



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, June 9, 2021

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

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

A. Administrative - 6:30 p.m.

1. Call to Order

President Julie Taylor

2. Reverence

Rod Cook, Business Administrator

3. Flag Salute/Pledge of Allegiance

Keith Mecham, Assistant Superintendent

4. Recognitions

Tiffani Summers, Board Member

a. Outstanding Volunteer - Robert Brietenbeker

Keith Mecham, Assistant Superintendent

b. Jeff Morris - Awarded the Utah Instructional Leader of the Year by the Utah Association of Elementary School Principals

c. BEHS Academic All-State Awards

Tennis

Reed Johnson

Spencer Cronin

Trent Cannon

Girls Golf

Abigail Mason

Ashtyn Craynor

Softball

Kaitlyn Wight

Kourtney Small

Baseball

Alex Griffin

Carson Lancaster

Boys Track

Andrew Grunander

Benjamin Blaine

John Hendrickson

Girls Track

Hannah Dooley

Isabelle Saunders

Girls Lacrosse

Katie Simpson

Macie Anderson

Boys Lacrosse

Carson Johnson

Boys Soccer

Daxton Allen

BRHS Academic All-State Awards

Boys Tennis

McCade Cefalo

Softball

Kortnie Burton

Olivia Taylor

Baseball

Taden Marble

Boys Track

Jefferson Kowallis

Joseph Nelson

Girls Track

Kenya Tomlinson

Madison White

Boys Lacrosse

Braden Munns

Hayden Lewis

Rayden Coombs

Girls Lacrosse

Bailey Bjorn

d. BRHS Boys and Girls Water polo club teams - Division 3 State Champions

B. Approval of Agenda - 6:50 p.m.

C. Public Comment - 6:55 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. Action Items - 7:00 p.m.

1. Budget Hearing

Rod Cook, Business Administrator

a. Public Comment on Budget

2. Approval of 2021-22 Budget

4

Rod Cook, Business Administrator

3. MBA Meeting

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Rod Cook, Business Administrator

4. Pick-up Contributions for Members of Contributory Retirement System

95

Rod Cook, Business Administrator

5. Tentative Ratification of Negotiated Agreement of BEAA

96

Keith Mecham, Assistant Superintendent

6. Tentative Ratification of Negotiated Agreement with BEEA

97

Keith Mecham, Assistant Superintendent

7. Tentative Ratification of Negotiated Agreement with BEESPA

99

Keith Mecham, Assistant Superintendent

8. Declaration of Open Enrollment Schools

101

Keith Mecham, Assistant Superintendent

9. Project Raven EDA Concept Approval

103

Rod Cook, Business Administrator

10. Change July Board Meeting Date

104

Steve Carlsen, Superintendent

E. Information Items - 8:00 p.m.

1. Literacy Report

Jeremy Young, Director of Assessment

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Corey Thompson, Director of Facilities	
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Rod Cook, Business Administrator	
F. <u>Policy Review</u> - 8:20 p.m.	
1. First Reading	
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G. <u>Board Discussion Items</u> 8:30 p.m.	
1. July Work Meeting Agenda	
2. "Learning by Doing" Reading (Chapters 8 and 9)	145
H. <u>Consent Items</u> 8:45 p.m.	
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I. <u>Suggestions for Future Board Meetings</u> 8:50 pm.	206
J. <u>Board Handbook</u>	208
K. <u>Closed Session to Discuss Personnel</u>	
L. <u>Adjournment</u> 8:55 p.m.	

The next meeting of the Board of Education will be held on Wednesday, July 21, 2021, with a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

Recommendation:

It is recommended that the Board approve the revised 2020-21 budget and the preliminary 2021-22 budget as presented. **Levies will be set as follows in a Truth in Taxation Hearing:** Voted Leeway to increase to the maximum allowed by law estimated to be \$173,000 and the Board Leeway to be increased to raise \$500,000 and the Capital Outlay Levy to be increased to raise \$500,000.

The Board will formally approve the Tax Levies in the August Board meeting after meeting Truth in Taxation requirements.

Recommended Motion:

I make the motion to approve the revised 2020-21 budget and preliminary budget as presented for the 2021-22 Fiscal year.

Background:

Box Elder School District has followed the law with the Superintendent acting as the budget officer of the district. (53G-7-302) A tentative budget with the revenues and expenditures of the previous year, the current year and the succeeding year based on the above increased dollar amounts to be raised by increasing the tax levy. A revised budget for the 2020-21 year must also be approved.

The budget has been filed electronically 15 days before the hearing on the district website and a copy has been available through the Business Administrator. The district has also advertised through legal advertisement, ten days in advance, the dates of the budget hearing in both papers of general circulation in the county.

Policy Implications:

None

Financial Implications:

The implications are outlined in the budget document and presentation. The budget does include a tax increase for the 2021-22 fiscal year. These increases have been built into the budget to cover cost of living increases for employees as well as one to one computing and increases in classroom space.

Staff Implications

Cost of living as well as other compensation and considerations have been given to employees.

Box Elder School District Budget Information

2021-22

Learning is Everything

Box Elder County

Basic Facts

Total Population(2019) 56,046

Square Miles 5,745

Five Largest Taxpayers are:

1)Ruby Pipeline \$3.9 Million

2) Pacificorp \$3.4 Million

3) Procter and Gamble \$3.2 Million

4) Union Pacific \$1.9 Million

5) Staker & Parson Co \$1.4 Million

Median Housing Value (2019) \$203,600

Median Household income (2019) \$62,233

Homeownership rate (2019) 77.8%

High School Graduates 25+ (2019) 93.1%

Bachelors degree or higher 25+ (2019) 23.3%

Persons per Household (2019) 3.05

(US Census Bureau 2019 Data)

Box Elder School District



Consolidated as a school district	1907
Student Enrollment (Fall 2019)	11,850
Elementary Schools Grades K-5	11
Necessary Existing Small School	3
Intermediate Schools Grades 6-7	2
Middle Schools Grades 8-9	2
High Schools Grades 9-12	2
Alternative High School	1
Independent Living Center	1
Special Youth Centers	1

Basic Budget Information

Budgets are presented on a modified accrual basis of accounting.
The Basic Governmental Fund Types and funds used are:

Governmental Funds

- 10 General Fund
- 21 School Activity Funds
- 26 RDA Recognition
- 31 Bond Fund
- 32 Capital Projects Fund

Proprietary Fund (Business Activity)

- 49 School Lunch Fund

Fiduciary Funds(held for other entities)

- 75 Foundation Fund
- 76 Agency Fund

Basic Budget Continued

Revenues and expenditures are broken down further into:

Programs which are specific areas of emphasis in the education process (Special Ed)

Functions which are the type of activity that takes place (Instruction)

Objects which are the classification of the expenditure (Supplies)

Revenue all funds

Where the money comes from:
(FY 2019-20)

State	54%
Local	39%
Federal	7%

Expenditure all funds

Where money goes: (FY 2019-20)

Salaries	48.60%
Benefits	20.38%
Supplies	9.76%
Purchased Services	11.89%
Property	2.83%
Debt and Other	6.54%

Property Taxes

Who pays property tax? (2020 Final)

Primary Residential	40%
Centrally Assessed	24%
Commercial /Industrial	30%
Agricultural Property	3%
Other/Unimp Vacant	3%
(By total taxable value UTC 510)	



Revenue Changes

FY 2021-22

- State Regular Programs \$ 2,508,308
- Increase in Student Count \$ 598,013
- Expected Program Increases \$ 1,614,046
- Tax Levy Increase \$ 1,138,091
- Levy Increase Equalization \$ 932,064
- TOTAL REVENUE: \$ 6,790,522

Expenditure Changes

FY 2021-20

Benefits included in salary calculations

- H&A \$ 0
- Program Increases Offset \$ 1,614,046
- Growth & DLI Teachers \$ 608,000
- COLA, Steps, Lanes \$ 5,172,054
- Retirement Savings \$ (648,578)
- Other FTE, Energy \$ 45,000
- TOTAL EXPENDITURES \$ 6,790,522
- Difference \$ 0

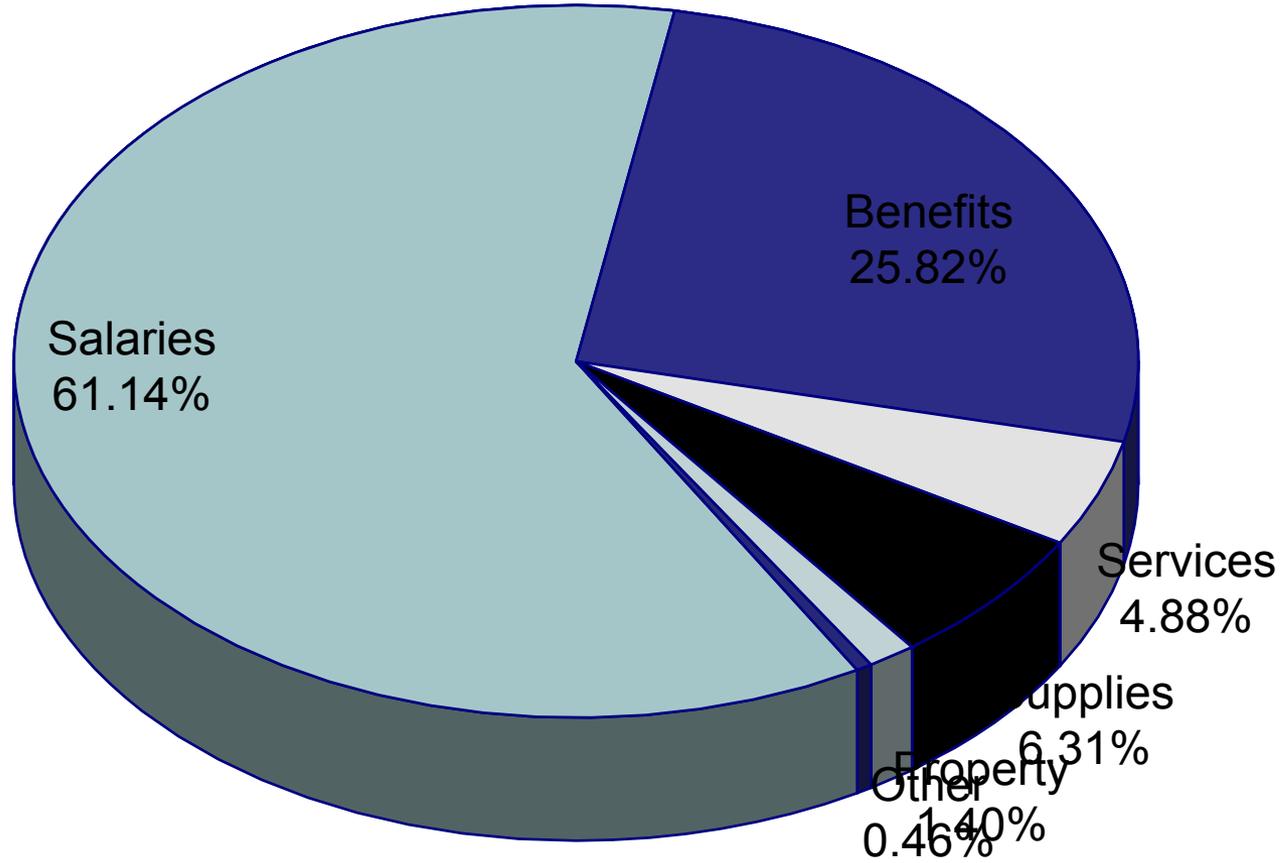
Other Budget Assumptions

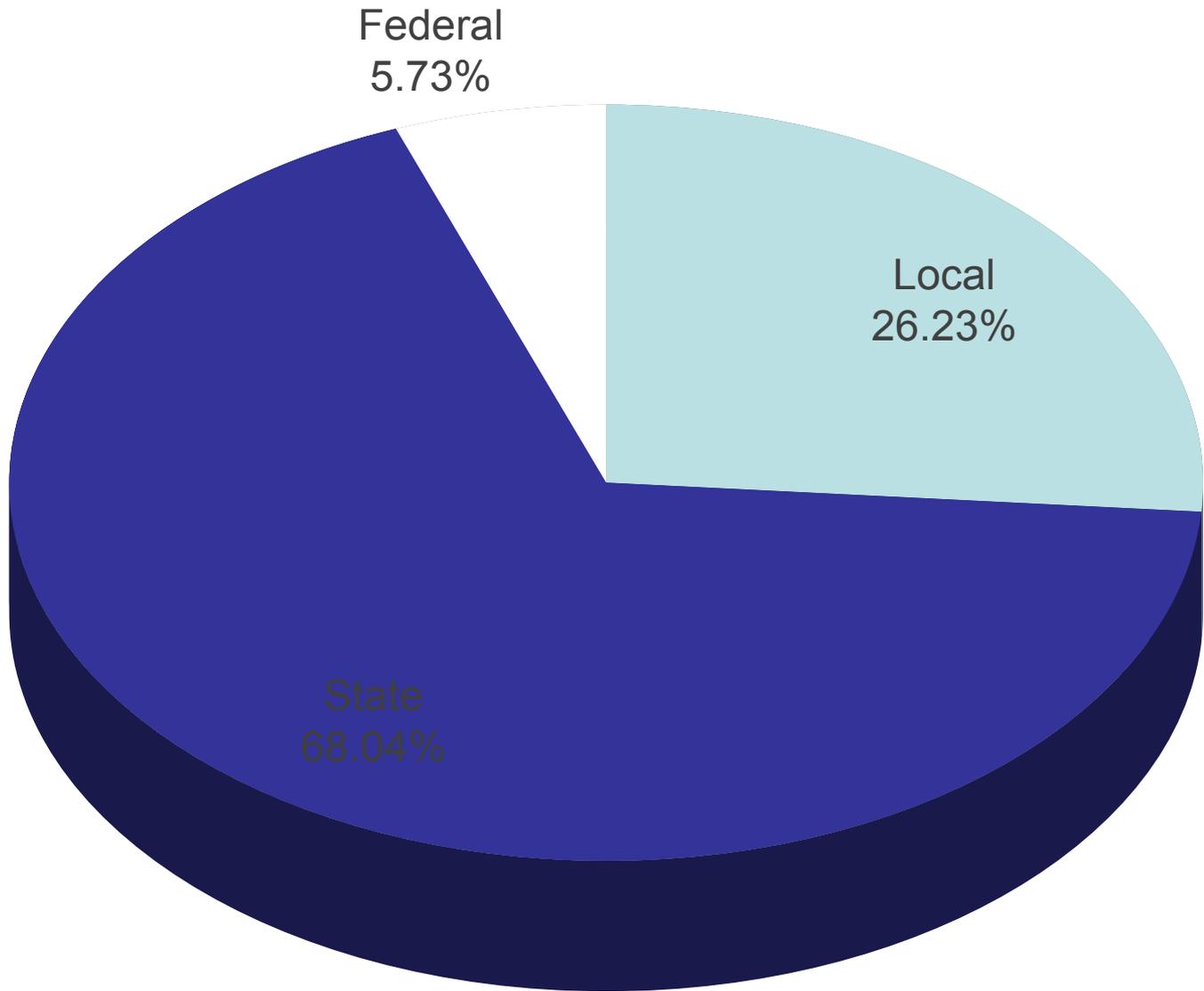
- Covid 19 EESSA Federal Funding was budgeted
- Finish Golden Spike Elementary
- Utility Increases:
 - Fuel 0%
 - Electricity 0%
 - Natural Gas 0%

(Above 2022 year estimated)
- 7.6 Teachers, 4 DLI Secondary, Counselor Match
- Trans Director difference and SRO Tremonton
- 70% of General Fund Budget goes to Instruction
- Salaries and Benefits are 85.92% of the General Fund (2020 Expenditures)

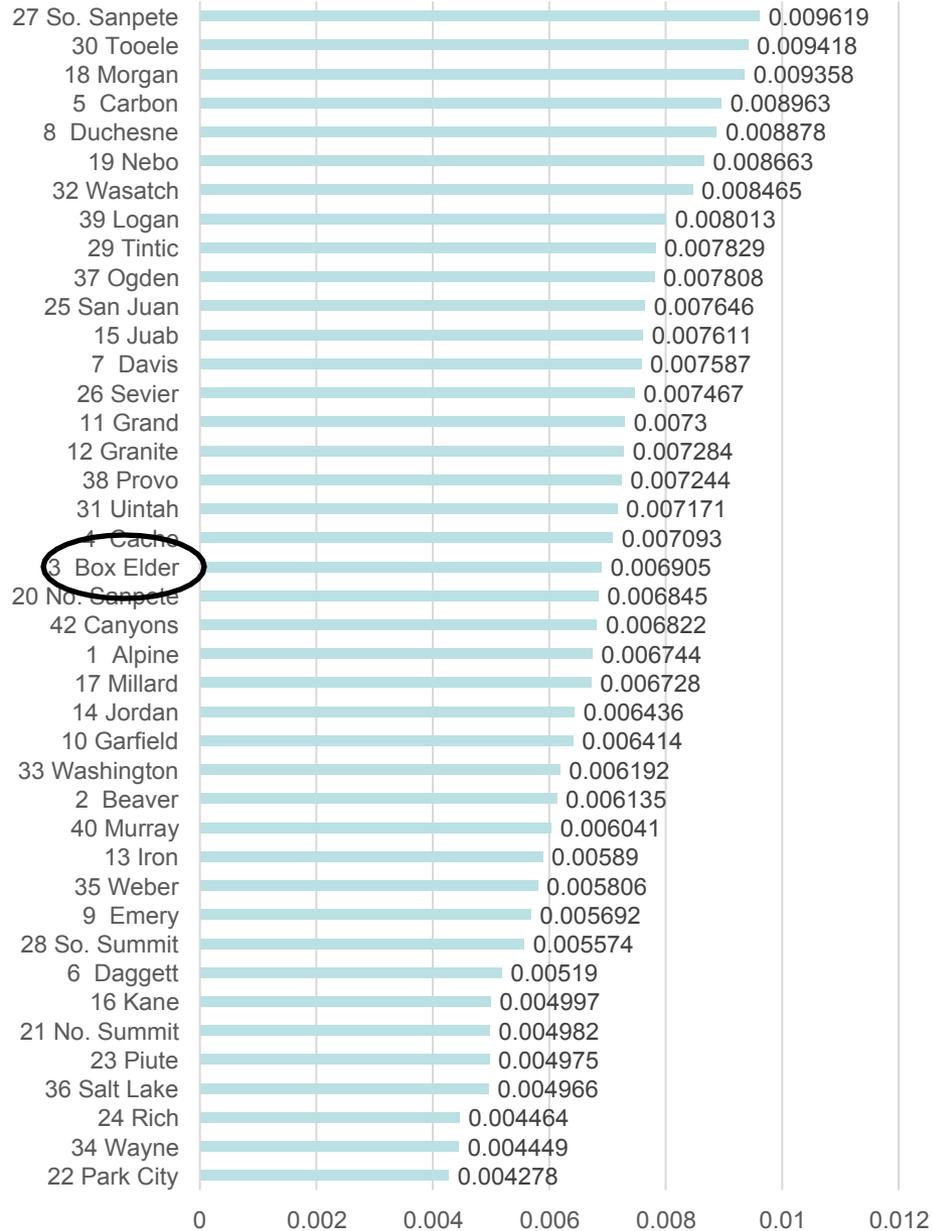
Category Expenditure General Fund FY 2020

Note Compensation 86.96% of total





Tax Effort by District
Excludes Charter Levy
FY 2020-21



Enrollment and Ratio comparisons

Enrollment October 1, 2019	BESD 11,914	Pupil/per	US Average
Certified Educators	598	19.92	15.5
Administrators	32	372	230
Educational Support Professionals	426		
Part Time Paras Other	415		
Per Pupil Funding 2018-19	\$7,734		\$11,392

2019-20 Revenue and Expenditures by Fund

Fund	REVENUE AND EXPENDITURES BY FUND WITH BALANCES	Beginning Balance	Revenues	Expenditures	Ending Balance	Difference
10	MAINTENANCE AND OPERATIONS	1,892,331	96,475,712	97,449,046	918,997	-973,334
21	SCHOOL ACTIVITY FUND	801,288	3,539,857	3,489,210	851,935	50,647
26	TAX INCREMENT FINANCING	0	3,945,954	3,945,954	0	0
31	DEBT SERVICE	7,800,099	2,658,880	3,291,350	7,167,629	-632,470
32	CAPITAL OUTLAY	24,487,981	12,396,237	13,048,112	23,836,106	-651,875
49	FOOD SERVICE	902,055	5,239,133	4,917,795	1,223,393	321,338
75	FOUNDATION FUND	599,756	180,143	162,544	617,355	17,599
76	AGENCY FUND	125,652	33,772	39,778	119,646	-6,006
	Total	36,609,162	124,469,688	126,343,789	34,735,061	-1,874,101

Transportation and Buildings

Transportation			
Total Miles Driven		1,437,213	
Buildings and Maintenance			
Buildings total Square Feet		2,253,333	51.73 Acres
Total Acreage School Sites		257.18	

Box Elder School District

960 South Main
Brigham City, Utah

Revised Budget
2020-2021

&

Tentative Budget
2021-2022

June 2021

Prepared May 15, 2021

Box Elder School District Budget Table of Contents

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Board Financial Report Line item detail

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Box Elder School District
Budget Revision June 2020-21
Preliminary Adoption 2021-2022

Introductory Section

BOARD OF EDUCATION

Julie Taylor	President
Tiffani Summers	Vice President
Connie Archibald	Member
Karen Cronin	Member
Wade Hyde	Member
Nancy Kennedy	Member
Bryan Smith	Member

ADMINISTRATION

Steve Carlsen	Superintendent
Keith Mecham	Assistant Superintendent Personnel
Keri Greener	Assistant Superintendent Elementary Teaching and Learning
Gary Allen	Assistant Superintendent Secondary Teaching and Learning
Rodney Cook	Business Administrator

Catherine Allen	Director of Special Education
Robert Gordon	Director of Technology
Alison Williams	Director of Applied Technology
Jeremy Young	Director of Assessment
Corey Thompson	Director Facilities Management
Jacqueline Whitaker	Director of Student Services
Keevin Nelsen	Supervisor Transportation
Candace Parr	Supervisor School Lunch

Executive Summary

Box Elder School District is an independent entity consolidated in 1907 for the purpose of public education. The school district is governed by a Board of Education that is elected by the public. The district boundaries cover all of Box Elder County in northwestern Utah, with the major cities being Brigham City and Tremonton City. The district serves approximately 12,000 Students.

Budget Presentation

Budgets are presented on a modified accrual basis of accounting for all governmental fund types, which include the following:

Fund #	Name
10	General Fund (M & O)
21	Student Activity
26	Redevelopment Agency Recognition Fund
31	Debt Service (Bond)
32	Capital Outlay (Capital Projects)
49	School Lunch

Other Funds included in the budget are as follows:

(Primarily Fiduciary Funds)

75	Foundation Fund
76	Agency Fund

A budget of all estimated revenues and expenditures for the school district is required by law. The budget functions as the operational guide for the fiscal year, and as more information becomes available, the budget is revised following board policies and state law. State law requires that all funds balance. The business department continually monitors expenditures and meets with directors to maintain control and facilitate communication with departments on revenue and expenditures.

Budget Development

Budget development begins as soon as the final balances are verified by the audit. The formal process begins the end of March as numbers from the legislature are published by the Utah State Office of Education. The District Administrative Team collaborates on developing the initial draft of the budget assuring legality and congruency with established school district mission and goals. In the meantime, the District Administrative Team negotiates with employee groups. Requirements are balanced against resources and the initial budget is consolidated.

As required by state law, the initial budget is on file for public perusal for 10 days before board adoption. The budget is officially adopted at a public hearing in June. If a tax increase is requested, the public hearing takes place in August which is required by law. Once adopted, the document becomes the official budget and the district's operating plan.

Revenue

Box Elder School District receives 54% of its total revenues from the state, 39% from local taxes and fees, 7% from the Federal Government. (2020 audited figures, All Funds) (See Exhibit I)

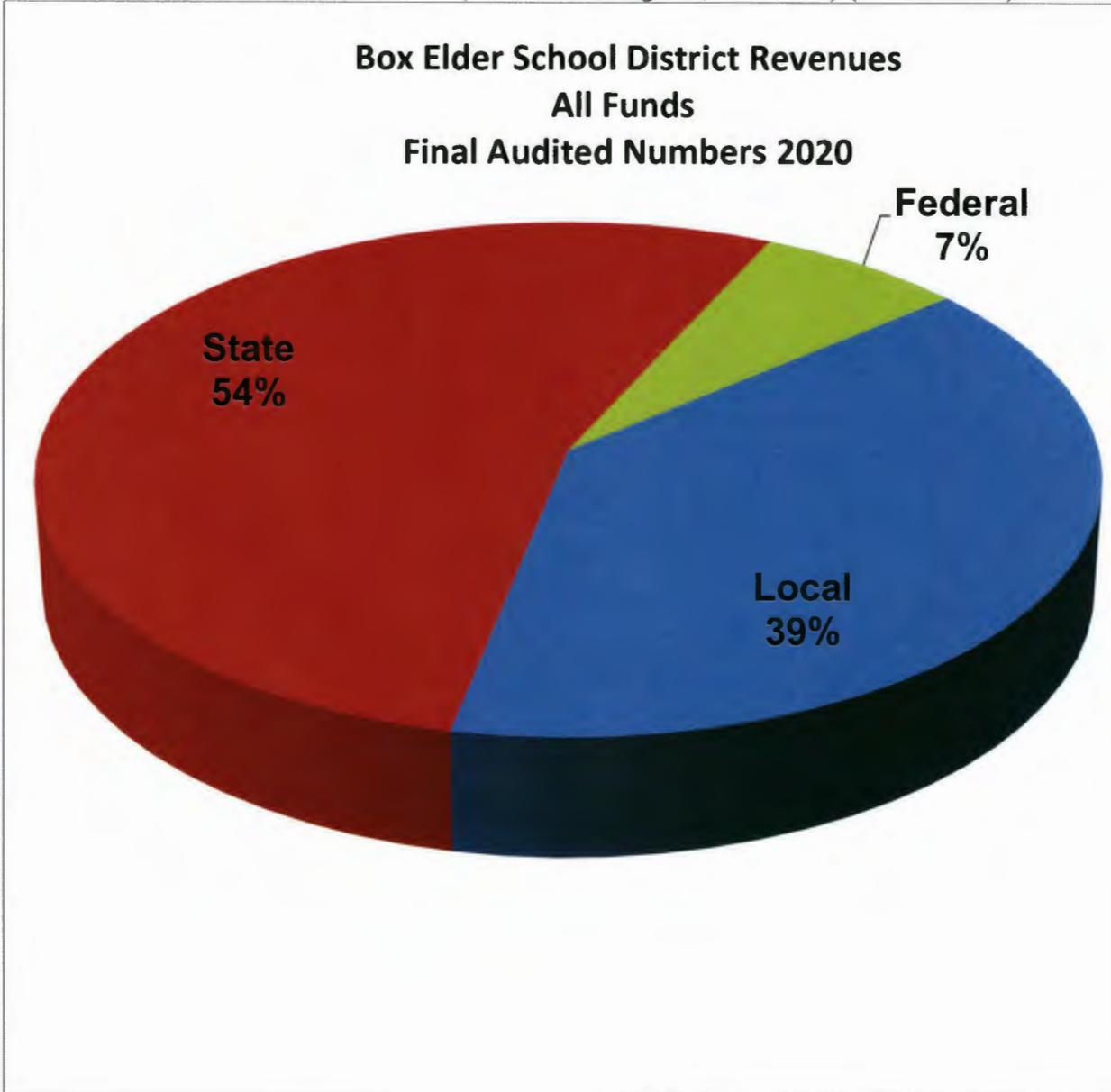


Exhibit I

This budget was prepared using \$3,809 per weighted pupil unit for the 2021-22 school year. Allocations from other sources are typically restricted in use for specific programs. Projected interest earnings will be budgeted at .75% for this school year.

Expenditures

Expenditures are largely committed to human resources for instruction and support in education. Salaries make up 48.60% of total spending, benefits 20.38 %, supplies 11.89 %, purchased services 9.76 %, property 2.83 %, and other including debt 6.54% (2020 audited figures, All Funds, See Exhibit II)

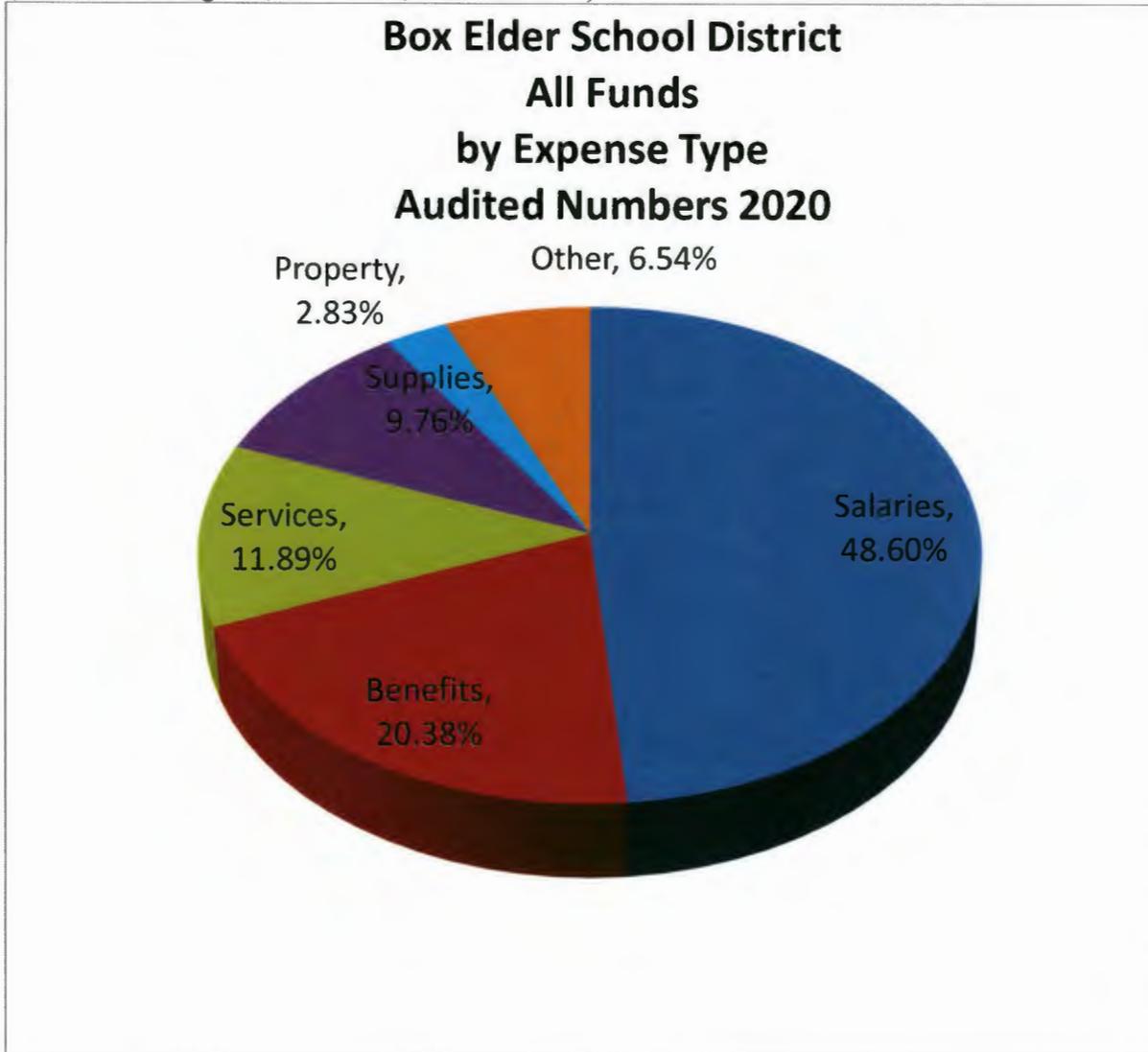


Exhibit II

Fund Balances

At the end of the year, any unspent state program balances are required by law to be set aside for future spending in that program. The allowed balances are regulated by the program requirements. These balances are referred to as Restricted Fund Balances because they have been earmarked and restricted for future use for the specific programs and cannot be spent for general education. (Unearned Revenue has replaced Restricted Fund Balance to show State Balances as of 20-21.) Committed Fund Balances are funds set aside by the board for designated purposes and Assigned Fund Balances are funds set aside by management for restricted purposes.

Fund Balance and Retained Earnings

The Unassigned Fund Balance refers to the balance in the fund after receiving all revenue and paying out expenditures or Retained Earnings. This balance can be allocated to the emergency reserve or other reserves as authorized by the board. Any unallocated funds are budgeted into the next year's budget in the same fund.

Student Count and WPU

The State of Utah pays a base equal amount of money per student to assure equal access to education for all students. Therefore, Box Elder School District is guaranteed a base amount per student even though the tax revenue in our county does not raise that much money. The district is expecting to receive approximately 48.8 million dollars in equalization money for the 2022 year, about \$8.7 million of which is local taxes. The district's enrollment has decreased from 11,400 students in the mid 1990's, to 10,500 in 2003; rebounding with a fall enrollment of 11,572 (October 1, 2016). The state fall enrollment estimate is 12,023 (October 1, 2021), which represents 1.4 % growth over the fall enrollment of 11,866 (October 1, 2020). The budget for 2022 is built on 11,240 Weighted Pupil Units (WPU) with a decrease of 33 WPU's from 2021 estimates. (Kindergarten students are counted at .55 of one WPU.) These estimates come from the Minimum School State Estimates April 2022. (USBE)

Property Taxes

The budget was built on a valuation of \$5.433 billion in Box Elder County, excluding redevelopment. Each year the district must determine a "certified tax rate" based on the assessed valuation estimate provided by the State Tax Commission. The certified tax rate is that rate which provides the same property tax revenue as was collected during the current year, plus taxes on new growth in the county.

The approved tax rate for 2021 was .006974 or \$6.974 per \$1000 of assessed valuation. Since homeowners receive a 45% discount on property taxes, the owner of a \$300,000 primary residence will pay an estimated \$1,150 in property taxes for schools. It is currently estimated that .001663 or \$1.663 per \$1,000 of this total will be required by the state as a basic rate for education throughout the state. This is an increase from .001628 from last year. This is part of the equalization formula for the Weighted Pupil Unit in Utah. Tax rates will be set when state figures become available using this budget as a guide.

Capital Projects

The budget for the 2021-22 year includes the cost to finish a new Golden Spike Elementary School scheduled for completion May 2022. The Capital Outlay Fund budget includes expenses for ongoing building maintenance, bus, computer and other equipment replacement. An initiative to put portable computers in the hands of students from 6th grade through 12th grade is also included. A phased Voice over Internet Protocol (VoIP) project for phones is also continuing and budgeted into capital costs in Information Technology.

School District General Financial Information 2020-21

In 2021-22 the state increase in WPU funding is estimated to be 5.9%. This budget includes a 5 % Cost of Living increase for certified staff and 5 % for Educational Professional Support Staff plus step and lane increases for all employees. There is no anticipated Health and Accident Insurance

increase in premiums for the 2021-2022 Fiscal Year. The increased revenue is a result of better than expected financial outcomes through the Covid 19 pandemic in the State.

Budget Highlights for the 2021-22 Fiscal Year

The budget presented includes the following items:

- Revenue from the state as outlined in the financial section plus federal and local revenue.
- Pickup of the district portion of retirement for employees in the old Utah State Contributory Retirement System.
- Cost of Living adjustments and step and lane increases for all qualifying employees
- The lease payment for the Municipal Building Authority subsidized QZAB (Qualified Zone Academy Bonds) for a portion of the Fielding Elementary School financing.
- No increase in the cost of utilities and fuel has been budgeted.

Utah Legislative Highlights

The following are major estimations to Box Elder School District general fund:

- WPU reimbursement increase to \$3,809 (5.9 % increase over last year)
- Losses of Students because of Covid 19 to be mitigated through a Hold Harmless provision. This allows the count to stay the same as the 2021 count, although it is assumed students will return to live learning.

Federal Revenue

It is unknown what federal funding levels will be in the future, but estimates have been made in this document. This budget assumes they will be about the same as last year. Estimated revenues and expenditures from the CARES act have been included at this time.

Organizational Section

District Entity

The legal name of the district is Box Elder County School District, but to prevent confusion with county government the district uses Box Elder School District as the official name.

The boundaries are the Box Elder County lines bordered by Idaho on the north, Nevada on the west, Cache County on the east and Tooele and Weber Counties on the south. The school district is a separate entity with seven board members elected by represented districts in general elections to govern the school district.

School districts were created by Article X, Section 6 of the Constitution of the State of Utah, which was passed by a vote of the people on the first Tuesday of November, 1875, and accepted by the United States Government on January 4, 1896. In 1907 Box Elder County schools were consolidated into one district. The laws of the State of Utah give the district all of the usual corporate powers that would distinguish it as being legally separated from Box Elder County and the State of Utah and any of its other political subdivisions.

The laws of the State of Utah give the district the power to levy taxes, determine fees and other charges approve and modify budgets, and issue debt without approval from any other government. There are some ministerial approvals required of Box Elder County and the Utah State Tax Commission for the purpose of assuring that the district has followed the law regarding budgeting and assessing taxes, but there are no substantive approvals required. The district is also subject to the general oversight of the Utah State Board of Education, including a budget approval process that is compliance oriented and is more ministerial in nature than substantive.

The district serves a general population of 56,046 (2019) in 5,745 square miles. The district consists of twenty-two schools. The enrollment is 11,850 (fall of 2020). The five largest taxpayers in Box Elder County are: (2020 Property Tax Paid including RDA increments)

Taxpayer	Amount
(1) Ruby Pipeline, LLC	\$3,937,006
(2) Pacificorp	\$3,443,002
(3) Proctor and Gamble	\$3,176,084
(4) Union Pacific Railroad	\$1,940,970
(5) Staker & Parson Co.	\$1,376,652

All financial activity in the district is segregated by fund. A fund is a fiscal and financial entity each with its own assets, liabilities, and residual equity or balance. Generally accepted accounting standards have defined and classified funds as a national standard used by government agencies.

The district has three main fund categories: Governmental, Proprietary and Fiduciary Funds. Governmental Funds are the usual governmental services financed by taxes, including state and federal aid. Proprietary Funds are for business-type activities. This is the School Food Service Fund. Fiduciary Funds are held by the government as a trustee or agent for some other entity or group. This includes the

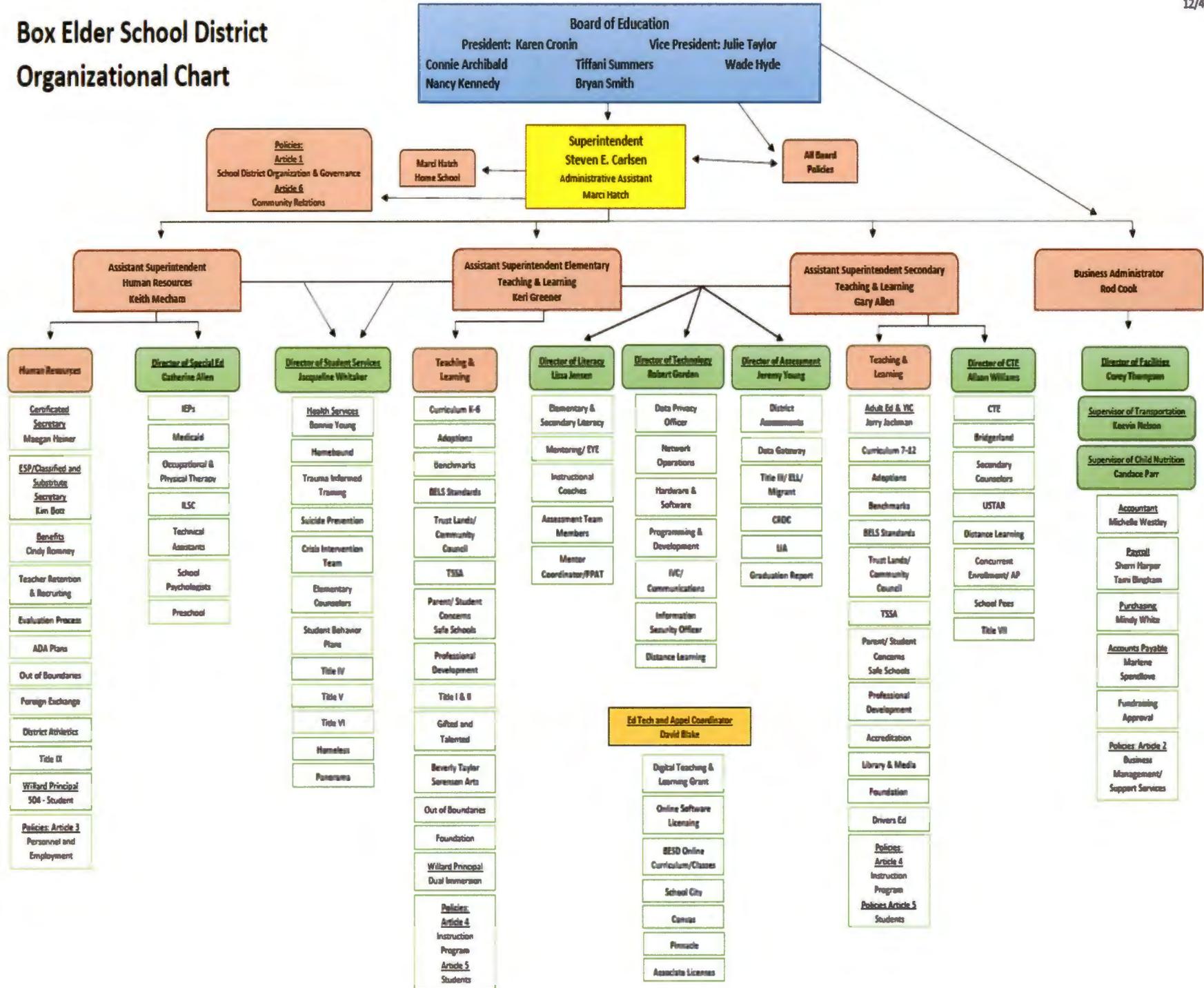
Foundation and Agency Fund. The four Governmental Funds used by the district are General, Student Activity, Debt Service and Capital projects.

Revenues are classified by fund, program, location, and source. The three main divisions of revenue are Local, State, and Federal sources.

Expenditures are classified by fund, program, location, function, and object.

All revenues and expenditures are reported on an accrual basis of accounting, meaning they are recognized when the transaction takes place and the money is available within 60 days from the end of the year. Long term physical assets are not depreciated on the governmental statements but will be shown in The Box Elder School District Annual Financial Report in the notes section under Capital Assets as well as inclusion under the non-governmental statements.

Box Elder School District Organizational Chart



MISSION STATEMENT

We ensure that all students learn at high levels.

VISION STATEMENTS:

Our vision for what Box Elder School District will become includes the following:

- **Collaborative teacher teams will identify and unpack the Guaranteed Viable Curriculum (Box Elder Learning Standards (BELS)) for each course or grade level offered.**
- **Collaborative teacher teams will create and implement Common Formative Assessments (CFA) on all BELS and use the data to inform and adjust ongoing instruction.**
- **Teachers will acquire and implement effective teaching strategies through ongoing professional learning.**
- **Students will be provided quality Tier 1 instruction and access to timely Tier 2 and Tier 3**
- **Students who have demonstrated mastery of the BELS will be provided extensions to deepen their learning of the BELS.**

FOCUS ON COLLABORATION

- **Every teacher will be part of a collaborative team and will meet at least weekly in a structured setting.**
- **Teachers will work collaboratively and take collective responsibility for the success of each student.**
- **Strong partnerships between the home and schools are fostered and developed to share responsibility for student success.**

FOCUS ON RESULTS

- **Collaborative teams will use the data from CFAs to monitor and respond to student learning and engage in conversations about which teaching practices elicited the best results.**
- **Evidence of student learning (BELS) will be collected in School**

City, Canvas, Google Classroom, Pinnacle and all state required assessments.

- **Teams ensure that students and parents are aware of the BELS for their course or grade and the progress they are making towards mastery of these standards.**
- **All students acquire the knowledge and skills to successfully pursue additional training, education, and careers.**

FOCUS ON CULTURE

- **We will foster collective teacher efficacy which is the shared belief that through their collective action, they can positively influence student outcomes in all subgroups.**
- **All staff will work collectively to provide a school environment that is safe and conducive to learning in all student interactions.**
- **All staff will expand student connections through knowing, involving, celebrating and being a champion for all students.**
- **We will elevate employee appreciation by recognizing positive performance and contributions, making personal connections and providing support for all employees.**
- **We will strive to become recognized by Solution Tree as a Model PLC District.**

Values and Collective Commitments:

We value and commit to:

- **fostering and modeling a growth mindset in students and employees.**
- **being solution oriented and looking at challenges as opportunities for learning and improvement.**
- **being positive and treating everyone with dignity, respect, and courtesy at all times.**
- **hiring and retaining quality teachers and educational support staff.**
- **providing ongoing professional learning opportunities for all staff.**
- **providing quality instructional resources for each classroom.**
- **cultivating and developing partnerships with local, state and federal**

agencies to support our students.

I. SIGNIFICANT LAWS AFFECTING THIS BUDGET

The following is a summary of the significant provisions of the laws of the State of Utah applicable to Utah school district budgets. This budget is adopted in compliance with these legal requirements.

53G-7-302. School district and charter school budgets.

- (1) As used in this section:
 - (a) "Budget officer" means:
 - (i) for a school district, the school district's superintendent; or
 - (ii) for a charter school, an individual selected by the charter school governing board.
 - (b) "LEA governing board" means:
 - (i) for a school district, the local school board; or
 - (ii) for a charter school, the charter school governing board.
- (2) Before June 1 of each year, the budget officer shall prepare a tentative budget, with supporting documentation, to be submitted to the budget officer's LEA governing board.
- (3) The tentative budget and supporting documents shall include the following items:
 - (a) the revenues and expenditures of the preceding fiscal year;
 - (b) the estimated revenues and expenditures of the current fiscal year;
 - (c) for a school district, an estimate of the revenues for the succeeding fiscal year based upon the lowest tax levy that will raise the required revenue, using the current year's taxable value as the basis for this calculation;
 - (d) a detailed estimate of the essential expenditures for all purposes for the next succeeding fiscal year; and
 - (e) the estimated financial condition of the school district or charter school by funds at the close of the current fiscal year.
- (4) The tentative budget shall be filed with the district business administrator or charter school executive director for public inspection at least 15 days before the date of the tentative budget's proposed adoption by the LEA governing board.

53G-7-303. LEA governing board budget procedures.

- (1) As used in this section:
 - (a) "Budget officer" means:
 - (i) for a school district, the school district's superintendent; or
 - (ii) for a charter school, an individual selected by the charter school governing board.
 - (b) "LEA governing board" means:

- (i) for a school district, the local school board; or
 - (ii) for a charter school, the charter school governing board.
- (2) (a) For a school district, before June 30 of each year, a local school board shall adopt a budget and make appropriations for the next fiscal year.
- (b) For a school district, if the tax rate in the school district's proposed budget exceeds the certified tax rate defined in Section [59-2-924](#), the local school board shall comply with Section [59-2-919](#) in adopting the budget, except as provided by Section [53F-8-301](#).
- (3) (a) For a school district, before the adoption or amendment of a budget, a local school board shall hold a public hearing, as defined in Section [10-9a-103](#), on the proposed budget or budget amendment.
- (b) In addition to complying with [Title 52, Chapter 4, Open and Public Meetings Act](#), in regards to the public hearing described in Subsection [\(3\)\(a\)](#), at least 10 days prior to the public hearing, a local school board shall:
- (i) publish a notice of the public hearing in a newspaper or combination of newspapers of general circulation in the school district, except as provided in Section [45-1-101](#);
 - (ii) publish a notice of the public hearing electronically in accordance with Section [45-1-101](#);
 - (iii) file a copy of the proposed budget with the local school board's business administrator for public inspection; and
 - (iv) post the proposed budget on the school district's Internet website.
- (c) A notice of a public hearing on a school district's proposed budget shall include information on how the public may access the proposed budget as provided in Subsections [\(3\)\(b\)\(iii\)](#) and [\(iv\)](#).
- (4) For a charter school, before June 30 of each year, a charter school governing board shall adopt a budget for the next fiscal year.
- (5) Within 30 days of adopting a budget, an LEA governing board shall file a copy of the adopted budget with the state auditor and the state board.

53G-7-304. Undistributed reserve in local school board budget.

- (1) A local school board may adopt a budget with an undistributed reserve. The reserve may not exceed 5% of the maintenance and operation budget adopted by the local school board in accordance with a scale developed by the state board. The scale is based on the size of the school district's budget.
- (2) The local school board may appropriate all or a part of the undistributed reserve made to any expenditure classification in the maintenance and operation budget by written resolution adopted by a majority vote of the local school board setting forth the reasons for the appropriation. The local school board shall file a copy of the resolution with the state board and the state auditor.
- (3) The local school board may not use undistributed reserves in the negotiation or settlement of contract salaries for school district employees.

53G-7-305. Limits on appropriations -- Estimated expendable revenue.

- (1) As used in this section:
 - (a) "Budget officer" means:
 - (i) for a school district, the school district's superintendent; or
 - (ii) for a charter school, an individual selected by the charter school governing board.
 - (b) "LEA governing board" means:
 - (i) for a school district, the local school board; or
 - (ii) for a charter school, the charter school governing board.
- (2) An LEA governing board may not make an appropriation in excess of its estimated expendable revenue, including undistributed reserves, for the following fiscal year.
- (3) An LEA governing board may reduce a budget appropriation at the LEA governing board's regular meeting if notice of the proposed action is given to all LEA governing board members and to the district superintendent or charter school executive director, as applicable, at least one week before the meeting.
- (4) For a school district, in determining the estimated expendable revenue, any existing deficits arising through excessive expenditures from former years are deducted from the estimated revenue for the ensuing year to the extent of at least 10% of the entire tax revenue of the district for the previous year.
- (5) For a school district, in the event of financial hardships, the local school board may deduct from the estimated expendable revenue for the ensuing year, by fund, at least 25% of the deficit amount.
- (6) For a school district, all estimated balances available for appropriations at the end of the fiscal year shall revert to the funds from which they were appropriated and shall be fund balances available for appropriation in the budget of the following year.
- (7) For a school district, an increase in an appropriation may not be made by the local school board unless the following steps are taken:
 - (a) the local school board receives a written request from the district superintendent that sets forth the reasons for the proposed increase;
 - (b) notice of the request is published:
 - (i) in a newspaper of general circulation within the school district at least one week before the local school board meeting at which the request will be considered; and
 - (ii) in accordance with Section [45-1-101](#), at least one week before the local school board meeting at which the request will be considered; and
 - (c) the local school board holds a public hearing on the request before the local school board's acting on the request.

53G-7-306. School district interfund transfers.

- (1) A school district shall spend revenues only within the fund for which they were originally authorized, levied, collected, or appropriated.
- (2) Except as otherwise provided in this section, school district interfund transfers of residual equity are prohibited.
- (3) The state board may authorize school district interfund transfers of residual equity when a district states its intent to create a new fund or expand, contract, or liquidate an existing fund.
- (4) The state board may also authorize school district interfund transfers of residual equity for a financially distressed district if the state board determines the following:
 - (a) the district has a significant deficit in its maintenance and operations fund caused by circumstances not subject to the administrative decisions of the district;
 - (b) the deficit cannot be reasonably reduced under Section [53G-7-305](#); and
 - (c) without the transfer, the school district will not be capable of meeting statewide educational standards adopted by the state board.
- (5) The state board shall develop by rule made in accordance with [Title 63G, Chapter 3, Utah Administrative Rulemaking Act](#), standards for defining and aiding financially distressed school districts under this section.
- (6)
 - (a) All debt service levies not subject to certified tax rate hearings shall be recorded and reported in the debt service fund.
 - (b) Debt service levies under Subsection [59-2-924\(5\)\(c\)](#) that are not subject to the public hearing provisions of Section [59-2-919](#) may not be used for any purpose other than retiring general obligation debt.
 - (c) Amounts from these levies remaining in the debt service fund at the end of a fiscal year shall be used in subsequent years for general obligation debt retirement.
 - (d) Any amounts left in the debt service fund after all general obligation debt has been retired may be transferred to the capital projects fund upon completion of the budgetary hearing process required under Section [53G-7-303](#).

53G-7-307. Warrants drawn by budget officer.

- (1) As used in this section:
 - (a) "Budget officer" means:
 - (i) for a school district, the school district's superintendent; or
 - (ii) for a charter school, an individual selected by the charter school governing board.
 - (b) "LEA governing board" means:
 - (i) for a school district, the local school board; or
 - (ii) for a charter school, the charter school governing board.

- (2) The budget officer of an LEA governing board may not draw warrants on school district or charter school funds except in accordance with and within the limits of the budget passed by the LEA governing board.

53G-7-308. Emergency expenditures

This part does not apply to appropriations required because of emergencies involving loss of life or great loss of property.

53G-7-309. Monthly budget reports.

- (1) As used in this section:
- (a) "Budget officer" means:
 - (i) for a school district, the school district's superintendent; or
 - (ii) for a charter school, an individual selected by the charter school governing board.
 - (b) "LEA governing board" means:
 - (i) for a school district, the local school board; or
 - (ii) for a charter school, the charter school governing board.
- (2) The business administrator or budget officer of an LEA governing board shall provide each LEA governing board member with a report, on a monthly basis, that includes the following information:
- (a) the amounts of all budget appropriations;
 - (b) the disbursements from the appropriations as of the date of the report; and
 - (c) the percentage of the disbursements as of the date of the report.
- (3) Within five days of providing the monthly report described in Subsection (2) to an LEA governing board, the business administrator or budget officer shall make a copy of the report available for public review.

II. BUDGET DEVELOPMENT AND ADMINISTRATION POLICIES

The following budget policies of the Board of Education guide the preparation and administration of this budget.

A. Operating Budget Policies

- The district will cover current expenditures with current revenues. The district will avoid budgetary procedures that cover current expenditures at the expense of meeting future years' expenditures, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt.

- The budget will provide for adequate maintenance of capital, plant, equipment, and for orderly replacement of equipment.
- The district will prepare monthly reports comparing actual revenues and expenditures to budgeted amounts.
- Where possible, the district will integrate performance measurement and productivity indicators with the budget.
- The district will continue its policy of budgeting for indirect costs in every program to ensure that full costs are reflected in every program and fund budget.

B. Capital Improvement Budget Policies

- The district will develop and administer a multi-year plan for capital improvements.
- The district will budget for major capital projects in accordance with the priorities of the Board of Education.
- The district will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budgets.
- The district will maintain all assets at a level adequate to protect the district's capital investment and to minimize future maintenance and replacement costs.
- The district will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the board for approval.
- The district will restrict any new or replacement construction to be consistent with state guidelines for school building utilization.
- The district will determine the least costly financing method for all new projects.

C. Debt Management Policies

- The district will confine long-term borrowing to capital projects and purchases of equipment as required by law.
- When the district finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the asset acquired.
- The district will try to keep the average maturity of general obligation bonds at or below twenty years.
- Total general-obligation debt will not exceed the legal bonding capacity.
- The district will not use long-term debt for current operations.
- The district will meet all debt service obligations when due.
- The district will retire tax and revenue anticipation debt annually.
- The district will maintain communication with bond rating agencies about its financial condition. The district will follow a policy of full disclosure in every financial report and official statement.
- The district will provide to the capital markets ongoing disclosure of annual financial information and material events that may affect the district's financial strength.

D. Revenue Estimation Policies

- The district business administrator will estimate annual revenues by an objective, analytical process. The district will not include revenue in the budget that cannot be verified with documentation of its source and amount.

E. Fund Balance and Reserve Policy

- In order to maintain and protect the long-term financial capacity of the district, total fund balance and reserves in the General Fund will be maintained at a responsible level as directed by the board.

F. Accounting, Auditing, and Financial Reporting Policies

- The accounting system will report financial information, on a basis consistent with General Accepted Accounting Principles, as established by the Governmental Accounting Standards Board.
- Regular monthly and annual financial reports will present a summary of financial activity by fund.
- An independent certified public accounting firm will be selected by the Board of Education and will perform an annual audit, and will publicly issue their opinion on the district's financial statement.

G. Control Procedures

- While there is no known fraud prevention guarantee; the following procedures reviewed the school district's independent auditors, will assure that collusion and/or fraud have to take place in order for the district to lose money. These procedures will protect the district from some of the more common types of fraud. Other suggestions or input on protecting the school district funds are certainly welcome.
- All checks are cut through the regular accounts payable channels that include:
 1. The payable voucher with all documentation is submitted by end user to the school or location secretary.
 2. The principal reviews the request and approves the voucher by signing it.
 3. The voucher is also reviewed and signed by the program director. All vouchers require the signature of two administrators.
 4. The accounts payable clerk then checks extensions, account number, invoice and receiving copy, as well as any documentation for the reimbursement.
 5. The check stock is blank and only available to the accounts payable clerk, and the bank information is coded at printing.
 6. The accounts payable clerk and backup clerk are the only ones with the password for printing checks.
 7. The checks are cleared through bank reconciliation by the Accountant monthly as part of the bank reconciliation.
 8. All accounts payable voided checks are done by the Payroll Clerk.

- Standard district receipting procedures include the following:
 1. All receipts are received and listed by the Receptionist.
 2. Deposit slips are prepared by the Purchasing Clerk.
 3. The money is then deposited by the Accounts Payable Clerk at least twice weekly.
 4. The Purchasing Clerk reviews, balances, and enters the receipts on the books.
 5. The Payroll/Fixed Asset Clerk receives the list of checks and cash from the receptionist and the receipt for the deposit from the Accounts Payable Clerk, which are compared for consistency.
 6. The bank statements come to the Business Administrator gives copies to the AP Clerk and Accountant who reconciles the statements with the general ledger by the fifteenth of the month.

- Payroll and Personnel procedures:
 1. All payroll additions and changes come from the personnel office on a form signed by the Assistant Superintendent of Personnel.
 2. Annually a list of all employees by program is sent to the directors who are asked to review it carefully and sign it and return it to the payroll office. Any questions about personnel are resolved promptly.
 3. Undeliverable W-2's are reviewed by the personnel office, the employee is contacted and corrections are made so they can be sent to the employee.
 4. Annually an audit confirmation sheet is sent to all full-time employees detailing pay, benefits, and leave balances. They check for accuracy, sign and return to the personnel office.
 5. All pay vouchers and electronic time requests are signed or electronically approved by the Principal, then the Program Director.
 6. Payroll vouchers and electronic time requests are reviewed by Payroll Clerk for accuracy, overtime, and hours worked compared to hours allowed per week.
 7. All substitute vouchers are electronically matched to leave requested for teachers or employee they worked for. All payroll payments are direct deposit (ACH) through the main account which is reconciled by the Business Administrator.

- General procedures:
 1. Bank transfers can only be done by the Accountant and require an approving signature by the Business Administrator.
 2. All journal entries require two signatures.
 3. Purchasing is decentralized requiring school departments and schools to get initial bid quotations on purchases from \$1000 to \$10,000. The requisitions are then checked by the Purchasing Clerk for bids and accuracy. State contract vendors or consortiums do not require bids. Curriculum materials have been approved by a textbook committee and the curriculum director so solicitations are not required. Purchases over \$50,000 are advertised and bid on a district level according to board policy.
 4. Schools must maintain records for student activity money using the district accounting software. The Internal Auditor audits every school every year. The Independent Auditors review the audits and audit the two high schools each year on a rotating basis. Schools are required to send in financial reports on a monthly basis to the Purchasing Clerk.

5. The management, including the Superintendent, encourages business office clerks to question any procedure or expense that may not look proper. The clerks are free to go directly to the Superintendent if they feel it necessary.

III. BUDGET ADMINISTRATION AND MANAGEMENT PROCESS

Every dollar of expenditure included in this budget is assigned a director as a “cost center controller” for that particular piece of the budget. The directors are responsible to control their budgets, and are subject to disciplinary action for failure to properly control or manage their budgets. The account control system and organization will not allow expenditures to be incurred unless they are properly classified and authorized by the cost center controller and within the limits of available appropriations. Requisitions, purchase orders, etc. are reported as encumbrances against available appropriations at the time they are originated.

Directors are authorized to make changes (reallocations) within their budgets with approval of the finance department and the agency administering the budget. New program budgets or expansions of program budgets require board approval.

BUDGET CALENDAR – FY 2022

The budget calendar below outlines the actions that must be completed, along with the target dates for completion, in order to present the budget to the Board of Education in a timely manner.

04/5/21- 04/30/21	Budget Meetings with directors Final 2021 projected 2022
05/07/21	Completed budget requests due to business office
05/12/21	Priorities set by Box Elder Leadership Team
05/14/21	Administrative review of proposed budget
05/21/21	Preliminary Proposed Budget completed
05/21/21	Proposed Budget on file for public inspection
05/27/21	Advertise Budget Hearing
05/27/21	Preliminary Proposed Budget sent to the board
06/09/21	Budget Hearing, tentatively approve new budget and revise old budget. Accept needed changes when tax rates are available. Approval of Truth in Taxation hearings if a tax increase is approved.
07/01/21	Implement FY 2022 budget

A notice of public hearing on the budget, published in county newspapers, the date, time, place of the public hearing and inform the public that the proposed budget document is on file in the Business Administrator's office, on the webpage and public notice site 15 days before the budget hearing. As part of the budget adoption process, the board will set the mill levy of ad valorem property tax required by the district and the purpose(s) for which it is to be levied.

IV. EXPLANATION OF FUNCTION CLASSIFICATION OF EXPENDITURES

Instructional Services (1000) - This function includes those activities dealing directly with the instruction of pupils. The expenditures which can be identified as being directly related to instruction of pupils in a learning situation are considered as instructional. Teacher salaries, teacher assistant salaries, equipment in the classroom essential to the subject taught, furniture and supplies directly related to instruction are examples of the type of expenditures that are included.

Student Services (2100) - This function encompasses those activities related to promoting and improving student well-being. The costs necessary to manage and provide health and nursing services are identified with this function. It includes providing health services which are not part of direct instruction. This function also includes assessing and testing pupils with respect to career and educational opportunities, and helping them establish realistic goals. The costs of counseling, testing for speech and hearing and special needs assessment are included in this category.

Instructional Support Services (2200) - This function encompasses those activities which have as their purpose managing, directing, and supervising the instructional program and improving the quality of instruction and curriculum. It includes responsibilities in such areas as improvement of curriculum and instruction, research and development, program evaluation, curriculum supervision, and in-service education for professional personnel, as well as supplies and equipment to support the instructional program. This function also embraces the preparing, maintaining, and distribution of library and media resources used to support instruction. Some examples would be costs for media equipment, salaries of media personnel, library books, and periodicals.

Support Services-District Administration (2300) - This function covers those activities which have as their purpose overall administrative responsibility for the entire school system. It includes responsibilities of such areas as the Board of Education, Office of the Superintendent, and Business Administrative Services. Costs include staff salaries, as well as supplies and equipment to support general administration.

Support Services-School Administration (2400) - This function covers those activities which have as their purpose directing, managing, and supervising a school. It includes the principal, assistant principal, and other administrative and clerical staff. Costs necessary to provide personnel, supplies, and equipment to manage and operate a school, should be classified in this function.

Support Services-Business (2500) - This function encompasses those activities concerned with the operation of accounting, purchasing, personnel and technology. Costs include staff salaries, as well as supplies and equipment to support these activities.

Plant Operation and Maintenance Services (2600) - This function encompasses those activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, building, and building equipment in an effective working condition and state of repair.

Student Transportation (2700) - This function covers the costs of providing management and operation services for regular bus routes used to transport students to and from school.

Child Nutrition Services (3100) - This function encompasses those activities which have as their purpose the management of the food service program for the school or school system. And serving of regular and incidental meals, lunches, breakfasts, or snacks in connection with school activities. It includes directing and managing food services, preparing and serving food, operating kitchen equipment, and storage of food and equipment.

Non-K12 Services (3200) - These are activities that are non-K12 activities such as Pre-School and Adult Education.

Community Services and Building Rental (3300) - This function covers the activities concerned with the management of and coordination of the natatoriums, community recreation services, and building rentals.

Capital Costs (4000) – This function includes all construction and major capital outlay expenditures for school district operation.

Debt Service (5100) - This function covers bond principal, interest, and paying agent costs. (See Exhibit IV on the next page)

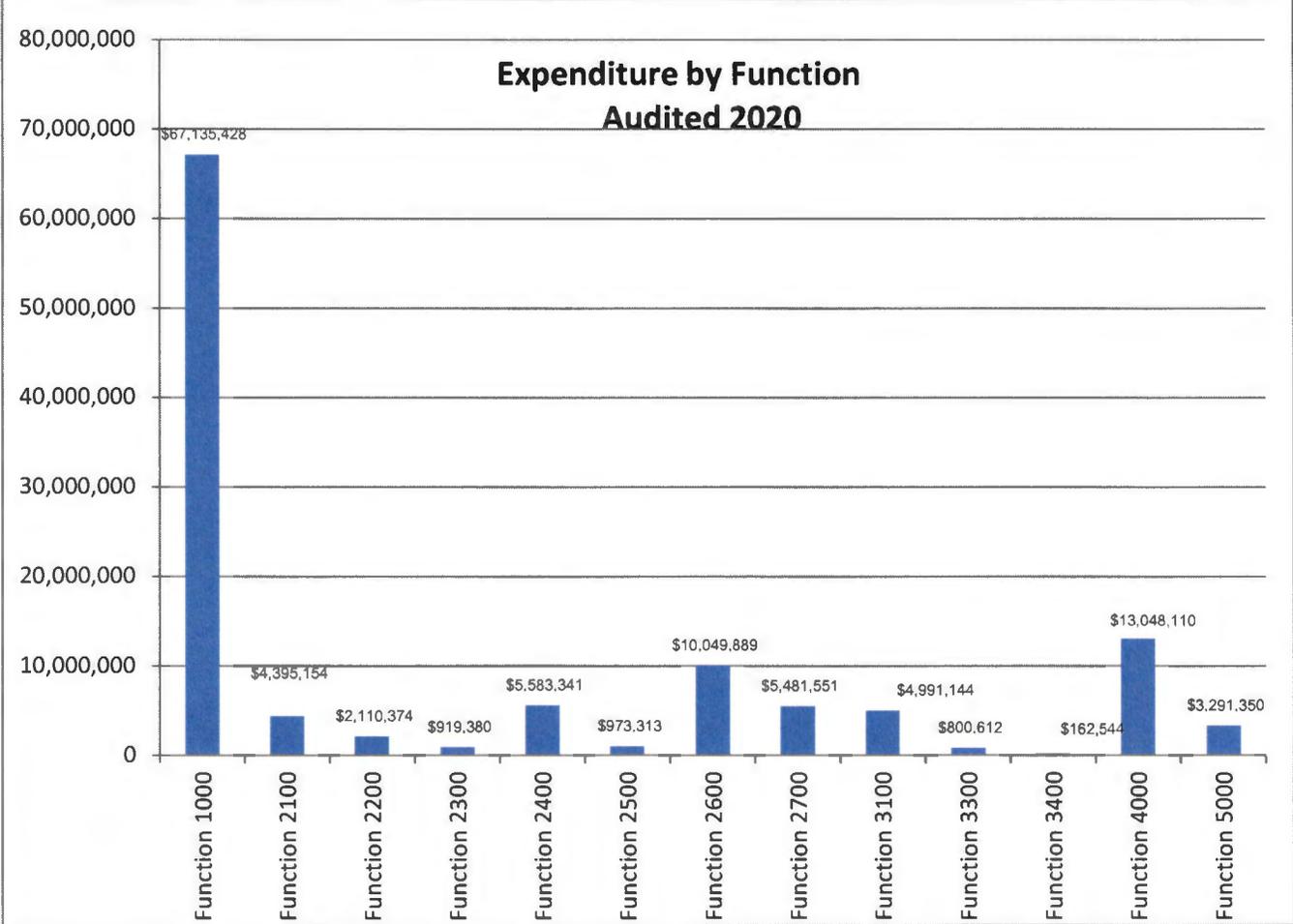


Exhibit IV

Financial Section

The financial section is made up of the following:

- Summary of Budgets (All Governmental Funds)
- General Fund with Expenditures by Function Yearly Comparison
- General Fund with Expenditures by Object Yearly Comparison
- General Fund Major Revenue Sources
- General Fund Major Expenditures by Function
- Special Revenue Funds Revenue and Expenditure
- School Activity Fund Budget Revenue and Expenditure by Function
- Child Nutrition Fund Budget by Revenues and Expenditures
- Capital and Debt Service Funds Summary
- Capital Outlay Fund Budget
- District Enrollment Trends
- Governmental Funds Revenue Summary Yearly Comparison
- Governmental Funds Expenditures Summary by Category Yearly Comparison
- Budget information built on the monthly School Board Report format. It includes columns showing 2018-19 actual, with 2019-20 actual, 2020-21 revised, and 2021-22 preliminary budgets. The School Board will be asked to approve both the revised budget for 2020-2021 and the preliminary for 2021-2022 at the budget hearing on June 9, 2021.
 - The School Board levy requested for the reading program is included in the current budget.
 - The anticipated costs of steps, lanes, insurance and other employee benefits are included in the budget with a 5% COLA.
 - Anticipated increases in utilities and fuel have also been included in the budget.
 - All benefit and pay cost increases are included with Health and Accident costs having no increased this year.
 - Increased one-time and program expenditures have not been added because they are not available yet.
 - Budgeted revenues have been built in with corresponding expenditures.
 - Local tax revenue was estimated to increase about 5%.

Financial Section

Box Elder School District
Summary of Budgets - All Governmental Fund Types
 Fiscal Year 2021-22 Budget

	Total All Governmental Funds	General (FD10) Fund	Fund 21, 26, 49 Special Revenue Fund	Fd 32,31 Capital & Debt Service Funds
Revenues:				
Property taxes	45,474,421	25,091,289	4,600,000	15,783,132
Interest on investments	713,190	350,000	1,500	361,690
Sale of Food	670,900	150,000	250,000	270,900
Other local revenue	6,248,025	1,690,000	4,400,000	158,025
State of Utah	75,562,636	74,424,348	1,075,000	63,288
Federal government/Other	12,870,580	8,525,000	4,000,000	345,580
Total Revenues	141,539,752	110,230,637	14,326,500	16,982,615
Expenditures and Encumbrances:				
Instruction	82,287,396	78,212,396	4,075,000	
Counseling and child accounting	5,170,383	5,170,383		
Media Services and education supervision	2,634,680	2,634,680		
General district administration	1,224,251	1,024,251	200,000	
General school administration	6,174,025	6,174,025		
Accounting, personnel,purchasing, & IT services	1,278,364	1,278,364		
Operation and maintenance of school buildings	11,489,927	11,364,927	125,000	
Student transportation	5,310,247	5,310,247		
Child Nutrition Services	5,147,854		5,147,854	
Non-K12 Services	0	0		
Community services and building rentals	5,643,095	1,043,095	4,600,000	
Capital Outlay	34,304,302			34,304,302
Debt Service	3,977,162			3,977,162
Total Expenditures and Encumbrances	164,641,686	112,212,368	14,147,854	38,281,464
Net Total Expenditures and Encumbrances	(23,101,934)	(1,981,731)	178,646	(21,298,849)
Other Financing Sources (Uses)				
Bond sale proceeds				0
Other financing sources	1,238,000	1,114,000	124,000	0
Operating Transfer In/Out & (Uses)	0	0	0	0
Total Sources (Uses)	1,238,000	1,114,000	124,000	0
Excess (deficiency) of revenue and other sources (uses) over expenditures	(21,863,934)	(867,731)	302,646	(21,298,849)
Fund Balances Unreserved & Unassigned - July 1	\$ 27,122,815	\$ 2,043,744	\$ 1,790,632	\$ 23,288,439
Fund Balances Unreserved & Unassigned - June 30	\$ 5,258,881	\$ 1,176,013	\$ 2,093,278	\$ 1,989,590

Financial Section

Box Elder School District

General Fund (Fund 10)

For Fiscal Year 2021-22 With Comparative Information for Years 2018-19 Through 2020-21

Fund Expenditures by Function

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
Revenues:					
Property taxes	19,175,802	21,244,343	22,305,024	23,420,275	25,091,289
Interest on investments	465,818	751,446	581,592	180,000	150,000
Other local revenue	2,210,471	1,928,281	2,416,923	3,010,000	2,040,000
State of Utah	57,614,897	62,996,950	65,646,170	70,906,273	74,424,348
Federal government	3,804,814	4,488,460	5,526,002	6,525,000	8,525,000
Total Revenues	83,271,802	91,409,480	96,475,711	104,041,548	110,230,637
Expenditures and Encumbrances:					
Instruction	55,306,655	61,646,428	67,135,428	72,563,554	78,212,395
Counseling and child accounting	2,808,682	3,324,344	4,395,154	4,598,616	5,170,383
Media services and educational supervision	1,960,704	2,029,554	2,110,374	2,346,221	2,634,680
General district administration	819,804	787,802	919,380	929,179	1,024,251
General school administration	4,903,351	5,287,642	5,583,341	5,723,375	6,174,025
Accounting and purchasing services	867,286	876,218	973,313	1,078,872	1,278,364
Operation and maintenance of school buildings	9,069,652	10,569,781	10,049,889	10,300,160	11,364,927
Student transportation	4,261,506	5,683,166	5,481,551	5,300,782	5,310,247
Non-K12 Services	0	0	0	0	0
Community Services	713,380	832,809	800,612	966,227	1,043,094
Total Expenditures and Encumbrances	80,711,020	91,037,744	97,449,042	103,806,986	112,212,366
Excess (deficiency) of revenues and other sources (uses) over expenditures	2,560,782	371,736	(973,331)	234,562	(1,981,729)
Other financing uses	(2,981,616)	(1,196,751)	890,179	0	0
Other financing sources	0	0	0	0	1,114,000
Other changes in reserved and designated fund balances	0	0	0	0	0
Fund Balances Unreserved & Undesignated - July 1	\$ 3,138,181	\$ 2,717,347	\$ 1,892,332	\$ 1,809,180	\$ 2,043,742
Fund Balances Unreserved & Undesignated - June 30	\$ 2,717,347	\$ 1,892,332	\$ 1,809,180	\$ 2,043,742	\$ 1,176,013

Financial Section

Box Elder School District

General Fund (Fund 10)

For Fiscal Year 2021-22 With Comparative Information for Years 2018-19 Through 2020-21

Fund Expenditures by Object

	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
Revenues:				
Property taxes	21,244,343	22,305,024	23,420,275	25,091,289
Interest on investments	751,446	581,592	180,000	150,000
Other local revenue	1,928,281	2,416,923	3,010,000	2,040,000
State of Utah	62,996,950	65,646,170	70,906,273	74,424,348
Federal government	4,488,460	5,526,002	6,525,000	8,525,000
Total Revenues	91,409,480	96,475,711	104,041,548	110,230,637
Expenditures and Encumbrances:				
Salaries	55,312,636	59,576,973	63,109,777	68,594,105
Employee benefits	22,903,286	25,162,270	24,649,915	26,442,560
Contract services - professional & educational	2,711,078	2,600,185	2,600,000	3,039,669
Maintenance & repairs (other)	540,569	599,392	625,000	925,000
Field trips, insurance, phone & travel	1,482,675	1,555,881	1,500,000	1,850,012
Supplies, textbooks & utilities	6,467,697	6,147,400	6,457,544	6,496,268
Equipment	1,172,546	1,359,632	4,400,000	4,400,000
Other	447,256	447,312	464,750	464,750
Total Expenditures and Encumbrances	91,037,743	97,449,045	103,806,986	112,212,364
Excess (deficiency) of revenues and other sources (uses) over expenditures	371,737	(973,334)	234,562	(1,981,727)
Other financing uses	(1,196,753)	890,181	0	0
Other financing sources	0	0	0	1,114,000
Other changes in reserved and designated fund balances	0	0	0	0
Fund Balances Unreserved & Unassigned - July 1	\$2,717,347	\$ 1,892,331	\$ 1,809,178	\$ 2,043,740
Fund Balances Unreserved & Unassigned - June 30	\$1,892,331	\$ 1,809,178	\$ 2,043,740	\$ 1,176,013

Financial Section

General Fund (FD10) - Major Revenue Sources

For Fiscal Year 2021-22 With Comparative Information for Years 2018-19 Through 2020-21

	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
REVENUES:				
Local Sources				
Property taxes	21,244,343	22,305,024	18,929,920	25,091,289
Interest on investments	637,518	581,592	180,000	150,000
Other local revenue	2,043,383	2,416,923	3,010,000	2,040,000
Assigned Balance				1,114,000
Total Local Sources	23,925,244	25,303,539	22,119,920	28,395,289
State Sources				
Regular Basic School Programs:				
Regular School Program K-12	29,867,862	31,040,590	40,303,407	42,811,714
NEC EX Small Schools	768,376	899,418	997,509	1,058,132
Professional Staff Costs	3,527,129	3,560,632	3,639,106	3,865,460
Adm Costs/Foreign Exchange Students	0	0	0	0
Restricted Basic School Program/Adjustments	0	0	0	0
Special Education - Regular Program	4,433,952	4,676,183	4,740,894	5,003,998
Special Education - Self Contained	797,089	821,563	821,626	895,432
Special Education - Preschool	1,167,812	1,090,328	1,069,968	1,160,013
Ext. Year Program - Severly Handicapped	25,047	24,943	25,405	27,301
Spec Ed Intensive Services	121,147	119,327	120,041	127,420
Special Education - Minimum Schools	110,720	50,566	0	0
Students At Risk---Add ON				875,689
Vocational and Technical Education	2,029,375	2,187,690	2,209,355	2,315,048
Adult Ed High School Completion	127,661	142,432	197,990	212,017
Adult Ed Corrections	10,000	10,000	10,292	11,021
Class Size Reduction	2,485,365	2,615,335	2,648,491	2,844,927
Gifted and Talented	56,790	64,576	66,632	88,226
Advanced Placement	14,342	21,189	22,487	0
Concurrent Enrollment	127,286	129,290	142,514	145,771
Youth in Custody	930,248	490,691	238,204	
Other State Sources of Revenue				
Enhance for Students at Risk	657,727	808,128	853,019	
Flexible Allocation (WPU Distribution) SS&Retirement	1,306,416	139,467	0	0
Pupil Transportation	3,779,557	4,294,885	4,401,727	4,858,241
School Nurses	21,576	23,658	22,213	22,213
Teacher's Supplies	95,269	98,636	98,270	98,218
Voted Leeway	1,418,890	1,196,769	1,430,041	0
Board Leeway	3,079,435	2,792,461	3,060,314	0
Trust Land	1,350,703	1,505,057	1,618,072	1,681,890
Reading Difficulties	6,767			
Critical Language	58,000	90,500	121,500	0
Extended Day Kindergarten	148,770	147,742	235,790	445,775
Digital Teaching	381,533	350,429	361,740	0
Out of State Tuition Reimbursement	54,715	0	0	0
On-Line Testing/Elementary Arts/BTS	46,142	52,498	0	0
UPASS Assessment/TSSA	0	1,755,367	1,932,900	2,331,449
Driver Education	210,324	237,100	0	0
Safe/Drug/Suicide/CPR/Stat Cap FT	9,945	7,026	0	0
Teacher Salary Supplement	353,363	343,506	0	0
Extended Year Sped				

Financial Section

General Fund (FD10) - Major Revenue Sources

For Fiscal Year 2021-22 With Comparative Information for Years 2018-19 Through 2020-21

	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
Reading - State Literacy Program	269,659	268,920	249,453	244,605
Library Books Electronic Resources	16,292	16,292	14,649	14,640
Educator Salary Adjustments	3,038,311	3,231,981	3,285,145	3,285,148
USTAR Centers	45,200	39,726	0	0
Student Health and Counselor		208,268	457,875	0
Other State Revenue/Medicaid	48,154	93,001	0	0
Total State Revenues	62,996,949	65,646,170	75,396,629	74,424,348
General Fund Revenue				
Federal Sources				
Medicaide and Americorp	644,870	568,776	0	0
Adult Ed State Leadership	6,800	0	0	0
Perkins Formula (6043)	134,248	764,086	134,248	134,248
ATE Tech Prep/School to Work	0	0	41,462	41,462
JAVITS/CARES		319,789		
Title I (7511)	961,590	1,032,883	961,590	961,590
Fed NCLB Title I Migrant (7548)	41,037	37,343	41,037	41,037
Title II Math & Science (7626) NCLB	196,765	213,060	26,656	26,656
Student Support Title IV		133,015		
Special Education	2,192,279	2,227,095	2,192,279	2,192,279
English Language ELL	26,657	31,969	124,396	124,396
IDEA B Preschool (7522)	121,083	122,459	12,108	12,108
Forest Service	37,561	43,782	37,561	37,561
Other Federal Revenue	124,396	31,745	3,129,373	5,129,373
Total Federal Revenues	4,487,286	5,526,002	6,525,000	8,525,000
Total Revenue	91,409,479	96,475,711	104,041,549	111,344,637

Financial Section

Box Elder School District
 General Fund (FD10) - Major Expenditures
 For Fiscal Year 2021-22 With Comparative Information for Years 2018-19 Through 2020-21

	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
EXPENDITURES:				
Instruction - Function 1000				
Salaries - Teachers	34,186,125	36,827,482	39,108,731	42,432,973
Salaries - Substitute Teachers	10,877	5,244	0	0
Salaries - Teacher Aides	5,289,112	5,842,401	5,930,037	6,315,489
Salaries - All Other	409,110	190,577	194,389	329,513
Total Salaries	39,895,224	42,865,704	45,233,157	49,077,975
Employee Benefits	16,917,807	18,579,465	17,153,955	18,358,921
Purchased Services	2,049,764	2,055,437	3,070,500	3,070,500
Supplies	1,947,796	1,471,761	3,227,028	3,227,028
Textbooks	285,746	640,206	1,872,972	1,872,972
Other	375,198	864,932	600,942	700,000
Total Supplies and Materials	21,576,311	23,611,801	25,925,397	27,229,421
Property (Instructional Equipment) & Ot	174,893	657,924	1,405,000	1,905,000
Total Expenditures - Instruction	61,646,428	67,135,429	72,563,554	78,212,396
Support Services/Child Accounting & Counseling - Function 2100				
Salaries - Attend. & Social Work	551,499	738,182	680,852	938,183
Salaries - Guidance	1,156,726	1,623,386	2,082,098	2,145,893
Salaries - Health Services	135,545	199,798	183,388	183,388
Salaries - Psychologists	94,828	129,256	76,027	76,027
Salaries - Secretarial & Clerical	172,542	182,564	167,350	167,350
Salaries - All Other	0	0	0	0
Total Salaries	2,111,140	2,873,186	3,189,715	3,510,841
Employee Benefits	903,713	1,178,088	1,208,901	1,309,542
Purchased Services	286,089	232,018	55,807	205,807
Supplies	15,672	109,110	59,670	59,670
Property	7,341	2,233	68,994	68,994
Other Objects	389	518	15,529	15,529
Total Expenditures - Support Services/Child	3,324,344	4,395,153	4,598,616	5,170,383
Support Services/Media Services & Educational Supervision - Function 2200				
Salaries - Supervisors & Directors	505,650	557,119	709,791	835,569
Salaries - Media Personnel	196,950	228,131	246,381	246,381
Salaries - Secretarial & Clerical	11,125	226,206	244,302	244,302
Salaries - Media Aides	252,342	260,600	279,268	279,268
Salaries - All Other	216,824	0	0	0
Total Salaries	1,182,891	1,272,056	1,479,742	1,605,520
Employee Benefits	430,723	470,801	592,741	619,885
Purchased Services	300,079	248,947	211,065	346,258
Supplies (except as below)	0	39,749	7,000	7,000
Library Books and Supplies	113,301	73,678	53,666	56,017
Periodicals	0	0	0	0

Financial Section

Box Elder School District
 General Fund (FD10) - Major Expenditures
 For Fiscal Year 2021-22 With Comparative Information for Years 2018-19 Through 2020-21

	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
Audio Visual Materials	2,561	5,143	2,007	0
Property	0	0	0	0
Other Objects	0	0	0	0
Total Expenditures - Support Services/Med	2,029,555	2,110,374	2,346,221	2,634,680

Support Services/General District Administration - Function 2300

Salaries - District Administration	164,940	191,418	252,163	279,688
Salaries - Supervisors	40,084	57,672	19,766	19,766
Salaries - Secretarial & Clerical	86,257	87,015	87,015	90,000
Salaries - All Other				
Total Salaries	291,281	336,105	358,944	389,454
Employee Benefits	143,547	158,633	160,235	169,797
Purchased Services	127,933	120,860	125,000	170,000
Liability Insurance	167,481	238,589	225,000	235,000
Supplies and Materials	32,544	40,407	35,000	35,000
Property	0	0	0	0
Other Objects	25,017	24,786	25,000	25,000
Total Expenditures - Sup. Serv./General Di	787,803	919,380	929,179	1,024,251

Support Services/General School Administration - Function 2400

Salaries - Principals and Assistants	2,364,592	2,541,148	2,516,494	2,727,536
Salaries - Secretarial & Clerical	1,287,286	1,301,255	1,462,394	1,557,449
Salaries - All Other				144,552
Total Salaries	3,651,878	3,842,403	3,978,888	4,429,538
Employee Benefits	1,522,904	1,654,266	1,641,487	1,641,487
Purchased Services	101,735	74,986	88,000	88,000
Supplies and Materials				
Property				
Other Objects	11,125	11,686	15,000	15,000
Total Expenditures - Sup. Serv./General Sc	5,287,642	5,583,341	5,723,375	6,174,025

Financial Section

Box Elder School District
 General Fund (FD10) - Major Expenditures
 For Fiscal Year 2021-22 With Comparative Information for Years 2018-19 Through 2020-21

	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
Support Services/Accounting & Purchasing Srvc - Function 2500				
Salaries	528,138	610,071	646,895	771,881
Employee Benefits	213,089	245,993	247,312	316,483
Purchased Services	122,098	99,793	159,665	159,665
Supplies and Materials	12,004	15,815	13,581	18,916
Property	0	0	1,419	1,419
Other Objects	889	1,642	10,000	10,000
Total Expenditures - Sup. Serv./Acct & Pur	876,218	973,314	1,078,872	1,278,364
Operation & Maintenance of School Buildings - Function 2600				
Salaries	4,434,350	4,606,135	4,992,904	5,466,376
Employee Benefits	1,831,608	1,918,760	2,068,328	2,202,769
Purchased Services	1,277,379	1,433,861	1,275,551	1,275,551
Supplies and Materials	3,025,566	2,090,357	1,960,877	1,960,877
Property	0	0	0	456,854
Other Objects	878	779	2,500	2,500
Total Expenditures - Sup. Serv./Acct. & Pur	10,569,781	10,049,892	10,300,160	11,364,927
Support Services/Student Transportation Services - Function 2700				
Salaries - Secretarial & Clerical	57,645	55,812	62,230	62,230
Salaries - Supervisors	68,718	75,092	130,648	130,648
Salaries - Bus Drivers	2,260,184	2,233,457	2,069,092	2,286,336
Salaries - Mechanics	273,558	296,810	281,081	281,081
Total Salaries	2,660,105	2,661,171	2,543,051	2,760,295
Employee Benefits	779,128	794,972	761,381	829,152
Purchased Services	278,579	205,828	280,000	280,000
Supplies and Materials	975,547	744,688	705,350	746,565
Property	989,807	1,074,892	1,010,000	693,235
Other Objects	0	0	1,000	1,000
Total Expenditures - Sup. Serv./Student Tr	5,683,166	5,481,551	5,300,782	5,310,247
Non K-12 Activities - Function 3200				
Salaries	0	0	0	0
Employee benefits	0	0	0	0
Purchased Services	0	0	0	0
Other	0	0	0	0
Total Non-Instruction	0	0	0	0
Recreation Community Services/Natatoriums - Function 3300				
Salaries	557,632	510,143	627,250	680,566
Employee benefits	160,766	161,292	169,818	186,527
Contract services	23,186	45,140	58,820	60,000
Supplies, textbooks & utilities	56,961	51,553	68,872	70,000
Equipment	502	2,225	26,000	30,000
Other	33,760	30,259	15,467	16,000
	832,807	800,612	966,227	1,043,093
TOTAL EXPENDITURES	\$91,037,744	\$97,449,046	\$103,806,986	\$112,212,366

Financial Section

Box Elder School District
 Summary of Budgets - Special Revenue Funds (Fund 21,26,49)
 Fiscal Year 2021-22 Budget

	Total Special Revenue Funds	Fund 21 School Activity Fund	Fund 26 RDA Fund	Fund 49 Child Nutrition Fund
Revenues:				
Property taxes	4,600,000		4,600,000	0
Interest on investments	1,500			1,500
Sale of Food	250,000		0	250,000
Other local revenue	4,400,000	4,400,000	0	0
State of Utah	1,075,000			1,075,000
Federal government	4,000,000			4,000,000
Total Revenues	14,326,500	4,400,000	4,600,000	5,326,500
Expenditures and Encumbrances:				
Instruction	4,400,000	4,400,000		
Non-Instruction	9,747,854		4,600,000	5,147,854
Total Expenditures and Encumbrances	9,547,854	4,400,000	0	5,147,854
Net Total Expenditures and Encumbrances	4,778,646	0	4,600,000	178,646
Other Financing Sources (Uses)				
Bond sale proceeds	0	0	0	0
Other financing sources				
Operating Transfer In/Out				
Excess (deficiency) of revenue and other sources (uses) over expenditures				
Fund Balances Unreserved & Unassigned - July 1	\$1,852,770.00	\$ 851,935	\$ -	\$ 1,000,835
Fund Balances Unreserved & Unassigned - June 30	\$2,031,416.00	\$ 851,935	\$ -	\$ 1,179,481

Financial Section

Box Elder School District

School Activity Fund Budget (Fund 21)

For Fiscal Year 2021-22 With Comparative Information for Years 2018-19 Through 2020-21

Fund Expenditures by Function

	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
REVENUES:				
Local Sources				
Property taxes				
Tuition				
Other Local revenue	4,195,780	3,539,857	4,400,000	4,400,000
Total Local Sources	4,195,780	3,539,857	4,400,000	4,400,000
Expenditures and Encumbrances:				
Instruction (function 1000)				
Salaries				
Employee benefits	0	0	0	0
Contract services	524,832	573,713	902,150	902,150
Supplies, textbooks & utilities	3,330,213	2,696,694	2,882,850	2,882,850
Administrative	254,228	161,040	290,000	290,000
Other	63,475	57,763	325,000	325,000
Total Instruction	4,172,748	3,489,210	4,400,000	4,400,000
Total Expenditures and Encumbrances	4,172,748	3,489,210	4,400,000	4,400,000
Excess (deficiency) of revenues and other sources (uses) over expenditures	23,032	50,647	0	0
Other financing uses				
Other financing sources				
Other changes in Reserved and Designated Fund Balances				
Fund Balances Unreserved & Unassigned - July 1	\$ 778,256	\$ 801,288	\$ 851,935	\$ 851,935
Fund Balances Unreserved & Unassigned - June 30	\$ 801,288	\$ 851,935	\$ 851,935	\$ 851,935

Financial Section

Box Elder School District

Child Nutrition Fund Budget (Fund 49)

For Fiscal Year 2021-22 With Comparative Information for Years 2018-19 Through 2020-21

Fund Expenditures by Function

	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
REVENUES:				
Sale of Food	1,299,459	1,055,208	250,000	250,000
Other Local revenue	13,225	4,049	1,200	1,500
State of Utah	943,959	1,049,598	1,075,000	1,075,000
Federal Government	2,528,106	3,130,278	3,700,000	4,000,000
Inventory Adjustment				
Total Revenue	4,784,749	5,239,133	5,026,200	5,326,500
Expenditures:				
Salaries	1,764,966	1,806,721	1,646,305	1,786,241
Employee benefits	572,708	581,672	648,757	692,613
Cost of food	2,184,072	2,137,101	2,294,000	2,294,000
Contract services	53,919	57,355	25,000	20,000
Supplies & Materials	69,510	27,739	25,000	25,000
Equipment	101,112	13,864	25,000	30,000
Other	279,847	293,342	300,000	300,000
Total Expenditures	5,026,134	4,917,794	4,964,062	5,147,854
Excess (deficiency) of revenues and other sources (uses) over expenditures	(241,385)	321,339	62,138	178,646
Other financing sources	0	0	0	0
Other changes in Reserved and Designated Fund Balances	15,906	(73,349)	0	0
Fund Balances Unreserved & Unassigned - July 1	\$ 916,186	\$ 690,707	\$ 938,697	\$ 1,000,835
Fund Balances Unreserved & Unassigned - June 30	\$ 690,707	\$ 938,697	\$ 1,000,835	\$ 1,179,481

Financial Section

Box Elder School District
Summary of Budgets - All Capital & Debt Service Funds
 Fiscal Year 2021-22 Budget

	All Capital & Debit Service Funds	Fund 32 Capital Outlay Fund	Fund 31 Debt Service Fund
Revenues:			
Property taxes	15,783,132	12,837,500	2,945,632
Interest on investments	361,690	255,940	105,750
Bond Refund/Other	270,900	270,900	0
State of Utah	158,025	158,025	0
Ins./Prop Recry/Federal	63,288	63,288	0
Other Funds	345,580	345,580	
Total Revenues	16,982,615	13,931,233	3,051,382
Expenditures and Encumbrances:			
Oper/Maint	5,000	5,000	
Bond Debt	3,927,162	0	3,927,162
Purchased services	900,000	850,000	50,000
Land Improvement	0	0	0
Building Maintenance	2,600,000	2,600,000	
New Construction	26,200,000	26,200,000	
Vehicles	870,000	870,000	
Furniture/Equipment	1,794,000	1,794,000	
Other Objects	1,985,302	1,985,302	
Total Expenditures	38,281,464	34,304,302	3,977,162
Excess revenue over (under) expenditures & encumbrances	(21,298,849)	(20,373,069)	(925,780)
Other Financing Sources (Uses) Bond sale proceeds	0	0	0
Excess of revenue and other sources over (under) expenditures & encumbrances and other uses	(21,298,849)	(20,373,069)	(925,780)
Unreserved & Unassigned - July 1	\$ 35,596,280	\$ 28,428,650	\$ 7,167,630
Unreserved & Unassigned - June 30	\$ 14,297,431	\$ 8,055,581	\$ 6,241,850

Financial Section

Box Elder School District

Capital Outlay Fund Budget (Fund 32)

For Fiscal Year 2021-22 With Comparative Information for Years 2018-19 Through 2020-21

Fund Expenditures by Function

	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
REVENUES:				
Property taxes	11,183,675	11,490,775	11,105,000	12,837,500
Interest on investments	561,604	612,447	500,000	255,940
Bond Refund/Other	131,888	74,131	15,168,000	270,900
State of Utah	115,475	112,629	120,000	158,025
Ins./Prop Recry/Federal	79,837	69,992	180,000	63,288
Donations	97,135	0	345,580	345,580
Total Revenues	12,169,614	12,359,974	27,418,580	13,931,233
Expenditures and Encumbrances:				
Land Improvement				
Software	323,606	1,336,297	1,200,000	850,000
Purchased services	22,883	212,534	5,500	5,000
Building Maintenance	1,026,061	1,078,986	2,000,000	2,600,000
Construction	6,202,010	7,950,758	10,125,765	26,200,000
Vehicles	222,670	109,058	320,000	870,000
Furniture/Equipment	1,087,458	2,070,685	1,524,000	1,794,000
Other Objects (Land)	0	997	0	0
Vehicle charges/Other	301,684	288,796	325,002	1,985,302
Total Expenditures	9,186,372	13,048,111	15,500,267	34,304,302
Excess revenue over (under) expenditures & encumbrances	2,983,242	(688,137)	11,918,313	(20,373,069)
Other Financing Sources (Uses)	0	36,263	435,580	-
Changes in unreserved fund balance (Decrease)/increase in reserves	(9,681,886)	1,966,587	(46,052)	0
Excess of revenues and other sources over (under) Expenditures & encumbrances and other u	(6,698,644)	1,314,713	12,307,841	(20,373,069)
Unreserved & Unassigned - July 1	\$ 21,504,740	\$ 14,806,096	\$ 16,120,809	\$ 28,428,650
Unreserved & Unassigned - June 30	\$ 14,806,096	\$ 16,120,809	\$ 28,428,650	\$ 8,055,581

Financial Section
 Box Elder School District
 Enrollment History October 1 Count

**BOX ELDER COUNTY
 SCHOOL DISTRICT**

District Enrollment Trends

Count	Student	Difference	Average Daily Membership
1-Oct	Fall Enrollment	Previous Year	30-Jun ADM
1994	11,279	115	1995 11,226
1995	11,247	(32)	1996 11,158
1996	11,305	58	1997 11,228
1997	11,252	(53)	1998 11,175
1998	11,215	(37)	1999 11,012
1999	11,052	(163)	2000 10,850
2000	10,937	(115)	2001 10,887
2001	10,850	(87)	2002 10,783
2002	10,655	(195)	2003 10,557
2003	10,506	(149)	2004 10,455
2004	10,549	43	2005 10,255
2005	10,586	37	2006 10,590
2006	10,567	(19)	2007 10,046
2007	10,625	58	2008 10,271
2008	11,132	507	2009 10,415
2009	11,052	(80)	2010 10,975
2010	11,187	135	2011 10,905
2011	11,289	102	2012 11,111
2012	11,271	(18)	2013 10,866
2013	11,131	(140)	2014 10,987
2014	11,242	111	2015 11,164
2015	11,344	102	2016 11,228
2016	11,572	228	2017 11,480
2017	11,671	99	2018 11,548
2018	11,771	100	2019 11,663
2019	11,981	210	2020 11,589
2020	11,850	(131)	

Financial Section

Box Elder School District

Governmental Funds - Revenue Summary Comparison

For Fiscal Year 2017-18 With Comparative Information for Years 2007-08 Through 2020-21 Preliminary

		Maintenance & Operation Fund	Funds 21,26,49 Special Fund	Funds 31 & 32 Capital and Bond Funds	Total All Funds
2007-08	Actual	\$ 64,052,133	\$ 9,842,760	\$ 5,700,000	\$ 79,594,893
2008-09	Actual	\$ 67,059,083	\$ 9,673,133	\$ 14,390,660	\$ 91,122,876
2009-10	Actual	\$ 52,505,658	\$ 7,399,267	\$ 19,004,073	\$ 78,908,998
2010-11	Actual	\$ 64,119,660	\$ 7,302,930	\$ 12,809,405	\$ 84,231,995
2011-12	Actual	\$ 62,221,409	\$ 7,063,738	\$ 16,703,922	\$ 85,989,069
2012-13	Actual	\$ 65,574,482	\$ 7,515,976	\$ 17,647,492	\$ 90,737,950
2013-14	Actual	\$ 68,635,137	\$ 7,807,612	\$ 17,279,470	\$ 93,722,219
2014-15	Actual	\$ 69,105,945	\$ 12,774,749	\$ 16,399,204	\$ 98,279,898
2015-16	Actual	\$ 79,675,047	\$ 12,628,296	\$ 14,771,932	\$ 107,075,275
2016-17	Actual	\$ 80,309,920	\$ 12,664,233	\$ 16,189,515	\$ 109,163,668
2017-18	Actual	\$ 83,271,801	\$ 12,559,676	\$ 15,204,413	\$ 111,035,890
2018-19	Actual	\$ 91,409,479	\$ 12,490,106	\$ 15,561,402	\$ 119,460,987
2019-20	Actual	\$ 96,475,711	\$ 12,724,944	\$ 15,055,117	\$ 124,255,772
2020-21	Revised	\$ 104,041,549	\$ 14,026,200	\$ 16,982,615	\$ 135,050,364
2021-22	Preliminary	\$ 111,344,637	\$ 14,326,500	\$ 16,982,615	\$ 142,653,752

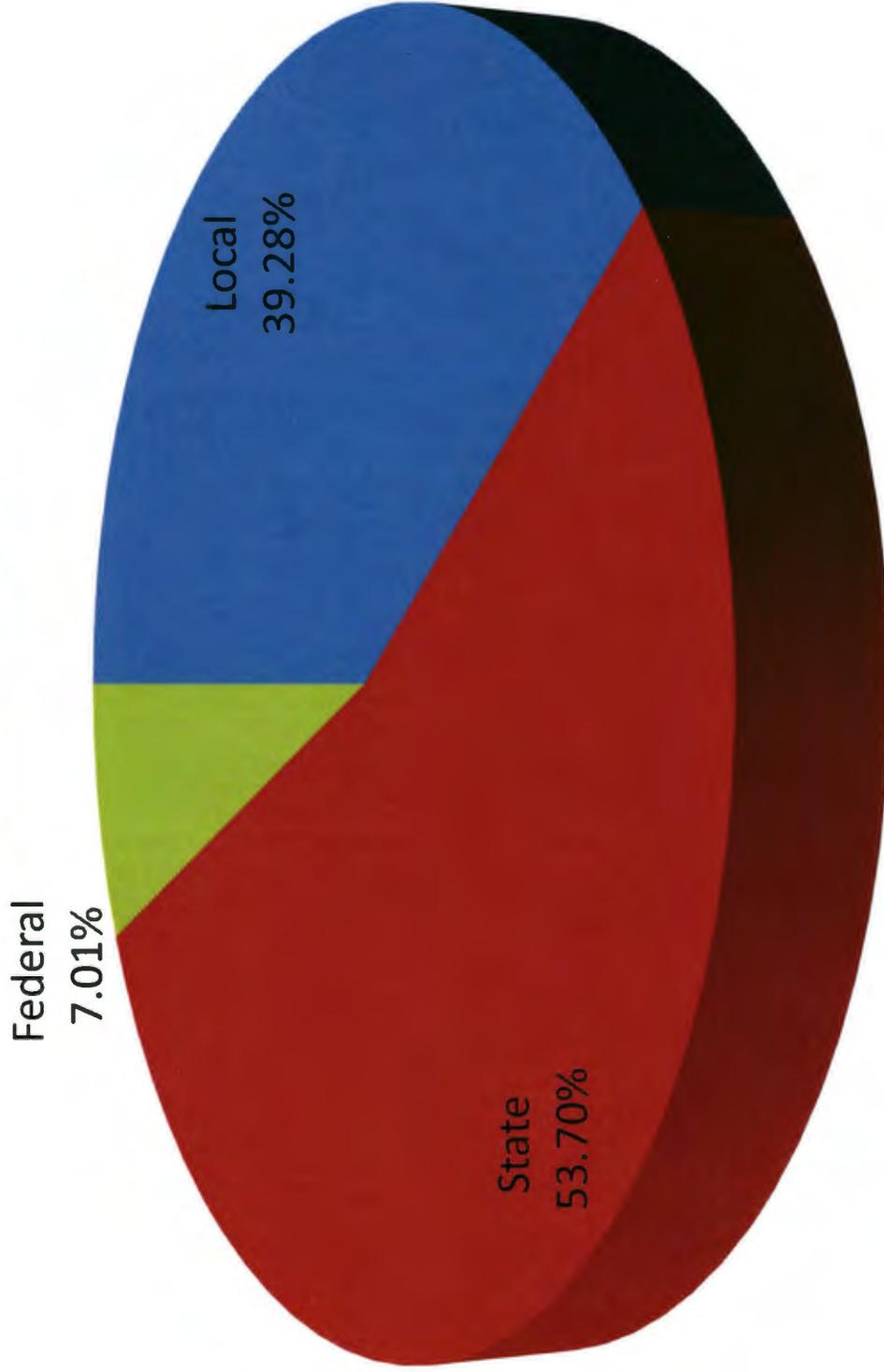
Box Elder School District

Total Expenditures by Object (All Funds)

For all Fiscal Years 2007-2020 with Estimates for 2020-21 and 2021-22

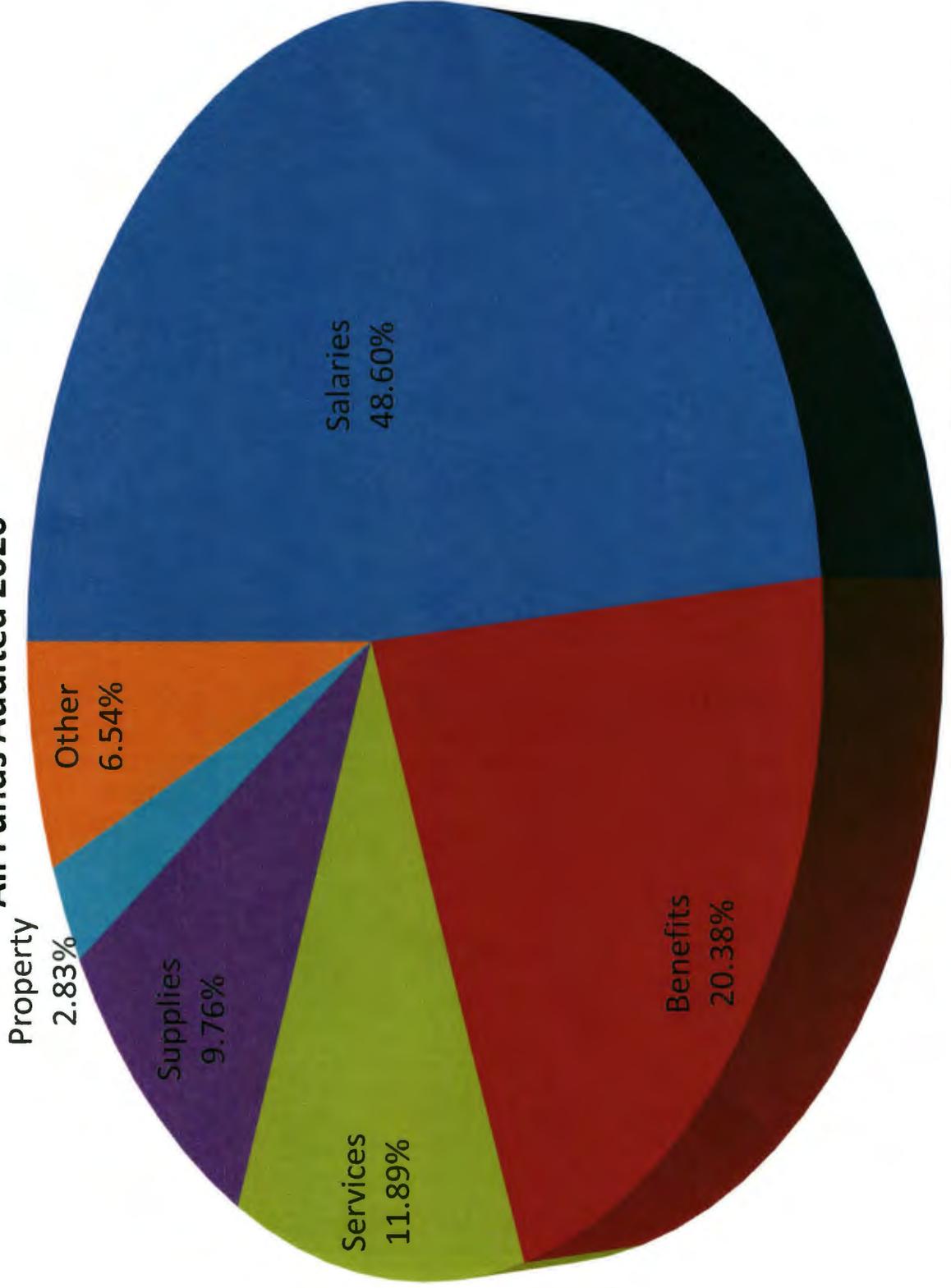
Expenditur	Salary	Benefits	Contracted Services	Supplies	Property	Other Objects	Total Expenditures
2007	\$ 36,599,557	\$ 15,455,453	\$ 5,031,852	\$ 5,828,610	\$ 2,616,760	\$ 2,356,247	<u>\$ 67,888,479</u>
2008	\$ 41,242,922	\$ 17,075,621	\$ 6,870,187	\$ 8,083,380	\$ 2,868,094	\$ 3,793,072	<u>\$ 79,933,276</u>
2009	\$ 43,371,704	\$ 16,945,557	\$ 33,238,720	\$ 8,451,073	\$ 5,610,232	\$ 3,715,112	<u>\$ 111,332,398</u>
2010	\$ 41,647,036	\$ 17,015,946	\$ 3,387,919	\$ 7,031,989	\$ 26,264,559	\$ 14,527,312	<u>\$ 109,874,761</u>
2011	\$ 41,898,448	\$ 16,981,085	\$ 20,717,984	\$ 8,233,147	\$ 4,002,963	\$ 8,136,026	<u>\$ 99,969,653</u>
2012	\$ 41,826,235	\$ 17,581,512	\$ 16,640,953	\$ 8,099,547	\$ 3,439,237	\$ 6,937,898	<u>\$ 94,525,382</u>
2013	\$ 41,453,014	\$ 18,020,195	\$ 10,912,051	\$ 8,964,526	\$ 3,449,375	\$ 8,093,642	<u>\$ 90,892,803</u>
2014	\$ 41,417,797	\$ 18,720,639	\$ 11,772,878	\$ 8,486,613	\$ 3,157,341	\$ 7,574,396	<u>\$ 91,129,664</u>
2015	\$ 42,580,017	\$ 19,167,773	\$ 8,895,742	\$ 10,203,700	\$ 2,780,700	\$ 40,480,808	<u>\$ 124,108,740</u>
2016	\$ 44,108,607	\$ 19,583,639	\$ 11,875,265	\$ 9,851,893	\$ 3,576,656	\$ 11,403,555	<u>\$ 100,399,615</u>
2017	\$ 46,740,590	\$ 20,404,392	\$ 16,556,315	\$ 10,571,976	\$ 4,482,476	\$ 10,833,722	<u>\$ 109,589,471</u>
2018	\$ 50,604,008	\$ 21,331,182	\$ 19,673,137	\$ 11,608,809	\$ 3,356,956	\$ 11,491,838	<u>\$ 118,065,930</u>
2019	\$ 57,077,602	\$ 23,475,994	\$ 12,346,242	\$ 12,705,478	\$ 2,932,136	\$ 8,197,386	<u>\$ 116,734,838</u>
2020	\$ 59,576,974	\$ 25,162,270	\$ 4,985,889	\$ 11,926,374	\$ 11,703,477	\$ 9,115,825	<u>\$ 122,470,809</u>
2021	\$ 63,109,777	\$ 24,649,915	\$ 5,588,284	\$ 11,546,072	\$ 14,460,765	\$ 13,610,663	<u>\$ 132,965,476</u>

Box Elder School District Revenues
All Funds Final Audited 2020

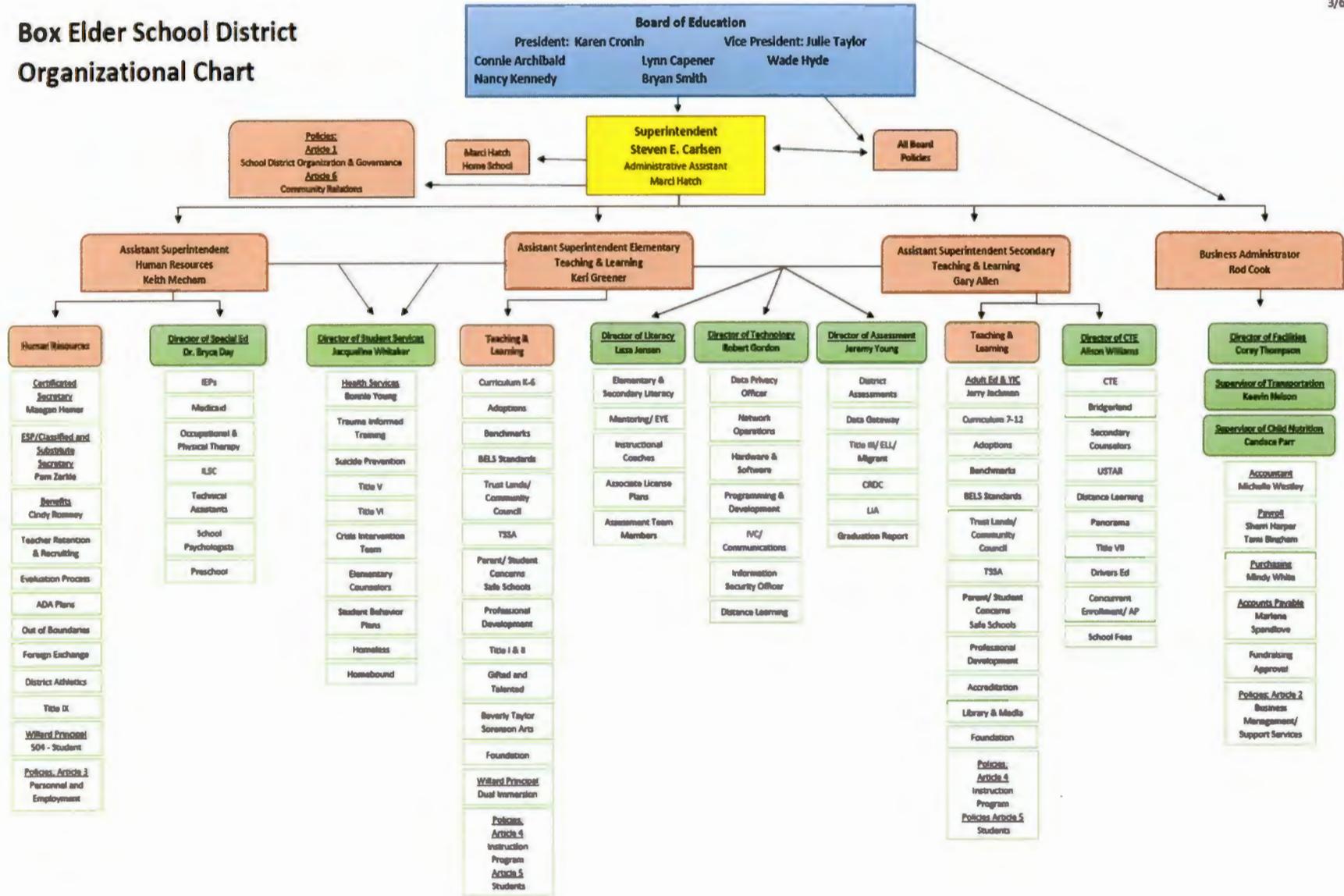


**Box Elder School District
Expense Type**

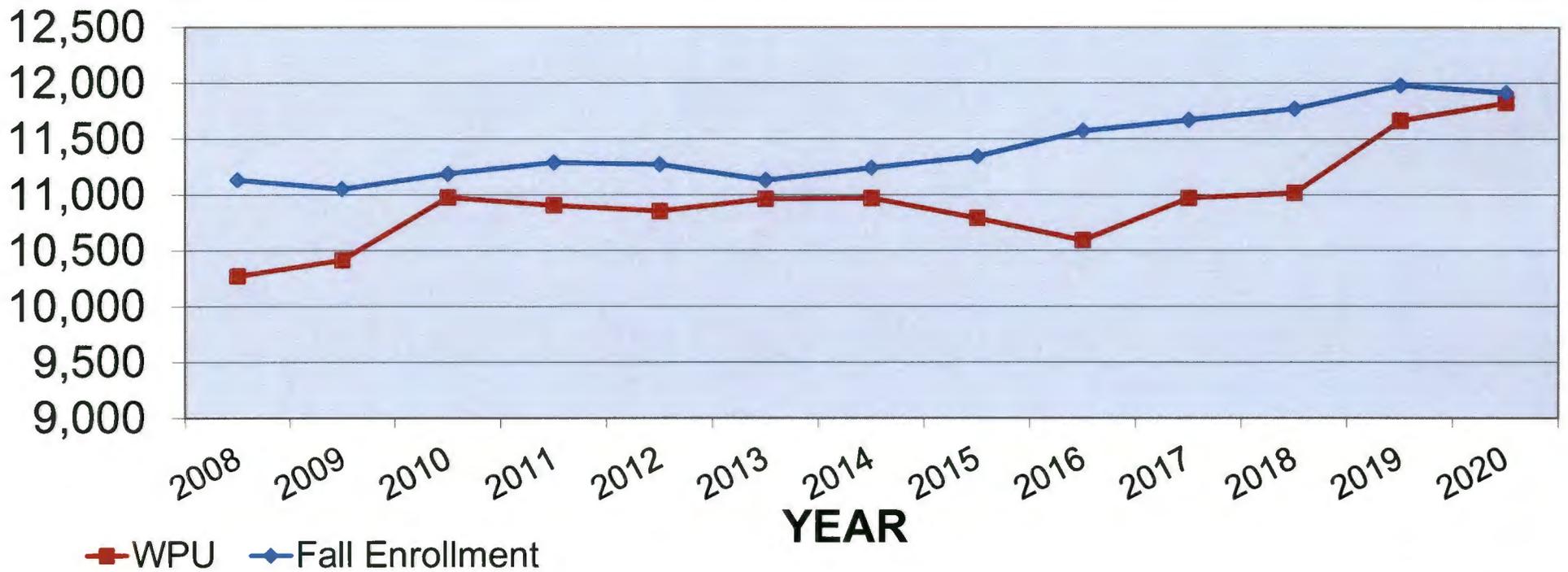
All Funds Audited 2020



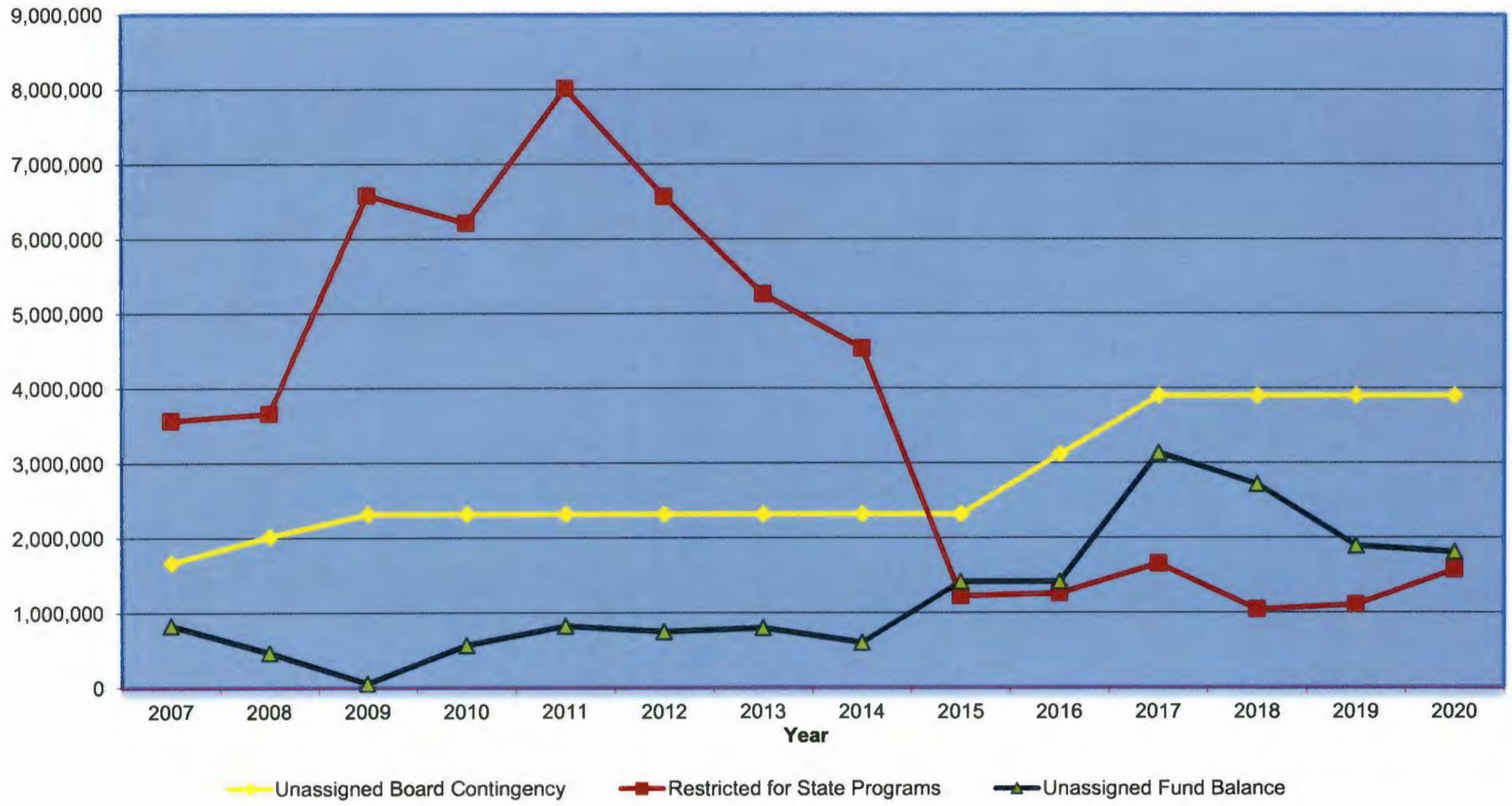
Box Elder School District Organizational Chart



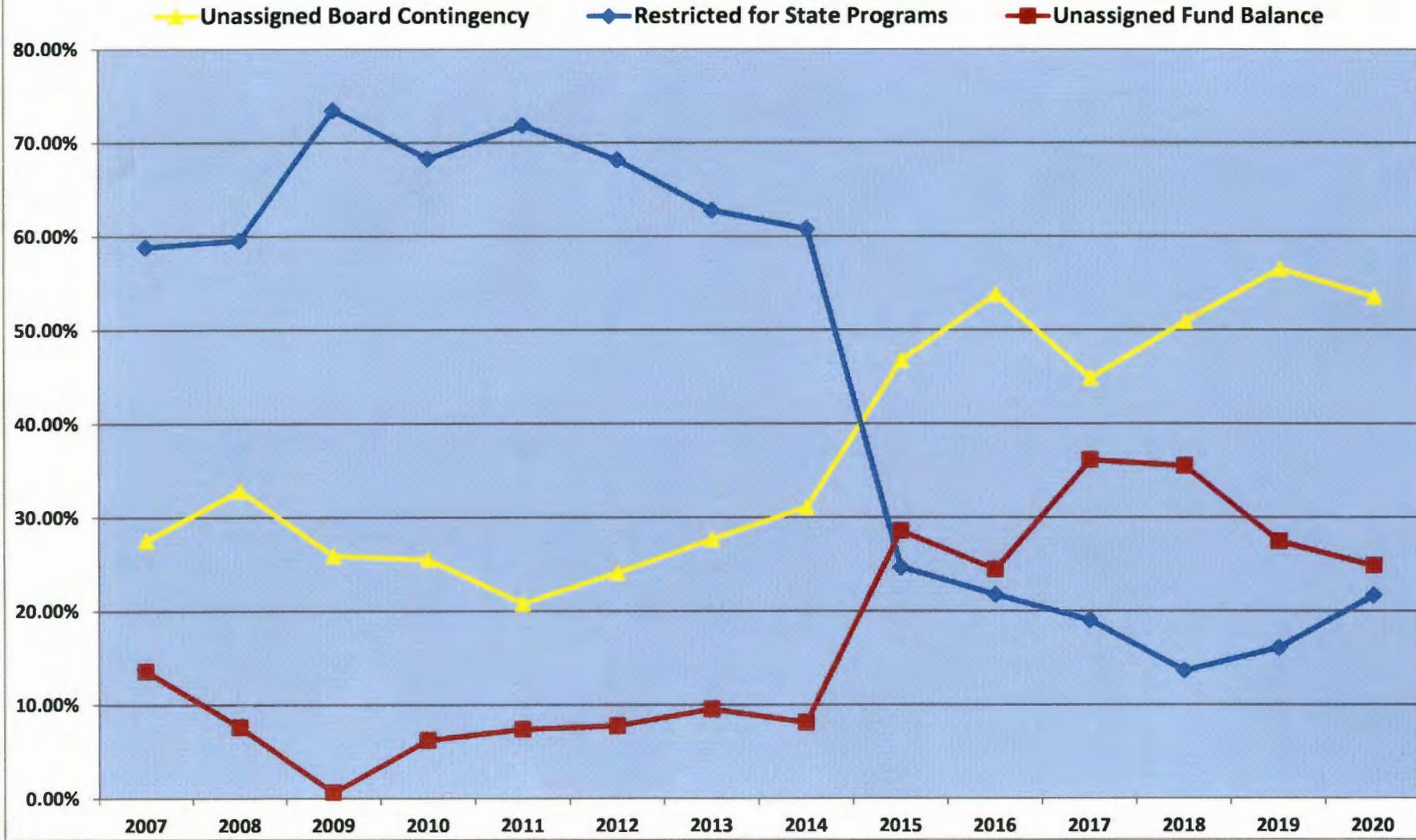
Average Daily Membership and Fall Enrollment



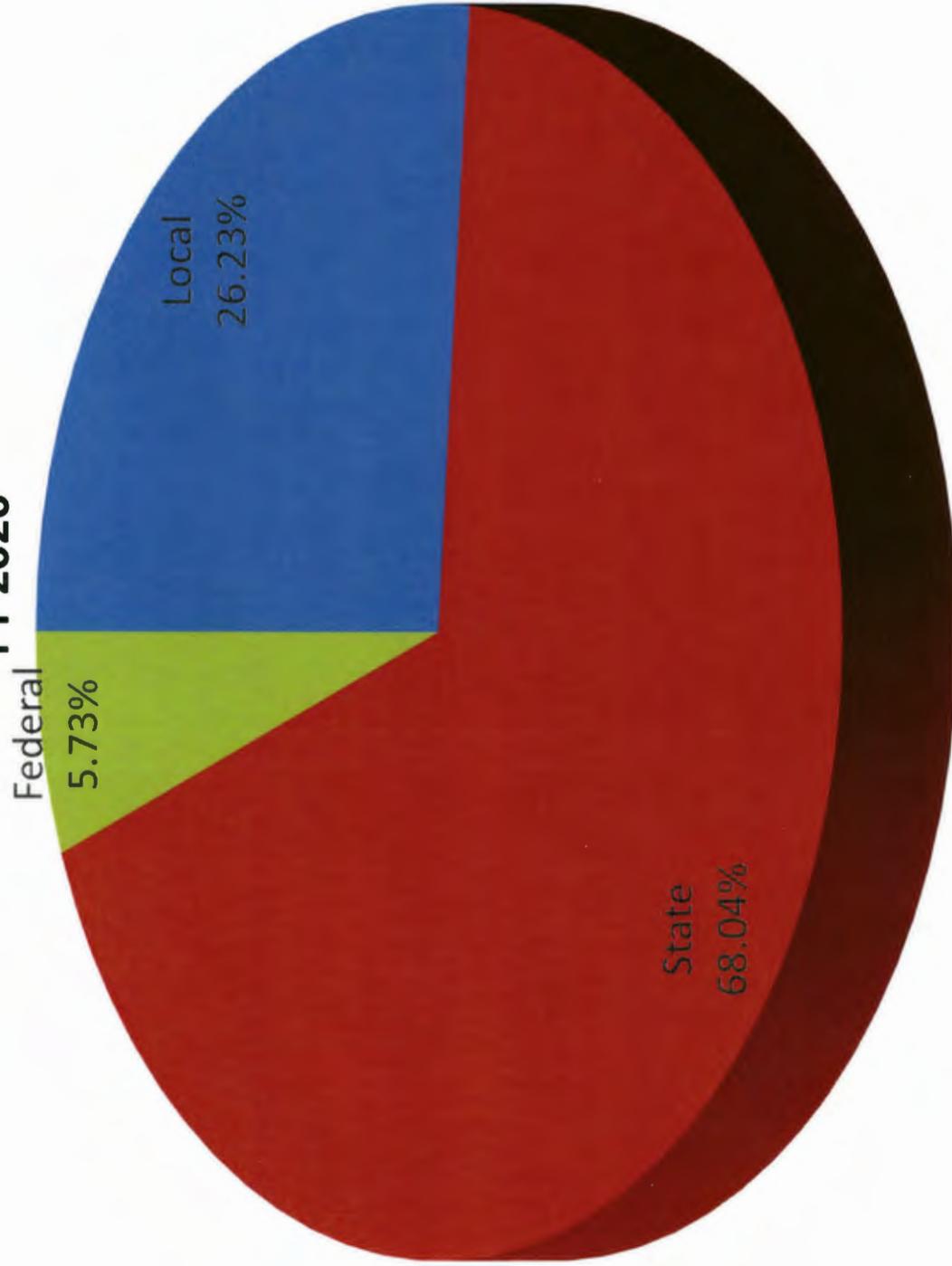
Reserves General Fund in Dollars



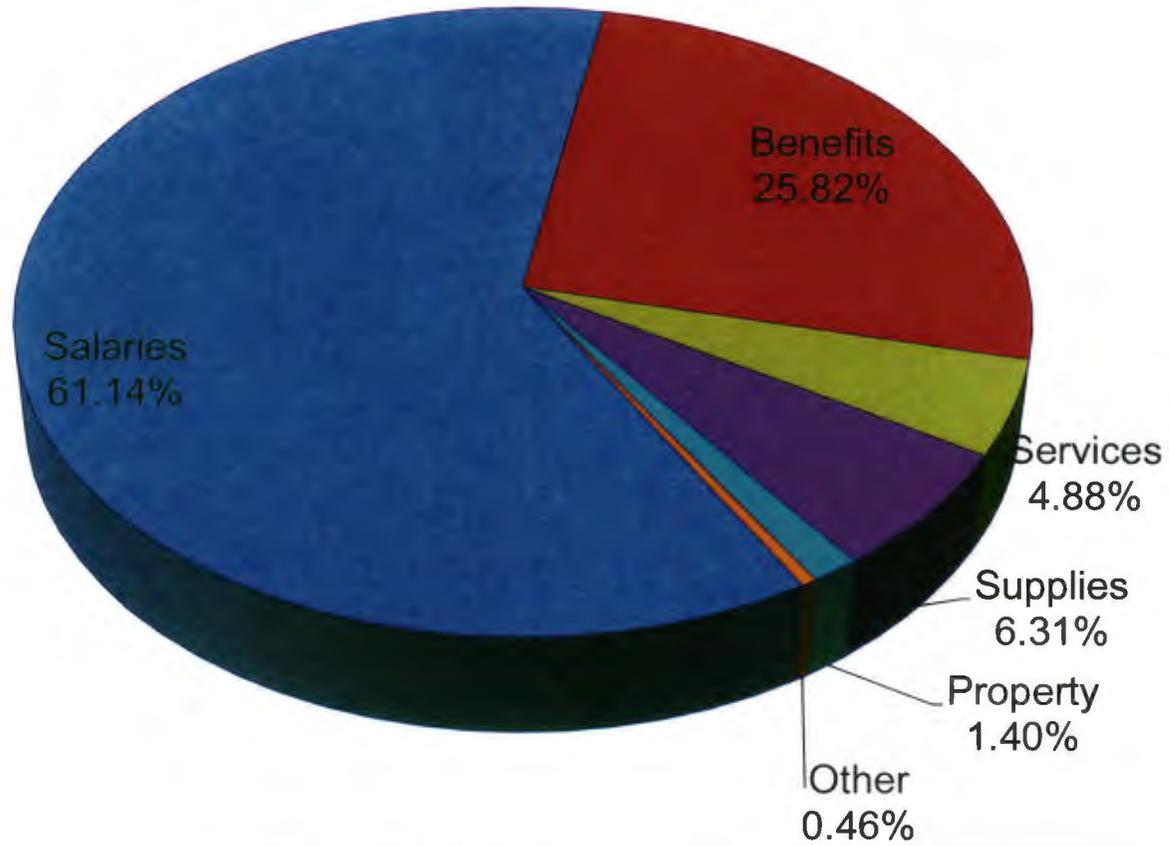
General Fund Balances as a percent of Total Fund Balances through FY 2020



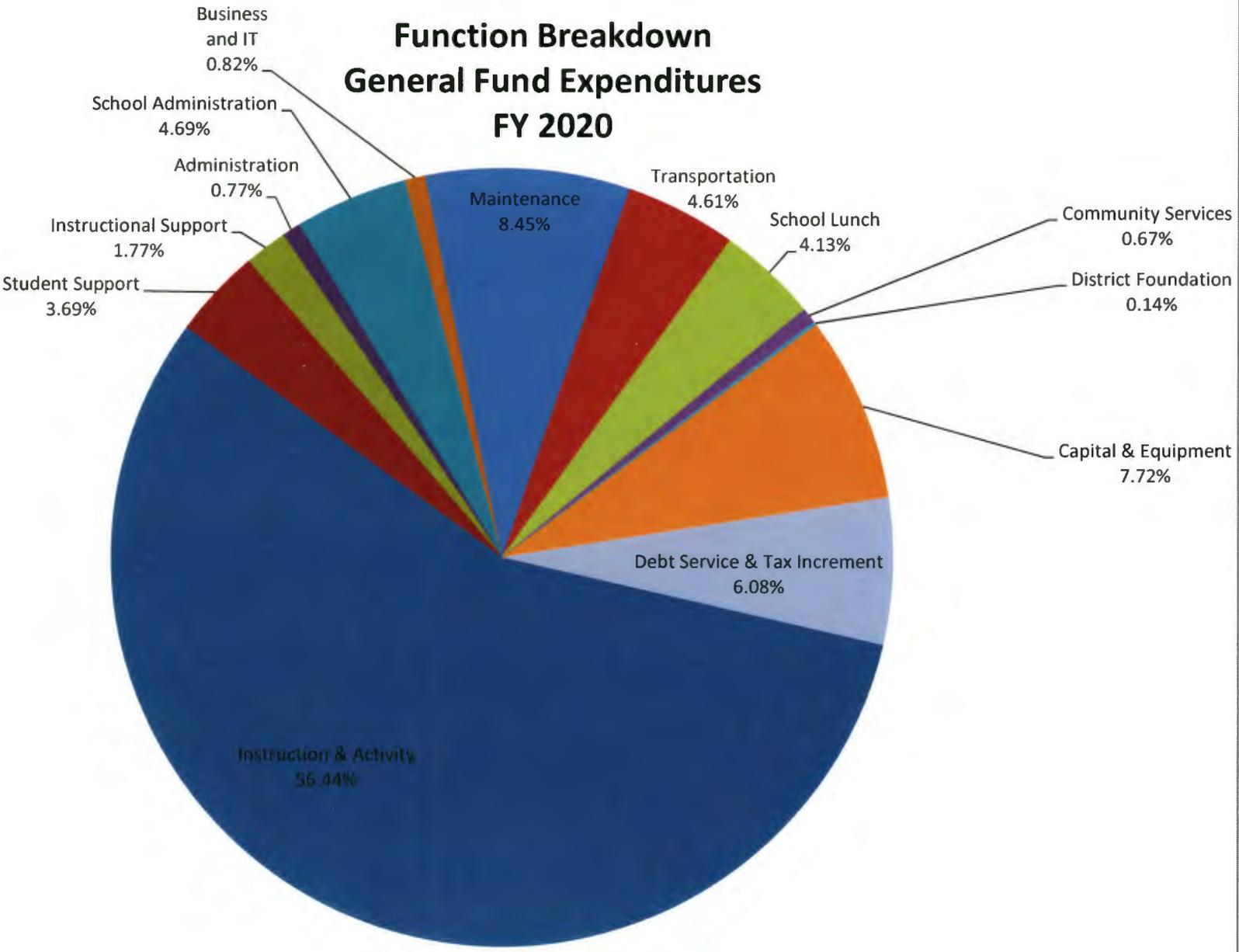
General Fund Revenue FY 2020



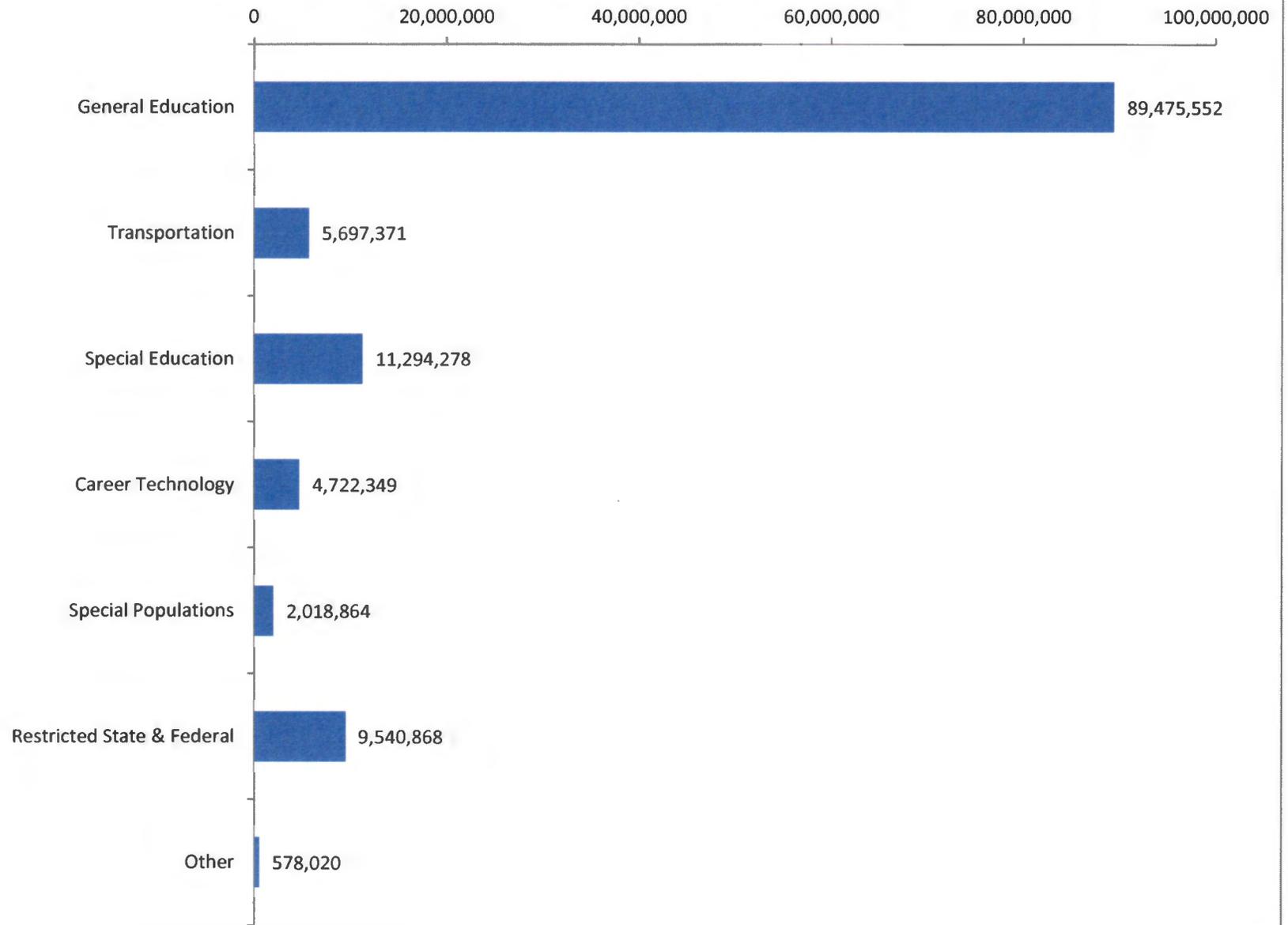
Category Expenditure General Fund FY 2020



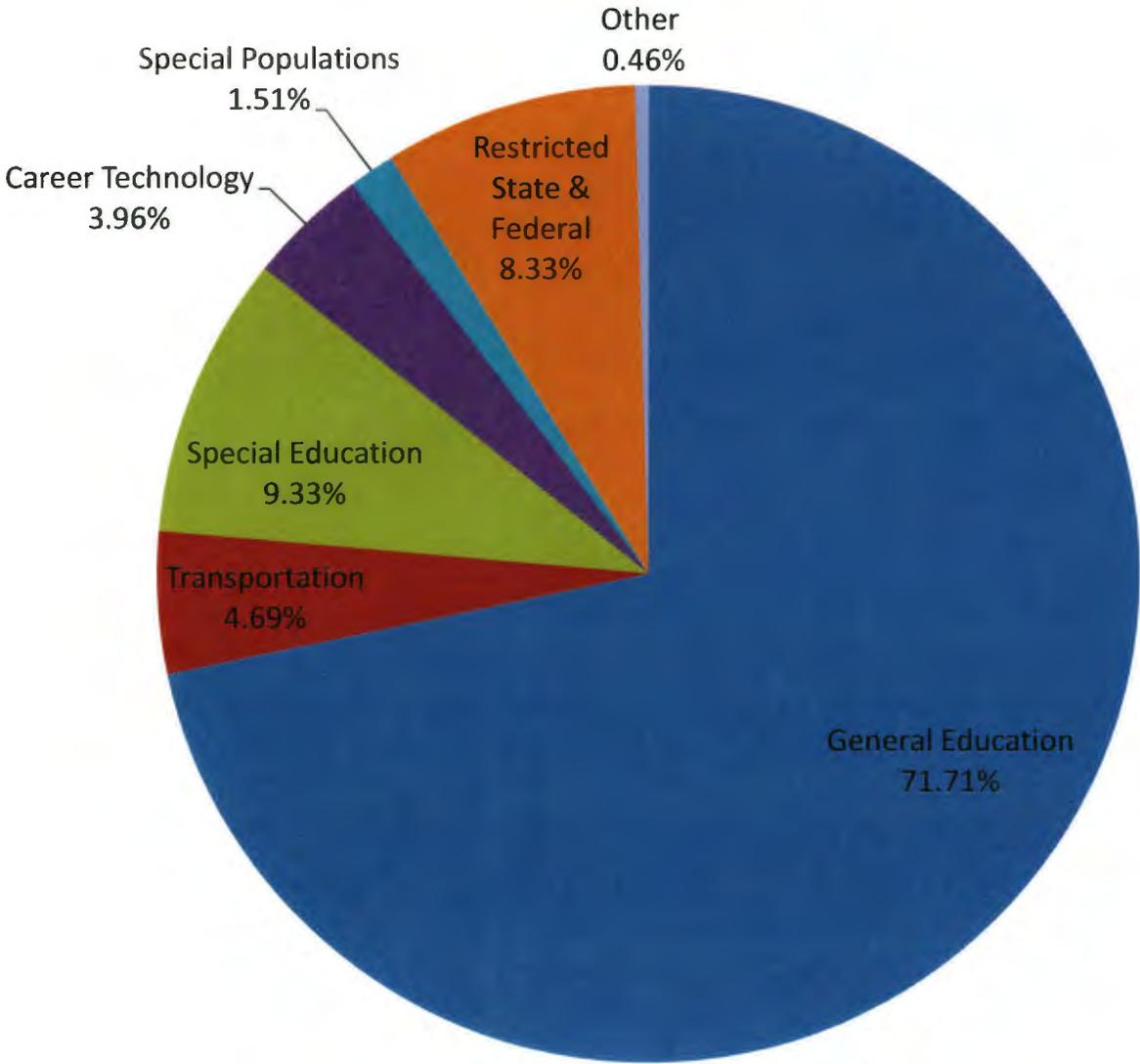
Function Breakdown General Fund Expenditures FY 2020



Expenditures by Major Programs FY 2020



**Program Expenditures by Percent of Total
FY 2020**



Year 21 07/01/20 - 06/30/21
Program Numbers & Description

Program Number	State Prgm No.	Program Description	Director
0001		Invoice School's Payroll & Benefits	Michelle Westley
0003		Edgenuity was Credit Recovery	Gerald Jackman
0005		Elementary Curriculum (K-5) <i>including Textbooks</i>	Keri Greener
0007		Box Elder County CARES	Michelle Westley
0011		Young 1:1 Grant (emints)	Gary Allen
0012		Secondary Curriculum (6-12) <i>including Textbooks</i>	Gary Allen
0013		Emergency Reserve	Rod Cook
0021		Student Activity Funds	Rod Cook
0024		Classified Professional Development	Keith Mecham
0025		Extra Curricular Activities	Keith Mecham
0030		Athletics	Keith Mecham
0035	Fund 76	Pan Sales	Candice Parr
0039		School Fees	Rod Cook
0040		Administrator Professional Development	Rod Cook
0041		New School Startup	Rod Cook
0042	Fund 76	Board Member's Fund	Rod Cook
0043	Fund 76	District Office Fund	Rod Cook/Marci Hatch
0044		BEAA Box Elder Administrators Association	AshLee Nelson
0045		School Reimbursable (Graduation & Accreditation)	Rod Cook
0046		Teacher Incentive	Rod Cook
0047		Teacher Professional Development <i>(was 5250)</i>	Keri Greener
0048		Student Services	Jacqueline Whitaker
0049		Teacher Enhancement (Tax Levy)	Rod Cook
0050		Classroom - General	Superintendent
0051		Textbooks	Keri Greener/Gary Allen
0053		Curriculum General Instruction <i>replace with 0005 & 0012</i>	Keri Greener
0054		Home Bound	Keith Mecham
0055		Debt Service	Rod Cook
0056		In-School Suspension & School Within a School	Superintendent
0059		BLTS-Building Level Technology Specialists <i>was 5259</i>	Robert Gordon
0200		Municipal Bldg (FD50)	Rod Cook
0300		Redevelopment Taxes	Rod Cook
0504		Section 504	Keith Mecham
0533		ELL-EARS (Program 5336 EARS <i>capture ELL costs</i>)	Jeremy Young
0567		District's 25% TSSA (Program 5678 TSSA)	Keri Greener/Gary Allen
0600		Special Transportation	Keevin Nelson
1205		Special Education - All State Programs	Catherine Allen
1215		Special Education - Pre-school (State)	Catherine Allen
1220		SpEd-ESY Summer Program (was 1212)	Catherine Allen
1225		Special Education - Impact Aide	Catherine Allen
1278		SpEd Educators Extra Days Extended Year (was 1206)	Catherine Allen
1610	1609	Adult High School Completion	Gerald Jackman
3010		Community Recreation (Natatoriums)	Rod Cook
3020		Civic Services - Activities	Rod Cook
3025		Building Rental	Rod Cook
3300	Fund 75	Foundation General Unrestricted	Gary Allen/Marci Hatch

Year 21 07/01/20 - 06/30/21
Program Numbers & Description

<u>Program</u>	<u>State</u>	<u>New programs</u>	
<u>Number</u>	<u>Prgm No.</u>	<u>Program Description</u>	<u>Director</u>
3320	Fund 75	Foundation General - Educational Technology	Gary Allen/Marci Hatch
3330	Fund 75	Foundation - Program Enhancement	Gary Allen/Marci Hatch
3340	Fund 75	Foundation-Designation by Donor	Gary Allen/Marci Hatch
3350	Fund 75	Foundation General - Scholarship	Gary Allen/Marci Hatch
3402	Fund 75	Foundation Marie Eccles - Arts, Music	Gary Allen/Marci Hatch
3403	Fund 75	Foundation-Nucor	Gary Allen/Marci Hatch
3404	Fund 75	Foundation-Janice Petersen	Gary Allen/Marci Hatch
3405	Fund 75	Foundation-BEHS Sport Project Improvements	Gary Allen/Marci Hatch
3406	Fund 75	Foundation-Bear River High School Turf	Gary Allen/Marci Hatch
3500		Employee Health & Wellness	Keith Mecham
5000		Budget Cut	Rod Cook
5001		USBE&SafeUT SuperUser-School Safety Student Advisory Facilitator	Jacqueline Whitaker
5100		Termination Benefit Funding	Rod Cook
5160		Instructional Media Centers	Rod Cook
5201		Class Size Reduction (State)	Keith Mecham
5211	5331	EASP (Enhancement for Accelerated Students Program)-Gifted Talented	Keri Greener
5212	5332	Advanced Placement	Alison Williams
5213	5333	Concurrent Enrollment	Alison Williams
5220		NESS Necessarily Existent Small Schools (Western schools)	Superintendent
5229	5699	Assessment (Testing UPASS)	Jeremy Young
5270		High School CPR/AED Grant	Michelle Westley
5295		Teaching & Learning flowthru i.e. travel reimbursement	Michelle Westley
5315		Pupil Transportation	Keevin Nelson
5316		Fleet Fund - Mileage	Keevin Nelson
5336		EARS -Enhancement for at Risk Students	Keri Greener/Jeremy Young
5340		YIC- Youth in Custody Programs	Gerald Jackman
5341		Private YIC- Youth in Custody Programs	Gerald Jackman
5368		School Nurse Program	Keith Mecham
5420		School Land Trust	Keri Greener/Gary Allen
5455		Voted Leeway	Rod Cook
5460		Board Leeway	Rod Cook
5463		Safety	Superintendent
5500		ADA (American Disabilities Act)	Corey Thompson
5561		Capital Outlay Enrollment Growth	Rod Cook
5607		National Board Certified Teacher Program	
5610		Driver Ed	Gary Allen
5613		Corrections Institutions	Gerald Jackman
5616		DLI Online Consortium Software Grant 2021	AshLee Nelson
5637		DLI-Dual Language Immersion (Critical Languages)	Keri Greener
5641	5695	Early Intervention/OEK/Extended Day Kindergarten	Keri Greener
5644		STEM Endorsement Incentive	Alison Williams
5655		Digital Teaching and Learning	Gary Allen
5658		Supplemental Educator COVID-19 Stipend	Michelle Westley
5660		GENERAL FINANCIAL LITERACY	
5674		Suicide Prevention	Jacqueline Whitaker
5677		Computer Science (recd 32,000 Yr20 train teachers)	Gary Allen

Year 21 07/01/20 - 06/30/21
Program Numbers & Description

<u>Program</u>	<u>State</u>	<u>New programs</u>	<u>Program Description</u>	<u>Director</u>
<u>Number</u>	<u>Prgm No.</u>			
5678			TSSA-Teacher&Student Success	Keri Greener/Gary Allen
5679			Student Health&Counseling Support (Mental Health)	Jacqueline Whitaker
5700	Fund 76		Northern Utah Curriculum Agent District	Keri Greener
5800			E-Rate	Robert Gordon
5801			Ed Net	Robert Gordon
5805			Early Literacy Program	Keri Greener
5807			TSSP-Teacher Salary Supplement Program	Michelle Westley
5810			Library Books & Supplies	Gary Allen
5876			Legislative - Educators Salary Adjustment	Rod Cook
5882			BTSALP Arts Grant	Keri Greener
5884			Teacher Supplies & Materials	Rod Cook
5901			CTE College&Careers Awareness-7or8 only for the CCA Co	Alison Williams
5902			CTE Work Based Learning	Alison Williams
5903			CTE Comprehensive Guidance	Alison Williams
5911			English Language Learner Software Support	Jeremy Young
6015			CTE Administration&Support Services	Alison Williams
6030			CTSO Special Projects	Alison Williams
6100			CTE - Agriculture Food&Natural Resources	Alison Williams
6200			CTE - Education & Training	Alison Williams
6300			CTE - Health Sci, Human Services & Public Safety	Alison Williams
6400			CTE - Audio/Visual Tech & Communications	Alison Williams
6500			CTE - Business, Marketing, Hospitality & Tourism	Alison Williams
6600			CTE - Architecture & Construction	Alison Williams
6700			CTE - Information Technology	Alison Williams
6800			CTE - Engineering & Manufacturing Technology	Alison Williams
6900			CTE - Transportation, Distribution & Logistics	Alison Williams
7210			20ESSER (CARES) (COVID-19 setup first as 0049)	Superintendent
7215			21ESSER II (CARES)	Superintendent
7220			Governor's CARES Program (Highly Impacted)	Catherine Allen
7225			21ESSER III (CARES)	Superintendent
7250			K-12 PPE (PersonalProtectiveEquip) \$42,243.39	Superintendent
7280			K-12 CORONAVIRUS RELIEF \$244,805.59	Superintendent
7285			High School Testing Grant (grades 10-12-rapid COVID)	Keith Mecham
7355			AmeriCorps Literacy	Michelle Westley
7390			IRS Subsidy MBA Interest	Rod Cook
7400	7401		Perkins Federal (was 6047)-Vocational Ed	Alison Williams
7404	7404		CTE Federal Perkins – Leadership&Development Regional	Alison Williams
7405	7405		CTE Federal Perkins – Regional Reserve	Alison Williams
7511			Title I	Keri Greener
7512			Title I Supplemental	Keri Greener
7522			IDEA Preschool	Catherine Allen
7548	7519		ESEA CH1 - Migrant Education	Jeremy Young
7551	7524		Idea-B - Handicapped (PL 101-476)	Catherine Allen
7699			Medicaid Reimbursement & Outreach (was pgm 5425)	Catherine Allen
7801			Comprehensive School Improvement (CSI) \$22,600	Gerald Jackman
7860			Title IIA, Formula & Improving Teacher Quality	Keri Greener

Year 21 07/01/20 - 06/30/21
Program Numbers & Description

<u>Program</u>	<u>State</u>	<u>New programs</u>	
<u>Number</u>	<u>Prgm No.</u>	<u>Program Description</u>	<u>Director</u>
7880		Title III-English Language Acq (ESL Coordinators)	Jeremy Young
7905		4A Student Support & Academic Enrichment	Jacqueline Whitaker
8000		Child Nutrition	Candice Parr
9300		Administration	Superintendent
9600		Building Maintenance and Utilities	Corey Thompson
9650		Energy (was Cenergistics)	Corey Thompson
9670		Technology Maintenance	Robert Gordon
9700		Construction Program (Bond)	Corey Thompson
9999		Carryover Elimination	Rod Cook

Example

Fund	Location	Year	Program	Function	Object
(10)	(500)	(4)	(0050)	(1000)	(610)

FUND CODES

Fund Classifications

Governmental Fund Types

- 10 General Fund
- 21 School (Student) Activity Fund
- 26 Tax Increment Financing (Redevelopment Taxes) Fund
- 31 Debt Service Fund
- 32 Capital Projects Fund
- 49 School Food Services Fund
- 75 Foundation Fund
- 76 Agency Fund
- 80 General Fixed Assets Fund
- 90 General Long Term Debt

This is designed as a reference only. Account numbers should come from budget sheets or be approved by Rod Cook.

School Number	School Name
<i>Elementary:</i>	
104	Century
112	Golden Spike
125	Discovery
132	Fielding
134	Foothill
136	Garland
140	Grouse Creek
148	Howell (closed)
150	Lake View
156	ILSC Independent Life Skills Center (also 157&158)
164	McKinley
166	Mountain View
167	North Park
168	Park Valley
172	Three Mile Creek
188	Snowville
190	West Tremonton
200	Willard
<i>Secondary:</i>	
304	Harris Intermediate
308	Young Intermediate
404	Bear River Middle
408	Box Elder Middle
704	Bear River High
708	Box Elder High
714	Bear River Natatorium
718	Box Elder Natatorium
778	Sunrise High
570	YIC Youth In Custody Triumph
<i>District:</i>	
500	District Office
545	Maintenance Dept.
546	Computer Dept.
550	SSC-Support Service Center (North)
555	Transportation (South)
888	Inactive
999	General (No Location Assigned)

FUNCTION CODES

1000	Instructional (General/Work directly with students)
2000	Support Services
2100	Support Services - Student (student well being)
2200	Support Services - Instructional (supervising & improving instructional staff)
2300	Support Services - General District Administration
2400	Support Services - School Administration
2500	Support Services - Business (accounting, purchasing, personnel & technology)
2600	Operation & Maintenance Services (Facilities)
2700	Student Transportation Services
3000	Operation of Non-Instructional Services
3100	Food (Child Nutrition) Services
3300	Community Services and Building Rental
4000	Facility Acquisition and Construction Services
4000	Equipment (small & large), furniture, repairs and maintenance
4500	Construction Services
5100	Debt Service

OBJECT CODES

110 General District Administrative Salaries

111	Compensation - School Board
112	Salaries - Superintendent
113	Salaries - Associate, Deputy, or Assistant Superintendent
114	Salaries - School Business Administrator
115	Salaries - Supervisors & Directors
116	Salaries - 401K Bonus
117	Salaries - Incentive
118	Salaries - Bonus

120 School Administrative Salaries

121	Salaries - Elementary Principals & Assistants
122	Salaries - Secondary Principals & Assistants
123	Salaries - Coordinators
125	Salaries - 401K Bonus
127	Salaries - Incentive
128	Salaries - Bonus

130 Certified Instructional Salaries

130	Salaries - Teachers (Elementary)
131	Salaries - Teachers (Secondary)
132	Salaries - Substitute Teachers
133	Salaries - Sabbatical Leave
134	Salaries - Extra Pay
135	Salaries- Speech Specialist
136	Salaries - Career Ladder Extra
137	Salaries - Career Ladder Days
138	Salaries - Bonus (Sick Leave Pay)

140 Other Certified Salaries

141	Salaries - Attendance & Social Work Personnel
142	Salaries - Counselor/Guidance Personnel
143	Salaries - (Nurses) Health Service Personnel
144	Salaries - Comp Guidance Extra Pay
145	Salaries - Media Personnel (Certified)
146	Salaries - CD Specialists: Speech, Comm. Disorders
148	Salaries - Bonus
149	Salaries - Other Certified Personnel

150 Office Salaries

151	Salaries - Accounting Personnel
152	Salaries - Secretarial & Clerical Personnel
153	Salaries - Secondary Secretary
154	Salaries - Secretary Extra Pay

160 Para-Professional Salaries

161	Salaries - Aides, Resource Paras
162	Salaries - Prep Aides, ED Paras
163	Salaries - Functional Para
164	Salaries - Accompanist. SLP (speech) Paras
165	Salaries - Music, Media Aides, PreSchool Paras
166	Salaries - Para/Aides Substitute
167	Salaries - Collaboration Aides
169	Salaries - Training

170 Student Transportation Salaries

- 171 Salaries - Student Transportation Supervisor
- 172 Salaries - Contracted Bus Drivers
- 173 Salaries - Mechanics & Other Garage Employees (Route Coordinator)
- 174 Salaries - Voucher Bus Drivers
- 175 Salaries - Activity & Training
- 176 Salaries - Substitute Bus Drivers
- 178 Salaries - Equity Adjustment
- 179 Salaries - Extra Maintenance

180 Operation & Maintenance Salaries

- 181 Salaries - Operation & Maintenance
- 182 Salaries - Custodian & Maintenance Personnel
- 183 Salaries - Extra Maintenance
- 184 Salaries - Sweeper
- 185 Salaries - Summer
- 186 Salaries - Printing

190 Other Classified Salaries

- 191 Salaries - Food Services Supervisor & Asst.
- 192 Salaries - Contracted School Lunch Cook
- 193 Salaries - Non-Contracted School Lunch Cook
- 194 Salaries - Extra Contracted School Lunch Cook
- 195 Salaries - Lunch Clerk
- 196 Salaries - Substitute Cook/Lunch Clerk
- 197 Salaries - Warehouse

200 Employee Benefits

- 210 State Retirement
- 220 Social Security
- 230 Early Retirement Incentive
- 240 Group Insurance
- 270 Industrial Insurance
- 280 Unemployment Insurance
- 295 Life Insurance

300 Purchased Professional & Technical Services

- 311 One Time Enhancement Allocation
- 312 Salary Adjustment Allocation
- 313 Teacher Addl Days Allocation
- 320 Professional - Education Services/Accreditation
- 330 Other Professional Services (Employee Training&Development)
- 340 Technical Services (Other Contracted Professional Services)
- 360 Kelly Services - Substitute Teacher

400 Purchased Property Services

- 420 Utility Services: Water/Sewer
- 440 Repairs & Maintenance Services/Rent
- 460 New Buildings

500 Other Purchased Services

- 521 Property Insurance
- 530 Telephone
- 532 Cell Telephone
- 540 Advertising
- 550 Professional Development
- 551 Professional Development

- 552 Professional Development
- 553 Professional Development
- 554 Professional Development
- 561 Tuition to other LEA's with the State
- 580 Travel including mileage, conference registration

600 Supplies & Materials

- 610 **Supplies - General**
(Amounts paid for items of an expendable nature that are consumed, worn out, or deteriorated in use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances are considered supply expenditures.)
- 710 611 **Uniforms**
- 613 **Food ALL (EXCEPT Child Nutrition)**
- 620 **Emergency Custodial Supplies**
- 622 **Oil**
- 624 **Motor Fuel**
- 625 **Electricity**
- 626 **Natural Gas**
- 630 **Food - CHILD NUTRITION ONLY**
- 631 **Non-Program Expenses FOOD SERVICES ONLY**
- 636 **Printing**

- BOOKS:** Expenditures for books and textbooks prescribed and available for general use by students, including any reference books.

- 641 **Textbooks**
(Expenditures for text material which are defined as including not only traditional hardbound printed volumes but also organized systems or learning packages which constitute the instructional vehicle for a given course, subject, or grade level or a significant portion of a given course, subject, or grade level.)
- 642 **eTextbooks/Online Curriculum or Subscriptions**
- 644 **Library Books**
(Expenditures for purchases of library books which are those books provided for enrichment, extension or study in depth. They may be general or specialized in nature. They are books purchased for general use and not primarily for use in certain classes, grades, or other particular student groups. They include reference sets and dictionaries, but not textbooks and periodicals.)
- 650 **Supplies-Technology Related**
(Expenditures for periodicals and newspapers for general use. A periodical is a publication appearing at regular intervals of less than a year, continuing for an indefinite period.)
- 660 **Audiovisual Materials**
(Expenditures for those non-print items which with reasonable care and use may be expected to last for more than one year. This category includes such items as recorded tapes and discs, slides and transparencies, films and filmstrips, maps and globes, prints and photographs, models and mockups.)
- 670 **Software**
- 675 **Wiring**
- 681 **Lubricants**
- 682 **Tires and Tubes**
- 683 **Repair Parts for Buses & Other Vehicles**
- 699 **P-Card Clearing (Purchasing)**

700 Property

711	710	Land & Improvements
	720	Buildings
	732	Busses
	733	Furniture
	734	Principals Tech
	735	Vehicles
	736	Principals Tech
	737	Principals Tech
	738	Equipment < \$1,000 or non-capitalized
	739	Other Equipment > \$ 1,000 or capitalized

(Expenditures for the initial, additional, and replacement items of equipment, such as furniture, and fixtures and vehicle.)

800 Other Objects

	810	Dues & Fees
	830	Interest
	831	Lease Interest
	870	Indirect Costs - Restricted
	888	Balance Sheet Accounts Only
	890	Miscellaneous Expenditures (sales tax)

900 Other Uses of Financial Resources

	910	Principal
	931	Lease Interest
	999	Revenue Accounts Only

BESD Board Financial
Budget Report

Description	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
1 GENERAL FUND (M&O) FUND (10)				
2				
3 REVENUE:				
4 Local				
5 Property	21,244,343	22,305,024	23,420,275	25,591,289
6 Tuitions/Trans	637,518	364,677	250,000	350,000
7 Inv Earnings	752,618	581,592	180,000	150,000
8 Indir. Costs-SL	652,398	670,342	680,000	680,000
9 Rental Fees	196,655	107,313	80,000	110,000
10 Other	441,711	1,274,591	2,000,000	900,000
11 State	62,996,950	65,646,170	70,906,273	74,424,348
12 Federal	4,487,287	5,526,002	6,525,000	8,525,000
13 Funds Avail/Assigned Balance		890,181	0	1,114,000
14 TOTAL M & O				
15 REVENUE	91,409,480	97,365,892	104,041,549	111,844,637
16 Beg Balance	2,717,347	1,892,331	1,809,181	2,043,744
17 Less:				
18 Ending Balance	1,892,331	1,809,181	2,043,744	1,676,013
19 TOTAL M & O FUNDS				
20 available	92,234,496	97,449,042	103,806,986	112,212,367
21				
22 EXPENDITURES:				
23 Instruction (1000)				
24 Salaries	39,895,224	42,865,703	45,233,157	49,077,975
25 Benefits	16,917,807	18,579,465	17,153,955	18,358,921
26 Purchased Serv.	2,049,764	2,055,437	3,070,500	3,070,500
27 Supplies/Texbooks	2,233,542	2,976,899	5,100,000	5,100,000
28 Equip/ETI/Prog	174,893	280,281	1,405,000	1,905,000
29 Other	375,198	377,643	600,942	700,000
30 Total	61,646,428	67,135,428	72,563,554	78,212,396
31				
32 Student Services (2100)				
33 Salaries	2,111,140	2,873,187	3,189,715	3,510,841
34 Benefits	903,713	1,178,088	1,208,901	1,309,542
35 Other	309,491	343,879	200,000	350,000
36 Total	3,324,344	4,395,154	4,598,616	5,170,383
37				
38 Instructional Staff (2200)				
39 Salaries	1,182,891	1,272,055	1,479,742	1,605,520
40 Benefits	430,723	470,801	589,741	629,160
41 Other	415,940	367,518	276,738	400,000
42 Total	2,029,554	2,110,374	2,346,221	2,634,680
43 District Administration (2300)				
44 Salaries	291,280	336,104	358,944	389,454
45 Benefits	143,547	158,633	160,235	169,797
46 Purch Services	127,833	124,215	125,000	170,000
47 Liability Insurance	167,581	235,235	225,000	235,000
48 Supplies	32,544	40,407	35,000	35,000
49 Other	25,017	24,786	25,000	25,000
50 Total	787,802	919,380	929,179	1,024,251
51 School Administration (2400)				

**BESD Board Financial
Budget Report**

Description	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
52 Salaries	3,651,877	3,842,404	3,991,888	4,331,198
53 Benefits	1,522,904	1,654,266	1,641,487	1,747,827
54 Prof Serv/Travel	101,735	74,986	75,000	80,000
55 Other	11,125	11,685	15,000	15,000
56 Total	5,287,641	5,583,341	5,723,375	6,174,025
57				
58 Business & Support (2500)				
59 Salaries	528,138	610,071	646,895	771,881
60 Benefits	213,089	245,993	247,312	316,483
61 Contract Services	122,098	99,792	159,665	165,000
62 Other	12,893	17,457	25,000	25,000
63 Total	876,218	973,313	1,078,872	1,278,364
64				
65 Operation & Maintenance (2600)				
66 Salaries	4,434,350	4,606,135	5,038,135	5,466,376
67 Benefits	1,831,608	1,918,760	2,068,328	2,202,539
68 Electricity	962,205	864,951	834,325	884,000
69 Purchased Service	774,857	711,830	536,497	757,500
70 Telephone	152,616	317,094	242,012	282,012
71 Natural Gas	469,057	478,061	509,011	515,000
72 Prop Insurance	234,377	240,698	189,052	195,000
73 Repair	115,530	164,237	150,000	330,000
74 Supplies	1,594,303	747,344	730,300	730,000
75 Other	878	779	2,500	2,500
76 Total	10,569,781	10,049,889	10,300,160	11,364,927
77 Transportation (2700)				
78 Salaries	2,660,103	2,661,172	2,544,051	2,760,295
79 Benefits	779,128	794,972	761,381	829,152
80 Purch Serv	278,579	205,828	280,000	280,000
81 Fuel	589,052	408,263	397,785	505,000
82 Supplies	386,495	336,424	307,565	450,000
83 Other/Veh Charges	989,809	1,074,892	1,010,000	485,800
84 Total	5,683,166	5,481,551	5,300,782	5,310,247
85 Non K-12 Services (3200)				
86 Salary	0	0	0	0
87 Benefits	0	0	0	0
88 Purchased Services	0	0	0	0
89 Other	0	0	0	0
90 Total	0	0	0	0
91 Community Services (3300)				
92 Salary	557,632	510,143	627,250	680,566
93 Benefits	160,766	161,292	169,818	186,527
94 Purchased Serv	23,186	45,140	58,820	60,000
95 Supplies/Util	56,961	51,553	68,872	70,000
96 Property	504	2,225	26,000	30,000
97 Other Objects	33,760	30,259	15,467	16,000
98 Total	832,809	800,612	966,227	1,043,094
99 Interfund Trans				
100 Change Desig Fund Bal	1,196,753	0	0	
101 Undist Reserv Add				
102 TOTAL EXPENDITURERS				
103 M & O	92,234,496	97,449,042	103,806,986	112,212,367

BESD Board Financial
Budget Report

Description	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
104 School Activity Fund (21)				
105				
106 REVENUE:				
107 School Deposits	4,195,780	3,539,857	4,400,000	4,400,000
108				
109 Other				
110 Total Revenue	4,195,780	3,539,857	4,400,000	4,400,000
111				
112 EXPENDITURES:				
113 Purch Services	524,832	573,713	902,150	902,150
114 Supplies	3,317,387	2,621,259	2,882,850	2,882,850
115 Desig/Other	12,826	75,067	290,000	290,000
116 Other	317,703	218,803	325,000	325,000
117 Total School Activity	4,172,748	3,488,842	4,400,000	4,400,000
118 DEBT SERVICE FUND (31)				
119				
120 REVENUE:				
121 Property Tax	3,299,416	2,538,246	2,805,364	2,945,632
122 Interest	189,507	120,634	105,750	105,750
123 Bonds				
124 Total	3,488,923	2,658,880	2,911,114	3,051,382
125 Begining Bal	7,980,507	7,167,630	5,696,268	5,696,268
126 LESS:				
127 Ending Balance	7,800,099	6,535,160	6,034,982	5,659,746
128 Funds Available	7,800,099	6,535,160	4,630,220	4,770,488
129 EXPENDITURE:				
130 Refund of Bonds	3,661,331	3,286,350	3,927,162	3,927,162
131 Bond Debt	8,000	5,000	50,000	50,000
132 Other Uses				
133 Total	3,669,331	3,291,350	3,977,162	3,977,162
134 CAPITAL OUTLAY FUND (32)				
135				
136 REVENUE:				
137 Property Tax	11,183,675	11,490,775	11,750,000	13,337,500
138 Interest	561,604	612,447	243,753	255,941
139 Other	131,888	74,131	168,000	176,400
140 State	115,475	112,629	150,500	158,025
141 Federal	79,837	69,992	60,274	63,288
142 Ins./Prop.Recry	97,135	36,263	90,000	94,500
143 Total Revenue	12,169,614	12,396,237	12,462,527	14,085,653
144 Bond Proceedes/Loan			15,000,000	0
145 Other Sources/QZAB		345,580	345,580	345,580
146 Desig. Fund Bal		1,621,006		
147 TOTAL REVENUE CAPITAL				
148 OUTLAY	12,169,614	14,362,823	27,808,107	14,431,233
149 Beg. Balance	18,578,174	14,806,096	16,120,809	28,428,650
150 Less:				
151 Ending Balance	18,006,035	16,120,809	28,428,650	8,555,580
152 Capital Outlay Funds				
153 available	12,741,753	13,048,110	15,500,266	34,304,303
154 EXPENDITURES:				
155 Oper/Maint				

**BESD Board Financial
Budget Report**

Description	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
156				
157 Purchased Services	22,883	6,814	5,500	5,000
158 Software	323,606	5,000	1,200,000	850,000
159 Land Improvement	1	1,336,297	0	0
160 Fielding	0	1	0	0
161 Buildings/ 5 yr	1,026,061	1,078,986	2,000,000	2,600,000
162 Vehicles	222,670	109,058	320,000	870,000
163 Furniture/Equip	1,087,458	1,920,105	1,524,000	1,794,000
164 Other Objects	0	0	1	1
165 Total Capital	2,682,679	4,456,261	5,049,501	6,119,001
166 Young Intermediate	1,516,804	2,455	150,000	200,000
167 Brigham East Elementary	173,257	229,750	4,485,765	25,300,000
168 Alternative High/Sunrise	233,500	6,038,361	4,500,000	200,000
169 Prop Purchase/Other Projects/Go	597,443	114,075	480,000	80,000
170 HS Athletic Facilities	3,681,006	1,918,411	510,000	420,000
171 Total Construction	6,202,010	8,303,052	10,125,765	26,200,000
172 Desig. F Bal	3,555,380	0	0	0
173 MBA Lease Payment/Golden Spike	301,684	288,499	325,000	1,985,302
174 TOTAL EXPENDITURES CAPITAL		298		
175 OUTLAY	12,741,753	13,048,110	15,500,266	34,304,303
176 SCHOOL FOOD SERVICE FUND (49)				
177				
178 REVENUE:				
179 Lunch Sales	1,299,459	1,055,208	250,000	250,000
180 Other Local	13,225	4,049	1,200	1,500
181 State	943,959	1,049,598	1,075,000	1,075,000
182 Federal	2,528,108	3,130,278	3,700,000	4,000,000
183 Other	15,904	1	0	0
184 TOTAL REVENUE SCHOOL				
185 FOODS	4,800,655	5,239,134	5,026,200	5,326,500
186 Beg. Balance	916,186	690,707	938,697	1,000,835
187 Less:				
188 Ending Balance	690,707	938,697	1,000,835	1,179,481
189 School Food Service Funds				
190 available	5,026,134	4,991,144	4,964,062	5,147,854
191 EXPENDITURES:				
192 Salaries	1,764,966	1,806,721	1,646,305	1,786,241
193 Benefits	572,708	581,672	648,757	692,613
194 Food/Supplies	2,236,071	2,164,840	2,294,000	2,294,000
195 Equipment	101,112	13,864	50,000	50,000
196 Other Costs	71,428	57,354	25,000	25,000
197 Dir/Indirect Costs	279,849	293,344	300,000	300,000
198 TOTAL EXPENDITURES SCHOOL		73,349		
199 FOODS	5,026,134	4,991,144	4,964,062	5,147,854
200 Foundation Fund (75)				
201				
202 REVENUE:				
203 Total Revenue	126,773	180,142	250,000	250,000
204 Available Revenue	126,773	180,142	250,000	250,000
205 EXPENDITURE:				
206 Expenses	132,932	162,544	180,000	180,000
207 Changes/Desg Fund Bal				

BESD Board Financial
Budget Report

Description	2018-19 Actual	2019-20 Actual	2020-21 Revised	2021-22 Preliminary
208 TOTAL EXPENDITURE	132,932	162,544	180,000	180,000
209 Agency Fund (76)				
210				
211 REVENUE:				
212 Agent Services	106,800	19,400	125,000	125,000
213 State			5,000	5,000
214 Federal				
215 Other	-3,456	14,372	7,000	7,000
216 TOTAL REVENUE/BB				
217 AGENCY FUND	103,344	33,772	137,000	137,000
218 EXPENDITURE:				
219 Instruction	0			
220 NUCC	3,354	4,150	125,000	125,000
221 Other	2,911	31,538	7,000	7,000
222 Changes/Desg Fund Bal		4,089	5,000	5,000
223 TOTAL EXPENDITURES				
224 AGENCY FUND	6,265	39,777	137,000	137,000
225				
226				
227				
228				
229 GRAND TOTAL FUNDS AVAILABLE				
230 ALL FUNDS	122,228,379	125,777,227	144,573,970	139,440,752
231 GRAND TOTAL EXPENDITURE				
232 ALL FUNDS	117,983,659	122,470,809	132,965,476	160,358,686

Description	Lable	Categories Included
1 GENERAL FUND (M&O) FUND (10)	Header Fund description	Includes:
2		
3 REVENUE:	Revenue header	
4 Local	Type of revenue	
5 Property	Combined local property taxes	Basic/Tax sales/Redemptions/Leeways/ Trans/Tort/Reading/Fee in Lieu
6 Tuitions/Trans	Patron tuition and fees	Tuition charges Adult Ed/Transp Hazardous runs/Drivers Ed
7 Inv Earnings	Earnings on all money held	Interest on checking/ State Treasurer/Other investments
8 Indirect Costs	Indirect Costs Programs	State/Federal and Local programs including School Lunch Overhead charges
9 Rental Fees	Rental Fees	Textbook rental fees from students
10 Other	Other Misc Revenue	Reimbursements/Donations/Charges to schools wage reimbursement and other Indirect Costs
11 State	Revenue from the State	All WPU/Program and supplemental State
12 Federal	Revenue from the Federal Gov	All Federal programs/Special Ed/Title programs/Other Federal
13 Misc./ Fund Bal	Miscellaneous/Fund Transfers	Fund Transfers/Designated Transfers
14 TOTAL M & O	Total General Fund	
15 REVENUE	Revenue Total	Sum of the above cells
16 Beg Balance	Beginning Balance	Balance Carryover from last year
17 Less:	Less	minus
18 Ending Balance	Ending Balance	Calculated Revenue plus carryover minus expenditure
19 TOTAL M & O FUNDS		
20 available	Total Available	Revenue plus beginning balance less ending balance
21		
22 EXPENDITURES:	Expenditure Header	
23 Instruction (1000)	Instruction Function 1000	General Instruction
24 Salaries	Salaries	Classroom Instructional payroll this includes Teachers/Aides/Extra pay
25 Benefits	Benefits	Benefits/FICA/Retirement/H & A/Workers comp/Life Insurance
26 Purchased Serv.	Purchased Professional Services	Resource Officer/Interpreters/Other specialists/Repairs classroom equipment
27 Supplies/Textbooks	Supplies and Textbooks	Supplies and Textbooks used in the classroom
28 Equip/ETI/Prog	Equipment Technology Program	This includes technology equipment and program equipment (Classroom equipment F 32)
29 Other	Other Misc Expenses	Indirect Cost charges/graduation expenses/Interest paid to schools/workshops and presentations
30 Total	Total	
31		
32 Student Services (2100)	Student Support Services	
33 Salaries	Salaries	Counselors/Interpreters/Psychologists/Guidance secretaries
34 Benefits	Benefits	Benefits/FICA/Retirement/H & A/Workers comp/Life Insurance
35 Other	Other items	Contract services/Travel/Supplies/Misc
36 Total	Total	
37		
38 Instructional Staff (2200)	Instructional Support Staff	
39 Salaries	Salaries	Curriculum/Special Ed/Title/Testing Directors/Media specialists and aides/Secretarial support
40 Benefits	Benefits	Benefits/FICA/Retirement/H & A/Workers comp/Life Insurance
41 Other	Other items	Contract services/Travel/Supplies/Library books/Misc
42 Total	Total	
43 District Administration (2300)	District Administration	
44 Salaries	Salaries	Board/Superintendent/Half of Personnel and Business Administrators/Secretary Support
45 Benefits	Benefits	Benefits/FICA/Retirement/H & A/Workers comp/Life Insurance
46 Purch Services	Professional Services	Auditor/Legal/Insurance consultants/Board Travel and Conferences
47 Liability Insurance	Liability Insurance	District Wide Liability Insurance State Risk Management
48 Supplies	Supplies	Board and District Administrative Paper and Supplies
49 Other	Other Miscellaneous	Accreditation/Dues and Fees/Judgements/Workshops and Conferences
50 Total	Total	
51 School Administration (2400)	School Administration	
52 Salaries	Salaries	Principals and Secretarial support
53 Benefits	Benefits	School Principals/Secretaries
54 Prof Serv/Travel	Professional Services	Benefits/FICA/Retirement/H & A/Workers comp/Life Insurance
55 Other	Other	Travel
56 Total	Total	Dues and Professional Development
57		
58 Business & Support (2500)	Business and Support Services	
59 Salaries	Salaries	Business and Personnel
60 Benefits	Benefits	Half of Business and Personnel Adm/Accounting and Personnel Staff
61 Data Processing	Data Processing	Benefits/FICA/Retirement/H & A/Workers comp/Life Insurance
62 Other	Other	Software Maintenance and Licensing/Sub Finder/Time clocks/Document retrieval/Fiscal
63 Total	Total	Supplies/Bank Charges/Professional Development and Training/Wellness incentives
64		

65	Operation & Maintenance (2600)	Operation and Maintenance	Facilities Operation and Maintenance
66	Salaries	Salaries	Director/Secretary/Maintenance and Custodial Personnel
67	Benefits	Benefits	Benefits/FICA/Retirement/H & A/Workers comp/Life Insurance
68	Electricity	Electricity	Electrical Costs
69	Purchased Service	Professional Services	IT Offsite/Weed Control/Asset Management Software/Water/Sewer
70	Telephone	Telephone	Telephone/Computer/Cellular Phone Lines
71	Natural Gas	Natural Gas	Natural Gas all Buildings
72	Prop Insurance	Property Insurance	Insurance for all District Property State Risk Management
73	Repair	Building and Equipment Repair	Building/Copiers/Musical Instrument/Printer Repair
74	Supplies	Supplies	Custodial/Glass repair/Emergency Maintenance/Building Repair Supplies
75	Other	Other	Property Tax/Computer and Maintenance Training and Professional Development
76	Total	Total	
77	Transportation (2700)	Student Transportation	
78	Salaries	Salaries	Director/Coordinator/Secretarial Support/Mechanics/Training/Drivers
79	Benefits	Benefits	Benefits/FICA/Retirement/H & A/Workers comp/Life Insurance
80	Purch Serv	Professional Services	Drug Testing/Water/Sewer/Shop repairs/parent travel reimbursement/ Driver Meals
81	Fuel	Fuel for Vehicles	Diesel and gasoline for Bus Fleet
82	Supplies	Supplies	Tires/Oil/Grease/Repair Parts/Supplies
83	Other/Veh Charges	Other	Training/Workshops/Physicals
84	Total	Total	
85	Noninstructional (3200)	Non K-12 Instructional Services	Preschool/Adult Ed/Migrant Services/non K-12 services
86	Salary	Salaries	Preschool/Summer Band/Migrant
87	Benefits	Benefits	Benefits/FICA/Retirement/H & A/Workers comp/Life Insurance
88	Purchased Services	Professional Services	Auditor/Other Services
89	Other	Other	Supplies/Utilities/Equipment/Indirect Costs
90	Total	Total	
91	Community Services (3300)	Community Services	Natorium/Recreational Services/Athletics/Extra Curricular
92	Salary	Salaries	Natorium/ Extracurricular/ Coaching/Sports
93	Benefits	Benefits	Benefits/FICA/Retirement/H & A/Workers comp/Life Insurance
94	Purchased Serv	Professional Services	Referees/Police Services/Other
95	Supplies/Util	Supplies and Utilities	Utilities/Supplies/Pool Chemicals
96	Property	Property	Equipment for Natatoriums
97	Other Objects	Other	Building rental rebate/Sales Tax Natatoriums
98	Total	Total	Total Community Services
99	Interfund Trans	Transfers to/from other funds	Transfers to/from other funds
100	Change Desig Fund Bal	Fund Balance	Changes in designated funds and other
101	Undist Reserv Add	Add to Assigned Balance	Increase of Emergency Fund Balance
102	TOTAL EXPENDITURERS		
103	M & O		Grand total Expenditures General Fund
104		Header Fund description	
105			
106	REVENUE:	Revenue Header	
107	School Deposits	School Activity Accounts	School Accounts reporting as of end of year
108			
109	Other	Other	
110	Total Revenue		
111			
112	EXPENDITURES:	Expenditure Header	
113	Supplies	Supplies	All supplies used in schools from locally collected funds
114	Other	Other	Other from locally collected funds
115	Desig/Other	Designated Funds	Changes in designated funds and other
116	Total Expenditures	Total	
117	School Activity	Total School Activity Funds	
118	DEBT SERVICE FUND (31)		
119			
120	REVENUE:		
121	Property Tax	Property Tax	Property Tax for debt retirement of General Obligation Bonds
122	Interest	Interest Earned	
123	Bonds	Bonds Sold	Bonds Sold
124	Total	Total	
125	Beginning Bal	Beginning Balance for year	
126	LESS:		
127	Ending Balance	Ending Balance	
128	Funds Available	Available to spend	
129	EXPENDITURE:		
130	Refund of Bonds	Payments of Bonds	

131	Bond Debt	Debt Payment	Debt payment
132	Other Uses	Other costs	Fees associated with bonds
133	Total	Total	
134	CAPITAL OUTLAY FUND (32)	Header Fund description	
135			
136	REVENUE:	Revenue Header	
137	Property Tax	Capital Outlay Combined Local Tax	Basic/Tax sales/Redemptions/10% of Basic
138	Interest	Interest	Interest Earnings on Balances
139	Other	Other	Other from locally collected funds
140	State	State	Capital Equalization Program
141	Federal	Federal	Special Federal Programs
142	Ins./Prop.Recry	Insurance Property Recovery	Insurance payments/Surplus Property Sales
143	Total Revenue	Total Revenue	
144	Bond Proceeds	Bond Proceeds	Bond Proceeds used for Capital Building
145	Other Sources	Other	Donations
146	Desig. Fund Bal	Designated Fund Balance	Designated Fund Balance Transfer
147	TOTAL REVENUE CAPITAL	Total	
148	OUTLAY	Total Capital Outlay	
149	Beg. Balance	Beginning Balance	
150	Less:	Less	
151	Ending Balance	Ending Balance	
152	Capital Outlay Funds	Total	
153	available	Total Capital Outlay	Revenue plus beginning balance less ending balance
154	EXPENDITURES:	Expenditure Header	
155	Oper/Maint	Operation and Maintenance	Transfers for special projects General Fund
156	10% and Other	10% and Other	10% of Basic Expenses and Other Transfers
157	Purchased Services	Professional Services	Architect/Engineers/Asbestos Abatement
158	Software	Software	Software purchases
159	Land Improvement	Land Improvement	Sidewalks/Fences/Driveways
160	Fielding MBA	Fielding MBA payment	Municipal Building Authority Lease Payment
161	Buildings/ 5 yr	Five year plan	Building repairs/Roots/Land Improvements
162	Vehicles	Vehicles	Busses and other Vehicles
163	Furniture/Equip	Capital Furniture and Equipment	Classroom furniture and Equipment/Maintenance/Technology/Other Capital Equipment
164	Other Objects	Other	Miscellaneous other expenditures
165	Total Capital	Total	
166	Other Const	Other Construction	Besides High School Construction
167	High School Serv.	Professional Services	High School Architects/Engineers/Inspectors
168	High School Const.	High School Construction	Construction Charges Both High Schools
169	Prop Purchase	Property Purchases	Real Property Purchases
170	High School FFE	High School Furniture & Fixtures	Furniture/Fixtures/Equipment
171	Total Construction	Total Construction School District	School District Construction Totals
172	Desig. F Bal	Designated Fund Balance	Designated Fund Balance Transfer
173	Budget Cuts	Budget Cuts	Budget Adjustments (2009 midyear)
174	TOTAL EXPENDITURES CAPITAL		
175	OUTLAY	Total	
176	SCHOOL FOOD SERVICE FUND (49)	Header Fund description	
177			
178	REVENUE:	Revenue Header	
179	Lunch Sales	Lunch Sales	Money collected for sales of Lunches
180	Other Local	Other Local	Interest/Alacart/Misc.
181	State	State	State Lunch Allocation
182	Federal	Federal	Federal National School Lunch Allocations
183	Other	Other	Other
184	TOTAL REVENUE SCHOOL		
185	FOODS	Total	Total School Foods Program Revenues
186	Beg. Balance	Beginning Balance	
187	Less:	Less	
188	Ending Balance	Ending Balance	
189	School Food Service Funds	Total	
190	available	Funds Available	Revenue plus beginning balance less ending balance
191	EXPENDITURES:	Expenditure Header	
192	Salaries	Salaries	School Lunch/Supervisor/ Clerks/Cooks/Secretarial Support
193	Benefits	Benefits	Benefits/FICA/Retirement/H & A/Workers comp/Life Insurance
194	Food/Supplies	Food and Supplies	Food and Supplies for preparing and serving
195	Equipment	Equipment	School Lunch Equipment and Furniture
196	Other Costs	Other	Miscellaneous Cost/Travel/Training

197	Dir/Indirect Costs	Direct and Indirect Costs	Energy and Management Costs
198	TOTAL EXPENDITURES SCHOOL	Total	
199	FOODS	Total School Lunch	
200	Foundation Fund (75)	Header Fund description	School District Foundation
201			
202	REVENUE:	Revenue Header	Revenue from grants/donations/fund raising activities
203	Total Revenue	Total Revenue	
204	Available Revenue	Available Revenue	
205	EXPENDITURE:		
206	Expenditure	Expenditure	Expenditure for cost of raising money scholarships/donations to classrooms/Arts/Enrichment
207	Changes/Desg Fund Bal	Designated Fund Balances	Designated Fund Balance Transfer
208	TOTAL EXPENDITURE	Total Expenses	
209	Agency Fund (76)	Header Fund description	Acting as an Agent for programs that flow to other districts
210			
211	REVENUE:	Revenue Header	Northern Utah Curriculum Consortium/Medicaid Reimbursement
212	Agent Services	Agent Services	Northern Utah Curriculum Consortium/Medicaid Reimbursement
213	State	State	Northern Utah Curriculum Consortium
214	Federal	Federal	Medicaid Reimbursement
215	Other	Other	Miscellaneous other programs
216	TOTAL REVENUE/BB	Total Revenue	
217	AGENCY FUND	Total	
218	EXPENDITURE:	Expenditure Header	
219	Instruction	Instructional Expenditures	Classroom Instructional Expenditures
220	NUCC	Northern Utah Curriculum Associatic	Northern Utah Curriculum Association
221	Other	Other	Other
222	Changes/Desg Fund Bal	Designated Fund Balance	Designated Fund Balance Transfer
223	TOTAL EXPENDITURES	Total Agency Fund	
224	AGENCY FUND	Total	
225			
226			
227			
228			
229	GRAND TOTAL FUNDS AVAILABLE		
230	ALL FUNDS		
231	GRAND TOTAL EXPENDITURE		
232	ALL FUNDS		

Recommendation:

The Board move into a Municipal Building Authority meeting to conduct the following business:
Adopt a Budget for the 2021-22 fiscal year.
Adopt the lease agreement for the 2021-22 fiscal year.
Appoint officers of the Municipal Building Authority.
A motion to move back into regular Board Meeting of the Box Elder School District will also be required.

Recommended Motions:

Pursuant to Section 3.01 of that certain Master Lease Agreement dated June 1, 2011 between the Municipal Building Authority of Box Elder School District (the "Lessor") and Box Elder School District (the "Lessee"), I make the motion to accept the lease renewal commencing July 1, 2021 and ending June 30, 2022 and adopt the budget as presented.

Revenue:

Base Lease Revenue from Box Elder School District	\$240,000
Additional Rental Revenue	<u>\$105,580</u>
	\$345,580

Expenditures:

Bond Payment of Principal and Interest	\$250,000
Bond Fees	<u>\$ 75,000</u>
	\$325,000

I make the motion to accept the current officers of the Board of Education as the officers of the Municipal Building Authority of Box Elder School District.

Background:

On June 1, 2011 the Board of Education set up a Municipal Building Authority to Bond for three million dollars of interest free bonds (QZAB-Qualified Zone Academy Bonds) through the federal government to assist in building Fielding Elementary school. The School District will in turn pay a Lease payment to the Building Authority of an amount to pay the principal and any other costs associated with the Bond. Section 3.01 refers to the section in the master agreement between the Municipal Building Authority and the School District. Zions Bank holds the bonds at this time. This approval is a necessary legal requirement to maintain the Lease and payment of the Bonds.

Policy Implications:

There are no policy implications other than those already established to facilitate the Municipal Building Authority Bond.

Financial Implications:

The cost of the lease is budgeted into the overall District Budget and is a savings of the interest that is subsidized by the Federal Government.

Staff Implications

None at this time



NOTICE OF EXTENSION OF TERM OF LEASE

Zions First National Bank, as Trustee
Under an Indenture of Trust, Mortgage,
Assignment of Lease Agreement and Security Agreements, dated as of
June 15, 2011 from the Municipal Building Authority of
Box Elder School District, Box Elder County, Utah
Rodney L. Cook
960 South Main Street
Brigham City, UT 84302

Pursuant to Section 3.01 of that certain Master Lease Agreement, dated as of June 1, 2011 (the "Lease"), between the Municipal Building Authority of Box Elder School District, Box Elder County, Utah (the "Lessee"), the Lessee hereby declares that it has extended the term of the Lease for Renewal Term (as defined in the Lease) commencing July 1, 2021 and ending June 30, 2022.

The Lessee met in regular public session on June 9, 2021 and appropriated funds in the total amount of \$325,000 sufficient for the purpose of paying the Base Rental and reasonably estimated Additional Rentals (as such terms are defined in the Lease) calculated as provided in Section 4.01(b) of the Lease, to become due during the aforementioned Renewal Term. Of the total amount appropriated, \$250,000 was appropriated for the purpose of paying Base Rentals and \$75,000 was appropriated for the purpose of paying reasonably estimated Additional Rentals.

Dated this 10th day of June, 2021.

Board of Education of Box Elder School District, Box Elder County, Utah

By _____
Rodney L. Cook
Authorized Lessee Representative

Recommendation:

It is recommended that the Board of Education adopt the non-contributory retirement rates for the 2021-22 fiscal year along with the pickup rates for the contributory retirement.

Recommended Motion:

I move that the BESD Board of Education approve the non-contributory rates as presented and the pick-up rates for those employees on the contributory retirement plan.

Background:

Annually the Board must approve the contribution rates paid on behalf of employees to the Utah Retirement System. These rates are set by the URS Board but must be ratified by each local entity. The rates for the non-contributory retirement system this year are 23.7% (22.2% pension and 1.5% into employee's 401K). All but two of our employees are in the non-contributory system.

Currently we have two employees who are on the contributory system. The district "picks up" the pension needs of these employees by paying a contribution on their behalf. To be in compliance with the Internal Revenue Service and the Utah Retirement Systems regulations, we are required to provide a formal adoption of any pick up elections that are currently taking place. The district pays the 6% Employee contribution for a total of 23.70% contribution. The employee pays the 1% 401K contribution.

Policy Implications:

This would be the same procedure followed in the past for providing employee benefits.

Financial Implications:

There are no known negative implications.

Staff Implications

None at this time

Recommendation: It is recommended that the Board ratify the negotiated agreement with Box Elder Administration Association (BEAA) as presented by Keith Mecham, Negotiations Team Spokesman.

Recommended Motion: I move that the Board of Education Ratify the tentative Agreement reached between Box Elder Administration Association and Box Elder School District.

Background: Each year the Board's negotiation team and BEAA negotiation team work together to reach a settlement which will enhance the working conditions for Administrators for Box Elder School District.

Financial Implications: All financial implications are built into a balanced proposed budget.

Staff Implications: None at this time

2021-2022 MEMORANDUM OF TENTATIVE AGREEMENT FOR ADMINISTRATORS

1. **Lane changes and step increments** will be covered by the District. (2.7%)
2. **Insurance:** Two PEHP High Deductible Health Plans (HDHP) will be offered again with a 0% increase to the employee. (Rates will stay the same from the current year.)
 - a. [21-22 Insurance Premiums](#)
3. **Cost of Living Allowance (COLA):** Employees will receive a 5% COLA.
4. **Increase the Starting Salary of our Administrators**
 - a. Would propose to move step 1 and step 2 on the Admin salary schedule to the amount on step 3 and then add the 5% and freeze lanes 1 and 2 moving forward with the exception of the annual COLA.

Recommendation: It is recommended that the Board ratify the negotiated agreement with Box Elder Education Association as presented by Keith Mecham, Negotiations Team Spokesman.

Recommended Motion: I move that the Board of Education Ratify the tentative Agreement reached between Box Elder Education Association and Box Elder School District.

Background: Each year the Board's negotiation team and BEEA's negotiation team work together to reach a settlement which will enhance the teaching profession for Box Elder School District. Policy Implications: All financial implications are built into a balanced proposed budget.

Staff Implications: None at this time

2021-2022 MEMORANDUM OF TENTATIVE AGREEMENT FOR CERTIFICATED

1. **Lane changes and step increments** will be covered by the District. (2.7%)
2. **Insurance:** Two PEHP High Deductible Health Plans (HDHP) will be offered again with a 0% increase to the employee. (Rates will stay the same from the current year.)
 - a. [21-22 Insurance Premiums](#)
3. **Cost of Living Allowance (COLA):** Employees will receive a 5% COLA.
4. **Increase the Starting Salary of our Teachers**
 - a. Would propose to move step 1 and step 2 on the teacher salary schedule to the amount on step 3 and then add the 5% and freeze lanes 1 and 2 moving forward with the exception of the annual COLA.

MEMORANDA of UNDERSTANDING

1. BEEA and BESD will intentionally work together at regular joint meetings to provide training to staff and students concerning systemic racism and implicit bias throughout the year. We desire to create a climate in our schools where all students, staff and parents can interact in a kind, respectful and safe environment.
2. BESD will create viable opportunities where all employees can access upgraded fitness areas with the goal of enhancing employee well-being and morale.
3. BEEA and BESD will create a task force committee consisting in equal numbers of certificated educators and administrators to assess and address instances of significant classroom disruptions and extreme behaviors. The following will provide a suggested template for first step direction:

Recognizing the need to continue to support educators and their students is a shared interest between the Association and the District, we agree to provide classroom educators the following support:

***Review District student discipline policies at the beginning of each school year (Critical Policy Review of BESD Policies 5005, 5006, 5282 and 3312.6.1.7 and 8)**

***Develop or continue to implement at each school restorative multi-tiered programs, plans and other systematic approaches designed to assist classroom educators in intervening to support "... the growth of the individual in learning to control and appropriately conduct him/herself, [with] students ... expected to follow accepted rules of conduct, to show respect for other people, and to obey persons in authority at the school," while working to preserve "interpersonal relationships, personal dignity, mutual respect, and understanding, instead of inflicting punishment and retribution."**

***Invite the collaboration of educators and provide information regarding the process that will be followed to address student discipline and extreme behaviors.**

***Provide information regarding what initiates such a process and everyone's role.**

***Provide an option for a teacher to assess progress of any intervention that would apply to specific situations involving the teacher.**

Rationale: We all understand helping students learn and regulate appropriate behavior is an ongoing process. It is hoped that this supplies a meaningful approach while we continue to work together to educate and assist students who exhibit significantly disruptive behavior, while also addressing a key workplace safety and wellbeing concern, that in turn is a key student learning environment concern.

Recommendation: It is recommended that the Board ratify the negotiated agreement with Box Elder Education Support Professionals as presented by Keith Mecham, Negotiations Team Spokesman.

Recommended Motion: I move that the Board of Education Ratify the tentative Agreement reached between Box Elder Education Support Professionals and Box Elder School District.

Background: Each year the Board's negotiation team and BEESPA's negotiation team work together to reach a settlement which will enhance the support professionals for Box Elder School District.

Financial Implications: All financial implications are built into a balanced proposed budget.

Staff Implications: None at this time

2021-2022 MEMORANDUM OF TENTATIVE AGREEMENT FOR ESP EMPLOYEES

1. **Lane changes and step increments** will be covered by the District. (2.7%)
2. **Insurance:** Two PEHP High Deductible Health Plans (HDHP) will be offered again with a 0% increase to the employee. (Rates will stay the same from the current year.)
 - a. [21-22 Insurance Premiums](#)
3. **Cost of Living Allowance (COLA):** Employees will receive a 5% COLA.

Memorandum of Understanding

- Would propose to create separate salary schedules for transportation, custodian and maintenance, and clean up ambiguities in the secretary salary schedule.
- Would propose to increase an ED/Functional Skill Para one step on the salary schedule. (whether they are contracted or not contracted) to compensate for the Rigorous Duty Stipend.
 - Would propose to delete the language we have adopted the past 2 years and reword it to reflect the increased step on the salary schedule.
- Work on a process for employees in the District to apply for other District positions in a more efficient manner.
- Would propose to SPED to provide specific training for all SPED employees
- Would propose to SPED to provide technology to help support SPED paras to do the required Medicare/Medicaid reporting during working hours.

- Would propose to continue to work with BEESPA to continue conversations about possibly implementing the MOUs from 2020 negotiations with the exception of giving steps to non-contracted employees.
 - This includes continuing work and training on systemic racism and implicit bias
 - looking into updating the natatorium fitness equipment
 - hiring one full-time 6 hour roaming contracted Special Ed para to support ED, Functional Skills and Resource classrooms in this order when subs are needed.

Recommendation for Declaration of Open Enrollment Schools

Submitted by: Keith Mecham, *Assistant Superintendent*

Recommendation:

It is recommended that Century Elementary, Garland Elementary, Lake View Elementary, and McKinley Elementary be designated “closed,” with the exception of students and their families involved in the dual immersion programs, to students transferring in from outside the school’s established attendance area.

Recommended Motion:

I move that Century Elementary, Garland Elementary, Lake View Elementary, and McKinley Elementary be designated “closed,” with the exception of students and their families involved in the dual immersion programs, to students transferring in from outside the school’s established attendance area.

Background:

Each year, Utah school districts are required to publicly announce which schools will be open to enrollment by students who live outside of a particular school’s established attendance area. Schools with an enrollment of at least 90% of the building’s core capacity can be closed to enrollment by those students outside of the school’s attendance area.

Generally speaking, out of boundary students whose behavior is satisfactory are able to stay in a school once they have been admitted, although the district does reserve the right to require out of boundary students to transfer back to their home schools based on student behavior and/or overcrowded conditions.

The anticipated enrollment for the 2021-2022 school year identifies the following schools as being over the 90% threshold and thus closed to the enrollment of out of boundary students:

Century Elementary School, Bear River City	92% of capacity
Garland Elementary School, Garland	93% of capacity
Lake View Elementary School, Brigham City	109% of capacity
McKinley Elementary School, Tremonton	96% of capacity

In addition to closing entire schools to out of boundary students, specific grade levels can be closed in “open” schools due to student/teacher ratios or the lack of programs required by a specific child. During the June 20, 2012, meeting the Board recommended that out of boundary students should not be accepted when enrollment at a grade level exceeded 10% of the state’s median enrollment at that grade level during the last previous year posted on the Utah State Board of Education’s website.

<https://www.schools.utah.gov/data/reports?mid=1424&tid=1>

Ten percent over the state’s median enrollment during the 2020-2021 school year is as follows:

Kindergarten	21	Fourth Grade	25
First Grade	22	Fifth Grade	26
Second Grade	23	Sixth Grade	27
Third Grade	24		

Policy Implications:

There are no policy implications other than the grade level guidelines are in alignment with previous Board recommendations.

Financial Implications:

There are no staff implications at this time.

Staff Implications:

There are no financial implications at this time.

Recommendation: I recommend the Board adopt the draft resolution approving the interlocal agreement with Brigham City Economic Redevelopment Agency for the proposed Reeder Ranch Development Area. This complies with Title 11, Chapter 13, Utah Code Annotated 1953. By policy and procedure approval is dependent on an approval of the contract from the consultant paid for by the Brigham City Redevelopment Agency (Burke Jolley) and our Attorney as well as the Agency meeting all agreed upon criteria. This recommendation has initial approval by the increment financing committee.

Recommended Motion: I move the School Board adopt the draft resolution approving the interlocal agreement with Brigham City Redevelopment Agency for the proposed Reeder Ranch Project Area.

Background: The Brigham City Redevelopment Agency is requesting School District participation on a project in Northwest Brigham City by a yet to be named company working through Boyer and Co. They have requested a variance of the policy on participation not exceeding 60% to increase to 75%. They have agreed to the project being no longer than 15 years.

Policy Implications: The project will be substantially in compliance with the recently adopted Policy 2035 Increment Financing. The non-compliance items are 6, and 9a, b, and c. which will be in flex and negotiated with the Agency. Items 9 b and c which will be negotiated with the Agency.

Financial Implications: The District share of the increment will be about \$11 million over 15 years. The average rebate back to the District is estimated to be \$736,000 per year for the first 15 years. This amount should pay for the ongoing district cost of extra students and allow funds for needed capital costs. With the amount increasing to about \$2.5 million per year after the 15 years. The current yearly tax from the property being received by the district is \$191,785.

Staff Implications

Minimal Administrative duties

Recommendation to approve a new date for the July Board Meeting

Submitted by: Supt. Steve Carlsen

Recommendation:

It is recommended that Board of Education look at their July Calendars and determine a date for the July Board Meeting.

Recommended Motion:

I move that we move the July Board Meeting date to _____ and start the all-day work session at _____.

Background: Originally the date for July Board Meeting was going to be July 14th. Because of conflicts it was changed to July 21st. There were more conflicts with July 21st than the 14th. Now there is still a conflict with the 14th. Would the Board consider July 12 or 13?

Policy Implications: None

Financial Implications: None

Staff Implications: If we pick the right date all staff and Board Members can be there.



BESD Construction Report

June 9, 2021

**Golden Spike
Elementary
north parking
lot**



**Golden Spike
Elementary
front door
location,
door will face
north**



Golden Spike Elementary north wing



Golden Spike Elementary south wing



Golden Spike Elementary Schedule of Progress

- Currently Hogan Construction estimates they are 3-4 weeks behind schedule
 - Frozen ground in January/February
 - Concrete rationing by the supplier
- Hogan's plan to make up the lost time is to hire a second steel crew
- As a side note, many of the materials have already been ordered including metal studs, which had they waited, are now 5 months lead time to receive

**Century
Elementary
new parking,
NW corner, 35
parking spaces**



**BRHS, turf
construction
has begun**



**BRHS, earthen
bridge to
protect the
track during
construction**



BRHS, earthen bridge layers



MONTHLY FINANCIAL REPORT

May 31, 2021

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Revised	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			91.6%	91.6%		
	Percent of 9 month contract complete			83.6%	83.6%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	23,420,275	20,389,208	87.1%	87.9%	19,614,948	22,305,024
6	Tuitions	250,000	189,465	75.8%	36.0%	131,219	364,677
7	Inv Earnings	180,000	114,011	63.3%	99.2%	577,001	581,592
8	Indr. Costs-SL	680,000	627,146	92.2%	0.0%	0	670,342
9	Rental Fees/Building/Tra	80,000	47,175	59.0%	81.5%	87,419	107,313
10	Other	2,000,000	1,518,946	75.9%	99.7%	1,270,547	1,274,591
11	State	70,906,273	63,818,545	90.0%	92.0%	60,407,189	65,646,170
12	Federal	6,525,000	2,715,711	41.6%	55.1%	3,042,952	5,526,002
13	Misc./ Fund Bal	0					890,181
14	TOTAL M & O						
15	REVENUE	104,041,548	89,420,207	85.9%	87.4%	85,131,275	97,365,892
16	Beg Balance	1,809,180				CARES Funds from BE County	1,892,331
17	Less:						
18	Ending Balance	2,249,988					1,809,180
19	TOTAL M & O FUNDS						
20	available	103,600,740	89,420,207	86.3%	87.4%	85,131,275	97,449,043
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	45,233,157	38,899,814	86.0%	83.5%	35,801,392	42,865,703
24	Benefits	17,153,955	15,648,310	91.2%	80.8%	15,018,479	18,579,465
25	Purchased Serv.	3,070,500	2,155,187	70.2%	84.9%	1,744,574	2,055,437
26	Supplies/Textbooks	5,400,000	5,383,268	99.7%	82.4%	2,452,296	2,976,899
27	Equipment	1,005,000	396,304	39.4%	175.0%	490,610	280,281
28	Other	600,942	624,816	104.0%	86.7%	327,455	377,643
29	Total	72,463,554	63,107,699	87.1%	83.2%	55,834,806	67,135,428
30							
31	Student Services (2100)					Textbook Adoption 2020	
						Under budgeted	
32	Salaries	3,189,715	2,695,914	84.5%	82.3%	2,364,357	2,873,187
33	Benefits	1,208,901	1,098,223	90.8%	82.5%	971,355	1,178,088
34	Other	200,000	212,750	106.4%	91.3%	314,108	343,879
35	Total	4,598,616	4,006,887	87.1%	83.0%	3,649,820	4,395,154
36							
37	Instructional Staff (2200)						
38	Salaries	1,479,742	1,360,231	91.9%	89.0%	1,131,568	1,272,055
39	Benefits	589,741	540,707	91.7%	89.1%	419,259	470,801
40	Other	276,738	246,505	89.1%	97.0%	356,526	367,518
41	Total	2,346,221	2,147,443	91.5%	90.4%	1,907,353	2,110,374

MONTHLY FINANCIAL REPORT

May 31, 2021

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Revised	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			91.6%	91.6%		
	Percent of 9 month contract complete			83.6%	83.6%		
42	District Administration (2300)						
43	Salaries	358,944	311,075	86.7%	87.2%	293,044	336,104
44	Benefits	160,235	142,334	88.8%	89.7%	142,264	158,633
45	Purch Services	125,000	220,095	176.1%	88.5%	109,929	124,215
46	Liability Insurance	225,000	223,473	99.3%	100.0%	235,235	235,235
47	Supplies	35,000	26,025	74.4%	87.7%	35,440	40,407
48	Other	25,000	24,841	99.4%	97.0%	24,040	24,786
49	Total	929,179	947,843	102.0%	91.4%	839,952	919,380
50	School Administration (2400)						
51	Salaries	3,991,888	3,638,756	91.2%	14.6%	3,449,227	3,842,404
52	Benefits	1,641,487	1,485,012	90.5%	13.6%	1,480,279	1,654,266
53	Prof Serv/Travel	75,000	53,514	71.4%	144.8%	72,516	74,986
54	Other	15,000	10,170	67.8%	96.1%	11,685	11,685
55	Total	5,723,375	5,187,452	90.6%	89.8%	5,013,707	5,583,341
56							
57	Business & Support (2500)						
58	Salaries	646,895	592,890	91.7%	91.7%	559,277	610,071
59	Benefits	247,312	226,886	91.7%	91.8%	225,800	245,993
60	Purchased Services	159,665	123,638	77.4%	108.8%	108,556	99,792
61	Other	25,000	10,066	40.3%	64.4%	11,234	17,457
62	Total	1,078,872	953,480	88.4%	93.0%	904,867	973,313
63							
64	Operation & Maintenance (2600)						
65	Salaries	5,038,135	4,530,378	89.9%	91.3%	4,205,922	4,606,135
66	Benefits	2,068,328	1,833,850	88.7%	91.9%	1,763,110	1,918,760
67	Electricity	834,325	775,976	93.0%	89.0%	769,449	864,951
68	Purchased Service	536,497	513,715	95.8%	97.4%	693,115	711,830
69	Telephone	242,012	204,744	84.6%	85.0%	269,551	317,094
70	Natural Gas	509,011	484,258	95.1%	98.4%	470,187	478,061
71	Prop Insurance	189,052	189,052	100.0%	100.0%	240,698	240,698
72	Repair	150,000	147,838	98.6%	100.7%	165,364	164,237
73	Supplies	730,300	760,073	104.1%	103.9%	776,660	747,344
74	Other	2,500	633	25.3%	100.0%	779	779
75		0					0
76	Total	10,300,160	9,440,517	91.7%	93.1%	9,354,835	10,049,889
77							

MONTHLY FINANCIAL REPORT

May 31, 2021

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Revised	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			91.6%	91.6%		
	Percent of 9 month contract complete			83.6%	83.6%		
78	Transportation (2700)						
79	Salaries	2,544,051	2,447,824	96.2%	88.6%	2,359,065	2,661,172
80	Benefits	761,381	708,608	93.1%	87.8%	698,260	794,972
81	Purch Serv	280,000	287,035	102.5%	92.8%	190,972	205,828
82	Fuel	397,785	422,875	106.3%	99.0%	404,296	408,263
83	Supplies	307,565	275,383	89.5%	93.7%	315,307	336,424
84	Other/Property	1,010,000	2,034,480	201.4%	193.8%	2,083,572	1,074,892
85	Total	5,300,782	6,176,205	116.5%	110.4%	6,051,472	5,481,551
86	Community Services (3300)		Next year's Bus Order				
87	Salary	627,250	460,564	73.4%	82.2%	419,110	510,143
88	Benefits	169,818	141,220	83.2%	84.9%	136,994	161,292
89	Purchased Serv	58,820	10,003	17.0%	102.0%	46,043	45,140
90	Supplies/Util	68,872	60,468	87.8%	87.2%	44,938	51,553
91	Property	26,000	16,380	63%	101.3%	2,254	2,225
92	Other Objects	15,467	4,903	31.7%	98.5%	29,813	30,259
93	Desig. Fund Bal						
94	Total	966,227	693,538	71.8%	84.8%	679,152	800,612
86	Total Expenditures	103,706,986	92,661,064	8	8	84,235,964	97,449,042
95	Interfund Trans	0	1			1	1
96	Change Desig Fund Bal	0	1			1	0
97	Other/Budget Cuts	0	0			23,739	0
98	TOTAL EXPENDITURERS	0	0				0
99	M & O	103,706,986	92,661,066	89.35%	86.5%	84,259,705	97,449,043

MONTHLY FINANCIAL REPORT

May 31, 2021

				Current Bud vs Actual %	Prev Bud vs Actual %		
	2020-21 Revised	2020-21 YTD				2019-20 YTD	2019-20 Actual
Description							
Percent of Year completed to date				91.6%	91.6%		
Percent of 9 month contract complete				83.6%	83.6%		
100 School Activity Fund (21)							
101							
102 REVENUE:							
103 School Deposits	4,400,000	3,089,422		70.2%	94.9%	3,359,894	3,539,857
104							
105 Other		0				0	
106 Total Revenue	4,400,000	3,089,422		70.2%	94.9%	3,359,894	3,539,857
107 EXPENDITURES:							
108 Purchased Services	902,150	224,032		24.8%	85.2%	488,880	573,713
109 Supplies	2,882,850	2,429,752		84.3%	85.9%	2,251,898	2,621,259
110 Equipment	290,000	20,470		7.1%	100.0%	75,067	75,067
111 Desig/Other/Adm	325,000	144,720		44.5%	90.8%	198,596	218,803
112 Total Expenditures							
113 School Activity	4,400,000	2,818,974		64.1%	86.4%	3,014,441	3,488,842
114 DEBT SERVICE FUND (31)							
115							
116 REVENUE:							
117 Property Tax	2,805,364	2,320,573		82.7%	87.9%	2,232,123	2,538,246
118 Interest	105,750	31,632		29.9%	88.3%	106,506	120,634
119 Other							0
120 Total	2,911,114	2,352,205		80.8%	88.0%	2,338,629	2,658,880
121 Begining Bal	5,696,268	6,535,160				7,800,099	7,167,630
122 LESS:							
123 Ending Balance	6,034,982	7,167,630				6,595,629	6,535,160
124 Funds Available	4,630,220	5,612,615		121.2%	155.1%	10,138,728	6,535,160
125 EXPENDITURE:							
126 Bond Debt	3,927,162	3,269,750		83.3%	107.6%	3,537,599	3,286,350
127 Fees	50,000	5,000		0.0%	110.0%	5,500	5,000
128 Other Uses	0	0				0	0
129 Total	3,977,162	3,274,750		82.3%	107.6%	3,543,099	3,291,350

MONTHLY FINANCIAL REPORT

May 31, 2021

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Revised	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			91.6%	91.6%		
	Percent of 9 month contract complete			83.6%	83.6%		
130	CAPITAL OUTLAY FUND (32)						
131							
132	REVENUE:						
133	Property Tax	11,750,000	10,508,359	89.4%	87.9%	10,104,941	11,490,775
134	Interest	243,753	227,867	93.5%	80.8%	495,034	612,447
135	Other	168,000	155,643	92.6%	88.8%	65,797	74,131
136	State	150,500	75,170	49.9%	91.7%	103,243	112,629
137	Federal /MBA	60,274	60,274		-0.2%	-112	69,992
138	Ins./Prop.Recry	90,000	62,102	69.0%	100.5%	36,443	36,263
139	Total Revenue	12,462,527	11,089,415	89.0%	87.2%	10,805,346	12,396,237
140	Lease Revenue MBA	15,000,000	15,000,000			0	0
141	Other Sources(F50)	345,580	0			0	345,580
142	Desig. Fund Bal	0					1,621,006
143	TOTAL REVENUE CAPITAL						
144	OUTLAY	27,808,107	26,089,415	93.8%	75.2%	10,805,346	14,362,823
145	Beg. Balance	16,120,809					14,806,096
146	Less:		Loan proceeds Golden Spike				
147	Ending Balance	25,428,650					16,120,809
148	Capital Outlay Funds						
149	available	18,500,266	26,089,415	141.0%	82.8%	10,805,346	13,048,110

MONTHLY FINANCIAL REPORT

May 31, 2021

		2020-21	2020-21	Current	Prev Bud vs	2019-20	2019-20
	Description	Revised	YTD	Bud vs Actual %	Actual %	YTD	Actual
	Percent of Year completed to date			91.6%	91.6%		
	Percent of 9 month contract complete			83.6%	83.6%		
150	EXPENDITURES:						
151	Oper/Maint	0	2,000			8,969	
152	Other Equipment		500			0	6,814
153	Purchased Services	5,500	5,767	104.9%	90.0%	4,500	5,000
154	Technology/Software	1,200,000	1,059,151	88.3%	103.7%	1,386,034	1,336,297
155	Improvement	1	0	Cares Funds			1
156	Buildings Maint	2,000,000	1,541,850	77.1%	124.7%	1,345,713	1,078,986
157	Vehicles	320,000	315,040	98.5%	100.0%	109,058	109,058
158	Furniture/Equip	1,524,000	1,458,119	95.7%	94.0%	1,804,297	1,920,105
159	Other Objects	1	0	0.0%	0.0%	0	0
160	Vehicle charges	1	0			0	1
161	Total Capital	5,049,503	4,382,427	86.8%	104.5%	4,658,571	4,456,262
162	Other	1	0	0.0%		65,801	2,455
163	Other Proj	150,000	122,795	81.9%	0.7%	1,509	229,750
164	Sunrise High School	4,500,000	4,435,688	98.6%	74.2%	4,480,435	6,038,361
165	Golden Spike	7,485,762	4,686,148	62.6%	0.0%	0	114,075
166	HS Athletic Facilities	510,000	202,361	39.7%	89.0%	1,707,281	1,918,411
167	Property Purchase	480,000	460,266			0	0
168	Total Construction	13,125,763	9,907,258	75.5%	75.3%	6,255,026	8,303,052
169	Desig. F Bal						
170	MBA/Bond Fee/Fund 50	325,000	277,885	85.5%	12.9%	37,250	288,499
171	Other	0	97			297	297
172	TOTAL EXPENDITURES CAPITAL			Costs underestimated			
173	OUTLAY	18,500,266	14,567,667	78.7%	83.9%	10,951,144	13,048,110

MONTHLY FINANCIAL REPORT

May 31, 2021

		2020-21	2020-21	Current	Prev Bud vs	2019-20	2019-20
	Description	Revised	YTD	Bud vs Actual %	Actual %	YTD	Actual
	Percent of Year completed to date			91.6%	91.6%		
	Percent of 9 month contract complete			83.6%	83.6%		
174	SCHOOL FOOD SERVICE FUND (49)						
175							
176	REVENUE:						
177	Lunch Sales	250,000	191,385	76.6%	98.2%	1,036,167	1,055,208
178	Other Local	6,100	728	11.9%	92.8%	3,757	4,049
179	State	1,075,000	870,143	80.9%	74.3%	779,561	1,049,598
180	Federal	3,500,000	4,464,518	127.6%	80.4%	2,518,127	3,130,278
181	Other/Inventory Adj	0	0		0.0%	0	1
182	TOTAL REVENUE SCHOOL						
183	FOODS	4,831,100	5,526,774	114.4%	82.8%	4,337,612	5,239,134
184	Beg. Balance	938,697					690,707
185	Less:						
186	Ending Balance	805,735					938,697
187	School Food Service Funds						
188	available	4,964,062	5,526,774	111.3%	86.9%	4,337,612	4,991,144
189	EXPENDITURES:						
190	Salaries	1,646,305	1,610,572	97.8%	85.0%	1,535,920	1,806,721
191	Benefits	648,757	493,934	76.1%	84.8%	493,445	581,672
192	Food/Supplies	2,294,000	2,112,483	92.1%	96.4%	2,086,237	2,164,840
193	Equipment	50,000	71,113	142.2%	100.0%	13,864	13,864
194	Other Costs	25,000	23,735	94.9%	57.7%	33,119	57,354
195	Dir/Indirect Costs	300,000	278	0.1%	0.1%	236	293,344
196	TOTAL EXPENDITURES SCHOOL						73,349
197	FOODS	4,964,062	4,312,115	86.9%	83.4%	4,162,821	4,991,144

MONTHLY FINANCIAL REPORT

May 31, 2021

				Current Bud vs Actual %	Prev Bud vs Actual %		
	2020-21 Revised	2020-21 YTD				2019-20 YTD	2019-20 Actual
Description							
Percent of Year completed to date				91.6%	91.6%		
Percent of 9 month contract complete				83.6%	83.6%		
198	Foundation Fund (75)						
199							
200	REVENUE:			Budget underestimated			
201	Total Revenue	250,000	240,182	96.1%	32.6%	58,762	180,142
202	Avallable Revenue	250,000	240,182	96.1%	32.6%	58,762	180,142
203	EXPENDITURE:			Budget underestimated			
204	Expenses	180,000	83,937	46.6%	59.5%	96,704	162,544
205	Changes/Desg Fund Bal	0					0
206	TOTAL EXPENDITURE	180,000	83,937	46.6%	59.5%	96,704	162,544
207	Agency Fund (76)						
208							
209	REVENUE:						
210	Agent Services	125,000	4,021	3.2%	100.0%	19,400	19,400
211	State	5,000	4,360			0	0
212	Federal	0					0
213	Other	7,000	0	0.0%	99.8%	14,346	14,372
214	TOTAL REVENUE/BB						
215	AGENCY FUND	137,000	8,381	6.1%	99.9%	33,746	33,772
216	EXPENDITURE:						
217	Instruction	0	6,255			4,078	4,150
218	NUCC	125,000	4,594	3.7%	83.0%	26,167	31,538
219	Other	7,000	2,893	41.3%	87.6%	3,584	4,089
220	Changes/Desg Fund Bal	5,000					0
221	TOTAL EXPENDITURES						
222	AGENCY FUND	137,000	13,742	10.0%	85.0%	33,829	39,777
223							
224							
225		SUMMARY				SUMMARY	
226							
227	GRAND TOTAL FUNDS AVAILABLE						
228	ALL FUNDS	144,378,869	126,726,586	87.8%	84.3%	106,065,264	125,777,228
229	GRAND TOTAL EXPENDITURE						
230	ALL FUNDS	135,865,476	117,732,251	86.7%	86.6%	106,061,743	122,470,810

POLICY 1110

Public Participation in Board Meeting

- A. Individuals, from time-to-time may wish to seek an official audience with the Board on a specific issue. 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." **All virtual regular meetings of the Board will have notice posted on the District webpage of when public comments are open and to be closed. Virtual comments must be limited to 400 words.**

During this agenda item, patrons will be able to address the Board. The following guidelines will be adhered to for the "Public Comments" agenda item:

1. Patrons must state their name prior to making comments.
2. Individual comments shall be limited to three (3) minutes per individual with additional time allowed at the discretion of the Board President.
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 or have discussion 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 may 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.
- C. 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.
 - D. 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.

POLICY 4070

Early Graduation

- A. All students awarded a high school diploma from Box Elder School District schools must complete all requirements listed in [Policy 4060 High School Graduation Requirements](#).
- B. Any student who has completed all required courses or demonstrated mastery of required skills and competencies may, with the approval of the student's parent and an authorized local school official, and has a current plan for college and career readiness on file at the student's high school, graduate at any time.

[Utah Code § 53F-2-501\(1\) \(2018\)](#)

[Utah Admin. Rules R277-703-4\(2\) \(October 10, 2017\)](#)

- C. The school counselor will set up a "Plan for College and Career Readiness" (PCCR) meeting involving the parent, student, counselor, and other school staff as appropriate. During this PCCR meeting the student's post high school goal will be reviewed to determine whether early graduation is appropriate. If early graduation is appropriate to the goal, the PCCR participants will plan a schedule leading to graduation at the conclusion of the 10th grade or as early as possible thereafter.
- D. Early graduation credit in Box Elder School District may be earned through the following:
1. Regular High School Courses
 2. Concurrent Enrollment Courses
 3. Advanced Placement Courses
 4. Area Applied Technology Centers
 5. Accredited Online Courses
 6. Accredited Summer School Courses
 7. Competency Demonstration from accredited institution
 8. Vocational Incentive Program Courses
 9. College courses offered by fully accredited institutions

*Note: Competency Demonstration requires a satisfactory GPA in all related and prerequisite classes to the class(es) being challenged. Competency demonstration credit will be offered in courses which have an approved course end test. In order to receive competency demonstration credit, the student must pass the test to the satisfaction of the institution or teacher.

~~E. Scholarships for Early Graduation~~

- ~~1. The District shall aid the early graduating student to apply for a Centennial scholarship provided under Utah Code § 53F-2-502(3)(a). In consultation with the student's parent and school advisor, a student seeking a Centennial scholarship shall indicate to the principal the student's intent to complete early graduation at the beginning of the 9th-grade year or as soon thereafter as the intent is known.~~

~~Utah Code § 53F-2-501(3) (2018)~~

~~Utah Admin. Rules R277-703-4(1) (October 10, 2017)~~

POLICY 5320

Student Travel

A. All Student Travel

1. Reward trips to commercial sites, recreational sites or businesses are prohibited on school days unless the trip directly relates to the current curriculum being studied by the students involved in the trip.
2. Out of state trips will only be approved if an appropriate alternative is not available within the State.
3. Overnight trips should be avoided.
4. All student travel must be approved in advance by the principal. Requests must be made using the District approved form and address each of the following:
 - a. Educational value of the trip and program - Each request for student travel must include the educational goals and objectives of the trip. **Athletics teams should be competing at a higher level.** (High school activities under the jurisdiction of the Utah High School Activities Association and within the permitted mileage radius or as part of the state play-offs do not require completion of this section.)
 - b. Distance – Priority will be given to shorter trips. Trips involving extensive travel should be replaced with local trips where possible.
 - c. Cost - Priority will be given to less expensive trips.
 - d. Class time missed - Priority will be given to trips that do not take students away from class time.
 - e. Quality of planning, chaperoning, etc.
 - f. Plans for make-up of class work - Make-up should be done in advance whenever possible.
5. All ground transportation within the State must be in District owned buses or vehicles.
6. Students riding in District vehicles to any activity will be required to return by the same means. Exceptions may be made where the parent requests deviation from

the policy. Such requests must be in writing and presented in person prior to the departure time.

7. Each bus must have at least one responsible adult supervisor, in addition to the bus driver, traveling on the bus at all times.
- B. Secondary Grades – 10-12 (This includes 9th graders for activities in which they are officially a part of a high school team or organization). The Board of Education, Superintendent, and/or building principal may take action to place additional restrictions on travel including, but not limited to, the number of trips that can be taken during the year, placing a moratorium on certain types of travel, and placing a limit on the amount that can be spent for a trip.
1. Travel Outside of the State of Utah (Excludes SE Idaho and Western Wyoming)
 - a. Each trip must be approved in advance by the principal and the Superintendent.
 - b. The trip may not take students away from school more than 2.5 days.
 - c. Travel outside of the United States is prohibited.
 - d. Each high school is limited to a maximum of ~~two~~ **four** trips during any given fiscal year *with the following exceptions and under the stated restrictions:*
 - 1) Waiver exceptions include: Situations where the success of a specific program exceeds the level of competition readily available within the state or the opportunity provided is highly selective and considered a very unique educational experience.
 - 2) Waiver restrictions include: An organization being granted a waiver will not be eligible for a trip outside of the State of Utah (excluding SE Idaho and Western Wyoming) for at least two years, and each high school will be limited to no more than one waiver per year.
 - 3) Waivers will be issued by the administration when both the high school principal and the Superintendent are in agreement that the request meets the stated criteria.
 - 4) In exchange for a school not using their waiver in any given year, a school may apply for a ~~thirteenth~~ **seventh** trip within the State of Utah that exceeds the 150-mile radius under the following conditions:
 - a) The opportunity is a learning experience, **athletic competition**, or activity that is unique to the **team**, program, department, and/or the school.

- b) The **team**, program, activity, or department has not used a trip that exceeds the 150-mile radius within the State or one of the school's trips beyond 150 miles and outside of the State of Utah during the current or the previous school year.
 - e. Organizations are not permitted to take a trip in consecutive years.
 - f. A minimum of 80% of the parents from the organizations sponsoring the trip must agree to have their student(s) participate in the activity. The balloting process is under the jurisdiction of the building principal and must be conducted by the principal or a neutral party authorized by the principal.
 - g. Families and/or students who decide not to participate in the trip for any reason are free from discrimination including but not limited to academic grades and future participation in the organization.
 - h. All travel cost associated with the trip, both student and staff, are the responsibility of the organization and those who are participating.
 - i. Organizations making a trip outside of the State of Utah and beyond 150 miles one-way are not eligible for other trips that exceed 150 miles one-way during the same school year.
 - j. CTE trips (Career and Technical Education) are exempt from the preceding provisions of this section B, D, E, F, and I when the trips are funded by the organization itself or through the district's CTE funds.
2. Travel within the State of Utah and Beyond 150 Miles One-way
- a. Required trips associated with UHSAA regions, regional playoffs, and state tournaments are exempt from gaining administrative approval and will be supported financially by the respective high school and the district. (including cheerleaders)
 - b. All other trips must be approved in advance by the principal and the Superintendent.
 - c. Overnight travel should be avoided whenever possible.
 - d. All travel will be by district owned buses and vehicles.

- e. With the exception of UHSAA activities outlined in section a, the travel cost for all trips within the State of Utah that are more than 150 miles one-way is the responsibility of the organization sponsoring the trip.
- f. With the exception of UHSAA activities outlined in section a, each school is limited to ~~six~~ twelve trips within the State of Utah that exceed 150 miles one-way. Busses carrying student spectators to state playoff/tournament contests are exempt from the six trip maximum.
- g. Each trip must be justified by at least one of the following criteria:
 - 1. The trip will save instructional time by avoiding multiple trips during the same school year.
 - 2. The trip will reduce the total mileage (money) required to travel during the same school year.
 - 3. The trip provides a unique learning experience that cannot be replicated in an area within a 150-mile radius of the respective schools.
 - 4. The trip provides an athletic team with a superior level of competition that can't be replicated in an area within a 150-mile radius of the respective schools.
 - 5. The trip provides an athletic team with an opportunity to extend their competitive season as a result weather conditions.
- h. Organizations are not permitted to take more than one trip that exceeds 150 miles one-way during any given school year (inside or outside the State of Utah). Due to the nature of the CTE program, this provision may be waived for organizations within that program with the approval of the building principal and Superintendent.

C. Intermediate/Middle Grades (6-9)

- 1. All student travel must be within a 150-mile radius of the school.
- 2. ~~Fees may not be charged for student travel in the sixth grade.~~ Caution should be used seeking student donations and/or limiting participation based on a student's ability to pay.

D. Elementary Grades (K-5)

1. In any school year, schools may not exceed the number of field trips equal to three (3) times the number of grade levels in the school.
2. Fees may not be charged for student travel, (i.e., field trips). Organizations and individuals may donate funds for field trips.
3. All student travel must be within a 150-mile radius of the school. (Park Valley and Grouse Creek may calculate the radius from Snowville.)
4. Elementary students must be accompanied on all trips by their regular classroom teacher.

POLICY 2250

Homemade Food

A. Definitions

1. “Homemade food” means it is made or prepared at home, locally, or by the maker’s own efforts (especially of cakes, jam, and other foods).
 - a. Made in one’s own country; domestic.
 - b. Made, contrived, or assembled by oneself; not professionally made or done.
2. “Cottage foods” means foods that are made in a person’s home or other designated location and sold directly to a consumer.
3. “Operator” refers to the party who is preparing the homemade food.
4. “Cross-contamination” means the process by which microorganisms are unintentionally transferred with harmful effect to food or food contact surfaces from other food, as referenced in [Utah Admin. Rules R392-103-3](#).

B. Standards

1. Food in the school setting is typically a function of the Nutrition Services.
2. Homemade foods are not allowed in schools per the safety of students.
 - a. Home kitchens are not inspected locations by the Bear River Health Department.
 - b. There is an increased risk of food-borne illness if the foods are not prepared according to FDA regulations.
 - c. Food prepared outside of the school kitchen has increased risk of external allergens (especially from household pets, cross-contact, cross-contamination).
 - 1) A tiny amount of cross-contact, cross-contamination, and contact with household pet hair can cause reactions in students with respective allergies.

C. Cottage Food Establishment

1. Some home kitchens have a cottage kitchen license obtained through the Utah Department of Agriculture and Food (UDAF) for the authorization to prepare specific kinds of foods.
 - a. Exceptions to the standards on homemade foods can be made in the event the operator has a cottage kitchen license/permit and approval from Box Elder School District has been granted.
 - b. In the situation an exception is provided, the operator must include proof of their permit in order to share the homemade goods.
2. The operator must be compliant with the production requirements as outlined in Inspection and Regulation of Cottage Food Production Operations – [Utah Admin. Rules R70-560-4](#).
 - a. Compliance Procedures are outlined in [Utah Admin. Rules R70-201](#).
3. When food includes fruits or vegetables grown by the operator of a cottage food production operation, the operator must have a current private pesticide applicator certification issued by the Utah Department of Agriculture and Food as cited in [Utah Code 4-14](#).

D. Management Responsibilities

1. Any food that is provided under authorized exceptions and paired with a cottage food license, are to include nutritional information that is made available for families.
 - a. This will include carbohydrate counts (essential for individuals with diabetes) as well as an ingredient list (essential for individuals with allergies).
2. Outside treats provided for special occasions should be brought to school in a sealed package and labeled with nutritional information.
3. It is to be understood that there can be a risk of cross-contamination even in the event the parents provide a list of ingredients.

E. Extracurricular Groups

1. Food provided to extracurricular groups (i.e., spaghetti dinners before a game) is general provided by private groups (i.e. parents) and is therefore not under the jurisdiction of the Health Department. However, because it is tied to a school group, it is recommended (but not required) that catered meals and/or commercially prepared pre-packaged food be served and that the standards listed above be followed.

POLICY 3087

Personal Protective Equipment & Safety Science Laboratory Safety

- A. The Board has determined that employees of the District must take accountability for assessing workplace hazards and wearing personal protective equipment (PPE).
- B. Each employee who works in any area of a District building or on District property that is around or uses electric or power operating equipment or chemicals of any nature shall:
 - 1. Assess the dangers and hazards present in the working environment;
 - 2. Submit a written assessment of the dangers and a plan as to safety precautions and to specify the PPE that will be worn whenever the chemicals are deployed or the power equipment is used.
- C. As a part of orientation of employees who encounter hazards in the workplace, the head custodian of each school shall train employees in the following:
 - 1. When PPE is necessary;
 - 2. What PPE is necessary;
 - 3. How to properly put on, wear, take off, and adjust the PPE;
 - 4. The limitations of the PPE;
 - 5. The proper care, maintenance, useful life, and disposal of the PPE.
- D. Employees must wear eye or face protection when they would otherwise be exposed to eye or face hazards from flying particles, molten metal or welding sparks, liquid chemicals, acids or other caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Employees must wear eye protection that provides side protection when there is a hazard from flying objects or splashing liquids. Detachable side pieces are acceptable.
- E. Employees who wear prescription lenses while engaged in operations that involve eye hazards must wear eye protection that incorporates the prescription in its design, or

wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the eye protection.

- F. Employees must wear head protection when working in areas where there is a potential for injury to the head from falling objects. In addition, head protection must be worn near exposed electrical conductors which could contact the head.
- G. Employees must wear foot protection when working in areas where there is a danger of foot injuries due to falling or heavy rolling objects, or objects that may pierce the soles of shoes or where the employees' feet are exposed to electrical hazards.
- H. Employees must use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, abrasions, punctures, chemical burns, thermal burns and temperature extremes.
- I. Each employee has the duty upon entering the workplace to examine it carefully to determine if it is safe, to assess dangers, and to determine appropriate measures to be taken to maintain a safe working environment. After such an examination, it is the duty of each employee to make the place, tools, and equipment safe. If the place and equipment cannot be made safe, then the employee must immediately report the unsafe place, tools, equipment or conditions to his or her immediate supervisor.
- J. An employee has a duty to:
 - 1. Comply with all safety rules of the District and all federal and state laws and rules which are applicable to the employment;
 - 2. Use safety devices, products, or tools to enhance general safety requirements that the District identifies to provide employees with a greater level of protection;
 - 3. Be familiar with and comply with proper health and safety practices;
 - 4. Use the required safety devices and proper personal protective equipment provided;
 - 5. Follow all safe work procedures outlined by the District; and
 - 6. Report all accidents to his or her immediate supervisor immediately.
- K. In the event that an employee is injured at District property within the scope of employment, and it is determined that the injury resulted from the employee's neglect of any of the requirements set forth in this policy, the employee will be subject to willful

misconduct reduction of 15% pursuant to [Utah Code § 34A-2-302\(3\)\(a\)](#) whenever the injury is caused by the willful failure of the employee to:

1. Use safety devices when provided by the District; or
 2. Obey an order or reasonable rule adopted by the District for the safety of the employee.
- L. Disability compensation shall not be paid to any employee when a major contributing cause of the employee's injury is the employee's:
1. Knowing use of a controlled substance for which the employee did not obtain a valid prescription;
 2. Intentional abuse of a controlled substance in excess of amount prescribed or use in an otherwise abusive manner; or
 3. Intoxication with a blood alcohol level of .08 grams or greater as shown by a reliable test.
 4. Disability compensation may be reduced when any of the above are contributing cause of the injury but not the major contributing cause.
- M. All applicable staff will complete the annual audit of safety procedures from the Office of Risk Management. A copy of the inventory and the audit shall be kept on file in the office at the school site.
- N. In the event of an immediate safety issue at the school site, the teachers shall notify an administrator immediately and follow-up with a complete written report. An administrative reply will be sent back addressing the disposition of the safety issue.
- O. Any chemicals used in an elementary classroom that may be harmful in any way to students must be kept in a secured (locked) location in the building. Elementary teachers shall never conduct experiments that expose their students to any risk from explosions, chemical spills, hazardous fumes, burns, etc.
- ~~A. Upon employment every secondary science teacher will receive a copy of the Box Elder School District Safety Guidelines Manual.~~
- ~~B. Secondary science teachers will participate in a professional development session focused on laboratory safety at least once each year.~~

- ~~C. Science teachers will conduct an annual inventory of all chemicals on site. A copy of the chemical inventory shall be sent to the local fire department.~~
- ~~D. Science teachers will complete the annual audit of safety procedures from the Office of Risk Management. A copy of the inventory and the audit shall be kept on file in the office at the school site.~~
- ~~E. In the event of an immediate safety issue at the school site, the science teacher shall notify an administrator immediately and follow up with a complete written report. An administrative reply will be sent back addressing the disposition of the safety issue.~~
- ~~F. Secondary science teachers shall make a prioritized list of safety issues to address each school year. Building administrators will review the list and provide feedback at the beginning of the school year. At the end of the school year the administrator shall receive a report about progress toward resolving identified safety concerns.~~
- ~~G. Science teachers at each secondary school shall develop a chemical hygiene plan for their site.~~
- ~~H. Any chemicals used in an elementary classroom that may be harmful in anyway to students must be kept in a secured (locked) location in the building. Elementary teachers shall never conduct science experiments that expose their students to any risk from explosions, chemical spills, hazardous fumes, burns, etc.~~

POLICY 4033

Early Learning Plan

A. Establishment of Annual Early Learning Plan

1. The District shall annually establish an Early Learning Plan which includes an Early Literacy Plan, an Early Mathematics Plan, and one additional goal (related to literacy or mathematics) that:
 - a. is specific to the District,
 - b. is measurable,
 - c. based on data, addresses, current performance gaps in student literacy or mathematics proficiency, and
 - d. includes specific strategies for improving model plans provided by the State Board of Education but may also develop its own plan and component plans.
2. In establishing the plan and its components, the District may make use of model plans provided by the State Board of Education but may also develop its own plan and component plans. This plan and the component plans must be approved in a public meeting of the Board of Education. After approval, and by September 1 of each year, the Early Learning Plan shall be submitted to the State Superintendent for approval, together with documentation confirming that the Board of Education reviewed and approved the plan in an open meeting and that the plan has been uploaded to the appropriate system as required by the State Superintendent.

[Utah Code § 53G-7-218\(1\) to \(3\) \(2020\)](#)

[Utah Admin. Rules R277-406-4\(1\), \(3\) \(July 8, 2020\)](#)

B. Early Literacy Plan

1. The District's Early Literacy Plan shall incorporate the following components:
 - a. Core instruction in:
 - 1) phonological awareness;
 - 2) phonics;

- 3) fluency;
 - 4) comprehension;
 - 5) vocabulary;
 - 6) oral language; and
 - 7) writing;
- b. Intervention strategies that are aligned to student needs;
 - c. Professional development for classroom teachers, literacy coaches, and interventionists in kindergarten through grade 3;
 - d. Assessments that support adjustments to core and intervention instruction;
 - e. A District growth goal that:
 - 1) is based upon student learning gains as measured by benchmark assessments administered under [Policy 4037 Reading Assessment for K-3](#); and
 - 2) includes a target of at least 60% of all students in grades 1 through 3 meeting the growth goal;
 - f. At least one District-specific goal that:
 - 1) Is measurable;
 - 2) addresses current performance gaps in student literacy based on data; and
 - 3) includes specific strategies for improving outcomes; and
 - g. If a school uses interactive literacy software, the use of interactive literacy software.

C. Early Mathematics Plan

1. The District's Early Mathematics Plan shall include the components of early mathematics, including the following categories:
 - a. Conceptual understanding;

- b. Procedural fluency;
- c. Strategic and adaptive mathematic thinking; and
- d. Productive disposition.
[Utah Code § 53E-3-521 \(2020\)](#)
[Utah Admin. Rules R277-406-2\(3\) \(July 8, 2020\)](#)

2. The District's Early Mathematics Plan shall also incorporate the following components:

- a. A district growth goal that:
 - 1) is based upon student learning gains as measured by the state assessed benchmark assessment; and
 - 2) includes the target that is established by the State Superintendent;
- b. One District-specific goal that:
 - 1) Is measurable;
 - 2) addresses current performance gaps in student mathematics proficiency based on data; and
 - 3) includes specific strategies for improving outcomes.

[Utah Code § 53G-7-218\(1\)\(b\) \(2020\)](#)
[Utah Admin. Rules R277-406-5\(2\) \(July 8, 2020\)](#)

D. Goal Achievement Reporting

- 1. The District shall annually provide parents with a copy of the student's comprehensive statewide assessment results, which includes measurements of reading and mathematics performance.

[Utah Code § 53E-4-310\(4\) \(2019\)](#)

E. Reporting to the Board

- 1. The Superintendent shall annually report to the Board on the assessment data and other information submitted to the State Board of Education relating to K-3 reading and mathematics performance in the District at the District level and at the school

level. The Board may use this information to work with the Superintendent to review and revise plans to enable the District to meet Early Learning Plan goals.

[Utah Code § 53E-4-310\(2\) \(2019\)](#)

F. Report Submitted to the State Board of Education

1. The District shall annually submit a report to the State Board of Education accounting for the expenditure of program money in accordance with its Early Literacy Plan for reading proficiency improvement.
2. The District shall use program money in a manner that is consistent with [Utah Code § 53F-2-503](#).
3. The District shall by June 30 of each year report progress toward the goals outlined in its Early Learning Plan to the State Superintendent.

[Utah Admin. Rules R277-406-5\(1\) \(July 8, 2020\)](#)

POLICY 4085

Students Released to Attend ~~Applied Technology Technical~~ Colleges

- A. ~~Applied Technology Technical~~ Colleges (ATC's) are higher education institutions that provide advanced technical training designed to prepare high school students and adults with entry-level positions in industry. Associate degrees in selected areas will be available that may be transferred to other higher education institutions throughout Utah.
- B. High School students in the Box Elder School District are eligible to enroll in an ATC program under the following conditions:
1. The student is a junior or senior who is enrolled full-time in their respective high school and working toward a high school diploma. The student must be capable of succeeding in an ~~Applied Technology technical~~ center training program and be employable at the completion of the training. Classes at an ATC may be taken in addition to a student's full high school schedule. A student is eligible to enroll in an ATC summer program following the completion of their sophomore year.
 2. ~~Applied Technology Technical~~ Colleges may not accept a high school student without the approval of the student's school district. High school students enrolling at an ATC shall have an ~~applied technology technical~~ goal recorded in their Plan for College and Career Readiness and be accepted into an ATC program where space is available. Pre-requisite courses essential to the chosen program should be taken at the respective high school.
 3. Students of high school age who are not full-time students in their respective high school, ~~who and~~ desire to enroll in an ATC shall have an ~~applied technology technical~~ goal recorded in the Plan for College and Career Readiness and shall pay the required tuition and fees.
 4. High school students attending an ATC will be expected to abide by the policies of the ATC, including the written code of conduct adapted by the ATC Board. Failure to do so will result in referral back to the respective high school.
 5. Each high school, in consultation with counselors, principal, and district administration may set additional guidelines for students who attend an ATC.

POLICY 5340

Students Leaving with Adult During School Hours

- A. No person shall be allowed to remove a student from school during the school day unless that person reports first to the principal's designee or the principal at the school's administrative offices, and one of the following circumstances is true:
1. The person positively identifies him or herself as the student's custodial parent, including identification of the person, as well as production of documentation sufficient to establish custodial rights to the child, if circumstances warrant it.
 2. The person is in possession of and produces a validly **issued** subpoena or court order instructing the school to deliver the student to the person named in it, and the person can positively identify him or herself as the person named to receive the student in the subpoena.
 3. The person is a properly identified law enforcement officer in possession of a validly **issued** warrant naming the student, and the principal or his designee examines the warrant and is satisfied that the student is properly and sufficiently identified.

Policy 6010

Visitors to Schools

- A. Visitors are welcome in Box Elder District schools. The following procedures are for the protection and safety of students.
- B. All school buildings have been designated as modified public forums after school hours. However, during school hours all school buildings are dedicated to the sole and exclusive purpose of providing education to school students attending that school. No person shall have access to the schools unless express permission is granted as provided below.
- C. All parents or other persons having any business to conduct on school property during school hours must check into the school principal's office and obtain express permission from the principal, ~~or~~ other school administrator, **or designee** to be present on school premises during school hours. In the absence of express permission, all visitors to the school shall be deemed to be trespassers on school property and subject to immediate removal by the school district.



Learning by Doing

3rd Edition

2020 Box Elder Board of Education
Reading Schedule

Board Meeting Date

Reading Assignment

September 9, 2020

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

October 14, 2020

-**Chapter #2** Defining a Clear and Compelling Purpose

November 11, 2020

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

December 9, 2020

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

January 13, 2021

-**Chapter #5** Establishing a Focus on Learning

February 10, 2021

-**Chapter #6** Creating Team-Developed Common Formative Assessments

March 10, 2021

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

April 14, 2021

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

May 12, 2021

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

June 9, 2021

-**Chapter #10** Implementing the Professional Learning Community Process Districtwide

July 14, 2021

-**Conclusion** The Fierce Urgency of Now

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

The School Board meeting opened with a reception for retirees at 6:00 p.m. at Alice C. Harris Intermediate School.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder School District, held Wednesday evening May 12, 2021 at 6:30 p.m. at Alice C. Harris Intermediate School.

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

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

After the reverence, which was offered by Bryan Smith, Rod Cook led the audience in the pledge of allegiance.

Recognitions

Tiffani Summers Presented the following recognitions:

Haylee Dimond, Student School Board Member

Melanie Day and the BEHS Theater Department

SpongeBob the Musical

Hamlet

Live, Love, Learn

Disney Divide

The Spirit of Life

Maegyn Ipsen, Teaching Intern at Discovery Elementary

Anna Lyman, Student at Foothill Elementary School - Reflections National Award

Approval of Agenda

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

Public Comment

Warren Hershey:

Thank the School Board for all they do. Support for returning to a full schedule next year. Time in class is valuable.

Lisa Marble:

She spoke of the future of Corinne Elementary and the sale of the building for an assisted living center. She wants the Board to vote to sell the building to her for an assisted living center.

Meg Ferry:

She encouraged the Board to take the bid by Lisa Marble to build an Assisted Living Center.

Misa Findlay:

She expressed the desire that next year's school schedule return to the normal schedule. She is concerned with the lack of instruction time. Working parents with students need the kids to go to school.

Certified Employee Recognitions

Box Elder Administrators Association presented the following awards:

Heidi Jo West - Outstanding Elementary Administrator
Randy Rasmussen - Outstanding Secondary Administrator
Catherine Allen - Outstanding District Administrator
Lauri Hawkins - Outstanding Elementary Teacher
Camille McDermott - Outstanding Elementary Teacher
Megan Cranmer - Outstanding Secondary Teacher
Caden Burrell - Outstanding Secondary Teacher
Karen Bird - Outstanding Related Services
Alan Park - Outstanding Related Services
Shawn Udy - Outstanding Volunteer
Robert Brietenbeker - Outstanding Volunteer

Action Items

Approval of School Land Trust Plans

Gary Allen and Keri Greener, Assistant Superintendents of Teaching and Learning presented the School Land Trust Plans.

Nancy Kennedy made the motion to approve the Elementary School Land Trust Plans as recommended. Karen Cronin seconded the motion which passed unanimously.

Karen Cronin made the motion to approve the Secondary School Land Trust Plans as recommended. Connie Archibald seconded the motion which passed unanimously.

Approval of the 2021-2022 Board Meeting Calendar

Superintendent Steve Carlsen presented next year's board meeting calendar to the Board for approval.

Wade Hyde asked that the Retirement Recognition board meeting be moved to Adele Young Intermediate School. Nancy Kennedy recommended that the Board meet at Sunrise High School for one meeting.

Bryan Smith made the motion to approve the calendar as recommended with a change to Adele Young Intermediate School for the May meeting and the addition of Sunrise High School in the calendar. Karen Cronin seconded the motion which passed unanimously.

Update of Grouse Creek School and Teacher Housing

Corey Thompson presented the recommendation from the Long-Term Capital committee to demolish the old portion of the school and move in modular buildings to replace it. It was also recommended that the district provide teacher housing.

Connie Archibald made the motion for administration to move forward with the renewal of the Grouse Creek school and explore teacher housing. Nancy Kennedy seconded the motion which passed unanimously.

Closed Session for Discussion of Sale of Real Property

Bryan Smith made the motion to move into closed session for the purpose of discussing the sale of real property. Tiffani Summers seconded the motion which passed unanimously by roll call vote. Nancy Kennedy recused herself because of conflict of interest.

Connie Archibald made the motion to move back into regular board meeting. Tiffani Summers seconded the motion which passed unanimously by roll call vote.

Approval of the Sale of Corinne Building

Rod Cook, Business Administrator presented the recommendation for the approval of the sale of the Corinne School.

Nancy Kennedy recused herself from discussion and a vote on the sale citing a sibling relationship with one of the bidders.

Connie Archibald made the motion to approve the sale of the Corinne School to the highest bidder. Tiffani Summers seconded the motion which passed on a 5 to 1 vote with Karen Cronin voting no and Nancy Kennedy abstaining.

Information/Discussion Items

Long-Term Capital Development Plan

Director of Facilities, Corey Thompson presented the results of the Long-Term Capital Plan from the Board committee.

Bear River High School Football Field Turf Update

Director of Facilities, Corey Thompson presented an update on the Bear River High School Turf project.

Monthly Financial Report

Business Administrator, Rod Cook presented the Monthly Financial Report. He also briefly discussed the Risk Fraud Assessment. He will include it with June budget information.

Policy Review

Delete/Replace

Policy 2195 Crisis Intervention Team (Combined with Policy 5360 Suicide Prevention)

Karen Cronin made the motion to replace the old policy with the new policy. Connie Archibald seconded the motion which passed unanimously.

No Changes

Policy 1200 School Attorney
Policy 1222 Naming of Facilities
Policy 1230 School Year Calendar
Policy 1240 Emergency Closing of Schools
Policy 1250 Professional Learning Communities
Policy 4075 Earning Credit
Policy 5045 Student and Staff Memorials
Policy 5200 Student Dress, Appearance and Personal Hygiene Standards
Policy 5210 Protection of Student Against Exploitation
Policy 5240 Appeals of Student Government Organizations

Policy 5250 Student speech/Publications Prior Review
Policy 5285 Detention of Students After School Hours
Policy 5294 Student Discipline – Searches
Policy 5306 Children’s Internet Protection Act
Policy 5330 Academic Eligibility
Policy 5370 Student Handbooks
Policy 6020 Relations with Parent-Community Groups
Policy 6030 Relations with Law Enforcement Agencies

Bryan Smith made the motion to accept all of the above policies with no changes. Wade Hyde seconded the motion which passed unanimously.

First Reading

Policy 2250 Homemade Food
Policy 3087 Science Laboratory Safety
Policy 4033 Early Learning Plan
Policy 4085 Student Released to Attend Applied Technology Classes
Policy 5340 Students Leaving with Adult During School Hours
Policy 6010 Visitors to Schools

Nancy Kennedy made the motion to approve the above policies on first reading with a small adjustment to 3087 to add reference to following Utah State Risk procedures. Bryan Smith seconded the motion which passed unanimously.

Second Reading

Policy 2225 Traffic Control
Policy 3021 Employment Administrative Personnel
Policy 4170 Private and Home School Assessments
Policy 5282 Student Behavior Management
Policy 5380 Notification received from Juvenile Courts

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

Board Discussion Items

Return to Learn Plan

Superintendent Steve Carlsen discussed the school late start schedule that had been used during the pandemic. Schools had started one hour later and teachers were given time to work on CANVAS and work with students who had been quarantined because of contracting the virus or from being exposed. There was a survey sent to parents, students, and teachers. The survey had two questions. 1-Do you want to have an hour late start again next school year 2021-2022? 2-Do you want to return to a full schedule

as has been in the past for the 2021-2022 school year? The Utah School Board of Education waived the 990 required hours of seat time for the 2021-2022. The survey showed a lot of support for maintaining the hour late start. After discussion the decision was made to bring this question to the Board as an Action Item at a Special Board Meeting. There was discussion about possibly splitting the difference and going with a half hour late start. The decision will be made at a Special Board Meeting on Tuesday May 18, 2021 at 7:00 p.m.

Board Reading Discussion

The Board postponed “*Learning by Doing*”. The Board decided because of the late hour Chapter #10 will be discussed at the June Board Meeting.

Consent Calendar

Nancy Kennedy moved to accept the consent items. The motion was seconded by Bryan Smith it passed on a unanimous vote.

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meetings of April 14, 2021.

Approval of claims numbered 36641-36983,0203121, 05041221, 07043021, 08043021, 09042021, 09043021 and the District Foundation and ACH payments as well as School Activity checks for the month of April.

Personnel Items

As listed in the agenda.

Closed Session Collective Bargaining

Nancy Kennedy made the motion to move into closed session for the purpose of discussing collective bargaining. Karen Cronin seconded the motion. A roll call vote revealed a unanimous vote.

Nancy Kennedy made the motion to move into open session. Connie Archibald seconded the motion. A roll call vote revealed a unanimous vote.

Adjournment

Karen Cronin made the motion to adjourn the meeting. Wade Hyde seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held virtually on Tuesday, May 18, 2021, with a special board meeting at 7:00 p.m., President Julie Taylor adjourned the meeting at 10:45 p.m.

APPROVED: _____

ATTESTED: _____

School Business Administrator
Box Elder School District

President, Board of Education

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

Tentative minutes of a Special Meeting of the Board of Education, Box Elder School District, held Wednesday evening May 18, 2021 at 7:00 p.m. virtually.

Those in attendance at the meeting included Board President Julie Taylor, Vice President Tiffani Summers, Board Members Karen Cronin, Wade Hyde, Nancy Kennedy, and Bryan Smith. Also present were Superintendent Steven Carlsen and Assistant Superintendent Gary Allen, district employees, and representatives of the press.

President Taylor welcomed those in attendance.

Approval of Agenda

Nancy Kennedy made the motion to approve the agenda. Bryan Smith seconded the motion, which passed unanimously.

Action Items

Approval of New Course – Behavior Health Introduction

Gary Allen gave information on the new CTE course Behavior Health Introduction.

Karen Cronin made the motion to approve the new course Behavior Health Introduction as recommended. Tiffani Summers seconded the motion which passed unanimously.

Approval of the 2021-2022 School Start Times

Superintendent Steve Carlsen presented information on school start times for the 2021-22 school year.

Bryan Smith made the motion to approve one half hour later start time and one half hour later end time each day for the 2021-22 school year with a one hour late start on Wednesdays for all schools for collaboration. Wade Hyde seconded the motion which passed unanimously.

Approval of the Change in Mask mandate for Last Week of School

Superintendent Steve Carlsen presented information on the change in the mask mandate for the last week of school

Karen Cronin made the motion to approve the change in the mask mandate beginning June 1, 2021. Bryan Smith seconded the motion which passed unanimously.

Adjournment

Karen Cronin made the motion to adjourn the meeting. Bryan Smith seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held on Wednesday, June 9, 2021, with a regular board meeting at 6:30 p.m. at the ILSC Building, President Julie Taylor adjourned the meeting at 7:15 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

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

The School Board meeting opened at 7:00 p.m. held virtually on Webex.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder School District, held Wednesday evening May 25, 2021 at 7 p.m.

Those in attendance at the meeting included Board President Julie Taylor, Vice President Tiffani Summers, Connie Archibald, Karen Cronin, Wade Hyde, Nancy Kennedy, and Bryan Smith. 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 Taylor welcomed those in attendance and conducted the business of the meeting.

After the reverence, which was offered by Tiffani Summers, Bryan Smith led the audience in the pledge of allegiance.

Recognitions

Tiffani Summers presented the following recognitions:

Bear River High School Girls Softball

Action Items

Approval of 2021-22 School Start and End Times

President Julie Taylor read a statement and then allowed each Board Member to give their thoughts about school start and end times.

Nancy Kennedy made the motion to set the school start time and end times at the regular times that were used before Covid 19 restrictions. Tiffani Summers seconded the motion which passed 6 to 1 with Bryan Smith being the dissenting vote.

Adjournment

Karen Cronin made the motion to adjourn the meeting. Bryan Smith seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held on Wednesday, June 9, 2021 at ILSC, with the regular board meeting at 6:30 p.m., President Julie Taylor adjourned the meeting at 8:10 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00034982	-55.10	05/12/21	53813 QUIRT PUGSLEY	CV
01	00036680	-673.27	05/25/21	94170 KELLY J KUNZLER	CV
01	00036984	98.00	05/06/21	1 ALEXIS FOOS	C
01	00036985	113.15	05/06/21	1 ALLISON SWAPP	C
01	00036986	28.50	05/06/21	1 ALYSSA HARRIS	C
01	00036987	114.20	05/06/21	1 AMANDA HILLYARD	C
01	00036988	107.90	05/06/21	1 AMY PEBLEY	C
01	00036989	21.00	05/06/21	1 ANASTASIA SHOELL	C
01	00036990	7.00	05/06/21	1 ANNA TOLMAN	C
01	00036991	91.00	05/06/21	1 BOBBIE STEPHENS	C
01	00036992	7.25	05/06/21	1 BRYCE LOCASCIO	C
01	00036993	21.00	05/06/21	1 CARLEE SMITH	C
01	00036994	91.00	05/06/21	1 CODY ROBERTS	C
01	00036995	114.20	05/06/21	1 COURTNEY SHAFFER	C
01	00036996	142.89	05/06/21	1 DANEAN ZILLES	C
01	00036997	28.00	05/06/21	1 DEBORAH DIMOND	C
01	00036998	81.64	05/06/21	1 DEVIN ALLRED	C
01	00036999	168.00	05/06/21	1 DON JACOB	C
01	00037000	16.80	05/06/21	1 HAYLEE SINGLETON	C
01	00037001	111.35	05/06/21	1 HOLLY GIBBONS	C
01	00037002	10.36	05/06/21	1 HOLLY MELLOR	C
01	00037003	107.89	05/06/21	1 JAMIE GARN	C
01	00037004	81.65	05/06/21	1 JEN SMITH	C
01	00037005	21.00	05/06/21	1 JESSICA WALKER	C
01	00037006	58.58	05/06/21	1 KACEY QUIRE	C
01	00037007	107.89	05/06/21	1 KARA WELLING	C
01	00037008	98.00	05/06/21	1 KARI HARDY	C
01	00037009	54.25	05/06/21	1 KATIE GARDNER	C
01	00037010	48.74	05/06/21	1 KIERRA HARMS	C
01	00037011	629.80	05/06/21	1 KRISTEN REASCH	C
01	00037012	114.20	05/06/21	1 LEEANN LUNDGREEN	C
01	00037013	87.95	05/06/21	1 LISA OSTERMILLER	C
01	00037014	91.80	05/06/21	1 LIZ BUNCE	C
01	00037015	114.20	05/06/21	1 MADISON BENNETT	C
01	00037016	47.99	05/06/21	1 MARIAH HUGGINS	C
01	00037017	115.77	05/06/21	1 MEGAN PETERSON	C
01	00037018	114.20	05/06/21	1 MELANIE WELLS	C
01	00037019	31.00	05/06/21	1 MEREDITH HALLS	C
01	00037020	96.25	05/06/21	1 MINDY HOWELL	C
01	00037021	59.54	05/06/21	1 NIKKI JENSEN	C
01	00037022	99.25	05/06/21	1 PECH NAYLOR	C
01	00037023	91.00	05/06/21	1 PENNY FERGUSON	C
01	00037024	91.00	05/06/21	1 RILEY MUNNS	C
01	00037025	107.90	05/06/21	1 SARAH WALLACE	C
01	00037026	112.63	05/06/21	1 SHAMRA NIELSEN	C
01	00037027	24.00	05/06/21	1 SHARMA MALONE	C
01	00037028	38.50	05/06/21	1 SHAUNA BARFUSS	C
01	00037029	26.25	05/06/21	1 SHAYLEE STANWORTH	C
01	00037030	575.05	05/06/21	1 STACIE SCHULTZ	C
01	00037031	58.58	05/06/21	1 STARLA JOHNSON	C
01	00037032	107.90	05/06/21	1 STEPHANIE ADAMS	C
01	00037033	135.14	05/06/21	1 STEPHANIE REEDER	C
01	00037034	319.20	05/06/21	1 TIFFANY TAYLOR	C
01	00037035	21.00	05/06/21	1 TORI HANKS	C
01	00037036	627.38	05/06/21	812477 ALSCO/AMERICAN LINEN	C

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01	00037037	704.00	05/06/21	36784 AMERICAN RED CROSS	C
01	00037038	1,415.76	05/06/21	25909 AMERIGAS PROPANE	C
01	00037039	2,291.47	05/06/21	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00037040	255.50	05/06/21	85768 BEAR RIVER SEWER DEPT	C
01	00037041	258.93	05/06/21	87120 BEEHIVE TELEPHONE CO	C
01	00037042	90.00	05/06/21	111287 BOWCUTT'S FLOWERS & GIFTS	C
01	00037043	812.52	05/06/21	104348 BOX ELDER MIDDLE SCHOOL	C
01	00037044	120.12	05/06/21	40410 KAREN BRAITHWAITE	C
01	00037045	67.73	05/06/21	108267 BRIGHAM NORTH FIELD WATER	C
01	00037046	111.00	05/06/21	107994 CERTIFIED SHRED	C
01	00037047	1,344.55	05/06/21	53473 CHARLIE'S PRODUCE	C
01	00037048	6,000.00	05/06/21	1490 COGNIA INC	C
01	00037049	544.46	05/06/21	9377 DEBORAH COMPTON	C
01	00037050	82.00	05/06/21	156817 CORINNE CITY CORP	C
01	00037051	1,133.80	05/06/21	158220 COVER UP	C
01	00037051	-1,133.80	05/06/21	158220 COVER UP	CV
01	00037052	9,192.75	05/06/21	38091 DATAIO LLC	C
01	00037053	500.00	05/06/21	102017 DAVIS SCHOOL DISTRICT	C
01	00037054	1,295.00	05/06/21	41130 E LOCALLINK, INC	C
01	00037055	311.63	05/06/21	104881 FERGUSON ENTERPRISES INC	C
01	00037056	4,238.01	05/06/21	143160 FRONTIER COMMUNICATION	C
01	00037057	652.20	05/06/21	304217 GARLAND CITY	C
01	00037058	1,228.00	05/06/21	47724 LINDA GOWANS	C
01	00037059	1,298.21	05/06/21	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00037060	1,000.00	05/06/21	54496 HOLLY HALL	C
01	00037061	23.00	05/06/21	26859 JAMIE HIRSCHI	C
01	00037062	598.89	05/06/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00037063	11,408.63	05/06/21	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00037064	60.90	05/06/21	489240 KENTS MARKET PL/TREMONTON	C
01	00037065	23.14	05/06/21	101575 TAMBRA KIMBALL	C
01	00037066	2,254.82	05/06/21	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00037067	40,703.50	05/06/21	43133 NATIONAL FOOD GROUP	C
01	00037068	1,309.87	05/06/21	111273 NUCO2 LLC	C
01	00037069	229.00	05/06/21	700077 PERRY CITY	C
01	00037070	1,250.00	05/06/21	54500 KRISTEN PORTER	C
01	00037071	9,197.03	05/06/21	892645 ROCKY MOUNTAIN POWER	C
01	00037072	3,000.00	05/06/21	37923 SHERYL JEAN RUSHTON	C
01	00037073	143.94	05/06/21	55336 S & D CARWASH MANAGEMENT, LLC	C
01	00037074	9,800.00	05/06/21	48470 SCHOOLS CUBED	C
01	00037075	39.95	05/06/21	110789 SECURE INSTANT PAYMENTS LLC	C
01	00037076	4,857.08	05/06/21	110873 SOLUTION TREE	C
01	00037077	35.95	05/06/21	110914 SUPERIOR WATER AND AIR INC	C
01	00037078	144.00	05/06/21	29190 USCMA / UTAH SCHOOL CUSTODIAL MANAGERS	C
01	00037079	6,391.84	05/06/21	55034 UTAH PARENT CENTER, INC	C
01	00037080	59,176.57	05/06/21	892916 STATE OF UTAH FUEL NETWORK	C
01	00037081	6,034.80	05/06/21	924155 WASTE MGMT OF UTAH INC	C
01	00037082	63.29	05/06/21	111182 HEATHER WATTS	C
01	00037083	117.37	05/06/21	932187 WEST FIELD STREAM WATER	C
01	00037084	3,646.60	05/06/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00037085	457.43	05/06/21	110672 ANCORA PUBLISHING	C
01	00037086	9,476.00	05/06/21	106497 APPLE STORE	C
01	00037087	9,602.02	05/06/21	110509 AUDIO ENHANCEMENT	C
01	00037088	900.00	05/06/21	55638 CASEY & KIRSCH PUBLISHERS	C
01	00037089	6,850.64	05/06/21	212299 EDUTEK CORPORATION	C
01	00037090	1,009.54	05/06/21	109704 FOLLETT SCHOOL SOLUTIONS	C

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01	00037091	138.60	05/06/21	100148 HIGH NOON BOOKS	C
01	00037092	3,801.56	05/06/21	386370 HYKO SUPPLY CO	C
01	00037093	473.02	05/06/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00037094	1,989.00	05/06/21	422180 INDUSTRIAL TOOL & SUPPLY	C
01	00037095	111.00	05/06/21	1791 INTERSTATE ALL BATTERIES CENTER	C
01	00037096	190.44	05/06/21	111013 MARKERBOARD PEOPLE	C
01	00037097	10,405.63	05/06/21	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00037098	103.26	05/06/21	100359 NASCO MODESTO	C
01	00037099	1,876.74	05/06/21	633340 OFFICE DEPOT	C
01	00037100	946.13	05/06/21	699420 PERMA BOUND BOOKS	C
01	00037101	140.00	05/06/21	101706 SCHOLASTIC EDUCATION	C
01	00037102	272.21	05/06/21	157371 STAPLES	C
01	00037103	731.20	05/06/21	19488 T SHIRT CHOP SHOP	C
01	00037104	1,000.50	05/06/21	891133 UTAH/YAMAS CONTROLS INC	C
01	00037105	624.87	05/06/21	16535 VEX ROBOTICS	C
01	00037106	11.44	05/06/21	109804 WARD'S NATURAL SCIENCE	C
01	00037107	88.34	05/06/21	32824 YES PRINT COPY N MORE, LLC	C
01	00037108	119.38	05/06/21	108267 BRIGHAM NORTH FIELD WATER	C
01	00037109	12,276.00	05/06/21	728870 DOMINION ENERGY UTAH	C
01	00037110	37.60	05/13/21	1 ANGIE STEWART	C
01	00037111	20.50	05/13/21	1 MELISSA MUIR	C
01	00037112	81.70	05/13/21	1 MISTY SORENSEN	C
01	00037113	116.00	05/13/21	38040 AMERICAN SIGN LANGUAGE COMMUNICATION	C
01	00037114	33.44	05/13/21	35980 JOAN ARGYLE	C
01	00037115	276.00	05/13/21	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00037116	40.00	05/13/21	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00037117	260.34	05/13/21	102956 BEAR RIVER MENTAL HEALTH	C
01	00037118	112.50	05/13/21	104338 BOX ELDER HIGH SCHOOL	C
01	00037119	771.40	05/13/21	44342 MICHELLE BREIDER	C
01	00037120	46,278.77	05/13/21	108217 BRIGHAM CITY CORPORATION	C
01	00037121	194.88	05/13/21	38997 SABRINA BURMESTER	C
01	00037122	40.60	05/13/21	1295 ELISE BURT	C
01	00037123	1,392.28	05/13/21	53473 CHARLIE'S PRODUCE	C
01	00037124	1,063.10	05/13/21	158220 COVER UP	C
01	00037125	59.90	05/13/21	14958 CULLIGAN	C
01	00037126	5,741.25	05/13/21	102017 DAVIS SCHOOL DISTRICT	C
01	00037127	1,140.00	05/13/21	56197 DENTONS DURHAM JONES PINEGAR PC	C
01	00037128	4,601.94	05/13/21	729332 ECONO WASTE INC	C
01	00037129	4.14	05/13/21	53783 ALLYSON ELIASON	C
01	00037130	64.24	05/13/21	55557 ELIZABETH FERTIG	C
01	00037131	511.56	05/13/21	111431 T DANIELLE HAWKES	C
01	00037132	15.00	05/13/21	107389 INTERMOUNTAIN WORKMED-N OGDEN	C
01	00037133	10,757.96	05/13/21	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00037134	1,006.95	05/13/21	467700 JOHNSON ELECTRIC MOTORS	C
01	00037135	7,443.00	05/13/21	48879 KREMEDY LLC / KANNACT	C
01	00037136	34.80	05/13/21	21733 HALLIE KUNZLER	C
01	00037137	673.27	05/13/21	94170 KELLY J KUNZLER	C
01	00037138	661.67	05/13/21	107207 RACHEALE KUNZLER	C
01	00037139	1,000.00	05/13/21	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00037140	349.94	05/13/21	543168 MADDOX RANCH HOUSE	C
01	00037141	240.55	05/13/21	43982 MIKE MOORE	C
01	00037142	672.22	05/13/21	54330 KALLEE MUNNS	C
01	00037143	233.91	05/13/21	100987 PEARSON EDUCATION CENTER	C
01	00037144	2,505.35	05/13/21	937851 PRAXAIR DISTRIBUTION INC	C
01	00037145	81.20	05/13/21	53805 AMY PUGSLEY	C

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01	00037146	98.60	05/13/21	53813 QUIRT PUGSLEY	C
01	00037147	1,616.44	05/13/21	732367 RAFT RIVER RURAL	C
01	00037148	661.67	05/13/21	21130 AMBER ROSE	C
01	00037149	984.81	05/13/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
01	00037150	37.00	05/13/21	802087 SNOWVILLE WATERWORKS INC	C
01	00037151	665.15	05/13/21	12793 SONYA SPACKMAN	C
01	00037152	132.24	05/13/21	6009 IRLANDA STEVENS	C
01	00037153	191,232.22	05/13/21	12688 SYSCO	C
01	00037154	46.40	05/13/21	53791 ELIZABETH TAYLOR	C
01	00037155	33,000.00	05/13/21	999018 THE HARTFORD	C
01	00037156	90.00	05/13/21	101434 UAPT/UTAH ASSOC OF PUPIL TRANS	C
01	00037157	1,437.50	05/13/21	875087 UKON WATER CO	C
01	00037158	225.00	05/13/21	891162 USSA / UTAH SCHOOL SUPT ASSN	C
01	00037159	2,844.54	05/13/21	891181 LB 410027	C
01	00037160	515.39	05/13/21	941217 WILLARD CITY CORP	C
01	00037161	1,866.00	05/13/21	40223 MARGARET SAM YATES	C
01	00037162	2,595.05	05/13/21	25534 ACADEMIC SUCCESS FOR ALL LEARNERS	C
01	00037163	2,733.12	05/13/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00037164	3,109.00	05/13/21	106497 APPLE STORE	C
01	00037165	8,346.90	05/13/21	84960 BEACON METALS INC	C
01	00037166	1,899.81	05/13/21	10774 CRUMP MOTORS	C
01	00037167	37,403.00	05/13/21	15660 DAKTRONICS	C
01	00037168	1,175.00	05/13/21	100293 DELL COMPUTER	C
01	00037169	523.67	05/13/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00037170	567.35	05/13/21	778870 GOPHER SPORT	C
01	00037171	1,063.46	05/13/21	34606 HERITAGE MOTOR COMPANY OF TREMONTON	C
01	00037172	6,016.37	05/13/21	386370 HYKO SUPPLY CO	C
01	00037173	163.61	05/13/21	633340 OFFICE DEPOT	C
01	00037174	694.66	05/13/21	664141 ORIENTAL TRADING COMPANY INC	C
01	00037175	1,193.60	05/13/21	699420 PERMA BOUND BOOKS	C
01	00037176	537.83	05/13/21	4987 PICTURELINE INC	C
01	00037177	1,782.00	05/13/21	103604 SCHOLASTIC EDUCATION	C
01	00037178	10.00	05/13/21	101706 SCHOLASTIC EDUCATION	C
01	00037179	2,419.40	05/13/21	110873 SOLUTION TREE	C
01	00037180	3,771.84	05/13/21	861085 TV SPECIALISTS INC	C
01	00037181	57.50	05/20/21	1 ALICIA BOLDT	C
01	00037182	100.61	05/20/21	6617 ACME WATER CO	C
01	00037183	1,492.25	05/20/21	347560 ALICE C HARRIS INTERM SCH	C
01	00037184	1,409.50	05/20/21	104338 BOX ELDER HIGH SCHOOL	C
01	00037185	30.00	05/20/21	104370 BOX ELDER NEWS JOURNAL	C
01	00037186	27.00	05/20/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00037187	7,275.40	05/20/21	3271 CANON SOLUTIONS AMERICA	C
01	00037188	1,375.47	05/20/21	53473 CHARLIE'S PRODUCE	C
01	00037189	360.00	05/20/21	40363 CIO MEDICAL SERVICES	C
01	00037190	1,030.34	05/20/21	101804 FRANKLIN COVEY	C
01	00037191	14.00	05/20/21	56308 ANGELA GLIMORE	C
01	00037192	17,259.93	05/20/21	49026 IVY LANE PEDATRICS	C
01	00037193	11,060.13	05/20/21	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00037194	9.32	05/20/21	489250 KENTS MARKET PL/BRIGHAM	C
01	00037195	114.85	05/20/21	489240 KENTS MARKET PL/TREMONTON	C
01	00037196	199.76	05/20/21	94170 KELLY J KUNZLER	C
01	00037197	4,940.88	05/20/21	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00037198	17.50	05/20/21	55980 MEMILY DESIGNS	C
01	00037199	2,090.76	05/20/21	111273 NUCO2 LLC	C
01	00037200	600.00	05/20/21	28967 ROBOTICS ED & COMPETITION FOUNDATION	C

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01	00037201	26,037.15	05/20/21	892645 ROCKY MOUNTAIN POWER	C
01	00037202	54.32	05/20/21	157371 STAPLES	C
01	00037203	144.92	05/20/21	25836 KRIS THOMPSON	C
01	00037204	410.85	05/20/21	111109 TOM RANDALL DIST	C
01	00037205	1,373.07	05/20/21	852617 TREMONTON CITY CORP	C
01	00037206	45.09	05/20/21	111182 HEATHER WATTS	C
01	00037207	107.88	05/20/21	48224 JACQUELINE WHITAKER	C
01	00037208	798.49	05/20/21	32840 YOUNG FORD OF BRIGHAM CITY	C
01	00037209	646.57	05/20/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00037210	1,579.00	05/20/21	106497 APPLE STORE	C
01	00037211	213.00	05/20/21	86 BUSINESS SOLUTIONS GROUP	C
01	00037212	3,200.00	05/20/21	3271 CANON SOLUTIONS AMERICA	C
01	00037213	1,690.00	05/20/21	12386 CHOURNOS PRINT SERVICES	C
01	00037214	4,998.14	05/20/21	819370 CLASSICAL STRINGS / G WILHELMSSEN	C
01	00037215	933,831.00	05/20/21	100293 DELL COMPUTER	C
01	00037216	175.00	05/20/21	1945 EMA / EDUCATIONAL MANAGEMENT ASSOC INC	C
01	00037217	1,692.16	05/20/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00037218	2,558.72	05/20/21	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00037219	4,010.71	05/20/21	386370 HYKO SUPPLY CO	C
01	00037220	1,939.08	05/20/21	576620 M & M TOOL AND MACHINERY	C
01	00037221	25,653.84	05/20/21	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00037222	80.55	05/20/21	633340 OFFICE DEPOT	C
01	00037223	268.76	05/20/21	699420 PERMA BOUND BOOKS	C
01	00037224	48.00	05/20/21	104992 PRINT SHOP	C
01	00037225	75.00	05/20/21	103604 SCHOLASTIC EDUCATION	C
01	00037226	3,310.00	05/20/21	47066 SQUIRRELS LLC	C
01	00037227	124.08	05/20/21	3476 SUNDANCE/NEWBRIDGE	C
01	00037228	2,836.46	05/20/21	54755 THE CERAMIC SHOP LLC	C
01	00037229	110.00	05/20/21	54879 THOMAS & SONS LLC	C
01	00037230	150.00	05/25/21	147090 PATRICIA CLAWSON	C
01	00037231	1,392.27	05/25/21	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00037232	4,725.52	05/25/21	999014 AMERICAN FAMILY LIFE COMP	C
01	00037233	70.00	05/25/21	999027 B E SCHOOL BOARD FUND	C
01	00037234	104.40	05/25/21	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00037235	345.43	05/25/21	999110 BONNEVILLE BILLING & COLLECTIONS	C
01	00037236	936.05	05/25/21	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00037237	9,346.83	05/25/21	999021 BOX ELDER CREDIT UNION	C
01	00037238	176.00	05/25/21	999055 BOX ELDER FOUNDATION	C
01	00037239	2,026.64	05/25/21	999033 BUREAU CHILD SUPPORT SERV	C
01	00037240	172.90	05/25/21	999153 CONSTANTINO LAW OFFICE	C
01	00037241	28,009.68	05/25/21	999077 DENTAL SELECT	C
01	00037242	543.22	05/25/21	999019 EDUCATORS MUTUAL	C
01	00037243	69.12	05/25/21	999017 GLOBE LIFE INSURANCE CO	C
01	00037244	735.81	05/25/21	55590 GURSTEL LAW FIRM, P.C.	C
01	00037245	21,714.00	05/25/21	999035 HORACE MANN INSURANCE COMPANY	C
01	00037246	451.00	05/25/21	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00037247	217.36	05/25/21	999111 MEADE RECOVERY SERVICES LLC	C
01	00037248	33.41	05/25/21	34177 MOUNTAIN LAND COLLECTIONS, INC	C
01	00037249	1,141.03	05/25/21	54615 MOUNTAIN LOAN CENTERS, INC	C
01	00037250	435.14	05/25/21	55727 MOUNTAIN PEAK LAW GROUP PC	C
01	00037251	8,400.00	05/25/21	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00037252	7,463.20	05/25/21	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00037253	70.77	05/25/21	999156 OLSON SHANER	C
01	00037254	3,039.49	05/25/21	999008 OPTICARE	C
01	00037255	729,499.52	05/25/21	999079 PUBLIC EMPLOYEES HEALTH P	C

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01	00037256	1,778.45	05/25/21	999032 PRE-PAID LEGAL SERVICES	C
01	00037257	21,365.06	05/25/21	999018 THE HARTFORD	C
01	00037258	421.14	05/25/21	48119 TITANIUM FUNDS	C
01	00037259	440.00	05/25/21	999012 UESP	C
01	00037260	15,332.68	05/25/21	999007 UTAH EDUCATION ASSOCIATION	C
01	00037261	6,731.88	05/25/21	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00037262	193,712.83	05/25/21	999003 UTAH STATE TAX COMMISSION	C
01	00037263	236.00	05/27/21	1 ALIX WAUDBY	C
01	00037264	20.00	05/27/21	1 ALYXON HARWOOD	C
01	00037265	139.20	05/27/21	1 ASHLEY NIELSON	C
01	00037266	178.50	05/27/21	1 BONNIE CAMPBELL	C
01	00037267	788.65	05/27/21	1 CARI DOUTRE	C
01	00037268	122.45	05/27/21	1 CARRIE WATSON	C
01	00037269	604.55	05/27/21	1 CRAIG BROOME	C
01	00037270	127.75	05/27/21	1 ERIN HOUSLEY	C
01	00037271	105.75	05/27/21	1 JANICE YOUNGER	C
01	00037272	204.59	05/27/21	1 KAYLEEN ERICKSON	C
01	00037273	20.00	05/27/21	1 NATALIE MERRELL	C
01	00037274	583.70	05/27/21	1 PEGGY HANKINS	C
01	00037275	360.55	05/27/21	1 RACHAEL WILDING	C
01	00037276	388.55	05/27/21	1 SHADEAU SECRIST	C
01	00037277	323.20	05/27/21	1 SHALEE MONTGOMERY	C
01	00037278	350.80	05/27/21	1 STEPHANIE HESS	C
01	00037279	210.15	05/27/21	1 TIFFANY SWARTZ	C
01	00037280	59.40	05/27/21	85559 CENTURY ELEMENTARY	C
01	00037281	1,796.11	05/27/21	890740 CENTURYLINK	C
01	00037282	632.50	05/27/21	890740 CENTURYLINK LONG DISTANCE	C
01	00037283	111.00	05/27/21	107994 CERTIFIED SHRED	C
01	00037284	1,281.92	05/27/21	53473 CHARLIE'S PRODUCE	C
01	00037285	74.99	05/27/21	109652 DREWES FLORAL & GIFTS	C
01	00037286	4,261.16	05/27/21	999093 INTERNAL REVENUE SERVICE	C
01	00037287	7,733.79	05/27/21	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00037288	673.27	05/27/21	94170 KELLY J KUNZLER	C
01	00037289	7,576.96	05/27/21	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00037290	6.37	05/27/21	56413 KERI BETH MORRIS	C
01	00037291	26,321.40	05/27/21	3050 OBSERVERTAB, LLC	C
01	00037292	7.23	05/27/21	48038 JENNIFER POWELL	C
01	00037293	211.64	05/27/21	109395 JOYLENE RITCHIE	C
01	00037294	144.36	05/27/21	762360 RUPP WASTE CONTAINERS INC	C
01	00037295	385.94	05/27/21	776340 WENDY SCOFFIELD	C
01	00037296	1,190.87	05/27/21	10731 SMITH'S CUSTOMER CHARGES	C
01	00037297	257.94	05/27/21	25674 STUDIO R MEDIA	C
01	00037298	25.61	05/27/21	31879 MARCI SUMMERS	C
01	00037299	494.16	05/27/21	20125 STACY SUE THOMPSON	C
01	00037300	7,615.08	05/27/21	24580 VERIZON WIRELESS	C
01	00037301	8,316.55	05/27/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00037302	1,509.00	05/27/21	106497 APPLE STORE	C
01	00037303	7,346.06	05/27/21	3271 CANON SOLUTIONS AMERICA	C
01	00037304	5,065.44	05/27/21	100293 DELL COMPUTER	C
01	00037305	410.51	05/27/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00037306	5,156.65	05/27/21	103698 HERFF JONES INC	C
01	00037307	110.14	05/27/21	386370 HYKO SUPPLY CO	C
01	00037308	11,000.00	05/27/21	106111 INTERMOUNTAIN HOUSE LLC	C
01	00037309	4,196.98	05/27/21	455120 JACKS TIRE & OIL INC	C
01	00037310	2.88	05/27/21	100550 JOSTENS INC	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00037311	10,540.49	05/27/21	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00037312	17,970.00	05/27/21	1023 NUTTALL INC	C
01	00037313	27.94	05/27/21	699420 PERMA BOUND BOOKS	C
01	00037314	503.06	05/27/21	55450 RAINBOW BOOK COMPANY	C
01	00037315	611.02	05/27/21	109569 RIVER PRINT	C
01	00037316	316.86	05/27/21	157371 STAPLES	C
01	00037317	270.00	05/27/21	51837 SWEETWATER	C
01	00037318	127.17	05/27/21	866716 UTAH CORRECTIONAL INDUSTRIES	C
01	05051021	152,218.26	05/09/21	888540 US BANK	M
01	07052821	131,089.58	05/25/21	999070 HEALTH EQUITY INC	M
01	08052821	1,144,167.96	05/25/21	999005 UTAH STATE RETIREMENT FUND	M
01	09052021	146,412.49	05/25/21	999140 BANK OF UTAH	M
01	09052821	955,742.43	05/25/21	999140 BANK OF UTAH	M
Total Bank No 01		5,460,321.33			
02	00100864	2,016.00	05/06/21	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100865	1,000.00	05/06/21	56120 LOAHNNA FUNK	C
02	00100866	1,000.00	05/06/21	55000 ETHAN TINGEY	C
02	00100867	1,000.00	05/20/21	11827 SNOW COLLEGE	C
02	00100868	87.26	05/27/21	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100869	1,000.00	05/27/21	6904 DIXIE STATE UNIVERSITY	C
02	00100870	175.00	05/27/21	47686 TNT ENGRAVING	C
02	00100871	5,500.00	05/27/21	891181 UTAH STATE UNIVERSITY	C
Total Bank No 02		11,778.26			
07	77050521	12,276.00	05/03/21	102931 ZIONS BANK NATIONAL BANK	M
07	77050521	-12,276.00	05/06/21	102931 ZIONS BANK NATIONAL BANK	MV
07	77052021	1,188,353.75	05/17/21	102931 ZIONS BANK NATIONAL BANK	M
Total Bank No 07		1,188,353.75			
11	01103066	120.00	05/06/21	27561 A & Z PRODUCE	A
11	01103067	51.20	05/06/21	48011 GAILE BINGHAM	A
11	01103068	40.00	05/06/21	110766 TRICIA BURBIDGE	A
11	01103069	40.00	05/06/21	31380 JOSE M CEDILLO	A
11	01103070	210.00	05/06/21	134250 CEM SALES & SERVICE	A
11	01103071	12,201.25	05/06/21	107034 CHARIOT GROUP INC	A
11	01103072	30.00	05/06/21	4090 MARY CLARK	A
11	01103073	25,583.43	05/06/21	728870 DOMINION ENERGY UTAH	A
11	01103074	70.00	05/06/21	106815 MAILEE FORREST	A
11	01103075	50.00	05/06/21	36706 MONICA GROVER	A
11	01103076	40.00	05/06/21	31500 HEIDI HOUGHTALEN	A
11	01103077	40.00	05/06/21	110864 JEFF HUNT	A
11	01103078	31.20	05/06/21	52493 ROBERT KENNER	A
11	01103079	30.00	05/06/21	21610 STEVE LEGGETT	A
11	01103080	40.00	05/06/21	49999 BILLY MCFARLAND	A
11	01103081	40.00	05/06/21	10936 JONI MITCHELL	A
11	01103082	40.00	05/06/21	25640 RAMONA MORA	A
11	01103083	47.43	05/06/21	56103 KARA MORRIS	A
11	01103084	101.20	05/06/21	54356 MARISSA NELSON	A
11	01103085	31.20	05/06/21	21962 MARK NELSON	A
11	01103086	20,678.04	05/06/21	35718 O C TANNER RECOGNITION COMPANY	A
11	01103087	80.00	05/06/21	112077 BOB PROFZAIFER	A
11	01103088	46.00	05/06/21	21105 DUANE RICE	A
11	01103089	40.00	05/06/21	45349 LADAWN RICHINS	A
11	01103090	40.00	05/06/21	12300 VALENE ROBINSON	A
11	01103091	100.00	05/06/21	56090 BRANDI ROCHE	A
11	01103092	511.50	05/06/21	47686 TNT ENGRAVING	A

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11	01103093	40.00	05/06/21	852290 SANDIE TRAPP	A
11	01103094	1,581.75	05/06/21	100866 VALCOM	A
11	01103095	43.20	05/06/21	919010 MARY R WALKER	A
11	01103096	71.20	05/06/21	28150 KARIE WEAVER	A
11	01103097	21.96	05/13/21	102177 BRADY INDUSTRIES LLC	A
11	01103098	407.67	05/13/21	105301 CACHE VALLEY ELECTRIC INC	A
11	01103099	661.67	05/13/21	109781 MICHELE GREEN	A
11	01103100	4,222.40	05/13/21	111426 DARLA HANSEN	A
11	01103101	30.00	05/13/21	111750 MARCI HATCH	A
11	01103102	712.71	05/13/21	49174 LANEY JENSEN	A
11	01103103	43,530.20	05/13/21	27243 KELLY SERVICES INC	A
11	01103104	673.27	05/13/21	55379 JENNA KUNZLER	A
11	01103105	150.00	05/13/21	55875 LANGUAGE TESTING INTERNATIONAL	A
11	01103106	143.26	05/13/21	20079 MEGAN MORRIS	A
11	01103107	72.77	05/13/21	13250 AMY NORTON	A
11	01103108	407.16	05/13/21	27588 MCKENZIE PONTIUS	A
11	01103109	140.00	05/13/21	47686 TNT ENGRAVING	A
11	01103110	1,498.72	05/13/21	897640 RAFAEL VARGAS	A
11	01103111	417.60	05/13/21	44075 LEANNE WRIGHT	A
11	01103112	159.05	05/20/21	3379 LINN BECK	A
11	01103113	193.75	05/20/21	105301 CACHE VALLEY ELECTRIC INC	A
11	01103114	2,230.19	05/20/21	134250 CEM SALES & SERVICE	A
11	01103115	15,375.98	05/20/21	728870 DOMINION ENERGY UTAH	A
11	01103116	816.87	05/20/21	322776 GRAINGERS INC	A
11	01103117	149.00	05/27/21	110876 CAROL DITTLI	A
11	01103118	779.57	05/27/21	322776 GRAINGERS INC	A
11	01103119	72.17	05/27/21	351070 LINDA HAWKES	A
11	01103120	41,633.00	05/27/21	27243 KELLY SERVICES INC	A
11	01103121	15.00	05/27/21	55875 LANGUAGE TESTING INTERNATIONAL	A
11	01103122	2,509.83	05/27/21	803050 SHI INTERNATIONAL CORP	A
11	01103123	84.00	05/27/21	47686 TNT ENGRAVING	A
11	01103124	31.17	05/27/21	100590 WAXIE SANITARY SUPPLY	A
11	01103125	214.56	05/27/21	18570 MICHELLE WESTLEY	A
Total Bank No 11		179,422.13			
20	10400467	38.65	05/06/21	53309 DEIDRE ORTIZ	C
20	10400468	200.00	05/14/21	85559 CENTURY ELEMENTARY	C
Total Bank No 20		238.65			
21	12500673	333.57	05/21/21	38032 AMAZON CAPITAL SERVICES INC	C
21	12500674	6,006.98	05/21/21	104321 BOX ELDER SCHOOL DISTRICT	C
21	12500675	51.50	05/21/21	999023 BOX ELDER SCHOOL DISTRICT	C
21	12500676	370.40	05/21/21	158220 COVER UP	C
21	12500677	166.18	05/21/21	489250 KENTS MARKET PL/BRIGHAM	C
21	12500678	45.00	05/21/21	111839 LORI KORTH	C
21	12500679	225.00	05/21/21	104992 PRINT SHOP	C
21	12500680	21.00	05/21/21	56006 BRITNI ROBERTS	C
21	12500681	39.75	05/21/21	47686 TNT ENGRAVING	C
21	12500682	70.88	05/27/21	38032 AMAZON CAPITAL SERVICES INC	C
21	12500683	1,111.68	05/27/21	104321 BOX ELDER SCHOOL DISTRICT	C
21	12500684	208.00	05/27/21	13579 INTER-STATE STUDIO & PUBLISHING	C
21	12500685	440.00	05/27/21	110889 THE DUTCH OVEN SHOPPE / M BODILY	C
Total Bank No 21		9,089.94			
22	13200617	510.97	05/10/21	38032 AMAZON CAPITAL SERVICES	C
22	13200618	802.84	05/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200619	597.82	05/26/21	38032 AMAZON CAPITAL SERVICES	C

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22	13200620	59.00	05/26/21	39667 SIGN GYPSIES BOX ELDER	C
22	13200621	114.92	05/27/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 22		2,085.55			
23	13400621	83.60	05/17/21	104370 BOX ELDER NEWS JOURNAL	C
23	13400622	322.50	05/17/21	104321 BOX ELDER SCHOOL DISTRICT	C
23	13400623	24.95	05/17/21	164108 CULLIGAN WATER CONDITIONING	C
23	13400624	94.54	05/17/21	489250 KENTS MARKET PL/BRIGHAM	C
23	13400625	183.04	05/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
23	13400626	117.87	05/20/21	56294 BOUNCEFEST INFLATABLES LLC	C
23	13400626	-117.87	05/24/21	56294 BOUNCEFEST INFLATABLES LLC	CV
23	13400627	110.00	05/26/21	56294 BOUNCEFEST INFLATABLES LLC	C
23	13400628	198.00	05/27/21	47686 TNT ENGRAVING	C
Total Bank No 23		1,016.63			
24	13600957	320.00	05/12/21	17493 FINE ARTS CENTER	C
24	13600958	153.72	05/12/21	489240 KENTS MARKET PL/TREMONTON	C
24	13600959	71.67	05/12/21	633340 OFFICE DEPOT	C
24	13600960	152.00	05/12/21	43567 PENCIL WHOLESale LLC	C
24	13600961	48.95	05/12/21	44512 TREMONTON LEADER	C
24	13600962	63.16	05/12/21	45233 MARCIA WILSON	C
24	13600963	1,699.90	05/24/21	21440 STEVE CONGER	C
24	13600964	39.62	05/24/21	9520 ROBYN ESPLIN	C
24	13600965	13,245.00	05/24/21	17680 WORLD'S FINEST CHOCOLATE	C
Total Bank No 24		15,794.02			
25	15000679	26.00	05/17/21	47686 TNT ENGRAVING	C
Total Bank No 25		26.00			
27	16600441	353.43	05/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
27	16600442	552.10	05/18/21	12912 LIFETOUCH PHOTOGRAPHY	C
Total Bank No 27		905.53			
28	16701052	60.00	05/11/21	85738 BEAR RIVER HIGH SCHOOL	C
28	16701053	321.45	05/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701054	170.65	05/11/21	14958 CULLIGAN	C
28	16701055	67.08	05/11/21	109659 KELLI NESSEN	C
28	16701056	119.54	05/14/21	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701057	556.07	05/14/21	489240 KENTS MARKET PL/TREMONTON	C
28	16701058	65.00	05/14/21	55905 MD SECURE STORAGE	C
Total Bank No 28		1,359.79			
29	16800441	108.00	05/04/21	45934 KUNZLER CATERING	C
29	16800442	507.64	05/05/21	5223 SWIRE COCA-COLA	C
29	16800443	100.00	05/12/21	45934 KUNZLER CATERING	C
29	16800444	63.37	05/12/21	109755 LARAE MORRIS	C
Total Bank No 29		779.01			
30	17200552	27.81	05/20/21	104335 BOX ELDER SCH DIST FOUNDATION	C
30	17200553	1,345.64	05/20/21	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200554	80.38	05/20/21	110337 MOUNT OLYMPUS WATERS	C
30	17200555	4,969.82	05/20/21	12912 LIFETOUCH NSS	C
30	17200556	97.57	05/28/21	1 BLAKE NICHOLS	C
Total Bank No 30		6,521.22			
31	18800326	37.02	05/03/21	56065 TATUM PAGE	C
31	18800327	250.00	05/05/21	17493 FINE ARTS CENTER	C
31	18800328	451.39	05/19/21	104321 BOX ELDER SCHOOL DISTRICT	C
31	18800329	75.00	05/26/21	104321 BOX ELDER SCHOOL DISTRICT	C

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Total Bank No 31		813.41			
32	20000250	214.41	05/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
32	20000251	916.80	05/18/21	12912 LIFETOUCH NSS	C
Total Bank No 32		1,131.21			
33	30402526	509.01	05/05/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402527	194.51	05/05/21	230 CAROLINA BIOLOGICAL	C
33	30402528	6.58	05/05/21	327480 GREER'S HARDWARE	C
33	30402529	285.13	05/05/21	3549 JONES SCHOOL SUPPLY CO, INC.	C
33	30402530	50.00	05/12/21	1 MELANIE EVANS	C
33	30402531	50.00	05/12/21	1 TRINA THOMSON	C
33	30402532	73.30	05/12/21	20818 ALICE C HARRIS LUNCH	C
33	30402533	179.92	05/12/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402534	944.41	05/12/21	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402535	914.28	05/12/21	3549 JONES SCHOOL SUPPLY CO, INC.	C
33	30402536	1,127.05	05/12/21	489240 KENTS MARKET PL/TREMONTON	C
33	30402537	31.92	05/12/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402538	272.54	05/28/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402539	1,212.55	05/28/21	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402540	557.20	05/28/21	103961 INTERMOUNTAIN WOOD PRODUCTS	C
33	30402541	2,223.33	05/28/21	3549 JONES SCHOOL SUPPLY CO, INC.	C
33	30402542	420.00	05/28/21	55603 PURE WATER SOLUTIONS OF AMERICA, LLC	C
33	30402543	812.80	05/28/21	822122 SUMMERHAYS MUSIC CENTER	C
33	30402544	420.06	05/28/21	102470 THE BOOK TABLE	C
Total Bank No 33		10,284.59			
34	30802912	20.37	05/04/21	112046 ACE HARDWARE - BRIGHAM	C
34	30802913	1,565.91	05/04/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802914	675.85	05/04/21	109248 J W PEPPER MUSIC	C
34	30802915	323.58	05/04/21	12912 LIFETOUCH NSS	C
34	30802916	128.79	05/04/21	4960 OLD GRIST MILL BREAD	C
34	30802917	60.00	05/04/21	104992 PRINT SHOP	C
34	30802918	64.53	05/12/21	1 ANGIE MORGAN	C
34	30802919	4,040.03	05/12/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802920	1,354.50	05/12/21	106568 IRON GATE CATERING	C
34	30802921	61.00	05/12/21	109248 J W PEPPER MUSIC	C
34	30802922	292.36	05/12/21	489250 KENTS MARKET PL/BRIGHAM	C
34	30802923	353.62	05/12/21	633340 OFFICE DEPOT	C
34	30802924	137.84	05/18/21	4545 AL'S SPORTING GOODS	C
34	30802925	717.39	05/18/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802926	248.15	05/18/21	106055 BLICK ART MATERIALS	C
34	30802927	2,142.25	05/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802928	4,320.30	05/18/21	633340 OFFICE DEPOT	C
34	30802929	39.60	05/26/21	1 TAMERA NORRIS	C
34	30802930	40.00	05/26/21	1 WHITNEY HODGSON	C
34	30802931	93.29	05/26/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802932	647.50	05/26/21	106055 BLICK ART MATERIALS	C
34	30802933	550.00	05/26/21	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802934	194.00	05/26/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
34	30802935	941.57	05/26/21	778870 GOPHER SPORT	C
34	30802936	119.94	05/26/21	633340 OFFICE DEPOT	C
34	30802937	1,667.57	05/26/21	54313 SCHOOL SPECIALTY, LLC	C
34	30802938	5,330.00	05/26/21	822122 SUMMERHAYS MUSIC CENTER	C
Total Bank No 34		26,129.94			
35	40402560	-50.00	05/06/21	1 ZACHERY ROBERTS	CV

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35	40402591	465.55	05/06/21	1724 ACE HARDWARE TREMONTON	C
35	40402592	235.94	05/06/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402593	33.75	05/06/21	999140 BANK OF UTAH	C
35	40402594	505.15	05/06/21	173340 DAR'S JJ WHITE BLACKSMITH	C
35	40402595	132.36	05/06/21	327480 GREER'S HARDWARE	C
35	40402596	1,366.85	05/06/21	103961 INTERMOUNTAIN WOOD PRODUCTS	C
35	40402597	55.43	05/12/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402598	4,478.71	05/12/21	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402599	174.35	05/12/21	489240 KENTS MARKET PL/TREMONTON	C
35	40402600	112.95	05/12/21	729276 QUILL CORPORATION	C
35	40402601	116.93	05/12/21	12122 ROCKLER WOODWORKING AND HARDWARE	C
35	40402602	880.15	05/12/21	157371 STAPLES	C
35	40402603	44.92	05/12/21	830460 TACO TIME/TREMONTON	C
35	40402604	1,581.81	05/12/21	100866 VALCOM	C
35	40402605	310.00	05/17/21	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402606	704.47	05/19/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402607	129.00	05/19/21	11088 AMERICAN SCHOOL COUNSELOR ASSOC	C
35	40402608	3,800.00	05/19/21	53279 EDFICIENCY LLC	C
35	40402609	379.41	05/19/21	103961 INTERMOUNTAIN WOOD PRODUCTS	C
35	40402610	225.00	05/19/21	109248 J W PEPPER MUSIC	C
35	40402611	22.00	05/24/21	1 CHARLOTTE CRIDDLE	C
35	40402612	149.95	05/24/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402613	27.00	05/24/21	999140 BANK OF UTAH	C
35	40402614	1,214.00	05/24/21	85738 BEAR RIVER HIGH SCHOOL	C
Total Bank No 35		17,095.68			
36	40803303	-36.00	05/25/21	54062 SCREENCAST-O-MATIC	CV
36	40803405	-55.38	05/25/21	1 MARK DUPREE	CV
36	40803504	75.81	05/05/21	112046 ACE HARDWARE - BRIGHAM	C
36	40803505	1,996.14	05/05/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803506	47.12	05/05/21	101520 BELL JANITORIAL	C
36	40803507	571.62	05/05/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803508	182.58	05/05/21	39284 CHESBRO MUSIC CO	C
36	40803509	616.55	05/05/21	103961 INTERMOUNTAIN WOOD PRODUCTS	C
36	40803510	181.62	05/05/21	109248 J W PEPPER MUSIC	C
36	40803511	166.04	05/05/21	633340 OFFICE DEPOT	C
36	40803512	96.19	05/05/21	51063 SHRED IT STERICYCLE, INC	C
36	40803513	676.23	05/05/21	157371 STAPLES	C
36	40803514	1,409.50	05/06/21	104338 BOX ELDER HIGH SCHOOL	C
36	40803515	32.88	05/06/21	4642 CREDIT SERVICE OF LOGAN	C
36	40803516	15.00	05/12/21	1 HEATHER HERBURT	C
36	40803517	1,205.65	05/12/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803518	7,306.10	05/12/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803519	296.67	05/12/21	12408 COSTA VIDA	C
36	40803520	374.70	05/12/21	157371 STAPLES	C
36	40803521	361.09	05/12/21	108299 STEVE WEISS MUSIC	C
36	40803522	156.99	05/19/21	1 WHITNEY NELSON	C
36	40803523	2,794.01	05/19/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803524	300.00	05/19/21	53260 EIDENS, INC	C
36	40803525	1,764.28	05/19/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803526	258.74	05/19/21	489250 KENTS MARKET PL/BRIGHAM	C
36	40803527	102.30	05/19/21	7099 LD PRODUCTS	C
36	40803528	595.18	05/19/21	40584 ASHLEE PERKINS	C
36	40803529	55.38	05/26/21	1 MARK DUPREE	C
36	40803530	1,620.00	05/26/21	104338 BOX ELDER HIGH SCHOOL	C

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Bank	Check No	Amount	Date	Vendor	Type
36	40803531	9,324.16	05/26/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803532	295.00	05/26/21	24970 CENTRICITY	C
36	40803533	90.95	05/26/21	158220 COVER UP	C
36	40803534	2,018.08	05/26/21	633340 OFFICE DEPOT	C
36	40803535	198.00	05/26/21	47686 TNT ENGRAVING	C
Total Bank No 36		35,093.18			
37	70410936	60.00	05/04/21	1 JANIEL LOVE	C
37	70410937	66.96	05/04/21	1 RACHEL WILSON	C
37	70410938	489.58	05/04/21	44024 APOGEE COMPONENTS, INC.	C
37	70410939	2,963.26	05/04/21	106895 BADGER SCREEN PRINTING CO	C
37	70410940	876.00	05/04/21	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
37	70410941	400.00	05/04/21	52680 BEAR RIVER LIVE	C
37	70410942	200.00	05/04/21	104320 BOX ELDER COUNTY	C
37	70410943	931.08	05/04/21	230 CAROLINA BIOLOGICAL	C
37	70410944	1,196.00	05/04/21	16209 CAST IRON CATERING COMPANY	C
37	70410945	129.95	05/04/21	38237 COLE PARMER INSTRUMENT CO	C
37	70410946	1,058.80	05/04/21	110791 COLONIAL FLAG	C
37	70410947	1,373.85	05/04/21	12653 DJO GLOBAL LLC	C
37	70410948	405.62	05/04/21	110220 GLOBAL EQUIPMENT CO	C
37	70410949	50.00	05/04/21	13846 HERRIMAN HIGH SCHOOL	C
37	70410950	73.00	05/04/21	21431 INSTRUMENTALIST AWARDS LLC	C
37	70410951	635.55	05/04/21	111030 LOWE'S	C
37	70410952	1,368.16	05/04/21	633340 OFFICE DEPOT	C
37	70410953	50.00	05/04/21	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70410954	1,046.25	05/04/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70410955	179.03	05/04/21	157371 STAPLES	C
37	70410956	1,447.89	05/04/21	25674 STUDIO R MEDIA	C
37	70410957	626.22	05/04/21	38601 SUMMIT PARTNERS UTAH LLC	C
37	70410958	614.07	05/04/21	16535 VEX ROBOTICS	C
37	70410959	884.60	05/04/21	310 VIRCO INC	C
37	70410960	1,583.24	05/04/21	109804 WARD'S NATURAL SCIENCE	C
37	70410961	60.00	05/05/21	543168 MADDOX RANCH HOUSE	C
37	70410962	2,632.37	05/06/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70410963	874.00	05/06/21	56170 BINGHAM PARTY RENTALS LLC	C
37	70410964	2,500.00	05/06/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410965	7,873.00	05/06/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410966	1,400.00	05/06/21	111004 BRIDGERLAND APPLIED TECH/BATC	C
37	70410967	165.00	05/06/21	15660 DAKTRONICS	C
37	70410968	644.78	05/06/21	55972 FAIRFIELD INN & SUITES MURRAY	C
37	70410969	106.50	05/06/21	4910 NATIONAL FFA ORGANIZATION	C
37	70410970	571.28	05/06/21	56189 PRINT PROS LLC	C
37	70410971	47.70	05/06/21	5193 STEVE REGAN CO	C
37	70410972	240.00	05/06/21	12149 UTAH SECTION PGA	C
37	70410973	1,055.14	05/06/21	100866 VALCOM	C
37	70410974	395.00	05/11/21	15903 RIVERWOODS CONFERENCE CENTER	C
37	70410975	190.00	05/11/21	1 AMY SCHULZE	C
37	70410976	3,150.37	05/11/21	1724 ACE HARDWARE TREMONTON	C
37	70410977	45.00	05/11/21	111287 BOWCUTT'S FLOWERS & GIFTS	C
37	70410978	4,372.05	05/11/21	31658 BSN SPORTS	C
37	70410979	225.00	05/11/21	3271 CANON SOLUTIONS AMERICA	C
37	70410980	4,530.00	05/11/21	47635 EPIC PRODUCTIONS LLC	C
37	70410981	602.83	05/11/21	327480 GREER'S HARDWARE	C
37	70410982	293.66	05/11/21	45675 HAMPTON INN SALT LAKE CITY-DOWNTOWN	C
37	70410983	2,669.85	05/11/21	56200 HILTON GARDEN	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70410984	150.00	05/11/21	43893 ISTITCH	C
37	70410985	653.71	05/11/21	109248 J W PEPPER MUSIC	C
37	70410986	125.00	05/11/21	543168 MADDOX RANCH HOUSE	C
37	70410987	421.93	05/11/21	51187 METALMART INC.	C
37	70410988	200.00	05/11/21	56219 MOUNTAIN RIDGE HIGH SCHOOL	C
37	70410989	729.43	05/11/21	633340 OFFICE DEPOT	C
37	70410990	30.00	05/11/21	12238 KEN OXBORROW	C
37	70410991	35.00	05/11/21	26271 JAMES THOMAS	C
37	70410992	975.71	05/13/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70410993	79.47	05/13/21	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
37	70410994	600.00	05/13/21	95820 CALVIN R BINGHAM	C
37	70410995	7,804.27	05/13/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410996	477.83	05/13/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410997	2,072.00	05/13/21	4618 COLEMAN KNITTING MILL	C
37	70410998	1,422.65	05/13/21	100359 NASCO MODESTO	C
37	70410999	1,326.86	05/13/21	6173 OMNI CHEER	C
37	70411000	959.00	05/13/21	7277 PIONEER ATHLETICS	C
37	70411001	467.00	05/13/21	861085 TV SPECIALISTS INC	C
37	70411002	4,900.00	05/13/21	891181 UTAH STATE UNIVERSITY	C
37	70411003	660.86	05/13/21	55670 WATKINS CUSTOM MEAT	C
37	70411004	3,770.00	05/18/21	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
37	70411005	56.46	05/18/21	85738 BEAR RIVER HIGH SCHOOL	C
37	70411006	144.00	05/18/21	86 BUSINESS SOLUTIONS GROUP	C
37	70411007	210.00	05/18/21	40363 CIO MEDICAL SERVICES	C
37	70411008	107.48	05/18/21	6742 CLARION SUITES	C
37	70411009	175.00	05/18/21	158220 COVER UP	C
37	70411010	1,234.44	05/18/21	2267 EPIC SPORTS INC	C
37	70411011	118.00	05/18/21	7013 FELDMAN'S	C
37	70411012	390.00	05/18/21	55255 KW STRIPING	C
37	70411013	259.30	05/18/21	51187 METALMART INC.	C
37	70411014	140.00	05/18/21	39667 SIGN GYPSIES BOX ELDER	C
37	70411015	460.94	05/18/21	7323 SQUARE ONE PRINTING	C
37	70411016	1,132.53	05/18/21	157371 STAPLES	C
37	70411017	1,080.00	05/18/21	56227 DONALD W. TITUS	C
37	70411018	1,903.88	05/20/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70411019	1,764.90	05/20/21	106895 BADGER SCREEN PRINTING CO	C
37	70411020	8.13	05/20/21	85738 BEAR RIVER HIGH SCHOOL	C
37	70411021	14.49	05/20/21	104335 BOX ELDER SCH DIST FOUNDATION	C
37	70411022	3,699.25	05/20/21	31658 BSN SPORTS	C
37	70411023	516.00	05/20/21	19640 CHECKETTS AMUSEMENTS	C
37	70411024	732.42	05/20/21	286060 FLINN SCIENTIFIC	C
37	70411025	60.00	05/20/21	106815 MAILEE FORREST	C
37	70411026	2,475.00	05/20/21	5070 SAVON	C
37	70411027	357.43	05/20/21	25674 STUDIO R MEDIA	C
37	70411028	247.50	05/20/21	7170 THE PIE DUMP	C
37	70411029	195.00	05/27/21	1 KENNETH HOGGARD	C
37	70411030	15.00	05/27/21	1 SHEILA RUCKER	C
37	70411031	595.06	05/27/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70411032	445.24	05/27/21	12033 BOB'S BODY SHOP	C
37	70411033	156.00	05/27/21	111287 BOWCUTT'S FLOWERS & GIFTS	C
37	70411034	144.30	05/27/21	19178 CHEAPER THAN SHIRT	C
37	70411035	114.00	05/27/21	158220 COVER UP	C
37	70411036	500.00	05/27/21	102017 DAVIS HIGH SCHOOL	C
37	70411037	1,000.00	05/27/21	56162 JAMES D DAYLEY	C
37	70411038	10,695.00	05/27/21	6840 FATBOY ICE CREAM	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70411039	500.00	05/27/21	7056 HAPPILY EVER AFTER	C
37	70411040	4,235.70	05/27/21	45535 HYATT PLACE PROVO/DOWNTOWN	C
37	70411041	80.00	05/27/21	56340 IMAGINE IT VINYL	C
37	70411042	481.00	05/27/21	51764 JONES SHIRTS & SIGNS	C
37	70411043	2,345.67	05/27/21	489240 KENTS MARKET PL/TREMONTON	C
37	70411044	50.00	05/27/21	22950 OGDEN HIGH SCHOOL	C
37	70411045	1,000.00	05/27/21	105376 PERFORMANCE AUDIO LLC	C
37	70411046	1,848.40	05/27/21	25453 PRIDE EMBROIDERY & SCREEN PRINTING	C
37	70411047	1,348.27	05/27/21	15903 RIVERWOODS CONFERENCE CENTER	C
37	70411048	623.67	05/27/21	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70411049	350.00	05/27/21	5029 ROY HIGH SCHOOL	C
37	70411050	59.00	05/27/21	39667 SIGN GYPSIES BOX ELDER	C
37	70411051	195.00	05/27/21	46590 JANINE SIMMONS	C
37	70411052	41.32	05/27/21	111790 SUNSTONE POTTERY	C
37	70411053	30.00	05/27/21	100686 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
37	70411054	300.00	05/27/21	56421 WE DO BALLOONS	C
37	70411055	79.15	05/27/21	7714 WILKINSONS TROPHY	C
Total Bank No 37		125,927.29			
38	70810321	-28.67	05/26/21	1 RUIE BYRD	CV
38	70810688	55.00	05/04/21	1 HEATHER GAY	C
38	70810689	195.00	05/04/21	1 KRISSIE DEVERE	C
38	70810690	55.00	05/04/21	1 RACHEL DAVIS	C
38	70810691	55.00	05/04/21	1 TERSA CRAWFORD	C
38	70810692	471.01	05/04/21	112046 ACE HARDWARE - BRIGHAM	C
38	70810693	193.80	05/04/21	23736 WEISSMAN	C
38	70810694	60.00	05/04/21	102017 WOODS CROSS HIGH SCHOOL	C
38	70810695	2,340.00	05/04/21	19593 EASTBAY INC	C
38	70810696	145.94	05/04/21	103987 EWING IRRIGATION	C
38	70810697	461.59	05/04/21	56030 FLUTTER FUN FACTORY	C
38	70810698	144.00	05/04/21	109704 FOLLETT SOFTWARE COMPANY	C
38	70810699	145.00	05/04/21	52000 GRAPHICS FOR ATHLETICS, LLC	C
38	70810700	241.80	05/04/21	19810 INTEGRATED TECHNOLOGIES	C
38	70810701	13.00	05/04/21	586188 MOUNTAIN VIEW SCHOOL	C
38	70810702	200.00	05/04/21	10723 NORTHRIDGE HIGH SCHOOL	C
38	70810703	28.89	05/04/21	4979 O'REILLY AUTOMOTOVE	C
38	70810704	498.20	05/04/21	1 ADRIANNE NESSEN	C
38	70810705	498.20	05/04/21	1 BRIAN MARKHAM	C
38	70810706	498.20	05/04/21	1 CARLEY ANDERSON	C
38	70810707	498.20	05/04/21	1 CHERIE HALLADAY	C
38	70810708	498.20	05/04/21	1 GEORGEANNA WILSON	C
38	70810709	498.20	05/04/21	1 HOLLY HOLGATE	C
38	70810710	498.20	05/04/21	1 JADE BISCHOFF	C
38	70810711	498.20	05/04/21	1 JENEAL MORFIN	C
38	70810712	498.20	05/04/21	1 JENNIFER REYES	C
38	70810713	498.20	05/04/21	1 LINDA GARZA	C
38	70810714	498.20	05/04/21	1 MARLINA GILBERT	C
38	70810715	498.20	05/04/21	1 NICHOLE GOODLIFFE	C
38	70810716	498.20	05/04/21	1 NICKOLA JENSEN	C
38	70810717	498.20	05/04/21	1 NICOLE JENSEN	C
38	70810718	498.20	05/04/21	1 PATRICK PARKER	C
38	70810719	498.20	05/04/21	1 SHAY BAIR	C
38	70810720	498.20	05/04/21	1 SHAYLA NELSON	C
38	70810721	498.20	05/04/21	1 TERESA ROUBIDOUX	C
38	70810722	498.20	05/04/21	1 WENDY SMITH	C

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38	70810723	50.00	05/06/21	1 PAM SORENSEN	C
38	70810724	3,091.18	05/06/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70810725	25,558.78	05/06/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810726	165.00	05/06/21	56138 CREEKSIDE MANUFACTURING, INC	C
38	70810727	11.25	05/06/21	109248 J W PEPPER MUSIC	C
38	70810728	231.53	05/06/21	633340 OFFICE DEPOT	C
38	70810729	383.57	05/06/21	4960 OLD GRIST MILL BREAD	C
38	70810730	56.24	05/06/21	4995 PRECISION PARTS CO	C
38	70810731	100.00	05/11/21	1 JAMES PETERSON & ALYSHA COMMINS	C
38	70810732	128.00	05/11/21	36784 AMERICAN RED CROSS	C
38	70810733	2,652.11	05/11/21	110412 BARBIZON LIGHT	C
38	70810734	251.69	05/11/21	12815 BOX ELDER HIGH LUNCH	C
38	70810735	2,202.40	05/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810736	59.59	05/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810737	108.00	05/11/21	111598 MARIANNE BREITENBEKER	C
38	70810738	350.00	05/11/21	108217 BRIGHAM CITY CORPORATION	C
38	70810739	236.90	05/11/21	31658 BSN SPORTS	C
38	70810740	76.50	05/11/21	109652 DREWES FLORAL & GIFTS	C
38	70810741	1,800.00	05/11/21	12831 DURAEDGE UTAH INC	C
38	70810742	51.30	05/11/21	103987 EWING IRRIGATION	C
38	70810743	195.50	05/11/21	4812 IDLE ISLE CAFE	C
38	70810744	509.82	05/11/21	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
38	70810745	986.50	05/11/21	4839 INTSEL STEEL WEST LLC	C
38	70810746	20.00	05/11/21	109248 J W PEPPER MUSIC	C
38	70810747	275.00	05/11/21	42390 JUAN DIEGO CATHOLIC HIGH SCHOOL	C
38	70810748	56.38	05/11/21	14389 K&L SUPPLY CO	C
38	70810749	1,500.00	05/11/21	56081 CARSON LANCASTER	C
38	70810750	290.00	05/11/21	55875 LANGUAGE TESTING INTERNATIONAL	C
38	70810751	282.40	05/11/21	111637 OASIS STAGE WERKS	C
38	70810752	144.74	05/11/21	4995 PRECISION PARTS CO	C
38	70810753	392.00	05/11/21	5010 RED MOUNTAIN WHOLESALE	C
38	70810754	1,162.55	05/11/21	5045 RSM FOOD SERVICE	C
38	70810755	13.95	05/11/21	107490 SOUTH FORK HARDWARE	C
38	70810756	786.17	05/11/21	111790 SUNSTONE POTTERY	C
38	70810757	675.00	05/11/21	30643 THE HONORS PROGRAM LLC	C
38	70810758	232.22	05/18/21	1 ADRIANNE NESSEN	C
38	70810759	282.36	05/18/21	102532 5TH WEST RENTAL & REPAIR	C
38	70810760	1,230.20	05/18/21	31658 BSN SPORTS	C
38	70810761	628.00	05/18/21	19178 CHEAPER THAN SHIRT	C
38	70810762	690.00	05/18/21	40363 CIO MEDICAL SERVICES	C
38	70810763	116.79	05/18/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70810764	1,206.86	05/18/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70810765	105.00	05/18/21	111637 OASIS STAGE WERKS	C
38	70810766	147.01	05/18/21	4960 OLD GRIST MILL BREAD	C
38	70810767	150.00	05/18/21	56251 JULIA ANNE STRATFORD	C
38	70810768	115.00	05/18/21	22152 RON JOHNSON REBUILDING	C
38	70810769	703.00	05/18/21	7536 JP MORGAN CHASE	C
38	70810770	4,494.62	05/18/21	5908 WALMART COMMUNITY	C
38	70810771	9,555.21	05/19/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810772	40.00	05/20/21	1 HAILEY MOORE	C
38	70810773	5.00	05/20/21	1 SHAYLEE BRADBURY	C
38	70810774	55.00	05/20/21	1 TARA WAMSLEY	C
38	70810775	2,414.29	05/20/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70810776	5,164.00	05/20/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810777	1,908.00	05/20/21	104321 BOX ELDER SCHOOL DISTRICT	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70810778	1,012.50	05/20/21	31658 BSN SPORTS	C
38	70810779	419.85	05/20/21	107034 CHARIOT GROUP INC	C
38	70810780	215.00	05/20/21	41831 SEAN M. HALES	C
38	70810781	525.00	05/20/21	56049 MICHELLE BARKER PHOTOGRAPHY	C
38	70810782	300.00	05/20/21	5029 ROY HIGH SCHOOL	C
38	70810783	412.00	05/20/21	56260 SPIRIT FLORAL AND DESIGN	C
38	70810784	470.00	05/20/21	19488 T SHIRT CHOP SHOP	C
38	70810785	358.00	05/20/21	47686 TNT ENGRAVING	C
38	70810786	100.00	05/20/21	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70810787	9,807.00	05/20/21	17760 VARSITY SPIRIT LLC / UCA / UDA	C
38	70810788	95.00	05/25/21	1 PARKER BUCHANAN	C
38	70810789	500.00	05/25/21	19801 AIRBRUSH EXPRESS	C
38	70810790	187.11	05/25/21	110412 BARBIZON LIGHT	C
38	70810791	263.76	05/25/21	109695 BELLAS FRESH MEXICAN GRILL	C
38	70810792	468.94	05/25/21	106055 BLICK ART MATERIALS	C
38	70810793	146.59	05/25/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810794	1,488.37	05/25/21	31658 BSN SPORTS	C
38	70810795	390.00	05/25/21	109682 BYU TREASURY SERVICES	C
38	70810796	2,932.40	05/25/21	19178 CHEAPER THAN SHIRT	C
38	70810797	195.72	05/25/21	158220 COVER UP	C
38	70810798	79.31	05/25/21	23736 WEISSMAN	C
38	70810799	69.30	05/25/21	109652 DREWES FLORAL & GIFTS	C
38	70810800	7,050.00	05/25/21	6955 FAT CATS	C
38	70810801	241.34	05/25/21	4790 HOME DEPOT CREDIT SERVICE	C
38	70810802	1,375.00	05/25/21	56243 FLOWRIDER	C
38	70810803	1,158.80	05/25/21	4839 INTSEL STEEL WEST LLC	C
38	70810804	588.00	05/25/21	106568 IRON GATE CATERING	C
38	70810805	65.98	05/25/21	109248 J W PEPPER MUSIC	C
38	70810806	190.00	05/25/21	55255 KW STRIPING	C
38	70810807	160.00	05/25/21	56359 JORDAN LEROHL	C
38	70810808	400.00	05/25/21	8168 MARIANNO, KELLI	C
38	70810809	490.00	05/25/21	56367 NATALIA NOYES	C
38	70810810	170.00	05/25/21	56375 VELDEN NOYES	C
38	70810811	810.00	05/25/21	37397 MARCI W OLSEN	C
38	70810812	410.00	05/25/21	56383 TIFFANY PATTERSON	C
38	70810813	50.00	05/25/21	702688 PETTY CASH	C
38	70810813	-50.00	05/26/21	702688 PETTY CASH	CV
38	70810814	155.60	05/25/21	18007 ROCKY MOUNTAIN RUNNERCARD	C
38	70810815	62.00	05/25/21	5045 RSM FOOD SERVICE	C
38	70810816	500.00	05/25/21	35963 SHAUN D CHRISTENSEN	C
38	70810817	250.00	05/25/21	19615 SKYLINE HIGH SCHOOL	C
38	70810818	1,529.84	05/25/21	10731 SMITH'S CUSTOMER CHARGES	C
38	70810819	845.00	05/25/21	11827 SNOW COLLEGE	C
38	70810820	2,210.00	05/25/21	19488 T SHIRT CHOP SHOP	C
38	70810821	38.00	05/25/21	47686 TNT ENGRAVING	C
38	70810822	1,697.96	05/25/21	36935 UTAH'S BEST VACATION RENTALS	C
38	70810823	1,755.60	05/25/21	5932 VARSITY SPIRIT FASHIONS	C
38	70810824	30.00	05/27/21	1 UMPIRE:	C
38	70810825	30.00	05/27/21	1 UMPIRE:	C
38	70810826	30.00	05/27/21	1 UMPIRE:	C
38	70810827	30.00	05/27/21	1 UMPIRE:	C
38	70810828	30.00	05/27/21	1 UMPIRE:	C
38	70810829	30.00	05/27/21	1 UMPIRE:	C
38	70810830	30.00	05/27/21	1 UMPIRE:	C
38	70810831	30.00	05/27/21	1 UMPIRE:	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
38	70810832	30.00	05/27/21	1 UMPIRE:	C
38	70810833	30.00	05/27/21	1 UMPIRE:	C
38	70810834	30.00	05/27/21	1 UMPIRE:	C
38	70810835	30.00	05/27/21	1 UMPIRE:	C
38	70810836	30.00	05/27/21	1 UMPIRE:	C
38	70810837	2,102.93	05/27/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70810838	53.23	05/27/21	31658 BSN SPORTS	C
38	70810839	176.36	05/27/21	107267 DOMINO'S PIZZA / BRIGHAM	C
38	70810840	215.20	05/27/21	286060 FLINN SCIENTIFIC	C
38	70810841	16.45	05/27/21	778870 GOPHER SPORT	C
38	70810842	440.86	05/27/21	19810 INTEGRATED TECHNOLOGIES	C
38	70810843	22.79	05/27/21	109248 J W PEPPER MUSIC	C
38	70810844	350.43	05/27/21	4960 OLD GRIST MILL BREAD	C
38	70810845	69.00	05/27/21	39667 SIGN GYPSIES BOX ELDER	C
38	70810846	1,375.00	05/27/21	110889 THE DUTCH OVEN SHOPPE / M BODILY	C
38	70810847	1,652.97	05/27/21	109804 WARD'S NATURAL SCIENCE	C
38	70810848	991.00	05/27/21	924370 WATKINS PRINTING	C
Total Bank No 38		138,783.96			
39	77800502	30.00	05/13/21	1 RYKER BRUDERER	C
39	77800503	713.40	05/13/21	104321 BOX ELDER SCHOOL DISTRICT	C
39	77800504	31.77	05/13/21	38920 GHISLAINE RICHARDS	C
39	77800505	40.00	05/13/21	111182 HEATHER WATTS	C
39	77800506	30.00	05/20/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 39		845.17			
					Total Manual Checks 3,730,260.47
					Total Computer Checks 3,338,589.73
					Total ACH Checks 179,422.13
					Total Other Checks .00
					Total Electronic Checks .00
					Total Computer Voids -2,200.09
					Total Manual Voids -12,276.00
					Total ACH Voids .00
					Total Other Voids .00
					Total Electronic Voids .00
Grand Total					7,233,796.24
Number of Checks					870

Batch Yr	Batch No	Amount
21	000733	-55.10
21	000860	-36.00
21	001535	-28.67
21	001664	334.92
21	001696	-55.38
21	001940	2,224.73
21	002001	374.32
21	002022	-50.00
21	002073	-673.27
21	002075	2,343.74
21	002202	4,558.12
21	002251	24,839.50
21	002311	136,168.32
21	002312	40,496.10
21	002313	67,977.31

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				Batch Yr	Batch No	Amount
				21	002314	88,487.66
				21	002315	624.87
				21	002316	4,016.00
				21	002317	37.02
				21	002327	4,805.03
				21	002328	18,709.11
				21	002330	2,774.50
				21	002331	9,465.80
				21	002336	108.00
				21	002337	60.00
				21	002339	4,609.90
				21	002340	995.23
				21	002342	507.64
				21	002346	250.00
				21	002350	2,739.60
				21	002356	18,109.77
				21	002357	38.65
				21	002358	29,547.55
				21	002361	1,442.38
				21	002362	12,395.38
				21	002371	303,184.50
				21	002372	62,487.40
				21	002373	10,958.78
				21	002374	72,078.46
				21	002376	1,000.00
				21	002380	510.97
				21	002386	15,306.50
				21	002387	802.84
				21	002389	18,423.83
				21	002392	395.00
				21	002393	619.18
				21	002398	9,559.21
				21	002401	3,370.88
				21	002402	7,445.25
				21	002403	6,166.04
				21	002405	809.50
				21	002407	163.37
				21	002409	815.17
				21	002411	21,745.65
				21	002416	200.00
				21	002417	740.61
				21	002419	525.59
				21	002420	42,031.53
				21	002421	42,886.81
				21	002422	9,366.16
				21	002423	960,365.14
				21	002424	1,188,041.25
				21	002428	26.00
				21	002429	310.00
				21	002431	183.04
				21	002434	9,278.15
				21	002435	10,101.06
				21	002436	905.53
				21	002446	7,565.93
				21	002450	1,131.21
				21	002452	.00
				21	002453	5,971.50
				21	002455	5,237.88
				21	002458	9,555.21
				21	002459	451.39
				21	002461	23,205.64
				21	002463	11,779.00
				21	002467	30.00

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
					Batch Yr Batch No Amount
					21 002470 1,453.83
					21 002471 4,969.82
					21 002478 7,259.38
					21 002481 97,750.13
					21 002482 10,043.69
					21 002484 58,125.21
					21 002486 6,762.26
					21 002488 1,412.95
					21 002491 14,984.52
					21 002499 3,438,313.29
					21 002500 152,218.26
					21 002505 28,969.62
					21 002507 150.00
					21 002511 110.00
					21 002515 13,601.57
					21 002516 9,623.47
					21 002522 656.82
					21 002524 75.00
					21 002527 198.00
					21 002529 7,856.22
					21 002530 27,426.78
					21 002536 5,918.48
					21 002537 114.92
					21 002539 1,830.56
					21 002544 97.57

For June 9, 2021 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
Transportation	Edwin Brightenburg	Bus Driver	Retiring
BEMS	Emily Teeples	Teacher	Resigned
ACYI	Hua Tao	DLI Teacher	Resigned
ACHI	Michael David Thiele	Teacher	Resigned
Mtn View	Wade Hirschi	Counselor	Resigned
ACYI	Meagan Myers	Computer Teacher	Resigned
ACHI	Saleen Callister	Teacher	Resigned

Box Elder School District
150 Plus Mile Travel Request

School Bear River High School

Organization/Team/Club/Etc. Bear River High Cheerleading

Purpose of Trip (Educational Value)
Compete at a national competition

Miles to be traveled (one way) 2,343

Number of Students Traveling 20

Sophomore 7

Juniors 8

Seniors 5

Number of Adults (Chaperones) Traveling

6 (Coach + husbands)
- will have numerous parents attending.

Departure Date: Feb. 10, 2022

Time: morning

Return Date: Feb. 14, 2022

Time: mid-day

Means of Travel Bus Van

Other (please list) plane

SECTION A

1. Is this trip required by the Utah High School Activities Association for participation in a UHSAA event?

Yes

If yes, no additional information is needed.

2. Is this trip for participation in a statewide competition for FFA, FBLA, etc?

Yes What is the statewide competition? _____

If yes, no additional information is needed.

No

3. Is this trip for participation in multiple contests that count toward the contest limitations set by the UHSAA?

Yes

If yes, in how many contests will you participate? _____ How far will you travel, one way? _____

If necessary, has the UHSAA 150 Mile form been submitted and approved? _____

If yes to the previous questions, no additional information is needed.

No

SECTION B To be completed by all except those exempted in Section A.

1. What plans have been made for students to make up class work that is missed?
Teacher contact will need to be made. - 3 days (Thurs, Fri, Monday)
2. What plans have been made to reduce liability to the District during this trip?
Licensed professionals (pilot, bus transportation, hotel at Disney ^{minimal travel})
 waiver to compete, & certified coaches.
3. Anticipated Actual Cost of the Trip per Individual Student \$ 800 - ~~1000~~ 1200.00
4. Anticipated Direct Cost to Each Student \$ 0.00 - we fundraise for 3 years to cover athlete & coaches costs.

SECTION C - To be completed for travel beyond the 150-mile limit and out of Utah. This section must be completed and submitted to the Superintendent prior to advertising for the trip or conducting the require parent survey.

1. List all methods of transportation that will be used and when they are being used.
 - a. vehicle (both personal & school) OR bus
 - b. plane
 - c. Chartered bus
 - d. _____
2. List at least two alternative trips that could be considered. (One of the two must be significantly shorter than the trip being proposed.) Include estimated costs, time and distance for these two alternatives.

	Location	Cost (per student)	Time	Distance
a.	<u>California</u>	<u>\$1000-800</u>	<u>March 2020</u>	<u>760</u>
b.	<u>Texas</u>	<u>\$1000-800</u>	<u>Jan 2020</u>	<u>1324</u>

 - c. What will be missed if you take a shorter trip?
We may not qualify for IX nationals. Different company in CA.
3. A copy of the parent survey must be submitted for approval prior to sending the survey to parents.
 - a. How will the survey be distributed? Google form
 - b. How will surveys be collected? Google form
 - c. Who will tabulate survey results? Tory or if you'd like another.
4. Does the trip involve some type of performance or competition? Yes
 - a. Did students have to qualify for this performance/competition? Yes
 - b. How? They will at a regional competition - likely Jan. 2022 or Dec. 2021

Signatures

Organization/Team Leader J. Burkinshaw Date 5/6/21

Principal [Signature] Date 5/10/21

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans
[Signature] Date 5-11-21

Nationals 2022 Parent Input

* Required

1. ~~Parent Name *~~

2. Do you support attending nationals 2022? *

Mark only one oval.

Yes

No

Maybe

3. Where do think is the most appropriate place to attend? *

Mark only one oval.

Florida- UCA 2300 miles

California- USA 760 miles

Texas- NCA 1243 miles

4. Preferred means of travel? *

Mark only one oval.

Chartered Bus

Plane

5. Are you comfortable having your student travel via plane and charter bus to nationals? *

Mark only one oval.

Yes

No

6. Why or why not do you think it is important to attend a national competition for your athlete? *

Check all that apply.

Funds are Available

Number of years it has been since last competition too long

Sufficient Talent/Ability Level

Appropriate Travel distance

Showcase Team

Out of Pocket cost to cheerleaders is too high

Fund are not sufficient

Too expensive of a trip

Number of years it has been since last competition not long enough

Too far of a distance

Insufficient talent/ability level

Do not want to showcase team

Do not want team to travel that far

7. Do you recognize that there is a possibility of competing on Sunday for Finals? *

Mark only one oval.

Yes

No

8. Do you support your athlete competing on Sunday? *

Mark only one oval.

Yes

No

9. Would you plan to attend Nationals? *

Mark only one oval.

Yes

No

10. If yes, would you plan to stay at the same hotel and same flights as the team? *

Mark only one oval.

Yes

No

Maybe

11. Preferred number of chaperons to students? *

Check all that apply.

1:3

1:4

1:5

1:6

1:7

1:8

carried in the cabin. Further information and specific guidelines regarding restricted items can be found here.



Passenger Info

NAME	FLIGHT	SEAT
XXXXXXXXXX	DELTA 1854	Seat Assigned After Check-In

Visit delta.com or use the Fly Delta app to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

Ticket #: 0062353697532

Place of Issue: Delta.com

Ticket Issue Date: 07JAN19

Ticket Expiration Date: 07JAN20

METHOD OF PAYMENT

VI*****5165

\$122.30 USD

CHARGES

*\$50.00
for bus
transportation*

Air Transportation Charges

Base Fare \$100.47 USD

Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger
Civil Aviation Security Service Fee) (AY) \$5.60 USD

United States - Transportation Tax (US) \$7.53 USD

United States - Passenger Facility Charge (XF) \$4.50 USD

United States - Flight Segment Tax (ZP) \$4.20 USD

TICKET AMOUNT \$122.30 USD

NONREF/NOCHGS/NOPRE RSV DSEAT

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: SNA DL SLC100.47XAUNA0BA USD100.47END ZP SNA XF SNA4.5



Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Sun 24 Feb 2019

DELTA: SNA  TOSLC



Remit Payment To:
United Spirit Association
 5770 Warland Drive, Suite B
 Cypress, CA 90630
 800.886.4USA
 http://usa.varsity.com

Invoice

Inv #	REG-0010453987
Date	10/25/2018
Cust #	51125700
Contact	Tory Birkinshaw

Billed To: Bear River High School - Varsity Cheer
 1450 S Main St
 Garland, UT 84312-9797

Event Info: High School Spirit Nationals
 800 W Katella Ave
 Anaheim, CA 92802

Hotel: Hilton Anaheim

Advisors: 2	Family & Guests: 0	Participants: 18	Canceled: 0
Advisor (ADV)	Family & Guest (FAM)	Participant (PAR)	Canceled (CAN)

Room ID#	Role	Name	Check-In	Check-Out	Package	Qty	Amt Due	Amt Paid	Balance Due
	PAR	Abbagale Call					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Alexea Bingham					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Anaiah Finlayson					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Averie Goodliffe					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Avery Barfuss					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Bailey Starr					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		





MEMBER ORGANIZATION

United Spirit Association

5770 Warland Drive, Suite B
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 800.886.4USA
<http://usa.varsity.com>

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 1450 S Main St
 Garland, UT 84312-9797

Event Info: High School Spirit Nationals
 800 W Katella Ave
 Anaheim, CA 92802

Room ID#	Role	Name	Check-In	Check-Out	Package	Qty	Amt Due	Amt Paid	Balance Due
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Bergin Southern					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Cambria Christensen					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Ellie Lish					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Emilie Call					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Jade Howard					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	ADV	Kaitlyn Rudd Wood					\$440.00	\$440.00	\$0.00
					2 Day Park Hopper - Adult (23+yrs)	2	\$440.00		
					Commuter Price	1	\$0.00		
	PAR	Kamryn Williams					\$340.00	\$340.00	\$0.00





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 Garland, UT 84312-9797

Event Info: High School Spirit Nationals
 800 W Katella Ave
 Anaheim, CA 92802

Room ID#	Role	Name	Check-In	Check-Out	Package	Qty	Amt Due	Amt Paid	Balance Due
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Katelyn Kent					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Lainee Pierson					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Libbee Bennett					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Maddisen Jeppsen					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Sadie Anderson					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	PAR	Savannah Sorensen					\$340.00	\$340.00	\$0.00
					2 Day Park Hopper - Youth (3-22yrs)	1	\$220.00		





Member Payment To:
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 1450 S Main St
 Garland, UT 84312-9797

Event Info: High School Spirit Nationals
 800 W Katella Ave
 Anaheim, CA 92802

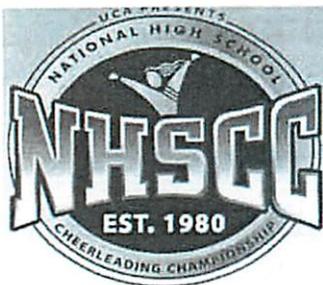
Room ID#	Role	Name	Check-In	Check-Out	Package	Qty	Amt Due	Amt Paid	Balance Due
					Commuter Price	1	\$0.00		
					1st Performance - Athlete	1	\$120.00		
	ADV	Tory Birkinshaw					\$440.00	\$440.00	\$0.00
					2 Day Park Hopper - Adult (23+yrs)	2	\$440.00		
					Commuter Price	1	\$0.00		

Previous Payments

Date	Type	Check # / CC #	Status	Amount	Confirmation #
10/25/2018	Check	70407819	Approved	\$7,000.00	00770813

Total Registration Amount: \$7,000.00
Amount Paid: \$7,000.00
Balance Due: \$0.00





2021 National High School Cheerleading Championship

Featuring... UCA Game Day Championship!

April 23-25, 2021

Online registration will open January 28th!

- Deposit of \$100 per person is due with registration, final payment will be due on March 24, 2021.
- Hotel Travel packages are limited and will be available on a first come first served basis.

FOUR NIGHT HOTEL TRAVEL PACKAGE

The Travel package price for the four nights of April 22 (check-in) through April 26 (check-out) or April 21 (check-in) through

April 25 (check-out) includes:

- Four nights and five days hotel accommodations
- Round trip airport transfers through Disney's Magical Express (Orlando International Airport ONLY)
- Three day *Magic Your Way* ticket with *Park Hopper*® Option
- Three day admission into *ESPN Wide World of Sports*® Complex
- Bus Transportation to all NHSCC events
- \$15 *Walt Disney World*® Dining card
- All taxes and gratuities

ALL STAR MOVIES RESORT

Quad (4 per room)	\$724 per person
Triple (3 per room)	\$788 per person
Double (2 per room)	\$892 per person
Single (1 per room)	\$1154 per person

CORONADO SPRINGS RESORT

Quad (4 per room)	\$797 per person
Triple (3 per room)	\$865 per person
Double (2 per room)	\$990 per person
Single (1 per room)	\$1546 per person

THREE NIGHT HOTEL TRAVEL PACKAGE

The Travel package price for the three nights of April 23 (check-in) through April 26 (check-out) or April 22 (check-in) through

April 25 (check-out) includes:

- Three nights and four days hotel accommodations
- Round trip airport transfers through Disney's Magical Express (Orlando International Airport ONLY)
- Three day *Magic Your Way* ticket with *Park Hopper*® Option
- Three day admission into *ESPN Wide World of Sports*® Complex
- Bus Transportation to all NHSCC events
- \$15 *Walt Disney World*® Dining card
- All taxes and gratuities

ALL STAR MOVIES RESORT

Quad (4 per room)	\$684 per person
Triple (3 per room)	\$730 per person
Double (2 per room)	\$812 per person
Single (1 per room)	\$1039 per person

CORONADO SPRINGS RESORT

Quad (4 per room)	\$728 per person
Triple (3 per room)	\$779 per person
Double (2 per room)	\$876 per person
Single (1 per room)	\$1172 per person

The above prices do not include airfare. Most rooms will have two double beds however single rooms may have one king bed. You can upgrade your *Magic Your Way* tickets with *Park Hopper* Option to include more days. Pricing available on uca.varsity.com.

COMMUTER PARTICIPANT FEE: \$385

For those participants not purchasing the travel package, there is a \$385 per participant registration fee.

This fee includes:

- Two Day *Magic Your Way* ticket with *Park Hopper*® Option
- Three days admission into *ESPN Wide World of Sports*® Complex
- All registration fees for the NHSCC

TWO NIGHT HOTEL TRAVEL PACKAGE

The Travel package price for the two nights of April 23 (check-in) through April 25 (check-out) includes:

- Two nights and three days hotel accommodations
- Round trip airport transfers through Disney's Magical Express (Orlando International Airport ONLY)
- Two day *Magic Your Way* ticket with *Park Hopper*® Option
- Three day admission into *ESPN Wide World of Sports*® Complex
- Bus Transportation to all NHSCC events
- \$15 *Walt Disney World*® Dining card
- All taxes and gratuities

ALL STAR MOVIES RESORT

Quad (4 per room)	\$642 per person
Triple (3 per room)	\$663 per person
Double (2 per room)	\$719 per person
Single (1 per room)	\$882 per person

CORONADO SPRINGS RESORT

Quad (4 per room)	\$678 per person
Triple (3 per room)	\$715 per person
Double (2 per room)	\$786 per person
Single (1 per room)	\$975 per person

EXTRA NIGHTS

(only with the four night travel package!)

I would like to stay an extra night on:

PLEASE CHOOSE ONE:

- **Wednesday, April 21, 2021** • **Monday, April 26, 2021**
- **Tuesday, April 27, 2021**

Optional Extra Nights (Wednesday, April 21, Monday, April 26 or Tuesday, April 27). Since the hotel has very limited space available for these nights, reservations for the extra nights will be accepted on a first come-first served basis. Disregard this section if you plan to stay the regular four nights and five days.

ALL STAR MOVIES RESORT

\$212 per room

Pricing is per room, regardless of occupancy.

CORONADO SPRINGS RESORT

\$290 per room

Additional discounted, date limited *Walt Disney World*® tickets may also be purchased for family and friends not included in one of the NHSCC hotel travel packages. Tickets will be available online for the 2021 Championship at uca.varsity.com through April 7, 2021. Tickets will NOT be sold at the event.

*This is for information purposes only. Online registration will open January 28th, uca.varsity.com. For more information contact us at 1-888-CHEERUCA (243-3782)

Box Elder School District
150 Plus Mile Travel Request

School Bear River High School

Organization/Team/Club/Etc. BRHS Orchestra

Purpose of Trip (Educational Value) * Please see attachment

Orchestra Music Tour: To provide enriching experiences that are both musical and educational by participating in clinics and performances.

Miles to be traveled (one way) 800 approx

Number of Students Traveling 45

Sophomore 20

Juniors 10

Seniors 15

* These number's may fluctuate

Number of Adults (Chaperones) Traveling 6-8

Departure Date: 6/13/2022 Time: 6:00 pm

Return Date: 6/18/2022 Time: 11:00 am

Means of Travel Bus Van Other (please list) _____
Charter

SECTION A

1. Is this trip required by the Utah High School Activities Association for participation in a UHSAA event?

Yes _____

If yes, no additional information is needed. No

2. Is this trip for participation in a statewide competition for FFA, FBLA, etc?

Yes What is the statewide competition? _____

If yes, no additional information is needed.

No

3. Is this trip for participation in multiple contests that count toward the contest limitations set by the UHSAA?

Yes _____

If yes, in how many contests will you participate? _____ How far will you travel, one way? _____

If necessary, has the UHSAA 150 Mile form been submitted and approved? _____

If yes to the previous questions, no additional information is needed.

No

SECTION B To be completed by all except those exempted in Section A.

1. What plans have been made for students to make up class work that is missed?
Will take place during Summer ~~break~~ break - Students will not miss school.
2. What plans have been made to reduce liability to the District during this trip?
Part of individual tour cost will cover a liability insurance policy for each participant
3. Anticipated Actual Cost of the Trip per Individual Student \$1083.00
4. Anticipated Direct Cost to Each Student \$1083.00

SECTION C — To be completed for travel beyond the 150-mile limit and out of Utah. This section must be completed and submitted to the Superintendent prior to advertising for the trip or conducting the require parent survey.

1. List all methods of transportation that will be used and when they are being used.
 - a. Charter Bus
 - b. _____
 - c. _____
 - d. _____
2. List at least two alternative trips that could be considered. (One of the two must be significantly shorter than the trip being proposed.) Include estimated costs, time and distance for these two alternatives.

Location	Cost (per student)	Time	Distance
a. <u>Las Vegas, NV</u>	<u>\$ 800</u>	<u>4 days</u>	<u>1,000 mi round trip</u>
b. <u>Seattle, WA</u>	<u>\$ 1100.00</u>	<u>6 days</u>	<u>1,515 mi round trip</u>

c. What will be missed if you take a shorter trip?
Exceptional well known performance opportunities and musical experiences
3. A copy of the parent survey must be submitted for approval prior to sending the survey to parents.
 - a. How will the survey be distributed? Parent meeting (emailing to those unable to attend)
 - b. How will surveys be collected? Electronical - Google Form filled out anonymously
 - c. Who will tabulate survey results? School Secretary
4. Does the trip involve some type of performance or competition? At least one performance & multiple clinics
 - a. Did students have to qualify for this performance/competition? Yes
 - b. How? To perform in Disneyland we must submit a DVD of the orchestra performing.

Signatures

Organization/Team Leader Jaime T. McKenna Date 5/13/2021

Principal [Signature] Date _____

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans
[Signature] Date 6-1-21

**Application for Performance Tour to Disneyland, for the
Bear River High Orchestra – June 13th-18th, 2022**

Objective:

The main objective of a performance tour is to provide incredible experiences for students that are both musical and educational. It has become a tradition in the music programs to give them this opportunity every two years which becomes a high point in their musical career. This is an accumulation of their hard work and dedication. An experience that they will remember for the rest of their lives

History:

The past five tours that I have participated as the orchestra director have been very successful. Students put in a lot of extra time and preparation and were rewarded for doing so. They have participated in the Magic Music Day at Disneyland where they performed in the park and were also given a glimpse of how music is created and recorded for major movie productions. They have performed at Universal Studios, on the U.S.S Midway, and in Seattle, WA. During these tours, the students have clinics with college professors who provide new insight on how to improve technique and become better musicians.

Financial Concerns:

I hold two fundraising opportunities for students every year to raise money for tour fees. I have had several students in the past who have been able to raise all the money required, some who would have not been able to participate otherwise.

Tour Director:

Our tour director will be Daren Saunders from Saunders Tours. He comes highly recommended from our previous tour director, Jesse Greathouse, who, due to COVID, had to shut down his business. Daren is highly experienced and understands the unique travelling needs of a performance group.

I would like to thank the School Board for allowing the wonderful experiences that these tours have provided my orchestra students in past years. It was unfortunate that the orchestra tour last summer, and the band/choir tour this summer were cancelled due to COVID, but I am grateful and hopeful that we can resume these enriching opportunities for the Summer of 2022.

**Box Elder School District
150 Plus Mile Travel Request**

School Bear River High School

Organization/Team/Club/Etc. BRHS PERFORMING ARTS (BAND + CHOIR)

Purpose of Trip (Educational Value)

MANY MUSICAL EXPERIENCES JUST CAN'T BE FOUND IN UTAH. WE TRAVEL TO ENTERTAINMENT HOTSPOTS TO ALLOW THE STUDENTS TO SEE WHERE MUSIC CAN TAKE THEM AND WHAT OPPORTUNITIES ARE AVAILABLE TO THEM

Miles to be traveled (one way) 750 MILES ANAHEIM -

THE STUDENTS TO SEE WHERE MUSIC CAN TAKE THEM AND WHAT OPPORTUNITIES ARE AVAILABLE TO THEM

Number of Students Traveling APPROX 150

Sophomore	<u>50</u>
Juniors	<u>50</u>
Seniors	<u>50</u>

Number of Adults (Chaperones) Traveling 2021 MINIMUM 1 PER 10 STUDENTS

Departure Date: June 6, 2022 ~~May 31, 2020~~ Time: 7:00 PM

Return Date: June 11, 2022 ~~June 12, 2020~~ Time: 12:00 PM

Means of Travel Bus Van Other (please list) Tour Bus

SECTION A

- Is this trip required by the Utah High School Activities Association for participation in a UHSAA event?
Yes
If yes, no additional information is needed.
No
- Is this trip for participation in a statewide competition for FFA, FBLA, etc?
Yes What is the statewide competition? _____
If yes, no additional information is needed.
No
- Is this trip for participation in multiple contests that count toward the contest limitations set by the UHSAA?
Yes
If yes, in how many contests will you participate? _____ How far will you travel, one way? _____
If necessary, has the UHSAA 150 Mile form been submitted and approved? _____
If yes to the previous questions, no additional information is needed.
No

SECTION B To be completed by all except those exempted in Section A.

1. What plans have been made for students to make up class work that is missed?

NO SCHOOL MISSED

2. What plans have been made to reduce liability to the District during this trip?

WE WILL USE AN OUTSIDE TRAVEL COMPANY. THE PARTICIPANTS WILL SIGN WAIVERS

3. Anticipated Actual Cost of the Trip per Individual Student \$800.00

4. Anticipated Direct Cost to Each Student \$800.00

SECTION C — To be completed for travel beyond the 150-mile limit and out of Utah. This section must be completed and submitted to the Superintendent prior to advertising for the trip or conducting the require parent survey.

1. List all methods of transportation that will be used and when they are being used.

- a. TOUR BUS WITH STORAGE COMPARTMENTS ON WHOLE TRIP
- b. _____
- c. _____
- d. _____

2. List at least two alternative trips that could be considered. (One of the two must be significantly shorter than the trip being proposed.) Include estimated costs, time and distance for these two alternatives.

Location	Cost (per student)	Time	Distance
a. UTAH	500.00	6 DAYS	500 MILES
b. New York	1500.00	6 DAYS	6000 MILES

c. What will be missed if you take a shorter trip?

OPPORTUNITIES NOT AVAILABLE IN UTAH - THE PROFESSIONAL MUSIC WORLD JUST DOESN'T THRIVE HERE -

3. A copy of the parent survey must be submitted for approval prior to sending the survey to parents.

- a. How will the survey be distributed? UNANIMOUSLY
- b. How will surveys be collected? COUNTING BOX
- c. Who will tabulate survey results? WADE WALTON

4. Does the trip involve some type of performance or competition? YES

a. Did students have to qualify for this performance/competition? YES

b. How? WE HAVE TO SEND IN RECORDINGS TO BE APPROVED + EVALUATED BY THE COMETTES

Signatures

Organization/Team Leader [Signature] Date 7/15/19

Principal [Signature] Date 7/15/19

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans

[Signature] Date 8-15-19

[Signature] 3-19-21

* we will fill out parent survey after we get approval to move forward. Then resubmit

to Superintendent

BEHS

Box Elder School District
150 Plus Mile Travel Request
Productions Co.

This trip is designed as an introduction to theatrical and film performance and production in the professional entertainment industry. Students will have the opportunity to work collaboratively with professionals in the field to create and learn performance pieces. Additionally students will have the opportunity to discuss education required for success, and methods for entering the field of performance art as a competitive and competent performer. Students will have the opportunity to perform at a public venue to theme park guests and receive feedback from field personnel. Students are also provided with a workbook/journal for the trip. Each day 4-5 assignments are given (based on the professional entertainment industry), as well as pre and post reflections on their workshops and performances. In addition to the educational and vocational value of this trip, students will have character building and leadership opportunities as group leaders and representatives of Box Elder School District.

Miles to be traveled (one way) 704

Number of Students Traveling 28

Sophomore _____
Junior 10
Senior 18
16+

Number of Adults (Chaperones) Traveling _____

Departure Date: Wed

Time: TBO (March or April)

Return Date: Sun

Time: TBO

Means of Travel Bus Van Other (please list) Airplane

SECTION A

1. Is this trip required by the Utah High School Activities Association for participation in a UHSAA event?
Yes _____
If yes, no additional information is needed.
2. Is this trip for participation in a statewide competition for FFA, FBLA, etc?
Yes What is the statewide competition? _____
If yes, no additional information is needed.
No
3. Is this trip for participation in multiple contests that count toward the contest limitations set by the UHSAA?
Yes _____
If yes, in how many contests will you participate? _____ How far will you travel, one way? _____
If necessary, has the UHSAA 150 Mile form been submitted and approved? _____
If yes to the previous questions, no additional information is needed.
No

SECTION B To be completed by all except those exempted in Section A.

1. What plans have been made for students to make-up class work that is missed?
We require 2 progress reports so there is a clear communication with teachers. We also allow time in class to do work, quizzes & tests.
2. What plans have been made to reduce liability to the District during this trip?
Travel with licensed & bonded companies. We have many chaperones.
3. Anticipated Actual Cost of the Trip per Individual Student \$800 - 900
4. Anticipated Direct Cost to Each Student \$800 - 900
\$230 per night by overnight district policy.

SECTION C - To be completed for travel beyond the 150-mile limit and out of Utah. This section must be completed and submitted to the Superintendent prior to advertising for the trip or conducting the required parent survey.

1. List all methods of transportation that will be used and when they are being used.
 - a. Bus to & from Airport
 - b. Plane to CA
 - c. _____
 - d. _____

2. List at least two alternative trips that could be considered. (One of the two must be significantly shorter than the trip being proposed.) Include estimated costs, time and distance for these two alternatives.

Location	Cost (per student)	Time	Distance
a. <u>CA Trip Shorter</u>	<u>700-750</u>	<u>3 DAYS</u>	<u>750</u>
b. <u>Las Vegas</u> <u>St George</u>	<u>\$500</u>	<u>3 DAYS</u>	<u>477</u>

 - c. What will be missed if you take a shorter trip?
Students would miss workshops and experiencing professional performers.

3. A copy of the parent survey must be submitted for approval prior to sending the survey to parents.
 - a. How will the survey be distributed? _____
 - b. How will surveys be collected? _____
 - c. Who will tabulate survey results? _____

4. Does the trip involve some type of performance or competition? Yes
 - a. Did students have to qualify for this performance/competition? Yes
 - b. How? Audition

Signatures

Organization/Team Leader/Coach
Principal

Melanie Day

Date: 5/19/21

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans

Aster Cab

Date: 5-28-21

**Box Elder High School
Productions Company
Travel Request 2022**

Educational Value:

This trip is designed as an introduction to theatrical and film performance and production in the professional entertainment industry. Students will have the opportunity to work collaboratively with professionals in the field to create and learn performance pieces. Additionally students will have the opportunity to discuss education required for success, and methods for entering the field of performance art as a competitive and competent performer. Students will have the opportunity to perform at a public venue to theme park guests and receive feedback from field personnel. Students are also provided with a workbook/journal for the trip. Each day 4-5 assignments are given (based on the professional entertainment industry), as well as pre and post reflections on their workshops and performances. In addition to the educational and vocational value of this trip, students will have character building and leadership opportunities as group leaders and representatives of Box Elder School District.

Miles to be traveled: 750

Destination: Anaheim, CA

Staff

Melanie Day-Teacher
Paraprofessional

Participants

26-28 students (mix of Juniors and Seniors)
10-16 adults

Departure: Wednesday Afternoon (February or March 2021)

Return: Sunday Morning (February or March 2021)

Students will be missing 2-3 school days.

Anticipated cost: Around \$795

Means of travel: Travel by bus to/from the airport. Fly to California.

Method for Make Up classwork: We require students to do two progress reports the weeks prior to leaving so there will be clear communication with teachers and parents. We will also allow time in our class for students to do work, take quizzes or tests.

Reduce Liability:

Students will be traveling with licensed and bonded agencies who provide travel related services. (Students will be flying with Delta or jetBlue Airlines to the Los Angeles/Long Beach area.) Our many chaperones help keep our students safe. We will have 1 chaperone per 2.5 students.

Student Behavior:

Additionally students and parents will be required to sign a behavior contract and liability waiver. Behavior contract will include hotel behavior, walking restrictions, 9:30 room curfew, 10:30 lights out, (unless attending a group event) and noise limitations while in hotel. In cases where a contract is breached, students will be immediately returned home on the next available flight at parent expense or that participant may be grounded to a specific area or from specific activities if it is not feasible to send him/her home.

Shorter Trip:

Students will be attending 3 performance workshops with professional performers in addition to performing and attending 6-8 performances. A shorter trip will necessitate cutting 1-3 of the professional workshops and missing 2-3 performances .

California Trip/4 days/miss 2 days of school/750 miles/cost \$600

Las Vegas/St. George Trip/3 days/miss 1 day of school/477 miles/cost \$500

Parent Survey:

Survey will be sent home with Students/distributed at Information meeting

Surveys will be returned to the office/administration/secretary

Surveys will be tabulated by administration/secretary/para

Performance and Workshop:

Performance and workshops involved require an audition process that includes an application (video, essay, photos). Applications are reviewed and workshops are selected that will benefit students and challenge their current knowledge and performances.

Suggestions for Future Board Meetings

July 14, 2021 – (tentative)

- Internal and Independent Audit 2020-2021 – Rod Cook
- Approval of Sex Education Committee – Gary Allen
- Construction Report – Corey Thompson
- Approval of 2021-22 TSSA Plans – Gary Allen and Keri Greener
- 2020-21 TSSA Plan Results – Gary Allen and Keri Greener

August 11, 2021 – (tentative)

- Approval of Early Literacy Plan – Keri Greener
- Approval of Tax Rates – Rod Cook
- Construction Report – Corey Thompson

September 8, 2021 – (tentative)

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

October 13, 2021 – (tentative)

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

November 10, 2021 – (tentative)

- Audit Report – Rod Cook
- Policy Review

December 8, 2021 – (tentative)

- New Courses – Gary Allen
- Approval of 2022-23 School District Calendar – Keith Mecham
- Policy Review

January 12, 2022 – (tentative)

- School Fees – Rod Cook

- Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics
- ACT and AP Data
- Policy Review
- Board Committee Assignments

February 9, 2022 – (tentative)

- Approval 2 Year Contract for Superintendent – Keith Mecham
- Legislative Update – Steve Carlsen
- Policy Review
- USBA Conference Report

March 9, 2022 – (tentative)

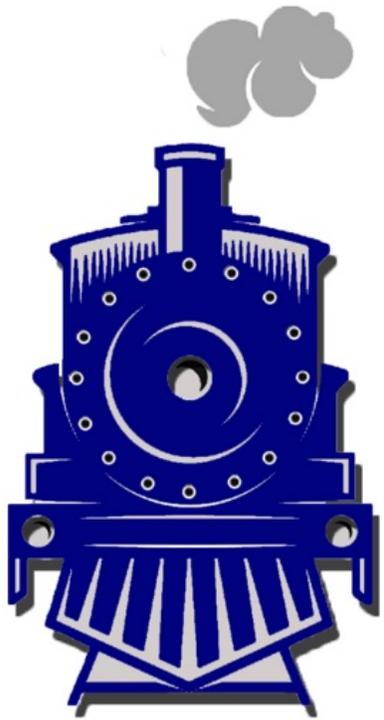
- Negotiations Team Approval – Keith Mecham
- Legislative Update – Steve Carlsen
- Policy Review

April 13, 2022 – (tentative)

- ESP Recognitions
- College and Career Readiness Counseling Program (CCRCP) Approval – Alison Williams
- FY 2023 Capital Improvement Plan – Corey Thompson
- School Lunch Report – Candace Parr
- Energy Report – Mike Clark
- Policy Review
- Board Graduation Assignments

May 11, 2022 – (tentative)

- Retirement Recognitions
- Administrative Association Recognitions
- Approval of School Land Trust Plans – Gary Allen and Keri Greener
- 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.