

Regular School Board Meeting

Wednesday, July 15, 2020 6:30 PM

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

A. <u>Administrative</u> - 6:30 p.m.	
1. Call to Order	Presenter: President Karen Cronin
2. Reverence	Presenter: Rod Cook, Business Administrator
3. Flag Salute/Pledge of Allegiance	Presenter: Keith Mecham, Assistant Superintendent
4. Recognitions	Presenter: Tiffani Summers, Board Member
a. Melanie Day - Coronials	
b. Principal Jerry Jackman and faculty of Community High School	
B. <u>Approval of Agenda</u> - 6:45 p.m.	
C. <u>Public Comment</u> - 7:00 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	
D. <u>Action Items</u> - 7:30 p.m.	
1. Approval of CM-GC	Presenter: Corey Thompson
2. Approval of 2020-21 Tax Rates	Presenter: Rod Cook
3. Tentative Ratification of Negotiated Agreement with BEEA	Presenter: Keith Mecham
4. Tentative Ratification of Negotiated Agreement with BEESPA	Presenter: Keith Mecham
5. Tentative Ratification of Negotiated Agreement with BEAA	Presenter: Keith Mecham
6. Approval of Four Day Week for Park Valley and Grouse Creek	Presenter: Keith Mecham
7. Approval of Sex Education Committee and Report	Presenter: Gary Allen
8. Approval of Amendment to BRHS School Lands Trust Plan 2019-20	Presenter: Gary Allen
9. Approval of Bear River High Girls Wrestling	Presenter: Steve Carlsen
10. COVID-19 Re-opening Plan	Presenter: Steve Carlsen
E. <u>Policy Review</u> - 8:15 p.m.	
1. Policy to Delete	
a. Policy 5359 Youth Suicide Prevention	
2. Policies with no changes	
a. Policy 1025 Administration Relations	
b. Policy 1074 Board Meetings: Closed Meetings	
c. Policy 1080 Board Committees	
d. Policy 1090 Rules of Order	
e. Policy 1120 Policy Development/ Adoption/ Dissemination	
f. Policy 2010 Budget Planning/ Development/	

Adoption

- g. Policy 2015 Cash Investment and Management of School District Funds
- h. Policy 2020 Budget Implementation
- i. Policy 2050 Payroll Deductions
- j. Policy 2051 Deferred Compensation - Tax Sheltered Annuity Programs
- k. Policy 2060 Deducted Absences
- l. Policy 5030 Attendance - Compulsory
- m. Policy 5031 Attendance - Exemption from Compulsory Attendance

3. First Reading

- a. Policy 1040 Board Member Elections/ Board Officers
- b. Policy 1225 School Size - Elementary School
- c. Policy 2100 Gifts, Donations, and Bequests - Acceptance
- d. Policy 2170 Buildings & Grounds - Use by Students and Employees
- e. Policy 2210 Transportation Eligibility
- f. Policy 3042 Education Support Professionals (ESP or Classified) Employee Evaluation
- g. Policy 3043 Redress of Grievances
- h. Policy 3055 Substitute Teachers
- i. Policy 3086 Employee Use of Personal Electronic Devices
- j. Policy 4061 Curriculum: American Heritage
- k. Policy 4062 Curriculum: College Course Work
- l. Policy 4070 Early Graduation
- m. Policy 4086 Comprehensive Counseling and Guidance Program
- n. Policy 4087 Work-Based Learning
- o. Policy 4177 Responsible Computer Use
- p. Policy 5027 Foreign Exchange Students
- q. Policy 5035 Attendance Requirements/ Procedures
- r. Policy 5064 Medical Recommendations by School Personnel to Parents
- s. Policy 5066 Students with Potentially Life Threatening Allergies
- t. Policy 5067 Student Asthma Emergency
- u. Policy 5069 Student Self-Treatment for Diabetes
- v. Policy 5205 Use of Protective Eyewear
- w. Policy 5225 Student Activities
- x. Policy 5305 Student Use of Electronic Devices
- y. Policy 5310 Fundraising
- z. Policy 5360 Suicide Prevention
- aa. Policy 6012 Parent Classroom Observation

F. Information Items - 8:15 p.m.

- 1. **2020-21 TSSA Plan Results**

Presenter: Keri Greener and Gary Allen

- 2. **Monthly Financial Report**

Presenter: Rod Cook

G. Board Discussion Items 8:20 p.m.

- 1. **Review pages 173 to 182 of "Fostering Resilient Learners"**

H. Consent Items 8:30 p.m.

- 1. **Minutes**

2. Claims

3. Personnel

I. Suggestions for Future Board Meetings 8:35 p.m.

J. Board Handbook

K. Adjournment 8:40 p.m.

The next meeting of the Board of Education will be held on Wednesday, August 12, 2020, with a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

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

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder County School District, held Wednesday evening June 10, 2020 at 6:30 p.m. at the Independent Life Skills Center.

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

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

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

Recognition

Tiffani Summers recognized the following:

An online choir performance of Bear River Middle School was played.

Maria Scott – Choir Teacher

Marcia Wilson – School Counselor

Marlo Mazerowski – School counselor

All School Counselors

Nancy Kennedy and Connie Archibald were recognized for 15 years of service to the School Board.

Approval of Agenda

Julie Taylor made the motion to approve the agenda. Wade Hyde seconded the motion, which passed unanimously.

Public Hearing

School Closure and Boundary Changes

The meeting was opened up for public comment.

Ms. Sidwell asked about the size of the school and class size.

Steve Hansen wanted to make sure the building will accommodate students out 50 years.

Randy Christensen asked the Board to address and be aware of the safety of crossing 200 south.

Budget Hearing

The meeting was opened for public comment on the Budget.

The only public comment was information about where the budget could be found.

Public Comment

Van Park Bear River Athletic Director wanted to give the Board information regarding Girls Wrestling which has been sanctioned by the Utah High School Athletic Association.

Action Items

Approval of school closures and boundary changes and proceed with new Building

Superintendent Steve Carlsen made the recommendation that the BESD Board of Education change the boundaries of Foothill Elementary and Mountain View Elementary to one combined boundary. It is also recommended that a new elementary building be built on the sight of the current Bunderson Elementary building that will house all the elementary students in this new combined elementary boundary.

Nancy Kennedy made the motion to approve the recommendation to consolidate the schools and build a new school on the Bunderson Elementary site, with the new school to open for the 2022-23 school year. Bryan Smith seconded the motion which passed unanimously.

Approval of the revised 2019-20 and preliminary 2020-21 budget

Business Administrator, Rod Cook presented the revised 2019-19 budget and the preliminary 2020-21 budget for Board approval.

Bryan Smith made the motion to approve the revised 2019-20 and 2020-21 preliminary budget as presented. Connie Archibald seconded the motion which passed unanimously.

Approval of Internal and Independent Auditors

Business Administrator, Rod Cook also presented the recommendation as approved by the Board audit committee to approve Tom Kotter as the internal auditor for the 2020-21 fiscal year, and Wiggins and Company as the independent auditor for the 2019-20 fiscal year.

Connie Archibald made the motion to approve the auditors as recommended above. Tiffani Summers seconded the motion which passed unanimously.

Municipal Building Authority Meeting

Connie Archibald made the motion to close the regular Board Meeting and move into the Municipal Building Authority Meeting. Bryan Smith seconded the motion which passed unanimously.

Rod Cook, Business Administrator presented the recommendation for the Municipal Building Authority budget, approval of the lease agreement and election of officers.

Nancy Kennedy made the motion to approve the budget, lease agreement and to appoint the same officers for the Municipal Building Authority as the School Board and to move back into regular Board Meeting. Wade Hyde seconded the motion which passed unanimously.

Pickup Contribution for members of the Contributory Retirement System

Business Administrator, Rod Cook, recommended that the Board pick up the employer contribution for the two remaining employees that are on the Contributory Retirement System.

Bryan Smith made the motion to pick up the Contributory Retirement System employers portion. Julie Taylor seconded the motion which passed unanimously.

Declaration of Closed Enrollment Schools

Keith Mecham, Assistant superintendent of Human Resources, made the recommendation to close the following schools to transfers Century, Garland, Lake View, McKinley and Foothill Elementary. The exceptions being dual immersion programs at all schools and kindergarten and first grade at Foothill Elementary.

Wade Hyde made the motion to close the above schools to students transferring in from outside the established attendance area with the exceptions as stated. Connie Archibald seconded the motion which passed unanimously.

Approval of Teacher and Student Success Act Plans

Gary Allen, Assistant Superintendent of Secondary Teaching and Learning, recommended all plans for secondary schools to the Board. He mentioned how the plans are unique and cater to the needs of the individual school.

Julie Taylor made the motion to approve the TSSA plans for all secondary schools. Connie Archibald seconded the motion which passed unanimously.

Keri Greener, Assistant Superintendent of Elementary Teaching and Learning, recommended all plans for elementary schools to the Board.

Nancy Kennedy made the motion to approve the TSSA plans for all elementary schools. Tiffani Summers seconded the motion which passed unanimously.

Information/Discussion Items

Monthly Financial Report

Business Administrator, Rod Cook presented the monthly financial report and the State Auditor Fraud Risk Assessment Questionnaire to the board for discussion.

Board Discussion Items

The Board reviewed pages 173 to 182 of “Fostering Resilient Learners” and shared their thoughts on the reading.

Consent Calendar

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

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meetings of May 13, 2020.

Approval of claims numbered 33541-33793, 07052920, 0805920, 09052020, 09052920, 9052920z, and the District Foundation and ACH payments as well as School Activity checks for the month of May.

Personnel Items

As detailed in agenda.

Adjournment

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

With the announcement that the next meeting will be held on Wednesday, July 15, 2020, at The Independent Life Skills Center with a work session at 10 a.m. and regular board meeting at 6:30 p.m. President Cronin adjourned the meeting at 8:44 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

TENTATIVE MINUTES OF WORKSESSION MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT

Tentative minutes of a Work Session Meeting of the Board of Education, Box Elder County School District, held Monday June 8, 2020 at Independent Life Skills Center.

Those in attendance at the meeting included Board President Karen Cronin, Vice President, Julie Taylor, Connie Archibald, Wade Hyde, Nancy Kennedy, and Tiffani Summers. Bryan Smith attended online. Also present were Superintendent Steven Carlsen, Business Administrator Rod Cook, and Keith Mecham, Assistant Superintendent of Human Resources.

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

The reverence was offered by Julie Taylor.

Rod Cook, Business Administrator presented the revised 2019-20 Budget and the 2020-21 preliminary budget. The budget has been established on a zero increase, since it is unknown what the state funding will be at this time. There will most likely be a cut to the budget on the state level.

He also presented the state auditor Fraud Risk Assessment which is now required under new guidelines. Member Wade Hyde pointed out the Board Members were instructed on finance through the Utah School Boards Association (USBA) Master Board Award (MBA) training. With this change it brought the score to 355 which qualifies the school district as very low risk.

Adjournment

Connie Archibald made the motion to adjourn the meeting. Julie Taylor seconded the motion, which passed unanimously.

President Cronin adjourned the meeting at 8:30 p.m. The next regular Board Meeting will be held on June 10, 2020 at 6:30 p.m. and will include the Budget Hearing for the revision of the 2019-20 Budget and Preliminary 2020-21 Budget.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00032084	-36.80	06/23/20	40320 JACINDA HEYDER	CV
01	00032443	-17.65	06/24/20	1 CHRISTY HOLODNAK	CV
01	00032942	-52.50	06/16/20	106297 CROWN TROPHY	CV
01	00033383	-64.00	06/23/20	40320 JACINDA HEYDER	CV
01	00033606	-2,867.53	06/17/20	256 AMERICAN BACKFLOW PREVENTION ASSOCIATION	CV
01	00033794	157.50	06/04/20	1 ALEXA PETERSEN	C
01	00033795	246.30	06/04/20	1 BARBARA FOOTE	C
01	00033796	157.50	06/04/20	1 BETH BURBANK	C
01	00033797	157.50	06/04/20	1 CATHY GARCIA	C
01	00033798	157.50	06/04/20	1 CHERYL JEPSON	C
01	00033799	35.00	06/04/20	1 EMILE CARDALL	C
01	00033800	35.00	06/04/20	1 FANGFANG LI	C
01	00033801	35.00	06/04/20	1 HEATHER HORROCKS	C
01	00033802	157.50	06/04/20	1 JAMIE STOKES	C
01	00033803	58.80	06/04/20	1 JEANNE SEAMONS	C
01	00033804	35.00	06/04/20	1 JERENISS ALCANTAR	C
01	00033805	415.00	06/04/20	1 JON SORENSEN	C
01	00033806	157.50	06/04/20	1 JULIA STARK	C
01	00033807	157.50	06/04/20	1 KYLEE WYATT	C
01	00033808	35.80	06/04/20	1 RAIGON HOYT	C
01	00033809	1,895.00	06/04/20	17558 ACADIENCE LEARNING INC	C
01	00033810	448.56	06/04/20	10260 ADELE C YOUNG INTERM SCH	C
01	00033811	644.96	06/04/20	812477 ALSCO/AMERICAN LINEN	C
01	00033812	129.00	06/04/20	11088 AMERICAN SCHOOL COUNSELOR ASSOC	C
01	00033813	116.00	06/04/20	38040 AMERICAN SIGN LANGUAGE COMMUNICATION	C
01	00033814	1,055.94	06/04/20	111180 PEGGY ASTLE	C
01	00033815	33.05	06/04/20	38660 JOANNE BARKER	C
01	00033816	725.56	06/04/20	102956 BEAR RIVER MENTAL HEALTH	C
01	00033817	254.62	06/04/20	87120 BEEHIVE TELEPHONE CO	C
01	00033818	80.00	06/04/20	18180 LINDA BOURN	C
01	00033819	1,177.97	06/04/20	104338 BOX ELDER HIGH SCHOOL	C
01	00033820	811.00	06/04/20	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00033821	100,410.97	06/04/20	123130 CACHE COUNTY SCHOOL DISTRICT	C
01	00033822	271.86	06/04/20	47953 SARAH CALL	C
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01	00033825	584.43	06/04/20	48054 DEBRA FIRTH	C
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01	00033827	45.00	06/04/20	9296 JAN HAWKES	C
01	00033828	121.50	06/04/20	111125 IML SECURITY SUPPLY	C
01	00033829	802.70	06/04/20	7757 GERALD JACKMAN	C
01	00033830	55.20	06/04/20	102892 LISSA M JENSEN	C
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01	00033833	179.00	06/04/20	44636 TAMRA LARSEN	C
01	00033834	1,200.00	06/04/20	50377 LEARNING FLUENCY, LLC	C
01	00033835	463.81	06/04/20	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00033836	179.00	06/04/20	588360 MEGAN MUELLER	C
01	00033837	1,331.00	06/04/20	38695 NEWSELA INC	C
01	00033838	1,064.81	06/04/20	111273 NUCO2 LLC	C
01	00033839	13,826.39	06/04/20	3050 OBSERVERTAB, LLC	C
01	00033840	310.96	06/04/20	44903 HAYLEY PHELPS-CHOURNOS	C
01	00033841	671.52	06/04/20	10731 SMITH'S CUSTOMER CHARGES	C
01	00033842	218.96	06/04/20	101600 JUANITA SMITH	C
01	00033843	421.17	06/04/20	45756 KELLY SORENSEN	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00033847	258.33	06/04/20	42439 LAURA VALLEJO	C
01	00033848	5,088.94	06/04/20	924155 WASTE MGMT OF UTAH INC	C
01	00033849	179.00	06/04/20	935070 ANNETTE B WHITAKER	C
01	00033850	545.70	06/04/20	111741 ABDO PUBLISHING CO	C
01	00033851	2,279.71	06/04/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00033852	5,296.50	06/04/20	110672 ANCORA PUBLISHING	C
01	00033853	415.00	06/04/20	110509 AUDIO ENHANCEMENT	C
01	00033854	12.72	06/04/20	105169 BARNES & NOBLE INC	C
01	00033855	300.00	06/04/20	19178 CHEAPER THAN SHIRT	C
01	00033856	287.00	06/04/20	18724 CYBER ACOUSTICS	C
01	00033857	98.77	06/04/20	284010 FISHER SCIENTIFIC	C
01	00033858	150.00	06/04/20	110099 FLUXLIGHT INC	C
01	00033859	160.37	06/04/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00033860	810.76	06/04/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00033861	1,278.00	06/04/20	322776 GRAINGERS INC	C
01	00033862	821.64	06/04/20	386370 HYKO SUPPLY CO	C
01	00033863	1,691.25	06/04/20	111727 LAVENDER HILL PRESS	C
01	00033864	4,801.48	06/04/20	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00033865	180.78	06/04/20	699420 PERMA BOUND BOOKS	C
01	00033866	436.00	06/04/20	21474 SCHOLASTIC LITERACY INITIATIVES	C
01	00033867	165.00	06/04/20	103778 SCHOLASTIC READING CLUB	C
01	00033868	926.30	06/04/20	822122 SUMMERHAYS MUSIC CENTER	C
01	00033869	422.81	06/04/20	38989 TALES FOR TEACHING LLC	C
01	00033870	17.00	06/11/20	1 CHERYLN WOODALL	C
01	00033871	67.20	06/11/20	1 JACQUE BURTON	C
01	00033872	1,234.31	06/11/20	10260 ADELE C YOUNG INTERM SCH	C
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01	00033876	3,500.00	06/11/20	52680 BEAR RIVER LIVE	C
01	00033877	255.50	06/11/20	85768 BEAR RIVER SEWER DEPT	C
01	00033878	4,475.00	06/11/20	52698 BEEHIVE SPORTS MEDIA	C
01	00033879	233.68	06/11/20	15458 SANDRA BOAM-DOUTRE	C
01	00033880	1,101.70	06/11/20	18180 LINDA BOURN	C
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01	00033882	2,145.95	06/11/20	104348 BOX ELDER MIDDLE SCHOOL	C
01	00033883	2,000.00	06/11/20	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00033884	43,427.78	06/11/20	108217 BRIGHAM CITY CORPORATION	C
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01	00033887	45.00	06/11/20	52809 ELIZABETH LARSON CLEGG	C
01	00033888	82.00	06/11/20	156817 CORINNE CITY CORP	C
01	00033889	105.00	06/11/20	106297 CROWN TROPHY	C
01	00033890	179.00	06/11/20	25780 VICTORIA DANCE	C
01	00033891	1,500.00	06/11/20	48968 DR. DAVE SPEAKS, LLC	C
01	00033892	21.61	06/11/20	281678 FIELDING SCHOOL	C
01	00033893	3,888.62	06/11/20	143160 FRONTIER COMMUNICATION	C
01	00033894	2,636.80	06/11/20	304820 GASCARD/FLEETCOR TECHNOLOGIES	C
01	00033895	3,352.37	06/11/20	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00033896	41.88	06/11/20	32280 BRUCE D HIRSCHI	C
01	00033897	166.72	06/11/20	44601 LORI JACOBSON	C
01	00033898	693.98	06/11/20	467700 JOHNSON ELECTRIC MOTORS	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00033902	25.00	06/11/20	543168 MADDOX RANCH HOUSE	C
01	00033903	152.00	06/11/20	561078 MCKINLEY SCHOOL	C
01	00033904	300.00	06/11/20	52400 PARADISE FIRE PROTECTION	C
01	00033905	208.00	06/11/20	700077 PERRY CITY	C
01	00033906	5,928.46	06/11/20	937851 PRAXAIR DISTRIBUTION INC	C
01	00033907	15,262.13	06/11/20	109484 PUBLIC CONSULTING GROUPS INC	C
01	00033908	1,036.68	06/11/20	732367 RAFT RIVER RURAL	C
01	00033909	179.00	06/11/20	52710 HOLLY REEVES	C
01	00033910	3,808.72	06/11/20	892645 ROCKY MOUNTAIN POWER	C
01	00033911	71.81	06/11/20	769715 SAM'S CLUB BUSINESS PAYMENTS	C
01	00033912	39.95	06/11/20	110789 SECURE INSTANT PAYMENTS LLC	C
01	00033913	4,899.96	06/11/20	25976 SHERWIN-WILLIAMS	C
01	00033914	882.73	06/11/20	802087 SNOWVILLE WATERWORKS INC	C
01	00033915	5,200.00	06/11/20	110873 SOLUTION TREE	C
01	00033916	10,013.97	06/11/20	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	C
01	00033917	81,639.04	06/11/20	12688 SYSCO	C
01	00033918	20.08	06/11/20	700008 THREE MILE CREEK ELEMENTARY	C
01	00033919	60.00	06/11/20	52795 LAURA TURESON	C
01	00033920	5,311.28	06/11/20	42846 VERACITY NETWORKS, LLC	C
01	00033921	150.00	06/11/20	102864 WALKER CINEMAS	C
01	00033922	7,976.66	06/11/20	110040 WALL 2 WALL	C
01	00033923	66.00	06/11/20	110931 WEESE GLASS LLC	C
01	00033924	176.75	06/11/20	941217 WILLARD CITY CORP	C
01	00033925	12.92	06/11/20	941226 WILLARD SCHOOL	C
01	00033926	139.38	06/11/20	1554 JENNIFER WINWARD	C
01	00033927	175.81	06/11/20	101693 BONNIE YOUNG	C
01	00033928	12,000.00	06/11/20	30970 ADVANCED INTEGRATED SYSTEMS	C
01	00033929	405.97	06/11/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00033930	6,777.12	06/11/20	110672 ANCORA PUBLISHING	C
01	00033931	1,794.00	06/11/20	106497 APPLE STORE	C
01	00033932	1,238.26	06/11/20	113116 BRYSON SALES & SERVICE	C
01	00033933	12,315.00	06/11/20	779 GOVCONNECTION INC	C
01	00033934	124.50	06/11/20	284010 FISHER SCIENTIFIC	C
01	00033935	63.92	06/11/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00033936	9,253.97	06/11/20	322776 GRAINGERS INC	C
01	00033937	750.00	06/11/20	386370 HYKO SUPPLY CO	C
01	00033938	6,871.12	06/11/20	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00033939	2,185.73	06/11/20	699420 PERMA BOUND BOOKS	C
01	00033940	13,345.00	06/11/20	52221 SAMSARA	C
01	00033941	862.44	06/11/20	103604 SCHOLASTIC EDUCATION	C
01	00033942	270.00	06/11/20	103778 SCHOLASTIC READING CLUB	C
01	00033943	210.50	06/11/20	103778 SCHOLASTIC READING CLUB	C
01	00033944	165.00	06/11/20	51276 SCHOOL BUS SAFETY COMPANY	C
01	00033945	1,879.68	06/11/20	824825 SWANSON BUILDING MATERIALS INC	C
01	00033946	24,278.70	06/11/20	310 VIRCO INC	C
01	00033947	33.30	06/18/20	1 CHRISTINE LAUMANN	C
01	00033948	72.00	06/18/20	1 JADEN OR HAILEE JO OLDS	C
01	00033949	119.60	06/18/20	1 KASSIE SPENS	C
01	00033950	22.85	06/18/20	1 KRISTIN BARLOW	C
01	00033951	9.50	06/18/20	1 MARCHAAN ASHCROFT	C
01	00033952	54.23	06/18/20	347560 ALICE C HARRIS INTERM SCH	C
01	00033953	608.00	06/18/20	36784 AMERICAN RED CROSS	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00033954	129.00	06/18/20	11088 AMERICAN SCHOOL COUNSELOR ASSOC	C
01	00033955	2,867.53	06/18/20	100380 BACKFLOW PREVENTION SUPPLY	C
01	00033956	356.04	06/18/20	8648 JACOB BALLS	C
01	00033957	266.00	06/18/20	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00033958	20.00	06/18/20	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00033959	280.73	06/18/20	104338 BOX ELDER HIGH SCHOOL	C
01	00033960	58,445.15	06/18/20	123130 CACHE COUNTY SCHOOL DISTRICT	C
01	00033961	3,920.39	06/18/20	3271 CANON SOLUTIONS AMERICA	C
01	00033962	124,565.94	06/18/20	470448 CASSIA JOINT SCHOOL DISTRICT 151	C
01	00033963	111.00	06/18/20	107994 CERTIFIED SHRED	C
01	00033964	31.00	06/18/20	40363 CIO MEDICAL SERVICES	C
01	00033965	52.50	06/18/20	106297 CROWN TROPHY	C
01	00033966	30.00	06/18/20	14958 CULLIGAN	C
01	00033967	3,879.67	06/18/20	729332 ECONO WASTE INC	C
01	00033968	10,381.00	06/18/20	107136 ERS HEATING & COOLING	C
01	00033969	3,784.53	06/18/20	103987 EWING IRRIGATION	C
01	00033970	180.32	06/18/20	11509 JENNIFER FRANCOM	C
01	00033971	820.00	06/18/20	106568 IRON GATE CATERING	C
01	00033972	36.49	06/18/20	6378 TIM JONES	C
01	00033973	99.47	06/18/20	489250 KENTS MARKET PL/BRIGHAM	C
01	00033974	1,222.00	06/18/20	48879 KREMEDY LLC / KANNACT	C
01	00033975	463.00	06/18/20	19305 BEN KUNZLER	C
01	00033976	1,000.00	06/18/20	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00033977	202.05	06/18/20	109010 MUIR COPPER CANYON FARMS	C
01	00033978	155.00	06/18/20	41564 ASHLEY PYLE PATTERSON	C
01	00033979	358.00	06/18/20	105282 KELLI ANN ROSE	C
01	00033980	249.70	06/18/20	810361 STANDARD PLUMBING SUPPLY	C
01	00033981	3,758.13	06/18/20	852617 TREMONTON CITY CORP	C
01	00033982	59.96	06/18/20	1724 ACE HARDWARE TREMONTON	C
01	00033983	377.19	06/18/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00033984	1,324.13	06/18/20	110672 ANCORA PUBLISHING	C
01	00033985	1,379.00	06/18/20	106497 APPLE STORE	C
01	00033986	1,015.00	06/18/20	107488 ARCHIBALD & SONS INC	C
01	00033987	6,158.00	06/18/20	5568 CANNON SALES INC	C
01	00033988	5,715.00	06/18/20	3271 CANON SOLUTIONS AMERICA	C
01	00033989	1,324.25	06/18/20	108940 CERTIFIED INSPECTION SERVICES/ C MAEDGEN	C
01	00033990	125.99	06/18/20	21857 COAST TO COAST COMPUTER PRODUCTS	C
01	00033991	289.55	06/18/20	31623 DE MARKETPLACE (IDEA DE SUPPLY)	C
01	00033992	35,697.00	06/18/20	18449 EDULINK SYSTEMS INC	C
01	00033993	321.56	06/18/20	386370 HYKO SUPPLY CO	C
01	00033994	5,670.00	06/18/20	37010 MANDARIN MATRIX INC	C
01	00033995	751.71	06/18/20	699420 PERMA BOUND BOOKS	C
01	00033996	1,890.00	06/18/20	52639 POS GUYS.COM	C
01	00033997	299.23	06/18/20	32590 RELYCO SALES INC	C
01	00033998	1,986.06	06/18/20	52728 THERMOWORKS, INC	C
01	00033999	24,375.00	06/18/20	866716 UTAH CORRECTIONAL INDUSTRIES	C
01	00034000	1,152.00	06/18/20	36501 WILKINSON SUPPLY INC	C
01	00034001	1,541.66	06/25/20	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00034002	5,239.43	06/25/20	999014 AMERICAN FAMILY LIFE COMP	C
01	00034003	30.00	06/25/20	999027 B E SCHOOL BOARD FUND	C
01	00034004	104.40	06/25/20	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00034005	487.85	06/25/20	999110 BONNEVILLE BILLING & COLLECTIONS	C
01	00034006	1,043.25	06/25/20	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00034007	9,866.83	06/25/20	999021 BOX ELDER CREDIT UNION	C
01	00034008	158.00	06/25/20	999055 BOX ELDER FOUNDATION	C

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01	00034009	1,984.55	06/25/20	999033 BUREAU CHILD SUPPORT SERV	C
01	00034010	25,561.96	06/25/20	999077 DENTAL SELECT	C
01	00034011	531.09	06/25/20	999054 U.I.E.B.T.	C
01	00034012	710.68	06/25/20	999019 EDUCATORS MUTUAL	C
01	00034013	69.12	06/25/20	999017 GLOBE LIFE INSURANCE CO	C
01	00034014	22,229.21	06/25/20	999035 HORACE MANN INSURANCE COMPANY	C
01	00034015	704.65	06/25/20	999111 MEADE RECOVERY SERVICES LLC	C
01	00034016	18,250.20	06/25/20	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00034017	4,923.34	06/25/20	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00034018	71.14	06/25/20	999156 OLSON SHANER	C
01	00034019	2,761.13	06/25/20	999008 OPTICARE	C
01	00034020	744,341.96	06/25/20	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00034021	1,921.00	06/25/20	999032 PRE-PAID LEGAL SERVICES	C
01	00034022	1,417.90	06/25/20	999018 THE HARTFORD	C
01	00034023	440.00	06/25/20	999012 UESP	C
01	00034024	14,683.96	06/25/20	999007 UTAH EDUCATION ASSOCIATION	C
01	00034025	186,316.97	06/25/20	999003 UTAH STATE TAX COMMISSION	C
01	00034026	17.65	06/25/20	1 CHRISTY HOLODNAK	C
01	00034027	44.20	06/25/20	1 CRYSTAL HERNANDEZ	C
01	00034028	100.00	06/25/20	1 SHANNON ALLEN	C
01	00034029	17,178.67	06/25/20	85738 BEAR RIVER HIGH SCHOOL	C
01	00034030	15,503.11	06/25/20	104338 BOX ELDER HIGH SCHOOL	C
01	00034031	48,624.05	06/25/20	111004 BRIDGERLAND APPLIED TECH/BATC	C
01	00034032	78.47	06/25/20	3271 CANON SOLUTIONS AMERICA	C
01	00034033	1,757.55	06/25/20	890740 CENTURYLINK	C
01	00034034	614.43	06/25/20	890740 CENTURYLINK LONG DISTANCE	C
01	00034035	5,009.51	06/25/20	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00034036	56.22	06/25/20	489250 KENTS MARKET PL/BRIGHAM	C
01	00034037	194.21	06/25/20	108289 DAVID LEE	C
01	00034038	12,922.57	06/25/20	530755 LOGAN SCHOOL DISTRICT	C
01	00034039	448.04	06/25/20	110608 DANA PALZA	C
01	00034040	33,149.93	06/25/20	892645 ROCKY MOUNTAIN POWER	C
01	00034041	15.45	06/25/20	806685 MARLENE SPENDLOVE	C
01	00034042	150.00	06/25/20	100795 STURDY BUILT	C
01	00034043	2,090.00	06/25/20	34614 TREND INTERIORS INC	C
01	00034044	32,529.00	06/25/20	999016 UTAH RETIREMENT SYSTEMS	C
01	00034045	61,240.90	06/25/20	891181 LB 410027	C
01	00034046	5,621.23	06/25/20	24580 VERIZON WIRELESS	C
01	00034047	2,818,698.35	06/25/20	102931 ZIONS BANK NATIONAL BANK	C
01	00034048	330.00	06/25/20	108141 A1 CASTERS	C
01	00034049	11,166.40	06/25/20	110412 BARBIZON LIGHT	C
01	00034050	213.00	06/25/20	86 BUSINESS SOLUTIONS GROUP	C
01	00034051	144.19	06/25/20	19178 CHEAPER THAN SHIRT	C
01	00034052	13,800.00	06/25/20	52566 CLEANER HOODS, INC.	C
01	00034053	381.77	06/25/20	795 DIDAX EDUCATIONAL RESOURCES INC	C
01	00034054	45.87	06/25/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00034055	340.58	06/25/20	778870 GOPHER SPORT	C
01	00034056	2,800.00	06/25/20	107027 HOUGHTON MIFFLIN HARCOURT	C
01	00034057	50.16	06/25/20	386370 HYKO SUPPLY CO	C
01	00034058	493.55	06/25/20	1791 INTERSTATE ALL BATTERIES CENTER	C
01	00034059	1,613.00	06/25/20	520730 ADP LEMCO	C
01	00034060	299.00	06/25/20	576620 M & M TOOL AND MACHINERY	C
01	00034061	1,797.48	06/25/20	110994 MONOPRICE, INC	C
01	00034062	25,419.86	06/25/20	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00034063	305.17	06/25/20	664141 ORIENTAL TRADING COMPANY INC	C

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01	00034064	1,733.86	06/25/20	699420 PERMA BOUND BOOKS	C
01	00034065	250.19	06/25/20	106426 RECREONICS	C
01	00034066	2,071.00	06/25/20	110840 RUSH TRUCK CENTER OF UTAH	C
01	00034067	299.03	06/25/20	108663 SCHOOL OUTFITTERS	C
01	00034068	8.50	06/25/20	157371 STAPLES	C
01	00034069	3,300.00	06/25/20	100795 STURDY BUILT	C
01	00034070	499.80	06/25/20	49603 YOUNG POWERSPORTS OF OGDEN	C
01	00034071	260.60	06/30/20	347560 ALICE C HARRIS INTERM SCH	C
01	00034072	300.00	06/30/20	36784 AMERICAN RED CROSS	C
01	00034073	351.00	06/30/20	44067 RENEE C. BEARD	C
01	00034074	256.26	06/30/20	104338 BOX ELDER HIGH SCHOOL	C
01	00034075	690.00	06/30/20	110342 KATHY BUCK	C
01	00034076	240.12	06/30/20	6319 MEGAN BUSHNELL	C
01	00034077	115.22	06/30/20	156817 CORINNE CITY CORP	C
01	00034078	1,132.50	06/30/20	31593 PAUL H DAMON	C
01	00034079	5,715.26	06/30/20	100913 BORDER STATES INDUSTRIES, INC	C
01	00034080	179.00	06/30/20	8761 MARLO MAZEROSKI	C
01	00034081	2,137.07	06/30/20	111273 NUCO2 LLC	C
01	00034082	11.79	06/30/20	699420 PERMA BOUND BOOKS	C
01	00034083	90.00	06/30/20	52850 ROCKY MOUNTAIN HONEY CO	C
01	00034084	1,640.26	06/30/20	892645 ROCKY MOUNTAIN POWER	C
01	00034085	48.07	06/30/20	42935 DAVID SHAFFER	C
01	00034086	656.01	06/30/20	10731 SMITH'S CUSTOMER CHARGES	C
01	00034087	226.78	06/30/20	5223 SWIRE COCA-COLA	C
01	00034088	201.81	06/30/20	44512 TREMONTON LEADER	C
01	00034089	5,266.73	06/30/20	42846 VERACITY NETWORKS, LLC	C
01	00034090	2,144.18	06/30/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00034091	9,770.00	06/30/20	104034 ECO TURF INC	C
01	00034092	28.01	06/30/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00034093	1,249.20	06/30/20	322776 GRAINGERS INC	C
01	00034094	592.76	06/30/20	699420 PERMA BOUND BOOKS	C
01	00034095	52.64	06/30/20	103604 SCHOLASTIC EDUCATION	C
01	00034096	13,614.00	06/30/20	866716 UTAH CORRECTIONAL INDUSTRIES	C
01	00034097	395.00	06/30/20	42846 VERACITY NETWORKS, LLC	C
01	00034098	3,064.18	06/30/20	477 WEIDENHAMMER	C
01	01061020	58,579.31	06/09/20	888540 US BANK	M
01	07063020	108,105.26	06/25/20	999070 HEALTH EQUITY INC	M
01	08063020	1,170,081.03	06/25/20	999005 UTAH STATE RETIREMENT FUND	M
01	09060120	353.02	06/25/20	999140 BANK OF UTAH	M
01	09061920	131,516.24	06/25/20	999140 BANK OF UTAH	M
01	09062320	3,348.80	06/25/20	999140 BANK OF UTAH	M
01	09062420	103.68	06/25/20	999140 BANK OF UTAH	M
01	09063020	932,500.52	06/25/20	999140 BANK OF UTAH	M
Total Bank No 01		7,435,830.09			
02	00100729	100.00	06/11/20	14575 AIRMOTIVE SERVICE	C
02	00100730	97.00	06/11/20	47686 TNT ENGRAVING	C
02	00100731	2,000.00	06/18/20	85738 BEAR RIVER HIGH SCHOOL	C
02	00100732	70.47	06/18/20	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100733	1,100.00	06/18/20	103945 SKYWAY GOLF COURSE	C
02	00100734	13,000.00	06/25/20	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100735	561.59	06/30/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 02		16,929.06			
11	01102496	518.75	06/04/20	101520 BELL JANITORIAL	A
11	01102497	15,327.12	06/04/20	105301 CACHE VALLEY ELECTRIC INC	A

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Bank	Check No	Amount	Date	Vendor	Type
11	01102498	36.09	06/04/20	134250 CEM SALES & SERVICE	A
11	01102499	3,748.64	06/04/20	728870 DOMINION ENERGY UTAH	A
11	01102500	10.00	06/04/20	12165 AMANDA FRANCIS	A
11	01102501	100.00	06/04/20	27260 STEVEN C HANSEN	A
11	01102502	65.88	06/11/20	101520 BELL JANITORIAL	A
11	01102503	11,458.00	06/11/20	105301 CACHE VALLEY ELECTRIC INC	A
11	01102504	304.04	06/11/20	106437 CARSON ELEVATOR CO INC	A
11	01102505	21,375.00	06/11/20	107034 CHARIOT GROUP INC	A
11	01102506	1,319.88	06/11/20	35718 O C TANNER RECOGNITION COMPANY	A
11	01102507	240.80	06/11/20	32255 JERRY SCHLIESSER	A
11	01102508	2,376.00	06/11/20	100866 VALCOM	A
11	01102509	1,183.67	06/11/20	100590 WAXIE SANITARY SUPPLY	A
11	01102510	1,620.42	06/18/20	107034 CHARIOT GROUP INC	A
11	01102511	623,255.09	06/18/20	107656 DWA CONSTRUCTION INC	A
11	01102512	30.00	06/18/20	111750 MARCI HATCH	A
11	01102513	66.24	06/18/20	434 MAEGAN HEINER	A
11	01102514	372.60	06/18/20	35092 MELISSA JONES	A
11	01102515	3,000.00	06/18/20	45900 MHTN ARCHITECTS INC	A
11	01102516	140.00	06/18/20	47686 TNT ENGRAVING	A
11	01102517	211.00	06/18/20	27570 UTAH TESTING & ENGINEERING	A
11	01102518	1,039.32	06/18/20	100590 WAXIE SANITARY SUPPLY	A
11	01102519	30,904.58	06/25/20	105301 CACHE VALLEY ELECTRIC INC	A
11	01102520	1,163.50	06/25/20	134250 CEM SALES & SERVICE	A
11	01102521	2,699.08	06/25/20	107656 DWA CONSTRUCTION INC	A
11	01102522	100.80	06/25/20	40320 JACINDA HEYDER	A
11	01102523	109.00	06/25/20	47686 TNT ENGRAVING	A
11	01102524	28,796.90	06/30/20	105301 CACHE VALLEY ELECTRIC INC	A
11	01102525	923.20	06/30/20	134250 CEM SALES & SERVICE	A
11	01102526	30.00	06/30/20	434 MAEGAN HEINER	A
11	01102527	42.13	06/30/20	2330 ALAN NORTON	A
11	01102528	1,108.18	06/30/20	100590 WAXIE SANITARY SUPPLY	A
Total Bank No 11		753,675.91			
20	10400443	26.00	06/02/20	47686 TNT ENGRAVING	C
Total Bank No 20		26.00			
21	12500631	6,158.82	06/09/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 21		6,158.82			
22	13200567	714.59	06/22/20	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200568	158.68	06/22/20	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 22		873.27			
23	13400553	-60.00	06/01/20	1 Angie Cefalo	CV
23	13400580	60.00	06/01/20	1 ANGIE CEPALO	C
23	13400582	87.36	06/22/20	104321 BOX ELDER SCHOOL DISTRICT	C
23	13400583	24.95	06/24/20	164108 CULLIGAN WATER CONDITIONING	C
Total Bank No 23		112.31			
24	13600911	29.36	06/15/20	104321 BOX ELDER SCHOOL DISTRICT	C
24	13600912	69.91	06/15/20	489240 KENTS MARKET PL/TREMONTON	C
24	13600913	21.00	06/15/20	25674 STUDIO R MEDIA	C
24	13600914	18.21	06/15/20	48224 JACQUELINE WHITAKER	C
Total Bank No 24		138.48			
25	15000658	157.28	06/02/20	14141 TRACY ALLEN	C
25	15000659	28.00	06/02/20	47686 TNT ENGRAVING	C
25	15000660	18.99	06/10/20	1 MARYANN CHRISTENSEN	C

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25	15000661	18.88	06/15/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 25		223.15			
26	16400898	16.00	06/09/20	1 TAMMY PEDERSEN	C
26	16400899	340.59	06/10/20	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400900	519.43	06/22/20	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400901	38.70	06/22/20	489240 KENTS MARKET PL/TREMONTON	C
26	16400902	383.33	06/22/20	699420 PERMA BOUND BOOKS	C
26	16400903	12,352.11	06/24/20	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400904	67.34	06/25/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 26		13,717.50			
27	16600421	833.79	06/24/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 27		833.79			
28	16700954	-55.00	06/08/20	1 CHARLOTTE DUNCAN	CV
28	16700988	98.52	06/05/20	633340 OFFICE DEPOT	C
28	16700989	65.00	06/05/20	22683 TK SECURE STORAGE	C
28	16700990	195.54	06/22/20	104321 BOX ELDER SCHOOL DISTRICT	C
28	16700991	268.06	06/22/20	489240 KENTS MARKET PL/TREMONTON	C
28	16700992	62.26	06/24/20	104321 BOX ELDER SCHOOL DISTRICT	C
28	16700993	700.00	06/26/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 28		1,334.38			
29	16800410	29.00	06/01/20	104321 BOX ELDER SCHOOL DISTRICT	C
29	16800411	124.91	06/01/20	107207 RACHEALE KUNZLER	C
29	16800412	221.47	06/16/20	756640 JANET C ROSE	C
29	16800413	2,501.99	06/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 29		2,877.37			
30	17200515	162.42	06/05/20	769715 SAM'S CLUB BUSINESS PAYMENTS	C
30	17200516	26.64	06/08/20	19178 CHEAPERTHANSHIRT	C
30	17200517	449.63	06/11/20	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200518	90.00	06/11/20	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200519	89.74	06/30/20	110337 MOUNT OLYMPUS WATERS	C
Total Bank No 30		818.43			
31	18800300	148.87	06/12/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 31		148.87			
32	20000233	7,756.00	06/08/20	104321 BOX ELDER SCHOOL DISTRICT	C
32	20000234	31.98	06/12/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 32		7,787.98			
33	30402341	100.00	06/01/20	1 MCKENNA EARL	C
33	30402342	3.29	06/01/20	327480 GREER'S HARDWARE	C
33	30402343	55.00	06/01/20	39667 SIGN GYPSIES BOX ELDER	C
33	30402344	126.26	06/16/20	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402345	15.90	06/16/20	1627 DOMINO'S PIZZA / TREMONTON	C
33	30402346	54.23	06/24/20	5908 WALMART COMMUNITY	C
33	30402347	1,302.14	06/29/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 33		1,656.82			
34	30802717	190.57	06/08/20	744 EDUCATIONAL INNOVATIONS INC	C
34	30802718	24.42	06/08/20	633340 OFFICE DEPOT	C
34	30802719	24.95	06/08/20	110914 SUPERIOR WATER AND AIR INC	C
34	30802720	263.68	06/08/20	633340 OFFICE DEPOT	C
34	30802721	312.07	06/22/20	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802722	2.60	06/22/20	702688 PETTY CASH	C
34	30802723	161.45	06/22/20	5908 WALMART COMMUNITY	C

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Bank	Check No	Amount	Date	Vendor	Type
34	30802724	197.38	06/29/20	109804 WARD'S NATURAL SCIENCE	C
Total Bank No 34		1,177.12			
35	40402333	750.00	06/03/20	4618 COLEMAN KNITTING MILL	C
35	40402334	400.00	06/03/20	52655 EDULASTIC	C
35	40402335	47.31	06/08/20	1724 ACE HARDWARE TREMONTON	C
35	40402336	19.47	06/08/20	327480 GREER'S HARDWARE	C
35	40402337	52.49	06/09/20	1 MEGAN GALLEGOS	C
35	40402338	39.95	06/09/20	110914 SUPERIOR WATER AND AIR INC	C
35	40402339	32.25	06/11/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 35		1,341.47			
36	40803175	-117.99	06/24/20	633340 OFFICE DEPOT	CV
36	40803195	327.07	06/03/20	112046 ACE HARDWARE - BRIGHAM	C
36	40803196	424.82	06/03/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803197	92.91	06/03/20	51063 SHRED IT STERICYCLE, INC	C
36	40803198	4.71	06/03/20	10731 SMITH'S CUSTOMER CHARGES	C
36	40803199	10,452.15	06/11/20	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803200	421.34	06/11/20	489250 KENTS MARKET PL/BRIGHAM	C
36	40803201	145.92	06/11/20	543168 MADDOX RANCH HOUSE	C
36	40803202	771.54	06/16/20	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803203	500.00	06/16/20	52655 EDULASTIC	C
36	40803204	1,796.00	06/24/20	52833 MANUVERING THE MIDDLE, LLC	C
36	40803205	117.99	06/24/20	633340 OFFICE DEPOT	C
36	40803206	186.00	06/24/20	47686 TNT ENGRAVING	C
36	40803207	371.04	06/24/20	5908 WALMART COMMUNITY	C
Total Bank No 36		15,493.50			
37	70409715	-300.00	06/10/20	51594 WIGTOY LLC	CV
37	70409978	69.21	06/03/20	1 REBECCA BIGGS	C
37	70409979	120.00	06/03/20	1 UMPIRE	C
37	70409980	120.00	06/03/20	1 UMPIRE	C
37	70409981	120.00	06/03/20	1 UMPIRE	C
37	70409982	228.00	06/03/20	104338 BOX ELDER HIGH SCHOOL	C
37	70409983	93,214.46	06/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70409984	499.46	06/03/20	110220 GLOBAL EQUIPMENT CO	C
37	70409985	92.35	06/03/20	4790 HOME DEPOT CREDIT SERVICE	C
37	70409985	-92.35	06/17/20	4790 HOME DEPOT CREDIT SERVICE	CV
37	70409986	2,000.00	06/03/20	50970 MARK HUBER	C
37	70409987	330.00	06/03/20	51764 JONES SHIRTS & SIGNS	C
37	70409988	17.00	06/03/20	111030 LOWE'S	C
37	70409989	650.00	06/03/20	52663 MADELINE MASSINGILL	C
37	70409990	1,213.90	06/03/20	633340 OFFICE DEPOT	C
37	70409991	693.44	06/03/20	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70409992	2,000.00	06/03/20	52418 BROOKLYN STEVENSON	C
37	70409993	947.00	06/03/20	25674 STUDIO R MEDIA	C
37	70409994	34.30	06/03/20	7714 WILKINSONS TROPHY	C
37	70409995	96.29	06/03/20	52612 MELISA WOOD	C
37	70409996	120.00	06/10/20	1 UMPIRE:	C
37	70409997	120.00	06/10/20	1 UMPIRE:	C
37	70409998	516.42	06/10/20	1724 ACE HARDWARE TREMONTON	C
37	70409999	1,467.41	06/10/20	38032 AMAZON CAPITAL SERVICES INC	C
37	70410000	2,140.00	06/10/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410001	513.00	06/10/20	111004 BRIDGERLAND APPLIED TECH/BATC	C
37	70410002	2,943.62	06/10/20	31658 BSN SPORTS	C
37	70410003	300.00	06/10/20	51594 JOSHUA BUCHANAN	C
37	70410004	300.00	06/10/20	47635 EPIC PRODUCTIONS LLC	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70410005	200.00	06/10/20	52744 ABBIE JO FUHRIMAN	C
37	70410006	115.18	06/10/20	327480 GREER'S HARDWARE	C
37	70410007	76.33	06/10/20	4790 HOME DEPOT CREDIT SERVICE	C
37	70410008	169.91	06/10/20	12017 IMAGE MARKET	C
37	70410009	560.14	06/10/20	489240 KENTS MARKET PL/TREMONTON	C
37	70410010	124.30	06/10/20	52582 MERAKI STUDIOS	C
37	70410011	330.09	06/10/20	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70410012	221.00	06/10/20	5070 SAVON	C
37	70410013	175.25	06/10/20	25674 STUDIO R MEDIA	C
37	70410014	4.90	06/10/20	18244 TENNIS WAREHOUSE	C
37	70410015	300.00	06/17/20	1 CAMYLLA BUTLER	C
37	70410016	140.00	06/17/20	1 KATIE REEDER	C
37	70410017	120.00	06/17/20	1 UMPIRE:	C
37	70410018	120.00	06/17/20	1 UMPIRE:	C
37	70410019	120.00	06/17/20	1 UMPIRE:	C
37	70410020	2,324.25	06/17/20	52671 AMP YOUR GOOD, INC	C
37	70410021	182.31	06/17/20	106055 BLICK ART MATERIALS	C
37	70410022	2,263.51	06/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410023	2,900.00	06/17/20	52825 LESLIE KEOLA CALLES	C
37	70410024	1,400.00	06/17/20	12386 CHOURNOS PRINT SERVICES	C
37	70410025	9,360.00	06/17/20	6840 FATBOY ICE CREAM	C
37	70410026	1,000.00	06/17/20	52817 LEXI LABRUM	C
37	70410027	782.54	06/17/20	7439 SUNRISE ENVIRONMENTAL	C
37	70410028	800.00	06/24/20	25690 BMJ SPORTS	C
37	70410029	24,000.00	06/25/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410030	120.00	06/30/20	1 UMPIRE:	C
37	70410031	120.00	06/30/20	1 UMPIRE:	C
Total Bank No 37		158,503.22			
38	70808587	-25.00	06/08/20	1 JOSH SORENSEN	CV
38	70808699	-180.84	06/02/20	47686 TNT ENGRAVING/TODD HANSON	CV
38	70808912	-50.00	06/30/20	1 CYNDEE REED	CV
38	70809353	-50.00	06/30/20	1 KRISTIAN PETKOV	CV
38	70809617	184.00	06/03/20	1 ANGIE WHITAKER	C
38	70809618	154.00	06/03/20	1 ASHLEE TUCKER	C
38	70809619	154.00	06/03/20	1 AUBREY BURGESS	C
38	70809620	100.00	06/03/20	1 BRONSON OR SAGE STOLWORTHY	C
38	70809621	154.00	06/03/20	1 BROOKE BURT	C
38	70809622	136.00	06/03/20	1 CLAY SMOOT	C
38	70809623	100.00	06/03/20	1 ELISABETH THOMPSON OR ZACHARY JONES	C
38	70809624	270.00	06/03/20	1 EMILY ZITO	C
38	70809625	154.00	06/03/20	1 GREG FARRIS	C
38	70809626	100.00	06/03/20	1 HEATHER GODFREY	C
38	70809627	154.00	06/03/20	1 JANILYNN BUCHANAN	C
38	70809628	50.00	06/03/20	1 JEREMY JENSEN	C
38	70809629	126.00	06/03/20	1 JESSICA FREHNER	C
38	70809630	184.00	06/03/20	1 JON JEPPESEN	C
38	70809631	135.00	06/03/20	1 JOSH MASON	C
38	70809632	154.00	06/03/20	1 JUSTIN WHEELER	C
38	70809633	154.00	06/03/20	1 LISA JOHNSON	C
38	70809634	135.00	06/03/20	1 LONI NEWBY	C
38	70809635	154.00	06/03/20	1 MARCIA WILSON	C
38	70809636	154.00	06/03/20	1 MICHELLE BARKER	C
38	70809637	135.00	06/03/20	1 NICK REYES	C
38	70809638	100.00	06/03/20	1 ROBYN MECHAM	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70809639	154.00	06/03/20	1 STACEY BUTTS	C
38	70809640	39.00	06/03/20	1 TREVOR DAVIS	C
38	70809641	100.00	06/03/20	1 TYLER THOMPSON OR SABRINA SEARCY	C
38	70809642	60.00	06/03/20	1 UMPIRE;	C
38	70809643	60.00	06/03/20	1 UMPIRE;	C
38	70809644	60.00	06/03/20	1 UMPIRE;	C
38	70809645	60.00	06/03/20	1 UMPIRE;	C
38	70809646	60.00	06/03/20	1 UMPIRE;	C
38	70809647	23.98	06/03/20	112046 ACE HARDWARE - BRIGHAM	C
38	70809648	143.57	06/03/20	38032 AMAZON CAPITAL SERVICES INC	C
38	70809649	30.00	06/03/20	36784 AMERICAN RED CROSS	C
38	70809650	89,292.31	06/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70809651	1,224.65	06/03/20	19178 CHEAPER THAN SHIRT	C
38	70809652	450.00	06/03/20	52604 BRITTON COIL	C
38	70809653	406.38	06/03/20	158220 COVER UP	C
38	70809654	2,270.00	06/03/20	52000 GRAPHICS FOR ATHLETICS, LLC	C
38	70809655	200.00	06/03/20	52590 GAGE HUBBARD	C
38	70809656	294.00	06/03/20	100550 JOSTENS INC	C
38	70809657	400.00	06/03/20	11924 MOUNTAIN CREST HIGH SCHOOL	C
38	70809658	89.53	06/03/20	104992 PRINT SHOP	C
38	70809659	38.40	06/03/20	10731 SMITH'S CUSTOMER CHARGES	C
38	70809660	96.00	06/03/20	47686 TNT ENGRAVING	C
38	70809661	150.00	06/03/20	102864 WALKER CINEMAS	C
38	70809662	60.00	06/03/20	1 UMPIRE;	C
38	70809663	50.00	06/09/20	1 HEATHER ELLIS	C
38	70809664	40.00	06/09/20	1 MAURA GOMEZ LOPEZ	C
38	70809665	1,424.63	06/09/20	23973 BOOMBAH	C
38	70809666	256.36	06/09/20	31658 BSN SPORTS	C
38	70809667	407.00	06/09/20	19178 CHEAPER THAN SHIRT	C
38	70809668	2,985.00	06/09/20	33456 FIT ATHLETICS LLC	C
38	70809669	252.77	06/09/20	4979 O'REILLY AUTOMOTOVE	C
38	70809670	884.24	06/09/20	8184 KIM PETERSON	C
38	70809671	295.00	06/09/20	51772 ROCKY MOUNTAIN SCHOOL OF BASEBALL	C
38	70809672	220.30	06/09/20	762360 RUPP WASTE CONTAINERS INC	C
38	70809673	2,061.51	06/09/20	5908 WALMART COMMUNITY	C
38	70809674	901.00	06/09/20	46990 ZOEY WHITE	C
38	70809675	100.00	06/09/20	52701 JOANNA WYATT	C
38	70809676	30.00	06/15/20	1 UMPIRE	C
38	70809677	30.00	06/15/20	1 UMPIRE;	C
38	70809678	30.00	06/15/20	1 UMPIRE;	C
38	70809679	30.00	06/15/20	1 UMPIRE;	C
38	70809680	30.00	06/15/20	1 UMPIRE;	C
38	70809681	30.00	06/15/20	1 UMPIRE;	C
38	70809682	30.00	06/15/20	1 UMPIRE;	C
38	70809683	60.00	06/17/20	1 UMPIRE	C
38	70809684	60.00	06/17/20	1 UMPIRE;	C
38	70809685	60.00	06/17/20	1 UMPIRE;	C
38	70809686	60.00	06/17/20	1 UMPIRE;	C
38	70809687	60.00	06/17/20	1 UMPIRE;	C
38	70809688	60.00	06/17/20	1 UMPIRE;	C
38	70809689	60.00	06/17/20	1 UMPIRE;	C
38	70809690	60.00	06/17/20	1 UMPIRE;	C
38	70809691	331.25	06/17/20	38032 AMAZON CAPITAL SERVICES INC	C
38	70809692	202.00	06/17/20	48356 NATALIE ANDERTON	C
38	70809693	42.55	06/17/20	109925 BIG O TIRES	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70809694	2,072.32	06/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70809695	1,251.90	06/17/20	31658 BSN SPORTS	C
38	70809696	216.00	06/17/20	107994 CERTIFIED SHRED	C
38	70809697	70.00	06/17/20	4618 COLEMAN KNITTING MILL	C
38	70809698	27,802.00	06/17/20	1228 COLLEGE BOARD	C
38	70809699	858.30	06/17/20	158220 COVER UP	C
38	70809700	37.00	06/17/20	109652 DREWES FLORAL & GIFTS	C
38	70809701	900.00	06/17/20	22950 OGDEN HIGH SCHOOL	C
38	70809702	550.00	06/17/20	51772 ROCKY MOUNTAIN SCHOOL OF BASEBALL	C
38	70809703	60.00	06/24/20	1 UMPIRE	C
38	70809704	60.00	06/24/20	1 UMPIRE	C
38	70809705	60.00	06/24/20	1 UMPIRE	C
38	70809706	60.00	06/24/20	1 UMPIRE;	C
38	70809707	60.00	06/24/20	1 UMPIRE;	C
38	70809708	60.00	06/24/20	1 UMPIRE;	C
38	70809709	60.00	06/24/20	1 UMPIRE;	C
38	70809710	60.00	06/24/20	1 UMPIRE;	C
38	70809711	60.00	06/24/20	1 UMPIRE;	C
38	70809712	60.00	06/24/20	1 UMPIRE;	C
38	70809713	60.00	06/24/20	1 UMPIRE;	C
38	70809714	60.00	06/24/20	1 UMPIRE;	C
38	70809715	3,817.07	06/24/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70809716	450.45	06/24/20	19178 CHEAPER THAN SHIRT	C
38	70809717	422.02	06/24/20	103961 INTERMOUNTAIN WOOD PRODUCTS	C
38	70809718	525.00	06/24/20	51772 ROCKY MOUNTAIN SCHOOL OF BASEBALL	C

Total Bank No 38 149,432.65

39	77800481	8,636.39	06/01/20	104321 BOX ELDER SCHOOL DISTRICT	C
39	77800482	130.00	06/10/20	39667 SIGN GYPSIES BOX ELDER	C
39	77800483	293.35	06/16/20	104321 BOX ELDER SCHOOL DISTRICT	C

Total Bank No 39 9,059.74

Total Manual Checks	2,404,587.86
Total Computer Checks	5,423,855.82
Total ACH Checks	753,675.91
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	-3,969.66
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 8,578,149.93

Number of Checks 602

Batch Yr	Batch No	Amount
20	001170	-25.00
20	001433	-180.84
20	001566	-36.80
20	001949	-17.65
20	001999	-50.00
20	002369	-300.00
20	002388	-52.50
20	002610	160.37

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				Batch Yr	Batch No	Amount
				20	002679	320.68
				20	002710	-55.00
				20	002739	-64.00
				20	002742	330.23
				20	002791	-50.00
				20	002848	-117.99
				20	002858	558.42
				20	002893	-2,867.53
				20	002937	-60.00
				20	003008	2,319.95
				20	003058	8,734.72
				20	003124	133,763.08
				20	003125	7,206.94
				20	003126	9,778.25
				20	003127	53,984.95
				20	003129	197.00
				20	003131	8,636.39
				20	003137	60.00
				20	003139	158.29
				20	003142	153.91
				20	003150	185.28
				20	003151	102,353.06
				20	003155	26.00
				20	003161	98,842.82
				20	003165	60.00
				20	003166	1,150.00
				20	003167	849.51
				20	003182	163.52
				20	003188	161,101.76
				20	003189	53,766.78
				20	003190	30,797.13
				20	003191	142,413.22
				20	003192	3,170.47
				20	003195	162.42
				20	003201	239.94
				20	003203	7,756.00
				20	003207	66.78
				20	003210	263.68
				20	003221	26.64
				20	003223	52.49
				20	003224	9,877.81
				20	003228	16.00
				20	003231	39.95
				20	003232	10,397.55
				20	003233	6,158.82
				20	003235	130.00
				20	003242	18.99
				20	003245	340.59
				20	003248	11,019.41
				20	003250	539.63
				20	003251	148.87
				20	003252	32.25
				20	003259	31.98
				20	003264	197,099.21
				20	003265	3,758.13
				20	003266	18,335.62
				20	003267	65,219.50
				20	003268	627,790.34
				20	003270	210.00
				20	003274	138.48
				20	003278	18.88
				20	003279	293.35
				20	003283	1,271.54

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				Batch Yr	Batch No	Amount
				20	003284	21,012.61
				20	003288	221.47
				20	003289	142.16
				20	003296	34,813.32
				20	003301	2,501.99
				20	003305	3,017,730.81
				20	003306	41,143.14
				20	003307	78.47
				20	003308	98,550.88
				20	003309	58,579.31
				20	003310	13,000.00
				20	003313	476.12
				20	003314	463.60
				20	003316	873.27
				20	003324	941.46
				20	003325	87.36
				20	003330	62.26
				20	003331	833.79
				20	003333	3,391,398.83
				20	003334	54.23
				20	003336	2,471.03
				20	003337	800.00
				20	003338	5,934.54
				20	003343	12,352.11
				20	003344	24.95
				20	003346	24,000.00
				20	003347	67.34
				20	003348	700.00
				20	003350	197.38
				20	003363	1,302.14
				20	003365	240.00
				20	003366	19,590.61
				20	003367	48,033.15
				20	003368	89.74
				20	003370	561.59

Suggestions for Future Board Meetings

August 12, 2020 – (tentative)

- Policy Review

September 9, 2020 – (tentative)

- Policy Review

October 14, 2020 – (tentative)

- Walmart Grants Presentation
- School Improvement Plans Approval – Gary Allen
- October 1 Enrollment Report – Keith Mecham
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- Sage Accountability – Jeremy Young
- DLI Achievement Data – Jeremy Young
- Policy Review

November 11, 2020 – (tentative)

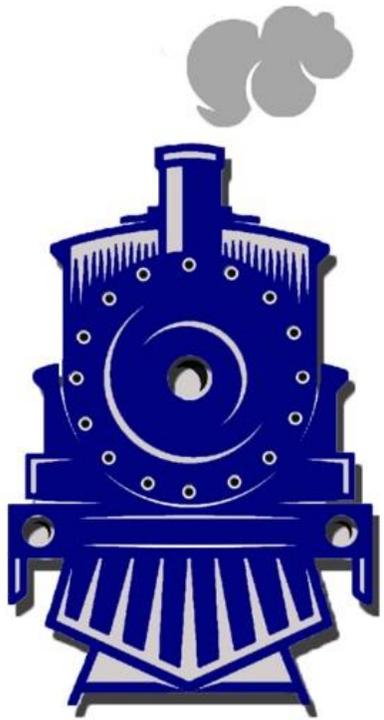
- Audit Report
- Approval of Board Meeting Calendar
- Policy Review

December 9, 2020 – (tentative)

- Approval of New Courses
- Approval of 2021-2022 School District Calendar
- Policy Review

January 13, 2021 – (tentative)

- Approval of School Fees
- SHARP Survey Results
- DLI Achievement Data
- ACT and AP Data
- Review of Policies 1034 Board of Education Code of Conduct and 135 Board Member Ethics
- Policy Review



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

BOX ELDER SCHOOL DISTRICT
BOARD OF EDUCATION
HANDBOOK

REVISED
OCTOBER 9, 2019
BOX ELDER SCHOOL DISTRICT

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BOARD OF EDUCATION HANDBOOK INTRODUCTION

This Board of Education Handbook has been developed to capture, in one place and in plain language, the primary operating procedures and governing principles of the Box Elder County School District Board of Education.

This handbook serves as a resource for members of the board as they assume their offices and carry out their responsibilities. It will be posted on the school district's website and updated periodically.

The Box Elder County School District Board of Education has one goal and one purpose: **student learning**.

Authority and Responsibilities of the Board

The powers and mandatory duties of the Board of Education are defined in the Utah Code and State Board of Education Rule.

Principles of Board Leadership

Remembering three important principles of board leadership will help keep the Box Elder County School District Board of Education focused on its most important responsibilities:

1. The board delegates authority.
The board delegates authority to the superintendent to manage the district and provide leadership for the staff. Such authority is communicated through written policies that designate board ends and define operating limits.
2. The board monitors performance.
The board constantly monitors progress toward district goals and compliance with written board policies.
3. The board takes responsibility for itself.
The board, collectively and individually, takes full responsibility for board activity and behavior. Board deliberations and actions are limited to board work, not staff work.

[Utah Code § 53G-4](#)

Making School Board Decisions

State and federal laws, financial constraints, and local expectations must govern school districts. Nevertheless, decisions made by a local board of education create the environment in which a district will flourish or flounder.

Although the typical school board makes many different decisions, all of those decisions can be put into four general categories:

Policy decisions are the most important work of the board. The majority of a board's time should be spent on policy development, monitoring, and review. Written policies accomplish the following:

- articulate district direction and goals;
- delegate authority and define limitations on that authority;
- establish board processes, including those for monitoring progress toward district goals and ensuring compliance with laws and board policy.

The board is empowered to make policy decisions for district schools. Board members act as trustees for the community; therefore, policies are often understood as expressions of the community's aspirations for its public schools.

Problem solving decisions come in response to a crisis or opportunity that cannot be resolved by the superintendent or is not fully addressed in existing board policy. For example, in the face of declining enrollment, a typical school board would not expect its superintendent to make a final decision on which building to close. Although the superintendent would be expected to provide information and make recommendations, the school board would make the final decision, after deliberating alternatives and consulting policy statements.

Problem-solving decisions usually have isolated, one-time impacts. However, such decisions can establish a precedent that may have the force of policy. For example, a school board's decision to grant a benefit to one group of students may obligate it to grant the same benefit to another group in a similar situation.

Managerial decisions required of each local Utah school board are set forth in the statutes, most notably in [Utah Code § 53G-4-402](#). For example, a school board is required to do the following:

- implement the core curriculum
- administer tests,
- implement training programs,
- enroll children in school,
- establish school libraries, and

- establish school safety traffic committees
- ensure that school community councils receive the required annual training and review and approve the school improvement plans developed by the school community councils.

With few exceptions, managerial duties are delegated to the superintendent. Where there is good communication and high level of trust between the board and superintendent, combined with sound policies that set directions and establish parameters, routine managerial duties will consume only a small amount of time at public board meetings. Legally required board actions can usually be accomplished through approval of consent agendas.

School boards must learn to distinguish policy decisions from problem-solving decisions. Sometimes this is challenging but, in general, boards that emphasize policy development will need to make fewer decisions in response to routine problems. Superintendents who have strong policy guidance are able to resolve a wider array of problems without bringing them to the board for action. Good policy development and review processes allow boards to operate at the systemic level - dealing with mission, purpose, direction, and results.

Conversely, boards without up-to-date written policies often find their meetings running late into the night. Their superintendents must bring numerous issues for discussion and action, which wastes time and yields inconsistent results.

Personnel decisions represent a special category of managerial decisions. Most school boards delegate personnel matters to the superintendent and use policies to express their desired standards for hiring, evaluation, compensation, discipline, and dismissal. This approach avoids the quagmire of wrestling directly with hiring or disciplining employees other than the superintendent and business administrator. Personnel actions, therefore, are usually found on the consent agenda, because a board is required by law to approve all employment contracts, salaries, benefits, and dismissals.

The superintendent is an appointed public official, the district's chief executive, and an employee of the board. Only the board can employ, evaluate, discipline, or dismiss the superintendent.

Holding Closed Meetings

A closed meeting may be held if:

1. A quorum is present.
2. The meeting is an open meeting for which specific notice for a closed meeting has been given with the stated purpose defined.

3. Two-thirds of the members present vote to close the meeting. Voting must be taken by roll call. Name and vote.

Minutes of the closed meeting shall contain:

1. Reason for holding the meeting.
2. Location of the meeting.
3. Vote by name, of each member of the board, either for or against the motion to hold the closed meeting.

Purpose of a closed meeting:

1. Discussion of the character, professional competence, or physical or mental health of individual.
2. Strategy sessions to discuss collective bargaining.
3. Strategy sessions to discuss pending or reasonably imminent litigation.
4. Strategy sessions to discuss the purchase, exchange, or lease of real property including any form of a water right or water shares if public discussion of the transaction would:
 - a. Disclose the appraisal or estimated value of the property under consideration; or
 - b. Prevent the board from completing the transaction on the best possible terms.
5. Strategy sessions to discuss the sale of real property, including any form of water right or water shares if public discussion of the transaction would:
 - a. Disclose the appraisal or estimated value of the property under consideration; or
 - b. Prevent the board from completing the transaction of the best possible terms.
6. Discussion regarding deployment of security personnel, devices or systems.
7. Investigative proceedings regarding allegations of criminal misconduct.

A Board may not interview a person applying to fill an elected position in a closed meeting.

Record of closed meetings:

1. A recording shall be made of the closed portion of the meeting.
2. Detailed written minutes may be kept that disclose the content of the closed portion of the meeting.
3. A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment.
4. The recording and any minutes of a closed meeting shall include:
 - a. Date, time, and place of the meeting.
 - b. Name of the members present and absent.
 - c. Names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of the closing the meeting.
5. No recording or minutes will be taken if the purpose of the closed meeting is for the discussion of the character, professional competence, or physical or mental health of an individual.

- a. A sworn statement must be signed by the presiding member of the board that the sole purpose for closing the meeting was to discuss the character, professional competence, or physical or mental health of an individual.

Collaborative Relationships: Shared Governance

The Box Elder County School District Board of Education has the exclusive right and responsibility to determine the goals and direction of the schools and use all its resources to achieve such goals, within the bounds of state and federal law and rules of the Utah State Board of Education.

Box Elder School District is a complex organization, which can succeed only if we enlist the energy, creativity, and effort of many people to accomplish our goals. The board believes that ideal conditions for student learning can be realized when shared governance is thoughtfully used to support student achievement.

Board decisions should accurately reflect the public's interests. Statutes of the state of Utah require local school boards to make decisions by majority vote; thus the obligation to seek consensus under shared governance does not bind the board in its decision-making.

The board delegates to school sites and departments the right to make some decisions using the shared governance process. Site-based decisions must conform to legal requirements, state and federal rules and regulations, the district's Student Achievement Plan, policies, procedures, guidelines, and contractual obligations, including negotiated employee agreements.

Essentials of A Professional Learning Community

- A. The Superintendent and district administrators will ensure that all of the schools in the district function as professional learning communities. Professional learning communities are defined as educators committed to working collaboratively in ongoing processes of collective inquiry and action research to achieve better results for the students they serve. Professional learning communities operate under the assumption that the key to improved learning for students is continuous, job-embedded learning for educators.
 1. The Board, district, and school administrators will ensure that time is available, within the contract day, for educators to meet together regularly in collaborative teams.

2. District/school administrators will ensure this time is reserved for activities directly related to the process of collective inquiry and action research to achieve better achievement results for our students.
3. Collaborative teacher teams will focus on the following four questions:
 - a. What is it that our students are expected to know and do?
 - b. How will we know if they know and can do what is expected?
 - c. How will we respond if they don't know and can't do what is expected?
 - d. How will we respond if they already know and can do it?

District and school administrators will ensure that ongoing training and professional learning opportunities are provided to ensure that all Box Elder School District educators are proficient in the philosophies and practices related to professional learning communities/collaborative teacher teams.

Authority of Individual Board Members

Power belongs not to individual members of a Board of Education but to the Board of Education acting as a corporate body through collective action. Board members have authority only when acting as a Board of Education in a legally constituted session, with a quorum present. The statement or action of an individual member or group of members of the Board of Education does not bind the Board of Education itself, except when that statement or action is specifically authorized by an official act of the board. This does not preclude individual board members from representing the board at meetings and ceremonial events or speaking to constituent groups in their capacity as board members.

Nominations and Elections for Board Leadership

Nominations

- A. An office must be created by Board Policy or by a motion to that effect before it can be filled by election or otherwise.
- B. The Board President must call for nominations.
- C. Nominations do not require a second. However, any number of persons may second a given nomination just to show their support of that nominee.
- D. The motion "to close nominations" is not in order until the assembly is ready to close nominations.
 1. When there are two or more nominees for the office the motion to close nominations requires a two-thirds vote. (This motion must be seconded.)
 2. A negative vote on the motion signifies that there are additional nominations forthcoming.
 3. If and when there are no further nominations the Board President may then put the motion to close nominations to a vote without waiting for a second.

Elections

- A. Elections and nominations must conform to the procedure prescribed by the Utah State Law and Board Policy.
- B. In case of a tie vote, the election is decided by lot unless the organization adopts a motion to do otherwise.
- C. Elections are decided by a roll call vote, not by secret ballot. Election to the office is determined by a simple majority.

Board Leadership Responsibilities

The board president will:

- 1. Conduct meetings of the board in accordance with law and policy.
- 2. Communicate regularly with the superintendent, business administrator, and members of the board to set meeting agendas, facilitate the flow of necessary information, and respond to community issues and queries.
- 3. Sign legal assurances, correspondence, and contracts on behalf of the board as required by law, policy, or vote of the board.
- 4. Represent the board, or designate others to represent the board, as requested, in executive meetings with community and business leaders or elected officials to promote perform their duties.

The board vice president will:

- 1. Advise and assist the president as needed.
- 2. Substitute for the president as required.
- 3. Attend meetings with or at the request of the president and superintendent.
- 4. Keep the board appropriately informed of issues or data that would help members

Board leadership may speak for the board, or designate others to speak for the board, when requested to do so by vote or consensus of the board communication, without binding the board to a specific decision or position.

New Board Member Orientation

Following the election or appointment of new members, the superintendent and board leadership will provide for an orientation, as to the board's operation and processes, the working relationships with the Superintendent of Schools and staff of the Box Elder School District, and substantive background information pertaining to school system issues and procedures. A copy of this handbook will be provided online. New board members are also encouraged to attend the orientation session organized by the Utah School Boards Association (USBA).

Board of Education Code of Conduct

The members of the Board of Education agree to abide by the following norms of behavior, both as they govern the conduct of board meetings and as they govern the actions of individual board members. These norms will provide an orderly way to conduct public business, promote an atmosphere of mutual respect, and establish a level of expectation for those who aspire to become school board members in the future.

Board members shall:

1. Represent the Board with dignity, honesty, and integrity.
2. Attend meetings regularly, prepared, professional, engaged, and dedicated to accomplishing and adhering to the agenda.
3. Support efforts to focus on the important matters, remembering that the student is always our most important matter.
4. Communicate effectively, early, and often with each other and with others concerned, seeking to make your own ideas clear while respecting the different opinions of others.
5. Be loyal to the Board and work to achieve unity by supporting its decisions, even though you may personally espouse a different view.
6. Value civility and avoid contention realizing conflict on some issues is inherent and not undesirable.
7. Represent and seek to understand the needs of all students, staff and citizens in the District without partisanship.
8. Work effectively with the Superintendent, and through him/her, with the staff throughout the District.
9. Develop and improve Board skills by establishing goals, measuring progress, and participating in a variety of training opportunities
10. If at all possible Board members should notify the Superintendent or the Board President well in advance of any concerns or questions regarding the Board agenda so that they can be resolved in advance if possible.

Board Member Commitments and Ethics

The Board and its members commit to standards of conduct that are consistent with the public trust placed in elected officials. Accordingly, the Board and its members will:

1. Strive to make policies that promote the educational growth and development of all students;
2. Endeavor to appoint the most competent person available as superintendent of schools and hold that superintendent responsible for carrying out the vision, mission, and goals of the District in the administration of its schools;

3. Support and allow administrators, teachers, and staff to function in their authorized capacities while holding employees responsible for carrying out the District's vision, mission, and goals in their respective roles;
4. Seek to employ the best qualified personnel available without regard to race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity—except when justified to meet a bona fide occupational requirement (see 20 U.S.C. 1681 et seq.; Utah Code § 34A-5 et seq.);
5. Promulgate policies and procedures dedicated to maintaining a learning and working environment in the District free of discrimination and unlawful harassment, including sexual harassment;
6. Promulgate policies and procedures that ensure operational transparency, including directing employees to maintain, manage, and where appropriate, produce records consistent with federal and state laws (see 20 U.S.C. § 1232g; 34 C.F.R. Part 99; and Utah Code § 53E-9 et seq.);
7. Attend Board meetings, insofar as possible, being informed and prepared to discuss and act upon the items on the Board agenda;
8. Conduct Board business in compliance with the Utah Open Meetings Act (Utah Code § 52-4-1 et seq.);
9. Exercise Board authority exclusively to perform legislative and judicial functions;
10. Encourage free expression of opinion and seek regular communication and feedback from the public;
11. Work toward consensus in Board decision making and foster respectful and civil working relationships with other Board members and with the superintendent and District staff while recognizing the value of diverse perspectives and differences of opinion; and
12. Strive to be effective educational leaders by participating in professional development, studying education issues, fulfilling assigned Board duties, building relationships with community organizations and leaders, communicating with constituents, and advocating for public education.

A. Board of Education Code of Ethics

1. Members of the Board may receive compensation for services and necessary expenses in accordance with Utah Code § 53G-4-204. For purposes of Utah Retirement Systems (URS) coverage, however, duly elected members of the Board are classified as part-time employees and ineligible for URS benefits.
2. Members of the Board may not use their position, or information acquired by reason of their position, for any improper or unlawful purpose including substantially furthering personal economic interests or securing special privileges or benefits for themselves or others that would impair the members' independent judgement or interfere with the ethical performance of the members' duties in

violation of Utah Code, § 67-16-4.

3. The Board will officially accept gifts and donations on behalf of the District; such acceptance, however, shall not obligate the Board to act in any way contrary to the best interests of students and the public. Further, the Board or its members shall not request, demand, or accept personally or on behalf of the District, a loan, donation, gift of substantial value, or an economic benefit tantamount to a gift in violation of Utah Code §§ 67-16-5 to 5.6
4. The Board and its members shall not misappropriate or misuse public funds or resources and shall be responsible fiscal managers of public funds. Expenditure of public funds shall only be made in accordance with federal or state law and District policies.
5. Members of the Board shall disclose any compensation or any position (whether officer, director, agent, employee, or owner of a substantial interest) in any business entity that does business with or is subject to the regulations governing the District or other public agency in a sworn affidavit and file it with the state attorney general, the District, and any other agency involved in the business or transaction consistent with Utah Code §§ 67-16-6 to 8. Further, members of the Board shall have no personal investments and/or conduct any business creating a substantial conflict of interest between Board members' private interests and their public duties in violation of Utah Code § 67-16-9.
6. Members of the Board shall maintain the confidentiality of information obtained in executive session or other confidential information otherwise obtained in an official capacity.
7. Members of the Board have no individual authority to act on behalf of the Board and the Board only exercises its authority as a body by taking official action through voting in a duly scheduled Board meeting. Individual Members of the Board should not speak on behalf of the Board without prior Board approval.

Members of the Board shall abide by state and federal laws and District policies and refrain from personal or professional conduct that would bring censure, ridicule, damage, or reproach upon the Board or the District.

Disciplining Board Members

If a member of the Board of Education violates the Code of Conduct or the ethical assurances outlined in Board [Policies 1034](#) and [1035](#), the board president and vice president will speak to that member about his or her responsibilities. If disruptive or destructive behavior occurs, the board may issue a formal reprimand by a vote of five members.

Policies Governing the Board

Detailed information about the board's process of conducting meetings and other guidance around board operation can be found in [School Board Policy Article 1](#).

Links to other helpful resources, including specific citations to Utah Code, are included with the appropriate policy on the district's website.

Guidelines and Parliamentary Motions

The following guidelines and examples have been taken from the Utah School Boards Association book titled *Coming to Order*, which is available on the USBA website. The Box Elder School District Board of Education appoints a Business Administrator who serves as the board's parliamentarian:

1. A board should agree on and adopt an agenda format that it will follow at regular meetings.
2. Action items on the agenda require:
 - a motion by a board member,
 - a second to the motion (required by most boards but not all),
 - a discussion of the motion by board members, and
 - a vote by board members.
3. Other than the consent agenda, each motion should be limited to one idea or issue.
4. No new motion may be made while another is being discussed.
5. A motion may be amended and votes on the amendments must be taken before acting on the original motion.
6. Before a vote on a main motion is taken, business can be interrupted by a motion:
 - to table the main motion,
 - to postpone action,
 - to refer the motion to a committee,
 - to withdraw it from consideration, or
 - to adjourn the meeting.

The subsidiary motions must be disposed of prior to action on the main motion.
7. Debate can be closed formally with a motion to move the question and a two-thirds affirmative vote.
8. When a Board member wishes to speak in board meeting, he/she should request to be recognized by the Board President before speaking. He/she may gain recognition by the President by raising a hand or speaking audibly, "Mr./Mrs. President". Once recognized the Board member should address the Board.

9. When the president senses the discussion has ended, a vote may be taken without a formal motion to close debate unless a member objects.
10. Some motions, such as a motion to adjourn, are not debatable. See the “Simplified Chart of Parliamentary Motions” on page 10.
11. Before a motion is voted upon, it should be repeated aloud.
12. The president, by virtue of membership on the board, is expected to vote on each issue before the board.
13. The president should indicate before each vote whether a simple or special majority is required.
14. The president should keep readily at hand a reference guide, such as the chart of parliamentary motions.

Simplified Chart of Parliamentary Motions

Motion & Order of Precedence	You Say:	Debatable	Amendable	Vote Required
Adjourn	I move to adjourn	No	No	Majority
Recess	I move to recess for	No	No	Majority
Close Debate	I move the previous question	No	No	2/3
Postpone Definitely	I move to postpone the motion to	Yes	Yes	Majority
Refer to Committee	I move to refer the motion to	Yes	Yes	Majority
Amend the Amendment	I move to amend the amendment by	Yes	Yes	Majority
Amend or substitute	I move to amend the motion by	Yes	Yes	Majority
Main motion	I move to	Yes	Yes	Majority

Reconsider		Yes	Yes	Majority
Rescind		Yes	Yes	Majority (with notice)
Incidental Motions				
No order of precedence. Arise incidentally and decided immediately				
Point of Order (to enforce rules)	Point of Order	No	No	None
Parliamentary Inquiry	Parliamentary questions	No	No	None
Withdraw or Modify a Motion	I withdraw (or modify) my motion	No	No	Majority

Board Policies Relevant to Board of Education Legal Status, Responsibilities, and Ethics

Policy 1010 School Board’s Legal Status

A. Promote education

1. The Board has the legal power and duty to do all things necessary for the maintenance, prosperity and success of the schools and for the promotion of education and to exercise all powers given by statute. The Board’s legal powers and duties include the actions set forth in this policy, but are not necessarily limited to the listed powers and duties.

[Utah Code § 53G-4-402\(20\) \(2018\)](#)

B. Govern

1. The Board of Education recognizes that under Utah law “it is the province of the Board of Education to determine what things are detrimental to the successful management, good order, and discipline of the schools and the rules required to produce” successful management, good order, and discipline in the schools.
Beard v. Board of Education, 16 P.2d 900 (Utah 1932)

C. Adopt rules

1. Adopt such rules, regulations, and bylaws as the Board deems proper for the operation of the Board and for the control and management of the District's schools.

[Utah Code § 53F-8-201 \(2018\)](#)

D. Levy taxes

1. Establish tax rates each year and submit the proposed rate to the county legislative body in which the District is located according to statutory procedures:

[Utah Code § 53F-8-201\(1\) \(2018\)](#)

[Utah Code § 53F-8-202 \(2018\)](#)

[Utah Code § 53F-8-402 \(2018\)](#)

E. Annual budget

1. Prepare, adopt, and file a budget for the next succeeding fiscal year with the county legislative body in which the District is located as required by statute.

[Utah Code § 53F-8-201 \(2018\)](#)

F. Bequests

1. Receive bequests and donations or other monies or funds which are made for educational purposes.

[Utah Code § 53G-4-402\(12\) \(2018\)](#)

G. Acquisition and ownership of property

1. Acquire and hold real and personal property in the name of the District, inclusive of all rights and titles, and lease and lease with an option to purchase property. The Board of Education has the direction and control of all school property in the district.

[Utah Code § 53G-4-401\(4\) \(2018\)](#)

H. Eminent domain

1. Exercise the right of eminent domain to acquire property.

Board of Education of South Sanpete School District v. Barton, 617 P.2d 347 (Utah 1980).

Olsen v. Board of Education of the Granite School District, 571 P.2d 1336 (Utah 1977).

I. Employ personnel

5. Employ by contract a Superintendent, Business Administrator, Principal(s), teacher(s), or other executive officer(s) and set salary schedules therefor.

[Utah Code § 53G-7-202 \(2018\)](#)

[Utah Code § 53G-4-301 \(2018\)](#)

[Utah Code § 53G-4-302 \(2018\)](#)

J. Close schools and change school boundaries

1. Close schools or suspend operation of schools or change school attendance area boundaries as determined to be appropriate by the Board of Education after appropriate public notice and hearing as required by statute.

Allen v. Board of Education Weber County School District 236 P.2d 756 (Utah 1951)

Save Our Schools v. Board of Education of Salt Lake City, 2005 UT 55

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

K. Sue and be sued

1. Sue and be sued in the name of the District.

[Utah Code § 53G-4-401\(4\) \(2018\)](#)

L. Fulfill other statutory duties and exercise other statutory powers

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

Policy 1020 Board Power and Duties

A. The Board of Education, on its own behalf, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by applicable law, rules and regulations to establish the framework of school policies and projects including, but without limitation because of enumeration, the right:

1. To appoint, by contract, a district superintendent who serves as the Board's chief executive officer. [Utah Code § 53G-4-301\(1\)](#)
2. To appoint a business administrator. [Utah Code § 53G-4-302\(1\)](#)
3. To make and enforce policy necessary for the control and management of the district schools. [Utah Code § 53G-4-402\(15\)](#)
4. To prepare and adopt a budget and make appropriations for the next fiscal year. [Utah Code § 53G-7-303\(2\)](#)
5. To administer and implement Federal education programs in accordance with the Federal Programs Act. [Utah Code § 53G-4-402\(10\)](#)
6. To establish, locate, and maintain elementary, secondary, and applied technology schools. [Utah Code § 53G-4-402\(5\)](#)
7. To employ staff necessary to carry out the functions of the school district. The Board shall also determine qualifications, conditions of employment, salary schedules, dismissal, demotion, promotion and work assignments.
8. To establish and supervise the program of instruction, including methods of instruction, schedules, materials, necessary staff, etc., and to make the necessary assignments for all extra-curricular programs that, in the opinion of the Board, benefit students.
9. To sue and be sued in the name of the district. [Utah Code § 53G-4-401\(4\)](#)
10. To take, hold, lease, sell, and convey real and personal property as the interests of the schools may require. [Utah Code § 53G-4-401\(4\)](#)
11. To purchase, sell, and make improvements on school sites, buildings, and equipment and construct, erect, and furnish school buildings. [Utah Code § 53G-4-402\(3\)](#)
12. To accept private grants, loans, gifts, endowments, devises, or bequests that are made for educational purposes. [Utah Code § 53G-4-402\(12\)\(a\)](#)
13. To close the schools or suspend operation if necessary.
14. To do all things necessary for the maintenance, prosperity, and success of the schools and the promotion of education. [Utah Code § 53G-4-402\(20\)](#)

- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited only by the Constitution and Laws of the State of Utah and the Constitution and Laws of the United States.
- C. To work to understand and represent the interest of the community members.

Policy 1025 Administration Relations

A. District Governance

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

[Utah Code § 53G-4-402 \(2018\)](#)

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

B. Consultation

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

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

C. Exclusivity and Coercion

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

[Utah Code § 34-34-4 \(1969\)](#)

[Utah Code § 34-34-7 \(1969\)](#)

[Utah Code § 34-34-8 \(1969\)](#)

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

D. Association Negotiations

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

[Utah Code § 34-34-2 \(1969\)](#)

[Utah Code § 34-34-16 \(1969\)](#)

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

E. Publication of Negotiated Agreement

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

F. Distribution of Organization Materials

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

G. Equal Access for Employee Associations

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

H. No Endorsement of or Preference for Any Employee Association

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

Policy 1034 Board of Education Code of Conduct

A. Board members shall:

1. Represent the Board with dignity, honesty, and integrity.
2. Attend meetings regularly, prepared, professional, engaged, and dedicated to accomplishing and adhering to the agenda.
3. Support efforts to focus on the important matters, remembering that the student is always our most important matter.

4. Communicate effectively, early, and often with each other and with others concerned, seeking to make your own ideas clear while respecting the different opinions of others.
5. Be loyal to the Board and work to achieve unity by supporting its decisions, even though you may personally espouse a different view.
6. Value civility and avoid contention realizing conflict on some issues is inherent and not undesirable.
7. Represent and seek to understand the needs of all students, staff and citizens in the District without partisanship.
8. Work effectively with the Superintendent, and through him/her, with the staff throughout the District.
9. Develop and improve Board skills by establishing goals, measuring progress, and participating in a variety of training opportunities.

Policy 1035 Board Member Commitments and Ethics

A. Board of Education Commitments

The Board and its members commit to standards of conduct that are consistent with the public trust placed in elected officials. Accordingly, the Board and its members will:

1. Strive to make policies that promote the educational growth and development of all students;
2. Endeavor to appoint the most competent person available as superintendent of schools and hold that superintendent responsible for carrying out the vision, mission, and goals of the District in the administration of its schools;
3. Support and allow administrators, teachers, and staff to function in their authorized capacities while holding employees responsible for carrying out the District's vision, mission, and goals in their respective roles;
4. Seek to employ the best qualified personnel available without regard to race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity—except when justified to meet a bona fide occupational requirement (see [20 U.S.C. 1681 et seq.](#); [Utah Code § 34A-5 et seq.](#));
5. Promulgate policies and procedures dedicated to maintaining a learning and working environment in the District free of discrimination and unlawful harassment, including sexual harassment;
6. Promulgate policies and procedures that ensure operational transparency, including directing employees to maintain, manage, and where appropriate, produce records consistent with federal and state laws (see [20 U.S.C. § 1232g](#); [34 C.F.R. Part 99](#); and [Utah Code § 53E-9 et seq.](#));
7. Attend Board meetings, insofar as possible, being informed and prepared to discuss and act upon the items on the Board agenda;

8. Conduct Board business in compliance with the [Utah Open Meetings Act \(Utah Code § 52-4-1 et seq.\)](#);
9. Exercise Board authority exclusively to perform legislative and judicial functions;
10. Encourage free expression of opinion and seek regular communication and feedback from the public;
11. Work toward consensus in Board decision making and foster respectful and civil working relationships with other Board members and with the superintendent and District staff while recognizing the value of diverse perspectives and differences of opinion; and
12. Strive to be effective educational leaders by participating in professional development, studying education issues, fulfilling assigned Board duties, building relationships with community organizations and leaders, communicating with constituents, and advocating for public education.

B. Board of Education Code of Ethics

1. Members of the Board may receive compensation for services and necessary expenses in accordance with [Utah Code § 53G-4-204](#). For purposes of Utah Retirement Systems (URS) coverage, however, duly elected members of the Board are classified as part-time employees and ineligible for URS benefits.
2. Members of the Board may not use their position, or information acquired by reason of their position, for any improper or unlawful purpose including substantially furthering personal economic interests or securing special privileges or benefits for themselves or others that would impair the members' independent judgement or interfere with the ethical performance of the members' duties in violation of [Utah Code, § 67-16-4](#).
3. The Board will officially accept gifts and donations on behalf of the District; such acceptance, however, shall not obligate the Board to act in any way contrary to the best interests of students and the public. Further, the Board or its members shall not request, demand, or accept personally or on behalf of the District, a loan, donation, gift of substantial value, or an economic benefit tantamount to a gift in violation of [Utah Code §§ 67-16-5 to 5.6](#)
4. The Board and its members shall not misappropriate or misuse public funds or resources and shall be responsible fiscal managers of public funds. Expenditure of public funds shall only be made in accordance with federal or state law and District policies.
5. Members of the Board shall disclose any compensation or any position (whether officer, director, agent, employee, or owner of a substantial interest) in any business entity that does business with or is subject to the regulations governing the District or other public agency in a sworn affidavit and file it with the state attorney general, the District, and any other agency involved in the business or

transaction consistent with [Utah Code §§ 67-16-6 to 8](#). Further, members of the Board shall have no personal investments and/or conduct any business creating a substantial conflict of interest between Board members' private interests and their public duties in violation of [Utah Code § 67-16-9](#).

6. Members of the Board shall maintain the confidentiality of information obtained in executive session or other confidential information otherwise obtained in an official capacity.
7. Members of the Board have no individual authority to act on behalf of the Board and the Board only exercises its authority as a body by taking official action through voting in a duly scheduled Board meeting. Individual Members of the Board should not speak on behalf of the Board without prior Board approval.
8. Members of the Board shall abide by state and federal laws and District policies and refrain from personal or professional conduct that would bring censure, ridicule, damage, or reproach upon the Board or the District.

Policy 1036 Conflict of Interest: Board Member and Employee

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

- D. Statements filed with the superintendent under "C" above, shall be signed by the board member or district employee and contain:
 - 1. The name and address of the board member or district employee involved;
 - 2. The name and address of the person or business entity with whom a conflict of interest may exist;
 - 3. A brief description of the board member's or employee's involvement or interest with the individual or business entity named.

- E. The statement shall be filed within ten days or the earlier of:
 - 1. The date of any agreement between the board member or district employee and the person or business entity being assisted or;
 - 2. The receipt of compensation from that entity.

- F. The statement is public information and shall be available for examination by the public.

- G. Penalties for violation of this policy may include removal from office, dismissal from employment, and/or criminal prosecution. Additionally, the school district may rescind or void any contract or subcontract entered into as a result of actions prohibited under this policy, and do so without returning any part of the consideration that the district may have received.

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

- A. Definition: As used in this policy, "appointee" means an employee whose salary, wages, pay, or compensation is paid from public funds; "relative" means father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law - "household member" means a person who resides in the same residence.
[Utah Code § 52-3-1\(1\)\(d\) \(2018\)](#)

- B. No Board member or employee of the district may employ, appoint, or vote for or recommend the appointment of a relative or household member in or to any position or employment, when the appointee will be directly supervised by a relative or household member, unless:
 - 1. The appointee is certificated or otherwise determined eligible or qualified to be employed by the District pursuant to the State Office of Education or other state department or agency; or
 - 2. The appointee will be compensated from funds designated for vocational training; or
 - 3. The appointee will be employed for a period of 12 weeks or less; or
 - 4. The appointee is a volunteer as defined by the District; or
 - 5. The Superintendent determines that appointee is the only or best person available, qualified, or eligible for the position.

[Utah Code § 52-3-1\(2\)\(a\) \(2018\)](#)

- C. No district employee may directly supervise an appointee who is a relative or household member of the employee unless:
1. The appointee was appointed or employed before the district employee assumed his or her supervisory position, if the appointee's appointment was not unlawful at the time of the appointee's appointment; or
 2. The appointee will be compensated from funds designated for vocational training; or
 3. The appointee will be employed for a period of 12 weeks or less; or
 4. The appointee is a volunteer as defined by the district; or
 5. The appointee is the only person available, qualified, or eligible for the position; or
 6. The Superintendent determines that the employee is the only person available or is best qualified to perform supervisory functions for the appointee.
 7. When a District employee supervises a relative or a household member, the employee shall make a complete written disclosure of the employee's relationship with the relative or household member in a sworn statement provided to the Board of Education. The District employee may not evaluate the relative's job performance or recommend salary increases for the relative.
- [Utah Code § 52-3-1\(2\)\(b\), \(c\) \(2018\)](#)
[Utah Code § 67-16-7\(2\)\(b\) \(2018\)](#)
- D. No appointee may accept or retain employment in the District if the appointee is under the direct supervision of a relative or household member, unless:
1. The relative or household member was appointed or employed before the appointee assumed the appointee's position, if the appointment of the relative or household member was not unlawful at the time of the appointment;
 2. The appointee will be compensated from funds designated for vocational training;
 3. The appointee will be employed for a period of 12 weeks or less;
 4. The appointee is a volunteer as defined by the District;
 5. The appointee is the only person available, qualified or eligible for the position;
 6. The Superintendent determines that the appointee's relative or household member is the only individual available or qualified to supervise the appointee.
- [Utah Code § 52-3-1\(3\) \(2018\)](#)
- E. The rules against nepotism apply to employees paid with public funds regardless of the source of those funds, including employees paid with funds from a federal grant.
- F. Within a town, as defined by [Utah Code § 10-1-104](#), this policy on nepotism shall not apply to the employment of uncles, aunts, nephews, nieces or cousins.
[Utah Code § 52-3-4 \(1998\)](#)
- G. This policy on nepotism shall not apply to the employment of a relative if the following criteria are established:
1. fewer than 3,000 people live within 40 miles of the primary place of employment, measured over all-weather public roads;
 2. the job opening has had reasonable public notice; and

3. the relative is the best qualified candidate for the position.

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

[Utah Code § 52-3-4 \(1998\)](#)

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

Board Policies Relevant to School Board Meetings

Policy 1070 Board Meeting Procedures

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

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

B. Rules and Order of Procedure

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

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

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

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

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

1. Upon a two-thirds vote, the Board of Education may expel a member of the Board from an open public meeting of the Board for:
 - a. Disorderly conduct at the meeting;
 - b. The member's direct or indirect financial conflict of interest regarding an issue discussed at or action proposed to be taken at the meeting; or
 - c. Commission of crime during the meeting; or
 - d. Other reasons that have been adopted by the Board.

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

C. Open to the Public

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

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

D. Public Hearing

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

[Utah Code § 11-14-318 \(2009\)](#)

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

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

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

[Utah Code § 59-1-1605 \(2016\)](#)

E. Interference with Conduct of Board Meetings

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

F. Public recording

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

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

G. Attendance by Local Government Representatives

1. An interested mayor or interested county executive (or their designees) may attend and participate in the board's discussions in the open portions of the Board's meetings. An "interested mayor" is the mayor of the municipality which is partly or entirely within the boundaries of the school district. An "interested executive" is the county executive or county manager of a county with unincorporated area within the boundary of the school district. These local government officials may not vote on any issue before the Board and their participation is subject to the Board President's authority to regulate the conduct of the meeting.
2. An interested mayor or interested county official may attend a closed meeting of the Board if invited by the Board. Where the closed meeting is held to discuss disposition or acquisition of real property, an interested mayor or interested county official may attend if invited by the Board and if the mayor or county executive does not have a conflict of interest with respect to the disposition or acquisition.

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

H. Quorum

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

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

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

I. USBA Training session for the Board members

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

Policy 1072 Board Meetings: Notice Requirements

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

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

- B. The Board shall provide public notice of each meeting at least 24 hours in advance of each meeting; such notice shall include the agenda, date, time, and place of the meeting.
[Utah Code § 52-4-202\(1\)\(2016\)](#)
- C. Where a meeting agenda must be included in the required public notice of a Board meeting, that agenda shall be sufficiently specific to notify the public of the topics to be considered at the Board meeting. To be sufficiently specific, the agenda shall at least list each anticipated topic under an agenda item in a manner which identifies the subject of discussion and if known the nature of the Board action being considered on the subject. The Board may not consider the topic in an open meeting which was not listed under an agenda item and included with the advance public notice of the meeting, except that if an unlisted topic is raised by the public during an open meeting the Board may, at the discretion of the presiding Board member, discuss the topic but may not take any final action on the topic during the meeting. This limitation may not apply to an emergency meeting where the requirements for holding and giving the best practicable notice of such a meeting have been met.
[Utah Code § 52-4-202\(6\)\(2016\)](#)
- D. When the Board is meeting to conduct a public hearing with respect to adopting the budget or levying a tax rate which exceeds the certified tax rate, the Board's agenda must be limited to the hearing(s) and discussion and the action on those items. (If the Board holds another meeting on the same date to address general business items, the other meeting must conclude before the meeting on the budget and/or tax rate levy.)
[Utah Code § 59-2-919\(8\)\(b\)\(i\)\(B\), \(e\), \(2019\)](#)
- E. Public notice of each Board meeting and of the Board's annual meeting schedule shall be given by:
1. Posting written notice at the local Board of Education office;
 2. Posting notice on the Utah Public Notice Website; and,
 3. Providing notice to two newspapers of general circulation within the geographic jurisdiction of the public body or to a local media correspondent.
 4. The District shall also endeavor to post notice of Board meetings on the District's web site at least 24 hours in advance of the Meeting.
 5. Notice of each Board meeting shall also be given to each mayor or interested county executive (or their designee). An "interested mayor" is the mayor of a municipality that is partly or entirely within the boundaries of the school district. An "interested county executive" is the county executive or county manager of a county with unincorporated area within the boundaries of the school district. This notice shall be provided by mail, email, or other effective means agreed to by the person to receive notice.
[Utah Code § 52-4-202\(3\), \(4\)\(2016\)](#)
[Utah Code § 63F-1-701\(4\)\(d\)\(2016\)](#)
[Utah Code § 53G-7-208\(3\)\(e\) \(2018\)](#)
- F. In case of emergency or urgent public necessity which renders it impractical to give the notice identified in the paragraphs above, the best notice practicable shall be

given of the time and place of the meeting and of the topics to be considered at the meeting. No such emergency meeting of the Board shall be held unless an attempt has been made to notify all of its members and a majority of the members vote in the affirmative to hold the meeting.

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

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

the proposed improvement, facility, or property that the bonds will fund will have on the private sector.

[Utah Code § 11-14-318 \(2009\)](#)

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

[Utah Code § 53G-4-204\(3\) \(2018\)](#)

Policy 1074 Board Meetings: Closed Meetings

- A. A closed meeting may be held upon a two-thirds affirmative vote of the Board members present at a meeting for which public notice was given pursuant to [Utah Code § 52-4-202](#), providing a quorum is present. No resolution, rule, regulation, contract or appointment shall be approved at a closed meeting, nor may the Board interview an applicant to fill an elected position at such a meeting. The recording and minutes of an open meeting at which the vote is taken to hold a closed meeting shall contain the reason or reasons for holding a closed meeting and the votes, by name, of the members present, either for or against the proposition to hold such a meeting.

[Utah Code § 52-4-204 \(2018\)](#)

- B. Closed meetings may only be held for the following purposes:

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

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

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

[Utah Code § 52-4-205 \(2014\)](#)

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

Policy 1080 Board Committees

- A. School Board members are elected to represent the public in management of the public schools. Decisions are the right and responsibility of the Board of Education.. All committees formed and charged by the Board are advisory in nature; the Board maintains the right and responsibility to do with committee recommendations as deemed appropriate by the Board on majority vote.

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

Policy 1090 Rules of Order

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

Policy 1100 Minutes

4

- A. The Clerk shall keep, or cause to be kept, written minutes and a recording of all open school board meetings with the exception of site visits or traveling tours of the board where no vote or action is taken. Only written minutes are required during site visits or travelling tours.

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

H. The recording of a closed session must be a complete and unedited recording of all portions of the closed meeting.

Reference:

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

Policy 1110 Public Participation in Board Meeting

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

B. All "regular meetings" of the Board will include an agenda item – "Public Comments."

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

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

C. At the discretion of the Board President, public comment may be taken during other portions of the meeting where the comment is directed toward a specific agenda item.