meetings. An "interested mayor" is the mayor of the municipality

which is partly or entirely within the boundaries of the school district. An "interested executive" is the county executive or county manager of a county with unincorporated area within the boundary of the school district. These local government officials may not vote on any issue before the Board and their participation is subject to the Board President's authority to regulate the conduct of the meeting.

2. An interested mayor or interested county official may attend a closed meeting of the Board if invited by the Board. Where the closed meeting is held to discuss disposition or acquisition of real property, an interested mayor or interested county official may attend if invited by the Board and if the mayor or county executive does not have a conflict of interest with respect to the disposition or acquisition.

[Utah Code § 53G-7-208\(3\)\(a\) \(2018\)](#)

H. Quorum

1. A majority of the members of the Board shall constitute a quorum for meetings of the Board.

[Utah Code § 52-4-103\(11\)\(a\) \(2018\)](#)

[Utah Code § 53G-4-203\(5\) \(2018\)](#)

I. USBA Training session for the Board members

1. In the event the Board or any of its members meet with representatives of the Utah School Boards Association (USBA) for the purpose of receiving or participating in instruction regarding Board functions or activities, and not for the purpose of discussing or acting upon a subject over which the Board has jurisdiction, the Board is not required to comply with the Utah Open and Public Meetings Act, [Utah Code § 52-4-101 et seq.](#)
2. If more than two Board members are present in such meetings, the Board members shall not discuss or act upon any specific matter over which it has jurisdiction. Board members will discuss only matters relative to the instruction they receive from USBA representatives.
3. If Board members determine in an instructional meeting with representatives of USBA that there is a need to discuss or act upon a subject over which the Board has jurisdiction, then the Board and its members must comply with the Open and Public Meetings Act, [Utah Code § 52-4-101 et seq.](#), prior to discussing or acting upon such matters.

Policy 1072 Board Meetings: Notice Requirements

- A. At least once each year, the Board shall give public notice of its annual meeting schedule. The notice shall specify date, time, and place of such meetings.

[Utah Code § 52-4-202\(2\) \(2016\)](#)

- B. The Board shall provide public notice of each meeting at least 24 hours in advance of each meeting; such notice shall include the agenda, date, time, and place of the meeting.

[Utah Code § 52-4-202\(1\)\(2016\)](#)

- C. Where a meeting agenda must be included in the required public notice of a Board meeting, that agenda shall be sufficiently specific to notify the public of the topics to be considered at the Board meeting. To be sufficiently specific, the agenda shall at least list each anticipated topic under an agenda item in a manner which identifies the subject of discussion and if known the nature of the Board action being considered on the subject. The Board may not consider the topic in an open meeting which was not listed under an agenda item and included with the advance public notice of the meeting, except that if an unlisted topic is raised by the public during an open meeting the Board may, at the discretion of the presiding Board member, discuss the topic but may not take any final action on the topic during the meeting. This limitation may not apply to an emergency meeting where the requirements for holding and giving the best practicable notice of such a meeting have been met.
[Utah Code § 52-4-202\(6\)\(2016\)](#)
- D. When the Board is meeting to conduct a public hearing with respect to adopting the budget or levying a tax rate which exceeds the certified tax rate, the Board's agenda must be limited to the hearing(s) and discussion and the action on those items. (If the Board holds another meeting on the same date to address general business items, the other meeting must conclude before the meeting on the budget and/or tax rate levy.)
[Utah Code § 59-2-919\(8\)\(b\)\(i\)\(B\), \(e\), \(2019\)](#)
- E. Public notice of each Board meeting and of the Board's annual meeting schedule shall be given by:
1. Posting written notice at the local Board of Education office;
 2. Posting notice on the Utah Public Notice Website; and,
 3. Providing notice to two newspapers of general circulation within the geographic jurisdiction of the public body or to a local media correspondent.
 4. The District shall also endeavor to post notice of Board meetings on the District's web site at least 24 hours in advance of the Meeting.
 5. Notice of each Board meeting shall also be given to each mayor or interested county executive (or their designee). An "interested mayor" is the mayor of a municipality that is partly or entirely within the boundaries of the school district. An "interested county executive" is the county executive or county manager of a county with unincorporated area within the boundaries of the school district. This notice shall be provided by mail, email, or other effective means agreed to by the person to receive notice.
[Utah Code § 52-4-202\(3\), \(4\)\(2016\)](#)
[Utah Code § 63F-1-701\(4\)\(d\)\(2016\)](#)
[Utah Code § 53G-7-208\(3\)\(e\) \(2018\)](#)
- F. In case of emergency or urgent public necessity which renders it impractical to give the notice identified in the paragraphs above, the best notice practicable shall be given of the time and place of the meeting and of the topics to be considered at the meeting. No such emergency meeting of the Board shall be held unless an attempt has been made to notify all of its members and a majority of the members vote in the affirmative to hold the meeting.

[Utah Code § 52-4-202\(5\)\(2016\)](#)

- G. In addition to complying with the aforementioned public notice requirements, in regards to the budget hearing, the Board shall do the following:
1. Publish the required newspaper advertisement and/or electronic newspaper advertisement (see [Utah Code § 45-1-101 \(2011\)](#) and the required Utah Public Notice Website advertisement at least ten days before the day on which the hearing is held
 - a. The public hearing notice will include information on how the public may access the proposed budget.
 2. File a copy of the proposed budget with the Board's business administrator for public inspection; and
 3. Post a copy of the proposed budget on the District's internet website.
 4. In addition, if the proposed budget includes a tax rate in excess of the certified tax rate, or if the Board meeting is required to consider whether to adopt a tax rate in excess of the certified tax rate, the Board shall provide the notices and schedule the meeting as required by [Utah Code § 59-2-919](#).
[Utah Code § 53G-7-303\(2\) \(2018\)](#)
[Utah Code § 53F-8-201\(3\) \(2018\)](#)
[Utah Code § 59-2-919 \(2016\)](#)
- H. In addition to complying with the aforementioned public notice requirements, if the Board is meeting under the [Transparency of Ballot Propositions Act](#) to hear arguments for or against a ballot proposition to authorize issuance of bonds or to increase taxes, the Board must post notice of the time, date, and place of the meeting (along with the arguments for and against the proposition):
1. On the Statewide Electronic Voter Information Website for 30 consecutive days before the election on the proposition;
 2. On the [District's website](#) in a prominent place for 30 consecutive days before the election on the proposition;
 3. If the District publishes a newsletter or other periodical, in the next scheduled edition before the election on the proposition.
[Utah Code § 59-1-1604\(5\)\(2016\)](#)
[Utah Code § 59-1-1605\(2016\)](#)
 4. The meeting must begin at or after 6:00 p.m.
[Utah Code § 59-1-1605\(3\)\(b\)\(2016\)](#)
- I. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider authorizing issuance of bonds under the Local Government Bonding Act, it shall publish notice of the intent to issue bonds in the newspaper and on the Utah Public Notice Website at least 14 days in advance of the public hearing on the bond issuance as required by [Utah Code Ann. § 11-14-318](#). The notice shall give notice that the hearing will be held to receive input from the public respecting the issuance of the bonds and the potential economic impact that the proposed improvement, facility, or property that the bonds will fund will have on the private sector.
[Utah Code § 11-14-318 \(2009\)](#)

- J. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider a request to increase a budget appropriation, it shall publish the required newspaper notice and notice under [Utah Code § 45-1-101](#) of such meeting at least one week prior to the hearing.
[Utah Code § 53G-7-305\(6\)\(b\) \(2018\)](#)
- K. In addition to complying with the aforementioned public notice requirements, if the Board meeting is either to hold a public hearing regarding closing one or more schools or changing the attendance area boundaries for one or more schools, or to take such action, the additional notice requirements set out in Policy 1210 much also be met.
[Utah Code § 53G-4-402\(21\) \(2018\)](#)
- L. Beginning July 1, 2007, in addition to meeting the aforementioned public notice requirements, if the Board is meeting to consider adopting a new Board member compensation schedule or schedules, or to consider amending an existing compensation schedule or schedules, the notice of the meeting with public hearing shall be given at least seven days prior to the meeting by:
1. Publishing the notice at least once in a newspaper published in the county where the District is situated and which is also generally circulated within the District, and publishing notice on the Utah Public Notice Website;
 2. Posting the notice:
 - a. At each school in the District
 - b. In at least three other public places within the District; and
 - c. On the Internet in a manner that is easily accessible to citizens who use the internet.
- [Utah Code § 53G-4-204\(3\) \(2018\)](#)

Policy 1074 Board Meetings: Closed Meetings

- A. A closed meeting may be held upon a two-thirds affirmative vote of the Board members present at a meeting for which public notice was given pursuant to [Utah Code § 52-4-202](#), providing a quorum is present. No resolution, rule, regulation, contract or appointment shall be approved at a closed meeting, nor may the Board interview an applicant to fill an elected position at such a meeting. The recording and minutes of an open meeting at which the vote is taken to hold a closed meeting shall contain the reason or reasons for holding a closed meeting and the votes, by name, of the members present, either for or against the proposition to hold such a meeting.
[Utah Code § 52-4-204 \(2018\)](#)
- B. Closed meetings may only be held for the following purposes:
1. Discussion of the character, professional competence, or physical or mental health of an individual;
 - a. However, the Board may not interview a person applying to fill an elected position, midterm vacancy or temporary absence in a closed meeting

- regardless of whether the interview may include a discussion of the character, professional competence, or physical or mental health of the applicant.
2. Strategy sessions with respect to collective bargaining or pending or imminent litigation; or
 3. Strategy sessions with respect to the purchase, exchange, or lease of real property (including any form of water right or water shares) if public discussion may disclose the appraised or estimated value of the property or tend to prevent the Board from obtaining the best possible terms; or
 4. Strategy sessions with respect to the sale of real property (including any form of water right or water shares) if public discussion may disclose the appraised or estimated value of the property or tend to prevent the Board from obtaining the best possible terms, but only if the Board previously gave public notice that the property would be offered for sale, and the terms of the sale are publicly disclosed before the Board approves the sale; or
 5. Discussion regarding deployment of security personnel, devices, or systems;
 6. Investigative proceedings regarding allegations of criminal misconduct; or
 7. The Board is fulfilling one of the following procurement functions:
 - a. Deliberations as an evaluation committee regarding a solicitation or as protest officer regarding a protest; or
 - b. Consideration of information designated as a trade secret if the consideration is necessary to properly conduct a procurement; or
 - c. Discussion of information provided to the Board during a procurement if (at the time the Board meets) the information may not be disclosed to the public or procurement participants and the Board needs to review or discuss the information to properly fulfill its role and responsibilities in the procurement process.

- C. If the meeting is closed for any reason stated in paragraph 1 or 5 of this Section, then the person presiding must sign a sworn statement affirming that the sole purpose of closing the meeting was to discuss those specific topics, and neither a recording nor minutes shall be kept of that portion of the closed meeting.

[Utah Code § 20A-1-511\(3\)\(c\) \(2017\)](#)

[Utah Code § 52-4-205 \(2014\)](#)

[Utah Code § 52-4-206\(6\) \(2018\)](#)

Policy 1080 Board Committees

- A. School Board members are elected to represent the public in management of the public schools. Decisions are the right and responsibility of the Board of Education.. All committees formed and charged by the Board are advisory in nature; the Board maintains the right and responsibility to do with committee recommendations as deemed appropriate by the Board on majority vote.
- B. Special committees of Board members may be created by the Board for special assignments. When so created, each committee shall be appointed by the president and shall terminate upon completion of the assignment or by majority vote of the Board prior to completion of the assignment.

- C. The Board of Education may utilize citizen committees, as appropriate, to assist in: planning; developing education policies and programs; seeking solutions to specific problems confronting the schools; and providing interchange of ideas and points of view between school officials and members of the community.
1. Each committee shall be established by majority vote of the Board and shall be given an assignment or charge including specification of the scope of the assignment, length of time to complete the assignment, date by which the committee is to report its findings to the Board, and other specifics as deemed appropriate by the Board.
 2. Committees shall terminate upon completion of the assignments or charges given, the lapse of time specified by the Board, or by majority vote of the Board.
 3. Members of committees shall be recommended by the Superintendent and appointed by a majority vote of the membership of the Board meeting in official session.
- D. Reports, findings, and conclusions of each committee operating under a charge from the Board shall be submitted in writing to the Board at least seven (7) days prior to any consideration of the same in a meeting of the Board where the committee's work will be an issue for discussion or action.
1. All reports, findings, and conclusions developed by committees shall be the property of the Board and any dissemination of the same shall be at the sole discretion of the Board within the parameters of the [Government Records Access Management Act](#). (See [Policy 6000 Public Records Access and Management](#))
 2. Committees are expressly prohibited from releasing their reports, findings, or conclusions to any individual or group other than the Board or the Superintendent.

Policy 1090 Rules of Order

- A. The Board shall be guided by [Robert's Rules of Order, Revised](#), except where policy specifies otherwise.
- B. The Board President may discuss and have a vote on all matters before the Board.

Policy 1100 Minutes

4

- A. The Clerk shall keep, or cause to be kept, written minutes and a recording of all open school board meetings with the exception of site visits or traveling tours of the board where no vote or action is taken. Only written minutes are required during site visits or travelling tours.
- B. The written minutes of open meetings must include:
1. The date, time, and place of the meeting;
 2. The names of all members present and absent;

3. The substance of all matters proposed, discussed, or decided, which may include a summary of comments by board members;
 4. A record, by individual members, of all votes taken;
 5. The name of each person who is not a Board member who was recognized by the presiding Board member and upon recognition presented testimony or comments to the Board and a brief summary of the public testimony or comments; and
 6. Any other information that is a record of the meeting proceedings that any member requests be entered in the minutes.
 7. The requirement that the written minutes include the substance of Board discussion and of public comments may be satisfied by maintaining a publicly available online version of the minutes, which includes a link to that portion of the meeting recording, which relates to the discussion or comments.
- C. The recording of the meeting must be a complete and unedited recording of all open portions of the meeting from the commencement of the meeting through the adjournment. Those in attendance may also record the meeting as long as their recording does not interfere with the meeting.
- D. The written minutes and the recording of an open board meeting are public records and must be available upon request within three business days after the end of the meeting (recording) or within a reasonable time but no more than thirty days (written). Written minutes made available to the public should be marked in a way signifying that they have yet to be approved until the Board takes formal action to approve them.
- E. Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the president upon approval of the Board.
- F. With the exception of a closed meeting to discuss the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems, a recording must be kept of a closed meeting. Written minutes may also be kept.
- G. A recording of a closed session must include:
1. The date, time, and place of the meeting;
 2. The names of all Board members present and absent;
 3. The names of all others present except where such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting.
- H. The recording of a closed session must be a complete and unedited recording of all portions of the closed meeting.

Reference:

[Utah Code § 52-4-203\(2018\)](#) and [Utah Code § 52-4-206\(2018\)](#)

Policy 1110 Public Participation in Board Meeting

- A. Individuals, from time-to-time may wish to seek an official audience with the Board. Such matters may be placed on the printed Board Agenda by contacting the Superintendent, Superintendent's staff assistant, or Board President. All such requests should be received one week in advance of a regular Board meeting and will be confirmed in writing through the District Office. The request should be in writing and state the nature of the matter to be considered, the name of the individual who will act as spokesperson, and the name of the organization represented.
- B. All "regular meetings" of the Board will include an agenda item – "Public Comments."

During this agenda item, patrons will be able to address the Board, even if they have not followed the formal protocol outlined in "A" above. The following guidelines will be adhered to for the "Public Comments" agenda item:

1. Patrons must state their name prior to making comments.
 2. At the discretion of the Board President, individual comments may be limited to three (3) minutes per individual.
 3. Multiple individuals with the same issue should appoint a spokesperson and make one presentation rather than several. At the discretion of the Board President, group presentations may be limited to a maximum of six (6) minutes.
 4. Handouts may be used and distributed to Board Members. If handouts are distributed, all members of the Board and District staff present should receive copies of all handouts.
 5. The Board will not take final action on items presented during "Public Comments" unless the item is already on the Meeting agenda.
 6. Comments on personnel issues will not be allowed during "Public Comments." The Board will not discuss issues that affect an employee's right of privacy such as specific appointments, employment, performance or questions, complaints, or charges against particular employees. Concerns in these areas are to be referred to the Superintendent.
 7. When possible, response to the questions or comments will be provided during the meeting. If additional study is needed to respond adequately to the questions or comments, the residents will receive a written response as soon as possible. The written response will be read publicly at the next regular meeting of the Board.
 8. At the discretion of the Board President, a patron's opportunity to address the Board on the same issue may be limited to no more than once in a three-month period.
- C. At the discretion of the Board President, public comment may be taken during other portions of the meeting where the comment is directed toward a specific agenda item.