



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING
Detailed Agenda

Wednesday, August 12, 2026

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

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

A. If ADA accessibility is needed to attend this meeting, please contact the District Office at 435-734-4800 before 4:00 p.m. the day prior to the meeting.

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

1. Discussion of Possible Names for New Elementary School

C. Administrative - 6:30 p.m.

1. Call to Order

Tiffani Summers, Board President

2. Reverence

Stephanie DeFilippis, Board Member

3. Flag Salute/Pledge of Allegiance

Keith Mecham, Superintendent

4. Recognitions

Jamie Kent, Public Information Officer

a. New Administrators:

Erika Bywater, Asst. Principal Intern, ACHI

Emily Zito, Asst. Principal Intern, BRHS and BRMS

Kelbie Jackson, Asst. Principal, BEMS

Amy Jo Summers, Asst. Principal Intern, Lake View Elementary

Christyn Kendrick, Asst. Principal Intern, North Park Elementary

D. Approval of Agenda - 6:45 p.m.

E. Public Comment - 6:50 p.m.

Those individuals who would like to speak to the Board should read the guidelines and complete the sign-up document located at the door. At the discretion of the Board President, public comment may be permitted at any point during the Board meeting.

F. Action Items - 7:20 p.m.

1. Approval of Nail Tech BTECH Course

Ben Wiley, CTE Director

2. Approval of Amendment to Discovery Elementary TSSA Plan

Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning

3. Approval of Amendment to Century Elementary TSSA Plan

Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning

4. Approval of Declaration of Surplus Property

Neil Stevens, Business Administrator

5. Approval of Cancellation of Building Contract for High School Additions

Neil Stevens, Business Administrator

G. Information Items - 7:40 p.m.

1. Strategic Plan Update

Keith Mecham, Superintendent

2. Update on Elementary School Financing

Neil Stevens, Business Administrator

3. Monthly Financial Report

Neil Stevens, Business Administrator

4

9

13

19

20

21

34

35

4. Board Committee Reports	
H. Policy Review - 8:00 p.m.	
1. Policy Changes Approved with Negotiations (For Review Only)	
a. Policy 3124 Certificated: Retirement	43
b. Policy 3126 Certificated: Sickness, Absences and Leaves	46
c. Policy 3202 ESP: Employment and Placement	55
d. Policy 3208 ESP: Fringe Benefits and Leave of Absence	62
e. Policy 3310 Administrative: Personnel Benefits	74
2. First Reading	
a. Policy 1036 Board Member Conflict of Interest	80
b. Policy 1040 Board Member Elections and Redistricting	84
c. Policy 1070 Board Member Meeting Procedures	86
d. Policy 1210 School Closure and Boundary Changes	91
e. Policy 2010 Budget Planning/Development/Adoption	95
f. Policy 2032 Procurement of Construction: Construction and School-Site Acquisition Requirements	100
g. Policy 2034 Procurement: Contracts and Contract Limitations	113
h. Policy 3006 Employee Conflict of Interest	132
i. Policy 3032 Employment: Student Support Scope of Practice	135
j. Policy 3035 Employee Criminal Background Checks and Personal Reporting of Arrests and Convictions	138
k. Policy 4060 High School Graduation Requirements	147
l. Policy 4062 Curriculum: College Course Work	158
m. Policy 4101 Grading: Credit Through Testing	161
n. Policy 4175 Student Data Protection	162
o. Policy 4178 Internet Use	175
p. Policy 4200 Term of Instruction: School Year & School Day	185
q. Policy 5035 Attendance Requirements and Procedures	188
r. Policy 6002 Government Data Privacy	192
3. First & Second Reading	
a. Policy 4102 Grading: Grades K-7	202
b. Policy 4103 Academic Grading and Citizenship Marks for Grades 8-12	204
c. Policy 5305 Student Use of Electronic Devices	208
I. Consent Items - 8:10 p.m.	
1. Minutes	221
2. Claims	227
3. Personnel	237
4. Out of State Trip Requests	239
5. 150 Mile Requests	240
6. Contract for Early Literacy Curriculum	248
7. Purchase Contract for IT Servers	257
J. Suggestions for Future Board Meetings - 8:15 p.m.	270
K. Upcoming Events	
1. First Day of School - Monday, August 31, 2026	
2. BESD Foundation Golf Tournament - Thursday, September 17, 2026 at Eagle Mountain Golf Course	
L. Closed Session to Discuss the Purchase, Exchange, or Lease of Real Property	
M. Closed Session to Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual	

N. Adjournment - 8:20 p.m.

The next meeting of the Board of Education will be held on Wednesday, September 9, 2026, with a Work Session at 5:30 and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

Recommendation to approve 2026-2027 New Course Curriculum Review Committee

Submitted by: Ben Wiley

Recommendation:

It is recommended that the BESD Board of Education approve the following course **Nail Technician** for the 2026-2027 school year.

Recommended Motion:

I move that we approve the following course for the 2026-2027 school year.

Background:

Bridgerland Technical College has separated the nail technician from the cosmetology program. The program provides the skills needed to work in a beauty or nail salon performing services such as natural nail care, including manicures and pedicures, and nail enhancements. Instruction also includes sanitation, salon safety, nail and skin disorders, professional ethics and salon management, and licensing laws and rules. Upon completion of the program, students have the knowledge and skills needed to take the state written and practical examinations required for licensure.

The program is approximately 4 months long and is 9 credits. It will only be open to seniors.

Policy Implications:

No new policy implications.

Financial Implications:

No additional costs

Staff Implications:

No additional implications

Box Elder School District

New Course Application

Note: No subject or course shall be taught, no credit to given for the same, unless it has been recommended for approval by the Curriculum Department and authorized by the Board of Education. New course requests will not be considered without complete information and documentation.

Proposed Course Title

Approved State Core Course

NAIL TECHNICIAN

☒ Yes

☐ No

Course Description

THE NAIL TECHNICIAN PROGRAM PROVIDES THE SKILLS
NEEDED TO WORK IN A BEAUTY OR NAIL SALON
PERFORMING SERVICES SUCH AS NAIL CARE.

Prerequisite

~~3.0 GPA~~

2.0 GPA

FULL SCHOOL YEAR / SENIORS ONLY

Submitting School and Department

Type of Course (Drop Down Menu)

CTE / DISTRICT OFFICE

CTE

Credit

☒ .5

☐ 1.0

☐ 1.5

Type of Course

☐ Core

☒ Elective

Special Endorsement
Required?

☒ No

☐ Yes

Grade Level

All that apply

☐ 6th

☐ 7th

☐ 8th

☐ 9th

☐ 10th

☐ 11th

☒ 12th

What is the determined need for this course, and how was the need assessed?

NEEDED FOR CERTIFICATION.

How will this course impact the overall school curriculum and resources? (i.e. schedule, teaching loads, class-size, etc.)

LOWER CLASS SIZE.

Will there be an assessed fee for this course? (Fees must be approved by the Board)

NO

Is there an end-of-level State test for this course? If so, which one?

NO / CERT. TEST.

Start-up Budget: Course Materials Required (texts, software, hardware)

\$0

Course Assessments (Describe methods to used for assessing student progress)

BTECH GRADING SYSTEM.

Submitted by:

Date

BEN WILEY

8-4-2026

For Curriculum Department Use

Curriculum Department Approval Date

Board Approval Date

Course Title

State Core Code

Assigned Course Number

Recommendation for approval of the revision to Discovery's TSSA Plan.

Submitted by: Heidi Jo West, Assistant Superintendent of Elementary Teaching and Learning on behalf of Suzanne Reeder, Discovery Elementary School Principal

Recommendation: It is recommended that the Box Elder School District Board of Education approve the Revision to Discovery's Teacher and Student Success Plan as submitted.

Recommended Motion:

I move that the BESD Board of Education approve Discovery Elementary School's revision to their Student Success Plans and for the schools in Box Elder School District for the 2026-2027 school year.

Background

We are requesting a budget revision to reallocate funds toward professional development. A closer look at our budget showed that we had overbudgeted for general school supplies and an extra instructional paraprofessional position.

Proposed Plan & Budget Adjustments

We are proposing we put this money back into our school by supporting our staff and giving them high-quality training. To stay financially responsible with our TSSA funds, we created an updated spending plan that directly aligns with our goals:

- **Professional Development-** We feel our money is best spent investing in our teachers by sending a few of our teams to a Science of Reading conference. Other schools in our area have seen great success with this training, and we believe it will directly benefit our classroom instruction and student learning.

Financial Implications

There are no negative financial consequences to this change. It simply allows us to spend our allocated TSSA funds more efficiently and intentionally.

Policy Implications

There are no policy implications. All reallocated funds will be used according to district and state guidelines for approved educational purposes.

Staff / Student Implications

The proposed budget reallocation will positively impact both staff and students by investing directly in teacher capacity and student engagement. Teachers will benefit from high-quality professional learning and targeted instruction strategies from the Science of Reading conference.

In turn, students will benefit from more responsive, evidence-based literacy instruction in the classroom. This investment will create a stronger, more supportive learning environment that directly aids student growth and achievement.

TSSA	Total Allocated	\$109,482	Please complete this tab and copy all amounts to the allocation tab.						
Goal #, Action Step #	List Expense Here	Total	Salaries 100	*1.0725 NonCont *1.3134 Cont Employee Benefits 200	Purchased Professional & Tech Services 300	Travel 580	Supplies and Materials 600	Teacher & Student Supplies 608	Teacher & Student Incentives Rewards 614
TSI3, SW1.3, SW1.4, SW1.5, SW1.6, SW2.2, SW2.3, SW2.5,	Instructional Paras	\$50,492.64	\$43,831.92	\$6,660.72 [1]					
TSI3, SW1.3, SW1.4, SW1.5, SW1.6, SW2.2, SW2.3, SW2.5,	Para Subs	\$5,000.00			\$5,000.00				
TSI4, SW1.7, SW1.9	Teacher Subs for PD/IEPs	\$4,000.00			\$4,000.00				
TSI6,	Teacher & Student Incentives Rewards 614	\$5,474.12							\$5,474.12
TSI 6, SW1.8, SW2.6	School & Class Supply Fees	\$8,500.00						\$8,500.00 [2]	
SW1.7, SW2.4	Teacher Stipends for Leadership/STUCO/etc	\$6,567.00	\$5,000.00	\$1,567.00					
TSI3, SW1.6	Instructional Tech. (Devices for RTI/Flips)	\$6,000.00					\$6,000.00		
TSI4, SW1.9	PD Opportunities for Teachers/Staff	\$21,000.00				\$21,000.00 [3]			
		\$0.00							
	Total Subcategories	\$107,033.76	\$48,831.92	\$8,227.72	\$9,000.00	\$21,000.00	\$6,000.00	\$8,500.00	\$5,474.12

[1] Update 7/28 from 4427.24

[2] updated 7/28 Was \$10948.24 to \$8,500.00 to reflect number of students

[3] Updated 7/28 from \$6000.00 to attend Plain Talk Conference with 2 teams

Recommendation for approval of the revision to Century's TSSA Plan.

Submitted by: Heidi Jo West, Assistant Superintendent of Elementary Teaching and Learning on behalf of Kristen Riley, Century Elementary School Principal

Recommendation: It is recommended that the Box Elder School District Board of Education approve the Revision to North Park's Teacher and Student Success Plan as submitted.

Recommended Motion:

I move that the BESD Board of Education approve Century's Elementary School's revision to their Student Success Plans and for the schools in Box Elder School District for the 2026-2027 school year.

Background

We are requesting a budget revision to reallocate funds toward teacher stipends and professional development. A closer look at our budget showed that we had overbudgeted for general school supplies and an extra instructional paraprofessional position.

Proposed Plan & Budget Adjustments

We are proposing we put this money back into our school by supporting our staff and giving them high-quality training. To stay financially responsible with our TSSA funds, we created an updated spending plan that directly aligns with our goals:

- **Stipends-** We are providing a stipend for our Culture club, student council, and drama activities.
- **Professional Development-** We feel our money is best spent investing in our teachers by sending a few of our teams to a Science of Reading conference. Other schools in our area have seen great success with this training, and we believe it will directly benefit our classroom instruction and student learning.

Financial Implications

There are no negative financial consequences to this change. It simply allows us to spend our allocated TSSA funds more efficiently and intentionally.

Policy Implications

There are no policy implications. All reallocated funds will be used according to district and state guidelines for approved educational purposes.

Staff / Student Implications

The proposed budget reallocation will positively impact both staff and students by investing directly in teacher capacity and student engagement. Teachers will benefit from high-quality professional learning and targeted instruction strategies from the Science of Reading conference, while additional stipends will recognize leadership and support school culture initiatives. In turn, students will benefit from more responsive, evidence-based literacy instruction in the classroom, as well as increased access to extracurricular opportunities like Culture Club. This investment will create a stronger, more supportive learning environment that directly aids student growth and achievement.

TSSA	Total Allocated	\$109,230	Please complete this tab and copy all amounts to the allocation tab.						
Goal #, Action Step #	List Expense Here	Total	Salaries 100	*1.0725 NonCont *1.3134 Cont Employee Benefits 200	Purchased Professional & Tech Services 300	Travel 580	Supplies and Materials 600	Teacher & Student Incentives Rewards 614	Teacher & Student Supplies 608
goal 1 step 1	instructional paras	\$53,542.44	\$49,737.52 [1]	\$3,804.92 [2]					
Goal 1 step 2	Leadership Stipends (7 teachers)	\$7,559.72	\$5,800.00 [3]	\$1,759.72 [4]					
SW Goal 1, Step 1	Para Subs	\$4,100.00			\$4,100.00				
TSI Goal, Step 1	Teacher Subs for PD	\$1,600.00			\$1,600.00				
Goal 1 step 3	Update technology (Samsung flip displays)	\$8,340.00					\$8,340.00		
Goal 1 step 2	Staff and student incentives	\$5,461.48						\$5,461.48	
Goal 1 step 3	School and Class Supply Fees	\$9,000.00							\$9,000.00 [5]
Goal 1 step 6	Science of Reading PD	\$19,626.36				\$19,626.36			
	Total Subcategories	\$109,230.00	\$55,537.52	\$5,564.64	\$5,700.00	\$19,626.36	\$8,340.00	\$5,461.48	\$9,000.00
Budgeted to be over with HJ. Review in December/January after stipends are paid out, then adjust budget and submit an ammendment to the school board if necessary.									

TSI, ATSI, CSI Goal	
Goal- 80% of Students with disabilities will be reading at or above grade level by the end of third-grade.	
Action Plan	
<i>What specific tasks/activities will need to be done to help reach your goal?</i>	
1 Substitutes will be provided for teachers to attend professional development.	
2. Prioritize regular collaboration and data discussion to facilitate appropriate response to intervention, improve school climate, and improve behavior. Regular meetings with the leadership teams to determine the needs of the grade levels and school.	
3. Teachers will implement adopted tier 1 programs (SuperKids and Wonders) with fidelity and integrate LETRS instructional strategies to enhance literacy instruction with the necessary, updated supplies and technology.	
4. Throughout the year, progress monitoring will be conducted as mandated, and Pathways of Progress goals will be established and tracked regularly.	
5	
Designation 1:	This plan supports SWD at our school by ensuring high quality tier 1 instruction for all students. Supports for tier 2 and tier 3 are also in place.
SWD	SuperKids/Wonders, 95%, Reveal Math and Number Worlds.
Mid Year Review:	Replace with measurement used: MAP, Acadience, WIDA, etc. Needs approved.
Replace with Date of review	Replace with a narrative
Procedures for evaluating success in reaching this goal. What summative evidence will be used to show you reached this goal on the final report?	
Backup Plan for Funding Changes	
<i>There are times when the planned expenditures in the goals of a plan are provided by the district, a grant, or another unanticipated funding source leaving additional funds to implement the goals. If additional funds are available, how will the school spend the funds to implement the goals in this plan?</i>	
\$25,000	1 If additional funds are available, the school will purchase more Samsung Flip displays to update the technology in as many classrooms as possible.

Goal 1

By the end of the 2026-2027 school year, students will meet or exceed Typical growth targets in literacy as determined by the Acadience Reading end of year Pathways of Progress score based on the grade level goals below.

Kindergarten - 100%
 First grade - 90%
 Second grade - 90%
 Third grade - 95%
 Fourth grade - 80%
 Fifth grade - 80%

Action Plan

What specific tasks/activities will need to be done to help reach your goal?

1. Paraprofessionals will be hired to reinforce tier-1 instruction and deliver targeted tier-2 and tier-3 interventions in small groups.
2. Prioritize regular collaboration and data discussion to facilitate appropriate response to intervention, improve school climate, and improve behavior. Regular meetings with the leadership teams to determine the needs of the grade levels and school.
3. Teachers will implement adopted tier 1 programs (SuperKids and Wonders) with fidelity and integrate LETRS instructional strategies to enhance literacy instruction with the necessary, updated supplies and technology.
4. Throughout the year, progress monitoring will be conducted as mandated, and Pathways of Progress goals will be established and tracked regularly.
5. Coaching cycles and feedback will be implemented for both paraprofessionals and teachers to drive improvements in instruction and program implementation.
6. Provide teachers with Training in Science of Reading to support reaching 80% of students reading at grade level.

Review your progress with your leadership team once each trimester.

Trimester Updates:	Date of Review	Measurement Used	Comments
Trimester 1:			
Trimester 2:			
Trimester 3:			

Final Report- Complete after January 15 of the following year. What were the results of your plan?

Backup Plan for Funding Changes

There are times when the planned expenditures in the goals of a plan are provided by the district, a grant, or another unanticipated funding source leaving additional funds to implement the goals. If additional funds are available, how will the school spend the funds to implement the goals in this plan?

Cap Amount	1	If additional funds are available, the school will purchase more Samsung Flip displays to update the technology in as many classrooms as possible.
Cap Amount	2	
Cap Amount	3	

[1] Updated 7/21 was previously \$68,580.15

[2] Updated 7/21 was previously \$4971.81

[3] Updated 7/21 Previously \$3500 for Leadership and \$500 for Student Council. Added stipends for activity stipend and culture club

[4] Updated 7/21 Previously \$1096.90 for Leadership and \$500 for Student Council. Added stipends for activity stipend and culture club

[5] Updated 7/21 from \$10,922.60

Box Elder School District

Recommendation to Declare Surplus Property

Recommendation: It is recommended that the Board of Education declare as surplus the property located at 400 S Willard Peak Rd, Mantua, UT 84324, parcel ID# 03-059-0094

Recommended Motion: *I move that the BESD Board of Education* declare as surplus the property located at 400 S Willard Peak Rd, Mantua, UT 84324, parcel ID# 03-059-0094.

Background: Box Elder School District owns land property in Mantua, UT. This property was acquired from Mantua City in an exchange transaction involving other District property. The current K-12 population of Mantua is less than 275 students. Due to the demographics and topography of the surrounding neighborhoods, it is not forecasted that there will be sufficient number of students to support a future elementary school at this location. It is recommended to dispose of the land property and use the proceeds to support other capital needs in the District.

Policy Implications: Proceeds of the land sale will be used to fund future capital needs at other existing schools within the District.

Financial Implications: Increased funds for capital reserve account.

Staff Implications: None at this time.

Box Elder School District
Recommendation to Cancel Building Contracts for High School
Additions

Recommendation: It is recommended that the Board of Education cancel the CMGC and Architect contracts for each of the high school construction projects.

Recommended Motion: *I move that the BESD Board of Education* direct the Business Administrator to cancel the CGMC and Architect contracts related to the high school expansions.

Background: After a robust and competitive public solicitation process, the Box Elder School District awarded contracts for CMGC and Architect services in the Spring of 2025. The BESD staff began working with the architect and CGMC for each high school project to design additions to each high school that would allow the transfer of the 9th grade class from the middle school to the high school. The Box Elder High School expansion design is 100% complete and the Bear River High School expansion design is 40% complete. Due to the results of the petition for the Lease Revenue Bond in February of 2026, there are not financial resources to support the construction of these projects.

Policy Implications: The District will not proceed with the proposed changing of the grade bands from 10-12 to 9-12.

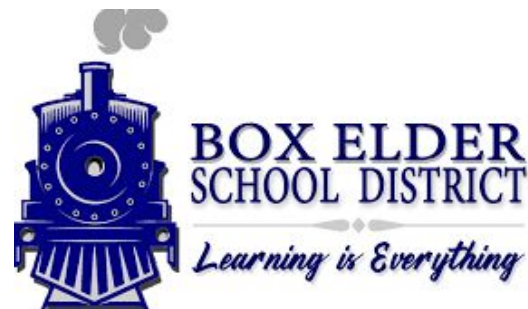
Financial Implications: Decreased design and construction related costs.

Staff Implications: None at this time.

Box Elder School District

5-Year Strategic Plan Discussion - Update

Aug 12, 2026 • School Board Meeting



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"If you want to **go fast** , go alone;
if you want to **go far** , go
together."

— African Proverb

Mission, Vision, Values & Goals | MVVG

What is the difference between a Mission and a Vision?



Mission Statement

Focus: The Present

Explains what an organization **does**, who it **serves**, and why it **exists right now**.



Vision Statement

Focus: The Future

Outlines a **long-term, inspiring picture** of what the organization hopes to **become or achieve** in the future.

Current Mission Statement | Strategic Focus



"We will ensure that all students learn at grade level or higher."

Greatly Influenced by Solution Tree: Learning by Doing, 4th Edition

Mission Statement Discussion | Core Breakdown



Current Statement

"We will ensure that all students learn at grade level or higher."

Discussion Key Points

Who is "We"? – Discussed the word "Together" as a core team focus.

Ensure – Debate on guarantee: can we truly guarantee this outcome?

All vs. Each – "All" (means all) vs. "Every/Each" (more personal, focused on individuals).

Whole Child – Balancing developmental growth vs. strictly academic focus.

Daily Control – Identifying and focusing on what we can control each day.

No Excuses – Moving past passive mindsets like "I taught it, they didn't learn."

Current Thoughts on Our Mission

| Draft

Options

01 "Together, we will do whatever it takes to help every student learn, grow, and succeed!"

02 "Together, we will make every effort to help every student learn, grow, and succeed!"

03 "Together, we have an unwavering commitment to the development of every student to prepare them for a successful future."

04 "Together, we are committed to supporting student growth and preparing them for success in education and life."

05 "Together, we have an unwavering commitment to the growth of every student so they can have a successful future."

06 "Excellence in learning. Strength in character. Success for each."

07 "Every student known, challenged, and prepared to succeed."

Vision Discussion | Thoughts & Context



What is a Vision?

"A vision statement outlines a long-term, inspiring picture of what the organization hopes to become or achieve in the future."



Next Steps

50 Ideas Gathered

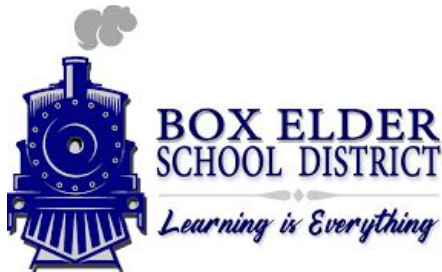
We have successfully gathered initial concepts from our administrators. Our team will actively begin tackling and shaping these ideas next month.

Logo & Slogan Review

Establishing Our Identity



Our Visual Logo



Is This Still Our Core Slogan

"Learning is Everything"

A guiding principle that shapes our educational mission, fostering academic growth and character development for every student.

5C's Collective Commitments | Our Core Values

CONNECTION

We will build strong, caring relationships with each student and their family, each of our employees, and our community.

COMMUNICATION

We will listen first, communicate clearly and promptly, and close the loop with students, families, staff, and community partners so every voice is heard.

COLLABORATION

We will develop high-functioning PLC teams to plan, teach, assess, and respond to each student's learning needs based on multiple measures.

CONTRIBUTION

We will foster a culture of service and active citizenship—students and staff lift one another through service and empathy and find meaningful ways to serve and acknowledge the community that supports us each day.

CAREER-READINESS

We will cultivate meaningful partnerships with postsecondary institutions, businesses, and community organizations so students and staff through diligent efforts are prepared to succeed in an ever-changing world.

Stakeholder Feedback: Value and want to Prioritize the next 5 years?

94% — Academic Achievement & Student Success

87% — K-3 Literacy

83% — Post High School Readiness

- 64% feel kids are prepared for life after graduation

Focus: Real-World Life Skills, Standards, Career Pathways, Academic Rigor

81% — School Safety & Campus Security

79% — Mental Health & Student Well-being

77% — Teacher Recruitment & Retention

- Hiring 67 new teachers this year (as of 8/10/26)

75% — Planning for Future Growth

72% — Community & Parent Engagement

59% — Update/Replace Older School Buildings

??? — Fiscal Responsibility & Transparency

Priorities to be Considered

Strategic Focus



Academic Achievement

- K-3 Literacy (SB 241)
- Grade 3-10 Rise
- Grades 6-12 CFAs
- Grades 9-12 CTE
- Rigor, GPA
- IEPs, 504s, IRPs
- Real-Life Application
- Instructional Time



Career & College & Life Readiness

- Financial Literacy
- Online Flexibility
- Scholarships
- U-Science Surveys
- Job Shadowing
- Pathway Completers
- BATC / CAPS
- CE / AP Courses



Belonging, Wellness & Safety

- Each student is known and loved
- Mental Health Awareness
- Safe Environment
- Safe & Secure Buildings, Entrances
- Contribution - Serving others/Community



Talent & Operations

- Recruit, retain & support strong team
- Fiscal responsibility & transparency
- 5, 10 & 20 year growth plan
- Spend Less Than We Make
- Pay off GO Bond, Golden Spike Elem

BESD 26-27 Goals | Strategic Priorities



01. STRATEGIC PLAN

Finalize the 5 year BESD strategic plan



02. CURRENT REALITY

Understand our Current Reality



03. CONNECTION

Connect with Kids,
Communicate more frequently and Effectively with all stakeholders



04. PLC RIGHT

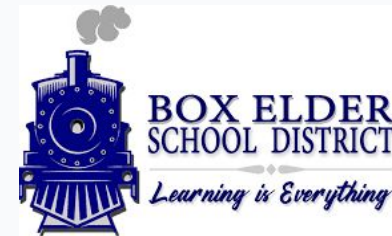
Develop highly effective professional learning communities.



05. GROWTH

"Everyday in every way, we're getting better"

Next Steps | Planning & Feedback



Action Items

1. Finalize Mission Statement
2. Discuss Vision Statement
3. Review Logo and Slogan
4. Create 3-5 District Wide Priorities

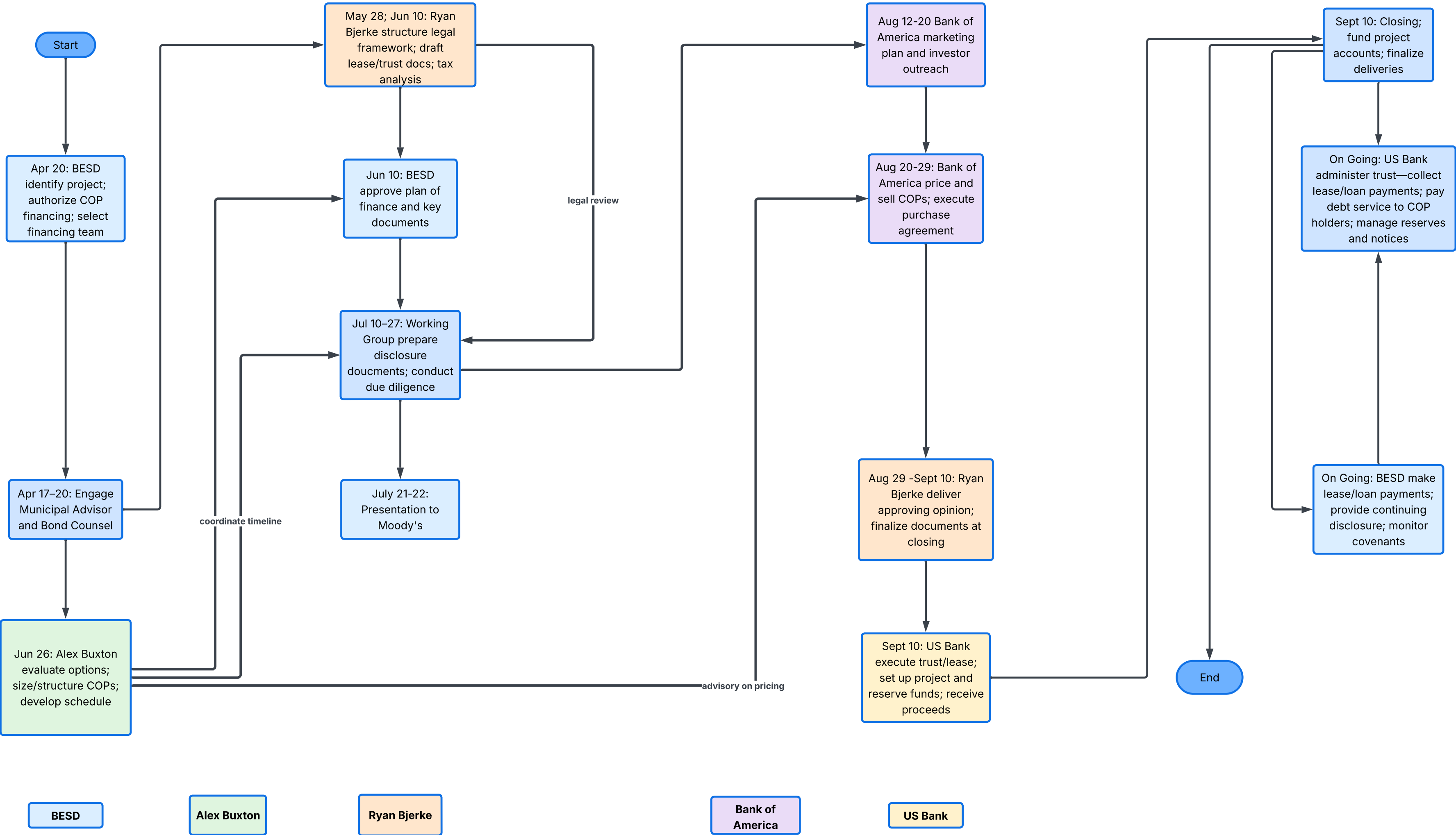


Feedback Session

"What comments or suggestions do you have for me?"

We welcome your collaborative input to refine our strategic direction and support our district's goals.

Certificates of Participation Roles and Responsibilities



MONTHLY FINANCIAL REPORT
JULY 31,2026

	ENDING JULY 2026	2025-26	2025-26	Curr Bud vs Actual	Prev Bud vs Actual	2024-25	2024-25
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			100%	100%		
	Percent of 9 month contract completed			100%	100%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	35,711,452	39,012,338	109.2%	93.9%	32,002,051	34,066,920
6	Tuitions	250,000	584,052	233.6%	28.4%	92,460	325,805
7	Investment Earnings	2,100,000	1,738,219	82.8%	100.0%	2,043,890	2,043,890
8	Indirect Costs	500,000	0	0.0%	97.0%	837,851	864,147
9	Rental Fees/Building/Ft	90,000	226,948	252.2%	100.0%	246,069	246,172
10	Other	950,000	1,073,268	113.0%	66.1%	1,918,947	2,904,620
11	State	102,201,365	105,669,241	103.4%	102.3%	95,244,165	93,124,358
12	Federal	5,100,000	6,540,417	128.2%	92.1%	7,882,991	8,561,377
13	TOTAL M & O					-35,719	
14	REVENUE	146,902,817	154,844,483	105.4%	98.7%	140,232,705	142,137,289
15	Beg Balance	21,161,084	28,940,707	136.8%	100.0%	21,161,084	21,161,084
16	Less:	143,134,497	143,180,196	100.0%	94.5%	125,585,339	132,852,491
17	Ending Balance	24,929,404	40,604,994	162.9%	117.6%	35,808,450	30,445,882
18	TOTAL M & O FUNDS						
19	available	24,929,404	40,604,994	162.9%	105.6%	140,232,705	132,852,491
20							
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	64,102,681	67,125,813	104.7%	92.4%	56,705,046	61,347,916
24	Benefits	21,458,740	23,446,769	109.3%	92.6%	20,701,831	22,345,584
25	Purchased Serv.	3,824,104	3,402,699	89.0%	99.9%	3,108,354	3,110,579
26	Supplies/Textbooks	5,385,400	4,226,262	78.5%	97.6%	3,457,978	3,543,860
27	Equipment	1,600,000	105,837	6.6%	100.0%	368,330	368,296
28	Other	850,000	331,708	39.0%	72.8%	420,834	578,245
29	Total	97,220,925	98,639,087	101.5%	92.8%	84,762,373	91,294,480
30							
31	Student Services (2100)						
32	Salaries	4,533,200	4,883,346	107.7%	91.3%	4,442,785	4,868,033
33	Benefits	1,621,270	1,839,363	113.5%	91.2%	1,657,905	1,817,627
34	Other	610,000	604,396	99.1%	101.0%	479,784	475,218
35	Total	6,764,471	7,327,105	108.3%	91.9%	6,580,474	7,160,878
36							
37	Instructional Staff (2200)						
38	Salaries	2,044,647	1,958,528	95.8%	96.6%	1,794,307	1,858,118
39	Benefits	703,766	713,648	101.4%	96.6%	679,169	703,310
40	Other	903,373	903,151	100.0%	93.5%	959,469	1,026,158
41	Total	3,651,787	3,575,328	97.9%	95.7%	3,432,945	3,587,586
42							

MONTHLY FINANCIAL REPORT
JULY 31,2026

	ENDING JULY 2026	2025-26	2025-26	Curr Bud vs Actual	Prev Bud vs Actual	2024-25	2024-25
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			100%	100%		
	Percent of 9 month contract completed			100%	100%		
43	District Administration (2300)						
44	Salaries	638,042	600,553	94.1%	100.0%	608,601	608,601
45	Benefits	229,090	209,568	91.5%	100.0%	223,395	223,395
46	Purch Services	270,000	15,074	5.6%	100.0%	519,217	519,217
47	Liability Insurance	274,944	0	0.0%	100.0%	229,120	229,120
48	Supplies	101,420	5,516	5.4%	100.0%	53,031	53,031
49	Other	55,000	29,612	53.8%	100.0%	29,939	29,939
50	Total	1,568,495	860,323	54.9%	100.0%	1,663,303	1,663,303
51							
52	School Administration (2400)						
53	Salaries	6,030,960	5,767,845	95.6%	100.0%	5,158,344	5,158,344
54	Benefits	2,323,042	2,160,752	93.0%	100.0%	1,957,534	1,957,534
55	Prof Serv/Travel	99,772	78,379	78.6%	100.0%	135,835	135,835
56	Other	18,400	16,925	92.0%	100.0%	180,984	180,984
57	Total	8,472,174	8,023,900	94.7%	100.0%	7,432,697	7,432,697
58							
59	Business & Support (2500)						
60	Salaries	844,343	751,905	89.1%	100.0%	679,648	679,648
61	Benefits	389,903	261,540	67.1%	100.0%	243,291	243,291
62	Purchased Services	591,414	725,692	122.7%	100.0%	396,650	396,650
63	Other	159,000	68,306	43.0%	100.0%	45,915	45,915
64	Total	1,984,660	1,807,443	91.1%	100.0%	1,365,504	1,365,504
65							
66	Operation & Maintenance (2600)						
67	Salaries	6,848,485	6,712,486	98.0%	100.0%	6,335,971	6,335,971
68	Benefits	2,411,429	2,363,405	98.0%	100.0%	2,293,643	2,293,643
69	Electricity	1,511,127	1,246,251	82.5%	100.0%	1,186,148	1,186,148
70	Purchased Service	802,000	1,175,094	146.5%	100.0%	829,958	829,958
71	Telephone	230,000	137,866	59.9%	100.0%	115,719	115,719
72	Natural Gas	895,300	513,951	57.4%	100.0%	511,966	511,966
73	Prop Insurance	345,000	304,650	88.3%	100.0%	206,810	206,810
74	Repair	700,250	292,446	41.8%	100.0%	271,410	271,410
75	Supplies	1,020,000	1,085,757	106.4%	100.0%	329,411	329,411
76	Other Property	750	22,819	3042.5%	100.0%	361	361
77							
78	Total	14,764,341	13,854,726	93.8%	100.0%	12,081,397	12,081,397
79							

MONTHLY FINANCIAL REPORT
JULY 31,2026

	ENDING JULY 2026	2025-26	2025-26	Curr Bud vs Actual	Prev Bud vs Actual	2024-25	2024-25
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			100%	100%		
	Percent of 9 month contract completed			100%	100%		
80	Transportation (2700)						
81	Salaries	4,036,067	4,430,843	109.8%	100.0%	3,933,171	3,933,171
82	Benefits	1,231,047	1,429,721	116.1%	100.0%	1,265,056	1,265,056
83	Purch Serv	359,416	619,753	172.4%	100.0%	567,867	567,867
84	Fuel	931,280	752,648	80.8%	100.0%	814,922	814,922
85	Supplies	829,655	627,919	75.7%	100.0%	597,704	597,704
86	Other/Property	142,010	60,031	42.3%	100.0%	3,516	3,516
87	Total	7,529,475	7,920,916	105.2%	100.0%	7,182,235	7,182,235
88							
89	Community Services (3300)						
90	Salary	788,616	803,562	101.9%	100.0%	746,221	746,221
91	Benefits	233,504	210,727	90.2%	100.0%	219,166	219,166
92	Purchased Serv	20,000	37,620	188.1%	100.0%	15,025	15,025
93	Supplies/Util	110,500	92,511	83.7%	100.0%	85,198	85,198
94	Property	15,000	13,754	91.7%	100.0%	9,677	9,677
95	Other Objects	10,550	13,195	125.1%	100.0%	9,124	9,124
96	Desig. Fund Bal						
97	Total	1,178,170	1,171,368	99.4%	100.0%	1,084,412	1,084,412
98	Total Expenditures	143,134,497	143,180,196	100.0%	94.5%	125,585,339	132,852,491
99	Interfund Trans					0	-
100	Change Desig Fund Bal						
101	Other/Budget Cuts						
102	TOTAL EXPENDITURERS						
103	M & O	143,134,497	143,180,196	100.03%	94.5%	125,585,339	132,852,491
104							

MONTHLY FINANCIAL REPORT
JULY 31,2026

	ENDING JULY 2026	2025-26	2025-26	Currt Bud vs Actual	Prev Bud vs Actual	2024-25	2024-25
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			100%	100%		
	Percent of 9 month contract completed			100%	100%		
105	School Activity Fund (21)						
106							
107	REVENUE:						
108	School Deposits	4,553,039	5,323,014	116.9%	100.0%	5,116,742	5,116,742
109							
110	Other						
111	Total Revenue	4,553,039	5,323,014	116.9%	100.0%	5,116,742	5,116,742
112	EXPENDITURES:						
113	Purchased Services	750,000	552,304	73.6%	100.0%	433,895	433,895
114	Supplies	2,860,000	4,249,958	148.6%	100.0%	4,127,283	4,127,283
115	Equipment/Property	40,000	145	0.4%	100.0%	12,370	12,370
116	Deslg/Other/Adm	250,000	221,219	88.5%	0.0%	-1,133	-
117	Total Expenditures						
118	School Activity	3,900,000	5,023,627	128.8%	100.0%	4,572,415	4,573,548
119	DEBT SERVICE FUND (31)						
120							
121	REVENUE:						
122	Property Tax	3,451,030	4,411,518	127.8%	100.0%	3,752,524	3,752,524
123	Interest	350,000	410,631	117.3%	100.0%	506,821	506,821
124	Other						
125	Total	3,801,030	4,822,149	126.9%	100.0%	4,259,345	4,259,345
126	Beginning Bal	8,982,628	8,982,628	100.0%	100.0%	8,546,847	8,546,847
127	LESS:	3,310,750	3,237,000	97.8%	0.0%		3,255,250
128	Ending Balance	9,472,908	10,567,777	111.6%	134.1%	12,806,192	9,550,942
129	Funds Available						
130	EXPENDITURE:						
131	Bond Debt	3,308,250	3,234,250	97.8%	100.0%	3,252,250	3,252,250
132	Fees	2,500	2,750	110.0%	100.0%	3,000	3,000
133	Other Uses						-
134	Total	3,310,750	3,237,000	97.8%	100.0%	3,255,250	3,255,250

MONTHLY FINANCIAL REPORT
JULY 31,2026

	ENDING JULY 2026	2025-26	2025-26	Curr Bud vs Actual	Prev Bud vs Actual	2024-25	2024-25
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			100%	100%		
	Percent of 9 month contract completed			100%	100%		
135	CAPITAL OUTLAY FUND (32)						
136							
137	REVENUE:						
138	Property Tax	19,311,054	22,184,733	114.9%	100.0%	10,858,549	10,858,549
139	Interest	770,000	1,209,807	157.1%	100.0%	937,302	937,302
140	Other	100,000	278,476	278.5%	100.0%	264,901	264,901
141	State	100,000	3,856	3.9%	100.0%	1,273,392	1,273,392
142	Federal /MBA	0	5,028	0.0%	0.0%	20,112	20,112
143	Ins./Prop.Recry	20,000	2,405,191	12026.0%	0.0%	0	-
144	Total Revenue	20,301,054	26,087,090	128.5%	100.0%	13,354,256	13,354,256
145	Lease Revenue MBA	0	0	0.0%	0.0%	0	-
146	Other Sources(F50)	0	0	0%	0.0%		-
147	Desig. Fund Bal	0	0	0.0%	0.0%	0	-
148	TOTAL REVENUE CAPITAL	20,301,054	26,087,090	129%	100%	13,354,256	13,354,256
149	OUTLAY						
150	Beg. Balance	29,332,972	29,332,972	129%			22,309,148
151	Less:	27,068,700	18,353,576	257%			11,193,670
152	Ending Balance	22,565,326	37,066,486	514%			24,469,734
153	Capital Outlay Funds						
154	available						

MONTHLY FINANCIAL REPORT
JULY 31,2026

	ENDING JULY 2026	2025-26	2025-26	Curr Bud vs Actual	Prev Bud vs Actual	2024-25	2024-25
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			100%	100%		
	Percent of 9 month contract completed			100%	100%		
155	EXPENDITURES:						
156	Oper/Maint	0	0	0.0%	0.0%	0	-
157	Other Equipment	0	1,735,500	0.0%	0.0%	0	-
158	Purchased Services	4,658,200	4,427,283	36.3%	0.0%	384,332	384,332
159	Technology/Software	2,750,000	1,083,787	39.4%	177.2%	1,256,222	1,256,222
160	Improvement			0.0%	0.0%		-
161	Buildings Maint	3,800,000	4,244,285	111.7%	100.0%	2,226,630	2,226,630
162	Vehicles/Buses	1,500,000	2,007,606	133.8%	0.0%	1,691,400	1,691,400
163	Furniture/Equip	1,600,000	453,251	28.3%	0.2%	3,233,735	3,233,735
164	Other Objects/Supplies	800,000		0.0%	0.0%		-
165	Vehicle charges	300,000	2,500	0.8%		5,926	5,926
166	Total Capital	15,408,200	12,218,710	79.3%	100.0%	8,798,245	8,798,245
167	Other/Portables	0	52,395	0.0%	0.0%	866,521	866,521
168	Grouse Creek	0	0	0.0%	0.0%		-
169	Golden Spike	0	0	0.0%	0.0%	0	-
170	School Small Capital	150,000	777,369	518.2%	100.0%	114,991	114,991
171	HS Athletic Facilities	250,000	0	0.0%	0.0%		-
172	Property/Other	250,000	1,689,965	0.0%	0.0%		-
173	Total Construction	650,000	2,519,729	387.7%	100.0%	499,781	499,781
174	Desig. F Bal				0.0%		-
175	MBA/Bond Fee/Fund 50	11,010,500	1,879,636	17.1%	0.0%	1,895,644	1,895,644
176	Other	0	0	0.0%	0.0%	0	-
177	TOTAL EXPENDITURES	11,010,500	1,879,636	17.1%	0.0%	0	-
178	CAPITAL OUTLAY	27,068,700	18,353,576	67.8%	100.0%	11,193,670	11,193,670
179							

MONTHLY FINANCIAL REPORT
JULY 31,2026

	ENDING JULY 2026	2025-26	2025-26	Curr Bud vs Actual	Prev Bud vs Actual	2024-25	2024-25
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			100%	100%		
	Percent of 9 month contract completed			100%	100%		
180	SCHOOL FOOD SERVICE FUND (49)						
181							
182	REVENUE:						
183	Lunch Sales	1,300,000	1,573,487	121.0%	99.7%	1,516,339	1,521,093
184	State	900,000	1,066,434	118.5%	72.6%	1,028,605	1,417,063
185	Federal	2,500,000	2,369,050	94.8%	92.7%	2,440,581	2,632,718
186	Other/Inventory Adj	0	4,185,162	0.0%	0.0%	0	(55,095)
187	TOTAL REVENUE SCHOOL						
188	FOODS	4,700,000	9,194,133	195.6%	90.4%	4,985,525	5,515,780
189	Beg. Balance	3,360,389	3,360,389	100.0%	95.6%	5,133,182	5,371,320
190	Less:	6,142,981	5,972,252	97.2%	0.0%		5,383,685
191	Ending Balance	8,060,389	12,554,522	155.8%	197.1%	10,118,707	5,133,182
192	School Food Service Funds						
193	available	8,060,389	12,554,522	155.8%	197.1%	10,118,707	5,133,182
194	EXPENDITURES:						
195	Salaries	2,018,331	2,139,347	106.0%	96.1%	1,940,216	2,018,213
196	Benefits	610,650	488,810	80.0%	86.4%	481,749	557,845
197	Food/Supplies	3,009,000	2,734,851	90.9%	104.6%	2,730,462	2,610,555
198	Equipment	100,000	229,595	229.6%	213.7%	210,475	98,507
199	Other Costs	80,000	66,880	83.6%	0.5%	517	98,564
200	Dir/Indirect Costs	325,000	312,770	96.2%	0.0%	0	0
201	TOTAL EXPENDITURES SCHOOL						
202	FOODS	6,142,981	5,972,252	97.2%	99.6%	5,363,419	5,383,685
203							

MONTHLY FINANCIAL REPORT
JULY 31,2026

	ENDING JULY 2026	2025-26	2025-26	Curr Bud vs Actual	Prev Bud vs Actual	2024-25	2024-25
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			100%	100%		
	Percent of 9 month contract completed			100%	100%		
204	Foundation Fund (75)						
205							
206	REVENUE:						
207	Total Revenue	500,000	1,200,715	240.1%	89.2%	497,352	557,267
208	Available Revenue	500,000	1,200,715	240.1%	100.0%	497,352	497,352
209	EXPENDITURE:						
210	Expenses	475,000	463,461	97.6%	100.0%	431,084	431,084
211	Changes/Desg Fund Bal						-
212	TOTAL EXPENDITURE	475,000	463,461	97.6%	100.0%	431,084	431,084
213							
214	Agency Fund (76)						
215							
216	REVENUE:						
217	Agent Services	80,000	69,856	87.3%	100.0%	69,013	69,013
218	State	0	0	0.0%	0.0%	0	0
219	Federal	0	0	0.0%	0.0%	0	0
220	Other	0	0	0.0%	0.0%	0	0
221	TOTAL REVENUE/BB						
222	AGENCY FUND	80,000	69,856	87.3%	100.0%	69,013	69,013
223	EXPENDITURE:						
224	Instruction	10,000	473	4.7%	100.0%	1,269	1,269
225	NUCC	25,000	37,055	148.2%	100.0%	23,070	23,070
226	Other	3,000	3,804	126.8%	100.0%	3,101	3,101
227	Changes/Desg Fund Bal	0	0	0.0%	0.0%	0	-
228	TOTAL EXPENDITURES						
229	AGENCY FUND	38,000	41,332	108.8%	100.0%	27,440	27,440
230							
231							
232			SUMMARY			SUMMARY	
233							
234	GRAND TOTAL FUNDS AVAILABLE						
235	ALL FUNDS	156,735,856	201,541,441	128.6%		168,514,938	161,664,979
236	GRAND TOTAL EXPENDITURE						
237	ALL FUNDS	184,069,928	176,271,444	95.8%		150,428,617	157,717,167

Policy 3124

Certificated: Retirement

A. State Retirement System

1. All employees in the Box Elder School District who qualify will be members of and covered by the provisions of the Utah State Retirement System.

B. Post Retirement Employment

1. Once retired, educators may be rehired in the Box Elder School District on a temporary basis with the approval of the Board and in compliance with provisions of the Utah State Retirement System.

C. School District Retirement/Sick Leave Incentive Benefit

1. Eligibility

- a. Employees will be eligible for the Sick Leave Incentive Buy-Out when they qualify for and accept State Retirement benefits. In case of a death, qualifying employee's Sick Leave Incentive Buy-Out will be paid to a surviving beneficiary.
- b. Employees will be eligible for the Retirement Bonus when they qualify for and accept State Retirement benefits.

2. Sick Leave Incentive Buy-Out

- a. Qualifying employees will receive upon termination from the District a Sick Leave Buy-Out computed at the rate of 2% per year times the number of years' experience in Box Elder School District, plus 1% per year for each year of experience granted by the District upon employment, to a maximum of 60%.
- b. This percentage will be applied to the number of unused sick leave days and unused personal leave days accumulated by the educator and based on his/her daily contracted salary of the completed school year immediately preceding retirement.
- c. One year of qualifying service is based on the regular educator's contract. Less than full time contracts will be prorated.

3. Payment

- a. Any sick leave incentive buy-out paid in excess of \$1,500.00 and up to the maximum allowable will need to be run through Utah Retirement System (URS) 401k. If the URS 401k amount reaches the maximum allowable the balance will be deposited in a 403b account. This will save the employee the federal and state taxes on the sum of money that is deferred. Federal and State taxes will have to be paid when the money is withdrawn. It also saves the employee and the school district the Social Security Tax on the deferred amount. This deferral can be left with URS and be invested or can be withdrawn by the employee right after it is deposited.
- b. Employees who sign a retirement agreement prior to their actual retirement date, up to 12 months, may have a portion of their estimated Sick Leave Incentive buy-out paid out in the proceeding calendar year prior to retirement.
- c. An employee who has an excess of 200 days of accumulated sick leave, may request payment annually for up to 10 days of those days in excess of 200. Application for payment must be received in the District Office by October 15th and payment will be made at the end of November payroll. These days will be paid at the teacher's previous year daily rate. The percentage is based on the years of service on June 30th of the previous working year and experience granted, at the rate of 2% per year times the number of years' experience in Box Elder School District, plus 1% per year for each year of experience granted by the District upon employment, to a maximum of 60%.

4. Retirement Bonus

- a. Early Notification
 - 1) Any certificated employee who signs District retirement paperwork by December 15th will receive a \$300 bonus. Any certificated employee who signs their District retirement paperwork by February 1st will receive \$200.00. These amounts will be added to the employee's District retirement and sick leave buy out and deposited into the employees URS 401k.
- b. Employees who qualify for School District Retirement as defined in C.1. above and retire after July 1, 2011 will receive, upon retirement, a retirement bonus generated at .30 per year of full-time contracted employment in the district, times the base value. The maximum amount will not exceed nine times the base value. ~~The base value is set at \$2,861.~~ The base value will be adjusted each year according to the change in the Consumer Price Index, Annual average for All items, U.S. city average, calculated for the previous calendar year.

- c. The retirement bonus will be run through Utah Retirement System (URS) 401k. IF the URS 401k amount reaches the maximum allowable the balance ~~will may, at the election of the individual,~~ be deposited in a 403b account ~~or a medical trust account~~. This will save the employee the federal and state taxes on the sum of the money that is deferred. Federal and State taxes will have to be paid when the money is withdrawn. It also saves the employee and the school district the Social Security Tax on the deferred amount. This deferral can be left with URS and be invested or can be withdrawn by the employee right after it is deposited.
- ~~d. Employees may also elect to have a portion of their retirement bonus deposited into a District-offered medical trust account.~~
- e. Employees who sign a retirement agreement prior to their actual retirement date, up to four years, may have a portion of their estimated Retirement Bonus paid annually for up to four years prior to retirement.
 - 1) Retirees may participate in the District offered health and accident insurance program by paying the active employee rate charged to the District by the insurance carrier. To be eligible to participate as a retiree, the retiree must have fully participated in the District's health and accident insurance program for the five years immediately preceding retirement.

Policy 3126

Certificated: Sickness, Absences and Leaves

A. Definitions

1. Paid Time Off (PTO): Paid leave granted annually to be used for personal illness, injury, family illness, medical appointments, or personal business requiring absence during the workday.

B. General Provisions

1. All leave types must be input in the appropriate system before the absence occurs. Emergency situations would be the only exception.
2. PTO must be used in half-day or full-day increments.
3. Educators are expected to exercise professional judgment in the use of PTO and to minimize disruption to the educational program.
4. First or Last Day of School
 - a. PTO may not be utilized on the first or last day of school for students, except in an emergency.
5. Calendar Breaks
 - a. Use of PTO before or after a calendar break may be granted at the supervisor's discretion. An educator must submit a written request for consideration via email. The supervisor may approve up to twenty percent (20%) of employees on a first-come, first-serve bases.
6. In the event an educator does not fulfill the contract year, sick leave will be pro-rated, based on the number of days worked. Salary due upon termination will be adjusted accordingly.

C. Family Illness

1. Certificated employees may utilize their leave for illness or accident involving members of the employee's family. Family is defined as parent, spouse, child, in-law (father, mother, brother, sister), grandchild or sibling either by blood relationship or by law. Days of family leave taken will be deducted from the

employee's leave. [Family Medical Leave Act](#) (FMLA) and [District Policy 3090 Family Medical Leave Act](#).

D. Extended Illness

1. In cases where the accumulated sick leave days of an educator do not adequately care for the sick leave needs of that educator or family, the Board may, upon written request of the educator, grant an extension of the sick leave benefits of said educator, with or without pay, to carry the educator over the period of need.
2. Accumulated sick leave will be granted for the extended illness of an educator to the end of the school year in which the illness occurs. At that time, a determination will be made regarding the severity of the illness and/or the educator's ability to continue employment. If the educator is unable to begin the next school year and qualifies for disability retirement or can retire under the provisions of the [Utah State Retirement Act](#) and/or Social Security, the educator must apply for these benefits. The School District will pay the salary difference between these benefits and the educator's daily salary under normal circumstances for the number of accumulated sick leave days.

E. Misuse of Individual Sick Leave Reserve

1. Educators are expected to act in a professional manner when using their individual sick leave reserve (after exhausting their PTO). In the event an educator misuses sick leave the educator will forfeit pay for that day(s) and the substitute wages will be deducted from the educator's pay. The sick leave days used will not be reinstated. The administrator may request verification of the need for sick leave if they believe misuse has occurred.

F. Annual Allocation and Proration

1. At the beginning of each contract year, each **full-time** educator will be granted thirteen (13 days of paid time off (PTO)) annually.
 - a. Educators on extended contracts shall receive one additional day of PTO for each additional month of employment beyond the regular contract period.
2. PTO will be prorated for employees who begin employment after the start of the contract year **or do not meet the full-time equivalent**.
3. If employment terminates prior to the end of the contract year, PTO will be prorated based on the number of contract days worked.
 - a. Final pay will be adjusted to reflect any previously used unearned PTO.

4. Unused PTO is forfeited upon termination of employment for any reason.

G. Extended or Catastrophic Illness

1. If accumulated individual sick leave reserve and Sick Leave Bank benefits are exhausted, the Board may, upon written request, grant an extended leave with or without pay to carry the educator through the period of need.
2. If the educator remains unable to return to work at the start of the next school year and qualifies for disability or retirement benefits, they will be required to apply for such benefits in accordance with applicable state and federal law.
3. Voluntary Catastrophic Sick Leave Bank (Certificated)
 - a. The Board and the Association will cooperate in maintaining a Catastrophic Sick Leave Bank on a voluntary basis. All educators shall be eligible to participate. Participants must be enrolled in the Bank.
 - b. Educators enrolling in the Bank will automatically donate one day of their sick leave each October 1st until the Bank has accumulated 750 days; thereafter, if the Bank becomes depleted to 500 days, all members will donate one day of sick leave. New members will donate one day of sick leave when joining. Educators will be notified in writing when sick leave days are withdrawn to add to the Catastrophic Sick Leave Bank.
 - c. An educator wishing to withdraw from the Bank must give written notification by October 1st of each school year. An educator withdrawing from membership in the Bank will not be able to withdraw any days which such educator has previously contributed.
 - d. An educator must use at least 25 leave days for the same illness (with any combination of leave days and/or leave without-pay days) prior to receiving Sick Leave Bank benefits and have a life-threatening medical condition in order to qualify for the Catastrophic Sick Leave Bank. A provisional teacher may apply to the Sick Leave Bank Committee to have up to 10 of the 25 days waived.
 - e. After having used the required 25 days, all remaining leave days will be the educator's new balance.
 - f. A maximum of 75 days each school year can be drawn by an educator from the Catastrophic Sick Leave Bank in addition to the educator's own accumulated days.

- g. And educator who withdraws sick leave days from the Bank will not be required to replace such days except as a regular contributing member to the Bank.
 - h. Sick leave days can only be withdrawn from the employee's Bank for an individual educator's illness or injury.
 - i. At the end of each contract year, all unused PTO will automatically roll over into the employee's individual Sick Leave Bank.
 - j. Employees are encouraged to use PTO conservatively to maintain a sufficient individual Sick Bank.
- 4. A written request for use of the Bank days, accompanied by a letter from the attending physician certifying that the educator is unable to fulfill contractual obligations and explaining the medical reasons therefore, must be submitted to the Catastrophic Sick Leave Bank Committee for its review.
 - 5. The Catastrophic Sick Leave Bank Committee shall consist of three educators appointed by the Association and three persons from the Administrative Staff appointed by the Superintendent.
 - 6. The duties of the Catastrophic Sick Leave Bank Committee will be to receive applications from members desiring to use Sick Bank benefits, to review such applications, to make decisions on usage, and to respond to the applicants. Decisions will be made by a 2/3 majority.
 - 7. All 6 members of the Committee shall be present in order to conduct business. If a member is unable to attend, the member may send an alternate for that particular meeting.
 - 8. If the applicant is denied benefits, the educator may appeal such decision in writing within 14 days after notification. The applicant may provide additional information or explanation, and the full Committee will have 14 days to respond to the appeal.

H. Absences with Pay

- 1. Bereavement
 - a. Death and Burial – Immediate Family Members
 - 1) Educators may be absent from their assignment without loss of pay for up to five consecutive days in any one instance for the death and burial of husband or wife and/or child of either spouse.

- 2) An educator may be absent from assignment without loss of pay for up to three days for the death and burial of the educator's mother, father, legal guardians, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, grandchildren, daughter-in-law, son-in-law, miscarriage or stillbirth.
- 3) An educator may be absent from assignment without loss of pay for up to one day for the death and burial of the educator's grandparents, grandparents-in-law, aunt, aunt-in-law, uncle, uncle-in-law, niece, or nephew.

2. Other Educational Absences

- a. At the discretion of the Superintendent, personnel may be designated or excused to attend educational meetings or to participate in educational meetings or to participate in educational committee work, and will suffer no loss in pay.

I. Procedures for PTO Use

1. Requests for three (3) to five (5) consecutive days of PTO require at least 24 hours' notice and prior supervisor approval via email.
2. Requests for more than five (5) consecutive days require at least two weeks' written notice and documented supervisor approval via email.
3. Medical absences exceeding ten (10) consecutive working days require certified medical verification.
 - a. Additional medical verification will be required every ten (10) working days thereafter.
 - b. The District may, at its expense, require a second medical opinion to confirm ongoing need.

J. Absence Without Pay

1. Leaves of Absence – A career educator may apply for a Leave of Absence without salary and insurance. The reasons for granting such leaves will be considered on an individual basis. Leaves of Absences will be granted for a period of one year with the option to request an extension of up to two additional years. Requests for extension must be received by the Personnel Office no later than February 1 prior to the end of the initial Leave Absence.

- a. Career educators returning from a one year leave of absence will be reinstated to the previously held position or given a school committee interview for available vacant positions at another school for which they are qualified. The interviews will be conducted before the interviews are opened to outside applicants. Those reinstated shall receive the same status as when the leave was granted, namely: step on the salary schedule, accrued sick leave benefits, insurance and other benefits granted by these policies. Educators desiring to return to employment in the District following a one year leave of absence must notify the Personnel Office in writing, no later than February 1 of the year in which they intend to return.
 - b. Those returning from an extended leave of absence (in excess of one year) will be given professional consideration for available vacant positions. Notice of desire to return from an extended leave of absence must be given to the Personnel Office in writing no later than February 1 of the year they intend to return. Those reinstated shall receive the same status as when the leave was granted, namely: step on the salary schedule, accrued sick leave benefits, insurance and other benefits granted by these policies.
2. Military Leave – Educators employed by the Board of Education who leave for service in the Armed Forces shall be granted a military leave of absence as per federal laws governing such absences. Such absences will be granted without pay.
3. FMLA or Extended Absences for three or more weeks
 - a. 30 days before an anticipated long-term absence
 - 1) Communicate with your principal/supervisor
 - 2) Arrange for your substitute
 - 3) Prepare one week of general lesson plans including materials as needed
 - 4) Communicate with your PLC team
 - b. District will help compensate PLC team members for the creation of ongoing lesson plans up to two hours per week during extended absence.
 - c. The substitute will receive the Long-Term Sub rate for the duration of the extended absence.

K. Sabbatical Leave

1. Sabbatical Leave is provided under the following regulations:

- a. Sabbatical leave shall be granted only for full-time attendance at an institution of higher education for the purpose of pursuing a graduate degree and/or other certification. Payment of one-half salary will be contingent on verification of enrollment and registration for at least 12 quarter hours or eight and one-half semester hours credit each term or an approved full-time internship or apprenticeship for a minimum of two semesters or three quarters.
- b. Applicants must have completed a minimum of six consecutive years of professional experience with the Box Elder School District before being eligible for a sabbatical leave.
- c. Two sabbatical leaves will be available each year. If one or zero are taken in a given year, Sabbatical Leave shall accumulate to a total of three. No more than three educators shall be absent on sabbatical leave at any one time.
- d. Applications, made upon forms to be furnished by the Board, shall be filed by February 1 of the year in which the sabbatical leave is to begin. Notification of leave approval shall be given by March 1 of the same year. No person shall be given such leave of absence more than once in seven years. The final selection of those to receive sabbatical leave is to be made by the Superintendent based upon criteria jointly determined by the Association and the Board.
- e. A person who accepts a sabbatical leave of absence must signify their written intention of returning to the Box Elder School system for one year as part of the sabbatical leave contract. The leave-taking educator shall be reinstated to their previously held position, and upon return, the educator shall be placed in the appropriately gained salary lane (if applicable). They will, however, be placed on the increment step they would have been on if sabbatical leave had not been taken with the following exception:
 - 1) A person taking sabbatical leave and assuming a full-time teaching assistantship (as determined by the university or college attended) will be granted an increment step the same as if they had been employed in the District.
- f. In case an educator who has taken advantage of sabbatical leave fails to return to service as provided above, all monies received from the Board while on sabbatical leave are to be returned to the Board, including the insurance premiums paid by the Board for the benefit of the educator.
- g. All educators on sabbatical leave shall be entitled to all insurance benefits provided by the Board at the expense of the Board.

L. Attendance at Conventions

1. Leaves of absence, with or without pay, shall be granted for the purpose of attending conventions, workshops, committee meetings, etc., as per the following policy:
 - a. The Superintendent shall build into the annual budget an amount of money not less than \$10,000 for the purpose of sending District educators to conventions, workshops, committee meetings, etc. Such funds shall be exclusive of funds budgeted for substitute teachers used when such leaves are granted.
 - b. A committee of five persons composed of four educators selected by the Association, two of whom represent elementary education and two of whom represent secondary education and the Superintendent or his designee shall have the responsibility of reviewing applications and making recommendations to the Superintendent and the Board regarding personnel who they feel should attend the conventions, etc.
 - c. Each educator selected to attend a convention shall receive a per diem and/or travel allowance. In the event the educator drives a car, the educator shall receive the current district mileage rate. Other forms of transportation may be utilized as thought best by the committee. The per diem amounts will be reviewed annually by the committee which will make recommendations to the Board of Education for approval.
 - d. The Board shall not give financial support to educators for participation in UEA and NEA conventions.
 - e. If it is deemed advisable, permission may be granted to educators to attend conventions, etc., at their own expense. If such permission is granted, the Board shall pay the cost of the substitute if such is required for the educator.

M. Association Leave

1. The Box Elder Education Association (BEEA) may request leave, not to exceed 15 days per year, for teachers to be absent from their assignment to conduct Association business when it is deemed such leave would directly [promote the interest of] benefit education within the District, and is approved by the Superintendent.
 - a. Request for Association leave shall be submitted, in writing, clearly stating the purpose of the leave to the Superintendent. The final approval regarding requests for leave shall be made by the Superintendent or designee. Association representative(s) will be notified of the decision. Requests should

- be submitted in adequate time to facilitate the approval process. All requests and notifications of approval will be documented and maintained in the Superintendent's office.
- b. The Superintendent or designee shall supervise employees on paid Association leave.
 - c. All paid Association leave shall be reported to and accounted for through the District's leave accounting system. This accounting shall include the costs and expenses of paid Association leave.
 - 1) The first 15 days annually of Association leave directly benefiting education within the District shall be paid out of District funds.
 - 2) Paid leave in excess of 15 days annually, shall be reimbursed at the substitute wage rate to the District by the Association.
 - 3) Association leave for activities that do not provide direct benefit to education in the District, shall be unpaid leave.
 - d. Employees using Association leave may not engage in political activity, including:
 - 1) Actively campaigning for candidates for public office in partisan and non-partisan elections; and
 - 2) Fundraising for political organizations political parties, or candidates.
 - e. Any willful violation of this policy may be used for disciplinary action of the [Box Elder School District Certificated Handbook](#).
2. The BEEA president shall have six days per trimester of released time for the purpose of conducting Association business. The substitute will be paid for by the BEEA. All reporting, accounting, and other restrictions in J.1. above apply to this section also.

N. Leave Without Pay

- 1. Educators are expected to act in a professional manner by consulting with their supervisor when they have used all their appropriate leave. In special situations as approved by the supervisor, leave without pay will be approved. In the event an educator misuses leave without pay the educator's pay will be deducted for the day and will cover the substitute wages. If this leave without pay is denied by the school administration, it may be appealed to the Superintendent or his designee.

Policy 3202

ESP: Employment and Placement

A. Application

1. Each potential candidate for employment must file an online application appropriate to the specific position for which the candidate is applying.
2. Applicants will be screened and the most qualified person will be selected for the position based on the application, references and interview.

B. Health Certificates/Other Credentials

1. Each applicant will be responsible for providing to the Personnel Office, the necessary credentials appropriate to the position for which the applicant is applying. Lack of such documents would be cause for not considering the person's application.
2. Some examples are:
 - a. Food Handler's Permit and/or Serve Safe – School Lunch
 - b. Physical, Bus Driver's Permit – Bus Drivers
 - c. Highly Qualified Status – Para
 - d. Electrician License
 - e. Plumber License

C. Pay Practices and Salary Schedule

1. All new ESP employees will be placed on the appropriate lane of the ESP salary schedule.
2. New employees hired for contracted positions may be granted up to nineteen (19) years of experience on the ESP Salary schedule for verifiable, equivalent, job-related previous experience within the past nineteen (19) years.

3. Employees that reach the 30th step on the salary schedule will receive a \$1 per hour increase after the yearly COLA has been applied to the salary schedule.
4. Workers who accept and fulfill supervisory responsibilities in the absence of the supervisor for 20 consecutive days or 40 cumulative days during the school year shall be paid at the first step on the appropriate supervisory lane that gives at least a 5% raise. Payment will be retroactive to the first day they assumed the additional responsibilities.
5. All non-exempt employees (with the exception of bus drivers) will clock in to begin their shift and clock out to conclude their shift. Bus Drivers and Bus paras will be paid based on necessary, predetermined hours set by the Transportation Department. Bus drivers and bus paras will have their contracted hours reviewed and adjusted, if necessary, 3 times a year: August, December, March.

D. Salaries, Paychecks and Pay Days

1. Pay days shall be once monthly, occurring on the last banking day of each month. An exception will be made in December when pay day will be the last working day before the Christmas break. All absences are to be reported to the employee's immediate supervisor or on the District substitute system.
2. Employees that receive their payment on the 20th of the month will receive their payment on the last banking day prior to the 20th if the 20th falls on a weekend or a holiday.

E. Withholdings

1. All employees upon accepting an appointment in this District shall agree to the withholding from their monthly pay checks items required by law and/or agreed upon by the individual and Board. Payroll deductions may also be made on an individual basis for other approved programs.

F. Deductions and/or Loss of Pay

1. Calculations for deductions in loss of pay cases shall be made by dividing the contract salary by the number of days in the contract period to determine the daily rate of pay.
2. The District will provide payroll deductions of Association dues for non-contracted employees when requested.

G. Extenuating Circumstances

1. In case of inability on the part of the Board of Education to continue school for the full time contemplated, or in case of cancellation of contract for any reason (other than termination without good and sufficient reason as set forth under the contract provisions), the salary to be paid shall bear the same ratio to the specified salary as the actual time of service bears to the specified time of service.

H. Work Hours/Days/Stipend

1. The days of employment shall be designated by the Board of Education in connection with the adopted school calendar.
2. Employees required to work beyond their regularly assigned hours may, upon approval of their immediate supervisor, be granted "comp time". All overtime and "comp time" will be regulated according to the provisions of the [Fair Labor Standards Act](#). (See [Policy 3209 Compensatory Time Off](#))
 - a. Compensation time may be used by the employee in 15-minute increments, but the employee cannot be required to use them in less than full hour increments.
 - b. Compensation time should be used as soon as reasonably possible, preferably during the current pay period and at a time mutually agreed upon with the direct supervisor.
 - c. Employees called back to work to handle an emergency (threat to life or property) outside their regularly scheduled working hours will receive a minimum 2 hour call out and reimbursement for mileage at the current District rate.
3. When ESP employees are required to work on weekends that coincide with a paid holiday (Monday or Friday), the District will pay the employee time and one-half for the hours worked.
 - a. Overtime will be based on the regular hourly rate of the employee, not at the substitute rate.
4. Overtime assignments or employees required to work beyond their regularly assigned hours will be approved on an individual basis. On each occasion, method of payment will be decided upon by mutual agreement between the employee and the supervisor.

- a. School lunch workers that cover for an unfilled absence will be compensated for the additional time required to complete their tasks.

~~5. Elementary School Secretarial Hours/Days/Stipend~~

- ~~a. The following formula will be used in staffing elementary school secretarial hours and days (not including Western Schools):~~

- ~~1) Each Elementary School Secretary's contract will be 200 days, 8 hours a day.~~
- ~~2) Elementary Schools with 0 — 399 students will add 2 hours a day for 180 days of secretarial support~~
- ~~3) Elementary Schools with 400 — 549 students will add 4.5 hours a day for 180 days of secretarial support~~
- ~~4) Elementary Schools with 550 — 699 students will add 6 hours a day for 180 days of secretarial support.~~
- ~~5) Elementary Schools with 700 — 799 students will add 6.5 hours a day for 180 days for secretarial support.~~
- ~~6) Elementary Schools with 800 + students will add 7.5 hours a day for 180 days for secretarial support. (This would be considered a receptionist position)~~

~~b. Elementary School Secretarial Stipend~~

- ~~1) Secretaries who work in schools where the principals supervise two schools will receive a \$500 stipend to be compensation for carrying additional responsibility. This stipend is to be submitted by secretary on a voucher for payment in January and June. If situation should change, stipend is to be prorated.~~

6. Prep Aide Hours

- a. Prep Aides will receive additional time each week to prepare for their assignment. Aides working four hours per day will receive an additional 30 minutes per week. Aides working less than four hours per day will receive an additional 15 minutes per week. The additional time per week should not be used to determine if an aide will be contracted.

7. Bus Driver Days

- a. Bus Drivers will be contracted 178 days per year. An additional 20 hours each year will be vouchered for training.

8. Custodian

- a. A shift differential of 50 cents will be provided to a custodian who works the majority of their shift between the hours of 10:00 p.m. and 6:00 a.m. Volunteers will be sought, from the custodians at that particular site, prior to reassigning anyone to this specific shift.
- b. When 260-day custodians are absent during the summer months (when school is not in session) the school can obtain a substitute for them five times during the summer. The five days during the summer months are equivalent to the number of hours the custodian would normally work during the day.
- c. Custodians will be expected to walk through their school on determined weekends to ensure the security, maintenance, and operation of the building. This will be part of their established work week. It will be compensated for the time spent walking through the building and will not have a minimum call out associated with it.

I. Employee Files

1. A personnel file is kept on all ESP employees. All materials placed in the employee's permanent file, subsequent to initial employment materials, shall be available to the employee at the employee's request for inspection.

J. Evaluations – See [Policy 3042 ESP Employee Evaluation](#)

K. Contract Time

1. When additional responsibilities and hours are temporarily added to an employee's schedule, these hours will be considered in determining insurance participation and retirement. When the temporary responsibility is discontinued the employee's contract will revert to the hours prior to the temporary assignment.

L. Employment of Contracted ESP Personnel

1. Contracted employees who qualify will be eligible for appropriate benefits upon employment.
 - a. ESP employees, who have never met eligibility requirements with Box Elder School District, will be required to work 30 hours per week to qualify for any benefits (including retirement, health insurance, life insurance, and any leave).

1) Exceptions:

- a) Transportation (bus drivers and bus paras) will stay at a 25-hour contracted threshold.
- b) ~~The District will put in a Memorandum of Understanding (MOU) with Child Nutrition for the 24-25 school year to determine the contracted threshold specifically for 5 hour cook positions. They will consider adding hours to the 5-hour cook position or paying them as a "lead cook" or both. A decision will be made for the 25-26 school year based on these conversations. Lead cooks will be contracted at 5.5 hours daily, 27.5 hours a week beginning with the 26-27 school year.~~
- b. ESP employees contracted before July 1, 2024 will be "grandfathered" into this policy. (July 1, 2024) An employee who is "grandfathered" will remain so unless they:
 - 1) Separate from the District for at least 120 days or
 - 2) work in a position that is less than the hours that originally granted them a contracted position.

M. Privatization of ESP Services

- 1. The Board recognizes the valuable contribution ESP employees make to the operation of the School District. Therefore, the Box Elder Board of Education agrees to notify BEESPA if it intends to consider privatization of any ESP service or department and to discuss ways of becoming more effective within those departments being considered for each action. The BEESPA and/or its members agree to work cooperatively with the Board in the best interest of the District.

N. Furlough Days

- 1. If an emergency call-out occurs on a furlough day, the employee will be compensated at two times the hourly rate.
- 2. Furlough hours may be used by the employee in 15-minute increments, but the employee cannot be required to use them in less than 4-hour increments.

Policy 3208

ESP: Fringe Benefits and Leave of Absence

A. Sick (PTO) Leave Days

1. Sick (PTO) Leave shall be earned at the rate of one day per month of full-time employment; less than full time, but more than half time (30 hours per week) employee's sick leave will be prorated. Unused sick leave shall be accumulated without restriction.

B. Unused Sick Leave on Resignation

1. After 10 years of contracted employment, employees who voluntarily resign employment with the district who give notification of intent to resign at least two weeks (10 working days) prior to the intended resignation shall be compensated 10% of their accumulated unused sick leave at the employee's final daily rate times number of adjusted unused sick leave days. Unused sick leave compensation is not available to those who resign in lieu of termination.

C. Life Insurance

1. Life Insurance will be provided to all contracted ESP Employees based on the following amounts: (Double Indemnity)
 - a. Amount of Insurance Hours Worked Per Day
 - 1) \$50,000 Full Time - 12 month contracted
 - 2) \$30,000 All other contracted
 - 3) \$15,000 Spouse and dependent children
 - b. Reduction in Coverage Due to Age
 - 1) We will reduce the life insurance benefit for you and your spouse by the percentage indicated in the table below. This reduction will be effective on the Policy anniversary date following the date you attain the ages shown below. The reduction will apply to the amount of life insurance in force immediately prior to the first reduction made.
 - 2) Reductions also apply if:

- a) You or your spouse become covered under the Policy; or
- b) Your or your spouse's coverage increases; on or after the date you attain age 65.

Percentage by which original amount of coverage will be reduced	<u>Your Age</u>	<u>Your % Reduction</u>
	65	35%
	70	60%
	75	75%

- 3) The reduced amount of coverage will be rounded to the next higher multiple of \$500, if not already a multiple of \$500. An appropriate adjustment in premium will be made.
- 4) For complete details of the Life Insurance policy, please see the District Benefits Secretary.
- 5) Death Benefits are also provided in accordance with guidelines of the Utah State Retirement System.

D. Benefits Due Surviving Spouse of a Deceased District Employee

- 1. A contracted employee who dies would have the basic benefits listed below. The employee could also have additional benefits, depending on what voluntary payroll deductions were signed up for. The family would need to contact the District Benefits Secretary, Box Elder School District, 960 South Main, Brigham City, Utah. The family may call the Benefits Secretary at 734-4800 for help in determining what benefits the deceased employee carried.
- 2. Active working employees who work full-time on a 12-month contract would have the following benefits for their designated beneficiary:
 - a. Payment of \$50,000.00 life insurance
 - b. Health insurance coverage through the last day of month employee became deceased and then dependents that are covered on insurance would be eligible to apply for COBRA coverage for up to thirty-six months.
 - c. Utah Retirement System has a death benefit. If you are an active member when you die, your beneficiary will receive an insurance payment representing 75% of your highest annual salary.
 - d. Social Security has a survivor benefit.
 - e. USBA – Life Insurance Policy

3. Active working employees who work less than a full-time 12-month contract would have the following benefits for their designated beneficiary:
 - a. Payment of \$30,000 life insurance.
 - b. Health insurance coverage through the last day of month employee became deceased and then dependents that are covered on insurance would be eligible to apply for COBRA coverage for up to thirty-six months.
 - c. Utah Retirement System has a death benefit. If you are an active member when you die, your beneficiary will receive an insurance payment representing 75% of your highest annual salary.
 - d. Social Security has a survivor benefit.
 - e. USBA – Life Insurance Policy

E. Paid Time Off (PTO)/Vacation

1. 12-month employees shall be granted PTO/vacation according to the following schedule:

Years of Service	Days per Year
1 st year	12
2 nd year	12
3 rd year	12
4 th year	12
5 th year	12
6 th year	13
7 th year	14
8 th year	15
9 th year	16
10 th year	17
11 th year	18
12 th year	19
13 th year +	20

2. All unused PTO will be rolled into the individual's sick leave **bank reserve** at the end of each year.

F. Unused Vacation Upon Voluntary Termination

1. An employee who voluntarily terminates employment with the District will be paid for up to 10 days of unused PTO/vacation provided said employee gives

notification of intent to terminate at least two weeks (10 working days) prior to the intended termination. Payment for unused PTO/vacation will be limited to 10 days based on the employee's daily rate times the number of days unused. Unused vacation compensation is not available to those who resign in lieu of termination.

G. Holidays

1. Twelve-month ESP Employees will be allowed 18 scheduled paid holidays per year. The calendar of these holidays will be determined jointly by the Administration and the ESP Association.
2. Employees required by their immediate supervisor or principal to work on scheduled holidays will be paid at a rate of 1-1/2 times the regular pay for hours worked.

H. Paid Non-Working Days

1. For ESP contracted employees working 220 days or more in a calendar year, the contract length will stay the same and the District will add two additional paid non-working days to the contract.
 - a. These two days must be taken during the following window of time. Employees will communicate with their direct supervisor which dates will be used.
 - 1) Around July 4th (before or after)
 - 2) Around July 24th (before or after)
 - 3) The Wednesday before Thanksgiving
 - 4) During Winter Break
 - 5) During Spring Break

I. Yearly Calendar

1. The Administration will prepare a 260 working day calendar for all 12-month employees.

J. Health and Accident Insurance

1. The Board shall make available to employees and their dependents group insurance for hospital, surgical and extended medical benefits. The medical

insurance premium will be pro-rated for all nine-month ESP employees according to the yearly negotiated premiums as stated in the [Benefit Guide](#). Health insurance will not be available to ESP employees working fewer than 25 hours per week hired after September 15, 2005.

2. Employees hired prior to September 15, 2005 will be grandfathered on the current pro-ratio eligibility schedule, but may voluntarily move.
3. ESP employees who fall below the threshold for benefits because of the furlough reductions (temporary reduction) will be held harmless from benefit eligibility issues which occur because of the reduction in hours or days by the furlough.
4. All ESP insurance eligible employees become eligible for insurance the date of hire.

K. Health and Accident Insurance - Dual Coverage

1. When the employee and spouse are both employed and insured by Box Elder School District, the employee whose birthday comes first in the calendar year should sign up for family or couple (if no children are insured) coverage and the spouse should waive insurance coverage. This will provide "coordination of benefits" for those insured.
2. There will be a \$1,000 HSA stipend for employees enrolled in the high-deductible plan.
3. Employees whose spouse also works for the District and is insurance-eligible will have a percentage of the savings to the District deposited into their HSA.

L. District Activity Card

1. The Board of Education will make available to each contracted ESP employee a card which when presented at the appropriate ticket sales office will entitle the employee and a guest free admission to school sponsored athletic events in the district and/or admission to either natatorium in the District. This card WILL NOT provide free admission to state sponsored playoff games or special athletic tournaments or events sponsored by the athletic departments.

M. Natatorium Pass for Voucher Employees

1. A "Natatorium Only" pass will be issued by the District to any regularly scheduled voucher employee who requests one. The pass will allow free admittance for the employee and/or one guest.

N. Training of ESP Employees

1. The District will establish an annual training fund of \$2,000 to pay tuition and fees related to special training and workshops for ESP employees. A committee of ESP Professionals will be established to allocate these funds. Unused funds will be rolled from one year to the next with a maximum accrual of \$10,000. The ESP Association will provide the curriculum department with a list of suggested training topics and estimated number of attendees. Upon request, to the personnel office will provide a financial statement of the ESP training fund.

O. Travel Stipend

1. A \$50 stipend and per diem will be paid to employees sent to Park Valley or Grouse Creek on overnight assignment.

P. Employee Recognition Program

1. A committee will be formed to develop an ESP employee recognition program. The initial guidelines given to the committee include:
 - a. Two awards from each major ESP division.
 - b. The award will consist of a certificate or plaque of appreciation and some type of remuneration.

Q. ESP Website

1. Space will be provided by Box Elder School District on the District website. The ESP Association will provide their own Webmaster and the Webmaster will abide by the District website policies.

R. Family Medical Leave Act – See [Policy 3090 Family Medical Leave Act \(FMLA\)](#)

1. Sick Leave for Personal Illness
 - a. In the event an employee is compelled to be absent from assignment because of personal illness, including pregnancy, mental illness injury, (except those caused by act of war or aggression) or quarantine where such isolates the individual, a sick leave benefit is allowed.
2. Catastrophic Sick Leave Bank
 - a. Purpose
 - 1) The purpose of the catastrophic sick leave bank is to provide employees with additional paid sick leave days beyond what they have accumulated

in their personal sick leave **bank reserve** accounts to cover catastrophic situations that are the result of serious illnesses or accidents that require the employee to be absent from work.

- 2) **Catastrophic is defined as an emergency/life-threatening occurrence.**

b. Participants in the Catastrophic Sick Leave Bank

- 1) Participation in the Catastrophic Sick Leave Bank is limited to members of the ESP staff who choose to donate into the bank during any given school year. To be eligible to participate, an employee must donate a minimum of one day into the bank on/or before October 1st of a said school year.
- 2) Active participation in the sick leave bank requires a donation each year that an employee desires to be eligible. If an employee elects not to participate in any given year, they must give written notification by September 10th of the school year. These employees are then not eligible to receive benefits that year regardless of previous participation.

c. Accessing the Benefit

- 1) Participating members qualify for application if due to a catastrophic illness or injury to them, their spouse or a dependent child (18 years old or younger) living within their immediate household.
- 2) Members must submit a written request for use of the Bank days, accompanied by a detailed letter from their attending physician certifying that they are unable to fulfill their contractual obligations and explain the medical reasons, along with a projected recovery date and the number of sick leave days requested to the District's Personnel Secretary. The District's Personnel Secretary will call a meeting of the Catastrophic Sick Leave Bank Committee to determine the eligibility of the request.
- 3) An ESP employee must use at least 25 leave days (paid and/or unpaid days) for the same illness prior to receiving Catastrophic Sick Leave Bank Benefits.
- 4) **An employee may access the Catastrophic Sick Leave Bank for non-emergency/life-threatening events for a maximum of 15 days per school year.**
- 5) An employee can draw a maximum of 50 days each school year from the Catastrophic Sick Bank.

- 6) Members who use the Sick Leave Bank will not be required to replace such days except as a regular contributing member.
- 7) The Catastrophic Sick Leave Bank is considered to be an employee's program permitted by the District. Decisions associated with the program are made by the Sick Leave Bank Committee. Decisions of the Committee will be by a 2/3 majority vote. The decisions of the Committee are considered to be final.
- 8) The Catastrophic Sick Leave Bank will not allocate more days than is in the bank.

d. Catastrophic Sick Leave Bank Committee

- 1) The Catastrophic Sick Leave Bank Committee shall consist of seven members. One member from each of the five groups of SEP employees (Cook, Bus Driver, Custodial/Maintenance, Secretary/Clerk, Aide) and the ESP Association President or designee, and the Executive Director of Personnel. The ESP Association President or designee and the Executive Director of Personnel plus three other members must be present to conduct business.

S. Family Illness

1. Once an ESP employee has used all the allotted PTO for any given year, he/she shall, upon request, be granted his/her individual sick leave for illness or accident involving members of the employee's family. Family is defined as parent, spouse, child, in-law (father, mother, brother, or sister) grandchild, or sibling either by blood relationship or by law. Family sick leave days taken will be deducted from the sick leave of the employee.

See [Family & Medical Leave Act](#) and [Policy 3090 Family Medical Leave Act \(FMLA\)](#).

T. Extended Illness

1. In cases where the accumulated sick leave days of an employee do not adequately care for the sick leave needs of that employee, the Board may, in extreme hardship cases, and upon written request of the employee, grant an extension of the sick leave benefits to said employee to carry over the period of dire need.
2. Accumulated sick leave will be granted for extended illness of an employee to the end of the school year in which the illness occurs. At that time, a determination will be made as to the severity of the illness and/or the ability of the employee to

continue employment. If the employee is unable to begin the next school year and qualifies for disability retirement or can retire under the provisions of the [Utah State Retirement Act](#) and/or Social Security, the employee will be required to apply for these benefits. The District will pay the salary difference between these benefits and the daily salary amount an employee would receive under normal circumstances for the number of sick leave days accumulated.

U. Misuse of Sick Leave

1. The Administration may request evidence of need for sick leave in all instances. In the event an employee misuses the sick leave benefits under these policies, the employee shall forfeit benefits which are due or which may accrue. The Administration may request, at any time, a doctor's statement validating the need for use of sick leave.

V. Bereavement

1. Death and burial (Immediate Family Members)
 - a. An employee may be absent from assignment without loss of pay for up to five consecutive days in any one instance of the death and burial of husband or wife and/or child of either spouse.
 - b. An employee may be absent from assignment without loss of pay for up to three days for the death and burial of mother, father, legal guardians, mother-in-law or father-in-law, sibling, brother-in-law or sister-in-law, grandchildren, daughter-in-law, son-in-law, miscarriage or stillbirth.
 - c. An employee may be absent from assignment without loss of pay for up to one day for the death and burial of his/her grandparents, grandparents-in-law, aunt, aunt-in-law, uncle, uncle-in-law, niece, and nephew.

W. Personal Leave

1. Employees have a contracted obligation to fulfill their assigned duty for a specified number of days each year.
2. Each ESP employee in the District who does not qualify for vacation will be granted three days PTO/personal leave per year. Employees who are granted vacation days will be granted one day PTO/personal leave per year.
3. Whenever an employee asserts the option to take PTO/personal leave, the employee must notify the supervisor or principal.

4. Limitations may be imposed by the principal/supervisor on the number of employees who are allowed to take PTO/personal leave on any given day.

X. Leave of Absence – Without Pay

1. Any ESP employee may apply for a leave of absence without salary and insurance. The granting of such leave of absence does not bind the Board to re-employ the person nor return the employee to the previous position except when stated otherwise by mutual arrangement or law, as specified in policies mutually agreed upon between the Board of Education and the ESP Association. However, such employee is assured consideration in filling vacancies that may occur after the employee desires to return to service. Those re-employed within two years of the date of the leave shall receive the same status as when leaves were granted, namely: steps on the pay scale, accrued sick leave benefits insurance and other benefits.

Y. Military Leave

1. ESP personnel employed by the Board of Education who leave for service in the Armed Forces shall be granted a military leave of absence as per federal laws governing such absence. Such absences will be granted without pay.

Z. Parental Leave

1. Parental leave will be treated under the provisions of the [Family & Medical Leave Act](#).

AA. Association Leave

1. The Box Elder ESP Employees Association may request leave, not to exceed 10 days per year, for employees to be absent from their assignment to conduct Association Business when it is deemed such leave would directly benefit education within the District, and is approved by the Superintendent.
 - a. Request for Association Leave shall be submitted in writing clearly stating the purpose of the leave to the Superintendent. The final approval regarding requests for leave shall be made by the Superintendent or designee. Association Representative(s) will be notified of the decision. Requests should be submitted in adequate time to facilitate the approval process. All requests and notifications of approval will be documented and maintained in the Superintendent's office.
 - b. The Superintendent or designee shall supervise employees on paid Association Leave.

- c. All paid Association Leave shall be reported to and accounted for through the District's leave accounting system. This accounting shall include the costs and expenses of paid Association Leave.
 - 1) The first 10 days annually of Association Leave directly benefiting education within the District shall be paid out of District funds.
 - 2) Paid leave in excess of 10 days annually shall be reimbursed at the substitute wage rate to the District by the Association.
 - 3) Association Leave for activities that do not provide direct benefit to education in the District shall be unpaid leave.
 - d. Employees using Association Leave may not engage in political activity including:
 - 1) Actively campaigning for candidates for public office in partisan and non-partisan elections; and
 - 2) Fundraising for political organizations, political parties, or candidates.
 - e. Any willful violation of this Policy may be used for disciplinary action.
2. The Box Elder Educational Support Professionals Employees Association (BEESPA) President shall have six days per trimester of released time for the purpose of conducting Association business. The substitute will be paid for by the Box Elder ESP Employees Association. All reporting, accounting, and other restrictions in AA.1. above apply to this section also.

BB. Leave Without Pay

- 1. Employees that qualify for leave benefits are expected to act in a professional manner by consulting with their supervisor when they have used all their appropriate leave. In order to take Leave Without Pay, approval from the direct supervisor/administrator is required with ample notice to adequately meet the needs of the students and school/department due to the absence.
- 2. For employees that don't qualify for leave benefits, it is expected that absences not exceed 10% (1 to 2 days) each month. Approval from the direct supervisor/administrator is required with ample notice to adequately meet the needs of the students due to the absence.
 - a. If attendance exceeds the 1 to 2 days each month amount, corrective action may result for neglect of duty.

3. If the Leave Without Pay is not approved, the employee may appeal to the Superintendent or designee.
4. Direct Supervisors/Administrators will communicate with the person who is responsible for putting leave into the District's leave accounting system when a Leave Without Pay is approved.

CC. Reporting Absences

1. Employees reporting absences for sickness will make a call/contact to their immediate supervisor or designee. For vacation or personal leave if the absence has been preapproved, no call is needed. When using leave where prior approval was not possible, a call/contact to their immediate supervisor is required.

Policy 3310

Administrative: Personnel Benefits

- A. All leave types must be input in the appropriate system before the absence occurs. Emergency situations would be the only exception.
- B. ~~Sick/Vacation/Personal~~ Paid Time Off (PTO) Leave
1. All 240-day administrators are entitled to 17 PTO/vacation days per year. ~~Unused vacation may accrue to a maximum of 40 days as of July 1. The maximum payoff at the time of contract termination or retirement shall be 20 days at the regular daily salary rate.~~
 2. PTO/Vacation taken by administrators on days when school is in session must be approved in advance by the Superintendent or Supervisor.
 3. 12 days of PTO/sick leave will be granted annually to all administrators.
 4. Unused ~~sick~~ PTO leave shall accrue without restriction or limitation. ~~AT the end of each year, all unused PTO leave will be added to the individual's sick bank.~~ Administrator's sick leave may be used for family illness as described in [Policy 3126 Certificated- Sickness, Absences and Leaves](#) A.2.
 5. In cases where the accumulated sick leave days of an administrator do not adequately care for the sick leave needs of that administrator, the Board may, upon written request of the administrator, grant an extension of the sick leave benefits of the administrator, with or without pay.
 6. Upon approval of the Superintendent or his designee an administrator may be absent without loss of pay for the following circumstances:
 - a. Up to five days for the death and burial of husband or wife and/or child or anyone who has virtually held the position of a child.
 - b. Up to three days for the death and burial of mother, father, legal guardians, mother-in-law, or father-in-law, sibling, brother-in-law or sister-in-law, grandchildren, daughter-in-law, son-in-law, miscarriage or stillbirth.
 - c. One day for the death and burial of his/her grandparents, grandparents-in-law, aunt, aunt-in-law, uncle, uncle-in-law, niece and nephew.

- d. Administrators may be absent without loss of pay for up to one day (7.5 hours) per year (non-accumulative) for funerals and/or weddings.

~~7. Personal Leave is a privilege administrators are given to take care of certain personal and emergency situations which must be addressed during the school day. Personal leave days are to be used only when school is in session.~~

- 8. Each district administrator will receive three days of PTO/personal leave per year ~~cumulative to 10 days. If on June 30, the three days personal leave granted the administrator causes accumulated personal leave days to exceed 10, the administrator will be paid at one-half of their current daily rate of pay for each day exceeding 10. Payment will be calculated by the district and paid in July.~~

~~9. Requesting sick leave to personal leave~~

- ~~a. An educator with a minimum of 25 accumulated sick days may make a request to convert up to five days per year to personal leave.~~
- ~~b. An educator with fewer than 25 accumulated sick days may make a request to convert up to 3 days per year to personal leave.~~
- ~~c. To convert sick leave to personal leave an educator must provide a written explanation explaining the need (email is fine) to the Executive Director of Personnel.~~
- ~~d. These converted sick leave days cannot be returned to the educator's sick leave account.~~

C. Professional Development/Technology Support

- 1. Administrators will be allocated \$3,000 annually for professional development activities and their combined technology budget. Funds will accrue to a maximum of \$6,000. Use of these funds may include but not be limited to: payment of professional organization dues, local and national conference and workshop expenses, subscriptions to professional journals, registration fees for special classes or courses, etc.
- 2. Box Elder School District will pay annual membership dues for all District administrators in the following state and national administrator associations: UAESP and NAESP for elementary principals, UASSP and NASSP for secondary administrators, and a choice of a state with a corresponding national professional organization for District Office administrators.
- 3. Administrators will be allowed to purchase, from the District, cell phones that have been purchased with the administrator's technology budget. The purchase

rate will be at the current market value determined by the Business Administrator.

D. Travel Reimbursement

1. Administrators will be reimbursed at the District's allowable rate per mile for travel done in personal vehicles for school business. Mileage is to be logged, reported, and claimed according to procedures developed by the Superintendent. Mileage over 100 miles (one way from the District Office) must be pre-approved by the Superintendent. Whenever possible, travel over 100 miles should be done in District owned vehicles. Principals may authorize administrative mileage reimbursement for the school secretary to accommodate banking needs. Such mileage must be reported on the approved mileage log and report form.

E. Insurance Benefits

1. Insurance benefits shall be provided as follows:
 - a. Medical/hospital insurance coverage selected by the administrator from District provided options. Administrators will pay a portion of their monthly insurance premium.
 - 1) New administrators become eligible for insurance on July 1st. For all Administrators hired after July 1st, the eligibility date will be the date of hire.
 - b. Life insurance of \$50,000 double indemnity for the administrator and \$15,000 for the spouse and for each dependent child.
 - c. Long-term disability policy and dental insurance available through payroll deduction only.
 - d. When the employee and spouse are both employed and insured by the Box Elder School District, they have the option of who will sign up for family or couple (if no children are insured) coverage and who will sign up for single coverage. This will provide "coordination of benefits" for those insured.
 - 1) There will be a \$1,000 HSA stipend for employees enrolled in the high-deductible plan.
 - 2) Employees whose spouse also works for the District and is insurance-eligible will have a percentage of the savings to the District deposited into their HSA.
2. Tax Sheltered Annuities are available through payroll deduction only.

3. Activity & Natatorium Passes will be given annually to each administrator. The pass is valid for the administrator and a partner at District sponsored events.

F. Sabbatical Leave

1. Administrators may request Sabbatical Leave with requests being considered on an individual basis.

G. Retirement Benefits

1. State Retirement System

- a. All administrators in the Box Elder School District who qualify will be members of and covered by the provisions of the Utah State Retirement System.

2. School District Retirement/Sick Leave Incentive Benefit

a. Eligibility

- 1) Administrators will be eligible for the Retirement Bonus and Sick leave incentive buy out when they qualify for and accept State Retirement benefits.
- 2) In case of a death, qualifying administrator's Sick Leave Incentive Buy-Out will be paid to a surviving beneficiary.

b. Sick Leave Incentive Buy-Out

- 1) Qualifying administrators will receive upon retirement from the District a Sick Leave Buy-Out computed at the rate of 2% per year times the number of years' experience in Box Elder School District, plus 1% per year for each year of certified educational experience upon employment, to a maximum of 60%.
- 2) This percentage will be applied to the number of unused sick leave days ~~and unused personal leave (max 10) days~~ accumulated by the administrator and based on his/her daily contracted salary of the completed school year immediately preceding retirement.
- 3) One year of qualifying service is based on the regular administrator's contract. Less than full time contracts will be prorated.

c. Payment

- 1) Any sick leave incentive buy-out paid in excess of \$1,500.00 and up to the maximum allowable will need to be run through Utah Retirement System (URS) 401k. If the URS 401k amount reaches the maximum allowable the balance will be deposited in a 403b account **or a medical trust account**. This will save the employee the federal and state taxes on the sum of money that is deferred. Federal and State taxes will have to be paid when the money is withdrawn. It also saves the employee and the school district the Social Security Tax on the deferred amount. This deferral can be left with URS and be invested or can be withdrawn by the employee right after it is deposited.
- 2) Employees who sign a retirement agreement prior to their actual retirement date, up to 12 months, may have a portion of their estimated Sick Leave Incentive buy-out paid out in the proceeding calendar year prior to retirement.
- 3) An administrator who has an excess of 200 days of accumulated sick leave, may request payment annually for up to 10 days of those days in excess of 200. Application for payment must be received in the District Office by October 15th and payment will be made on the end of November payroll. These days will be paid at the administrator's previous year daily rate. The percentage is based on the years of service on June 30th of the current year and experience granted, to a maximum of 60%.

d. Retirement Bonus

- 1) Administrators who qualify for the School District Retirement will receive, upon retirement, a retirement bonus generated at .30 per year of full-time contracted employment in the District, times the base value. The maximum amount will not exceed nine times the base value. The base value will be adjusted each year according to the change in the Consumer Price Index, Annual average for All items, U.S. city average, calculated for the previous calendar year.
- 2) The retirement bonus will be run through Utah Retirement System (URS) 401k. IF the URS 401k amount reaches the maximum allowable the balance will be deposited in a 403b account **or a medical trust account**. This will save the employee the federal and state taxes on the sum of the money that is deferred. Federal and State taxes will have to be paid when the money is withdrawn. It also saves the employee and the school district the Social Security Tax on the deferred amount. This deferral can be left with URS and be invested or can be withdrawn by the employee right after it is deposited.

- 3) Administrators who sign an agreement prior to their actual retirement date may have a portion of their estimated Retirement Bonus deposited annually into the URS 401k for up to four years prior to retirement.

e. Insurance Eligible

- 1) Retirees may participate in the District offered health and accident insurance program by paying the active employee rate charged to the District by the insurance carrier. As long as they continuously accept district insurance, they are eligible until age 65.

H. Additional compensation shall be given for the following:

1. Educational Specialist Degree
2. Doctorate
3. School Activity Supervision
4. Longevity Step

See Administrators Salary Schedule for specific details.

POLICY 1036

Board Member Conflict of Interest

A. Private, Controlled, or Protected Information

1. Board Members may not:
 - a. Accept employment or engage in any business or professional activity that the member might reasonably expect would require or induce the member to improperly disclose controlled information gained by reason of being a member of the Board.
 - b. Disclose or improperly use controlled, private or protected information acquired by reason of membership on the Board or in the course of official duties for the member's or another's private gain or benefit.
 - c. Use or attempt to use the member's position on the Board to substantially further the member's economic interest or to secure special privileges or exemptions for the member or others, **or to coerce another person to secure special privileges or exemptions for the member or others.**
 - d. Accept other employment that the member might expect would impair the member's independence of judgment in performing the member's public duties.
 - e. Accept other employment that the member might expect would interfere with the ethical performance of the member's duties.

[Utah Code § 67-16-4 \(2026\)](#)

B. Accepting Gifts, Compensation or Loan

1. No Board Member shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation, or loan for the member or another if:
 - a. It would tend to influence someone in the member's position in the discharge of employment duties;
 - b. The member knows or someone in the member's position should know it is a reward for the member's action; or

- c. The member recently has been, or is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided below captioned "Receiving Compensation for Assistance in Transaction Involving a Government Agency."

2. This section does not apply to the following:

- a. An occasional non-pecuniary gift having a value of not in excess of \$50.00;
- b. An award publicly presented in recognition of public services;
- c. Any bona fide loan made in the ordinary course of business by an institution authorized by the laws of this state or any other state to engage in making such loans.
- d. A political campaign contribution if the contribution is actually used in a political campaign of the recipient District Board Member.

[Utah Code § 67-16-5 \(2014\)](#)

C. Receiving Compensation for Assistance in Transaction Involving a Government Agency

- a. A "government agency" is any department, division, agency, commission, board, council, committee, authority or any other institution of the state or any of its political subdivision, including the District and Board of Education. No Board Member or District employee shall receive or agree to receive compensation for assisting any person or business entity in any transaction involving a state agency unless the District employee files with the Superintendent, the state attorney general's office, and the head of the agency with which the transaction is being conducted a sworn written statement containing the following information:
 - 1) The name and address of the employee.
 - 2) The name of the District.
 - 3) The name and address of the person or business entity being or to be assisted.
 - 4) A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.

- b. The sworn statement shall be filed within 10 days after the date of any agreement between the District employee and the person or business entity being assisted or the receipt of compensation, whichever is earlier.
- c. The Superintendent shall post the sworn statement on the District's website and ensure that it remains on the website while the Board members remains in office

[Utah Code § 67-16-6 \(2014\)](#)

D. Annual Conflict of Interest Disclosure

- 1. Unless the Board member or employee is required to file a conflict of interest disclosure statement because of holding another position, each Board Member or employee shall prepare and submit to the Superintendent a written conflict of interest disclosure statement between January 1 and January 31 of each year the Board Member is in office or the employee is employed with the District.

[Utah Code § 67-16-16\(1\) \(2024\)](#)

- 2. The written conflict of interest statement shall include each item of information required by [Utah Code § 20A-11-1604\(6\)](#).

[Utah Code § 20A-11-1604\(4\) \(2025\)](#)

[Utah Code § 67-16-16\(1\)\(a\) \(2025\)](#)

- 3. The Superintendent shall post an electronic copy of the conflict of interest disclosure statement on the District's website within 10 business days of receipt from the Superintendent and provide the lieutenant governor with a link to the posting. The Superintendent shall ensure that the disclosure remains posted on the District's website while the Board member remains in office. If the Board member is not required to submit the disclosure statement to the Superintendent because the Board member is required to file a conflict of interest disclosure statement because of holding another position, the Superintendent shall post a link to the Board member's disclosure on the District website and shall provide the lieutenant governor with a copy of the link. If the Board member or the Board member's spouse is an at-risk government employee as defined in [Utah Code § 63A-19-408\(1\)\(a\)](#) and the Board member requests redaction of employment information or the spouse's name and employment information, the Superintendent shall redact the information from the disclosure before posting the conflict of interest disclosure statement.

[Utah Code § 67-16-16\(2\), \(7\) \(2024\)](#)

[Utah Code § 20A-11-1604\(7\) \(2025\)](#)

[Utah Code § 63A-19-408\(1\)\(a\) \(2026\)](#)

4. If the Superintendent determines that a Board member has not timely submitted a conflict of interest disclosure statement or that the statement does not meet the statutory requirement, the Superintendent shall notify the Board member within five days and direct the Board member to submit an statement or an amended statement correcting the problem. If the statement or corrected statement is not submitted within seven days after the Superintendent's notice, the Superintendent shall report the violation to the Utah Attorney General and shall impose a civil fine of \$100 against the Board member. Any such fine shall be deposited into the District's general fund as a dedicated credit to pay for the costs of administering the disclosure requirement.

[Utah Code § 67-16-16\(3\)-\(6\) \(2024\)](#)

POLICY 1040

Board Member Elections and Redistricting

A. Term

1. The term of office for an elected member is four years, except as required because of reapportionment as set forth below, and begins on the first Monday in January following the election.

[Utah Code § 20A-14-203\(2\) \(2025\)](#)

B. Candidacy

1. An individual may become a candidate for election to the Board by filing a declaration of candidacy with the county clerk during the period beginning at 8 a.m. on ~~the first business day in January of an even-numbered year January 2 of the year in which the next regular general election is held (or if January 2 is not a business day, the first business day after January 2)~~ and ending at 5 p.m. on the ~~fifth fourth~~ business day ~~in January of an even-numbered year after the day on which the period begins~~ and paying the fee described in [Utah Code § 20A-9-202](#).

[Utah Code § 20A-14-203\(1\) \(2025\)](#)

[Utah Code § 20A-9-201.5 \(2026\)](#)

C. Elections

1. No more than four (4) members may be elected to the Board in any election, unless otherwise required as a consequence of redistricting as set forth below, or to fill a vacancy by election under [Policy 1032 Vacancies on the Board](#).

[Utah Code § 20A-14-202\(1\)\(h\) \(2022\)](#)

D. Redistricting does not cut short board member terms

1. Redistricting does not affect the right of any school board member to complete the term for which the member was elected, except as may be required for redistricting following creation of a new school district.

[Utah Code § 20A-14-201\(5\) \(2025\)](#)

E. Representation of school board districts after redistricting

1. If after redistricting only one board member whose term extends beyond redistricting lives within a local school board district, that board member shall represent that school board district.
2. If after redistricting two or more members whose terms extend beyond redistricting live within a local school board district, the members involved shall select one member by lot to represent that school board district.
 - a. The other members shall serve at-large for the remainder of their terms.
 - b. Notwithstanding the number of board members otherwise established by law, the at-large board members shall serve in addition to the designated number of board members for the board in question for the remainder of their terms.
3. If after redistricting there is no board member living within a local school board district whose term extends beyond redistricting, the seat for that school board district shall be treated as vacant and filled as provided in [Policy 1032](#).

[Utah Code § 20A-14-201\(6\) \(2025\)](#)

F. Adjustment of term lengths because of redistricting

1. If, before an election affected by redistricting, the county or municipal legislative body that conducted the redistricting determines that one or more members must be elected to terms of two years to meet this part's requirements for staggered terms, the legislative body shall determine by lot which of the local school board districts will elect members to two-year terms and which will elect members to four-year terms. All subsequent elections are for four-year terms.

[Utah Code § 20A-14-201\(7\) \(2025\)](#)

POLICY 1070

Board Meeting Procedures

- A. "Meeting" means a gathering of the Board with a quorum present that is convened by an individual with authority to convene the Board and following the Board's process for convening and for the express purpose of acting as the Board to receive public comment about, deliberate about, or take action on a relevant matter. A "relevant matter" is one which is within the scope of the authority of the Board but does not include a managerial or operational matter. Members of the Board constituting a quorum may not act together in a concerted and deliberate way outside a meeting of the Board to predetermine an action to be taken by the Board at a meeting on a relevant matter.

[Utah Code § 52-4-103\(5\)\(11\) \(2026\)](#)

[Utah Code § 52-4-208\(1\) \(2024\)](#)

B. Rules of Order and 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\(1\)\(c\), \(2\) \(2019\)](#)

3. 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\(5\) \(2019\)](#)

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 \(2019\), 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\(1\)\(a\) \(2024\)](#)

D. Public Comment

1. At open meetings other than work sessions or emergency meetings, the Board will receive verbal and written comments from the public on topics which are germane to the Board's authority. Written comments can be submitted by sending them through email to the Superintendent before the meeting or by hand delivering them to District staff members at the meeting. Written comments will not be read at the meeting but will be provided to the members of the Board and will be included in the meeting minutes. Verbal comments at the meeting shall be received from members of the public who sign up prior to the time for public comment and will be taken in the order that individuals sign up. Each individual will be allowed up to 3 minutes to provide comments to the Board. The Board's agenda will specify the amount of time for public comment, which will generally be between 30 minutes and 1 hour.

[Utah Code § 52-4-201.3 \(2025\)](#)

2. By allowing public comment, the Board does not endorse any such comment. Therefore, persons providing comment bear any and all legal liability which may arise under governing law from making such comments. For example, defamatory comments about specific individuals may expose the commenter to legal liability from those individuals; similarly, threats of violence towards other individuals may expose the commenter to prosecution.

3. The public comment period is to allow members of the public to provide input to the Board in its capacity as a legislative body. The public comment period is not a forum for discussion or debate between the Board and members of the public. The Board does not engage in discussion during public comments, but may later follow up on comments made during public comment.

E. 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. The Board shall hold a public hearing when considering whether to close a school or special enrollment program or change the boundaries of a school or location of a special enrollment program, when submitting a ballot issue regarding bond authorization or a tax increase, when considering the adoption of the District budget, **when considering adoption of a tax rate exceeding the certified tax rate**, before authorizing issuance of bonds, and when considering changes to the Board member compensation schedules, as required by statute.

[Utah Code § 11-14-103\(6\) \(2024\)](#)

[Utah Code § 11-14-318 \(2023\)](#)

[Utah Code § 53G-4-402\(24\) \(2026\)](#)

[Utah Code § 53G-7-303\(2\) \(2025\)](#)

[Utah Code § 53G-4-204\(2\) \(2023\)](#)

[Utah Code § 59-1-1605 \(2016\)](#)

[Utah Code § 52-9-919\(4\), \(8\) \(2026\)](#)

F. 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 use appropriate legal means 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.

G. 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\(5\) \(2024\)](#)

H. 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\(3\)\(a\) \(2019\)](#)

I. Quorum

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

[Utah Code § 52-4-103\(9\) \(2026\)](#)

[Utah Code § 53G-4-203\(5\) \(2026\)](#)

J. USBA/NSBA 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)/National School Board Association (NSBA) 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 USB/NSBA representatives.
3. If Board members determine in an instructional meeting with representatives of USB/NSBA 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 1210

School Closures and Boundary Changes

A. “Special Enrollment Program” and “Special Class” Defined

1. “Special enrollment program” means a full-day academic program in which a parent opts to enroll the parent’s student and that is offered at a specifically designated school in the District, including gifted or advanced learning programs or dual language immersion programs. It does not include a “special class” as defined below.

[Utah Code § 53G-4-402\(24\)\(a\) \(2026\)](#)

2. “Special class” means a placement under IDEA where an eligible student receives specially designed instruction in a class designated only for a student with a disability.

[Utah Code § 53G-4-402\(24\)\(a\) \(2026\)](#)

[Utah Code § 53E-7-210\(1\)\(b\) \(2026\)](#)

B. Notice of Possible Closure

1. At least 90 days before approving the closure of a school or closure of a special enrollment program, the Board shall provide notice that it is considering closure to parents of students enrolled in the school or in the special enrollment program, to parents of students enrolled in other schools in the District which may be affected by the closure, and to the governing council and mayor of the municipality where the school is located. The Board must initiate the notice process for each school or special enrollment program under consideration for closure through a separate motion made and approved at a public meeting of the Board. The notices to parents shall be provided using the same form of communication that the Board regularly uses to communicate with parents and shall also be given by mail through the United State Postal Service at the last known address for the parents.

[Utah Code § 53G-4-402\(24\)\(b\)\(i\), \(ii\), \(d\) \(2026\)](#)

C. Notice of Possible Boundary Change

1. At least 30 days before approving a change to school attendance area boundaries or to the location of a special enrollment program, the Board shall provide notice that it is considering a boundary change or program location change to parents of students

enrolled in the school or program, to parents of students enrolled in other schools in the District which may be affected by the boundary or location change, and to the governing council and mayor of the municipality where the school is located. The Board must initiate the notice process for each school or special enrollment program through a separate motion made and approved at a public meeting of the Board. The notices to parents shall be provided using the same form of communication that the Board regularly uses to communicate with parents and shall also be given by mail through the United States Postal Service at the last known address for the parents.

[Utah Code § 53G-4-402\(24\)\(b\)\(i\), \(ii\), \(d\) \(2026\)](#)

D. Notice of Possible Relocation of Special Class

1. At least 30 days before making a change which affects the location of a special class, unless that change is a boundary change or school closure conducted under this policy, the Board shall provide written notice to the parent of each student in the class that includes:
 - a. A description of the action, including the reason for the change and how the change will affect the student;
 - b. The name and location of the new school or program site;
 - c. Instructions on how the parent may obtain more information about the change;
 - d. Key dates and a timeline for implementation;
 - e. Information about the new school or program, including contact information for relevant staff;
 - f. Information about scheduling an IEP meeting and other transfer services available to the student; and
 - g. Instructions on how the parent may obtain other logistical information about the change, including transportation arrangements.
2. The written notice shall be provided by one or more of the following: regular mail, certified mail, email, or hand delivery.

[Utah Code § 53E-7-210\(2\) \(2026\)](#)

E. Public Comment and Hearing on Closure

1. Before taking action to close a school or special enrollment program, the Board shall hold at least two Board meetings which include an opportunity for public comment on the proposed closure. One of these meetings shall be designated as a public hearing. If feasible, the public hearing shall be held at the location of the school that is under consideration for closure.

[Utah Code § 53G-4-402\(24\)\(b\)\(iii\), \(v\), \(c\)\(ii\) \(2026\)](#)
[Utah Code § 10-20-102\(63\) \(2026\)](#)

F. Parent Comment on Special Class Relocation

1. Before taking final action which affects the location of a special class (either through school closure, change of a school attendance area, or otherwise), the Board shall provide the parent of a student affected by the relocation an opportunity to submit a written or verbal comment regarding the relocation. The Board shall document and consider each comment it receives before making the final decision.

[Utah Code § 53E-7-210\(2\) \(2026\)](#)

G. Hearing on Boundary Change

1. Before taking action to change a school attendance area boundary or the location of a special enrollment program, the Board shall hold a public hearing to receive comment on the proposed boundary change or program location change.

[Utah Code § 53G-4-402\(24\)\(b\)\(iv\), \(v\) \(2026\)](#)
[Utah Code § 10-20-102\(62\) \(2025\)](#)

H. Notice of Hearing on Closure

1. In addition to meeting the other requirements for notice of a public meeting as set out in [Policy 1072 Board Meetings: Notice Requirements](#), and in addition to the 90-day notice of possible closure described above, the Board shall give notice of the public hearing on a proposed school closure or special enrollment program closure. The notice shall state the name of the school or schools or the special enrollment program under consideration for closure or boundary change and state the date, time, and location of the public hearing. This notice shall be provided at least 30 days before the date of the hearing to the parents and public officials who were required to receive the 90-day notice of possible closure described above, and in the same matter. In addition, for at least 10 days before the day of the hearing, this notice shall also be posted on the Utah Public Notice Website, posted on the District's website, posted at the District offices, and posted prominently at the school or schools affected.

[Utah Code § 53G-4-402\(24\)\(b\)\(v\), \(c\) \(2026\)](#)
[Utah Code § 63G-30-102\(1\) \(2023\)](#)

I. Notice of Hearing on Boundary Change

1. In addition to meeting the other requirements for notice of a public meeting as set out in [Policy 1072 Board Meeting Notice Requirements](#), and in addition to the 30-day notice of possible boundary or location change described above, the Board shall give notice of the public hearing on a proposed boundary change or special enrollment program location change. The notice shall state the name of the school or schools under consideration for boundary change or the special enrollment program under consideration for location change and shall state the date, time, and location of the public hearing. This notice shall be provided at least 30 days before the date of the hearing to the parents and public officials who were required to receive the 30-day notice of possible boundary or location change described above, and in the same manner. In addition, for at least 10 days before the hearing, this notice shall also be posted on the Utah Public Notice Website, posted on the District's website, posted at the District offices, and posted prominently at the school or schools affected.

[Utah Code § 53G-4-402\(24\)\(b\)\(v\), \(c\) \(2026\)](#)
[Utah Code § 63G-30-102\(1\) \(2023\)](#)

J. Deadline for Completion of Closure

1. The process for approving closure of a school must be completed on or before December 31 of the calendar year preceding the beginning of the school year in which the school closure takes effect.

[Utah Code § 53G-4-402\(24\)\(e\) \(2026\)](#)

K. Deadline for Completion of Boundary Change

1. The process for approving a change to a school boundary must be completed no more than 60 days after the day on which the Board votes to approve the change.

[Utah Code § 53G-4-402\(24\)\(f\)\(i\) \(2026\)](#)

POLICY 2010

Budget Planning/Development/Adoption

- A. The District participates in the Uniform School Fund, which the State Board of Education apportions annually among school districts according to the provisions of the Minimum School Program

[Utah Constitution, Article X, Sec. 5](#)
[Utah Code § 53F-9-202\(2\) \(2019\)](#)
[Utah Code Title 53F, Chapter 2](#)

- B. The Superintendent shall serve as Budget Officer for the School District.

[Utah Code § 53G-7-302 \(2018\)](#)

- C. The District shall participate in all appropriate state funding programs and conform to all state laws and rules concerning participation.

[Utah Code § 53F](#)

- D. Prior to June 1 of each year, the Superintendent shall prepare and file with the School Board a tentative budget. The tentative budget and supporting documents shall include the following items:

1. The revenues and expenditures of the preceding fiscal year.
2. The estimated revenues and expenditures of the current fiscal year.
3. An estimate of the revenues for the succeeding fiscal year based upon the lowest tax levy that will raise the required revenue, using the current year's taxable value, state and federal levied taxes, current financial climate, and obligations as the basis for this calculation.
4. A detailed estimate of the essential expenditures for all purposes for the next succeeding fiscal year.
5. The estimated financial condition of the district by funds at the close of the current fiscal year.

- E. The tentative budget shall be filed with the district business administrator for public inspection at least 15 days prior to the date of its proposed adoption by the local school board.

[Utah Code § 53G-7-302 \(2018\)](#)

F. School Board Budget

1. Prior to 30 June of each year, the Board shall adopt a budget and make appropriations for the next fiscal year. ~~If the budget includes a tax rate exceeding the certified tax rate, the Board shall adopt an interim budget by June 30 and shall adopt the final budget as provided for in~~ [Utah Code § 59-2-919](#). The budget for the previous year may be revised as needed concurrently with adoption of the following year budget.

[Utah Code 53G-7-303 \(2025\)](#)

G. Tax Rate

1. The Board shall comply with the provisions of the [Utah Code § 59-2-919](#) ~~Tax Increase Disclosure Act~~ if the tax rate in the proposed budget exceeds the tax rate defined in [Utah Code § 59-2-924](#), ~~unless one of the exceptions to those provisions (relating to prior voted local levy increases) set forth in~~ [Utah Code § 53F-8-301](#) applies.

[Utah Code § 53G-7-303\(2\)\(b\) \(2025\)](#)

[Utah Code § 53F-8-301 \(2018\)](#)

H. Adoption of a Budget

1. Prior to adoption of a budget or budget revision, the Board shall hold an open, public hearing on the proposed budget, ~~at which public comment is received~~. In preparation of the hearing, the Board shall:
 - a. ~~In addition to complying with the open meeting notice requirements set forth in~~ [Policy 1072 Board Meetings: Notice Requirements](#), ~~P~~ublish notice that the Board will consider and adopt a budget at the designated Board meeting in a newspaper of general circulation within the District at least ~~ten days one-week~~ prior to the meeting;
 - b. Publish notice electronically on the public legal notice website established under [Utah Code § 45-1-101\(2\)\(b\)](#);

c. File a copy of the proposed budget with the **Board's** Business Administrator for public inspection at least ten days prior to the hearing; **and**

d. **Post the proposed budget on the District's website.**

[Utah Code § 45-1-101 \(2023\)](#)

[Utah Code § 53G-7-303\(3\) \(2025\)](#)

2. Where the Board is considering adopting a budget that includes a tax rate in excess of the certified tax rate, the Board will follow the notice, public hearing, and adoption requirements set out in [Utah Code § 52-9-919](#) and [Utah Code § 52-9-924](#).

[Utah Code § 59-2-919 \(2026\)](#)

[Utah Code § 59-2-924\(8\), \(9\) \(2026\)](#)

I. Filing Budget

1. The Board shall file a copy of the adopted budget with the state auditor and the State Board of Education **within 20 days after it is adopted.**

[Utah Code § 53G-7-303\(5\) \(2025\)](#)

J. Undistributed Reserve

1. The Board may place an undistributed reserve in the budget that does not exceed 5% of the maintenance and operation budget **in accordance with the schedule adopted by the State Board of Education.**

[Utah Code § 53G-7-304 \(2018\)](#)

K. Application of Undistributed Reserve

1. The Board may appropriate all or part of the undistributed reserve made to any expenditure classification in the maintenance and operation budget by a written resolution adopted by a majority vote of the Board. The **resolution writing** shall state the reasons for the appropriation. A copy of the **written** resolution shall be filed with the State Board of Education and the State Auditor.

[Utah Code § 53G-7-304\(2\) \(2019\)](#)

L. Restrictions on Use of Undistributed Reserve

1. The Board may not use the undistributed reserve in the negotiation or settlement of contract salaries for District employees.

[Utah Code § 53G-7-304\(3\) \(2018\)](#)

M. Restriction on Use of Tax Increase Revenue

1. Where the Board adopts an interim budget which includes a tax rate in excess of the certified tax rate, the Board will set aside in a restricted budget account no less than the amount of general fund revenue which would be generated by the proposed tax rate increase. The Board will not expend or otherwise obligate that revenue during the period from July 1 until the final budget is adopted.

N. Limit on Appropriations

1. The Board shall not make any appropriation in excess of the District's estimated expendable revenue, including undistributed reserves, for the following fiscal year.

[Utah Code 53G-7-305\(2\) \(2019\)](#)

O. Reduction of Budget Appropriations

1. The Board may reduce any budget appropriation at its regular meetings if notice of the proposed action is given to all Board members and the Superintendent at least one week prior to the meeting.

[Utah Code § 53G-7-305\(3\) \(2018\)](#)

P. Increase in Budget Appropriations

1. The Board may increase any budget appropriation only if:
 - a. The Superintendent sets forth in a writing delivered to the Board a request to increase a specified budget appropriation and states the reasons for the proposed increases; and
 - b. Notice that the request will be considered by the Board is published in a newspaper of general circulation at least one week prior to the board meeting at which the request is considered; and
 - c. The Board holds a public hearing on the request prior to acting on the request and approves the increase by a majority vote of board members.

[Utah Code § 53G-7-305\(7\) \(2019\)](#)

Q. Prohibition of Inter-fund Transfers

1. District revenues shall only be spent within the fund for which those revenues were originally authorized, levied, collected, or appropriate, and inter-fund transfers of residual equity may not be made unless expressly authorized by the State Board of Education.

[Utah Code § 53G-7-306 \(2021\)](#)

POLICY 2032

Procurement of Construction: ~~School Construction and~~ ~~School Site Acquisition~~ Requirements

A. ~~School Site Acquisition Requirements Scope~~

1. The requirements of this policy apply to “public school construction,” which means construction work on a new public school facility or major alteration of an existing public school facility with a total project cost exceeding the thresholds for a capital development project or capital improvement project set forth in [Utah Code § 63A-5b-401](#).

[Utah Code § 63A-5b-401 \(2020\)](#)

[Utah Code § 63A-5b-1201\(2\)\(c\) \(2026\)](#)

2. ~~Before school construction begins:~~

- a. ~~Prior to the acquisition of a school site, the District shall notify the following of its intent to acquire the site:~~
 - 1) ~~an affected local entity;~~
 - 2) ~~the Utah Department of Transportation; and~~
 - 3) ~~an electrical corporation, gas corporation, or telephone corporation (as defined in [Utah Code § 54-2-1](#)) that provides service or maintains infrastructure within the immediate area of the proposed site.~~
- b. ~~As soon as possible after this notice is given, representatives of the District, the affected local government entity, and the Department of Transportation shall meet to:~~
 - 1) ~~discuss information provided by the District as available regarding:~~
 - a) ~~potential community impacts;~~
 - b) ~~Approximate lot size;~~
 - c) ~~Approximate building size and use;~~

- ~~d) Estimated student enrollment;~~
- ~~e) Proposals for ingress and egress, parking, and fire lane location; and~~
- ~~f) Building footprint and location;~~
- ~~2) Negotiate any fees that might be charged by the local governmental entity in connection with the school construction project;~~
- ~~3) Coordinate to:~~
 - ~~a) ensure that the siting or expansion of a school in the intended location will comply with applicable local general plans and land use laws and will not conflict with entitled land uses;~~
 - ~~b) ensure that all local government services and utilities required by the school construction activities can be provided in a logical and cost-effective manner;~~
 - ~~c) avoid or mitigate existing and potential traffic hazards, including consideration of the impacts between the new school and future roadways; and~~
 - ~~d) maximize school, student, and site safety.~~
- ~~c. The District shall submit the rough proposed site plan to the local governmental entity's design review committee for comments and the committee shall provide comments no later than 30 days after submission.~~
- ~~d. If otherwise permitted under Utah Code § 10-9a-305(3)(b) or Utah Code § 17-27a-305(3)(b), a local governmental entity may require the District to provide a traffic study from a qualified independent third party if the local government entity determines that traffic flow, congestion, or other traffic concerns may require the study.~~
- ~~e. The District shall submit to the Utah Department of Transportation a child access routing plan.~~

~~Utah Code § 53E-3-710(2), (5) (2018)~~
~~Utah Admin. Rules R277-471-7(1) (April 9, 2024)~~

B. School Construction Standards

1. The District will comply with the school construction standards and requirements established by the Division of Facilities Construction and Management. Before beginning any school construction project, the District will review the Division's rules and policies.

[Utah Code § 63A-5b-1202\(1\), \(5\) \(2026\)](#)

C. School District Building Official

1. The Board shall appoint a School District Building Official (SDBO) who has direct administrative and operational control of all construction, renovation, and inspection of the District's facilities and shall provide in writing the name of the SDBO to the State Superintendent. The SBDO will coordinate District compliance with the school construction standards and requirements established by the Division of Facilities Construction and Management.

[Utah Admin. Rules R277-471-2\(11\) \(October 8, 2025\)](#)

[Utah Admin. Rules R277-471-5 \(October 8, 2025\)](#)

D. School Construction Planning

1. In planning school construction, the District will consider:
 - a. educational program requirements for different grade levels;
 - b. year-round use requirements;
 - c. specific needs of various student populations; and
 - d. coordination between facility design and educational delivery.
2. The plans for school construction will be prepared by a licensed architect.

[Utah Code § 53E-3-703\(1\), \(2\) \(2026\)](#)

3. In selecting a school site, the District will comply with the Division's requirements regarding coordination with municipalities and counties regarding school siting, traffic impacts, and site safety considerations.

[Utah Code § 63A-5b-1202\(1\)\(r\) \(2026\)](#)

4. In selecting a school site, and before developing plans and specifications for a new school or expansion of an existing school, the District will coordinate with the local

health department regarding environmental health and safety issues to avoid unreasonable risks to the health and safety of students and staff. The site will be located to minimize the negative influence of railroads, freeways, highways, heavy traffic roads, industrial areas, airports and aircraft flight patterns, fugitive dust, odors, or other areas where auditory problems, malodorous conditions, or safety and health hazards exist. Upon request of the local health officer, the District will submit plans and specifications to the local health department.

[Utah Admin. Rules R392-200-5 \(October 21, 2025\)](#)

5. Before beginning a school construction project, the District will obtain Division approval of a pre-construction application that includes detailed project scope and specifications; preliminary cost estimates; a proposed project timeline; and funding sources and financial capacity documentation.

[Utah Code § 63A-5b-1205\(6\)\(a\) \(2026\)](#)

E. Safety and Security Standards

1. In designing and constructing new school facilities and in remodeling school facilities, the District shall meet the safety and security standards established by the state security chief.

[Utah Code § 53-22-102\(3\)\(a\) \(2025\)](#)

[Utah Admin. Rules R277-400-12\(2\) \(November 7, 2025\)](#)

2. In designing and constructing new school buildings, the District shall comply with the incident response method established by the state security chief, which requires marking interior rooms and hallways with an assigned quadrant designation so as to be visible to building occupants and emergency responders.

[Utah Admin. Rules R277-400-5\(1\)\(b\) \(November 7, 2025\)](#)

[Utah Admin. Rules R277-400-12\(1\)\(a\) \(November 7, 2025\)](#)

3. For existing school buildings, the District shall by school year 2034-2035 comply with the incident response method established by the state security chief, which requires marking interior rooms and hallways with an assigned quadrant designation so as to be visible to building occupants and emergency responders.

[Utah Admin. Rules R277-400-5\(1\)\(b\) \(November 7, 2025\)](#)

[Utah Admin. Rules R277-400-12\(1\)\(b\) \(November 7, 2025\)](#)

4. In constructing new school buildings or for major remodeling of a school building, the District shall coordinate with the state security chief and the school safety and security director to ensure accessible and strategically placed installation of Automated External Defibrillators (AED). One AED shall be located at or near the school's main office and additional AEDs shall be within 500 feet of gymnasiums, auditoriums, any portable or temporary outbuildings, and centralized locations of buildings.

[Utah Admin. Rules R277-471-4\(5\) \(October 8, 2025\)](#)

F. Construction of Privacy Spaces

1. In constructing new facilities, the District shall ensure that the new facility has sufficient sex-designated privacy spaces. The District shall also ensure that the new facility includes, as applicable to the type of facility, an appropriate number of single occupant restrooms or changing rooms.

[Utah Code § 63G-31-304\(2\)\(b\), \(3\) \(2025\)](#)

[Utah Code § 63G-31-101\(1\), \(2\), \(9\), \(11\) \(2025\)](#)

2. With respect to restrooms and changing rooms in existing facilities, the District shall consider the feasibility of retrofitting or remodeling to include floor-to-ceiling walls and doors or similar privacy protections, curtains, or other comparable methods of improving privacy.

[Utah Code § 63G-31-304\(2\)\(c\) \(2025\)](#)

[Utah Code § 63G-31-101\(1\), \(2\), \(9\), \(11\) \(2025\)](#)

G. Pre-construction Requirements

1. Before ~~any~~ school construction ~~project~~ begins, the District ~~will obtain written approval from the Division of the construction documents and a permit for the construction shall obtain a construction project number from the State Superintendent and complete and submit construction project identification forms provided by the State Superintendent.~~ The District will also, as required by the Division, demonstrate compliance with Division rules and policies and will provide the Division with evidence that it has arranged for qualified plan review and project inspection as required by the Division. Materials will be submitted to the Division through the Division's online system.

[Utah Code § 63A-5b-1205\(1\), \(4\) \(2026\)](#)

[Utah Code § 63A-5b-1207\(2\) \(2026\)](#)

[Utah Code § 63A-5b-1208\(2\) \(2026\)](#)

[Utah Code § 63A-5b-1218 \(2026\)](#)

[Utah Code § 63A-5b-1220 \(2026\)](#)

- ~~2. All school plans and specifications shall be approved by a certified plans examiner before any school construction project begins.~~
3. Prior to developing plans and specifications for a new public school, or the expansion of an existing school, the District shall coordinate with local health departments and the State Fire Marshal. The plans and specifications shall satisfy Utah Department of Health requirements relating to siting, building construction, grounds, food service facilities, sanitary facilities, and health and safety facilities.

[Utah Admin. Rules R277-471-8\(3\) \(October 8, 2025\)](#)

[Utah Admin. Rules R392-200-4 \(October 21, 2025\)](#)

4. If otherwise permitted under [Utah Code § 10-20-304\(3\)\(b\)](#) or [Utah Code § 17-79-305\(3\)\(b\)](#), a local governmental entity may require the District to provide a traffic study from a qualified independent third party if the local government entity determines that traffic flow, congestion, or other traffic concerns may require the study. However, the only construction permit required to proceed with the project is the permit from the Division of Facilities Construction and Management.

[Utah Code § 10-20-304\(3\)\(b\) \(2026\)](#)

[Utah Code § 17-79-305\(3\)\(b\) \(2026\)](#)

[Utah Code § 63A-5b-1218 \(2026\)](#)

- ~~5. Prior to developing plans and specifications for a new public school, the District shall coordinate with local jurisdictions to comply with Federal Emergency Management Agency flood plain requirements and restrictions, including applicable mitigation measures.~~
- ~~6. The District shall maintain documentation for audit or monitoring purposes of required coordination, meetings, and agreements.~~

~~[Utah Code § 10-9a-305\(5\) \(2025\)](#)~~

~~[Utah Code § 17-27a-305\(5\) \(2025\)](#)~~

~~[Utah Admin. Rules R277-471-6\(1\), \(2\) \(April 9, 2024\)](#)~~

~~[Utah Admin. Rules R277-471-7\(3\), \(6\), \(7\) \(April 9, 2024\)](#)~~

H. Contractor Selection

1. For projects exceeding \$500,000, the District will select a contractor from the qualified contractor registry established by the Division while also complying with competitive procurement requirements.

[Utah Code § 63A-5b-1203\(6\) \(2026\)](#)

[Utah Code § 63A-5b-1216 \(2026\)](#)

I. Construction Requirements

1. During construction, the District will:
 - a. Use qualified, certified inspectors approved by Division for all required inspections;
 - b. submit inspection reports to the Division through the Division's online system;
 - c. notify the Division of any significant changes or issues;
 - d. maintain detailed inspection records;
 - e. coordinate with local building officials;
 - f. as required, provide special inspection reports for all International Building Code, Chapter 17, requirements;
 - g. submit structural observation reports for buildings with an occupancy greater than 250; and
 - h. document correction of all deficiencies before proceeding.

[Utah Code § 63A-5b-1207\(2\) \(2026\)](#)

[Utah Code § 63A-5b-1208\(3\) \(2026\)](#)

[Utah Code § 63A-5b-1220 \(2026\)](#)

~~J. School District building Official~~

- ~~1. The Board shall appoint a School District Building Official (SDBO) who has direct administrative and operational control of all construction, renovation, and inspection of the District's facilities and shall provide in writing the name of the SDBO to the State Superintendent. The SDBO and other District personnel shall act consistent with the State Board of Education resource manual on school building construction and inspections.~~

~~2. The SDBO shall:~~

- ~~a. monitor school district building construction to ensure compliance with the applicable provisions of the Code, including all statutes and administrative rules which control the construction, renovation, and inspection of Utah public school buildings;~~
- ~~b. render interpretations of the Code for the District. Such interpretations shall be in conformance with the intent and purpose of the Code;~~
- ~~c. submit inspection summary reports monthly to the State Superintendent;~~
- ~~d. submit inspection summary reports monthly to the appropriate local government entity building official;~~
- ~~e. submit inspection certificates to the State Superintendent and appropriate local government entity building official;~~
- ~~f. maintain all submitted documentation at a designated school district location for auditing or monitoring;~~
- ~~g. identify in the monthly summary reports and provide to the State Superintendent and local government entity building official the total number of inspections with the name, state license number, and disciplines of each inspector performing the building inspections;~~
- ~~h. ensure that each inspector is adequately and appropriately credentialed;~~
- ~~i. sign the final certificate of inspection and verification form, certifying all inspections were completed in compliance with the law and rules and the Resource Manual to safeguard the public health, safety, and general welfare of occupants;~~
- ~~j. send the final inspection certification and inspection verification, and provide all other related project closeout submittals to the State Superintendent and to the appropriate local government entity building official upon completion of the project;~~
- ~~k. if the District uses a District building inspector or an independent building inspector, provide, on a monthly basis during construction, a copy of each inspection certificate and a monthly inspection summary regarding the school building to the State Superintendent and to the appropriate local governmental entity building official where the building is located; and~~

- ~~I. maintain all submitted documentation at a designated District location for auditing or monitoring.~~

~~Utah Code § 10-9a-305(6)(c) (2025)~~

~~Utah Code § 17-27a-305(6)(c) (2025)~~

~~Utah Admin. Rules R277-471-2(11) (April 9, 2024)~~

~~Utah Admin. Rules R277-471-4 (April 9, 2024)~~

~~Utah Admin. Rules R277-471-6(4) (April 9, 2024)~~

~~Utah Admin. Rules R277-471-9(1) (April 9, 2024)~~

K. Construction Inspection

1. Building inspectors ~~employed or contracted~~ used by the District for school construction must be approved by the Division of Facilities Construction and management. Detailed inspection records will be maintained, and inspection reports will be submitted to the Division as required by the Division ~~currently International Code Council commercially certified and licensed in Utah, in the trade specific to the inspection, consistent with Utah law.~~

~~Utah Code § 10-20-304(6) (2026)~~

~~Utah Code § 17-79-305(6) (2026)~~

~~Utah Code § 63A-5b-1202(5)(c) (2026)~~

~~Utah Code § 63A-5b-1206(3) (2026)~~

~~Utah Code § 63A-5b-1208(2)(e), (3) (2026)~~

- ~~2. The District may employ one of three methods for school construction inspection:~~

- ~~a. an independent, properly licensed and certified building inspector;~~

- ~~1) The independent building inspector:~~

- ~~a) may not be associated with the architect, developer, contractor or any subcontractor on the project, or any management company or other agency hired by the District to perform construction or construction administrative services;~~

- ~~b) shall receive approval from the applicable local government entity where the construction occurs; and~~

- ~~c) shall be properly licensed and certified to perform all of the inspections that the inspector is required to perform.~~

- ~~2) The independent building inspector may be an inspector working outside the municipality, county, or school district in which they are employed.~~
- ~~b. a properly licensed and certified building inspector, employed by the school district and performing school construction inspections within the boundaries of the District; or~~
- ~~c. a properly licensed and certified building inspector approved by the local jurisdiction in which the construction activity occurs. (Inspectors employed by municipalities and counties may only perform school construction inspections within the boundaries of the municipality or county where they are employed.)~~

~~Utah Code § 10-9a-305(6) (2025)~~

~~Utah Code § 17-27a-305(6) (2025)~~

~~Utah Admin. Rules R277-471-5 (April 9, 2024)~~

L. ~~Permanent~~ Occupancy Certificate

1. The District will ~~means of obtaining~~ a certificate of permanent occupancy from the Division of Facilities Construction and Management. This certificate is the exclusive certificate require for public school facilities subject to this policy, satisfies all municipal and county occupancy requirements, and authorizes the District to occupy and use the facility for educational purposes ~~varies depending on the type of building inspector used by the District~~. The District will notify the Division within 10 days of beginning occupancy of a facility for which the Division has issued an occupancy certificate.

Utah Code § 63A-5b-1208(5), (7), (9) (2026)

2. For temporary or partial occupancy of a school facility during construction, the District may request a temporary certificate of occupancy from the Division.

Utah Code § 63A-5b-1208(10) (2026)

~~3. District-employed building inspector~~

- ~~a. If the District used a building inspector employed by the District, the District may issue its own certificate authorizing permanent occupancy of a school building. An SDBO shall sign a certificate of inspection verification form certifying that all inspections were completed in accordance with Utah law and the District shall file the form with the building official of the local governmental entity where the building is located and with the State Superintendent.~~

~~4. Local government entity-employed building inspector~~

- ~~a. If the District used a building inspector employed by the local governmental entity, the District shall obtain a certificate authorizing permanent occupancy from that governmental entity. Upon receipt of the certificate from the local governmental entity, the District shall provide a copy of the certificate to the State Superintendent.~~

~~5. Independent building inspector~~

- ~~a. If the District used an independent building inspector, the District shall, upon completion of all required inspections of the school building, file with the State Superintendent a certificate of inspection verification and a request for the issuance of a certificate authorizing permanent occupancy of the school building.~~
- ~~b. Within 30 days of the District's request to the State Board of Education for a certificate of permanent occupancy, the State Superintendent will either issue the certificate or notify the District of deficiencies in compliance with inspection requirements. The District shall remedy any deficiencies and then notify the State Superintendent that the deficiencies have been remedied. Upon certification of the information provided by the District regarding remediation, the State Superintendent will issue the certificate of permanent occupancy. Upon receipt of the certificate of permanent occupancy, the District shall provide a copy of the certificate to the building official of the local government entity where the building is located.~~
- ~~c. Upon the District's filing of the certificate of inspection verification and requesting the issuance of a certificate authorizing permanent occupancy of the school building with the State Board of Education, the District shall be entitled to temporary occupancy of the school building for a period up to ninety (90) days, beginning on the date the request is filed, if the District has complied with all minimum requirements to safeguard the public health, safety and general welfare of occupants.~~
- ~~d. A certificate authorizing permanent occupancy issued by the State Superintendent shall be considered to satisfy any municipal or county requirement(s) for an inspection or a certification of occupancy.~~

~~Utah Code § 10-9a-305(6)(a)(iii) (2025)~~

~~Utah Code § 17-27a-305(6)(a)(iii) (2025)~~

~~Utah Code § 53E-3-706(3)(a) (2022)~~

~~Utah Admin. Rules R277-471-9 (April 9, 2024)~~

M. Municipality and Country Requirements

1. A municipality or county may, at its discretion, ~~schedule a time with District officials to:~~
 - a. ~~provide request~~ a walk-through of school construction at no cost and at a time convenient to the school district or charter school; and ~~may~~
 - b. provide recommendations based on the walk-through ~~to the District and to the Division of Facilities Construction and Management.~~
2. A municipality or county may **not**:
 - a. require the District to landscape, fence, make aesthetic improvements, use specific construction methods or materials, impose requirements for buildings used only for educational purposes, or place limitations prohibiting the use of temporary classroom facilities on school property. ~~All temporary classroom facilities shall be properly inspected to meet the Code;~~
 - b. require the District to participate in the cost of any roadway or sidewalk, or a study of the impact of a school on a roadway or sidewalk, that is not reasonably necessary for the safety of school children and not located on or contiguous to school property, unless the roadway or sidewalk is required to connect an otherwise isolated public school or an existing roadway;
 - c. require the District to pay fees not authorized under [10-20-304](#) or [17-79-305](#);
 - d. require inspection of school construction or assess a fee or other charges for inspection, ~~unless the District is unable to provide for inspection by properly licensed and certified inspectors, other than the project architect, contractor or subcontractors;~~
 - e. require the District to pay any impact fee for an improvement project unless the impact fee is imposed pursuant to the [Impact Fees Act](#);
 - f. impose regulations upon the location of an educational facility except as necessary to avoid unreasonable risks to health or safety; or
 - g. for a use or structure that is a support facility rather than an educational facility, impose a regulation that is not imposed on similar uses or structures in the same zone, or a regulation that uses the tax-exempt status of the District as a criterion for regulating the use or the location of the structure.

Policy 2032
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[Utah Code § 10-20-304\(3\), \(5\) \(2026\)](#)
[Utah Code § 17-79-305\(3\), \(5\) \(2026\)](#)

Policy adopted April 16, 2025

POLICY 2034

Procurement: Contracts and Contract Limitations

A. Definitions

1. In this policy, the following definitions apply:

- a. "Boycott action" means refusing to deal, terminating business activities, or limiting commercial relations.
- b. "Boycott of the State of Israel" means engaging in a boycott action targeting the State of Israel, companies or individuals doing business in or with the State of Israel, or companies authorized by, licensed by, or organized under the laws of the State of Israel to do business.
- c. "Boycotted company" means a company that:
 - 1) Engages in the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, mining, or agriculture;
 - 2) Engages in, facilitates, or supports the manufacture, distribution, sale, or use of firearms;
 - 3) Does not meet or commit to meet environmental standards beyond applicable state and federal law requirements, including standards for eliminating, reducing, offsetting, or disclosing greenhouse-gas emissions; or
 - 4) Does not facilitate or commit to facilitate access to abortion or sex characteristic surgical procedures.
- d. "Change order" means a written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of a contract, upon mutual agreement of the parties to the contract.
- e. "Construction project" means a project for the construction, renovation, alteration, improvement, or repair of a public facility on real property, including all services, labor, supplies, and materials for the project. It does not include services and supplies for the routine, day-to-day operation, repair, or maintenance of an existing public facility.

- f. "Construction manager/general contractor" means a contractor who enters into a contract for the management of a construction project that allows the contractor to subcontract for additional labor and materials that are not included in the contractor's cost proposal submitted at the time of the procurement of the contractor's services. It does not include a contractor whose only subcontract work not included in the contractor's cost proposal submitted as part of the procurement of the contractor's services is to meet subcontracted portions of change orders approved within the scope of the project.
- g. "Cost-plus-a-percentage-of-cost contract" means a contract under which the contractor is paid a percentage of the total actual expenses or costs in addition to the contractor's actual expenses or costs.
- h. "Cost-reimbursement contract" means a contract under which a contractor is reimbursed for costs which are allowed and allocated in accordance with the contract terms and the provisions of the procurement policies and Utah Procurement Code, and a fee, if any.
- i. "Definite quantity contract" means a fixed price contract that provides for a specified amount of supplies over a specified period, with deliveries scheduled according to a specified schedule.
- j. "Design-build" means the procurement of design professional services and construction by the use of a single contract.
- k. "Design professional" means
 - 1) an individual licensed as an architect under [Utah Code Title 58, Chapter 3a, Architects Licensing Act](#);
 - 2) an individual licensed as a professional engineer or professional land surveyor under [Utah Code Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act](#);
 - 3) an individual licensed to engage in the practice of landscape architecture under [Utah Code Title 58, Chapter 53, Landscape Architects Licensing Act](#), or
 - 4) an individual certified as a commercial interior designer under [Title 58, Chapter 86, State Certification of Commercial Interior Designers Act](#).
- l. "Design professional services" means:

- 1) professional services within the scope of the practice of architecture as defined in [Utah Code § 58-3a-102](#);
 - 2) professional engineering as defined in [Utah Code § 58-22-102](#);
 - 3) master planning and programming services;
 - 4) professional services within the scope of the practice of landscape architecture, as defined in [Utah Code § 58-53-102](#), or
 - 5) services within the scope of the practice of commercial interior design, as defined in [Utah Code § 58-86-102](#).
- m. "Economic boycott" means, without an ordinary business purpose,
- 1) Engaging in a boycott action targeting a boycotted company or another company because the company does business with a boycotted company; or
 - 2) Taking an action intended to penalize, inflict economic harm to, or change or limit the activities of a boycotted company or another company because the company does business with a boycotted company.
- n. "Educational good or service" means a good or service that is required or regulated under Utah Code Titles [53E](#), [53F](#), or [53G](#) or Utah State Board of Education rule.
- o. "Established catalogue price" means the price included in a catalogue, price list, schedule, or other form that:
- 1) is regularly maintained by a manufacturer or contractor;
 - 2) is published or otherwise available for inspection by customers; and
 - 3) states prices at which sales are currently or were last made to a significant number of any category of buyers or buyers constituting the general buying public for the supplies or services involved.
- p. "Fixed price contract" means a contract that provides a price, for each procurement item obtained under the contract, that is not subject to adjustment except to the extent that either
- 1) the contract provides, under circumstances specified in the contract, for an adjustment in price that is not based on cost to the contractor; or

- 2) an adjustment is required by law.
- q. "Fixed price contract with price adjustment" means a fixed price contract that provides for an upward or downward revision of price, precisely described in the contract, that:
 - 1) is based on the consumer price index or another commercially acceptable index, source, or formula; and
 - 2) is not based on a percentage of the cost to the contractor.
- r. "Indefinite quantity contract" means a fixed price contract that both
 - 1) is for an indefinite amount of procurement items to be supplied as ordered by the District; and
 - 2) either does not require a minimum purchase amount or provides a maximum purchase limit.
- s. "Labor hour contract" is a contract under which the supplies and materials are not provided by, or through, the contractor and the contractor is paid a fixed rate that includes the cost of labor, overhead, and profit for a specified number of labor hours or days.
- t. "Multiple award contract" means a procurement process resulting in the award of a contract to more than one person, which may be for an indefinite quantity of a procurement item.
- u. "Multiyear contract" means a contract that extends beyond a one-year period, including a contract that permits renewal of the contract, without competition, beyond the first year of the contract.
- v. "Ordinary business purpose" means a purpose that is related to business operations and does not include a purpose that is solely related to furthering social, political, or ideological interests
- w. "Requirements contract" means a contract:
 - 1) under which a contractor agrees to provide the District's entire requirements for certain procurement items at prices specified in the contract during the contract period; and

- 2) that either does not require a minimum purchase amount or provides a maximum purchase limit.

[Utah Code § 63G-6a-103 \(2025\)](#)

[Utah Code § 63G-27-102 \(2023\)](#)

[Utah Admin. Rules R33-112-301\(1\) \(October 22, 2024\)](#)

[Utah Code § 53E-3-401\(1\)\(b\) \(2025\)](#)

[Utah Admin. Rules R277-115-2\(1\) \(July 9, 2024\)](#)

B. Permissible and Impermissible Types of Contracts

1. Except as otherwise provided in this policy, and subject to any rules made by the Procurement Policy Board, the District may use any type of contract that will promote its best interests. However, before the District uses any type of contract other than a firm fixed price contract, the Procurement Official must first make a written determination that:
 - a. the proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated;
 - b. the proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted accounting principles; and
 - c. the use of a specified type of contract, other than a firm fixed price contract, is in the best interest of the District, taking into consideration the following criteria:
 - 1) the type and complexity of the procurement item;
 - 2) the difficulty of estimating performance costs at the time the contract is entered into, due to factors that may include:
 - a) the difficulty of determining definitive specifications;
 - b) the difficulty of determining the risks, to the contractor, that are inherent in the nature of the work to be performed; or
 - c) the difficulty to clearly determine other factors necessary to enter into an accurate firm fixed price contract;
 - 3) the administrative costs to the District and the contractor;

- 4) the degree to which the District is required to provide technical coordination during performance of the contract;
 - 5) the impact that the choice of contract type may have upon the level of competition for award of the contract;
 - 6) the stability of material prices, commodity prices, and wage rates in the applicable market;
 - 7) the impact of the contract type on the level of urgency related to obtaining the procurement item;
 - 8) the impact of any applicable governmental regulation relating to the contract; and
 - 9) other criteria that the Procurement Official determines may relate to determining the contract type that is in the best interest of the District.
2. Subject to this policy and any rules made by the Procurement Policy Board, the District may use the following types of contracts:
- a. a fixed price contract;
 - b. a fixed price contract with price adjustment;
 - c. a time and materials contract;
 - d. a labor hour contract;
 - e. a definite quantity contract;
 - f. an indefinite quantity contract;
 - g. a requirements contract;
 - h. a contract based on a rate table in accordance with industry standards; or
 - i. a contract that includes one of the following construction delivery methods:
 - 1) design-build;
 - 2) design-bid-build; or

- 3) construction manager/general contractor.
3. Except as it applies to a change order, the District may not enter into a cost-plus-percentage-of-cost contract, unless:
 - a. use of a cost-plus-percentage-of-cost contract is approved by the Procurement Official;
 - b. it is standard practice in the industry to obtain the procurement item through that type of contract; and
 - c. the percentage and the method of calculating costs in the contract are in accordance with industry standards.
4. The District may not enter into a cost-reimbursement contract, unless the Procurement Official makes a written determination that:
 - a. Either
 - 1) a cost-reimbursement contract is likely to cost less than any other type of permitted contract; or
 - 2) it is impracticable to obtain the procurement item under any other type of permitted contract; and
 - b. the proposed contractor's accounting system will both
 - 1) timely develop the cost data in the form necessary for the District to timely and accurately make payments under the contract; and
 - 2) allocate costs in accordance with generally accepted accounting principles.
5. Determining allowable Incurred costs under a cost-based contract
 - a. Except as provided below, a person who seeks to be, or is, a party in a cost-based contract with the District shall submit cost or pricing data relating to determining the cost or pricing amount and shall certify that, to the best of the contractor's knowledge and belief, the cost or pricing data submitted is accurate and complete as of the date specified by the District. The Procurement Official shall ensure that the specified date is before
 - 1) the pricing of any contract awarded by a standard procurement process or pursuant to a sole source procurement, if the total contract price is expected

to exceed an amount established by rule of the Procurement Policy Board made by the applicable rulemaking authority; or

- 2) the pricing of any change order that is expected to exceed an amount established by rule of the Procurement Policy Board.
- b. A contract or change order that requires a cost or pricing data certification shall include a provision that the price to the District, including profit or fee, shall be adjusted to exclude any significant sums by which the District finds that the price was increased because the contractor provided cost or pricing data that was inaccurate, incomplete, or not current as of the date specified by the Procurement Officer.
- c. A cost-reimbursement contract does not have to meet the cost or pricing data requirements above if:
 - 1) the contract price is based on adequate price competition;
 - 2) the contract price is based on established catalogue prices or market prices;
 - 3) the contract price is set by law or rule; or
 - 4) the procurement states, in writing that in accordance with Procurement Policy Board rules the requirements may be waived and sets forth the reasons for that waiver.

[Utah Code § 63G-6a-1206 \(2020\)](#)

6. Price Adjustments

- a. For contracts that expressly allow price adjustments, cost or pricing data shall be required in support of a proposal leading to the adjustment of any contract pricing. Such data does not need to be provided when the terms of the contract state established market indices, catalog prices or other benchmarks are used as the basis for contract price adjustments or when prices are set by law or rule. If a contractor submits a price adjustment higher than established market indices, catalog prices or other benchmarks established in the contract, the Procurement Official may request additional cost or pricing data. The Procurement Official may waive the requirement for cost or pricing data provided a written determination is made supporting the reasons for the waiver. A copy of the determination shall be kept in the contract file.

- b. If defective cost or pricing data was used to adjust a contract price, the vendor and the District may enter into discussions to negotiate a settlement. If a settlement cannot be negotiated, either party may seek relief through the courts.

[Utah Admin. Rules R33-112-601 \(October 22, 2024\)](#)

[Utah Admin. Rules R33-112-602 \(October, 2024\)](#)

7. Installment payments and contract prepayments

- a. The District may enter into a contract which provides for installment payments, including interest charges, over a period of time, if the Procurement Official makes a written finding that:
 - 1) the use of installment payments is in District's interest;
 - 2) installment payments are not used as a method of avoiding budgetary constraints;
 - 3) the District has obtained all budgetary approvals and other approvals required for making the installment payments;
 - 4) all aspects of the installment payments required in the contract are in accordance with the requirements of law; and
 - 5) for a contract awarded through an invitation for bids or a request for proposals, the invitation for bids or request for proposals indicates that installment payments are required or permitted.
- b. The District may not pay for a procurement item before the District receives the procurement item unless the Procurement Official determines that it is necessary or beneficial for the District to pay for the procurement item before the District receives the procurement item. Such circumstances include
 - 1) when it is customary in the industry to prepay for the procurement item,
 - 2) if the District will receive an identifiable benefit by prepaying, including reduced costs, additional procurement items, early delivery, better service, or better contract terms; or
 - 3) such other circumstances as may be permitted by Procurement Policy Board rule.
- c. The determination shall be in writing except in the following circumstances:

- 1) The procurement item is:
 - a) Software subscription services;
 - b) Online information, media, or database subscription services;
 - c) Online marketplace purchases;
 - d) Trade show booth space rentals; or
 - e) Deposits for venue rental for group gathering, and
- 2) The prepayment is:
 - a) Below the individual procurement threshold (unless the Procurement Official determines a lower amount); or
 - b) For a procurement item available through an existing contract entered into in compliance with the procurement code.
- 3) Where written documentation is required, prepaid expenditure shall be supported by documentation indicating:
 - a) the amount of the prepayment;
 - b) the prepayment schedule;
 - c) the procurement items to which each prepayment relates;
 - d) the remedies for a contractor's noncompliance with requirements relating to the provision of the procurement items; and
 - e) all other terms and conditions relating to the payments and the procurement items.
- 4) The Procurement Official may require a performance bond, of up to 100% of the prepayment amount, from the person to whom the prepayments are made.

[Utah Code § 63G-6a-1208 \(2020\)](#)
[Utah Admin. Rules R33-112-401 \(October 22, 2024\)](#)

8. Leases of personal property

- a. As used in this policy, “lease” means for the District to lease or lease-purchase a procurement item from a person. (This does not apply to the lease of real property.) The District may only lease a procurement item if each of the following requirements is met:
 - 1) the Procurement Official determines that it is in the best interest of the District to lease the procurement item, after investigating and considering the costs and benefits of alternative means of obtaining the procurement item;
 - 2) all conditions for renewal and costs of termination are included in the lease;
 - 3) the lease is awarded through a standard procurement process or a valid exception;
 - 4) for a standard procurement process, the invitation for bids, request for proposals, or request for quotes states that the District is seeking, or willing to consider, a lease (or a lease purchase);
 - 5) the lease is not used to avoid competition; and
 - 6) the lease complies with all other applicable provisions of law or rule.

[Utah Code § 63G-6a-1209 \(2013\)](#)

9. Multiyear contracts

- a. The District may enter into a multiyear contract if the Procurement Official determines, in his or her discretion, that doing so is in the District’s best interest and the other requirements of this section are satisfied. The Procurement Official shall consider whether the multiyear contract will:
 - 1) result in significant savings to the District, including
 - a) reduction of the administrative burden in procuring, negotiating, or administering contracts,
 - b) continuity in operations of the District, or
 - c) the ability to obtain a volume or term discount;
- b. The invitation for bids or request for proposals must

- 1) state the term of the contract, including all possible renewals of the contract,
 - 2) state the conditions for renewal of the contract, and
 - 3) include the pertinent funding and renewal condition provision applicable to the contract.
- c. Except as stated below with regard to contracts with federal funding and regardless of anything in an invitation for bids, request for proposals, or a contract, no multiyear contract may continue or be renewed for any year after the first year of the multiyear contract if adequate funds are not appropriated or otherwise available to continue or renew the contract.
- d. A multiyear contract that is funded solely by federal funds may be continued or renewed for any year after the first year of the multiyear contract if:
- 1) adequate funds to continue or renew the contract have not been, but are expected to be appropriated by, and received from, the federal government;
 - 2) continuation or renewal of the contract before the money is appropriated or received is permitted by the federal government; and
 - 3) the contract states that it may be cancelled or suspended, without penalty, if the anticipated federal funds are not appropriated or received.
- e. A multiyear contract that is funded in part by federal funds may be continued or renewed for any year after the first year of the multiyear contract if:
- 1) the portion of the contract that is to be funded by District funds are appropriated;
 - 2) adequate federal funds to continue or renew the contract have not been, but are expected to be, appropriated by, and received from, the federal government;
 - 3) continuation or renewal of the contract before the federal money is appropriated or received is permitted by the federal government; and
 - 4) the contract states that it may be cancelled or suspended, without penalty, if the anticipated federal funds are not appropriated or received.

- f. The District may not continue or renew a multiyear contract after the end of the multiyear contract term or the renewal periods described in the contract, unless the District engages in a new standard procurement process or complies with a valid exception to standard procurement.
- g. A multiyear contract, including any renewal periods, may not exceed a period of five years, unless the Procurement Official makes a written determination that the longer period is necessary in order to obtain the procurement item, or that a longer period is customary for industry standards, or that a longer period is in the best interest of the District. This written determination must be included in the file relating to the procurement. However, this limitation does not apply to a contract for the design or construction of a facility, a road, or a contract for the financing of equipment.

10. Multiple award contracts

- a. The District may enter into multiple award contracts with multiple persons through a standard procurement process as provided in this section. Multiple award contracts may be in the District's best interest if award to two or more bidders or offerors for similar procurement items is needed or desired for adequate delivery, service, availability, or product compatibility.
- b. In entering into or seeking to enter into multiple award contracts, the District shall exercise care to protect and promote competition among bidders or offerors and shall name all eligible users of the multiple award contracts in the invitation for bids or request for proposals. If the District anticipates entering into multiple award contracts before issuing the invitation for bids or request for proposals, the invitation or request shall state that the District may enter into multiple award contracts at the end of the procurement process.
- c. Once the District has entered into multiple award contracts, it shall obtain under those contracts all of its normal, recurring requirements for the procurement items that are the subject of the contracts until the contracts terminate. However, the District shall in the contracts reserve the right to obtain the procurement items separately from the contracts if either
 - 1) there is a need to obtain a quantity of the procurement items that exceeds the amount specified in the contracts, or
 - 2) the Procurement Official makes a written finding that the procurement items available under the contract will not effectively or efficiently meet a nonrecurring special need of the District.

[Utah Code § 63G-6a-1204.5 \(2020\)](#)

11. Awarding multiple award contracts

- a. Multiple award contracts are appropriate when two or more bidders or offerors for similar procurement items are needed for coverage on a statewide, regional, combined statewide and regional basis, agency specific requirement, or other criteria specified in the solicitation such as
 - 1) delivery,
 - 2) service,
 - 3) product availability, or
 - 4) compatibility with existing equipment or infrastructure.
- b. In addition to the information required in an invitation for bids or request for proposals, when it is anticipated that a procurement will result in multiple contract awards, the solicitation shall include a statement that:
 - 1) Indicates that contracts may be awarded to more than one bidder or offeror;
 - 2) Specifies whether contracts will be awarded on a statewide, regional, combined statewide and regional basis, or agency specific requirement; and
 - 3) Describes specific methodology or a formula that will be used to determine the number of contract awards.
- c. Multiple award contracts in an invitation for bids shall be conducted in accordance with the requirements for a bidding procurement process and awarded to the lowest responsive and responsible bidder(s) who meet the objective criteria described in the invitation for bids. The contracts may be awarded using the following methods:
 - 1) Based on the lowest bids for procurement items solicited provided the solicitation indicates that multiple contracts will be awarded to the lowest bidders for procurement items being solicited as determined by the following methods:
 - a) bids within a specified percentage, not to exceed five percent, of the lowest responsive and responsible bid, unless otherwise approved in writing by the Procurement Official;

- b) responsive and responsible bidders will be awarded a contract, provided the contract specifically directs that orders must be placed first with low bidder unless the lowest bidder cannot provide the needed procurement item, then with the second lowest bidder unless the second lowest bidder cannot provide the needed procurement item, then with the third lowest bidder unless the third lowest bidder cannot provide the needed procurement item, and so on in order from the lowest responsive and responsible bidder to the highest responsive and responsible bidder; or
 - c) other methodology described in the solicitation to award contracts;
- 2) Based on the lowest bid by category, provided:
- a) the solicitation indicates that a contract will be awarded based on the lowest bid per category; and
 - b) only one bidder may be awarded a contract per category;
- 3) Based on the lowest bid by line item, provided:
- a) the solicitation indicates that a contract will be awarded based on the lowest bid per line item, task or service; and
 - b) only one bidder may be awarded a contract per line item, task or service;
or
- 4) Based on another specific objective methodology described in the solicitation, such as for primary and secondary contracts (as described below), approved by the Procurement Official.
- d. Multiple award contracts in a request for proposals shall be conducted and awarded in accordance with the requirements for a request for proposals procurement process and awarded in accordance with point thresholds and other methodology set forth in the request for proposals describing how multiple award contracts will be awarded with enough specificity as to avoid the appearance of any favoritism affecting the decision of whether to award a multiple contract and who should receive a multiple award contract.

[Utah Admin. Rules R33-112-301 \(October 8, 2024\)](#)

12. Primary and secondary contracts

- a. Designations of multiple award contracts as primary and secondary may be made provided a statement to that effect is contained in the solicitation documents. When the Procurement Official determines that the need for procurement items will exceed the capacity of any single primary contractor, secondary contracts may be awarded to additional contractors.
- b. Purchases under primary and secondary contracts shall be made, initially to the primary contractor offering the lowest contract price until the primary contractor's capacity has been reached or the items are not available from the primary contractor, then to secondary contractors in progressive order from lowest price or availability to the next lowest price or availability, and so on.

[Utah Admin. Rules R33-112-302 \(October 22, 2024\)](#)

C. Contract Clauses

1. Required contract clauses

- a. Contracts entered into by the District for construction of school buildings shall contain a clause ~~requiring satisfaction of insurance standards established by the Utah Division of Facilities Construction and Management, dispute resolution procedures, and any other contract provisions required by the Division addressing the rights of the parties when, after the contract is executed, site conditions are discovered that the contractor did not and could not reasonably have known existed at execution and those conditions materially impact the costs of construction.~~

[Utah Code § 53E-3-704\(3\) \(2026\)](#)

- b. Contracts *entered into* by the District for an educational good or service provided on behalf of the District shall require that the contractor provide, upon request of the District, information necessary to verify that the educational good or service complies with Utah Code [Title 53E](#), [Title 53F](#), and [Title 53G](#) as well as Utah State Board of Education rules.

[Utah Admin. Rules R277-115-4\(1\)\(a\) \(July 8, 2024\)](#)

- c. Each contract which is for an amount of \$100,000 or more or with a company that has at least 10 employees must include a written certification that the company is not currently engaged in a boycott of the State of Israel or an economic boycott as defined above, that the company agrees not to engage in a boycott of the State of Israel for the duration of the contract, and that the company agrees to notify the District in writing if the company begins engaging in

an economic boycott as defined above. Such a contract must also provide that a notice that the company is beginning to engage in an economic boycott may be grounds for termination of the contract.

- d. However, this requirement does not prohibit the District from entering into a contract with a company that engages in an economic boycott if the company engages in the economic boycott to comply with federal law or if there is no economically practicable alternative available to the District to either acquire or dispose of the good or service that is the subject of the contract or to meet the District's legal duties to issue, incur, or manage debt obligations or to deposit, keep custody of, manage, borrow, or invest funds.

[Utah Code § 63G-27-201 \(2023\)](#)

2. Permissible clauses

- a. The District may include in any of its contracts terms that provide for
 - 1) incentives, including bonuses,
 - 2) payment of damages, including liquidated damages, and
 - 3) penalties.

[Utah Code § 63G-6a-1210 \(2013\)](#)

3. Standard terms and conditions

- a. The District may establish standard terms and conditions for contracts. Terms and conditions may be established for a category of procurement items, a specific procurement item, general use in all procurements, the special needs of the District, or the requirements of federal funding.

[Utah Admin. Rules R33-12-201 \(July 8, 2024\)](#)

4. Prohibited contract clauses for design professionals

- a. The following types of clauses (including when the clause is incorporated by reference) are void and unenforceable when included in a contract entered into by the District in a procurement which becomes operative or effective on or after May 7, 2025 unless one of the specified exceptions applies:

- 1) Restricting the District's protection under the Utah Governmental Immunity Act (including an obligation to respond to or defend against any claim);
- 2) Requiring the District to indemnify, defend, or hold harmless another person;
- 3) Restricting the District's ability to seek relief in state court;
- 4) Subjects the District to binding arbitration or other form of dispute resolution outside the courts;
- 5) Disallows the District from having legal counsel and representation from:
 - a) Legal counsel that the District chooses;
 - b) The Utah Attorney General; or
 - c) Legal counsel chosen by a person that has a contractual obligation to defend, indemnify, or hold harmless the District, subject to the written consent of the District;
- 6) Subjects the contract or a party to the contract to the laws of any jurisdiction other than Utah or requires the parties to resolve a dispute in a jurisdiction or venue other than Utah.
- 7) Restricts a governmental entity from making disclosure of information as required by law or for any legitimate purpose;
- 8) Allows a vendor to unilaterally modify any part of the contract, including any provision to which the contract contemplates giving legal effect upon the vendor providing notice to the District of the modification or of the created legal effect.
- 9) Requires a governmental entity to maintain insurance coverage beyond the types and limits required by the state risk manager, or to name an additional insured under that coverage;
- 10) Allows a vendor to automatically renew the contract or that creates a contractual term in violation of the terms permitted under [Utah Code § 63G-6a-1204](#) (which relates to multiyear contracts);
- 11) Limits the liability of a vendor or any third party for bodily injury, death, or damage to tangible property caused by negligence or willful misconduct of a vendor, a third party, or the vendor or third party's employees or agents.

[Utah Code § 63G-6a-1203\(3\), \(4\) \(2025\)](#)

5. Exception Regarding Choice of Law or Venue

- a. A contract provision that makes the law of another jurisdiction applicable or provides for dispute resolution in another jurisdiction or a venue outside of Utah is permitted if counsel for the District exempts the contract from that restriction through a signed, express written authorization made prior to the formation of the contract which determines that the exemption is necessary to promote the best interests of the District due to
 - 1) The relative disproportionate bargaining positions of the contracting parties,
 - 2) Market conditions, or
 - 3) Other unique circumstances identified and described in the authorization.

[Utah Code § 63G-6a-1203\(5\) \(2025\)](#)

6. Exception Regarding Insurance, Renewal, or Limitation of Liability

- a. A contract provision that is contrary to the restrictions in paragraphs 9 through 11 above is permitted and valid if prior to the formation of the contract the District's procurement official makes a signed, written, express authorization stating the District's intent to include the provision, with explicit reference to [Utah Code § 63G-6a-1203\(6\)](#).

[Utah Code § 63G-6a-1203\(6\) \(2025\)](#)

POLICY 3006

Employee Conflict of Interest

A. Holding Public Office

1. District employees may not serve as members of the Board. District employees may serve as members of the governing bodies of other school districts (other than those in which they are employed), cities, towns, or other local governmental districts.

[Utah Code § 20A-14-202\(4\) \(2022\)](#)

B. School Supplies

1. No teacher, administrator, or other employee of the District shall sell or otherwise receive compensation from the District as a result of the purchase, lease, or acquisition of any kind of school furniture or supplies.

C. Private, Controlled, or Protected Information

1. District employees may not:
 - a. Accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce the employee to improperly disclose controlled information that the employee has gained by reason of the employee's position.
 - b. Disclose or improperly use controlled, private or protected information acquired by reason of the employee's official position or in the course of official duties for the employee's or another's private gain or benefit.
 - c. Use or attempt to use the employee's position with the District to substantially further the employee's economic interest or to secure special privileges or exemptions for the employee or others, **or to coerce another person to secure special privileges or exemptions for the employee or others.**
 - d. Accept other employment that the employee might expect would impair the employee's independence of judgment in performing the employee's public duties.
 - e. Accept other employment that the employee might expect would interfere with the ethical performance of the employee's duties.

[Utah Code § 67-16-4 \(2026\)](#)

D. Accepting Gifts, Compensation or Loan

1. No District employee shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation, or loan for the employee or another if:
 - a. It would tend to influence someone in the employee's position in the discharge of employment duties;
 - b. The employee knows or someone in the employee's position should know it is a reward for the employee's action; or
 - c. The employee recently has been, or is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided below captioned "Receiving Compensation for Assistance in Transaction Involving a Government Agency."
2. This section does not apply to the following:
 - a. An occasional non-pecuniary gift having a value of not in excess of \$50.00;
 - b. An award publicly presented in recognition of public services;
 - c. Any bona fide loan made in the ordinary course of business by an institution authorized by the laws of this state or any other state to engage in making such loans.
 - d. A political campaign contribution if the contribution is actually used in a political campaign of the recipient District employee.

[Utah Code § 67-16-5 \(2014\)](#)

E. Receiving Compensation for Assistance in Transaction Involving a Government Agency

1. A "government agency" is any department, division, agency, commission, board, council, committee, authority or any other institution of the state or any of its political subdivisions, including the District and Board of Education. No District employee shall receive or agree to receive compensation for assisting any person or business entity in any transaction involving a government agency unless the District employee files with the superintendent, the state attorney general's office, and the head of the

agency with which the transaction is being conducted a sworn written statement containing the following information:

- a. The name and address of the employee.
 - b. The name of the District.
 - c. The name and address of the person or business entity being or to be assisted.
 - d. A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.
2. The sworn statement shall be filed on or before the earlier of 10 days after the date of any agreement between the District employee and the person or business entity being assisted or 10 days after the receipt of compensation.

[Utah Code § 67-16-3\(1\) \(2024\)](#)

[Utah Code § 67-16-6 \(2024\)](#)

Policy adopted October 9, 2024

POLICY 3032

Employment: Student Support Scope of Practice

A. Definitions

1. "Counseling" means a method used by school counselors, school psychologists, and school social workers to assist individuals and groups in learning how to solve problems, develop coping strategies, and make decisions about personal, health, social, emotional, behavioral, educational, vocational, financial, and other interpersonal concerns.
2. "Mental health services" has the same meaning as "practicing mental health therapy" as defined by Utah Code § 58-60-102(17). ~~"Psychoeducation" means the process of providing education and information to those seeking or receiving mental health services and their family members.~~
3. "Psychological services" includes:
 - a. administering psychological and education assessments, and other assessment procedures;
 - b. interpreting assessment results;
 - c. obtaining, integrating, and interpreting information about student behavior and conditions relating to learning;
 - d. consulting with other staff members in planning school programs to meet the special educational needs of student as indicated by psychological assessments, interviews, direct observation, and behavioral evaluations;
 - e. planning and managing a program of psychological services, including psychological counseling for students and parents; and
 - f. assisting in developing positive behavior intervention strategies.
4. "Student support license areas" means the following license areas of concentration:
 - a. School Counselor
 - b. School Psychologist

c. School Social Worker

[Utah Admin. Rules R277-313-2 \(August 7, 2025\)](#)
[Utah Admin. Rules R277-301-2\(6\) \(November 7, 2025\)](#)
[Utah Code § 58-60-102\(17\) \(2025\)](#)

B. Scope of Practice for Student Support Licensed Educators

1. Subject to the **requirements and** restrictions set out in [Policy 5140 Education and Family Privacy Rights](#) and [Policy 5064 Medical Recommendations by School Personnel to Parents](#), an educator who holds a student support license area of concentration may do any of the following:

- a. make referrals for students and families to community mental and behavioral health resources;
- b. provide professional learning to staff and **psychoeducation to parents information** regarding prevention and mental health related topics **to students and families, within the scope of their licensure**;
- c. provide counseling to individuals and small groups of students with identified needs and concerns;
- d. provide, coordinate, and participate in crisis intervention and prevention, including assessing students for risk of suicide;
- e. participate in a multi-disciplinary team for the development of student special services, including behavior intervention plans, Section 504 accommodations, and individualized education program services;
- f. conduct assessments in which the individual is trained in the ethical administration, scoring, and interpretation related to the intended use of the assessment and meet the assessment publisher's criteria for administration; and;
- g. act as a related service provider to provide counseling services for students with an individualized education program consistent with State Board of Education rules.

[Utah Admin. Rules R277-313-3\(1\) \(August 7, 2025\)](#)

2. An educator who holds a School Counselor license area of concentration may implement a school counseling program as outlined in State Board of Education

~~Rule R277-462 and the College and Career Readiness school counseling program model~~ Utah K-12 comprehensive school counseling program components. The educator may also provide mental health services in the school setting under the conditions set out in [Policy 5080 Mental Health Care](#). To the extent a school counselor's services do not constitute school mental health services so as to require parental consent under [Policy 5080](#), the counselor shall obtain written parental consent prior to providing counseling services to a student.

~~[Utah Admin. Rules R277-313-3\(2\) \(August 7, 2025\)](#)~~

~~[Utah Admin. Rules R277-313-4\(1\) \(August 7, 2025\)](#)~~

3. An educator who holds a School Psychologist license area of concentration may provide psychological services for special education.

~~[Utah Admin. Rules R277-313-3\(4\) \(August 7, 2025\)](#)~~

- ~~4. An educator who holds either a School Psychologist or a School Social Worker license area of concentration and is also licensed as a psychologist or as a social worker with the Division of Occupational and Professional Licensing of the Utah Department of Commerce may practice mental health therapy in a school.~~

~~[Utah Admin. Rules R277-313-3\(4\) \(October 11, 2022\)](#)~~

Policy adopted December 13, 2023

POLICY 3035

Employee Criminal Background Checks and Personal Reporting of Arrests and Convictions

A. Definitions

1. A "licensed employee" is one who holds a valid Utah educator license.
2. A "non-licensed employee" is one who does not hold a current Utah educator license issued by the State Board of Education.
3. A "qualifying volunteer" is a volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment. For purposes of this policy, "qualified volunteer" does not include an officer or employee of a cooperating employer that has an internship safety agreement with the District.
4. A "contract employee" is an employee of a staffing service or other entity who works at a District school under a contract.
5. "Personal identifying information" means an individual's current name, former names, nicknames and aliases; date of birth, address; telephone number; driver license number or other government-issued identification number; Social Security number; and fingerprints.
6. "Criminal History Report" is a document generated by the Bureau of Criminal Identification after a search of the State of Utah's criminal history files and/or other state and federal databases designated by applicable law or by the District.
7. "Background Check" means information on an applicant or employee that may include, but is not limited to, Criminal History Reports and driving record reports.
8. "Alcohol related offense" means a violation of [Utah Code Title 41, Chapter 6a, Part 5](#), Driving Under the Influence and Reckless Driving (except for offenses not involving alcohol), [Utah Code § 76-9-110 \(Public Intoxication\)](#), [Utah Code § 32B-4-403 \(Unlawful sale, offer for sale, or furnishing to a minor\)](#) and any offense under the laws of another state that is substantially equivalent to these offenses.
9. "Drug related offense" means any criminal offense under [Utah Code Title 58, Chapter 37 \(Controlled Substances\)](#), [Chapter 37c \(Controlled Substance Precursors\)](#), and [Chapter 37e \(Drug Dealer Liability\)](#).

[Utah Code § 53G-11-401\(3\), \(6\), \(7\) \(2024\)](#)

[Utah Code § 53G-11-402\(1\)\(a\)\(iii\) \(2024\)](#)

[Utah Admin. Rules R277-316-2\(6\), \(10\), \(11\), \(13\) \(January 10, 2025\)](#)

[Utah Admin. Rules R277-210-2\(3\), \(15\) \(November 21, 2025\)](#)

[Utah Admin. Rules R277-316-2\(1\), \(8\) \(January 10, 2025\)](#)

B. Employment Screening

1. All persons seeking a licensed employee position with the District shall provide their educator licensing information with their application for employment.
2. Prior to employing an individual as a licensed employee, the District shall confirm the individual's license status and standing with the State Board of Education, including inquiring regarding any prior or pending disciplinary actions or complaints.
3. Upon employing an individual as a licensed employee, the District shall request that the State Board of Education provide notification to the District of any changes or updates received by the State Board through its ongoing monitoring of the individual's criminal history and background.
4. At the time a prospective employee makes application for employment with the District, such prospective employee shall fill out an employment application providing the following warning:
 - a. "All references stated in this application will be checked by the District and it is the policy of this District that false information will be grounds for rejecting your application with no further consideration for the position; or, if such false information is discovered after hire, you may be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution."
5. All employees seeking employment with the District shall provide personal identifying information including: current name, former names, nicknames, and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints.
6. All employees, qualifying volunteers, and contract employees seeking employment with the District and who are 18 years old or older shall sign a written release, waiver and authorization which authorize the District to request information from the prospective employee's past three employers and supervisors. The release, waiver and authorization shall also authorize the District to contact former employers to obtain a reference check and to conduct a background search into the employee's

criminal record, if any, or any other background check as the District deems necessary to satisfy itself of the quality and competence of the prospective employee's credentials.

[Utah Code § 53G-11-402\(1\)\(a\) \(2024\)](#)

[Utah Code § 53-10-108\(13\)\(b\)\(ii\) \(2025\)](#)

7. The District shall consider only those convictions which are job-related. The prospective employee shall have opportunity to respond to any information received as a result of the background check.
8. If a current employee is dismissed from employment because of information obtained through a background check, the person shall receive written notice of the reasons for dismissal and shall have an opportunity to respond to the reasons for the dismissal.
9. Each current employee and prospective employee must agree to have his/her fingerprints taken and sign a document of acknowledgment and waiver permitting the District to request a background check of any state or federal criminal history file that the District might deem applicable as a condition of employment.
10. The District shall, for each non-licensed employee and volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment, collect personal identifying information including: current name, former names, nicknames and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints and submit that personal identifying information to the Bureau of Criminal Identification within the Department of Public Safety.

[Utah Code § 53G-11-402 \(2023\)](#)

[Utah Admin. Rules R277-316-4 \(January 10, 2025\)](#)

C. Licensed Employees - Background Checks

1. The USBE will conduct background checks for all licensed employees in the year in which their license is to be renewed.

D. Non-Licensed Employees - Background Checks

1. All non-licensed employees, qualifying volunteers, and contract employees seeking employment with the District or service in a District school and who are subject to the background check requirement shall provide their personal identifying

information with their application. “Non-licensed employees” includes substitute teachers who are not licensed by the State Board of Education.

[Utah Code § 53G-11-402\(1\)\(b\) \(2024\)](#)

[Utah Code § 53E-6-901\(3\) \(2025\)](#)

[Utah Admin. Rules R277-316-3\(1\)\(a\) \(January 10, 2025\)](#)

2. The District shall obtain consent from each applicant who is subject to the background check requirement and who is seeking employment as a non-licensed employee or service as a qualifying volunteer or contract employee for
 - a. an initial fingerprint-based background check by the FBI and Bureau of Criminal Identification and
 - b. the retention of personal identifying information and ongoing monitoring by the Bureau of Criminal Identification.

[Utah Code § 53G-11-402\(1\)\(b\)\(iii\) \(2024\)](#)

3. Prior to employing a non-licensed employee or permitting a contract employee or qualifying volunteer to provide service in a District school, the District shall require the individual to undergo a background check. (This requirement does not apply if the individual is younger than 18 years old.) The District shall submit the individual's personal identifying information, including fingerprints, to the Bureau of Criminal Identification for this background check.

[Utah Code § 53G-11-402\(1\)\(a\), \(c\) \(2024\)](#)

[Utah Admin. Rules R277-316-3\(1\)\(a\) \(January 10, 2025\)](#)

4. Upon employing a non-licensed employee or permitting a contract employee or qualifying volunteer to provide service in a District school, the District shall request ongoing monitoring of the individual through the Bureau of Criminal Identification unless the individual is younger than 18 years old.

[Utah Code § 53G-11-402\(1\)\(c\)\(ii\) \(2024\)](#)

[Utah Admin. Rules R277-316-3\(1\)\(a\) \(January 10, 2025\)](#)

5. At the discretion of the Superintendent or the Superintendent's appointee, if the employment or service is to be temporary or for a very short term, the non-licensed employee, contract employee, or qualifying volunteer may be exempted from ongoing monitoring.

[Utah Code § 53G-11-402\(4\) \(2024\)](#)

6. With respect to applications submitted by prospective non-licensed employees, contract employees, or qualifying volunteers, the District will pay the cost of an applicant's background check.

[Utah Code § 53G-11-402\(2\) \(2024\)](#)

E. Check for State Board of Education Restrictions

1. Prior to employing an individual or allowing an individual to volunteer in a District school, the District shall ask the State Board of Education whether the individual
 - a. has been determined to be ineligible for an educator license,
 - b. is under suspension of license, or
 - c. has had an educator license revoked;
 - d. The District shall also ask whether the individual is under restriction because of any of these actions.
2. If the individual is under restriction, the individual may not be employed by the District (including as a substitute teacher) nor allowed to volunteer in a District school.
3. If the individual has been subject to license action by the State Board of Education but is not under restriction, then the District shall determine whether to employ the individual or allow the individual to volunteer considering the nature of the license action and the circumstances underlying the action.

[Utah Code § 53E-6-603\(3\)\(a\) \(2026\)](#)

[Utah Code § 53E-6-604\(5\)\(e\) \(2026\)](#)

[Utah Code § 53E-6-604.5 \(2026\)](#)

[Utah Code § 53E-6-901\(5\) \(2026\)](#)

F. Employees Duty to Personally Report Arrests and Convictions

1. An employee who is arrested, cited, or charged for any alleged offenses shall report the arrest, citation, or charge within forty-eight (48) hours or to the Superintendent or designee, including, but not limited to:
 - a. Any matters involving an alleged sex offense;

- b. Any matters involving an alleged drug-related offense;
 - c. Any matters involving an alleged alcohol-related offense;
 - d. Any matter involving an alleged offense against the individual under [Utah Code Ann. Title 76, Chapter 5, Offenses Against the Individual](#);
 - e. Any matters involving an alleged felony offense under [Utah Code Title 76, Chapter 6, Offenses Against Property](#).
 - f. Any matters involving an alleged crime of domestic violence under [Utah Code Title 77, Chapter 36, Cohabitant Abuse Procedures Act](#); and
 - g. Any matters involving an alleged crime under federal law or another state's law comparable to any of the alleged crimes listed above.
- 2. An employee shall report any felony or misdemeanor convictions, including pleas in abeyance within 48 hours or as soon as possible upon receipt of notice of the conviction or plea in abeyance.
 - 3. After receiving arrest information about the employee, the Superintendent or designee shall review the arrest information and assess the employment status considering the employee's assignment. The employment status of licensed educators shall be evaluated in light of the Utah Educator Standards, [Utah Code § 53E-6-604](#), and District policy. An employee shall be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses that may endanger students during the period of investigation. An employee shall be immediately suspended from any duties that require the employee to transport students or operate or maintain a District vehicle for alleged offenses involving drugs or alcohol during the period of investigation.
 - 4. The employee shall report for work following the arrest unless directed not to report for work by the District, consistent with District policy.
 - 5. Failure to report any arrest or conviction pursuant to this policy may result in disciplinary action, up to, and including, termination.
 - 6. Documents and records related to an employee's arrest and/or conviction or plea in abeyance, as well as final administrative determinations and actions following investigation, shall be maintained for a minimum of two (2) years following termination of employment with the District and require protection of confidential employment information.

7. Any District volunteer who has or may be given significant unsupervised access to children in connection with the volunteer's assignment for the District shall be considered an "employee" for purposes of the requirements of this policy.

[Utah Admin. Rules R277-217-4 \(November 21, 2025\)](#)

[Utah Admin. Rules R277-316-3 \(January 10, 2025\)](#)

[Utah Admin. Rules R277-316-6 \(January 10, 2025\)](#)

[Utah Code § 53E-6-604 \(2026\)](#)

[Utah Code § 53G-11-406\(1\) \(2019\)](#)

8. The District will provide adequate due process for the accused employee consistent with [Utah Admin. Rules R277-316](#) and applicable administrative procedures established by the District.
9. The Human Resource Executive Director over Personnel shall review arrest information and make employment decisions that protect both the safety of students and/or employees and the confidentiality and due process rights of employees.
 - a. In making decisions in reliance on criminal history information, the District shall consider rules established by the State Board of Education and
 - 1) any convictions, including pleas in abeyance;
 - 2) any matters involving a felony; and
 - 3) any matters involving an alleged:
 - a) sexual offense;
 - b) class A misdemeanor drug offense;
 - c) offense against the person under [Title 76, Chapter 5, Offenses Against the Individual](#);
 - d) class A misdemeanor property offense that is alleged to have occurred within the previous three years; and
 - e) any other type of criminal offense, if more than one occurrence of the same type of offense is alleged to have occurred within the previous eight years.

[Utah Code § 53G-11-405\(3\) \(2022\)](#)

[Utah Code § 53G-11-402\(3\) \(2024\)](#)

10. Records of arrests and convictions shall be placed in the employee's personnel file upon receipt by the District and will:

- a. Include final administrative determinations and actions following investigation; and
- b. Be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.

G. District Reports to State Board of Education

1. The Superintendent or designee shall report the conviction, arrest or offense information received from licensed educators to the State Board of Education within forty-eight (48) hours of receipt of information from licensed educators. If possible, this report shall be made using the form provided by the State Superintendent on the State Board of Education website.
2. "Licensed educator" means an individual who holds a valid Utah educator license and has satisfied all requirements to be a licensed educator in the Utah public school system.

[Utah Admin. Rules R277-217-4\(3\), \(4\) \(November 21, 2025\)](#)

[Utah Admin. Rules R277-316-2\(10\) \(January 10, 2025\)](#)

[Utah Code § 53G-11-406\(2\) \(2019\)](#)

H. Where reasonable cause exists, a current employee may be required to submit to fingerprinting and a criminal background check at the Board's expense prior to the intervallic background check.

I. If the District disqualifies an applicant as a result of criminal history obtained from a background check, the District shall give the individual written notice of the disqualification and of the individual's right to request a review of the disqualification.

[Utah Code § 53G-11-405\(1\)\(c\) \(2022\)](#)

1. An individual disqualified by the District as a result of a background check may request a review of the information received by the District through the background check and of the reasons for the disqualification and may respond to the information and the reasons for disqualification. The District shall, consistent with the requirements of [Utah Code § 53-10-108](#), allow the individual to review the criminal history information received by the District.

Utah Code § 53G-11-405(1)(a), (b) (2022)

J. The District shall cooperate with the USBE in investigations of Licensed Educators.

References:

Utah Code § 53E-6-401

Utah Code § 76-5, Offenses Against the Individual

Utah Admin. Rules R277-316

POLICY 4060

High School Graduation Requirements

- A. The District's curriculum shall at least meet the minimum requirements of state law and State Board rules. Those minimum requirements are to contain the essential elements of each subject at appropriate grade levels. The essential elements represent the core knowledge, skills, and competencies all students should learn to be effective and productive members of society. The District may add elements at its discretion but shall not delete or omit instruction in the essential elements.
- B. In addition, the District shall provide character education in connection with regular schoolwork, through an integrated curriculum approach. Instruction in this area shall emphasize honesty, temperance, morality, courtesy, obedience to law, respect for and an understanding of the constitutions of the United States and the state of Utah, the essentials and benefits of the free enterprise system, respect for parents and home, and the dignity and necessity of honest labor and other skills, habits, and qualities of character which will promote an upright and desirable citizenry and better prepare students for a richer, happier life.

[Utah Code § 53G-10-204 \(2022\)](#)

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

Number of Credits Required

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

- 1) Are within the field or discipline of language arts, with a significant portion of instruction aligned to language arts content, principles, knowledge, and skills;
 - 2) Provide instruction that leads to student understanding of the nature and disposition of language arts;
 - 3) Apply the fundamental concepts and skills of language arts;
 - 4) Provide developmentally appropriate content; and
 - 5) Develop skills in reading, writing, listening, speaking, and presentation.
- e. A student may receive up to 0.5 credit for Language Arts for a course or school-sponsored activity emphasizing verbal communication during any year from grade 9 to 12.

2. Mathematics (3.5 credits)

- a. This requirement shall be met minimally through successful completion of the foundation or foundation extended courses
 - 1) Secondary Math I (1.5 credits);
 - 2) Secondary Math II (1.0 credit);
 - 3) Secondary Math III (1.0 credit).
- b. With a written request from the student's parent or guardian, a student may opt out of Secondary Mathematics III. In that case, the student shall successfully complete another mathematics course from among the advanced and applied courses ~~from~~ on the State Board of Education's list of approved mathematics courses.
- c. 7th and 8th grade students may earn credit for one of the mathematics foundation courses before 9th grade, consistent with the student's Plan for College and Career Readiness and if at least one of the following criteria are met:
 - 1) The student is identified as gifted in mathematics in accordance with the procedures outlined in State Board of Education Rule [R277-707](#);
 - 2) The student is dual enrolled at the middle school or junior high school and the high school;

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

- b) Biology: Agricultural Science and Technology;
 - c) Advanced Placement Biology; or
 - d) Biology with Lab Concurrent Enrollment
- 3) Chemistry (1.0 credit) from the following:
- a) Chemistry;
 - b) Advanced Placement Chemistry; or
 - c) Chemistry with Lab Concurrent Enrollment
- 4) Physics (1.0 credit) from the following:
- a) Physics;
 - b) Advanced Placement Physics (1, 2, D: Electricity and Magnetism, or C: Mechanics); or
 - c) Physics with Lab Concurrent Enrollment
- 5) Computer Science (1.0 credit) from the following:
- a) Advanced Placement Computer Science;
 - b) Computer Science Principles; or
 - c) Computer Programming 2; and
- b. 1.0 additional unit of credit consistent with the student's Plan for College and Career Readiness, from the foundation courses or a list of applied or advanced science courses approved by the Board of Education and State Board of Education, which courses
- 1) Are within the field or discipline of science with a significant portion of instruction aligned to science content, principles, knowledge, and skills;
 - 2) Provide instruction that leads to student understanding of the nature and disposition of science;
 - 3) Apply the fundamental concepts and skills of science;

- 4) Provide developmentally appropriate content;
 - 5) Include the areas of physical, natural, or applied sciences; and
 - 6) Develop students' skills in scientific inquiry.
4. Social Studies (3.0 credits) including
- a. World Geography (0.5 credit);
 - b. World History (0.5 credit);
 - c. U.S. History (1.0 credit);
 - d. ~~U.S. Government and Citizenship (0.5 credit); American Constitutional Government and Citizenship (1.0 credit)~~
 - 1) A student may earn 0.5 units of this requirement by either participating in the Junior Reserve Officer's Training Corps or completing a course or school-sponsored activity that emphasizes verbal communication, provided that the instruction is primarily dedicated to civic education consistent with USBE approved standards, including policy analysis, governmental systems or civic engagement related to school sponsored activity.
 - e. Elective Social Studies (0.5 credit)
 - f. ~~Successful completion of the basic civics test unless the student qualifies for an alternative assessment as provided for by the Utah State Board of Education. (See Policy 4061 Curriculum: American Heritage)~~
5. Arts (1.5 credits) from any of the following areas:
- a. Visual Arts
 - b. Music
 - c. Dance
 - d. Theater
 - e. Media Arts
6. Health Education (0.5 credit)

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

- a. Business Office Specialist
- b. Computer Programming, I
- c. Computer Science Principles
- d. Digital Business Applications
- e. Exploring Computer Science or
- f. Web Development

10. General Financial Literacy (0.5 credit)

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

D. TOTAL CREDIT AVAILABLE - 36.0

1. TOTAL CREDITS REQUIRED FOR GRADUATION - 30.0

- a. TOTAL REQUIRED CORE CREDITS - ~~19.5~~ 20
- b. REQUIRED ELECTIVE CREDITS – MINIMUM - ~~10.5~~

E. Additional Provisions

- 1. The District may modify a student's graduation requirements to meet the unique educational needs of the student if the student has a disability and the modifications to graduation requirements are made through the student's IEP.
- 2. A student may be awarded a certificate of completion if they meet 1 (one) of the following criteria:
 - a. the student has a disability and has completed their senior year and is exiting the school system; however, has not met the State and District requirements for graduation, but has met the goals set forth by the student's IEP, or
 - b. the student was enrolled throughout and has completed their senior year, is exiting the school system, has not met the State and District requirements for graduation, and made a sincere effort to complete high school as determined by school administration.

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

3. College and Career Readiness Mathematics Competency

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

- 4. Students qualify for a diploma upon completion of all required credits. The opportunity to participate in graduation exercises is a privilege and may be based on behavior/citizenship.
- 5. These graduation requirements are consistent with State (USBE) requirements with the exception of Language Arts and Math, which have been adjusted due to the 3-trimester schedule for core classes in the 9th grade.
- 6. Students will be offered a full schedule to be taken as elective classes or released from school for approved activities.

F. A Student Desiring a 24 Credit Diploma

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

G. Types of Diplomas or Certificates

1. The District will award a diploma or certificate of completion to students who complete the requirements as follows:
 - a. High School Diploma
 - 1) Successful completion of the core curriculum and all state course requirements.
 - 2) Successful completion of credits beyond the core curriculum as required by District policy.
 - 3) Enrollment in the District for at least one semester immediately prior to graduation.
 - b. Certificate of Completion
 - 1) Completion of senior year;
 - 2) Exiting or aging out of the school system; and
 - 3) Have not met all state or District requirements for a diploma
 - c. The District will not enroll a student with intent to award a diploma or certificate of completion after the student has earned a high school equivalence.

[Utah Admin. Rules R277-705-4 \(February 9, 2026\)](#)
[Utah Code § 53G-6-406 \(2019\)](#)
 - d. Adult education students will be awarded diplomas as set forth in [Policy 4120 Community Adult High School](#).

2. Special Education Students

- a. Special education students shall satisfy high school completion or graduation criteria, consistent with state and federal law and the student's IEP. Such students may be awarded a certificate of completion or a diploma as set forth above, consistent with state and federal law and the student's IEP or Section 504 plan.

[Utah Admin. Rules R277-705-4 \(February 9, 2026\)](#)

- b. A student with **a the most** significant cognitive disability may be awarded an alternate diploma if the student accesses grade-level Core standards through the Essential Elements, the student's IEP team makes graduation substitutions in the same content area from a list of alternative courses approved by the State Superintendent, and the student meets all graduation requirements prior to exiting school at or before age 22. An alternate diploma may not indicate that the recipient is a student with a disability. Notwithstanding the award of an alternate diploma, the District may still be obligated to provide FAPE to an eligible student in accordance with IDEA.

[Utah Admin. Rules R277-705-2\(15\) \(February 9, 2026\)](#)

[Utah Admin. Rules R277-705-5 \(February 9, 2026\)](#)

3. Methods of Obtaining Credit

- a. Credits towards graduation may be obtained and recorded on the student's transcript by the following methods:
 - 1) Successful completion of courses in the high schools of the District.
 - 2) Successful completion of concurrent-enrollment college courses.
 - 3) Satisfaction of coursework by demonstrated competency under policies established by the District following appropriate review.
 - 4) Successful completion of assessment tests in particular subject areas, as established by District policy, **including test-out tests for core classes under Policy 4101 Grading: Credit Through Testing.**
 - 5) Evaluation of student work or projects consistent with District or school procedures and criteria.

- 6) Successful completion, as determined by the District or school, of correspondence or electronic coursework with prior approval by the District or school to the extent practicable.
- 7) Transfer credits awarded to a student by a school or provider accredited by an accrediting entity adopted by the State Board of Education, which credits shall be accepted as issued by the school, without alteration.
- b. A student who is enrolled in an approved Focused Graduation Pathway program may also earn credit by passing GED examinations as provided in [Policy 4059 Focused Graduation Pathway](#). Before reviewing a student's home school or competency work, assessment, or materials with regard to a request for credit, the District shall require documentation of compliance with [Utah Code § 53G-6-204](#) (relating to excuse from compulsory school attendance).

[Utah Admin. Rules R277-705-3 \(February 9, 2026\)](#)
[Utah Code § 53G-7-206 \(2019\)](#)
[Utah Code § 53E-4-209 \(2026\)](#)

4. Notice of Credit Requirements

- a. Each school within the District shall provide to the parent(s) or legal guardian(s) of each student enrolling in the school specific and adequate notice of the District's requirements and limitations for awarding credit, including credits transferred from other schools or education providers and credits awarded from other sources under this policy.

[Utah Admin. Rules R277-705-3\(1\)\(b\) \(February 9, 2026\)](#)

POLICY 4062

Curriculum: College Course Work

A. Definitions

1. "Concurrent enrollment" means enrollment in a course that allows a student to earn credit both towards high school graduation and at an institution of higher education.
2. "Eligible institution" means a degree-granting institution of higher education or a technical college within the state system of higher education or a degree-granting institution of higher education or a technical college within the state system of higher education that offers an online concurrent enrollment course.
3. "Eligible student" means a student who
 - a. is enrolled in and counted towards average daily membership in a school within the District,
 - b. has on file a plan for college and career readiness, and
 - c. is in grade 9, 10, 11 or 12.
4. "Eligible instructor" means an instructor who is either employed as faculty by an eligible institution or who is employed by the District and meets the requirements of [Utah Code § 53E-10-302\(6\)](#) or, for accelerated foreign language students, meets the requirements of [Utah Code § 53E-10-307\(1\)\(e\)\(i\)](#).

[Utah Code § 53E-10-301\(2\), \(4\), \(5\), \(6\) \(2025\)](#)
[Utah Code § 53E-10-302\(6\) \(2024\)](#)
[Utah Code § 53E-10-307\(1\)\(e\)\(i\) \(2026\)](#)
[Utah Code § 53H-1-101\(5\), \(6\) \(2025\)](#)
[Utah Code § 53H-1-102\(1\) \(2025\)](#)
5. "Designated institution of higher education" means an eligible institution designated by the Utah Board of Higher Education to provide a course or program of study within a specific geographic region.

[Utah Code § 53E-10-303\(1\) \(2024\)](#)

B. Establishing Concurrent Enrollment Courses

1. The District may establish concurrent enrollment courses by entering into a contract with an institution of higher education to provide such courses. The District and the institution of higher education must
 - a. ensure that the course instructor is an eligible instructor,
 - b. establish qualifying academic criteria for enrollment in the course,
 - c. ensure that students enrolling are eligible students, and
 - d. coordinate advising of the eligible students.
2. In establishing student eligibility for a concurrent enrollment course, the requirements shall be sufficiently selective to predict a successful experience and satisfy the restrictions set out in Utah State Board of Education rules. The District is primarily responsible for identifying students who are eligible to participate in a concurrent enrollment course.

[Utah Admin. Rules R277-701-7\(2\), \(3\) \(November 21, 2025\)](#)

3. In establishing a particular concurrent enrollment course, the District must first offer to contract with the designated institution of higher education for the course. If the designated institution of higher education chooses not to offer the course, does not respond to the District's proposal within 30 days, uses instructional materials that are sensitive materials or otherwise prohibited for use in K-12, or reaches enrollment capacity for the course and prohibits expanding the course with an eligible instructor, the District must then contract with another eligible institution to provide the course.

[Utah Code § 53E-10-303\(4\) \(2024\)](#)

[Utah Admin. Rules R277-701-7\(5\) \(November 21, 2025\)](#)

4. The District and the institution of higher education must provide the State Superintendent and the Utah System of Higher Education with proposed new course offerings, including syllabi and curriculum materials, by November 15 of the year preceding the school year in which the courses would be offered.

[Utah Admin. Rules R277-701-8\(3\) \(November 21, 2025\)](#)

5. The student is responsible for expenses and arrangements associated with college enrollment as provided for in [Utah Code § 53E-10-305](#). The student may apply for a fee waiver if appropriate under the District fee waiver policy for class-related costs including consumables, lab fees, copies, material costs, application fees and

textbooks. Unless otherwise provided by agreement with the institution of higher education, the District is responsible for fee waivers.

[Utah Code § 53E-10-305 \(2024\)](#)

[Utah Code § 53G-7-503\(2\)\(b\)\(iii\) \(2025\)](#)

[Utah Admin. Rules R277-701-11\(3\), \(4\) \(November 21, 2025\)](#)

C. Participation Form and Parental Permission

1. Before allowing an eligible student to participate in a concurrent enrollment course, the District and the institution of higher education must ensure that the student has, for the current school year
 - a. submitted a completed participation form which includes the signature of the student's parent indicating permission to participate and
 - b. signed an acknowledgment of program participation requirements. (The participation form shall be that which is created by the Utah Board of Higher Education.)

[Utah Code § 53E-10-304 \(2020\)](#)

POLICY 4101

Grading: Credit Through Testing

A. Credit Through Testing for Core Classes

1. Beginning with the 2027-2028 school year, the District shall offer students the opportunity to participate in test-out options established by the Utah State Board of Education for core classes (those required for graduation). These tests will allow students to demonstrate proficiency in the content of the class without attending or enrolling in the course. The District shall notify students and parents of test-out opportunities consistent with the procedures established by the State Board of Education. The District shall administer the tests in accordance with State Board of Education rules. Credit and grades shall be awarded for successful completion of tests consistent with State Board of Education rules.

[Utah Code § 53E-4-209 \(2026\)](#)

Policy 4175

Student Data Protection

A. Definitions

1. "Aggregate Data" means data that:
 - a. Are totaled and reported at the group, cohort, school, school district, region, or state level with at least 10 individuals in the level;
 - b. Do not reveal personally identifiable student data; and
 - c. Are collected in accordance with board rule.
2. "Biometric Identifier" means a:
 - a. Retina or iris scan;
 - b. Fingerprint;
 - c. Human biological sample used for valid scientific testing or screening; or
 - d. Scan of hand or face geometry.
3. "Biometric identifier" does not include:
 - a. A writing sample;
 - b. A written signature;
 - c. A voiceprint;
 - d. A photograph;
 - e. Demographic data; or
 - f. A physical description, such as height, weight, hair color, or eye color.
4. "Biometric Information" means information, regardless of how the information is collected, converted, stored, or shared:

- a. Based on an individual's biometric identifier; and
 - b. Used to identify the individual.
5. "Cyber security framework" means:
- a. The cyber security framework developed by the Center for Internet Security found at <https://www.cisecurity.org/controls/>; or
 - b. A comparable IT security framework.
6. "Data Breach" means an unauthorized release of or unauthorized access to personally identifiable student data that is maintained by an education entity.
7. "Data Governance Plan" means a comprehensive plan for managing education data that:
- a. Incorporates reasonable data industry best practices to maintain and protect student data and other education-related data;
 - b. Describes the role, responsibility, and authority of an education entity data governance staff member;
 - c. Provides for necessary technical assistance, training, support, and auditing;
 - d. Describes the process for sharing student data between the District and another person;
 - e. Describes the process for an adult student or parent to request that data be expunged including how to respond to requests for expungement;
 - f. Describes that data breach response process; and
 - g. Is published annually and available on the District's website
8. "Destroy" means to remove data or a record:
- a. In accordance with current industry best practices; and
 - b. Rendering the data or record irretrievable in the normal course of business of the District or a third-party contractor.

9. "Disclosure" means permitting access to, revealing, releasing, transferring, disseminating, or otherwise communicating all or any part of any individual record orally, in writing, electronically, or by any other communication method.
10. "Expunge" means to seal or permanently delete data so as to limit its availability to all except authorized individuals.
11. "Metadata Dictionary" means any tool, document, or display that:
 - a. Defines and discloses all personally identifiable student data collected and shared by the education entity;
 - b. comprehensively lists all recipients with whom the education entity has shared personally identifiable student data, including:
 - 1) The purpose for sharing the data with the recipient;
 - 2) The justification for sharing the data, including whether sharing the data was required by federal law, state law, or a local directive; and
 - 3) How sharing the data is permitted under federal or state law; and
 - c. Without disclosing personally identifiable student data, is displayed on the education entity's website.
12. "Optional Student Data" means student data that is neither necessary student data nor data which the District is prohibited from collecting (as described in Prohibited Collection of Student Data, below).
 - a. "Optional student data" includes:
 - 1) Information that is related to an IEP or needed to provide special needs services but is not "necessary student data";
 - 2) Biometric information; and
 - 3) Information that is not necessary student data but is required for a student to participate in a federal or other program.
13. "Significant data breach" means a data breach where:
 - a. An intentional data breach successfully compromises student records;
 - b. 500 or more student records are compromised;

- c. Sensitive records are compromised, regardless of number; or
 - d. The surrounding circumstances make the breach significant as determined by the District.
14. "Threat assessment information" means data related to a credible threat made by a student that has been evaluated through a threat assessment process and determined to pose a potential risk to school safety, including threats of violence against students, school personnel, or school property.

[Utah Code § 53E-9-301 \(2026\)](#)

[Utah Code § 53G-8-806\(1\)\(b\) \(2026\)](#)

[Utah Admin. Rules R277-487-2 \(July 8, 2025\)](#)

B. District Responsibilities

1. The District shall annually provide a training regarding the confidentiality of student data to any employee with access to education records as defined in FERPA.
2. The District shall designate an individual to act as a student data manager to fulfill the responsibilities of a student data manager described in Requirements for Student Data Manager, below.
3. If possible, the District shall designate a records officer pursuant to the Government Records Access and Management Act as defined in [Utah Code § 63G-2-103\(27\)](#), as the student data manager.
4. The District shall designate a District Information Security Officer.
5. The District shall implement a cyber security framework.
6. The District shall create and maintain a District:
 - a. Data governance plan; and
 - b. Metadata dictionary.
7. By November 15 annually, the District shall provide the State Superintendent with the following:
 - a. The name and contact information of the District's Information Security Officer and its Student Data Manager;

b. Evidence that the District has implemented:

1) Privacy requirements outlined in:

- a) [Utah Code Title 53E, Chapter 9, Part 2, Student Privacy](#);
- b) [Utah Code Title 53E, Chapter 9, Part 3, Student Data Protection](#);
- c) [Utah Code Title 63A, Chapter 19, Government Data Privacy Act](#);
- d) [FERPA](#); and
- e) [20 U.S.C. 1232h, Protection of Pupil Rights Amendment](#); and

2) Other privacy practices identified by the State Superintendent; and

3) A cybersecurity framework.

8. The District shall establish an external research review process to evaluate the requests for data for the purpose of external research or evaluation.

[Utah Code § 53E-9-303 \(2019\)](#)

[Utah Admin. Rules R277-487-2 \(July 8, 2025\)](#)

[Utah Admin. Rules R277-487-3\(1\) \(July 8, 2025\)](#)

C. Student Data Ownership and Access

- 1. A student owns the student's personally identifiable student data.
- 2. The District shall allow a student or a student's parent to access the student's student data which is maintained by the District.

[Utah Code § 53E-9-304 \(2020\)](#)

D. Data Retention

- 1. The District shall classify all student data which it collects under an approved records retention schedule. The District shall retain and dispose of all student data in accordance with an approved records retention schedule.
- 2. If no existing retention schedule governs student disciplinary records collected by the District:

- a. The District may propose to the State Records Committee a retention schedule of up to one year if collection of the data is not required by federal or state law or Board rule; or
 - b. The District may propose to the State Records Committee a retention schedule of up to three years if collection of the data is required by federal or state law or State Board rule, unless a longer retention period is prescribed by federal or state law or State Board rule.
3. The District's retention schedules shall take into account the District's administrative need for the data.
 4. Unless the data requires permanent retention, the District's retention schedules shall require destruction or expungement of student data after the administrative need for the data has passed.
 5. A parent or adult student may request that the District amend, expunge, or destroy any record not subject to an approved retention schedule and believed to be inaccurate, misleading, or in violation of the privacy rights of the student. The District shall process such a request following the same procedures outlined to amend a student education record under FERPA, as set out in Policy FE "Right to Amend Records."

[Utah Admin. Rules R277-487-4 \(July 8, 2025\)](#)

E. Notification in Case of Breach

1. If there is a release of a student's personally identifiable student data due to a significant data breach, the District shall notify:
 - a. The student, if the student is an adult student; or
 - b. The student's parent, if the student is not an adult student.

[Utah Code § 53E-9-304\(2\) \(2020\)](#)

2. Within 10 business days of the discovery of a significant data breach (either by the District or by third parties), the District shall report the significant data breach to the State Superintendent.

[Utah Admin. Rules R277-487-3\(3\) \(July 8, 2025\)](#)

F. Prohibited Collection of Student Data

1. The District may not collect a student's"
 - a. Social Security number; or
 - b. Criminal record, except as required in [Utah Code § 80-6-103](#) (Minor taken into custody by peace officer, private citizen, or juvenile probation officer).

[Utah Code §53E-9-305\(1\) \(2026\)](#)

G. Student Data Disclosure Statement

1. If the District collects student data into a cumulative record it shall, in accordance with this section, prepare and distribute to parents and students a student data disclosure statement that:
 - a. Is a prominent, stand-alone document;
 - b. Is annually updated and published on the District's website;
 - c. States the necessary and optional student data the District collects;
 - d. States that the District will not collect the student data described in Prohibited Collection of Student Data, above;
 - e. Describes the types of student data that the District may not share without a data authorization;
 - f. Describes how the district may collect, use, and share student data;
 - g. Includes the following statement: "The collection, use, and sharing of student data has both benefits and risks. Parents and students should learn about these benefits and risks and make choices regarding student data accordingly.";
 - h. Describes in general terms how the District stores and protects student data; and
 - i. States a student's rights under the student data protection statutes.
2. The notice may also include additional information relating to student and parent privacy, as determined by the District.

[Utah Code § 53E-9-305\(2\), \(8\) \(2026\)](#)

H. Student Data Disclosure Statement Recipients

1. The District may collect the necessary student data of a student into a cumulative record only if the District provides a student data disclosure statement to:
 - a. The student, if the student is an adult student; or
 - b. The student's parent, if the student is not an adult student.

[Utah Code § 53E-9-305\(4\) \(2026\)](#)

I. Optional Student Data Collection

1. The District may collect optional student data into a cumulative record only if it:
 - a. Provides, to an individual described in Student Data Disclosure Statement Recipients, above, a student data disclosure statement that includes a description of:
 - 1) The optional student data to be collected; and
 - 2) How the District will use the optional student data; and
2. Obtains a data authorization to collect the optional student data from an individual described in Student Data Disclosure Statement Recipients, above.

[Utah Code § 53E-9-305\(5\) \(2026\)](#)

J. Student Biometric Identifier and Biometric Information Data Collection

1. The District may collect a student's biometric identifier or biometric information if the District:
 - a. Provides, to an individual described in Student Data Disclosure Statement Recipients, above, a biometric information collection notice that is separate from a student data collection notice and which states:
 - 1) The biometric identifier or biometric information to be collected;
 - 2) The purpose of collecting the biometric identifier or biometric information; and
 - 3) How the District will use and store the biometric identifier or biometric information; and

- b. Obtains written consent to collect the biometric identifier or biometric information from an individual described in Student Data Disclosure Statement Recipients, above.

[Utah Code § 53E-9-305\(6\) \(2026\)](#)

K. Collecting Threat Assessment Information

1. The District may collect and share threat assessment information without obtaining written consent if:
 - a. The collection and sharing are necessary to protect the safety of a student, school personnel, or school property;
 - b. The information is shared only with authorized personnel as described in [Policy 2182 School Safety](#); and
 - c. The District complies with all procedural requirements in [Policy 2182](#).

[Utah Code § 53E-9-305\(9\) \(2026\)](#)

[Utah Code § 53G-8-806 \(2026\)](#)

L. Sharing Student Data

1. The District may not share a student's personally identifiable student data without written consent, except in conformance with the requirements of this policy and with the Family Educational Rights and Privacy Act ("FERPA") and related provisions under [20 U.S.C. §§ 1232g](#) and [1232\(h\)](#).

[Utah Code § 53E-9-308 \(2026\)](#)

M. Requirements for Student Data Manager

1. The District will designate a student data manager who shall:
 - a. Authorize and manage the sharing, outside of the District, of personally identifiable student data for the District as described in this section;
 - b. Act as the primary local point of contact for the state student data officer described in [Utah Code § 53E-9-302](#); and
 - c. Fulfill other responsibilities described in the District's data governance plan.

[Utah Code § 53E-9-308\(2\) \(2026\)](#)

N. Permitted and Prohibited Sharing of Student Data by Student Data Manager

1. A student data manager may share the personally identifiable student data of a student with the student and the student's parent. Otherwise, a student data manager may only share a student's personally identifiable student data from a cumulative record (including sharing student data with a federal agency) as required by federal law or as follows. Such data may be shared with:
 - a. A school official;
 - b. An authorized caseworker, in accordance with this policy, or other representative of the Department of Human Services; or
 - c. A person to whom the District has outsourced a service or function:
 - 1) To research the effectiveness of a program's implementation; or
 - 2) That the District's employees would typically perform
2. A student data manager may share a student's personally identifiable student data from a cumulative record with a caseworker or representative of the Department of Health and Human Services if:
 - a. The Department of Health and Human Services is:
 - 1) Legally responsible for the care and protection of the student; or
 - 2) Providing services to the student; and
 - b. The student's personally identifiable student data is not shared with a person who is not authorized:
 - 1) To address the student's education needs; or
 - 2) By the Department of Health and Human Services to receive the student's personally identifiable student data; and
 - c. The Department of Health and Human Services maintains and protects the student's personally identifiable student data.
3. A student data manager may share a student's personally identifiable student data to improve educational outcomes for the student where the student is:

- a. In the custody of or under the guardianship of, the Department of Health and Human Services;
 - b. Receiving services from the Division of Juvenile Justice Services;
 - c. In the custody of the Division of Child and Family Services;
 - d. Receiving services from the Division of Services for People with Disabilities; or
 - e. Under the jurisdiction of the Utah Juvenile Court.
4. A student data manager may share aggregate data.
5. A student data manager may not share personally identifiable student data for the purpose of external research or evaluation except as follows: If a student data manager receives a request to share data for the purpose of external research or evaluation, the student data manager shall:
 - a. Verify that the request meets the requirements of [34 CFR § 99.31\(a\)\(6\)](#);
 - b. Submit the request to the District's external research review process; and
 - c. Fulfill the instructions that result from the review process.
6. If the student data manager is informed that the State Board of Education intends to share student data collected by the District with the Utah Registry of Autism and Developmental Disabilities, the student data manager shall give notice to the parent of each student whose data is to be shared of the State Board's intention to share the data. This notice shall be provided at least 30 days before the State Board is to share the data. If a parent requests that the State Board not share the data, the student data manager shall relay that request to the State Board.
7. A student data manager may share personally identifiable student data in response to a subpoena issued by a court.
8. In accordance with State Board of Education rule, a student data manager may share personally identifiable information that is directory information.

[Utah Code § 53E-9-308 \(2023\)](#)
9. **A student data manager may share threat assessment information if:**
 - a. **Doing so is necessary to protect the safety of a student, school personnel, or school property;**

- b. The recipient is an authorized education entity or law enforcement agency; and
- c. All procedural requirements in [Policy 2181](#) are followed.

[Utah Code § 53E-9-305\(9\) \(2026\)](#)

[Utah Code § 53G-8-806 \(2026\)](#)

[Utah Code § 53E-9-308 \(2026\)](#)

O. Third Party Contractors

1. The District may provide a third-party contractor with personally identifiable student data received under a contract with the District strictly for the purpose of providing the contracted product or service within the negotiated contract terms.
2. When contracting with a third-party contractor, the District shall require the following provisions in the contract:
 - a. Requirements and restrictions related to the collection, use, storage, or sharing of student data by the third-party contractor that are necessary for the District to ensure compliance with the provisions of the Student Data Protection Act and State Board of Education rules;
 - b. A description of a person, or type of person, including an affiliate of the third-party contractor, with whom the third-party contractor may share student data;
 - c. Provisions that govern requests by the District for the deletion of the student data received by the third-party contractor from the District;
 - d. Except as provided in this policy and if required by the District, provisions that prohibit the secondary use of personally identifiable student data by the third-party contractor; ~~and~~
 - e. An agreement by the third-party contractor that, at the request of the District, the District or its designee may audit the third-party contractor to verify compliance with the contract; ~~and~~
 - f. Provisions describing the District's duty to terminate the contract in case of a privacy violation as described below and prohibiting any fee or financial liability for the termination.
3. A third-party contractor's use of personally identifiable student data shall be in accordance with [Utah Code §§ 53E-9-309, 53E-9-310](#) and FERPA.

4. If the District contracts with a third-party contractor to collect and have access to the District's student data, the District shall monitor and maintain control of the data.
5. If the District contracts with a third-party contractor to collect and have access to the District's student data, the District shall notify a student and the student's parent or guardian in writing that the student's data is collected and maintained by the third-party contractor.
6. If the District discovers that a third-party contractor has made an unauthorized use of student data or information in violation of state or federal laws including [Utah Code Title 53E, Chapter 9, Student Privacy and Data Protection](#), [FERPA \(20 U.S.C. §§ 1232g and 1232h\)](#), the [Children's Online Privacy Protection Act \(15 U.S.C. § 6501 et seq.\)](#), and any associated regulations, the District shall within 30 days notify the third-party contractor of the violation and of the District's duty to terminate the contract. If within 30 days of the notice the third-party contractor has not both remedied the privacy violation to the greatest extent practicable and established processes and procedures to prevent the failure of compliance from recurring, the District shall terminate the contract.

[Utah Admin. Rules R277-487-7 \(July 8, 2025\)](#)

[Utah Code § 53E-9-309 \(2026\)](#)

[Utah Code § 53E-9-310 \(2019\)](#)

POLICY 4178

Internet Use

A. Effective Date

1. This policy is effective as of April 10, 2024. The Board of Education will review this policy at least every three years. This policy was last reviewed by the Board on _____.

[Utah Code § 53G-7-1003\(2\)\(a\) \(2026\)](#)

B. Internet Protection

1. Access to the internet through District computer networks or systems or by means of devices owned by the District shall be regulated by filtering software or other measures which prevent users from accessing images which are obscene or pornographic or otherwise harmful. Student online activity shall be monitored and specified staff shall have responsibility for supervision of student online activities. Each student's parent may review the student's activity on District-provided electronic devices through a parent-accessible monitoring system. Upon request of a student's parent, the student's use of a District-provided electronic device will be subject to use of a preapproved content filtering system. In addition, students shall be educated by appropriate staff members regarding appropriate online behavior, including interacting with other individuals through chat rooms or social networking websites and cyberbullying awareness and response. Each school's community council shall also 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.

[Utah Admin. Rules R277-495-4\(1\)\(d\), \(2\)\(f\), \(3\)\(c\) \(October 8, 2054\)](#)

[Utah Code § 53G-7-216\(3\) \(2018\)](#)

[Utah Code § 53G-7-1002 \(2018\)](#)

[Utah Code § 53G-7-1003\(3\) \(2026\)](#)

[Utah Code § 53G-7-1202\(3\)\(a\)\(iii\) \(2026\)](#)

C. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District network or District-owned devices.

2. In the event there is an allegation that a student has violated this policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in [Policy 4177 Responsible Computer Use](#).
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of this policy and [Policy 4177](#), the violation will be handled in accord with the applicable provision of this policy and [Policy 4177](#).
4. Employee violation of this policy will be handled in accordance with District policy and collective bargaining agreement, if applicable.
5. Any District administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts that are not active for more than ninety days may be removed, along with the user's files, without notice to the user.

D. Search and Seizure

1. System users do not have an expectation of privacy in the contents of their personal files and/or personal electronic mail accounts and records of their online activity accessed via the District's electronic communications system or through District-owned devices.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has violated or is violating this policy, [Policy 4177](#), or the law.
3. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, [Policy 4177](#), or the law. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
4. District employees should be aware that their personal files and/or personal electronic mail accounts on the District's network or on District-owned devices may be discoverable according to the Government Records Access Management Act.

E. Academic Freedom, Free Speech, and Selection of Material

1. Board policies on academic freedom and free speech will govern the use of the Internet.
2. When using the internet for class activities, teachers will:
 - a. Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.

- b. Preview the materials and sites they require students to access to determine the appropriateness of the material contained on or accessed through the site.
- c. Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
- d. Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussion about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

F. Parental Notification and Responsibility

- 1. The District will post all policies on the District website concerning District network and the policies governing its use for parents to view. Parents must sign an agreement to allow their student to have an individual account during registration each year.
- 2. Parents have the right at any time to investigate the contents of their child(ren)'s email files. Parents have the right to request the termination of their child(ren)'s individual account at any time.
- 3. This policy contains restrictions on accessing inappropriate material and student use will be supervised. Each student's parent may review the student's activity on District-provided electronic devices through a parent-accessible monitoring system. Upon request of a student's parent, the student's use of a District-provided electronic device will be subject to use of a preapproved content filtering system. However, ~~there is a wide range of material available on the Internet, some of which may not be in accordance with the particular set of values held by an individual student's family. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District network.~~

[Utah Code § 53G-7-1003\(3\) \(2026\)](#)

G. Access

- 1. The following levels of access will be provided:
 - a. **Classroom Accounts**
 - 1) Elementary age students will be granted Internet access only through a classroom account. Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with

the approval of their parent. An agreement will only be required for an individual account, which must be signed by the student and his or her parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the District in writing.

b. Individual accounts for students

- 1) Secondary students may be provided with individual Internet accounts. Secondary students will not have remote access to the system. A written agreement will be required for an individual account. This agreement must be signed by the student and his or her parent.

H. Guidelines for Internet Use

1. Personal safety (these restrictions are for students only):

- a. Users will not post or provide personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- b. Users will not agree to meet with someone they have met online without their parent's approval and participation,
- c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the District network or to any other computer system through the District network or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the District network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. System Security

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not search for or attempt to discover security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on webpages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, slanderous or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person.
 - 1) Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending the person messages, they must stop.
- e. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Request for Privacy

- a. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
- b. Users will not post private information about another person.

6. Respecting Resource Limits

- a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, personal research.
- b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or external drive.
- c. Users will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users will check their email frequently, delete unwanted messages promptly, and stay within their email quota.
- e. Users will be subscribed only to high quality discussion group mail lists that are relevant to their education or professional/career development.

7. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Inappropriate Access to Material

- a. Users will not use the District network, **District educational provider equipment**, or District-owned electronic devices to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). (See [Policy 3010 Employee Bullying and Hazing](#), [Policy 5265 Student Discrimination and Harassment](#), [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#) and [Policy 4177](#).) For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.

- b. If a user inadvertently accesses such information, he or she should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated this policy.

[Utah Admin. Rules R277-495-4\(1\)\(c\) \(October 8, 2025\)](#)

I. District Website

1. The District may establish a website. Material appropriate for placement on the District website includes: District information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal information not related to education will not be allowed on the District website.
2. The Superintendent will designate a District web-master, responsible for maintaining the school websites and monitoring class, teacher, student, and extracurricular webpages. The web-master will develop style and content guidelines for official District and school web materials and develop procedures for the placement and removal of such material. All official District material posted on the District website must be approved through a process established by the District web-master. The District website shall meet the domain and notice requirements set forth in [Policy 6002 Government Data Privacy](#).

[Utah Code § 63A-16-110 \(2025\)](#)

[Utah Code § 63A-19-402.5 \(2025\)](#)

J. School Websites

1. The principal will designate a school web-master, responsible for managing the school website and monitoring class, teacher, student, and extracurricular webpages. All official material originating from the school will be consistent with the District style and content guidelines and approved through a process established by the school web-master. The school web-master will develop additional guidelines for the school website. Each school website shall meet the domain and notice requirements set forth in [Policy 6002 Government Data Privacy](#).

[Utah Code § 63A-16-110 \(2025\)](#)

K. Staff Webpages

1. Staff may develop webpages that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff webpages will not be

considered official material but will be developed in a manner as to reflect well upon the District.

L. Student Webpages

1. Students may create a website as part of a class activity. Material presented on a student class activity website must meet the educational objectives of the class activity.
2. With the approval of the principal or designee, students may establish personal webpages. Material presented in the student's personal website must be related to the student's educational and career preparation activities.
3. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of this policy or [Policy 4177](#). However, student material may not be removed merely on the basis of disagreement with the views expressed by the student.
4. Student webpages must include the following notice: "This is a student webpage. Opinions expressed on this page shall not be attributed to the District."
5. Student webpages will be removed at the end of the school year unless special arrangements are made. A notice will be provided to students prior to such removal.

M. Extracurricular Organization Webpages

1. With approval of the principal, extracurricular organizations may establish webpages. Material presented on the organization webpage must relate specifically to organization activities.
2. Organization webpages must include the following notice: "This is a student extracurricular organization webpage. Opinions expressed on this page shall not be attributed to the District."

N. Student Information

1. The following standards will be followed regarding the disclosure of student information on school websites:
 - a. Elementary age students:
 - 1) First and last initial, no pictures of identifiable students

b. Middle school students:

1) First and last names

c. Parental approval of disclosure in accord with the standards must be obtained.

O. Webpage Requirements

1. All provisions in this policy will govern material placed on the web.
2. Webpages shall not:
 - a. Contain personal contact information about students beyond that permitted by the District and parent.
 - b. Display photographs or videos of any identifiable individual without a signed model release. Model releases for students under the age of 18 must be signed by their parent or guardian.
 - c. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a website is within the fair use exemption.
3. Material placed on the website is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
4. Students may retain the copyright on the material they create that is posted on the web. District employees may retain the copyright on material they create and post if appropriate under District policies.
5. Each webpage will carry a notice indicating when it was last updated and the email address of the person responsible for the page.
6. All webpages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
7. Users should retain a back-up copy of their webpages.

P. Notice to Students and Parents of Policy

1. Notice of availability of this policy will be posted in a conspicuous place in each school. A copy of this policy shall be made available in printed form at the District offices and a copy of this policy or a clear electronic link to this policy shall be made

available on the District's web site. Individual school policies shall be made available in printed form at the school offices and a copy of those policies or a clear electronic link to those policies shall be made available on the school's web site. Parents and students shall receive annual written notice of District and school electronic device policies, which may be satisfied by the website posting, publishing the policy in a school handbook or directory, sending the policy to the student's home or any other reasonable means.

[Utah Code § 53G-7-1003\(3\) \(2026\)](#)

[Utah Admin. Rules R277-495-3\(4\), \(5\) \(October 8, 2025\)](#)

2. Complaints about this policy, enforcement of this policy, or observed behavior may be addressed through bringing the complaint to a school administrator and through the other procedures outlined in [Policy 6040 Public Complaints](#).

[Utah Code § 53G-7-1003\(3\)\(f\) \(2026\)](#)

Policy Adopted April 10, 2024

POLICY 4200

Term of Instruction: School Year & School Day

A. Length of School Year

1. The schools of the District shall provide educational services over a minimum of 180 ~~school instructional~~ days during each school year, except as follows:
 - a. The Board may reallocate up to 32 instructional hours or 4 ~~school instructional~~ days for teacher preparation time or professional development by a two-thirds majority vote of the Board in a properly noticed and held public meeting. If a reallocation is made, parents and guardians shall be notified of the school calendar at least 90 days before the beginning of the school year. Unless the day is
 - 1) One which has been reallocated in this way,
 - 2) A day on which educational services are being provided to the school's students through distance learning, or
 - 3) A day when there is an emergency closure for weather or other emergency, a school that participates in the National School Lunch Program must provide meals on each day that is scheduled toward the 180-school day requirement.
2. The required days of instruction may be provided at any time during the school year as determined by the Board. The Board will approve school calendars providing for instructional time and days in an open meeting.

[Utah Admin. Rules R277-419-4\(1\) \(February 7, 2025\)](#)
[Utah Code § 53F-2-102\(5\) \(2026\)](#)
3. If a school is using a modified 45-day/15-day year-round schedule initiated prior to July 1, 1995, it is in compliance with State Board of Education regulations if the school's schedule includes a minimum of 990 hours of time the school will provide educational services over a minimum of 172 days.

[Utah Admin. Rules R277-419-11\(2\) \(February 7, 2025\)](#)

B. Term Basis

1. The District shall operate on a quarter, semester, or trimester basis and shall adhere to the requirements of the appropriate curriculum prepared by the State Board of Education.

C. Beginning Date

1. Student attendance for the first quarter, semester, or trimester of the regular school term shall be established by the Board pursuant to a calendar adopted annually.

D. Emergency/Activity Days

1. The annual school calendar adopted by the Board shall include exigency time for closures for emergencies, activities, or extreme weather conditions. If school is closed for these or any other reason, the instructional time missed shall be made up under the exigency time so that the minimum school program instructional requirements are met. However, the Board may request a waiver from the State Superintendent from the instructional day requirement as provided for in [Utah Administrative Rules R277-121-5](#).

[Utah Admin. Rules R277-121-5 \(October 10, 2022\)](#)

[Utah Admin. Rules R277-419-4\(3\) \(February 7, 2025\)](#)

E. Parent-Teacher and Student Plan Conferences

1. With Board approval, schools may conduct parent-teacher and student Plan for College and Career Readiness conferences during the day and the time for those conferences may be counted as instructional time up to the equivalent of three full school days during a school year.

[Utah Admin. Rules R277-419-4\(6\)\(b\) \(February 7, 2025\)](#)

F. Length and Schedule Per Day

1. A school day is a day where the school provides educational services to students consistent with the requirements of [Utah Admin. Rules R277-419-5](#).

[Utah Admin. Rules R277-419-2\(31\) \(February 7, 2025\)](#)

G. Exceptions for Students with Compelling Circumstances

1. In the Board's discretion, the length of the time an individual student is required to be in school on instructional days may be varied for students with compelling

circumstances. Such variance will be established on an individual basis according to the student's IEP or Plan for College and Career Readiness.

[Utah Admin. Rules R277-419-14\(1\) \(February 7, 2025\)](#)

Policy 5035

Attendance Requirements and Procedures

A. Purpose

1. The Board of Education for Box Elder School District acknowledges that regular attendance is essential for a successful learning experience. Studies indicate consistent attendance is vital for enhancing student performance (Ginsburg et al., 2014). Arriving on time is crucial for achieving high academic success, as missed classes and tardiness can lead to significant learning gaps that are challenging to overcome.

B. Compulsory Education

1. Under Utah's compulsory education law, parents/guardians of a student who is at least six (6) years of age and not more than eighteen (18) years of age shall enroll and send their school-age students to school unless an exception applies as outlined in this policy releasing minors from school attendance. Attendance shall be in District schools or in some other district to which the student may legally be transferred, or in a regularly established private school. It is a class B misdemeanor for a parent to intentionally or without good cause fail to enroll a school-age minor in school, unless exempted as indicated below. The District shall report violations of this policy to the appropriate city, county, or district attorney.

C. Compulsory Education – Exemptions

1. Students who meet one or more of the following conditions to the satisfaction of the Board shall be exempt from compulsory attendance requirements and shall be given a certificate, issued by the Board, stating that the student is excused from attendance during the time specified on the certificate:
 - a. A child over 16 years old may receive a partial release from school to enter employment, or to attend a trade school, if the child has completed the eighth grade. Children receiving this exemption must still attend school part-time as required by the Board or home school part time as permitted in b.5 below.
 - b. On an annual basis, a school-age child under 18 years old 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:
 - 1) The child has already completed the work required for graduation from high school.

- 2) The child is in a physical or mental condition, certified by a competent physician if required by the Board, which renders attendance inexpedient and impracticable.
- 3) Proper influences and adequate opportunities for education are provided in connection with the child's employment.
- 4) The Superintendent determines that the child, if over 16 years old, is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.
- 5) The child's parent notifies the Board of Education of the intent to home school the child except to the extent that the child is dual-enrolled in a public school. (If an affidavit or other notice of home schooling of a student has previously been provided to the Board, no further notice is required.) A child receiving a partial release to enter employment under item C.1.a above may be excused from attending required part-time school to attend home school part time.
 - a) A parent or legal guardian of a child who attends a home school is solely responsible for:
 - i. the selection of instructional materials and textbooks;
 - ii. the time, place, and method of instruction, and
 - iii. the evaluation of the home school instruction.
 - b) Upon request of a parent or legal guardian, the District shall identify the knowledge, skills, and competencies a student is recommended to achieve by grade level and subject area to assist the parent or legal guardian in achieving college and career readiness through home schooling.

[Utah Code § 53G-6-204 \(2025\)](#)

D. Definitions, Roles, and Responsibilities

1. Parent(s)/guardians(s), students, and school personnel should make decisions that lead to excellent classroom attendance:
 - a. Students should arrive on time and attend every class they are enrolled in unless they have an excused absence.

- b. Parents/guardians are expected to ensure that their school-age child attends school as required by Utah law and to notify the school when their student is absent for a valid reason.
- c. A parent may excuse an absence via a school-approved messaging method within a reasonable timeframe but not to exceed one week after the absence.
 - 1) Valid Excuse:
 - a) An illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
 - b) mental or behavioral health of the school-age child;
 - c) a family death;
 - d) an approved school activity;
 - e) an absence permitted by a school-age child's
 - i. Individual Education Program; or
 - ii. Section 504 Accommodation plan;
 - f) Competition in a rodeo sanctioned by an international, non-profit organization dedicated to the development of sportsmanship, horsemanship, and character in youth through the sport of rodeo;
 - g) Prearranged family events
 - h) An absence permitted per [Subsection 53G-6-803\(5\)](#); or
 - i) any other excuse established as valid by the school district superintendent.
 - j) "Valid excuse" does not mean a parent's acknowledgment of an absence for a reason other than a reason described above, unless specifically permitted with the approval of the school district superintendent.
- 2. Teachers shall create a safe and engaging classroom that will encourage students to come to school and reach out to chronically absent students to find out in a supportive manner why they are missing school and what would help them attend more regularly.

3. The school's administrative staff shall reasonably accommodate parents and document efforts to resolve a student's truancy and chronic absenteeism problems.
4. The Board directs the Superintendent to develop procedures for managing student attendance, the requirements outlined in the State's Compulsory attendance law, and this policy to help students benefit from the District's education program. Included in the procedures will be:
 - a. Definitions - key definitions, expectations, and tracking for policy implementation. Definitions should include those listed in this policy under definitions.
 - b. General Procedures and Requirements - roles of students, parents, and employees.
 - c. Tiered Responses to Truancy and Chronic Absenteeism - outline of communication, interventions, and progressive support provided to students and parents.
 - d. School-Based Attendance Procedures - allowances for site-based attendance guidelines.
 - e. Student Membership and Enrollment - guidance in accounting for student attendance and engagement in calculating student membership; and
 - f. Appeal Process - due process for procedures for appealing district intervention and disciplinary actions.

Legal

Ginsburg, Alan, Phyllis Jordan and Hedy Chang, "Absences Add Up: How School Attendance Influences Student Success," Attendance Works, August 2014.

[Utah Administrative Rule R277-607](#)

[Utah Code § 53G-6-201 et seq.](#)

[Utah Code § 53G-6-801, et seq.](#)

[Utah Code 53G-8-211](#)

[Utah Code § 53G-9-202](#)

[Utah Code § 53G-9-801, et seq.](#)

[Utah Administrative Rule R277-419](#)

POLICY 6002

Government Data Privacy

A. Policy Application

1. This policy does not apply to student data, which is governed by [Policy 4175 Student Data Protection](#), [Policy 5100 Student Records](#), and the Family Educational Rights and Privacy Act (“FERPA”) and related provisions under [20 U.S.C. §§ 1232g](#) and [1232\(h\)](#). This policy implements the Government Data Privacy Act ([Utah Code Title 63A, Chapter 19](#)) and applies to personal data of individuals other than students which is collected and held by the District. This policy applies to all new processing activity (as defined below) implemented by the District. For any processing implemented by the District before May 7, 2025, the District shall, as soon as reasonably practicable but no later than July 1, 2027, identify **and document** any non-compliant processing activity, prepare a strategy for bringing it into compliance with the Governmental Data Privacy Act, and include that information in the annual privacy program report.

[Utah Code § 63A-19-401\(1\)\(b\), \(2\)\(a\)\(iii\), \(iv\) \(2026\)](#)

B. Definitions

1. As used in this policy:
 - a. “Personal data” means information that is linked or can be reasonably linked to an identified individual or an identifiable individual.
 - b. “Process,” “processing,” or “processing activity” means any operation or set of operations performed on personal data, including collection, recording, organization, structuring, storage, adaptation, alteration, access, retrieval, consultation, use, disclosure by transmission, transfer, dissemination, alignment, combination, restriction, erasure, or destruction.
 - c. “High-risk processing activities” means processing of personal data by the District that may have a significant impact on an individual’s privacy interests, based on factors that include:
 - 1) the sensitivity of the personal data processed;
 - 2) the amount of personal data being processed;

- 3) the individual's ability to consent to the processing of personal data; and
- 4) risks of unauthorized access or use.
- 5) Such activities may include use of facial recognition technology, automated decision making, profiling, genetic data of a living person, biometric data, or specific geolocation data as those terms are defined in [Utah Code § 63A-19-101](#).
- d. "Sell" means ~~an exchange the transfer~~ of personal data in exchange for monetary consideration by the District to a third party. It does not include a fee charged by the District for access to a record under GRAMA or assessed in accordance with an approved fee schedule.
- e. "Data breach" means the unauthorized access, acquisition, disclosure, loss of access, or destruction of personal data held by the District, unless the District concludes, according to standards established by the Utah Cyber Center, that there is a low probability that personal data has been compromised.

[Utah Code § 63A-19-101\(11\), \(18\), \(25\), \(28\), \(34\) \(2026\)](#)

C. Privacy Program

- 1. The District shall initiate a privacy program before December 31, 2025. The District may meet this requirement by completing the reporting requirement described below in "Annual Report."

[Utah Code § 63A-19-401\(2\)\(a\)\(i\), \(b\) \(2026\)](#)

[Utah Code § 63A-19-401.3 \(2026\)](#)

D. Restrictions on Collection and Dissemination of Personal Data

- 1. The District shall obtain and process only the minimum amount of personal data reasonably necessary to efficiently achieve a specified purpose. The District may only use personal data furnished by an individual for the purposes identified in the privacy notice provided to the individual. The District shall not establish, maintain, or use covert surveillance of individuals unless permitted by law. The District may not sell personal data unless expressly required by law. The District may not share personal data unless expressly permitted by GRAMA or other governing law.

[Utah Code § 63A-19-401\(2\)\(a\)\(ii\), \(3\) \(2026\)](#)

[Utah Code § 63A-19-402\(7\) \(2025\)](#)

E. Annual Report

1. The Superintendent or designee shall annually, before December 31, prepare **and provide to the Utah Data Privacy Office** a report that includes:
 - a. **Whether How** the District has initiated **a its** privacy program;
 - b. A description of:
 - 1) **Any The District's privacy program including** privacy practices **implemented-**
by the District;
 - 2) Strategies for improving **and maturing** the District's privacy program and practices; and
 - 3) The District's high-risk processing activities.
 - c. A list of the types of personal data that the District currently shares, sells, or purchases;
 - d. The legal basis for sharing, selling, or purchasing personal data; and
 - e. The category of individuals or entities:
 - 1) With whom the District shares personal data;
 - 2) To whom the District sells personal data; or
 - 3) From whom the District purchases personal data
 - f. The percentage of District's employees that have **fulfilled completed** the privacy training requirements; and
 - g. A description of any non-compliant processing activities identified and the District's strategies for bringing those activities into compliance.
 - h. The District will retain this report for at least five years.**

[Utah Code § 63A-19-401.3 \(2026\)](#)

F. Privacy Notice

1. The District shall provide a privacy notice to any individual (or for a minor who is not a student, the individual's legal guardian) from whom the District requests or collects personal data. If the personal data collected by the District would be classified as a public record under [Utah Code § 63G-2-301](#), the privacy notice shall consist of a statement that the individual's personal data may be available to the public as provided by [Utah Code § 63G-2-201](#). Otherwise, the notice shall describe:
 - a. The intended purposes and uses of the personal data;
 - b. The consequences for refusing to provide the personal data;
 - c. The classes of persons and entities:
 - 1) With whom the District shares personal data or
 - 2) To whom the District sells personal data; and
 - d. The record series in which the personal data is or will be included.
2. The District shall provide the privacy notice by one of the following means:
 - a. Posting the notice in a prominent place where the District collects the data;
 - b. Including the notice as part of a document or form used by the District to collect the data; or
 - c. Including as part of any document or form used by the District to collect personal data, a conspicuous link or QR code that links to an electronic version of the notice.
3. Upon request, the District shall provide a privacy notice regarding personal data previously furnished by the individual to an individual (or the individual's legal guardian if the individual is a non-student minor).

[Utah Code § 63A-19-402 \(2025\)](#)

G. Amendment or Correction of Personal Data

1. An individual or legal guardian of an individual may request that the District amend or correct personal data about the individual that has been provided to the District **or information concerning an identifiable individual which is contained in a record maintained by the District as allowed by law**. The request shall be in writing and shall specify how the personal data is inaccurate, misleading, or should otherwise be

changed. In evaluating the request, the District may ask for further information from the individual requesting the change. The District shall evaluate the request and determine whether the personal data should be amended or corrected and shall inform the requester in writing of the District's determination. A request does not obligate the District to make the amendment or correction sought.

[Utah Code § 63A-19-403 \(2026\)](#)

H. Website Domain Requirement

1. An "authorized top-level domain" means one of the following suffixes that follow the domain name in a website address: "gov", "edu", and "mil".
2. Beginning July 1, 2025, the District shall use an authorized top-level domain for the District website and for District email addresses. If the use of an authorized top-level domain by the District is otherwise prohibited, the District shall transition to an authorized top-level domain within 15 months **after the top-level domain is not otherwise prohibited**.

[Utah Code § 63A-16-110 \(2025\)](#)

I. Website Notice Requirement

1. A "user" is an individual who accesses a District website.
2. "User data" means any information about a user that is automatically collected by a District website when a user accesses the website. It includes information that identifies:
 - a. A user as having requested or obtained specific materials or services from a District website;
 - b. Internet sites visited by a user;
 - c. The contents of a user's data-storage device;
 - d. Any identifying code limited to a user of a District website; and
 - e. A user's IP or Mac address or session ID.
3. "Website tracking technology" means any tool used by a District website to monitor a user's behavior or collect user data.

[Utah Code § 63A-19-101\(38\), \(39\), \(40\) \(2026\)](#)

4. Each District website shall include notice to users of:
 - a. The District as the entity responsible for the website;
 - b. How to contact the District
 - c. The method by which a user may:
 - 1) Seek access to the user's personal data or user data;
 - 2) Request to correct or amend the user's personal data or user data;
 - 3) File a complaint with the state Data Privacy Ombudsperson; and
 - 4) How an at-risk government employee may request that the employee's personal information be classified as private under [Utah Code § 63G-2-302](#).
5. Each District website shall also provide notice of:
 - a. Any website tracking technology that is used to collect user data on the website;
 - b. What user data is collected by the website;
 - c. All intended purposes and uses of the user data;
 - d. The classes of persons and governmental entities with whom the District shares user data or to whom the District sells user data; and
 - e. The record series in which the user data is included.
6. These notices shall be provided by prominently posting the notice on the homepage of the website or by prominently posting a link to a separate webpage containing the notices.

[Utah Code § 63A-19-402.5 \(2025\)](#)

J. **Compliance with Cybersecurity Standards**

1. **The District shall comply with the minimum cybersecurity standards established by the Utah Cybersecurity Commission according to the phased implementation timeline established by the Commission. The District shall also designate a primary**

point of contact for cybersecurity matters who shall interface with the Cyber Center, the State Board of Education, and UETN, participate in cybersecurity information sharing initiatives coordinated by the Utah Cyber Center, and shall cooperate with statewide cybersecurity assessments and improvement initiatives. The District may designate a regional education service agency as the designated primary security contact for the District.

[Utah Code § 53G-8-902\(1\), \(2\) \(2026\)](#)

[Utah Code § 53G-8-903\(4\), \(5\) \(2026\)](#)

K. Data Breach Notification to Individuals

1. A data breach includes (but is not limited to) unauthorized access, unauthorized disclosure, loss of access to, or unauthorized destruction of personal data. The District ~~or its contractor~~ shall ~~give~~ send notice to an individual affected by a data breach after the District determines the scope of the breach and after restoring the reasonable integrity of the affected system, if necessary. (This notice is not required to be given if the personal data involved in the data breach would be classified as a public record under [Utah Code § 63G-2-301](#) and the District prominently posts notice of the data breach on the homepage of its website.) ~~The District or its contractor shall also give individual notice to each individual whose personal data is involved in a breach where the personal data is used or is reasonably likely to be used to commit theft, fraud, or other criminal acts.~~ The notice shall be given without unreasonable delay, except that the District ~~or its contractor~~ shall delay giving notice at the request of a law enforcement agency that determines that notice may impede a criminal investigation. In that case, the notice shall be given when the law enforcement agency informs the District that notice will no longer impede the criminal investigation. ~~The District shall also give notice to individuals as may be required by standards and procedures established by the Utah Cybersecurity Commission.~~
2. The notice shall include:
 - a. A description of the data breach;
 - b. The individual's personal data that was or may have been accessed;
 - c. Steps the District is taking or has taken to mitigate the impact of the data breach;
~~and~~
 - d. Recommendations to the individual on how to protect ~~themselves~~ the individual from identity theft and other financial losses.~~;~~~~and~~

~~e. Any other language required by the Utah Cyber Center.~~

3. Unless the District reasonably believes that giving notice would pose a threat to the safety of an individual or unless the individual has designated a preferred method of communication from the District, the District **or its contractor** shall provide notice by:
4. Mail or (if reasonably available and allowed by law), email; and
5. One of the following (if the individual's contact information is reasonably available and the method is allowed by law):
 - a. Text message, with a summary of the data breach notice and instructions for accessing the full notice; or
 - b. Telephone message, with a summary of the data breach notice and instructions for accessing the full notice.
6. If the data breach affects more than 500 individuals and the District is unable to obtain an individual's contact information to provide notice by one of these methods, the District shall also provide notice of the data breach in a manner that is reasonably calculated to have the best chance of being received by the affected individual or the legal guardian of the individual, such as through a press release, posting on appropriate social media accounts, or publishing notice in a newspaper of general circulation.

[Utah Code § 53G-8-903\(1\) \(2026\)](#)

[Utah Code § 63A-19-405 \(2026\)](#)

[Utah Code § 63A-19-406 \(2026\)](#)

L. Data Breach Notification to **Utah State Board of Education**, Utah Cyber Center and Attorney General

1. The District shall give notice to the **Utah State Board of Education**, Utah Cyber Center and the Utah Attorney General of a data breach that affects 500 or more individuals. The District shall inform the **Utah State Board of Education and Utah Cyber Center** of a data breach that affects fewer than 500 individuals but compromises the security, confidentiality, availability, or integrity of the computer systems used or information maintained by the District. **The notice to the State Board of Education shall be given within 24 hours of discovery of the breach. The District shall also inform the Attorney General when personal data is involved in a breach, and the personal data is used or is reasonably likely to be used to commit theft, fraud, or other criminal acts. The notice to the Cyber Center and Attorney**

General shall be given without unreasonable delay but in any event no later than five days after discovery of the breach.

2. The notice shall include:
 - a. The date and time the data breach occurred;
 - b. The date the data breach was discovered;
 - c. A short description of the data breach that occurred;
 - d. The means by which access was gained to the system, computer, or network;
 - e. The person who perpetrated the data breach;
 - f. Steps the District is taking or has taken to mitigate the impact of the data breach;
and
 - g. Any other details requested by the Utah Cyber Center.
3. If this information is not available within five days of discovering the breach, the District shall provide as much of the information as is available and supplement with additional information as soon as it becomes available.
4. If the data breach affects 500 or more individuals, the District shall also inform the Utah Cyber Center and the Utah Attorney General of the type of personal data involved in the breach and the total number of individuals affected by the breach, including the total number of Utah residents affected.
5. For any data breach that affects fewer than 500 individuals, the District shall as soon as practicable create an internal incident report containing the information required for a notice to the Utah Cyber Center and shall include additional information in this report as it becomes available. These internal incident reports shall be maintained and provided upon request to the Utah Cyber Center. The District shall also provide an annual report to the Utah Cyber Center which logs all the District data breach incidents affecting fewer than 500 individuals.
6. **The District shall cooperate with the Utah Cyber Center's investigation and response efforts. If the breach involves network infrastructure or services provided by UETN, the District shall coordinate with UETN.**

[Utah Code § 53G-8-903\(1\), \(2\) \(2026\)](#)
[Utah Code § 63A-19-405 \(2026\)](#)

M. Contractor Obligations

1. Any contractor that enters into or renews a contract with the District **on or after July 1, 2027**, and whose duties under the contract include processing personal data shall comply with this policy, except such contractors are not subject to the data privacy training requirements. The District's contract with such a contractor shall include this requirement.

[Utah Code § 63A-19-401.4 \(2026\)](#)

N. Staff Training

1. Each employee of the District shall complete a data privacy training program **created by the Utah Office of Data Privacy** within 30 days after beginning employment and at least once in each calendar year. **The training shall include instruction on:**
 - a. Data privacy best practices, obligations, and responsibilities;
 - b. The relationship between privacy, records management, and security;
 - c. The privacy interests and requirements of the Utah Government Data Privacy Act ([Title 63A, Chapter 19](#)); and
 - d. As applicable, the privacy interests and requirements of the Government Records Access and Management Act ([Title 63G, Chapter 2](#)).
2. The District shall ensure that each employee completes this required training. **The District may either use the data privacy training created by the Utah Office of Data Privacy or may use separate data training that meets the above requirements.**

[Utah Code § 63A-19-401.2 \(2026\)](#)

Policy adopted February 12, 2025

POLICY 4102

Grading: Grades K-7

A. Grading

1. Student work and assessments will be based on standards from the Utah State Curriculum.
2. Scores on report cards reflect what students know and are able to do in relation to content standards.
 - a. Teachers will provide students with multiple opportunities to demonstrate proficiency.
3. Student proficiency is measured in a variety of ways including projects, reports, tests, observations, discussions and performance tasks.
4. Extra credit will not be included in the proficiency score. Additional opportunities for all students to demonstrate proficiency will be provided through extensions and remediation.
5. Proficiency scores will be based on the Box Elder School District Elementary Grading scale.
6. Life skills, such as attendance, behavior, and work completion, are an essential part of the educational process. They are reported separately from content proficiency.
7. Extra credit will not be included in the proficiency score.
8. Based upon our current grade and school configuration, teachers in 7th grade will not include attendance in the calculation of their academic grades.

B. Reporting

1. Report cards will be issued a minimum of three times each school year.
2. Student proficiency data will be updated weekly using the electronic grade book.

3. Students and parents will be informed as soon as possible when a student's academic performance, citizenship, or behavior becomes unsatisfactory or shows a marked or sudden decline.

C. Interventions

1. Interventions (re-teaching) will be provided when a student performs below proficiency.
2. When intervention opportunities are provided within the school day, identified students will be required to participate.

D. Homework

1. See Box Elder School District [Policy 4100 Homework](#).

POLICY 4103

Academic Grading and Citizenship Marks for Grades 8-12

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

1. Formative Assessments is a process of checking student understanding during learning, providing feedback to both students and teachers to improve instruction and learning. It focuses on ongoing progress and adjustments, unlike summative assessments which evaluate learning at the end of a unit or course.
2. Extensions refer to the strategies and activities designed to extend and enrich the learning of students who have already demonstrated mastery of the core curriculum.
3. Interventions are strategies and supports implemented when students are not meeting learning goals. They are designed by teachers to address specific gaps in learning and help students achieve mastery.
4. Summative Assessments is a method of evaluation conducted at the end of a learning unit or period to determine a student's overall understanding and achievement. It's used to summarize what a student has learned and how well they have mastered the material covered.
5. Attendance may be used in the calculation of up to 10% of a student's academic grade. The marks of "X" (unexcused) and "S" (slough/truancy) are the only marks used in this calculation. No other attendance codes will be used.

B. Academic Grading

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

Letter
A

Numeric
93

A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70
D+	67
D	63
D-	60
F	0 - 59.49

3. Student grades will be measured through a variety of summative independent methods; including assessments, projects, reports, tests, observations, and performance tasks, etc.
 - a. Practice assignments and common formative assessments throughout the learning process will be given, placed in gradebook for students and parents to see but not counted on the student's grade. Feedback on these assignments/formative assessments will be given in a timely manner to help students better prepare for the summative assessments.
4. Following summative assessments, additional opportunities for all students to demonstrate increased proficiency will be provided by the teacher in a timely manner through interventions and extensions throughout the trimester.
 - a. Students may qualify for these additional opportunities until the end of the trimester by demonstrating to the teacher that they have acquired new learning through remediation or additional practice since their most recent assessment opportunity. Students should not delay seeking these additional opportunities to improve or extend their learning.
 - b. Teacher teams will determine and will communicate with students what is needed to re-take summative assessments. This process should be listed on the teacher's class disclosure per [Policy 4077 Course Disclosure Statements - Secondary](#).
 - c. In situations involving unforeseen circumstances, a teacher may give the student an incomplete grade at the end of the trimester which grants the student two additional weeks to retake the desired summative assessment.
 - d. When intervention opportunities are provided within the school day, identified students will be required to participate.

- e. Additional opportunities include re-doing assignments or re-taking quizzes and tests following an intervention in a timely manner.
 - f. Extra credit will not be included in the academic grade.
5. Attendance calculated into the academic grade is intended to help motivate and encourage students to attend classes. Applying attendance in grades should be used as a positive leverage and a reward for good attendance.
- a. As permitted by [Utah Code 53G-6-213](#), a teacher may include up to 10% of a student's final course grade based on class attendance. Teachers will include attendance grading criteria in each course disclosure statement.
 - b. Teacher teams are encouraged to have a unified practice.

C. Citizenship Marks

- 1. Each student will receive a citizenship mark at the end of each trimester from their teacher that will describe how well they did in the areas of classroom behavior, work completion, following classroom expectations and attendance including tardies.
- 2. Students will receive a citizenship mark as follows:
 - a. H: Honors
 - b. S: Satisfactory
 - c. N: Needs Improvement
 - d. U: Unsatisfactory
- 3. Cheating and Plagiarism
 - a. Students should be honest and submit work on assessments and assignments that represents their own current knowledge and understanding of a standard or topic.
 - b. A teacher may not assign an "F" solely due to cheating or plagiarism under this policy. The student should be disciplined according to school behavior policies and given a chance to demonstrate content mastery through a valid, original assessment/assignment.

- c. A student's citizenship mark should be lowered for this type of behavior.
- 4. Administrators may also issue an administrative U for inappropriate behavior at general school functions occurring before, during, or after school hours.
- 5. Unsatisfactory Citizenship marks that are not remediated may result in consequences that limit participation in school activities including extracurricular activities and graduation ceremonies.
 - a. Each school will communicate these limitations to all students including methods and deadlines on how to remediate unsatisfactory citizenship marks.

D. Reporting

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

POLICY 5305

Student Use of Electronic Devices

A. Effective Date

1. This policy is effective as of _____. The Board of Education will review this policy at least every three years. This policy was last reviewed by the Board on _____.

[Utah Code § 53G-7-1003\(2\)\(a\) \(2026\)](#)

B. Purpose

1. While in some instances the possession and use of electronic devices by a student at a school may be appropriate, often the possession and use of such devices or objects by students at school can have the effect of distracting, disrupting and intimidating others in the school setting and leading to opportunities for academic dishonesty and other disruptions of the educational process. The purpose of this policy is to vest in school administrators' authority to enforce reasonable rules relating to such objects or devices in the public schools. Some electronic devices used by students may be owned by the District ~~or by a District educational service provider~~ and provided to students for their use. This policy also addresses standards for student use of such District-~~owned~~~~provided~~ devices.

[Utah Code § 53G-7-1002 \(2018\)](#)

[Utah Admin. Rules R277-495-3 \(October 8, 2025\)](#)

C. Definitions

1. "SchoolClassroom hours" means the time ~~during which a student receives scheduled, teacher-supervised instruction that occurs:~~
 - ~~a. In a classroom setting (either physical or virtual);~~
 - ~~b. during regular school operating hours, and~~
 - c. ~~as part of an approved educational curriculum~~ from the beginning of the school day, as designated by the school's bell schedule, until the end of the school day, as designated by the school's bell schedule, including all instructional time, lunch periods, recess, and transition times between classes.

[Utah Code § 53G-7-227\(1\)\(d\) \(2026\)](#)

- d. ~~“Classroom hours” does not include: “Non-instructional time” means~~
- 1) Lunch periods;
 - 2) Recess; ~~and~~
 - 3) Transit time between classes.;
 - ~~4) Study halls (unless directly supervised by a qualified instructor);~~
 - ~~5) After-school activities unless part of an approved extended learning program;~~
~~or~~
 - ~~6) Independent study time occurring outside of scheduled instruction.~~

[Utah Code § 53G-7-227\(1\)\(c\) \(2025\)](#)

2. “Cellphone” means:
- a. A smartphone, a feature phone, a mobile phone, a satellite phone, or a personal digital assistant that incorporates capabilities similar to a smartphone, feature phone, mobile phone, or satellite phone;
 - b. A smart watch, as defined below; or
 - c. Emerging technology, as defined below.

[Utah Code § 53G-7-227\(1\)\(b\) \(2026\)](#)

3. “Smart watch” means a wearable computing device that closely resembles a wristwatch or other time-keeping device with the capability to act in place of or as an extension of an individual’s cellphone. It does not include a wearable device that can only tell time, monitor an individual’s health informatics, receive and display notifications or information without the capability to respond, or track the individual’s location.

[Utah Code § 53G-7-227\(1\)\(e\), \(f\) \(2026\)](#)

4. ~~“AI glasses” means wearable eyewear, whether prescription or non-prescription, that:~~

- a. Incorporates one or more sensors, including cameras, microphones, accelerometer, gyroscopes, or biometric sensors;
- b. uses artificial intelligence, machine learning algorithms, or neural networks to process, analyze, or interpret data captured by the sensors in real-time or near real-time;
- c. provides information, overlays, translations, identification, or other augmented content to the wearer through visual displays, audio output, or haptic feedback; and

[Utah Code § 53G-7-227\(1\)\(a\)\(i\) \(2026\)](#)

5. “AI glasses” does not include:

- a. prescription eyeglasses or sunglasses without electronic components;
- b. wearable devices used solely for reading glasses or vision correction without data collection or processing capabilities;
- c. protective eyewear that contains only passive sensors without artificial intelligence processing capabilities; or
- d. virtual reality headsets designed primarily for immersive gaming or entertainment that are not suitable for continuous wear in public settings.

[Utah Code § 53G-7-227\(1\)\(a\)\(ii\) \(2026\)](#)

6. “Emerging technology” means any device that has or will be able to act in place of or as an extension of an individual’s cellphone. It does not include devices provided or required by the school.

[Utah Code § 53G-7-227\(1\)\(d\) \(2026\)](#)

7. “Electronic device” means a cellphone and any other kind of device that is used for audio, video, or text communication or any other type of computer or computer-like instrument.

[Utah Admin. Rules R277-495-2\(3\) \(October 8, 2025\)](#)

[Utah Admin. Rules R277-495-4\(1\)\(a\) \(October 8, 2025\)](#)

8. “District-~~owned~~~~provided~~ electronic device” means an electronic device which is identified as being owned, provided, issued, or lent to a student by the District ~~or a District educational service provider.~~

[Utah Admin. Rules R277-495-2\(2\), \(7\) \(October 8, 2025\)](#)

9. “Guest” means an individual who is not a student, employee, or designated volunteer of the District who is on school property or at the site of a school-sponsored activity or event.

[Utah Admin. Rules R277-495-2\(3\) \(October 8, 2024\)](#)

10. “Inappropriate matter” means pornographic or indecent material as defined in [Utah Code § 76-5c-208\(1\)\(a\)\(iii\)](#) and [Utah Code § 53G-10-103](#).

[Utah Admin. Rules R277-495-2\(4\) \(October 8, 2024\)](#)

11. “Individualized suspicion” means:

- a. Information that an individual has violated a policy;
- b. This is generally required for a constitutional search (including a search of personal belongings);
- c. Exceptions are possible when the privacy interests implicated by a search are minimal and where other safeguards are available;
- d. This standard is not as exacting in the public school setting as in criminal law.

12. “Medical necessity” means:

- a. A student’s illness, with or without a health care professional’s documentation; or
- b. A student’s recurring illness or medical problem(s).

13. “Parent” is the person(s) who has legal responsibility for the student’s education.

14. ~~“Parent-accessible monitoring system” means a technology platform that enables a parent to review the activity of the parent’s student on school-managed devices.~~

[Utah Code § 53G-7-1003\(1\)\(a\) \(2026\)](#)

15. “Preapproved content filtering system” means a method of internet access control that permits use only of the websites or online resources the school approves.

[Utah Code § 53G-7-1003\(1\)\(c\) \(2026\)](#)

16. “Reasonable suspicion”

- a. Reasonable suspicion need not be based on a single factor, but can be based on the totality of the circumstances;
- b. It can be based on the aggregate effect of all information available at the time of a search;
- c. It does not require absolute certainty, but only “sufficient probability,” the sort of common-sense conclusion about human behavior upon which practical people are entitled to rely.

D. Use of District-~~Owned~~~~Provided~~ Electronic Devices

1. District-~~owned~~~~provided~~ electronic devices must be used in accordance with the specific rules and conditions related to the issuance of the device to the student, including rules on care and maintenance of the device, any restrictions on personal uses of the device, and rules relating to installation or use of software on the device. Students may not use any District-~~owned~~~~provided~~ electronic device to access inappropriate matter, nor may students use any District-~~owned~~~~provided~~ electronic device to hack (obtain unauthorized access or interfere in any way with) any network or any electronic device. Students may not use any District-~~owned~~~~provided~~ electronic device in any way that significantly impairs academic excellence. Students may not use any District-~~owned~~~~provided~~ electronic device in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, or guests. Regardless of location, use of District-owned electronic devices must comply with [Policy 4178 Internet Use](#), [Policy 5270 Student Rights and Responsibilities: Bullying, Cyberbullying, Hazing, and Abusive Conduct](#), and other student conduct policies.

[Utah Code § 53G-7-1003\(3\) \(2026\)](#)

[Utah Admin. Rules R277-495-4\(1\)\(b\), \(c\), \(e\) \(October 8, 2025\)](#)

2. District-~~owned~~~~provided~~ electronic devices are the responsibility of the students to whom they are issued, both with respect to loss or damage of the device and with respect to misuse of the device. When the recipient student allows another to use a District-~~owned~~~~provided~~ electronic device, the recipient student is jointly responsible for any misuse of the device.

[Utah Admin. Rules R277-495-4\(2\)\(d\) \(October 8, 2025\)](#)

3. Students have no expectation of privacy regarding the contents or use of District-owned electronic devices. The devices shall have filtering software or other restrictions in place to prevent students from accessing inappropriate matter. However, the failure of such filtering software or mechanisms does not prevent a student from being disciplined for accessing inappropriate matter. Teachers or administrators may directly or remotely view, control, search, or otherwise access District-~~owned~~provided electronic devices at any time. Each student's parent may review the student's activity on District-provided electronic devices through a parent-accessible monitoring system. Upon request of a student's parent, the student's use of a District-provided electronic device will be subject to use of a preapproved content filtering system.

[Utah Admin. Rules R277-495-4\(1\)\(c\) \(October 8, 2025\)](#)

[Utah Code § 53G-7-1002 \(2018\)](#)

[Utah Code § 53G-7-1003\(3\) \(2026\)](#)

4. District-~~owned~~provided electronic devices remain the property of the District or of the educational service provider. Use of a District-~~owned~~provided electronic device in violation of any District policy may result in the device being confiscated from the student, which may result in missed assignments, inability to complete required assessments, and possible loss of credit or academic grade consequences, in addition to any other appropriate disciplinary sanctions.

[Utah Admin. Rules R277-495-4\(2\)\(b\), \(5\)\(c\) \(October 8, 2025\)](#)

- E. Student Use of Cellphones and AI Glasses
- F. Students in grades K-7 may not use cellphones during classroom school hours except under the specific circumstances outlined in the following sections. Students may not use AI glasses during school hours under any circumstances.
 1. Students may have cellphones in their possession during classroom school hours.
 2. Cellphones must remain out of sight during classroom school hours AND be turned off.
 3. A cellphone may be confiscated if a student uses it during classroom school hours.
 4. Confiscated cellphones may be retrieved by individuals designated by the school. Students may also be subject to school discipline.

5. A school shall, by written policy, establish a warning schedule for student violations which all school employees shall follow.
6. Student cellphones inappropriately used or disclosed may be subject to search by school administrators based on reasonable suspicion.

[Utah Code § 53G-7-227\(2\) \(2026\)](#)

[Utah Admin. Rules R277-495-4\(2\)\(b\), \(5\)\(c\) \(October 8, 2025\)](#)

7. ~~Students may use cellphones during classroom hours as follows:~~
 - ~~a. To address a medical necessity.~~
 - ~~b. As provided in the student's IEP or Section 504 accommodation plan~~
 - ~~c. To use the SafeUT Crisis Line.~~
 - ~~d. To respond to an imminent threat to the health or safety of an individual.~~
 - ~~e. To respond to a school-wide emergency.~~
8. The District may establish a policy that provides for other circumstances when a student may use a cellphone, smart watch, AI glasses, or emerging technology during the school day.

[Utah Code § 53G-7-227\(3\)\(a\)\(ii\)\(A\) \(2026\)](#)

9. A student may briefly use a cellphone during non-instructional time in a specified area designated by the school for such use if the student's parent has requested that the student be permitted to do so.

[Utah Code § 53G-7-227\(3\)\(a\)\(ii\)\(B\) \(2026\)](#)

- G. Students in grades 8-12 may not use cellphones during instructional hours except under the specific circumstances outlined in the following sections. Students are allowed to use cellphones during class breaks and lunch time. Students may not use AI glasses during school hours under any circumstances.
 1. Students may have cellphones in their possession during school hours.
 2. Cellphones must remain out of sight during classroom hours AND be turned off.

3. A cellphone may be confiscated if a student uses it during classroom hours.
4. Confiscated cellphones may be retrieved by individuals designated by the school. Students may also be subject to school discipline.
5. A school shall, by written policy, establish a warning schedule for student violations which all school employees shall follow.
6. Student cellphones inappropriately used or disclosed may be subject to search by school administrators based on reasonable suspicion.

[Utah Code § 53G-7-227\(2\) \(2026\)](#)

[Utah Admin. Rules R277-495-4\(2\)\(b\), \(5\)\(c\) \(October 8, 2025\)](#)

H. Students may use cellphones during classroom hours as follows:

1. To address a medical necessity.
2. As provided in the student's IEP or Section 504 accommodation plan
3. To use the SafeUT Crisis Line.
4. To respond to an imminent threat to the health or safety of an individual.
5. To respond to a school-wide emergency.

[Utah Code § 53G-7-227\(3\)\(a\)\(i\) \(2026\)](#)

[Utah Code § 53H-4-210 \(2025\)](#)

[Utah Admin. Rules R277-495-4\(5\)\(d\) \(October 8, 2025\)](#)

I. General Standards for Student Use of Electronic Devices

1. Students may not use any electronic device to access inappropriate matter while on school property or while using District connectivity or while using equipment provided by a District educational service provider. Students may not use any electronic device to hack (obtain unauthorized access or interfere in any way with) any school network or any District electronic device or electronic device of a person associated with the school. Students may not use any electronic device in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, or guests. Use of student electronic devices at school must comply with [Policy 4178](#). Regardless of location, use of student electronic devices must comply with [Policy 5270](#), and other student conduct policies. Misuse of student electronic devices in a manner that causes disruption at school or school-sponsored activities,

programs, or events may result in discipline under the school disciplinary policies (including where warranted suspension or expulsion) and may result in notification to law enforcement authorities.

[Utah Code § 53G-7-1002 \(2018\)](#)

[Utah Admin. Rules R277-495-4\(1\)\(c\), \(2\)\(b\), \(f\) \(October 8, 2025\)](#)

2. Use of a student electronic device in violation of this or other District policies may result in confiscation of the device as provided herein, may result in the school contacting a parent to address the violation, and may result in such other disciplinary sanctions as provided for under this or other student conduct policies. In addition, where such use is in violation or believed to be in violation of an applicable law, regulation, or ordinance, school administrators or teachers may notify law enforcement or other appropriate authorities and the student may be subject to criminal or other penalties provided by law.

[Utah Admin. Rules R277-495-4\(2\)\(c\), \(e\) \(October 8, 2025\)](#)

3. Students may not be required to use a privately owned electronic device to complete course work.

[Utah Admin. Rules R277-495-4\(2\)\(g\) \(October 8, 2025\)](#)

J. Consequences for Violation of Policy

1. Student will receive one warning prior to discipline for violation of this policy, as determined by the school.
2. Parent(s) or their designated individuals, upon identification, may retrieve their student's electronic device during school hours or by appointment.
3. A school may impose other consequences for a student's violation of the electronic device policy only following notice of such policy to the school community. Such penalties are not exhaustive and more than one penalty may be imposed, if warranted. Such penalties may include:
 - a. loss of electronic device privileges
 - b. disciplinary letter
 - c. in-school suspension
 - d. suspension

e. loss of extracurricular or honor privileges or recognition

4. If students are defiant and will not cooperate with school administrators and/or will not surrender electronic device(s), the designated school administrator may take appropriate action for the safety and well-being of the student and other students or employees at the school. The school principal or designee shall notify a parent immediately of additional penalties.

K. Reporting misuse of electronic devices

1. Students should report any misuse of electronic devices by an employee to the principal or other appropriate administrator. Students should report misuse of electronic devices by other students to a teacher or an administrator. Misuse of electronic devices by guest should be reported to the principal or other appropriate administrator.

[Utah Admin. Rules R277-495-4\(4\)\(b\) \(October 8, 2025\)](#)

L. Training

1. Each school shall, within the first 45 days of each school year, provide school-wide or in-classroom training to students that covers:
 - a. The District's internet and electronic device policies ([Policy 4178](#) and [Policy 5270](#));
 - b. The importance of digital citizenship;
 - c. The District and school's student conduct and discipline policies;
 - d. The benefits of connecting to the internet and using the school's internet filters while on school premises; and
 - e. The discipline related consequences of violating internet and electronic device policies.

[Utah Admin. Rules R277-495-5 \(October 8, 2025\)](#)

M. Notice to Student and Parents of Policy

1. **Notice of availability of this policy will be posted in a conspicuous place in each school.** A copy of this policy shall be made available in printed form at the District

offices and a copy of this policy or a clear electronic link to this policy shall be made available on the District's website. Individual school policies shall be made available in printed form at the school offices and a copy of those policies or a clear electronic link to those policies shall be made available on the school's website. Parents and students shall receive annual written notice of District and school electronic device policies, which may be satisfied by the website posting, publishing the policy in a school handbook or directory, sending the policy to the student's home or any other reasonable means.

[Utah Code § 53G-7-1003\(3\) \(2026\)](#)

[Utah Admin. Rules R277-495-3\(4\), \(5\) \(October 8, 2025\)](#)

2. Parents and students shall receive notice of changes in District or school electronic device policies in a timely manner and through reasonable means.
3. A copy of the most current policy shall always be available in the main office of the school and shall be posted online on the school website, if a school has a website.
4. Schools may require that parents return a copy of the policy with signature indicating that parents have had access to the policy.
5. Information to parents should include exceptions to the policy and potential consequences for students. Information to parents shall provide clear information of how best to contact students during school hours or activities, in lieu of immediate contact by electronic device.
6. Students and parents shall be notified that law enforcement may be contacted, at school's discretion, if circumstances warrant such contact.
7. Complaints about this policy, enforcement of this policy, or observed behavior may be addressed through bringing the complaint to a school administrator and through the other procedures outlined in [Policy 6040 Public Complaints](#).

[Utah Code § 53G-7-1003\(3\)\(f\) \(2026\)](#)

N. Confiscated Student Electronic Devices

1. Only licensed school personnel (unless other employees are specifically identified in policy) may confiscate student electronic devices. Licensed school employees are discouraged from searching or reviewing material or numbers stored on student electronic devices except with reasonable suspicion that would warrant a search. Licensed school employees may search an electronic device based on their reasonable suspicion that the student has violated this policy or another District

policy. To the extent justified by the nature of the violation for which the reasonable suspicion exists, the search may include text messages, photo files, and calls (recent, missed, or dialed).

2. Schools will do their best to guard and protect confiscated student electronic devices, but are not responsible for loss, damage, or theft.
3. Schools will make a good faith effort to notify parent(s) or their designated individuals that a student's electronic device is in the school's possession and, time and resources permitting, will maintain possession of such devices until the end of the school year, at which time the school may dispose of the device. Prior to disposal of devices, schools shall attempt to clear all personal data.

O. Other Provisions

1. Picture taking or video or audio recording by students is strictly forbidden in school or school activity private areas, such as locker rooms, counseling sessions, washrooms, and dressing areas. Students are further prohibited from using electronic devices to transmit any such recordings. Students are prohibited from using electronic devices in any way which would cause invasions of the reasonable privacy expectations of students or school staff or guest.

[Utah Admin. Rules R277-495-4\(5\)\(a\) \(October 8, 2025\)](#)

2. Any inappropriate use of electronic devices or the use of these electronic devices to threaten or harass other students or school employees, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication, will result in the immediate confiscation of the device. Electronic devices that contain images of minors in a nude or semi-nude state will be confiscated and turned over to law enforcement. Confiscated electronic devices will be returned to the parent of the student when the school has completed any investigation and the issue has been completely resolved.
 - a. Any use of an electronic device or camera to record sounds or images or otherwise capture material in an unauthorized setting or at an unauthorized time shall subject the user of the device to increased discipline based on the circumstances and whether the student has been involved in prior violations of this policy.
 - 1) The use of any electronic device or camera to threaten, bully, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty will result in appropriate discipline.

- b. The use of any electronic device in a manner which may be physically harmful to another person, such as shining a laser in the eyes of another student, will result in appropriate discipline. When a student repeatedly engages in such behavior, the punishment may be increased as is appropriate.
- 3. Electronic devices that are confiscated for inappropriate use at school may be searched if there is reasonable suspicion to believe that the device has evidence of a violation of a school policy or law. The search must be limited to applications and areas of the device (texts, photo files, calls) where evidence of the violation may be contained, based on the information the administrator received. Evidence of a violation of a policy or law may be used for disciplinary action, and may be turned over to law enforcement if the evidence implicates a crime.
- 4. If an administrator receives information that an electronic device contains images of minors in a nude or semi-nude state, administrators will confiscate the device and contact law enforcement.
- 5. Students bring their electronic devices on school property or to school activities at their own risk. The school is not responsible for lost, stolen or damaged student electronic devices.
- 6. Students are strictly responsible for their own electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse of the device and policy violation(s) committed with the device.

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

A Work Session was held at 2:00 pm at the Independent Life Skills Center, 960 S. Main St., Brigham City, UT 84302.

Keith Mecham, Superintendent, presented a leadership activity to help the Board and District Leadership understand each other's leadership style, strengths and weaknesses.

Keith Mecham, Superintendent, led a discussion of efforts to create a 5-year strategic plan for BESD. A survey was created to solicit public feedback on which areas the District should focus on as a strategic plan is created.

Lindsay James and Darren Underwood, auditors from the Office of Legislative Auditor General, briefed the Board on the planned audit of BESD.

Coerina Fife, Executive Director of Human Resources and Title IX, provided an update on the planned personnel audit. She presented an overview of each of the firms who submitted a proposal.

Tiffani Summers, Board President, solicited feedback from the Board on forming a Community Outreach/ Public Relations Committee.

Neil Stevens, Business Administrator, provided an update on the next steps for the lease purchase agreement. The District is currently working on a presentation to the credit rating agency to obtain a credit rating. After the credit rating is given by the rating agency, the District will proceed to fund the lease purchase agreement, and the funds should be available to the District in August.

Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning, led a discussion on boundary adjustments and the upcoming demographic study with MGT.

Jerry Jackman, Director of Facilities, led a discussion on the naming of schools under Policy 1222. The new elementary school being constructed in West Tremonton will need to be named. The sooner that it is named, the easier it will be to select school colors and to create a school logo.

Keith Mecham, Superintendent, led a discussion on future policy changes surrounding early literacy and electronic device prohibition for students.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder County School District, held Wednesday evening July 8, 2026, at 6:30 p.m. at Independent Life Skills Center, 960 S. Main St., Brigham City, UT 84302.

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

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

Recognitions

Jamie Kent, Public Information Officer, recognized Sarah Taylor for being named the top science scholar in the KSL Deseret News Sterling Scholar awards. This is the first time that a student from Box Elder School District has received this award. Sarah shared that she will be attending Utah State University in the fall to study plant science and physics.

Approval of Agenda

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

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

Public Comment

Ben Soholt provided public comment criticizing the Board's decision to approve a lease purchase agreement to finance school construction in lieu of seeking voter approval via the ballot. He also questioned spending about \$500,000 on an artificial turf field, noting a 25-year recovery horizon exceeds the turf's 10–12 year lifespan.

Action Items

Approval of Sex Education Committee

Ben Willey, CTE Director, presented the Sex Education Committee for approval to the Board. Policy 4105 requires that the Board approve the members of the committee each year. The following people are proposed to be on the committee: Rachel Lott, Health Services Supervisor Ben Wiley, CTE Director, AJ Gilmore, Assistant Superintendent, Jeff Morris Director of Assessment, ELL & Migrant, Vanica Crane, Garland Elementary – Principal, Clark Funk Harris Intermediate – Principal, Chelsy Schneringer BEHS - Health Teacher, Shamra Nielsen BRMS - Health Teacher, Stephanie Worthy Parent - BEHS, Debbie Lewis Parent - BRMS, Kristen Nation Parent - BEMS, Jenni Owens Parent – BEHS, Holly Durfee Parent - BRHS, Harris, Shaun Norton Parent – BRHS, and Allena Pierce Bear River Health Department.

Danielle Wright motioned to approve the members of the Sex Education Committee as presented. Stephanie DeFilippis seconded the motion, which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes

Bryan Smith – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis - Yes

Information Items

Bullying Report

Ben Willey, CTE Director, presented the FY26 Bullying and Harassment Report. The following trends were noted: minor offenses and office referrals are down for the 2025–2026 school year; bullying and harassment accounted for 1.2% of referrals, down from 3.4% last year.

For FY27, the District will focus efforts in the following areas: continue staff training on accurate harassment and bullying reporting; improve elementary tier-one response with a new program called MASKOP; and work to implement a comparable tier-one component in secondary schools

Monthly Financial Report

Neil Stevens, Business Administrator, presented the monthly financial report. He shared that the District is on track with financial projections for the end of the fiscal year. Revenue is in line with budgets, and the overall financial position is stable and aligned with the budget. At this time, the business office is working on closing out the prior fiscal year and implementing the new fiscal year budget. The annual audit will begin on August 17th and will run through November.

Board Committee Reports

Karen Cronin noted that the Boys and Girls Club fundraiser dinner at their new facility was a great success.

July Employees Appreciation

Heidi Jo West, Assistant Superintendent of Elementary Instruction, presented employee appreciation. In lieu of the monthly ESP and Teacher of the Month recognitions, the awards for this month recognize our high achieving teachers as far as student academic achievement on the state assessments. The first one has every teacher in the District from kindergarten through third grade that had more than 90% of their students scoring proficient on the Acadience assessment at the end of the year. Those names with an asterisk indicate that 100% of the students achieved the benchmark on the Acadience assessment.

The following teachers had more than 90% of their students achieve reading benchmark on the Acadience assessment: Angela Allen, Kameron Anderson, Katrina Argyle, Kimberly Baker, Bunny Barnett, Daniel Blaisdell, Angela Cannon*, Candice Coburn*, Bonnie Davis, Andrea Dean*, Brandy Drollinger*, Marissa Durrant, Cheryl Faerber*, Cindy Fannesbeck, Aubrey Hammond*, Erica Hannah, Whitlee Ivie*, Heidi Jensen, Nicole Jensen, Jessica Low, Camille McDermott, Wendy McKee*, Hayden Merritt*, Candice Nichols, Katherine Nielsen*, Krisha O Bray*, Tammy Pedersen, Rebecca Rhodes, Sarah Robinette, Karly Roberts, Danielle Scothern, Michele Southwick*, Elizabeth Spotten, Michele Vincent*, Sandy Warner, Ila White, Tiffany Wilcox, Jana Young, Sarah Finlinson, Angela Allen*, Ashley Anderson, Kimberly Baker, Bunny Barnett, Daniel Blaisdell, Angela Cannon*, Candice Coburn*, Andrea Dean*, Brandy Drollinger, Marissa Durrant, Cheryl Faerber*,

Sarah Finlinson, Cindy Foncesbeck, Aubrey Hammond*, Erica Hannah, Lauri Hawkins, Whitlee Ivie*, Maegyn Ipsen, Nicole Jensen, Jenny Marble, Heather Morrey, Camille McDermott, Wendy McKee*, Hayden Merritt*, Candice Nichols, Katherine Nielsen*, Kelli Nessen, Krisha Obray*, Alyssa Ogden, Abigail Hickman*, Jodi Pedersen, Tammy Pedersen, Rebecca Rhodes*, Sarah Robinette*, Isabelle Saunders, Danielle Scothern, Michele Southwick*, Elizabeth Spotten*, Michele Vincent*, Sandy Warner, Ila White and Jana Young.

The following teachers had 70% or more of their students score proficient for ELA on the Rise Assessment: Wendy McKee*, Abigail Hickman, Trisha Day, and Tiffani Roche*. An asterisk indicates that more than 80% of students achieved proficiency.

The following teachers had 70% or more of their students score proficient for math on the Rise Assessment: Wendy McKee*, Trisha Day*, Natasha Wight, Bobbi Fessler, Tiffani Roche*, Jenna Sheets*, Lori Dooley, Ashlee Hendricks, Natalie Lund, Olivia Bailey, and Sheri Bradshaw. An asterisk indicates that more than 80% of students achieved proficiency.

The following teachers had 70% or more of their students score proficient for science on the Rise Assessment: Grace Tang*, Duberlys Cha, Cesar Rueda, Bobbi Fessler*, Matthew Taylor*, Heather Horrocks, Jennifer Adams, and Abby Orgill. An asterisk indicates that more than 80% of students achieved proficiency.

Policy Review

Second Reading

Policy 1250 Professional Learning Communities
Policy 3038 Highly Needed Educator Salary Supplement
Policy 3091 Postpartum and Parental Leave
Policy 4050 Grades 6-8 Middle Level General Core Requirements
Policy 3044 Orderly School Termination for Employees

Karen Cronin motioned to approve the policies on second reading as presented. Bryan Smith seconded the motion, which passed unanimously.

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

Consent Calendar

Karen Cronin moved to accept the consent items. The motion was seconded by Julie Taylor. The motion passed unanimously.

Tiffani Summers – Yes

Danielle Wright – Yes
Karen Cronin – No
Bryan Smith – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie Defilippis - Yes

The Consent Calendar included the following items:

Approval of the minutes of the regular meetings of June 10th.

Approval of claims numbered: 56806 – 57125, 5061026, 7063026, 8022026, 8032026, 8052926, 9060226, 9063026, 101674 – 101685, 1108058 – 1108261, 507 – 586, 16800665 – 16800668, 30403321 – 30403323, 30803992 – 30804003, 40403585 – 40403596, 40805003 – 40805020, 70416538 – 70416605, 70816604 – 70816688, 77800658 - 77800659 and the ACH and school activity checks for the month of June 2026.

Personnel Items

As detailed in the agenda.

150 Mile Trip

As detailed in the agenda

Suggestions for Future Board Meetings

Next month the Board will hold a discussion on the name of the new elementary school in the work session.

Closed Session for the Sale or Lease of Real Property

Karen Cronin motioned for the Board to move into closed session for the purposes of discussing the sale or lease of real property. Bryan Smith seconded the motion, which passed unanimously.

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

Karen Cronin motioned for the Board to move out of closed session, which passed unanimously.

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

Adjournment

With the announcement that the next meeting will be held on Wednesday, August 12th, 2026 at 6:30 p.m. at the Independent Life Skills Center, President Tiffani Summers adjourned the meeting at 7:09 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator President, Board of Education
Box Elder School District

Check Register Summary

BOX ELDER DATABASE

Batch Year: 27 Bank: All Date Range: 07/01/2026 - 07/31/2026

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00057126	C	07/09/2026	812477	ALSCO/AMERICAN LINEN	1,133.03
01	00057127	C	07/09/2026	25909	AMERIGAS PROPANE	78.88
01	00057128	C	07/09/2026	85556	BEAR RIVER HEALTH DEPARTMENT	105.00
01	00057129	C	07/09/2026	85768	BEAR RIVER SEWER DEPT	255.50
01	00057130	C	07/09/2026	100913	BORDER STATES INDUSTRIES, INC	3,279.47
01	00057131	C	07/09/2026	104370	BOX ELDER NEWS JOURNAL	25.45
01	00057132	C	07/09/2026	108217	BRIGHAM CITY CORPORATION	81,457.42
01	00057133	C	07/09/2026	123130	CACHE COUNTY SCHOOL DISTRICT	40,815.23
01	00057134	C	07/09/2026	73016	CANON U.S.A., INC	6,307.38
01	00057135	C	07/09/2026	819370	CLASSICAL STRINGS / G WILHELMSSEN	923.70
01	00057136	C	07/09/2026	1490	COGNIA INC	105.00
01	00057137	C	07/09/2026	110789	CORE BUSINESS TECHNOLOGIES (SIP)	39.95
01	00057138	C	07/09/2026	162470	CRUS OIL INC	3,082.43
01	00057139	C	07/09/2026	102017	DAVIS SCHOOL DISTRICT	2,900.00
01	00057140	C	07/09/2026	78352	DBT IN SCHOOLS, LLC	12,530.00
01	00057141	C	07/09/2026	78948	DESERT ROCK CAPITAL	348.18
01	00057142	C	07/09/2026	109652	DREWES FLORAL & GIFTS	80.95
01	00057143	C	07/09/2026	729332	ECONO WASTE INC	1,520.00
01	00057144	C	07/09/2026	107136	ERS HEATING & COOLING	14,973.00
01	00057145	C	07/09/2026	304217	GARLAND CITY	10,640.98
01	00057146	C	07/09/2026	56782	GOLDEN SPIKE ELEMENTARY	1,000.00
01	00057147	C	07/09/2026	324430	GRAYBAR ELECTRIC COMPANY INC	1,272.00
01	00057148	C	07/09/2026	78468	IN THE HOOD, LLC	184.00
01	00057149	C	07/09/2026	111125	IML SECURITY SUPPLY	4,080.74
01	00057150	C	07/09/2026	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	1,447.67
01	00057151	C	07/09/2026	57568	LANGUAGE ACCESS NETWORK LLC	65.57
01	00057152	C	07/09/2026	530755	LOGAN SCHOOL DISTRICT	7,265.76
01	00057153	C	07/09/2026	111284	ANDREW MILLER	722.87
01	00057154	C	07/09/2026	29858	MOUNTAINLAND SUPPLY COMPANY	24,058.21
01	00057155	C	07/09/2026	111273	NUCO2 LLC	2,451.92
01	00057156	C	07/09/2026	66435	OBSERVERTAB, LLC	1,762.00
01	00057157	C	07/09/2026	49859	JACKSON GROUP PETERBILT, INC.	9,393.19
01	00057158	C	07/09/2026	700077	PERRY CITY	259.22
01	00057159	C	07/09/2026	8184	KIM PETERSON	36.58
01	00057160	C	07/09/2026	732367	RAFT RIVER RURAL	929.74
01	00057161	C	07/09/2026	60291	RENEGADE RENTALS LLC	105.23
01	00057162	C	07/09/2026	892645	ROCKY MOUNTAIN POWER	21,186.62
01	00057163	C	07/09/2026	762360	RUPP WASTE CONTAINERS INC	1,193.28
01	00057164	C	07/09/2026	70831	S & D CARWASH MANAGEMENT LLC	215.91
01	00057165	C	07/09/2026	50369	S & P BRAKE SUPPLY, INC	658.26
01	00057166	C	07/09/2026	25976	SHERWIN-WILLIAMS	6,052.43
01	00057167	C	07/09/2026	802087	SNOWVILLE WATERWORKS INC	1,108.50
01	00057168	C	07/09/2026	7323	SQUARE ONE PRINTING	226.00
01	00057169	C	07/09/2026	65374	SUMMIT FIRE & SECURITY LLC	375.00
01	00057170	C	07/09/2026	110914	SUPERIOR WATER AND AIR INC	35.95
01	00057171	C	07/09/2026	824825	SWANSON BUILDING MATERIALS INC	30.00
01	00057172	C	07/09/2026	111109	TOM RANDALL DIST	3,811.90
01	00057173	C	07/09/2026	109356	TRANSPORT DIESEL INC	156.13
01	00057174	C	07/09/2026	55034	UTAH PARENT CENTER, INC	3,738.64
01	00057175	C	07/09/2026	101369	UTAH SCHOOL BOARDS ASSOCIATION	23,321.00
01	00057176	C	07/09/2026	892916	DGO FUEL NETWORK TEAM	12,010.72
01	00057177	C	07/09/2026	924155	WASTE MGMT OF UTAH INC	6,501.15
01	00057178	C	07/09/2026	941217	WILLARD CITY CORP	232.00
01	00057179	C	07/09/2026	31364	95 PERCENT GROUP LLC	14,400.00
01	00057180	C	07/09/2026	861085	TVS PRO	31,770.00
01	00057181	C	07/09/2026	78107	DESIGN WEST ARCHITECTS	14,799.87
01	00057182	C	07/09/2026	49956	EDUCATION LOGISTICS, INC	136,420.19
01	00057183	C	07/09/2026	110220	GLOBAL EQUIPMENT CO	7,274.22
01	00057184	C	07/09/2026	79073	HUGHES GENERAL CONTRACTORS, INC	360,941.95
01	00057185	C	07/09/2026	386370	HYKO SUPPLY CO	124.80
01	00057186	C	07/09/2026	102697	INTERCONNECT SERVICES INC	19,572.14
01	00057187	C	07/09/2026	62006	JENSON REFRIGERATION INC	3,967.57

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00057188	C	07/09/2026	65374	SUMMIT FIRE & SECURITY LLC	19,257.00
01	00057189	C	07/09/2026	891133	UTAH/YAMAS CONTROLS INC	2,990.00
01	00057190	C	07/09/2026	110040	WALL 2 WALL	4,643.45
01	00057212	C	07/16/2026	1	CRYSTAL MEDINA	20.00
01	00057213	C	07/16/2026	1	NATALIE BARFUSS	7.50
01	00057214	C	07/16/2026	6617	ACME WATER CO	554.80
01	00057215	C	07/16/2026	4260	BCI / UTAH BUREAU OF CRIMINAL IDENTIF	1,470.00
01	00057216	C	07/16/2026	79120	DARENE BLACK	2,000.00
01	00057217	C	07/16/2026	104348	BOX ELDER MIDDLE SCHOOL	5,391.26
01	00057218	C	07/16/2026	104370	BOX ELDER NEWS JOURNAL	40.00
01	00057219	C	07/16/2026	113116	BRYSON SALES & SERVICE	6,630.60
01	00057220	C	07/16/2026	73016	CANON U.S.A., INC	546.68
01	00057221	C	07/16/2026	107994	CERTIFIED SHRED	221.00
01	00057222	C	07/16/2026	30724	BLYTHE CHOURNOS	3,000.00
01	00057223	C	07/16/2026	14958	CULLIGAN	40.00
01	00057224	C	07/16/2026	64084	ALDER EDUCATION LAW	1,000.00
01	00057225	C	07/16/2026	44431	GOLDEN SPIKE AUTOMATION	405.00
01	00057226	C	07/16/2026	111769	H&H DOORS	523.00
01	00057227	C	07/16/2026	110559	HARMONY HOME HEALTH LLC	283.29
01	00057228	C	07/16/2026	901150	IMT COMPANIES LLC	4,326.47
01	00057229	C	07/16/2026	49026	IVY LANE PEDATRICS	1,754.80
01	00057230	C	07/16/2026	79081	KEV GROUP	4,374.00
01	00057231	C	07/16/2026	543168	MADDOX RANCH HOUSE	629.28
01	00057232	C	07/16/2026	12696	MHI SERVICE INC	1,013.40
01	00057233	C	07/16/2026	79138	LIANE OYLER	1,000.00
01	00057234	C	07/16/2026	79030	PRECISION RETIREMENT GROUP, INC	36,823.12
01	00057235	C	07/16/2026	104992	PRINT SHOP	67.50
01	00057236	C	07/16/2026	35270	QUADIENT, INC	330.00
01	00057237	C	07/16/2026	892645	ROCKY MOUNTAIN POWER	4,251.75
01	00057238	C	07/16/2026	762360	RUPP WASTE CONTAINERS INC	195.00
01	00057239	C	07/16/2026	104233	STAKER PARSONS COMPANIES	2,352.68
01	00057240	C	07/16/2026	852617	TREMONTON CITY CORP	31,326.91
01	00057241	C	07/16/2026	892917	UTAH SCHOOL/DEAF & BLIND	59,148.61
01	00057242	C	07/16/2026	892964	UTAH STATE TAX COMMISSION	5,105.87
01	00057243	C	07/16/2026	891181	UTAH STATE UNIVERSITY	778.35
01	00057244	C	07/16/2026	38032	AMAZON CAPITAL SERVICES INC	3,654.76
01	00057245	C	07/16/2026	104338	BOX ELDER HIGH SCHOOL	1,000.00
01	00057245	CV	07/20/2026	104338	BOX ELDER HIGH SCHOOL	-1,000.00
01	00057246	C	07/16/2026	64017	COPPER CANYON APPAREL	48.07
01	00057247	C	07/16/2026	861085	TVS PRO	39,697.39
01	00057248	C	07/16/2026	78565	DYNAMOND BUILDING MAINTENANCE INC	107,151.92
01	00057249	C	07/16/2026	107669	GARRETT AND COMPANY INC	1,563.00
01	00057250	C	07/16/2026	78468	IN THE HOOD, LLC	12,742.00
01	00057251	C	07/16/2026	78662	INTERMOUNTAIN TESTING SERVICES, INC	1,537.10
01	00057252	C	07/16/2026	78590	JPS BOOKS AND LOGISTICS	21,882.90
01	00057253	C	07/16/2026	2917	LATINOS IN ACTION	3,969.00
01	00057254	C	07/16/2026	108828	MORETON & COMPANY INC	11,630.72
01	00057255	C	07/16/2026	35955	PROMO PLUS	31.92
01	00057256	C	07/16/2026	79006	PSI PROFESSIONAL SERVICE INDUSTRIES, INC	2,797.00
01	00057257	C	07/16/2026	60291	RENEGADE RENTALS LLC	2,059.03
01	00057258	C	07/16/2026	110873	SOLUTION TREE	3,040.00
01	00057259	C	07/16/2026	898860	VCBO ARCHITECTS	30,125.00
01	00057260	C	07/16/2026	110040	WALL 2 WALL	4,275.86
01	00057261	C	07/21/2026	85738	BEAR RIVER HIGH SCHOOL	7,500.00
01	00057262	C	07/21/2026	56197	DENTONS DURHAM JONES PINEGAR PC	407.00
01	00057263	C	07/21/2026	109484	PUBLIC CONSULTING GROUPS INC	4,087.07
01	00057264	C	07/21/2026	60020	RON KELLER TIRE INC	3,613.89
01	00057265	C	07/21/2026	66125	AGILEBITS INC	1,728.93
01	00057266	C	07/21/2026	586159	MOUNTAIN STATE TEXTBOOK DEP	91,997.00
01	00057267	C	07/21/2026	2887	SECURE BY DESIGN	6,360.00
01	00057268	C	07/21/2026	70874	TEACH THE WORLD TO READ LLC	500.00
01	00057269	C	07/21/2026	861085	TVS PRO	9,000.00

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00057270	C	07/21/2026	72737	AMERITAS LIFE INSURANCE CORP	542.95
01	00057271	C	07/21/2026	999027	B E SCHOOL BOARD FUND	70.00
01	00057272	C	07/21/2026	999024	BOSTON MUTUAL LIFE INS CO - W	45.41
01	00057273	C	07/21/2026	999055	BOX ELDER FOUNDATION	55.00
01	00057274	C	07/21/2026	999033	BUREAU CHILD SUPPORT SERV	1,474.00
01	00057275	C	07/21/2026	999021	ELEVATE CREDIT UNION	1,400.00
01	00057276	C	07/21/2026	999019	EMI HEALTH	60.27
01	00057277	C	07/21/2026	75531	EMI HEALTH	5,503.40
01	00057278	C	07/21/2026	999017	GLOBE LIFE INSURANCE CO	45.36
01	00057279	C	07/21/2026	999035	HORACE MANN INSURANCE COMPANY	5,607.45
01	00057280	C	07/21/2026	999084	NATIONAL BENEFITS SERVICES LLC	1,835.00
01	00057281	C	07/21/2026	16217	OLSON SHANER	741.57
01	00057282	C	07/21/2026	999032	PRE-PAID LEGAL SERVICES	203.40
01	00057283	C	07/21/2026	68560	PRIMUS LAW PC	808.72
01	00057284	C	07/21/2026	999018	THE HARTFORD	5,239.47
01	00057285	C	07/21/2026	999003	UTAH STATE TAX COMMISSION	49,895.61
01	00057286	C	07/21/2026	71110	VOYA FINANCIAL	1,710.50
01	00057287	C	07/23/2026	1	AMANDA BUNNELL	24.05
01	00057288	C	07/23/2026	73016	CANON U.S.A., INC	3,880.21
01	00057289	C	07/23/2026	31593	PAUL H DAMON	1,030.00
01	00057290	C	07/23/2026	203737	EAST GROUSE CREEK WATER	675.00
01	00057291	C	07/23/2026	107136	ERS HEATING & COOLING	2,900.00
01	00057292	C	07/23/2026	304217	GARLAND CITY	2,000.00
01	00057293	C	07/23/2026	106111	INTERMOUNTAIN HOUSE LLC	16,000.00
01	00057294	C	07/23/2026	107389	INTERMOUNTAIN WORKMED-N OGDEN	375.00
01	00057295	C	07/23/2026	79146	JENSEN & SON'S IRONWORKS	2,780.00
01	00057296	C	07/23/2026	75132	LECTICON, INC	1,398.60
01	00057297	C	07/23/2026	78883	MASKED BANDIT DUMPSTER	27.00
01	00057298	C	07/23/2026	892645	ROCKY MOUNTAIN POWER	19,884.44
01	00057299	C	07/23/2026	762360	RUPP WASTE CONTAINERS INC	443.02
01	00057300	C	07/23/2026	65374	SUMMIT FIRE & SECURITY LLC	927.50
01	00057301	C	07/23/2026	75426	TREVIPAY-WALMART	5.27
01	00057302	C	07/23/2026	511570	UTAH LABOR COMMISSION DIVISION OF	72.00
01	00057303	C	07/23/2026	39900	VALLEY IMPLEMENT & MOTOR CO INC	909.59
01	00057304	C	07/23/2026	24961	806 TECHNOLOGIES	2,400.00
01	00057305	C	07/23/2026	31364	95 PERCENT GROUP LLC	2,261.50
01	00057306	C	07/23/2026	38032	AMAZON CAPITAL SERVICES INC	6,506.09
01	00057307	C	07/23/2026	55220	BETTER QUESTIONS, LLC	2,432.60
01	00057308	C	07/23/2026	70416	BRAND-CO CUSTOM APPAREL LLC	1,033.67
01	00057309	C	07/23/2026	779	GOVCONNECTION INC	270.00
01	00057310	C	07/23/2026	100293	DELL INC	1,990.00
01	00057311	C	07/23/2026	386370	HYKO SUPPLY CO	4,856.90
01	00057312	C	07/23/2026	78590	JPS BOOKS AND LOGISTICS	4,812.50
01	00057313	C	07/23/2026	45560	LAKESHORE LEARNING MATERIALS	6,273.78
01	00057314	C	07/23/2026	78999	LS TREE SERVICES	4,850.00
01	00057315	C	07/23/2026	79197	SCHOOL LEADERSHIP ALLIANCE FOUNDATION	36,000.00
01	00057316	C	07/23/2026	110873	SOLUTION TREE	5,215.00
01	00057317	C	07/23/2026	157371	STAPLES	567.54
01	00057318	C	07/23/2026	110040	WALL 2 WALL	123,977.04
01	00057319	C	07/30/2026	107102	BEAR RIVER BOWLING CENTER / THE GRILL	200.00
01	00057320	C	07/30/2026	79294	ASHLEY BRAEGGER	50.00
01	00057321	C	07/30/2026	104223	CODALE ELECTRIC	745.50
01	00057322	C	07/30/2026	111113	ENSIGN ENGINEERING AND LAND SURVEYING	2,000.00
01	00057323	C	07/30/2026	100774	JEPSEN DISTRIBUTING/JEFF JEPSEN	970.90
01	00057324	C	07/30/2026	892645	ROCKY MOUNTAIN POWER	20,905.79
01	00057325	C	07/30/2026	852617	TREMONTON CITY CORP	17,021.15
01	00057326	C	07/30/2026	75426	TREVIPAY-WALMART	166.18
01	00057327	C	07/30/2026	24580	VERIZON WIRELESS	6,042.31
01	00057328	C	07/30/2026	38032	AMAZON CAPITAL SERVICES INC	8,318.82
01	00057329	C	07/30/2026	106497	APPLE STORE	999.00
01	00057330	C	07/30/2026	31658	BSN SPORTS	1,568.00
01	00057331	C	07/30/2026	79219	COMPREHENSIBLE CLASSROOM, LLC	1,200.00

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00057332	C	07/30/2026	73849	HOWARD TECHNOLOGY SOLUTIONS	7,515.00
01	00057333	C	07/30/2026	386370	HYKO SUPPLY CO	2,787.18
01	00057334	C	07/30/2026	78662	INTERMOUNTAIN TESTING SERVICES, INC	566.60
01	00057335	C	07/30/2026	1791	INTERSTATE ALL BATTERIES CENTER	491.76
01	00057336	C	07/30/2026	53082	LEXIA LEARNING SYSTEMS LLC	29,850.00
01	00057337	C	07/30/2026	586159	MOUNTAIN STATE TEXTBOOK DEP	882,411.54
01	00057338	C	07/30/2026	633340	OFFICE DEPOT	209.69
01	00057339	C	07/30/2026	104992	PRINT SHOP	520.00
01	00057340	C	07/30/2026	79260	REEL GOOD GUTTERS	2,128.00
01	00057341	C	07/30/2026	157371	STAPLES	142.76
01	00057342	C	07/30/2026	111588	ULINE	664.74
01	00057343	C	07/30/2026	5908	TREVIPIAY	327.23
01	00057344	C	07/30/2026	5908	TREVIPIAY-WALMART	238.98
01	00057345	C	07/30/2026	5908	TREVIPIAY-WALMART	105.00
01	02070926	M	07/09/2026	109177	UTAH DEPARTMENT OF WORKFORCE SERVICES	7,302.98
01	08063026	M	07/21/2026	999005	UTAH STATE RETIREMENT FUND	1,598,489.25
01	7073126A	M	07/21/2026	999070	HEALTH EQUITY INC	27,950.79
01	9073126A	M	07/21/2026	999140	BANK OF UTAH	290,266.60
Total Bank: 01						\$4,723,833.52
02	00101686	C	07/09/2026	104321	BOX ELDER SCHOOL DISTRICT	2,321.80
02	00101687	C	07/09/2026	71170	DISCOVERY EDUCATION, INC	1,299.00
02	00101688	C	07/23/2026	10260	ADELE C YOUNG INTERM SCH	500.00
02	00101689	C	07/23/2026	104338	BOX ELDER HIGH SCHOOL	1,000.00
Total Bank: 02						\$5,120.80
11	01108262	A	07/09/2026	56073	APPTGEY	43,890.00
11	01108263	A	07/09/2026	29785	HENRY BAKER	23.00
11	01108264	A	07/09/2026	73369	MACLANE BALLARD	51.04
11	01108265	A	07/09/2026	101520	BELL JANITORIAL	1,896.35
11	01108266	A	07/09/2026	48011	GAILE BINGHAM	24.00
11	01108267	A	07/09/2026	54020	TAWNIE BOWCUTT	26.00
11	01108268	A	07/09/2026	18384	CRISTINA BRADSHAW	23.00
11	01108269	A	07/09/2026	102177	BRADY INDUSTRIES OF UTAH, LLC	382.88
11	01108270	A	07/09/2026	39616	JOHN BRYAN	46.00
11	01108271	A	07/09/2026	111190	PETER BURT	722.87
11	01108272	A	07/09/2026	6319	MEGAN BUSHNELL	55.10
11	01108273	A	07/09/2026	5827	ERIKA BYWATER	279.25
11	01108274	A	07/09/2026	105301	CACHE VALLEY ELECTRIC INC	81.05
11	01108275	A	07/09/2026	8354	JONATHAN CALL	26.00
11	01108276	A	07/09/2026	105981	KRISTI N CAPENER	228.50
11	01108277	A	07/09/2026	53473	CHARLIE'S PRODUCE	994.61
11	01108278	A	07/09/2026	78085	AUBREE CHASE	228.50
11	01108279	A	07/09/2026	4090	MARY CLARK	36.00
11	01108280	A	07/09/2026	69868	ARCHER CRAWFORD	24.00
11	01108281	A	07/09/2026	9717	GLORIA DABB	254.50
11	01108282	A	07/09/2026	110539	WENDY DUNHAM	118.00
11	01108283	A	07/09/2026	107656	DWA CONSTRUCTION INC	11,956.98
11	01108284	A	07/09/2026	66265	CURTIS EGBERT	24.00
11	01108285	A	07/09/2026	110514	SHAYLYNN EKINS	254.50
11	01108286	A	07/09/2026	728870	ENBRIDGE GAS UTAH	148.71
11	01108287	A	07/09/2026	49557	MAYRA GARZA	228.50
11	01108288	A	07/09/2026	109665	A J GILMORE	26.00
11	01108289	A	07/09/2026	46116	ROBERT GORDON	90.00
11	01108290	A	07/09/2026	36706	MONICA GROVER	47.00
11	01108291	A	07/09/2026	111417	ROBBIE GUNTER	26.00
11	01108292	A	07/09/2026	27260	STEVEN C HANSEN	282.58
11	01108293	A	07/09/2026	26760	NICHOLE HOWARD	45.01
11	01108294	A	07/09/2026	110864	JEFF HUNT	23.00
11	01108295	A	07/09/2026	77070	HANNAH JACOBSON	188.00
11	01108296	A	07/09/2026	10154	TERYL JEFFS	26.00
11	01108297	A	07/09/2026	69850	ARDELL JENKS	47.00
11	01108298	A	07/09/2026	37664	ASHLEY JENSEN	36.00
11	01108299	A	07/09/2026	76139	SYLVIA JEPSEN	188.00

Check Register Summary

BOX ELDER DATABASE

Batch Year: 27 Bank: All Date Range: 07/01/2026 - 07/31/2026

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
11	01108300	A	07/09/2026	102123	VALERIE JOSEPHSON	118.00
11	01108301	A	07/09/2026	14940	CHRISTYN KENDRICK	254.50
11	01108302	A	07/09/2026	108289	DAVID LEE	26.00
11	01108303	A	07/09/2026	3603	CASEY LILJENQUIST	103.00
11	01108304	A	07/09/2026	112083	JACE MCKEE	26.00
11	01108305	A	07/09/2026	111457	KEITH MECHAM	26.00
11	01108306	A	07/09/2026	76198	ABIGAIL MERRILL	76.56
11	01108307	A	07/09/2026	71404	AMANDA MORRIS	228.50
11	01108308	A	07/09/2026	39896	TYRELL NEAL	228.50
11	01108309	A	07/09/2026	49069	MATTHEW PATTERSON	722.87
11	01108310	A	07/09/2026	108310	RANDY RASMUSSEN	26.00
11	01108311	A	07/09/2026	23060	KRISTEN RILEY	228.50
11	01108312	A	07/09/2026	76830	ALISA RIVERA	228.50
11	01108313	A	07/09/2026	56006	BRITNI ROBERTS	124.24
11	01108314	A	07/09/2026	48976	DIANNA SERFUSTINI	228.50
11	01108315	A	07/09/2026	78395	MIKELLIE SORENSEN	228.50
11	01108316	A	07/09/2026	102033	SCOTT STAHELI	36.00
11	01108317	A	07/09/2026	110408	AMY JO SUMMERS	228.50
11	01108318	A	07/09/2026	12688	SYSCO	5,859.89
11	01108319	A	07/09/2026	47686	TNT ENGRAVING	75.00
11	01108320	A	07/09/2026	74438	NATHAN TOLL	228.50
11	01108321	A	07/09/2026	48178	HEIDI JO WEST	254.50
11	01108322	A	07/09/2026	79049	KOLBY WEST	228.50
11	01108323	A	07/09/2026	48062	LEWIS WHITAKER	26.00
11	01108324	A	07/09/2026	76848	MARIAH WILKINS	24.00
11	01108325	A	07/09/2026	39420	EMILY ZITO	26.00
11	01108326	A	07/16/2026	102177	BRADY INDUSTRIES OF UTAH, LLC	23.12
11	01108327	A	07/16/2026	110342	KATHY BUCK	50.00
11	01108328	A	07/16/2026	53473	CHARLIE'S PRODUCE	3,548.11
11	01108329	A	07/16/2026	110574	JOETTE CRAIG	1,713.99
11	01108330	A	07/16/2026	165225	CURRICULUM ASSOC INC	12,600.00
11	01108331	A	07/16/2026	107656	DWA CONSTRUCTION INC	1,502,896.35
11	01108332	A	07/16/2026	728870	ENBRIDGE GAS UTAH	9,431.07
11	01108333	A	07/16/2026	22837	CHASE GODDARD	68.44
11	01108334	A	07/16/2026	79170	HANES, JONATHAN JACOB	67.74
11	01108335	A	07/16/2026	79111	MORGAN HOLMES	50.00
11	01108336	A	07/16/2026	74705	JACOB JOHNSON	583.98
11	01108337	A	07/16/2026	15776	DENYEHL JONES	50.00
11	01108338	A	07/16/2026	19305	BEN KUNZLER	179.00
11	01108339	A	07/16/2026	79090	LINDSEY MALLORY	50.00
11	01108340	A	07/16/2026	49468	SARA MARBLE	50.00
11	01108341	A	07/16/2026	79103	EMMA PORTER	50.00
11	01108342	A	07/16/2026	79154	BETHANY TAYLOR	19.00
11	01108343	A	07/16/2026	47686	TNT ENGRAVING	108.00
11	01108344	A	07/16/2026	68578	RACHEL WILLIAMS	75.98
11	01108345	A	07/23/2026	101520	BELL JANITORIAL	847.51
11	01108346	A	07/23/2026	102177	BRADY INDUSTRIES OF UTAH, LLC	2,425.47
11	01108347	A	07/23/2026	61301	CADEN BURRELL	869.34
11	01108348	A	07/23/2026	111190	PETER BURT	293.00
11	01108349	A	07/23/2026	66958	CDW GOVERNMENT, LLC	47,520.00
11	01108350	A	07/23/2026	110099	FLUXLIGHT INC	3,149.40
11	01108351	A	07/23/2026	108310	RANDY RASMUSSEN	25.18
11	01108352	A	07/30/2026	71552	SARA ALFONSO	55.00
11	01108353	A	07/30/2026	102177	BRADY INDUSTRIES OF UTAH, LLC	1,536.00
11	01108354	A	07/30/2026	53473	CHARLIE'S PRODUCE	1,023.07
11	01108355	A	07/30/2026	79308	DELANEY MALLORY	50.00
11	01108356	A	07/30/2026	71404	AMANDA MORRIS	465.30
11	01108357	A	07/30/2026	48976	DIANNA SERFUSTINI	241.90
11	01108358	A	07/30/2026	74136	NEIL STEVENS	276.93
11	01108359	A	07/30/2026	79286	SARA TAYLOR	50.00
11	01108360	A	07/30/2026	48178	HEIDI JO WEST	74.50
Total Bank: 11						\$1,663,426.37

Check Register Summary

BOX ELDER DATABASE

Batch Year: 27 Bank: All Date Range: 07/01/2026 - 07/31/2026

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
15	00000594	C	07/22/2026	14958	CULLIGAN	150.00
15	00000595	C	07/22/2026	38032	AMAZON CAPITAL SERVICES INC	350.36
Total Bank: 15						\$500.36
29	16800669	C	07/07/2026	38032	AMAZON CAPITAL SERVICES INC	21.24
Total Bank: 29						\$21.24
33	30403324	C	07/13/2026	104321	BOX ELDER SCHOOL DISTRICT	930.86
33	30403325	C	07/16/2026	38032	AMAZON CAPITAL SERVICES INC	683.80
33	30403326	C	07/16/2026	327480	GREER'S HARDWARE	28.47
33	30403327	C	07/16/2026	103604	SCHOLASTIC MAGAZINES	184.85
33	30403328	C	07/16/2026	75426	TREVIPAY-WALMART	502.80
Total Bank: 33						\$2,330.78
34	30804004	C	07/29/2026	38032	AMAZON CAPITAL SERVICES INC	402.49
34	30804005	C	07/29/2026	104321	BOX ELDER SCHOOL DISTRICT	40.21
34	30804006	C	07/29/2026	75426	TREVIPAY-WALMART	191.38
34	30804007	C	07/30/2026	46353	HEATHER LYMAN	142.00
Total Bank: 34						\$776.08
35	40403597	C	07/14/2026	1724	ACE HARDWARE TREMONTON	32.17
35	40403598	C	07/14/2026	104321	BOX ELDER SCHOOL DISTRICT	78.00
35	40403599	C	07/14/2026	327480	GREER'S HARDWARE	484.99
Total Bank: 35						\$595.16
36	40805022	C	07/30/2026	38032	AMAZON CAPITAL SERVICES INC	2,647.34
36	40805023	C	07/30/2026	158220	COVER UP	460.11
36	40805024	C	07/31/2026	38032	AMAZON CAPITAL SERVICES INC	81.26
Total Bank: 36						\$3,188.71

Check Register Summary

BOX ELDER DATABASE

Batch Year: 27 Bank: All Date Range: 07/01/2026 - 07/31/2026

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
37	70416606	C	07/07/2026	1	JENNA HAMBLIN	2,000.00
37	70416607	C	07/07/2026	38032	AMAZON CAPITAL SERVICES INC	384.61
37	70416608	C	07/07/2026	104321	BOX ELDER SCHOOL DISTRICT	11,891.00
37	70416609	C	07/07/2026	104321	BOX ELDER SCHOOL DISTRICT	30.06
37	70416610	C	07/07/2026	104321	BOX ELDER SCHOOL DISTRICT	900.00
37	70416611	C	07/07/2026	31658	BSN SPORTS	6,754.23
37	70416612	C	07/07/2026	327480	GREER'S HARDWARE	102.16
37	70416613	C	07/07/2026	4790	HOME DEPOT CREDIT SERVICE	262.16
37	70416614	C	07/07/2026	73849	HOWARD TECHNOLOGY SOLUTIONS	13,293.00
37	70416615	C	07/07/2026	109248	J W PEPPER MUSIC	60.00
37	70416616	C	07/07/2026	64823	JO AND JAX LLC	3,430.08
37	70416617	C	07/07/2026	66834	MOUNTAIN VALLEY PRINTING	98.75
37	70416618	C	07/07/2026	769715	SAM'S CLUB MC/SYNCB	904.52
37	70416619	C	07/07/2026	7323	SQUARE ONE PRINTING	375.54
37	70416620	C	07/07/2026	157371	STAPLES	134.66
37	70416621	C	07/07/2026	18244	TENNIS WAREHOUSE	1,636.20
37	70416622	C	07/07/2026	72435	TWISTED SUGAR TREMONTON	1,278.00
37	70416623	C	07/07/2026	100686	UHSAA / UTAH HIGH SCHOOL ACT ASSOC	600.00
37	70416624	C	07/07/2026	999004	UTAH STATE TAX COMMISSION	394.01
37	70416625	C	07/07/2026	71838	VARSITY SPIRIT FASHIONS	80.00
37	70416626	C	07/09/2026	1	CAMI WALKER	235.00
37	70416627	C	07/09/2026	104321	BOX ELDER SCHOOL DISTRICT	600.00
37	70416628	C	07/09/2026	31658	BSN SPORTS	4,307.58
37	70416629	C	07/09/2026	73350	DAR'S WELDING	161.95
37	70416630	C	07/09/2026	39934	MORGAN ROLLING FLAGS	600.00
37	70416631	C	07/09/2026	75078	ALEXIS IDOKA	7,100.00
37	70416632	C	07/14/2026	104321	BOX ELDER SCHOOL DISTRICT	8,378.67
37	70416633	C	07/14/2026	104321	BOX ELDER SCHOOL DISTRICT	4,532.10
37	70416634	C	07/16/2026	1	CANDICE REEDER	225.00
37	70416635	C	07/16/2026	1724	ACE HARDWARE TREMONTON	49.97
37	70416636	C	07/16/2026	104321	BOX ELDER SCHOOL DISTRICT	3,870.00
37	70416637	C	07/16/2026	104321	BOX ELDER SCHOOL DISTRICT	11,148.35
37	70416638	C	07/16/2026	71838	VARSITY SPIRIT FASHIONS	15,582.72
37	70416639	C	07/20/2026	38032	AMAZON CAPITAL SERVICES INC	1,847.82
37	70416640	C	07/20/2026	31658	BSN SPORTS	2,242.29
37	70416641	C	07/20/2026	37672	EWELL EDUCATIONAL SERVICES INC	384.00
37	70416642	C	07/20/2026	3263	IMAGE MATTERS	358.32
37	70416643	C	07/20/2026	4960	OLD GRIST MILL BREAD	603.90
37	70416644	C	07/22/2026	38032	AMAZON CAPITAL SERVICES INC	1,925.71
37	70416645	C	07/22/2026	361	INTERMOUNTAIN HEALTHCARE	300.00
37	70416646	C	07/22/2026	66834	MOUNTAIN VALLEY PRINTING	620.39
37	70416647	C	07/22/2026	16535	VEX ROBOTICS	185.80
37	70416648	C	07/28/2026	38032	AMAZON CAPITAL SERVICES INC	535.45
37	70416649	C	07/28/2026	104321	BOX ELDER SCHOOL DISTRICT	525.40
37	70416650	C	07/28/2026	31658	BSN SPORTS	2,906.71
37	70416651	C	07/28/2026	4790	HOME DEPOT CREDIT SERVICE	334.75
37	70416652	C	07/28/2026	361	INTERMOUNTAIN HEALTHCARE	11,816.66
37	70416653	C	07/28/2026	66834	MOUNTAIN VALLEY PRINTING	2,100.00
37	70416654	C	07/28/2026	4960	OLD GRIST MILL BREAD	603.90
37	70416655	C	07/28/2026	35955	PROMO PLUS	251.00
37	70416656	C	07/28/2026	37818	QUALITY INN RICHFIELD	1,583.80
37	70416657	C	07/28/2026	110975	RIDDELL ALL AMERICAN SPORTS	745.95
37	70416658	C	07/28/2026	11835	STANSBURY HIGH SCHOOL REGION XI	230.00
37	70416659	C	07/28/2026	79243	MISTY STUCKI	1,315.00
37	70416660	C	07/28/2026	32824	YES PRINT COPY N MORE, LLC	29.94
37	70416661	C	07/30/2026	1	COLLETTE HAWKES	35.00
37	70416662	C	07/30/2026	104321	BOX ELDER SCHOOL DISTRICT	30.06
37	70416663	C	07/30/2026	104321	BOX ELDER SCHOOL DISTRICT	13,667.08
37	70416664	C	07/30/2026	79146	JENSEN & SON'S IRONWORKS	7,785.00
37	70416665	C	07/30/2026	79316	PALMER PACK INC	354.50
Total Bank: 37						\$154,718.75

Check Register Summary

BOX ELDER DATABASE

Batch Year: 27 Bank: All Date Range: 07/01/2026 - 07/31/2026

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
38	70816689	C	07/07/2026	112046	ACE HARDWARE - BRIGHAM	26.93
38	70816690	C	07/07/2026	38032	AMAZON CAPITAL SERVICES INC	1,150.32
38	70816691	C	07/07/2026	104321	BOX ELDER SCHOOL DISTRICT	7,417.00
38	70816692	C	07/07/2026	104321	BOX ELDER SCHOOL DISTRICT	556.70
38	70816693	C	07/07/2026	31658	BSN SPORTS	4,399.56
38	70816694	C	07/07/2026	37672	EWELL EDUCATIONAL SERVICES INC	410.00
38	70816695	C	07/07/2026	75094	IC GROUP	1,803.46
38	70816696	C	07/07/2026	4839	INTSEL STEEL WEST LLC	504.20
38	70816697	C	07/07/2026	79022	JV ENTERPRISES	100.00
38	70816698	C	07/07/2026	489250	KENTS MARKET PL/BRIGHAM	304.58
38	70816699	C	07/07/2026	44172	NORCO INC	186.00
38	70816700	C	07/07/2026	110975	RIDDELL ALL AMERICAN SPORTS	16,337.58
38	70816701	C	07/07/2026	19488	T SHIRT CHOP SHOP	520.00
38	70816702	C	07/07/2026	6149	THE LOGO SHOP	19,784.13
38	70816703	C	07/07/2026	75426	TREVIPIY-WALMART	331.46
38	70816704	C	07/14/2026	104321	BOX ELDER SCHOOL DISTRICT	25,253.59
38	70816705	C	07/14/2026	112046	ACE HARDWARE - BRIGHAM	207.63
38	70816706	C	07/14/2026	38032	AMAZON CAPITAL SERVICES INC	817.99
38	70816707	C	07/14/2026	107994	CERTIFIED SHRED	244.00
38	70816708	C	07/14/2026	158220	COVER UP	152.81
38	70816709	C	07/14/2026	51977	HONEYBUCKET	308.00
38	70816710	C	07/14/2026	66249	LITTLE BEAR BOTTOMS	300.00
38	70816711	C	07/14/2026	71757	REBEL ATHLETIC INC	10,338.35
38	70816712	C	07/14/2026	110975	RIDDELL ALL AMERICAN SPORTS	1,948.95
38	70816713	C	07/14/2026	75426	TREVIPIY-WALMART	54.34
38	70816714	C	07/14/2026	18392	USA WRESTLING UTAH	378.00
38	70816715	C	07/21/2026	38032	AMAZON CAPITAL SERVICES INC	5,670.50
38	70816716	C	07/21/2026	79227	BEST WESTERN TIMAPNOGOS INN	930.93
38	70816717	C	07/21/2026	72478	DESERT PEAKS PROMO	610.00
38	70816718	C	07/21/2026	109248	J W PEPPER MUSIC	57.99
38	70816719	C	07/21/2026	53538	PRIVATE POOL PALACE, LLC	3,375.00
38	70816720	C	07/21/2026	37710	JESSICA AUTUMN ROBERTS	1,675.00
38	70816721	C	07/21/2026	75248	SHIRT SPACE	681.14
38	70816722	C	07/21/2026	75426	TREVIPIY-WALMART	38.10
38	70816723	C	07/21/2026	75167	JUSTIN WATKINS	1,500.00
38	70816724	C	07/31/2026	112046	ACE HARDWARE - BRIGHAM	88.44
38	70816725	C	07/31/2026	38032	AMAZON CAPITAL SERVICES INC	2,007.14
38	70816726	C	07/31/2026	104321	BOX ELDER SCHOOL DISTRICT	20.02
38	70816727	C	07/31/2026	31658	BSN SPORTS	442.19
38	70816728	C	07/31/2026	158220	COVER UP	109.86
38	70816729	C	07/31/2026	78867	HEALY AWARDS, INC	254.12
38	70816730	C	07/31/2026	75426	TREVIPIY-WALMART	142.84
38	70816731	C	07/31/2026	100686	UHSAA / UTAH HIGH SCHOOL ACT ASSOC	200.00
38	70816732	C	07/31/2026	79162	VERSATUBE BUILDING SYSTEMS	4,123.00
Total Bank: 38						\$115,761.85
39	77800660	C	07/13/2026	104321	BOX ELDER SCHOOL DISTRICT	234.89
39	77800661	C	07/14/2026	104321	BOX ELDER SCHOOL DISTRICT	4,245.00
Total Bank: 39						\$4,479.89

Check Register Summary

BOX ELDER DATABASE

Batch Year: 27 Bank: All Date Range: 07/01/2026 - 07/31/2026

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
Total Computer Checks:						\$3,088,317.52
Total Manual Checks:						\$1,924,009.62
Total ACH Checks:						\$1,663,426.37
Total Other Checks:						\$0.00
Total Electronic Checks:						\$0.00
Total Computer Voids:						-\$1,000.00
Total Manual Voids:						\$0.00
Total ACH Voids:						\$0.00
Total Other Voids:						\$0.00
Total Electronic Voids:						\$0.00
Grand Total:						\$6,674,753.51
Number of Checks:						431

Batch Year	Batch	Amount
27	000007	106,370.47
27	000008	116,218.69
27	000009	88,217.43
27	000010	105,976.58
27	000011	387,698.80
27	000012	3,620.80
27	000015	71,577.86
27	000018	136,826.19
27	000025	44,608.98
27	000028	53,831.92
27	000029	21.24
27	000038	13,004.53
27	000047	133,482.37
27	000048	45,564.53
27	000049	7,177.28
27	000050	458,036.54
27	000051	1,267,862.33
27	000053	5,482.00
27	000056	44,912.08
27	000058	0.00
27	000059	930.86
27	000061	25,253.59
27	000062	595.16
27	000063	4,245.00
27	000065	12,910.77
27	000067	14,750.07
27	000082	30,876.04
27	000090	27,854.55
27	000091	19,884.44
27	000092	6,780.21
27	000093	260,320.78
27	000095	1,500.00
27	000096	150.00
27	000097	350.36
27	000121	1,610,483.32
27	000122	100,997.00
27	000123	3,613.89
27	000124	5,436.33
27	000141	393,455.50
27	000144	14,538.66
27	000147	3,031.90
27	000154	5,623.78
27	000155	43,969.25
27	000156	745.50
27	000157	937,561.92
27	000158	566.60
27	000174	22,978.56

Batch Year: 27 Bank: All Date Range: 07/01/2026 - 07/31/2026

Batch Year	Batch	Amount
27	000182	634.08
27	000184	21,871.64
27	000185	3,107.45
27	000186	142.00
27	000201	81.26
27	000202	7,387.61
27	003162	234.89
27	003179	1,399.92

For August 12, 2026 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
District Office	Irlanda Stevens	Facilities Admin Assistant	Retired
BEMS	Sheri Bradshaw	Math Teacher	Retired
District Office	Marlene Spendlove	Accounts Payable Secretary	Retired
Grouse Creek	David Wade Kimber	Custodian/Instructional Para	Resigned
BEMS	Amber Kaminsky	ED Para	Resigned
BRHS NAT	Kaylee Hyer	Office Staff	Resigned
Young	Taylie Price	ED Para	Resigned
TMC	Austin Daugherty	SEL Para	Resigned
McKinley	Kambri Bess	Instructional Para	Resigned
District Office	Brooklyn Timbimboo	Title VI Coordinator	Resigned
McKinley	McKell Draper	Cook	Resigned
Transportation	Shane Page	Bus Driver	Resigned
Garland	Brynn Bullinger	Cook	Resigned
Lake View	John Thomas	4th Grade DLI	Resigned
Garland	Lexi Capener	Overcrowding Para	Resigned
Garland	Carrie Kofoed	4th Grade	Resigned
BRMS	Jayde Jones	Functional Skills Teacher	Temp
TMC	Karter Kennington	ALC Para	Resigned
District Office	Robert Lee	Maintenance Tech	Resigned
McKinley	Cynthia Moore	Instructional Para	Resigned
Discovery	Jessica Draney	Instructional Para	Resigned
BEMS	Jordan Mund	Literacy Para	Resigned
Garland	Natalie Tustian	Resource Para	Resigned
Fielding	Sarah Carlson	Preschool Para	Resigned
Willard	Mikayla Edwards	Functional Skills Teacher	Resigned
Garland	Gillian Mitchell	Instructional Para	Resigned

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>
BEMS	Cal Williams	Functional Skills
Golden Spike	Haven Broadhurst	SLP
McKinley	Tiffany Reed	3rd Grade
BRMS	Annette Cabrera Perez	8th Grade DLI Spanish
North Park	Kirsten Lucas	3rd Grade
BEHS	Shane Palmer	Automation/CAD
BRMS	Eric Sommer	8th Grade Math
McKinley	Leslie Brown	Kindergarten
District Office	Kayla Squire	Psychologist Intern
District Office	Madisyn Glenn	Psychology Intern
BRHS	Simeon Wells	ELA
Golden Spike	Rachael Neal	Functional Skills Para
BEMS	Sherri Robinson	CTE
Lake View	Karalee Lyman	2nd Grade
Fielding	Lauren Hurdsman	4th Grade
Lake View	Savannah Gray (Jarman)	4th Grade DLI
BEMS	Jaiden Christensen	FACS
McKinley	Hallie Noorda	2nd Grade
North Park	Robert Williams	4th Grade
North Park	Marisol Sanchez	3rd Grade DLI
Fielding	Alicia Hurst	3rd Grade
Garland	Jacie Anderson	Kindergarten
Fielding	Shanna Sexton	Kindergarten
McKinley	Chloe Bair	3rd Grade
Park Valley	Kelsea Hill	K-2
Fielding	Melissa S Pratt	5th Grade
BRMS	Halle Garner	8th Grade Math
McKinley	Kerri Petersen	Preschool
District Office	Emily Nelson	School Psychologist Intern
McKinley	Gracy Hiatt	1st Grade
Golden Spike	Lindsay Schenk	2nd Grade
BRHS	Craig Anhder	Pe Teacher/ Head Football Coach
BRMS	Paige Grantham	8th Grade English
Willard	Mikayla Edwards	Functional Skills
Golden Spike	Amanda Lucherini	Instructional Para
McKinley	Kaitlyn Simper	5th Grade
Sunrise	Bret Boris	Social Studies
Discovery	Mialee McKellar	4th Grade
McKinley	Jenna (Charly) Marble	PE Prep Para
Discovery	Crystal Bodily	Kindergarten

Discovery	Angela Anderson	2nd Grade
BRHS	David Ruf	CTE Buisness
McKinley	Starlee Showell	SLP
TMC	Lynette Smith	Behavior Para
McKinley	Brian Rodebush	ELL Teacher
Golden Spike	Sandy Scott	5th Grade
Lake View	Oakley Roper	5th Grade
McKinley	Nicole McClain	Music Prep Para
Golden Spike	Taeler Pixton	Instructional Para
District Office	Joycelyn Araya	School Psychologist
Golden Spike	George Stacey	Student Custodian
Sunrise	Malinda Peck	Instructional Para/ Mentor
BRMS	Monica Orton	Science Teacher
TMC	Sydney Haynie	2nd Grade
McKinley	Leslee Laird	Instructional Para
BRHS	April Branson	History
McKinley	Erin Derrickson	Resource Para
North Park	Julia Carlson	Instructional Para
Golden Spike	Emilee Stromness	Instructional Para
BEMS	Marguerite Smoot	9th Grade SPED
McKinley	Kimberly Wilson	4th Grade
Sunrise	Makayla Stark	Instructional Para/Mentor
Golden Spike	Sarah Cook	Functional Skills Para
Golden Spike	Ashley Braegger	Early Intervention Behavior Para
Golden Spike	Taylir Butterfield	Office Aide
BEMS	Courtney Yeates	Functional Skills Para
TMC	Blakely Pratt	Behavior Para
Golden Spike	Keldi Francom	Instructional Para
North Park	Jessica Harris	Instructional Para
BEHS	Priya Curry	Accompanist
BRMS	Hannah Oliver	8th Grade ELA
Golden Spike	Alexis Hilbert	Instructional Para
Golden Spike	Lori Maughan	Functional Skills Para
Fielding	Bailey Hansen	Instructional Para
North Park	Naomi Whitmore	Instructional para
Century	Kassie Anderson	Functional Skills para
AcYI/BEMS	Jill Ochsenbein	Counselor
BEHS	Emilee Burnham	Check & Connect Mentor
Young	Brianna Mund	Check & Connect Mentor
Golden Spike	Kieonah Smoot	Instructional Para
McKinley	Adeline Kent	Instructional Para
BEMS	Shareve Brewer	8th Grade Math
McKinley	Angela Graves	Instructional Para
McKinley	Sara Williams	Preschool Para
Golden Spike	Rylee Chase	Resource Para
Lake View	Chelsye Saulsberry	Elementary Admin Assistant
North Park	Alexis Gibbons	Instructional Para
BRHS	Ellerie Goodliffe	Check & Connect Mentor
Lake View	Aleatha Child	PE Prep Para
BRMS	Cassandra Olschewski	Functional Skills
BEMS	Robin Norman	Attendance Para
Discovery	Kristy Beier	Instructional Para
Golden Spike	Carey "CJ" Nicholas	Functional Skills Para
Garland	Jaycee Furness	ED Para
McKinley	Janet Evans	Instructional Para
North Park	KaDee Mills	Instructional Para
Garland	Melanie Singleton	Overcrowding Para
BEMS	Nathan Hillyard	Art
BEMS	Cindy LeBaron	Literacy Para
Golden Spike	Angelina Velasquez	SLP
Garland	Kelsee Bronson	Instructional Para
TMC	Makenzie Michael	SLP
District Office	Codilynn McPherson	Facilities clerk Assistant
Willard	Kristina Harris	Instructional Para
Century	Alesha Nelson	1st Grade
Lake View	Cecy Wells	RTI PM Para
Fielding	Trisha Judkins	Kindergarten
Fielding	Ashley Barnett	Instructional Para
TMC	Valerie Nordgren	ALC Para
Young	Alyssa Hansen	Literacy Para
Golden Spike	Jeanae Nielsen	Instructional Para

**Box Elder School District
Out of State Travel Request**

School Bear River High School

Organization/Team/Club/Etc. Orchestra

Purpose of Trip (Educational Value) Orchestra Music/Performance Tour (Please See Attachment)

Destination Southern California (San Diego and Los Angeles) Miles to be traveled (one way) 822

Number of Students Traveling <u>65</u>	Freshmen <u>22</u>	*** These numbers can fluctuate.
	Sophomore <u>12</u>	
	Junior <u>16</u>	
	Senior <u>15</u>	
Number of Adults (Chaperones) Traveling <u>12 (at least)</u>		

Departure Date June 7, 2027 Time 5:00 AM

Return Date June 12, 2027 Time 10:00 PM

Means of Travel ☒ Bus ☐ Van ☐ Other (please list) _____

Anticipated Actual Cost of the Trip per Individual Student \$1,550.00 (Approx)

Anticipated Direct Cost to Each Student \$1,550.00 (Approx)

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

List all methods of transportation that will be used and when they are being used

Charter bus for the duration of the trip.

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

How will the survey be distributed? Electronically in a Google form

How will surveys be collected? The Google voting form is anonymous. Once the form is filled out, parents are directed to a separate form where they can record that they have voted (but not how) so we can keep track of who has voted.

Who will tabulate survey results? Athletic Director or the Athletic Director's secretary

Does the trip involve some type of performance or competition? Yes - at least one performance

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

How? Audition Video

Signatures:

Organization/Team Leader/Coach Jaime McKenna Date 8/11/2027

Principal [Signature] Date 8/11/27

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans

[Signature] Date 8/11/27

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School Box Elder High School **Sport** Baseball female ☐ male ☒

Date of contest

Number miles
(one way)

Destination

Level of play
(var., j.v., soph. fresh.)

[illegible]

Signature of Superintendent



7-28-26.

Date

Please duplicate this form for use in each sport

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School BEHS **Sport** Basketball female ☒ male ☐

Date of contest

Number miles
(one way)

Destination

Level of play
(var., j.v., soph. fresh.)

[illegible]

Kathy Johnson
Signature of Superintendent



7-28-26
Date

Please duplicate this form for use in each sport

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School BEHS **Sport** Boys Basketball female ☐ male ☒

Date of contest

Number miles
(one way)

Destination

Level of play
(var., j.v., soph. fresh.)

June 2027	350	St George	Jv - Vars





Kathy Jackson
Signature of Superintendent



7-28-26
Date

Please duplicate this form for use in each sport

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School BEHS **Sport** Soccer-Boys female ☐ male ☒

Date of contest

Number miles
(one way)

Destination

Level of play
(var., j.v., soph. fresh.)

March 20 27	350	St. George	JV & Vars.
3-11 / 3-13, 2027			
JV & VARS			

● SCHOOL BUS ●



Signature of Superintendent



7-28-26
Date

Please duplicate this form for use in each sport

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School Box Elder High School Sport Cross Country female ☒ male ☒

Date of contest

Number miles
(one way)

Destination

Level of play
(var., j.v., soph. fresh.)

[illegible]


Signature of School Board President



6-11-26
Date

Please duplicate this form for use in each sport

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School Box Elder Sport SOFTBALL female ☒ male ☐

Date of
contest

Number miles
(one way)

Destination

Level of play
(var., j.v., soph. fresh.)

March 2027	350	ST. GEORGE	VARSITY
		1 st OR 2 nd week	



Kathy Peck
Signature of Superintendent



7-28-26
Date

Please duplicate this form for use in each sport

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

Date of contest	Number miles (one way)	Destination	Level of play (var., j.v., soph. fresh.)
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[illegible]

Signature of Superintendent



7-28-26
Date

Please duplicate this form for use in each sport

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School BEHS **Sport** Track & Field female ☒ male ☒

**Date of
contest**

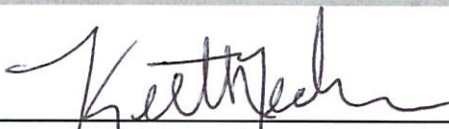
Number miles
(one way)

Destination

Level of play
(var., j.v., soph. fresh.)

March 2027	358	Saint George UT	Varsity




Signature of Superintendent



7-28-26
Date

Please duplicate this form for use in each sport

Box Elder School District

Request for Contract Approval for Phonics Intervention Curriculum

Recommendation: It is recommended that the Board of Education approve the contract award to 95 Percent Group to provide phonics intervention curriculum.

Background:

The District conducted a public solicitation for elementary phonic intervention curriculum. The curriculum was to be used in grades K -5 to provide phonic intervention materials that are aligned with Science of Reading framework. Additionally, this curriculum will provide teachers, interventionists, and all students with greater access to high-impact strategies, materials, diagnostic tools, and a supportive data system.

Policy Implications: None

Financial Implications: The one-time cost of supplies materials is approximately \$125,000. The on-going cost of the annual program license is approximately \$77,000 per year or \$390,000 over 5 years. The total value of the contract is approximately \$515,000. These costs will be paid by the general fund.

Staff Implications: None at this time.

Award Justification Statement

Project/Solicitation Name: BESD PreK-5 Phonics Intervention Curriculum and Digital Platform Adoption

Solicitation Number: GJ26-170

Results

Box Elder School District received only one proposal from 95 Percent Group for this RFP solicitation. After reviewing and scoring their proposal response, finding their cost to be fair and reasonable, Box Elder School District will award 95 Percent Group the contract.

Evaluation Process

A request for proposals (RFP) was issued by the State to select a vendor to provide PreK-5 Phonics Intervention Curriculum and Digital Platform Adoption. Pursuant to Utah Code § 63G-6a-702(2), the RFP process was used because criteria other than cost were considered important in determining which vendor's proposal provides the best value to the State.

Proposals were evaluated in accordance with Part 7 of the Utah Procurement Code by an Evaluation Committee composed of subject matter experts from the Box Elder school District Teachers and administrators. A representative from the Division of State Purchasing was consulted throughout the process to ensure Procurement Code compliance but was not a voting member of the Evaluation Committee.

Conclusion

This RFP was conducted as a single contract award to the responsive and responsible vendor with the highest total score. Out of a total of 107 points 95 Percent Group scored 104. Therefore, 95 Percent Group was awarded the single award contract.



July 7, 2026

Box Elder School District - District Office
Attn Accounts Payable
960 South Main
Brigham City, Utah 84302-3162

**Memorandum of Understanding (MOU) Between 95 Percent Group and Box Elder School District
Regarding Award of BESD-01-062026: Elementary Phonics Intervention Program Adoption (K-5)**

This Memorandum of Understanding (MOU) is entered into by and between 95 Percent Group and Box Elder School District in order to formalize an agreement related to the award of products proposed for BESD-01-062026: Elementary Phonics Intervention Program Adoption (K-5).

Box Elder School District awarded 95 Percent Group the contract for this opportunity on June 29, 2026. The quotes were renegotiated and finalized shortly after the award date.

1. Purpose

The purpose of this MOU is to formalize the partnership and payment terms between 95 Percent Group and Box Elder School District for the implementation of the goods outlined in two quotes:

- Q-161926 includes thirteen (13) school licenses of Digital 95 Phonics Lesson Library 2.0 Add-On, related printed teacher's editions and manipulatives, and convenience packs.
 - This quote is valid until July 31, 2026.
- Q-161929 includes five (5) annual renewals for 13 school licenses of 95 Literacy Intervention System + Digital 95 Phonics Lesson Library 2.0.
 - This quote is valid until July 31, 2026.
- Please see the attached quotes for details.

2. Partnership Goals

- Strengthening the educational outcomes within the district.
- Supporting the ongoing implementation of 95 Percent Group programs (as referenced in quotes Q-161926 and Q-161929).
- Establishing a framework for limited-term fixed pricing, ongoing collaboration, and feedback.

3. Responsibilities

- 95 Percent Group: Maintain ongoing communication and support to address any challenges or questions.
- Box Elder School District: Collaborate with 95 Percent Group to monitor program effectiveness and share feedback.
- Both: Honor 95 Percent Group's quoted prices through dates stated below.

4. Pricing Terms for Academic Years School Year 2026-27 through School Year 2035-2036.

Jul 7, 2026

It is agreed that beginning July 2, 2026, and continuing through August 15, 2032, the costs of the quoted products and subscription renewals will remain the same for Elder School District.

Jul 7, 2026

- Payment for Q-161926 (first year) is due July 31, 2026.
- Payments for the subscription renewal costs outlined in Q-161929 are due annually and as follows:
 - School Year 2027-2028, payment due July 15, 2027.
 - School Year 2028-2029, payment due July 15, 2028.
 - School Year 2029-2030, payment due July 15, 2029.
 - School Year 2030-2031, payment due July 15, 2030.
 - School Year 2031-2032, payment due July 15, 2031.

In addition, if the district wishes to extend its annual subscription to 95 Literacy Intervention System + Digital 95 Phonics Lesson Library 2.0 at a cost of \$5,995.00 per building license for an additional four years (through school year 2035-2036), as requested in BESD-01-062026: Elementary Phonics Intervention Program Adoption (K-5), the district may do so by amendment to this contract. Any and all amendments and new quotes must be agreed to and signed by both parties by August 15, 2031. Payments for annual renewal services are due by July 15 before the first day of the applicable school year.

5. Terms and Conditions

Please review the terms and conditions included with the quotes. For any amended agreements related to this MOU, terms and conditions for newly purchased goods may be adjusted annually.

6. Gratitude and Point of Contact

95 Percent Group thanks Box Elder School District for its continued partnership. Please feel free to reach out to your account executive, Natalie Walker, nwalker@95percentgroup.com or (847) 752-0197, with any questions or requests for clarification.



7. Acknowledged and Agreed:

95 Percent Group

Name: Mehul Patel

Title: Chief Financial Officer

Signature: 

Date: Jul 7, 2026

Box Elder School District

Name: _____

Title: _____

Signature: _____

Date: _____



QUOTE DATE: July 6, 2026

QUOTE FORM

Company Information

Company Name	95 Percent Group	Quote Number	Q-161926
Address	475 Half Day Road, Suite 350 Lincolnshire, IL 60069	Created Date	July 6, 2026
Prepared By	Natalie Walker	Expiration Date	July 31, 2026
Title		Delivery Type	Upfront
Telephone			
Email	nwalker@95percentgroup.com		

Customer Information

Account Name	Box Elder School District - District Office
Address	Attn Accounts Payable 960 South Main Brigham City, Utah 84302-3162
Contact Name	AshLee Nelson
Contact Title	Director of Instructional Support
Contact Telephone	(435) 734-4800
Contact Email	ashlee.nelson@besd.net

Invoice / Billing Information

Bill to Name	Box Elder School District - District Office	Bill to Address	Attn Accounts Payable 960 South Main Brigham City, Utah 84302-3162
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QUOTE SUMMARY

Digital PLL 2.0 - Products

Site Shipping Information:
Box Elder School District - District Office
AshLee Nelson
960 South Main Street
Brigham City, UT 84302

Bonanza (10% Support Products) Discount Applied

Product Name	Product Item #	List Price	Discount	Unit Price	Qty	Net Total
Digital Phonics Lesson Library 2.0 Add-On - Must Also Have 95 LIS 07/01/2026 - 06/30/2027	PH1263.08	\$3,295.00	\$0.00	\$3,295.00	13	\$42,835.00
Sub Total						\$42,835.00

PLL 2.0 Paper Kits - Products

Site Shipping Information:
Box Elder School District - District Office
960 South Main Street
Brigham City, UT 84302

Bonanza (10% Support Products) Discount Applied

Product Name	Product Item #	List Price	Discount	Unit Price	Qty	Net Total
Phonics Lesson Library 2.0 - Basic Skills Print Kit - Print TE's & Manipulatives	PH1260	\$1,099.00	\$109.90	\$989.10	26	\$25,716.60

Phonics Lesson Library 2.0 - Advanced Skills Print Kit- Print TEs & Manipulatives	PH1261	\$899.00	\$89.90	\$809.10	26	\$21,036.60
Phonics Lesson Library 2.0 - Multisyllable Skills Print Kit - Print TEs & Manipulatives	PH1262	\$799.00	\$79.90	\$719.10	26	\$18,696.60
PLL 2.0 Pre-Printed Convenience Pack - Basic	PH1290	\$140.00	\$14.00	\$126.00	26	\$3,276.00
PLL 2.0 Pre-Printed Convenience Pack - Advanced	PH1291	\$115.00	\$11.50	\$103.50	26	\$2,691.00
PLL 2.0 Pre-Printed Convenience Pack - MS	PH1292	\$90.00	\$9.00	\$81.00	26	\$2,106.00
Shipping 10%	SHIP	\$8,169.20	\$0.00	\$8,169.20	1	\$8,169.20
Sub Total						\$81,692.00

Total Before Discounts :	\$124,527.00
Discount :	\$8,169.20
Net Total :	\$116,357.80
Shipping and Handling :	\$8,169.20
Tax :	\$0.00
Grand Total :	\$124,527.00

Notes:

Please take a moment to verify your shipping information and confirm the quantities for your order. When you are ready to place your order, please submit your purchase order to orders@95percentgroup.com or call #847-499-8200 to pay by credit card. If you'd like changes to the quote, please contact your sales representative.

Returns and Refunds Limited 30-day return/replacement policy. All returns require prior approval. A 15% restocking fee applies to all printed 95 Phonics Lesson Library™ products, and a 10% restocking fee applies to all other printed products. Digital materials may be returned within 30 days of purchase. No returns will be accepted on opened shrink-wrapped products. Damaged materials (stamped, written on, or damaged from usage by the client) will not be accepted. The original shipping and handling charges are not refundable. Contact support@95percentgroup.com for authorization. All sales are final for 95 Phonics Booster Bundle®: Summer School Edition. No refunds, exchanges, or returns.

QUOTE DATE: July 6, 2026

QUOTE FORM

Company Information

Company Name	95 Percent Group	Quote Number	Q-161929
Address	475 Half Day Road, Suite 350 Lincolnshire, IL 60069	Created Date	July 6, 2026
Prepared By	Natalie Walker	Expiration Date	July 31, 2026
Title		Delivery Type	Upfront
Telephone			
Email	nwalker@95percentgroup.com		

Customer Information

Account Name	Box Elder School District - District Office
Address	Attn Accounts Payable 960 South Main Brigham City, Utah 84302-3162
Contact Name	AshLee Nelson
Contact Title	Director of Instructional Support
Contact Telephone	(435) 734-4800
Contact Email	ashlee.nelson@besd.net

Invoice / Billing Information

Bill to Name	Box Elder School District - District Office	Bill to Address	Attn Accounts Payable 960 South Main Brigham City, Utah 84302-3162
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QUOTE SUMMARY

Box Elder School District - Products

Site Shipping Information:
Box Elder School District - District Office
960 South Main Street
Brigham City, UT 84302

Product Name	Product Item #	Unit Price	Qty	Net Total
95 Literacy Intervention System + Digital Phonics Lesson Library 2.0 - School License - 1 Year Subscription - Valid July 1 - June 30 07/01/2027 - 06/30/2028	CB3001.08	\$5,995.00	13	\$77,935.00
95 Literacy Intervention System + Digital Phonics Lesson Library 2.0 - School License - 1 Year Subscription - Valid July 1 - June 30 07/01/2028 - 06/30/2029	CB3001.08	\$5,995.00	13	\$77,935.00
95 Literacy Intervention System + Digital Phonics Lesson Library 2.0 - School License - 1 Year Subscription - Valid July 1 - June 30 07/01/2029 - 06/30/2030	CB3001.08	\$5,995.00	13	\$77,935.00
95 Literacy Intervention System + Digital Phonics Lesson Library 2.0 - School License - 1 Year Subscription - Valid July 1 - June 30 07/01/2030 - 06/30/2031	CB3001.08	\$5,995.00	13	\$77,935.00
95 Literacy Intervention System + Digital Phonics Lesson Library 2.0 - School License - 1 Year Subscription - Valid July 1 - June 30 07/01/2031 - 06/30/2032	CB3001.08	\$5,995.00	13	\$77,935.00

		Sub Total	\$389,675.00
	Net Total :	\$389,675.00	
	Shipping and Handling :	\$0.00	
	Tax :	\$0.00	
	Grand Total :	\$389,675.00	

Notes:

Please take a moment to verify your shipping information and confirm the quantities for your order. When you are ready to place your order, please submit your purchase order to orders@95percentgroup.com or call #847-499-8200 to pay by credit card. If you'd like changes to the quote, please contact your sales representative.

Returns and Refunds Limited 30-day return/replacement policy. All returns require prior approval. A 15% restocking fee applies to all printed 95 Phonics Lesson Library™ products, and a 10% restocking fee applies to all other printed products. Digital materials may be returned within 30 days of purchase. No returns will be accepted on opened shrink-wrapped products. Damaged materials (stamped, written on, or damaged from usage by the client) will not be accepted. The original shipping and handling charges are not refundable. Contact support@95percentgroup.com for authorization. All sales are final for 95 Phonics Booster Bundle®: Summer School Edition. No refunds, exchanges, or returns.

Box Elder School District

Request for Purchase Approval for IT Upgrades

Recommendation: It is recommended that the Board of Education approve the purchase order for data back up and data storage devices.

Background: The data back up and data storage devices are critical components of the data system. These devices ensure that our data is kept secure and that we have redundant copies of our critical data in the event of a related equipment failure or IT breach.

Generally, the District evaluates and replaces components each year. The data backup portion of our system is due for replacement this year. Over the past year, the cost of data storage memory and the related components have risen considerably and is forecasted to continue to increase for the foreseeable future.

Policy Implications: None

Financial Implications: For the 2025-26 school year the cost to replace the data backup devices would be approximately \$440,000. This would be paid using Capital Outlay Funds.

Staff Implications: None at this time.

Dell - PowerEdge R670s - Compute Refresh

Contract Information
UT, NASPO, MA23026 PA4283

Quote Information:	Prepared for:	Bill To:	Ship To:
Quote #: DH298003	Box Elder County School District	Box Elder County School District	Box Elder County School District
Version: 2	Bobbi Melehes	Bobbi Melehes	Bobbi Melehes
Quote Date: 07/28/2026	(435) 515-5283	960 South Main	960 South Main
Expiration Date: 07/31/2026	bobbi.melehes@besd.net	Brigham City, UT 84302	Brigham City, UT 84302
		bobbi.melehes@besd.net	

PowerEdge R670 - PDC

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
Estimated delivery date: Nov. 11, 2026					
210-BNZH	PowerEdge R670 Server	5	\$0.00	\$54,351.24	\$271,756.20
321-BLNC	2.5" Chassis with up to 8 Universal Drives, Smart Flow (H965i)	5	\$0.00	\$0.00	\$0.00
338-CTBB	Intel Xeon 6 Performance 6737P 2.9G, 32C/64T, 24GT/s, 144M Cache, Turbo, (270W) DDR5-6400	5	\$0.00	\$0.00	\$0.00
338-CTBB	Intel Xeon 6 Performance 6737P 2.9G, 32C/64T, 24GT/s, 144M Cache, Turbo, (270W) DDR5-6400	5	\$0.00	\$0.00	\$0.00
379-BDCO	Additional Processor Selected	5	\$0.00	\$0.00	\$0.00
412-BCBT	Heatsink for 2 CPU Configuration (CPU greater than or equal to 270W)	5	\$0.00	\$0.00	\$0.00
370-AAIP	Performance Optimized	5	\$0.00	\$0.00	\$0.00
370-BCCX	6400MT/s RDIMMs	5	\$0.00	\$0.00	\$0.00
780-BCDI	No RAID	5	\$0.00	\$0.00	\$0.00
403-BDMY	PERC H965i Controller, Front, DCMHS	5	\$0.00	\$0.00	\$0.00
384-BBBL	Performance BIOS Settings	5	\$0.00	\$0.00	\$0.00

PowerEdge R670 - PDC

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
800-BBDM	UEFI BIOS Boot Mode with GPT Partition	5	\$0.00	\$0.00	\$0.00
384-BDQL	PowerEdge 1U High Performance Silver Fan	5	\$0.00	\$0.00	\$0.00
450-BCXC	Dual,Redundant(1+1),Hot-PlugMHSPowerSupply,1500WMM(100-240Vac)Titanium	5	\$0.00	\$0.00	\$0.00
321-BLHT	Riser Config 6, Rear 2x16 LP Slots (Gen5), 1x16 OCP, 1x8/x16 OCP Hot Aisle	5	\$0.00	\$0.00	\$0.00
634-CZPD	PowerEdge R670 Motherboard for RTS 1.2, DAO	5	\$0.00	\$0.00	\$0.00
470-BCHM	Rear Filler Blank for BOSS/OCP	5	\$0.00	\$0.00	\$0.00
470-AEYU	No Cables Required	5	\$0.00	\$0.00	\$0.00
350-BBBW	No Bezel	5	\$0.00	\$0.00	\$0.00
350-BDDM	Dell Luggage Tag for x8 and x10 Chassis	5	\$0.00	\$0.00	\$0.00
470-BCHM	Rear Filler Blank for BOSS/OCP	5	\$0.00	\$0.00	\$0.00
611-BBBF	No Operating System	5	\$0.00	\$0.00	\$0.00
605-BBFN	No Media Required	5	\$0.00	\$0.00	\$0.00
634-CSGX	OpenManage Enterprise Advanced Plus	5	\$0.00	\$0.00	\$0.00
634-CSHS	Secure Enterprise Key Manager License 3.0	5	\$0.00	\$0.00	\$0.00
634-CSHT	Secured Component Verification	5	\$0.00	\$0.00	\$0.00
634-CSHV	iDRAC10, Datacenter 17G	5	\$0.00	\$0.00	\$0.00
379-BFXT	Dell Connectivity Client - Disabled	5	\$0.00	\$0.00	\$0.00
634-CZRP	Dell Connectivity Module 17G	5	\$0.00	\$0.00	\$0.00
634-CZWJ	Dell Secure Onboarding Client 17G - Disabled	5	\$0.00	\$0.00	\$0.00

PowerEdge R670 - PDC

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
350-BCYJ	Blank Left Ear Module	5	\$0.00	\$0.00	\$0.00
379-BETF	iDRAC Legacy Password for OCP cards	5	\$0.00	\$0.00	\$0.00
770-BBHJ	No Rack Rails or Cable Management Arm	5	\$0.00	\$0.00	\$0.00
340-DNSW	PowerEdge Shipping	5	\$0.00	\$0.00	\$0.00
340-DSGB	PowerEdge R670 Shipping	5	\$0.00	\$0.00	\$0.00
340-DNSY	PowerEdge 1U Shipping Material	5	\$0.00	\$0.00	\$0.00
389-FHHY	PowerEdge No CCC, No CE Label Marking	5	\$0.00	\$0.00	\$0.00
817-BBBP	None Required	5	\$0.00	\$0.00	\$0.00
711-7006	Dell Hardware Limited Warranty Plus Onsite Service	5	\$0.00	\$0.00	\$0.00
711-7031	ProSupport Next Business Day Onsite Service After Problem Diagnosis 5 Years	5	\$0.00	\$0.00	\$0.00
711-7041	ProSupport 7x24 Technical Support and Assistance 5 Years	5	\$0.00	\$0.00	\$0.00
989-3439	Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800-945-3355	5	\$0.00	\$0.00	\$0.00
900-9997	On-Site Installation Declined	5	\$0.00	\$0.00	\$0.00
370-BCCZ	64GB RDIMM, 6400MT/s, Dual Rank	40	\$0.00	\$0.00	\$0.00
400-AXTV	480GB SSD SATA Read Intensive 6Gbps 512e 2.5in Hot-plug AG Drive, 1 DWPD	10	\$0.00	\$0.00	\$0.00
492-BBDI	C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, North America	10	\$0.00	\$0.00	\$0.00
540-BFPV	Broadcom 57414 Dual Port 25GbE SFP28 Adapter, OCP 3.0 NIC +Sec	5	\$0.00	\$0.00	\$0.00

PowerEdge R670 - PDC

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
540-BGBG	Agnostic Dual Port 32GB Fibre Channel HBA, PCIe Low Profile + Sec	5	\$0.00	\$0.00	\$0.00
Subtotal:					\$271,756.20

PowerEdge R670 - DR

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
Estimated delivery date: Nov. 10, 2026					
210-BNZH	PowerEdge R670 Server	2	\$0.00	\$54,351.24	\$108,702.48
321-BLNC	2.5" Chassis with up to 8 Universal Drives, Smart Flow (H965i)	2	\$0.00	\$0.00	\$0.00
338-CTBB	Intel Xeon 6 Performance 6737P 2.9G, 32C/64T, 24GT/s, 144M Cache, Turbo, (270W) DDR5-6400	2	\$0.00	\$0.00	\$0.00
338-CTBB	Intel Xeon 6 Performance 6737P 2.9G, 32C/64T, 24GT/s, 144M Cache, Turbo, (270W) DDR5-6400	2	\$0.00	\$0.00	\$0.00
379-BDCO	Additional Processor Selected	2	\$0.00	\$0.00	\$0.00
412-BCBT	Heatsink for 2 CPU Configuration (CPU greater than or equal to 270W)	2	\$0.00	\$0.00	\$0.00
370-AAIP	Performance Optimized	2	\$0.00	\$0.00	\$0.00
370-BCCX	6400MT/s RDIMMs	2	\$0.00	\$0.00	\$0.00
780-BCDI	No RAID	2	\$0.00	\$0.00	\$0.00
403-BDMY	PERC H965i Controller, Front, DCMHS	2	\$0.00	\$0.00	\$0.00
384-BBBL	Performance BIOS Settings	2	\$0.00	\$0.00	\$0.00
800-BBDM	UEFI BIOS Boot Mode with GPT Partition	2	\$0.00	\$0.00	\$0.00

PowerEdge R670 - DR

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
384-BDQL	PowerEdge 1U High Performance Silver Fan	2	\$0.00	\$0.00	\$0.00
450-BCXC	Dual,Redundant(1+1),Hot-PlugMHSPowerSupply,1500WMM(100-240Vac)Titanium	2	\$0.00	\$0.00	\$0.00
321-BLHT	Riser Config 6, Rear 2x16 LP Slots (Gen5), 1x16 OCP, 1x8/x16 OCP Hot Aisle	2	\$0.00	\$0.00	\$0.00
634-CZPD	PowerEdge R670 Motherboard for RTS 1.2, DAO	2	\$0.00	\$0.00	\$0.00
470-BCHM	Rear Filler Blank for BOSS/OCP	2	\$0.00	\$0.00	\$0.00
470-AEYU	No Cables Required	2	\$0.00	\$0.00	\$0.00
350-BBBW	No Bezel	2	\$0.00	\$0.00	\$0.00
350-BDDM	Dell Luggage Tag for x8 and x10 Chassis	2	\$0.00	\$0.00	\$0.00
470-BCHM	Rear Filler Blank for BOSS/OCP	2	\$0.00	\$0.00	\$0.00
611-BBBF	No Operating System	2	\$0.00	\$0.00	\$0.00
605-BBFN	No Media Required	2	\$0.00	\$0.00	\$0.00
634-CSGX	OpenManage Enterprise Advanced Plus	2	\$0.00	\$0.00	\$0.00
634-CSHS	Secure Enterprise Key Manager License 3.0	2	\$0.00	\$0.00	\$0.00
634-CSHT	Secured Component Verification	2	\$0.00	\$0.00	\$0.00
634-CSHV	iDRAC10, Datacenter 17G	2	\$0.00	\$0.00	\$0.00
379-BFXT	Dell Connectivity Client - Disabled	2	\$0.00	\$0.00	\$0.00
634-CZRP	Dell Connectivity Module 17G	2	\$0.00	\$0.00	\$0.00
634-CZWJ	Dell Secure Onboarding Client 17G - Disabled	2	\$0.00	\$0.00	\$0.00
350-BCYJ	Blank Left Ear Module	2	\$0.00	\$0.00	\$0.00

PowerEdge R670 - DR

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
379-BETF	iDRAC Legacy Password for OCP cards	2	\$0.00	\$0.00	\$0.00
770-BBHJ	No Rack Rails or Cable Management Arm	2	\$0.00	\$0.00	\$0.00
340-DNSW	PowerEdge Shipping	2	\$0.00	\$0.00	\$0.00
340-DSGB	PowerEdge R670 Shipping	2	\$0.00	\$0.00	\$0.00
340-DNSY	PowerEdge 1U Shipping Material	2	\$0.00	\$0.00	\$0.00
389-FHHY	PowerEdge No CCC, No CE Label Marking	2	\$0.00	\$0.00	\$0.00
817-BBBP	None Required	2	\$0.00	\$0.00	\$0.00
711-7006	Dell Hardware Limited Warranty Plus Onsite Service	2	\$0.00	\$0.00	\$0.00
711-7031	ProSupport Next Business Day Onsite Service After Problem Diagnosis 5 Years	2	\$0.00	\$0.00	\$0.00
711-7041	ProSupport 7x24 Technical Support and Assistance 5 Years	2	\$0.00	\$0.00	\$0.00
989-3439	Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800-945-3355	2	\$0.00	\$0.00	\$0.00
900-9997	On-Site Installation Declined	2	\$0.00	\$0.00	\$0.00
370-BCCZ	64GB RDIMM, 6400MT/s, Dual Rank	16	\$0.00	\$0.00	\$0.00
400-AXTV	480GB SSD SATA Read Intensive 6Gbps 512e 2.5in Hot-plug AG Drive, 1 DWPD	4	\$0.00	\$0.00	\$0.00
492-BBDI	C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, North America	4	\$0.00	\$0.00	\$0.00
540-BFPV	Broadcom 57414 Dual Port 25GbE SFP28 Adapter, OCP 3.0 NIC +Sec	2	\$0.00	\$0.00	\$0.00

PowerEdge R670 - DR

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
540-BGBG	Agnostic Dual Port 32GB Fibre Channel HBA, PCIe Low Profile + Sec	2	\$0.00	\$0.00	\$0.00
Subtotal:					\$108,702.48

PowerEdge R670 - GPU

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
Estimated delivery date: Nov. 10, 2026					
210-BNZH	PowerEdge R670 Server	1	\$0.00	\$58,784.98	\$58,784.98
321-BLNC	2.5" Chassis with up to 8 Universal Drives, Smart Flow (H965i)	1	\$0.00	\$0.00	\$0.00
338-CTBB	Intel Xeon 6 Performance 6737P 2.9G, 32C/64T, 24GT/s, 144M Cache, Turbo, (270W) DDR5-6400	1	\$0.00	\$0.00	\$0.00
338-CTBB	Intel Xeon 6 Performance 6737P 2.9G, 32C/64T, 24GT/s, 144M Cache, Turbo, (270W) DDR5-6400	1	\$0.00	\$0.00	\$0.00
379-BDCO	Additional Processor Selected	1	\$0.00	\$0.00	\$0.00
412-BCBT	Heatsink for 2 CPU Configuration (CPU greater than or equal to 270W)	1	\$0.00	\$0.00	\$0.00
370-AAIP	Performance Optimized	1	\$0.00	\$0.00	\$0.00
370-BCCX	6400MT/s RDIMMs	1	\$0.00	\$0.00	\$0.00
780-BCDI	No RAID	1	\$0.00	\$0.00	\$0.00
403-BDMY	PERC H965i Controller, Front, DCMHS	1	\$0.00	\$0.00	\$0.00
384-BBBL	Performance BIOS Settings	1	\$0.00	\$0.00	\$0.00
800-BBDM	UEFI BIOS Boot Mode with GPT Partition	1	\$0.00	\$0.00	\$0.00

PowerEdge R670 - GPU

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
384-BDQL	PowerEdge 1U High Performance Silver Fan	1	\$0.00	\$0.00	\$0.00
450-BCXC	Dual,Redundant(1+1),Hot-PlugMHSPowerSupply,1500WMM(100-240Vac)Titanium	1	\$0.00	\$0.00	\$0.00
321-BLHT	Riser Config 6, Rear 2x16 LP Slots (Gen5), 1x16 OCP, 1x8/x16 OCP Hot Aisle	1	\$0.00	\$0.00	\$0.00
634-CZPD	PowerEdge R670 Motherboard for RTS 1.2, DAO	1	\$0.00	\$0.00	\$0.00
470-BCHM	Rear Filler Blank for BOSS/OCP	1	\$0.00	\$0.00	\$0.00
470-AEYU	No Cables Required	1	\$0.00	\$0.00	\$0.00
350-BBBW	No Bezel	1	\$0.00	\$0.00	\$0.00
350-BDDM	Dell Luggage Tag for x8 and x10 Chassis	1	\$0.00	\$0.00	\$0.00
470-BCHM	Rear Filler Blank for BOSS/OCP	1	\$0.00	\$0.00	\$0.00
611-BBBF	No Operating System	1	\$0.00	\$0.00	\$0.00
605-BBFN	No Media Required	1	\$0.00	\$0.00	\$0.00
634-CSGX	OpenManage Enterprise Advanced Plus	1	\$0.00	\$0.00	\$0.00
634-CSHS	Secure Enterprise Key Manager License 3.0	1	\$0.00	\$0.00	\$0.00
634-CSHT	Secured Component Verification	1	\$0.00	\$0.00	\$0.00
634-CSHV	iDRAC10, Datacenter 17G	1	\$0.00	\$0.00	\$0.00
379-BFXT	Dell Connectivity Client - Disabled	1	\$0.00	\$0.00	\$0.00
634-CZRP	Dell Connectivity Module 17G	1	\$0.00	\$0.00	\$0.00
634-CZWJ	Dell Secure Onboarding Client 17G - Disabled	1	\$0.00	\$0.00	\$0.00
350-BCYJ	Blank Left Ear Module	1	\$0.00	\$0.00	\$0.00

PowerEdge R670 - GPU

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
379-BETF	iDRAC Legacy Password for OCP cards	1	\$0.00	\$0.00	\$0.00
770-BBHJ	No Rack Rails or Cable Management Arm	1	\$0.00	\$0.00	\$0.00
340-DNSW	PowerEdge Shipping	1	\$0.00	\$0.00	\$0.00
340-DSGB	PowerEdge R670 Shipping	1	\$0.00	\$0.00	\$0.00
340-DNSY	PowerEdge 1U Shipping Material	1	\$0.00	\$0.00	\$0.00
389-FHHY	PowerEdge No CCC, No CE Label Marking	1	\$0.00	\$0.00	\$0.00
711-7006	Dell Hardware Limited Warranty Plus Onsite Service	1	\$0.00	\$0.00	\$0.00
711-7031	ProSupport Next Business Day Onsite Service After Problem Diagnosis 5 Years	1	\$0.00	\$0.00	\$0.00
711-7041	ProSupport 7x24 Technical Support and Assistance 5 Years	1	\$0.00	\$0.00	\$0.00
989-3439	Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800-945-3355	1	\$0.00	\$0.00	\$0.00
900-9997	On-Site Installation Declined	1	\$0.00	\$0.00	\$0.00
370-BCCZ	64GB RDIMM, 6400MT/s, Dual Rank	8	\$0.00	\$0.00	\$0.00
400-AXTV	480GB SSD SATA Read Intensive 6Gbps 512e 2.5in Hot-plug AG Drive, 1 DWPD	2	\$0.00	\$0.00	\$0.00
492-BBDI	C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, North America	2	\$0.00	\$0.00	\$0.00
540-BFPV	Broadcom 57414 Dual Port 25GbE SFP28 Adapter, OCP 3.0 NIC +Sec	1	\$0.00	\$0.00	\$0.00
540-BGBG	Agnostic Dual Port 32GB Fibre Channel HBA, PCIe Low Profile + Sec	1	\$0.00	\$0.00	\$0.00

PowerEdge R670 - GPU

Manufacturer Part Number	Product Details	Qty	List Price	Price	Ext. Price
490-BJRN	NVIDIA L4, PCIe, 72W, 24GB Passive, Single Wide Low Profile GPU	1	\$0.00	\$0.00	\$0.00
Subtotal:					\$58,784.98

Shipping

Product Description	Quantity	Price	Ext. Price
Free standard ground shipping	1	\$0.00	\$0.00

Quote Summary

Description	Amount
PowerEdge R670 - PDC	\$271,756.20
PowerEdge R670 - DR	\$108,702.48
PowerEdge R670 - GPU	\$58,784.98
Total:	\$439,243.66

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel any order arising from pricing or other errors. If Customer is purchasing a subscription-based product, Customer agrees to pay all charges for the complete term of the subscription. By signing below or issuing a Purchase Order, Customer agrees to CompuNet's standard terms and conditions, which can be reviewed at <https://compunet.biz/terms-and-conditions/>, provided, that if Customer and CompuNet are parties to a currently effective Master Product Purchase and Services Agreement (MSA), the terms and conditions of such MSA shall control and shall supersede these standard terms and conditions. Your electronic signature, per the Electronic Signature Act, is considered equivalent to your signed and faxed signature, and allows you to accept and place your order. This Quote becomes binding and noncancelable upon Customer's return to CompuNet of acceptance.. You are NOT required to electronically sign your order, you may fax or email your signed proposal to your Account Executive.

Memory/Compute quotes only

All pricing in this quote reflects manufacturer and distributor costs as available at the time of issuance. Please note that products containing memory are subject to market-driven price adjustments, and vendors may update pricing up to the point of shipment. The pricing in this quote will be subject to adjustment for any price increase from the vendor after the point of quote issuance to the point of shipment. A purchase order issued in response to this quote will be subject to adjustment for any price increase from the vendor after the time of quote issuance to the point of shipment.

While quoted prices are not guaranteed until your order is confirmed and invoiced by the vendor, CompuNet is committed to working for its customers to receive fair and competitive pricing, even during a time of market volatility. To the extent permitted by the vendor, we will offer the opportunity to cancel an order prior to shipment if updated pricing does not match the customer's budget.

This quote may be accepted by signature of Customer's authorized representative below. **If Customer intends to accept this quote by issuance of a purchase order, it must include the following language:**

Customer acknowledges and agrees: (a) that the pricing in this purchase order reflects the manufacturer or distributor cost available to CompuNet at the time of issuance; (b) that the vendor of the products listed in this purchase order may update pricing up to the point of shipment; and (b) that this purchase order will be subject to pricing adjustment by CompuNet to reflect any price increase from the vendor up to the point of shipment and invoicing by the vendor. The foregoing sentence shall control over any conflicting terms or conditions between Customer and CompuNet, or any conflicting provision of an existing master agreement between Customer and CompuNet.

Alternately, if customer PO references quote # and includes "Per terms and conditions in CompuNet Quote (Applicable Quote #)", PO will be accepted.

A Purchase Order not including the foregoing language will not constitute an acceptance and is rejected.

The undersigned representative of Customer represents and warrants that he or she is an authorized signatory of Customer, with authority to bind Customer to and accept this Quote, and that upon acceptance this Quote will be the binding obligation of Customer without the need for any additional permission or consent.

Box Elder County School District

Signature: _____

Name: _____

Title: _____

Date: _____

PO Number: _____

Suggestions for Future Board Meetings

Work Session	Board Meeting	Assigned
September 9, 2026 (tentative)		
	Walmart Grants Presentation Nucor Grants Presentation Swearing in of Student Board Member Early Learning Plan Review AP and Acadience Results Policy Review	Walmart Nucor Neil Stevens Jamie Kent Jeff Morris
October 14, 2026 (tentative)		
	Approval of Positive Behavior Plans (PBS) Approval of LEA Specific Licenses and LEA Specific Endorsements October 1 Enrollment Report Exemption from Compulsory Attendance (Home School) Policy Review	Megan Bushnell Coerina Fife Coerina Fife Steve Carlsen
November 11, 2026 (tentative)		
Complete MBA	RISE and Utah Aspire Plus Data Policy Review	Jeff Morris
December 9, 2026 (tentative)		
Meeting with Legislators	Approval of New Courses Approval of 2027-28 District Calendar Audit Report Monthly Newsletter RISE and Utah Aspire Plus Data Policy Review	Keith Mecham Coerina Fife Neil Stevens Jamie Kent Jeff Morris
January 13, 2027 (tentative)		
Supt and BA Reivews Demographer	First Public Comment on School Fees Approval of 2-year contract for Business Administrator Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics Policy 1036 Conflict of Interest - Complete Form Foundation Report AAPPL Data Policy Review Elect New Board President and Vice President Policy 1080 Board Committees - Committee Assignments Building and Ground Rental and Supervision Policies USBA Conference Report	Keith Mecham Matt Nelson Jeff Morris Board President Board President Neil Stevens Board Members
February 9, 2027 (tentative)		
	Second Public Comment on School Fees Approval of School Fees FY2026 Capital Improvement Plan Legislative Update Policy Review	Keith Mecham Keith Mecham Corey Thompson Steve Carlsen
March 10, 2027 (tentative)		
	Negotiations Team Approval Legislative Update Policy Review Board Graduation Assignments	Coerina Fife Steve Carlsen Board President
April 14, 2027 (tentative)		
	ESP Recognitions Approval of Indian Education Formula Grant Approval of College and Career Readiness Counseling Program (CCRCP) Child Nutrition Report Policy Review TSSA & SLT Previous Year Review Upcoming Events - graduations, including ILSC graduation	Coerina Fife Megan Bushnell Ben Wiley Neil Stevens Keith Mecham & Heidi Jo West
May 12, 2027 (tentative)		

	Retirement Recognitions Certificated Employee and Volunteer Recognitions Approval of 2026-2027 Board Meeting Calendar Approval of School Land Trust Plans Review of Positive Behavior Plans ACT Data School Fees Summary Policy Review	Coerina Fife BEAA Steve Carlsen Keith Mecham & Heidi Jo West Megan Bushnell Jeff Morris Keith Mecham
June 9, 2027 (tentative)		
AI Information	Budget Hearing Approval of Budget Approval of 2026-27 Tax Rates Approval of Internal and Independent Auditors Public Comment on K-5 Math Curriculum Adoption Approval of K-5 Math Curriculum Adoption Pick-up Contributions for Members of Contributory Retirement System Tentative Ratification of Negotiated Agreement with BEAA Tentative Ratification of Negotiated Agreement with BEEA Tentative Ratification of Negotiated Agreement with BEESPA Declaration of Open Enrollment Schools Approval of TSSA Plans Policy Review	Neil Stevens Neil Stevens Neil Stevens Neil Stevens Jamie Kent Jamie Kent Neil Stevens Coerina Fife Coerina Fife Coerina Fife Megan Bushnell Keith Mecham & Heidi Jo West
July 14, 2027 (tentative)		
	Approval of Sex Education Committee Bullying Report	Keith Mecham Megan Bushnell
August 11, 2026 (tentative)		
AI Information, Keith Mecham	Policy Review	