



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, August 11, 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

Julie Taylor, Board President

3. Flag Salute/Pledge of Allegiance

Connie Archibald, Board Member

4. Recognitions

Tiffani Summers, Board Member

- a. Melanie Day - Received the Utah Advisory Council of Theater Teachers, Teacher of the Year Award
- b. IT Department
- c. Mountain View - Heidi Jo West and Staff
- d. Child Nutrition - Candace Parr - Summer Meals Program

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

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

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

D. Action Items - 7:00 p.m.

1. Approval of Change of October Board Meeting Date

Steve Carlsen, Superintendent

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2. Approval of Early Learning Plan

Keri Greener, Assistant Superintendent

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3. Truth in Taxation Budget Hearing

Rod Cook, Business Administrator

4. Approval of Tax Rates

Rod Cook, Business Administrator

18

E. Information Items - 7:30 p.m.

1. Construction Report

Corey Thompson, Director of Facilities

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2. Monthly Financial Report

Rod Cook, Business Administrator

33

3. COVID-19 Plan

Steve Carlsen, Superintendent

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F. Policy Review - 7:50 p.m.

1. Second Reading

- a. Policy 5035 Attendance Requirements/Procedures

43

- b. Policy 5037 Attendance Enforcement

46

G. Consent Items 7:55 p.m.

Steve Carlsen, Superintendent

1. Minutes

48

2. Claims

53

3. Personnel	63
4. 150 Mile Trips	65
H. <u>Suggestions for Future Board Meetings</u> 8:00 p.m.	81
I. <u>Upcoming Events</u>	
1. USBA Delegate Assembly, August 20-21, 2021	
2. September 16, 2021 6-8 pm - Northern Box Elder County Suicide Prevention Coalition at Box Elder County Fairgrounds	
3. USBA Leadership Academy, Sept. 16-18, 2021	
J. <u>Board Handbook</u>	83
K. <u>Adjournment</u> 8:05 p.m.	
The next meeting of the Board of Education will be held on Wednesday, September 8, 2021, with Work Session at 5:30 and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.	

Recommendation to approve a change in the October Board Meeting Date from Wednesday October 13, 2021 to Tuesday October 12, 2021.

Submitted by: Superintendent Steve Carlsen

Recommendation:

It is recommended that the Board of Education change the October 13, 2021 Board Meeting date to October 12, 2021.

Recommended Motion:

I move that that the Board of Education change the October 13, 2021 Board Meeting date to October 12, 2021.

Background: The 2021 fall break is scheduled for October 14 & 15. In past years we have changed the date of the Board Meeting so that everyone was given an opportunity to get away on Wednesday evening instead of having to wait until Thursday morning.

Policy Implications: None

Financial Implications: None

Staff Implications: BESD Staff Satisfaction



Box Elder School District
School Board & Municipal Building Authority
Meeting Schedule
2021-2022 School Year

2021

Place

*July 13	6:30 p.m.	ILSC Building
August 11	6:30 p.m.	ILSC Building
September 8	6:30 p.m.	ILSC Building
*October 12	6:30 p.m.	Century Elementary
November 10	6:30 p.m.	ILSC Building
December 8	6:30 p.m.	ILSC Building

2022

January 12	6:30 p.m.	ILSC Building
February 9	6:30 p.m.	Sunrise High School
March 9	6:30 p.m.	ILSC Building
April 13	6:30 p.m.	ILSC Building
May 11	6:30 p.m.	Adele C. Young Int. (Retirees)
June 8	6:30 p.m.	ILSC Building

***This meeting is on Tuesday**

Recommendation for Early Learning Plan for 2021-2022

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

Recommendation: It is recommended that the Box Elder School District Board of Education approve the Early Learning Plan as submitted.

Recommended Motion:

I move that the BESD Board of Education approve the Early Learning Plan

Background:

Annual submission

Policy Implications:

This action will have no policy implications.

Financial Implications:

There are no known negative consequences.

Staff Implications

N/A at the district level

EARLY LEARNING PLAN 2021-2022

LEA Name: Box Elder School District

Date of Expected Local Board Approval: August 11, 2022

Directions:

- *To support LEAs in successful completion of this plan, a Look Fors Document has been created and can be found here: <https://drive.google.com/file/d/1UPrrElZrXX73aotjbFWWh-icRtqUfqC-/view?usp=sharing>*
- *Submission of an Early Learning Plan (sections A, B, and C) is required for each LEA regardless of applying for funding.*
- *Submission of Section D is optional depending on the LEA's intent to apply for PreK-3 Professional Learning Funds.*

Funds Being Applied for: Check all that apply.

X Early Literacy Program Funds

DISTRICT ONLY - Matching Funds:

Program	Amount Matching	Levy
<input type="checkbox"/> xLow Income Program	\$ 308,849	Board Levy
<input checked="" type="checkbox"/> x Guarantee Program	\$ 266,085	Board Levy

x PreK-3 Professional Learning Funds

Submission of Early Learning Plan: [Pathways to Early Learning Program \(ELP\) Plan Submission and Approval](#)

- Submission on or before August 1st: For ELP **preapproval**, submit your plan as a WORD document to earlylearning@schools.utah.gov **by August 1st.**
- Submission after August 1st: For ELP **final approval**, submit your plan (as an attachment), budget, and local board minutes (as an attachment) in <https://utahgrants.utah.gov/> **no later than September 1st by 5 p.m.**
- Goals must be submitted into the Data Gateway - Early Literacy Page <https://datagateway.schools.utah.gov/> **no later than September 1st by 5 p.m.**

Submission of Professional Learning Grant Budget:

- Submit the Professional Learning Grant budget in <https://utahgrants.utah.gov/> **no later than September 1st by 5 p.m.**

***Note - if applications are not concise, include excessive detail, or are too long, they will be sent back for consolidation prior to being reviewed.**

SECTION A: EARLY LITERACY

1. List **core instruction** (tier 1) components for grades K-3 in the following areas:

Core Area	Duration	Frequency	Grades	Evidence-based Curriculum
Phonological Awareness	10 minutes	Daily	K-1	Phonemic Awareness Michael Heggerty
Phonics	40 minutes	Daily	K-2	Saxon Phonics
Fluency	15 minutes	Daily	K-3	Cengage- Reach for Reading K-2 Saxon Fluency K-2
Vocabulary	30 minutes	Daily	K-3	Cengage- Reach for Reading - K-2 OER- Engage New York/Ela-Vate 3rd
Comprehension	30 minutes	Daily	K-3	Reach for Reading- K-2 OER- Engage New York/Ela-Vate 3rd
Oral Language	10 minutes	Daily	K-3	Reach for Reading- K-2 OER- Engage New York/Ela-Vate 3rd
Writing	30 minutes	Daily	K-3	Step Up to Writing

2. In a single paragraph, explain how literacy assessments are used for core (tier 1) instruction to make instructional decisions and ensure interventions are aligned to students' diagnostic needs.

Box Elder School District, BESD, uses the following assessments to screen and diagnose reading deficits to make instructional decisions for Tier 1,2, and 3.

Acadience Reading is a screener that will be used to indicate which students need further diagnostic testing to be able to target their reading deficit.

District BEPA (Box Elder Phonics Assessment) is a diagnostic assessment that indicates specific phonics deficits. Assessment will be used for benchmark assessments 3 times a year. Data from these assessments will guide Tier 1, 2 and 3 instruction.

District BPAST (Box Elder Phonological Awareness Skills Tests) is a diagnostic assessment that indicates specific phonological awareness deficits.

95% Phonics Screener Inventory, PSI data is used to inform Tier 2 and Tier 3 instruction.

Progress Monitoring will indicate if the targeted intervention is effective.

Saxon weekly assessments are used as ongoing formative assessments to guide Tier 1 instruction and indicate whether students are learning the phonics skills presented in whole group instruction.

Teachers meet weekly in PLC teams to review student data and discuss effective teaching strategies to ensure students are achieving. In addition to PLC time, BESD provides regular RTI collaboration time to review student data (spreadsheets with current data on it) and make instructional decisions to ensure students are making progress. BESD Teachers share teaching strategies to improve their Tier 1 instruction. The SPED, SLP, and classroom teachers, building administrator, Instructional Coach, and the school psychologist, when available, are all members of the RTI collaboration team.

- 3. In a single paragraph for each tier below, describe the evidence-based intervention system available to students struggling to reach grade-level benchmark goals in reading.**

Tier 2:

Teachers meet weekly in Professional Learning Communities (PLC) and review weekly Saxon, PSI (Phonic Survey Inventory), BEPA, and BEPAST (Box Elder Phonemic Awareness Skill Test) data. Based on this data, students are divided into groups for either intervention or extension times. In K-2, the Saxon's Reteaching/Intervention component of the Saxon phonics program will be used as the first line of defense for Tier 2 instruction. Third grade administers and uses data results from the PSI, and the BEPA to determine what phonic skills are lacking and create Tier 2 intervention groups to provide appropriate instruction to fill these gaps. Tier 2 taught by teachers and paras in small groups, four days a week. If the progress monitoring indicates that this intervention is not effective after a minimum of two weeks of 20-30 minute sessions, four to five days a week, then the 95% Group Phonics Intervention program will be implemented with the same frequency as the Saxon Reteaching/Intervention program. If three separate lines of evidence indicate that the student has reached the 80% minimum proficiency expectation, the student will exit the intervention group and be monitored every month using Acadience Progress monitoring to ensure they are maintaining the skill. Classroom teachers and paraeducators facilitate the groups. The Instructional Coach in each building provides training to paraeducators on the different curriculums that they may use in intervention time. Each week the data is reviewed during RTI-Collaboration.

Tier 3:

Teachers and paras will provide instruction to identified students who need support in addition to their Tier 2 instruction. The RTI team meets twice a month and reviews Tier 2 data, and from this data, students that need additional support are provided Tier 3 for at least 20 minutes four days a week. Regular assessments are given according to the program being used. Assessment results are reported to teachers and the RTI team. Using this data, the team makes instructional adjustments and, if needed, program adjustments to ensure students are progressing. Teachers and paras will record daily attendance, opportunities to respond, student engagement, and any other components the team deems appropriate. Teachers will take the information from this meeting and make adjustments as needed in their Tier 1 and Tier 2 instruction to better support the Tier 3 students. Acadience Progress monitoring will be used to monitor student learning. Off level three times a month and once a month grade-level to ensure the student is making adequate progress. In all of our elementary schools, we will use the following resources as appropriate and

applicable: Sound Partners, SIPPS, Reading Mastery, 95% Phonics Lesson Library, Scott Foresman Early Reading Intervention. If three separate lines of evidence indicate that the student has reached the 80% minimum proficiency expectation, the student will exit the intervention group and be monitored every month to ensure they are maintaining the skill. Classroom/SPED teachers and paraeducators facilitate the groups. The Instructional Coach in each building provides training to paraeducators on the different curriculums that they may use in intervention time. Each week the data is reviewed during RTI-Collaboration.

4. Describe in one paragraph, the professional learning opportunities that will be provided for K-3 teachers, literacy coaches, and interventionists to support meeting Early Literacy goals. These funds cannot be used for faculty or staff in grades 4-6.

- All K-3 teachers, SPED teachers, coaches, and administrators will receive LETRS training.
- A Canvas course will be created on Saxon Phonics and required for all new teachers and available for any teachers that want to take the course to increase their understanding of the program.
- A Canvas course will be created on Heggerty Phonemic Awareness and required for all new teachers and available for any teachers that want to take the course to increase their understanding of the program.
- All administrators and instructional coaches will meet monthly and review literacy data and literacy instruction together. Administrators will be given instruments to use to document that Tier 1 instruction is happening in every classroom. This data will be reviewed monthly at the principal meeting.

SECTION B: EARLY MATHEMATICS

1. What evidence-based curriculum is being used in K-3 mathematics?

HMH Into Math Program

2. Describe how the following mathematical components are incorporated in grades K-3.

Mathematical Components	Evidence-based Strategies
<p>Conceptual Understanding: the comprehension and connection of concepts, operations, and relations.</p>	<p>In grades K-3, a learning arc exists across units and modules, ensuring that a strong foundation of conceptual understanding is built before students learn mathematical procedures and develop fluency. Three types of lessons, each with a different purpose, help teachers know where they are in the arc of instruction. Build Understanding lessons ensure that a strong foundation of conceptual understanding exists before students learn procedures and efficient algorithms and develop fluency.</p> <p>The activities within Into Math provide students with opportunities to model with mathematics, use appropriate tools, reason abstractly and quantitatively, analyze patterns and structures, and make conjectures.</p>
<p>Procedural Fluency: the meaningful, flexible, accurate, and efficient use of procedures to solve problems.</p>	<p>As mentioned above, Into Math balances conceptual understanding, procedural fluency, and rigorous application. The unique learning arc, a purposeful progression from conceptual to procedural with application throughout, ensures students grasp concepts before they move on to specific procedures.</p> <p>Build Procedural Fluency from Conceptual Understanding: Build Understanding lessons ensure that a strong foundation of conceptual understanding exists before students learn procedures and efficient algorithms and develop fluency.</p> <p>The Apply and Practice lessons focus on strengthening students' procedural skills. These lessons ensure students understand the steps in a procedure and the types of problems for which the procedure can be used. With their understanding of the concept and knowledge of multiple viable strategies, students work on the <i>Step It Out</i> tasks. Students apply their knowledge and build fluency with the <i>On My Own</i> problems and <i>More Practice/Homework</i>. Additional opportunities for rigorous application can be found in the More Practice pages (Guide to Differentiated Instruction), in the Standards Practice pages (Getting Ready for FSA), in the Performance Tasks (Assessment Guide), and in the Games and STEM Projects.</p>
<p>Strategic and Adaptive Mathematical Thinking: the ability to formulate, represent, and solve mathematical problems with the capacity to justify the logic used to arrive at the solution.</p>	<p>Into Math challenges every student through carefully crafted tasks that have a low floor and a high ceiling, frequent formative assessment opportunities, and a range of differentiated resources. Critical thinking skills are developed through full and consistent integration of the Standards for Mathematical Practice in every lesson.</p> <p>An example of this strategy can be found by examining the Connect Concepts and Skills lesson. These lessons focus on MP.7 (Look for and make use of structure) and MP.8 (Look for and express regularity in repeated reasoning) where students connect understanding they have developed with more efficient procedures. These practices help students explain and justify the procedures they use along with MP.4 (Model with</p>

	<p>Mathematics) when students are connecting their understanding to a procedure.</p> <p>In addition, Step It Up prompts encourage students to analyze solution methods, explain concepts in their own words, construct arguments, justify their own reasoning, and critique the reasoning of others.</p>
<p>Productive Disposition: the ability to see mathematics as useful and worthwhile while exercising a steady effort to learn mathematics.</p>	<p>Build Conceptual Understanding lessons always include Spark Your Learning perseverance task, and are paired with MP.1 (Make sense of problems and persevere in solving them) and MF.1 (Construct viable arguments and critique the reasoning of others), and MF.2 (Use appropriate tools strategically). Spark Your Learning tasks are carefully crafted to help students have an “aha” moment of understanding. Strategies for perseverance, written in conjunction with the standards, are embedded throughout.</p> <p>Into Math was carefully designed to prepare students for college and career readiness, including many with a STEM focus, engage students and help them see the relevance of math in their lives. A quick flip through the Student Edition and other student materials shows how math is applied in real-world contexts based on science, social studies, health, art, technology, and engineering applications across content areas is available with the online correlations. The online correlations provide great examples of how math and perseverance are relevant across content areas.</p>

- 3. In a single paragraph, explain how mathematics assessments are used for core (tier 1) instruction and intervention to make instructional decisions and ensure interventions are aligned to students’ diagnostic needs.**

Teachers administer common formative assessments (CFA) that guide their Tier 1 instruction and Tier 2. Based on the data from the CFA, the student is placed in Tier 2 support.

All students take a growth measure assessment three times a year. Based on this data, teachers plan Tier 1 instruction and if needed place students into a Tier 3 program, called HMH 180. With Acadience being new to us and not certain what the reports look like, we have not identified exactly how this data will be used. However, we will use a data protocol to look at student results and identify student deficits, determine who needs Tier 2 support, what teachers can do to adjust their Tier 1 instruction.

- 4. In a single paragraph for each tier below, describe the evidence-based intervention system available to students struggling to reach grade-level benchmark goals in mathematics.**

Tier 2:

The Tier 2 support is part of the HMH math program, called Waggle. This provides instruction on specific standards that the student is missing. The teacher assigns the tasks to complete in Waggle, digital lessons that are assigned by the teacher for each student that is in Tier 2. This provides students to have a personalized curriculum. Teachers will teach students using the Waggle activity to help intervene in their learning. Teacher monitor student progress. The

program is a digital platform for the lessons, but teachers will do the reteaching before students engage in the digital lessons. Teachers Once students are proficient on the assessment in Waggle, they are released from Tier 2. Students will meet a minimum of 3 times a week for 20 minutes. We are just beginning implementation of this program this year. As we progress this year, we will see what additional assessments we use.

Tier 3:

Tier 3 support is part of the HMH math program, called Math 180. The HMH Growth Measurement assessment identifies students that are in need of Tier 3 support. Based on this data students are placed into Tier 3 math time. They are monitored and when a student passes off the concepts, they are released from Tier 3. The students will be meeting with teachers and or a para educator to receive these services. We are being trained on this program next week and we will learn more about the recommendations on the frequency and duration the sessions should be.

SECTION C: LOCAL GOALS

Requirements per 53F-2-503: Goals must be measurable, address current performance gaps in student literacy data, and include specific strategies for improving outcomes.

For literacy goals only, include early intervention K-3 software if being used.

Goal Sentence Frame:

By , [who is responsible] will [what will change and by how much--measurable] by [how--which evidence-based strategy(ies) will be used, including early reading software if being used] to [why—for what purpose].

1. Early Literacy Goal *(required)*

By June 3, 2022, Box Elder School District will increase the percentage of first-grade students scoring at or above benchmark on their Acadience Reading composite score by 13% from BOY to EOY by providing LETRS training to all 1st grade teachers. Coaching and feedback will be provided to all 1st grade teachers on all Tier 1 programs to increase teacher effectiveness and to increase the number of students proficient on Acadience Reading composite score.

2. Early Literacy Goal *(required)*

By June 3, 2022, Box Elder School District will increase the percentage of second-grade students scoring at or above benchmark on the Acadience Reading composite score by 5% from BOY to EOY by providing LETRS training to all 2nd grade teachers. . Coaching and feedback will be provided to all 2nd grade teachers on all Tier 1 programs to increase teacher effectiveness and to increase the number of students proficient on Acadience Reading composite score.

General Assurances: *Check all the boxes below.*

- x The Early Learning Plan submitted has been reviewed and approved by your local school board in an open, public meeting.
- x The Early Learning Plan must be submitted in Utah Grants along with local board approval minutes no later than September 1 by 5 p.m.
- x The Early Learning Goals must be submitted in the Data Gateway-Early Literacy page no later than September 1 by 5 p.m.
- x We understand our state growth goal for literacy is to achieve at least 60% of students in grades 1-3 making typical or better progress on Acadience Reading.
- x We understand that we will assess literacy and mathematics using state mandated assessments within the state required testing windows: before September 30, December 1- January 31, and mid-April - June 15.
- x We understand that we will submit our literacy and mathematics data and SIS special codes including if a student received or did not receive intervention by October 30, the last day in February, and June 30 annually.
- x We understand that we must implement evidence-based interventions for reading and mathematics if a student is scoring below or well below benchmark.
- x We understand that if our plan is not approved by October 15, we forego our Early Literacy Program funds and Professional Learning Grant funds (*see R277-406*).
- x We understand that we will report literacy and mathematics results to all parents of students in grades 1-3 three times per year following guidelines in R277-406.
- x We understand that if our LEA does not meet goal requirements laid out in state code and board rule for two consecutive years, our LEA will be required to participate in the System of Support.
- x Early Literacy Program funds shall only be used for early literacy interventions and supports in kindergarten through grade 3 that have proven to significantly increase the percentage of students who are proficient in literacy (*53F-2-503*).
- x We understand that if program money is used in a manner that is inconsistent with 53F-2-503, R277-406, 53F-5-214, and R277-326 our LEA is liable for reimbursement for the amount of funds improperly used.

By submitting this form, I certify the information I provided on and in connection to this application is true, accurate and complete. I also understand that any false statements on this application I file with the Utah State Board of Education may be grounds for disqualification for Early Literacy Program funds.

SECTION D: PreK-3 PROFESSIONAL LEARNING

Per state code 53F-5-214, the state board shall award grants to LEAs to provide teachers in preschool, kindergarten, and grades 1 through 3 with professional learning opportunities in early literacy and/or mathematics. Professional Learning must be a comprehensive, focused, sustained, and evidence-based approach to improving teachers' effectiveness in raising student achievement (Board rule R277-326). Evidence-based professional learning includes follow up and

accountability from a coach/principal to ensure effective implementation and improvement in outcomes. For allowable expenditures, see R277-326. If choosing to receive these funds, you are required to complete a USBE survey of performance measures. Click [here](#) to see LEA estimated funding amounts.

Important Definitions per Board Rule:

- **Evidence-based**- a strategy that has demonstrated a statistically significant effect on improving student outcomes.
- **Focused**-professional learning that is targeted to strategies that align with an LEA’s plan and goals that would best support improving outcomes.
- **Job-embedded**-learning that is during the workday and designed to enhance instructional practices with the intent of improving student learning outcomes.
- **Professional Learning**-a comprehensive, sustained, and evidence-based approach to improving teachers' and principals' effectiveness in raising student achievement.
- **Sustained**-multiple professional learning sessions with ongoing support for implementation of professional learning for long-term change.

Check appropriate boxes to indicate professional learning focus:

<input type="checkbox"/> Early Literacy <input type="checkbox"/> P <input type="checkbox"/> x K <input type="checkbox"/> x 1 <input type="checkbox"/> x2 <input type="checkbox"/> x3	<input type="checkbox"/> Early Mathematics <input type="checkbox"/> P <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
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1. Describe how the professional learning opportunities are comprehensive, focused, sustained, job-embedded, and evidence-based (see definitions above).

LETRS is an evidence-based, comprehensive professional learning opportunity being provided for K-3 teachers, coaches, and school leaders. LETRS is targeted and aligns with a deep knowledge of the science of reading and has proven outcomes. LETRS is delivered over a 2-year period that consists of 8 professional learning sessions and online coursework that includes a job-embedded Bridge to Practice implementation piece. Coaches and leaders are included to support implementation and long-term change. LETRS has proven outcomes in Mississippi and has been reviewed in ESSA for Evidence.

2. Describe how the professional learning opportunities are aligned with the Early Learning Plan and targeted to attain the state and local goals. (If choosing early math, there is no need to describe how it is targeted to attaining goals as there are no math goals this year, however the rest of this question still needs to be answered).

LETRS is aligned with all tier 1, core instructional components in the Early Literacy section of our plan and supports all students including those with identified needs and/or intervention. The learned skills and strategies can be used to ensure that classroom instruction matches each students’ personalized needs. LETRS is aligned with our local goals that currently address our performance gaps in student literacy data and provides specific skills and strategies for improving student outcomes.

3. Describe how your LEA intends to increase benchmark assessment scores and related outcomes through these professional learning opportunities.

LETRS improves teacher, coach, and school leader knowledge and effectiveness while ensuring student achievement and improvement through feedback and monitoring. Fidelity to implementation will be key to ensuring improvement in Acadience Reading scores in grades K-3.

4. Describe how the professional learning opportunities are aligned with the [professional learning standards](#) set forth in 53G-11-303 and R277-519.

<p>Learning Communities: occurs within learning communities committed to continuous improvement, individual and collective responsibility, and goal alignment</p>	<p>LETRS provides collaboration with a national facilitator through 8 face-to-face or virtual end of unit professional learning days. The LETRS course of study that helps educators master the content and promotes collaboration among participants and colleagues around principles of effective reading, language, and literacy instruction. Having K-3 teachers and coaches as part of this professional learning helps to build a collective responsibility, shared purpose, and mutual accountability. Building leaders are creating supportive conditions by participating in LETRS for Admin.</p>
<p>Skillful Leaders: requires skillful leaders who develop capacity, advocate, and create support systems, for professional learning</p>	<p>LETRS Professional Learning provides a sustainable model for all teachers with additional support in the science of reading. LETRS ensures that every teacher is supported by highly knowledgeable national facilitators that can provide further personalized support for educators throughout this ongoing, job-embedded professional learning experience. By including coaches and administrators in this professional learning opportunity we will be building a mentor and support system within our LEA.</p>
<p>Resources: requires prioritizing, monitoring, and coordinating resources for educator learning</p>	<p>LETRS Professional Learning provides equitable access of knowledge and resources to move the learning forward for teachers, coaches, and leaders participating in the professional learning opportunity. LETRS resources consist of print manuals, online unit instruction with learning activities and video modeling, learning resources for the participants attending face-to-face or virtual end of unit professional learning sessions. These funds are effectively prioritizing teacher professional learning around early literacy.</p>
<p>Data: uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning</p>	<p>LETRS provides educators and leaders with the knowledge needed to collaborate, gather, analyze, and interpret various literacy assessments that are used to guide instruction and improve student outcomes in the Utah Core Standards-foundational skills (phonological awareness, phonics, fluency, comprehension, and writing). Teachers, coaches, and administrators will use this knowledge to analyze Acadience Reading data, make informed decisions around instruction to meet the state growth goal and our local literacy goals.</p>
<p>Learning Designs: integrates theories, research, and models of human learning to achieve its intended outcomes</p>	<p>LETRS professional learning builds upon the prior knowledge learned in teacher preparation courses and methodically addresses the systems of language and literacy instruction. Through the LETRS Bridge to Practice, teachers implement learned practices through explicit, job-embedded activities with individual students and in the classroom setting. Teachers also reflect upon these practices through journal entries and participation in PLCs. Coaches and leaders will be able to provide follow-up and feedback to provide</p>

	support and monitor the practice to promote the skills and strategies learned in LETRS.
Implementation: applies research on change and sustains support for implementation of professional learning for long-term change	LETRS professional learning includes a Bridge to Practice component that provides supportive risk taking and ongoing reflection of these new strategies to support continuous improvement in practice. Coaches and administrators will participate in LETRS professional learning to provide ongoing support and help educators apply and implement the instructional strategies in the classroom.
Outcomes: aligns with performance standards for teachers and school administrators; and performance standards for students as described in the core standards for Utah	<p>With the focus on increasing student learning, LETRS professional learning provides educators with the deep knowledge of the science of reading that is needed to provide high quality instruction to students in the Utah Core Standards-foundational skills of phonological awareness, phonics, vocabulary, fluency, comprehension, and writing. LETRS provides teachers, coaches, and administrators with the knowledge of how to analyze student data and outcomes to provide the personalized instruction to each student.</p> <p>Outcomes for LETRS participants can be measured through pre and post assessment data at the end of each unit. These data are included in the LETRS database system. These assessments measure the level of knowledge on the science of reading prior to and after training.</p>
Technology: both incorporates the use of technology in the design, implementation, and evaluation of high-quality professional learning practices; and includes targeted professional learning on the use of technology devices to enhance the teaching and learning environment and the integration of technology in content delivery.	LETRS Professional Learning offers engaging online coursework that includes video modeling, interactive activities, Bridge to Practice instructions, and virtual support. The online coursework enhances the learning that participants will engage in with the print materials. The Bridge to Practice activities allow teachers to implement the learning immediately in their classrooms while having coaches available to provide follow-up and feedback. The online platform allows for access to the professional learning in a personalized way.

General Assurances: Check all the boxes below.

- ONLY CHECK IF APPLYING FOR SECTION D FUNDING** - The Professional Learning Grant must be submitted in Utah Grants no later than September 1 by 5 p.m.
- ONLY CHECK IF APPLYING FOR SECTION D FUNDING** - We understand that if our professional learning application is not approved by October 15, we forego our Professional Learning Program funds (R277-326).
- ONLY CHECK IF APPLYING FOR SECTION D FUNDING** - We understand that these funds must only be used for sustained professional learning opportunities that are evidence-based and focused (R277-326).
- ONLY CHECK IF APPLYING FOR SECTION D FUNDING** - We understand that if program money is used in a manner that is inconsistent with 53F-5-214 and R277-326, our LEA is liable for reimbursement for the amount of funds improperly used.
- ONLY CHECK IF APPLYING FOR SECTION D FUNDING** - We understand the requirement to complete a USBE survey of performance measures by the end of the year.

By submitting this form, I certify the information I provided on and in connection to this application is true, accurate and complete. I also understand that any false statements on this application I file with the Utah State Board of Education may be grounds for disqualification for Professional Learning Grant funds.

Recommendation: It is recommended that the Board approve the tax rate for the 2022 tax year. The rate includes a tax increase above the certified tax rate of .000182. The overall rate including the Charter school rate will be .006842 if the increase is approved by the School Board.

Recommended Motion: *I move to accept the tax rates for the 2022 tax year at a total rate of .006842 as presented by administration.*

Background: The Board had instructed us to increase tax rates regularly to help us keep up with rising costs. The last tax increase was in 2017. I had planned on increasing taxes in 2020 but with the Covid crisis, I delayed the increase. I thought with me retiring it would be a good idea to increase taxes this year to give the new Business Administrator time to work with the Board in determining the next increase.

Policy Implications: The approval of the rates and budget is a Board responsibility. This increase will balance the budget as presented in June.

Financial Implications: If you approve this increase, it will mean an increase in revenue to the General Fund of \$497,360. The increase to capital will be just under \$500,000. The increases will be used to stay competitive in compensation and for more technology for students.

Staff Implications: None

NOTICE OF PROPOSED TAX INCREASE BOX ELDER SCHOOL DISTRICT

The BOX ELDER SCHOOL DISTRICT is proposing to increase its property tax revenue.

- The BOX ELDER SCHOOL DISTRICT tax on a \$302,000 residence would increase from \$1,016.70 to \$1,046.93, which is \$30.23 per year.

- The BOX ELDER SCHOOL DISTRICT tax on a \$302,000 business would increase from \$1,848.54 to \$1,903.51, which is \$54.97 per year.

- If the proposed budget is approved, BOX ELDER SCHOOL DISTRICT would increase its property tax budgeted revenue by 5.46% above last year's property tax budgeted revenue excluding eligible new growth.

All concerned citizens are invited to a public hearing on the tax increase.

PUBLIC HEARING

Date/Time: 8/11/2021 6:30 PM

Location: ILSC
960 S Main Street
Brigham City

To obtain more information regarding the tax increase, citizens may contact BOX ELDER SCHOOL DISTRICT at 435-734-4800.

Utah State Tax Commission - Property Tax Division
Tax Rate Summary (693)
ENTITY: 2010 BOX ELDER SCHOOL DISTRICT

Form PT-693
 Rev. 2/15

BOX ELDER COUNTY

Tax Year: 2021

The Board of Trustees for the above special district has set the current year's tax rates as follows:

Purpose of Tax Rate (Code from Utah Code Annotated)	Auditor's Tax Rate	Proposed Tax Rate	Maximum By Law	Budgeted Revenue
190 Discharge of Judgement §59-2-1328 & 1330			Sufficient	0
210 Basic School Levy §53F-2-301.5	0.001661	0.001661	Calculated	9,078,179
230 GO Bond Payments §51-5-4	0.000539	0.000539	Sufficient	2,945,632
246 Capital Local Levy §53F-8-303	0.001680	0.001771	.003000	9,682,024
510 Voted Local Levy §53F-8-301	0.000529	0.000600	.002	3,279,294
526 Board Local Levy .002500 §53F-8-302	0.002182	0.002202	.002500	12,037,650
527 Charter School Levy §53F-2-703	0.000069	0.000069	Calculated	377,119
Total Tax Rate	0.006660	0.006842	Total Revenue	\$37,399,898

Certification by Taxing Entity

I, _____, as authorized agent, hereby certify that this statement is true and correct and in compliance with all sections of the Utah State Code relating to the tax rate setting process.

Signature: _____ Date: _____

Title: _____ Telephone: _____

Mailing address: _____

BESD Construction Update

...

August 2021

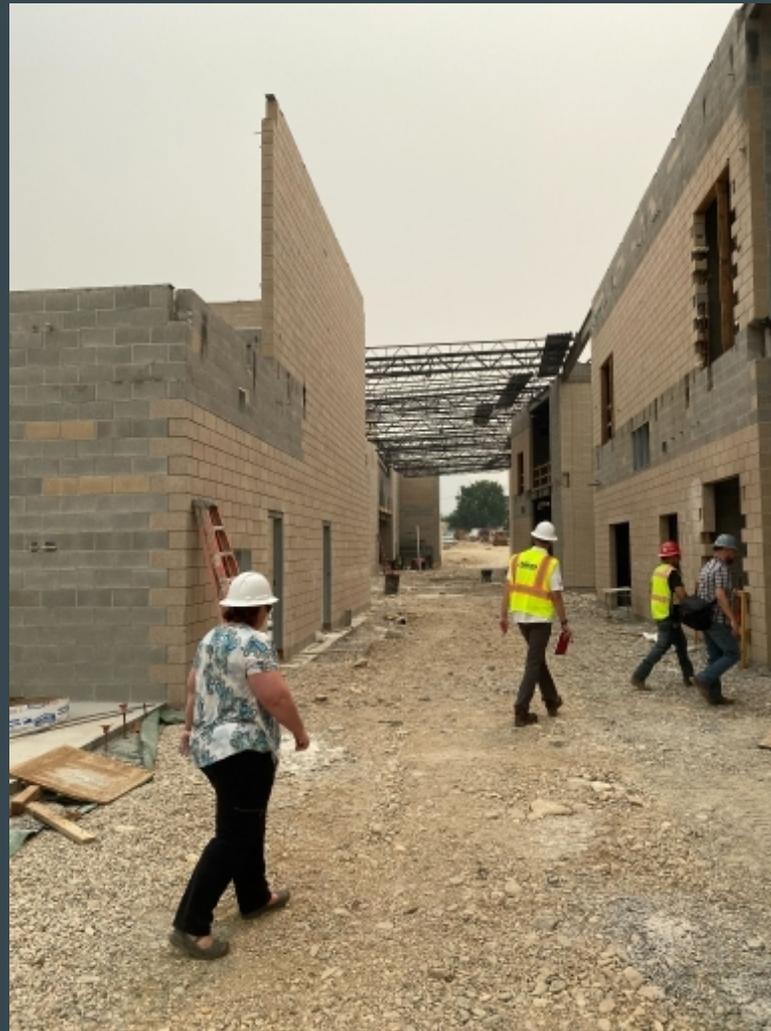
Golden Spike Elementary

...

North Parkin g Lot



Front
Entrance,
Looking
South



Commons, Looking North



South
East
Corner,
Looking
North



Air Handler, 1 of 3



Golden Spike Elementary Timeline

- Approximately 2 ½ months behind, same as last month, haven't lost additional or gained back
- Nearly all materials are short supply
- The progress made is due to starting and ordering just before the supply chain took a drastic downturn

District Projects

...

<u>Location</u>	<u>Project</u>	<u>Status</u>	<u>Who</u>
BEHS	New Parking Lot	Complete	DWA
	Portables anchored, skirted, electrical	In Process	DWA
	Coaches Hall Reroof	Complete	DWA
	Tennis Court Seal Coat	Complete	DWA
	Wood Shop Door	In process	BESD
BEHS (Donation)	Video Board FB Stadium	Awaiting Proposal	DWA
BRHS	Turf	In Process	DWA
	CTE New Asphalt	Complete	DWA
	LA Glycol Upgrade	Signed Proposal	DWA
	Locker Room Upgrades	Signed Proposal	DWA
BR Nat	Additional Parking	Complete	DWA
Sunrise High	Seal Coat	Complete	DWA
BEMS	Stair Extension	Delay to Summer '22	DWA
BRMS	Reroof	In Process	DWA
	Replace Skylights	In Process	BESD

ACYI	Secure Entrance	In Process	BESD
	Counseling Remodel to add office	In Process	DWA
ACHI	Secure Entrance	In Process	BESD
	Replace Store Fronts	Complete	BESD
	Ball Wall Concrete Pad	In Process	DWA
Willard	Asphalt Play Area/ Tree Removal	In Process	DWA
	Replace Boilers	Delay to Spr '22	DWA
Lake View	Enclose Dock	Complete	BESD
	Add Office Door	In Process	BESD
Discovery	Additional Parking	In Process	DWA
Century	Parking	In Process	DWA
North Park	Additional Parking	In Process	DWA
McKinley	Replace Boilers	In Process	DWA

Garland	Crack Repair/Seal Coat Play and Parking	Complete	DWA
Park Valley	Install Greenhouse, remove stump	In Process	DWA
Grouse Creek	Rebuild	Winter '22	DWA
S. Transportation	Repave	In Process	DWA
	Snow Guard and Gutter	Signed Proposal	DWA
SSC	East Dock Pallet Racking	Complete	DWA
District Office	Window Replacement		DWA
	New Drip Edge, South Wing		DWA
West ACYI	Vacant Property Upkeep	Ongoing	DWA

MONTHLY FINANCIAL REPORT

July 31, 2021

				Current	Prev Bud vs		
		2021-22	2021-22	Bud vs	Actual	2020-21	2020-21
	Description	Preliminary	YTD	Actual	Actual	YTD	Revised
				%	%		
	Percent of Year completed to date			8.3%	8.3%		
	Percent of 9 month contract complete			0.0%	0.0%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	25,091,289	0	0.0%	0.0%	0	23,420,275
6	Tuitions	350,000	0	0.0%	1.1%	2,824	250,000
7	Inv Earnings	150,000	0	0.0%	0.0%	0	180,000
8	Inidr. Costs-SL	680,000	0	0.0%	0.0%	0	680,000
9	Rental Fees/Building/Tra	110,000	434	0.4%	1.6%	1,270	80,000
10	Other	900,000	14,922	1.7%	0.8%	15,920	2,000,000
11	State	74,424,348	7,345,265	9.9%	9.6%	6,802,968	70,906,273
12	Federal	8,525,000	0	0.0%	0.0%	0	6,525,000
13	Misc./ Fund Bal	1,114,000					0
14	TOTAL M & O						
15	REVENUE	111,344,637	7,360,621	6.6%	6.6%	6,822,982	104,041,548
16	Beg Balance	2,043,744					0
17	Less:						
18	Ending Balance	1,176,013					2,249,988
19	TOTAL M & O FUNDS						
20	available	112,212,367	7,360,621	6.6%	6.7%	6,822,982	101,791,560
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	49,077,975	18,657	0.0%	0.1%	28,842	45,233,157
24	Benefits	18,358,921	405,798	2.2%	3.0%	521,347	17,153,955
25	Purchased Serv.	3,070,500	171,110	5.6%	15.4%	473,955	3,070,500
26	Supplies/Textbooks	5,100,000	704,235	13.8%	26.7%	1,442,612	5,400,000
27	Equipment	1,905,000	1,346	0.1%	16.2%	162,715	1,005,000
28	Other	700,000	0	0.0%	0.0%	0	600,942
29	Total	78,212,396	1,301,146	1.7%	3.6%	2,629,471	72,463,554
30							
31	Student Services (2100)						
32	Salaries	3,510,841	8,763	0.2%	0.2%	7,163	3,189,715
33	Benefits	1,309,542	15,768	1.2%	0.9%	10,675	1,208,901
34	Other	350,000	1,191	0.3%	0.2%	401	200,000
35	Total	5,170,383	25,722	0.5%	0.4%	18,239	4,598,616
36							
37	Instructional Staff (2200)						
38	Salaries	1,605,520	76,180	4.7%	5.7%	83,793	1,479,742
39	Benefits	629,160	37,149	5.9%	7.0%	41,153	589,741
40	Other	400,000	14,457	3.6%	3.0%	8,216	276,738
41	Total	2,634,680	127,786	4.9%	5.7%	133,162	2,346,221

MONTHLY FINANCIAL REPORT

July 31, 2021

				Current			
		2021-22	2021-22	Bud vs	Prev Bud vs	2020-21	2020-21
	Description	Preliminary	YTD	Actual	Actual	YTD	Revised
				%	%		
	Percent of Year completed to date			8.3%	8.3%		
	Percent of 9 month contract complete			0.0%	0.0%		
42	District Administration (2300)						
43	Salaries	389,454	29,064	7.5%	7.7%	27,516	358,944
44	Benefits	169,797	21,793	12.8%	13.0%	20,860	160,235
45	Purch Services	170,000	97,859	57.6%	20.5%	25,685	125,000
46	Liability Insurance	235,000	223,473	95.1%	0.0%	0	225,000
47	Supplies	35,000	3,566	10.2%	7.4%	2,604	35,000
48	Other	25,000	18,458	73.8%	81.0%	20,247	25,000
49	Total	1,024,251	394,213	38.5%	10.4%	96,912	929,179
50	School Administration (2400)						
51	Salaries	4,331,198	254,754	5.9%	1.4%	231,723	3,991,888
52	Benefits	1,747,827	99,397	5.7%	1.3%	92,411	1,641,487
53	Prof Serv/Travel	80,000	5,000	6.3%	21.2%	4,788	75,000
54	Other	15,000	0	0.0%	13.8%	0	15,000
55	Total	6,174,025	359,151	5.8%	5.7%	328,922	5,723,375
56							
57	Business & Support (2500)						
58	Salaries	771,881	60,217	7.8%	8.4%	54,300	646,895
59	Benefits	316,483	21,940	6.9%	8.5%	21,124	247,312
60	Purchased Services	165,000	1,410	0.9%	9.9%	15,873	159,665
61	Other	25,000	0	0.0%	8.3%	2,071	25,000
62	Total	1,278,364	83,567	6.5%	8.7%	93,368	1,078,872
63							
64	Operation & Maintenance (2600)						
65	Salaries	5,466,376	415,787	7.6%	7.3%	369,299	5,038,135
66	Benefits	2,202,539	217,422	9.9%	9.9%	204,138	2,068,328
67	Electricity	884,000	33,223	3.8%	1.0%	8,427	834,325
68	Purchased Service	757,500	93,226	12.3%	20.5%	110,219	536,497
69	Telephone	282,012	2,912	1.0%	6.9%	16,796	242,012
70	Natural Gas	515,000	8,835	1.7%	1.0%	5,000	509,011
71	Prop Insurance	195,000	0	0.0%	0.0%	0	189,052
72	Repair	330,000	45,000	13.6%	33.0%	49,428	150,000
73	Supplies	730,000	158,423	21.7%	27.6%	201,340	730,300
74	Other	2,500	0	0.0%	0.0%	0	2,500
75							0
76	Total	11,364,927	974,828	8.6%	9.4%	964,647	10,300,160
77							

MONTHLY FINANCIAL REPORT

July 31, 2021

				Current Bud vs Actual	Prev Bud vs Actual		
	2021-22 Preliminary	2021-22 YTD		%	%	2020-21 YTD	2020-21 Revised
Description							
Percent of Year completed to date				8.3%	8.3%		
Percent of 9 month contract complete				0.0%	0.0%		
78: Transportation (2700)							
79: Salaries	2,760,295	34,868		1.3%	1.5%	39,332	2,544,051
80: Benefits	829,152	39,943		4.8%	5.7%	43,555	761,381
81: Purch Serv	280,000	6,926		2.5%	1.1%	2,952	280,000
82: Fuel	505,000	0		0.0%	0.0%	0	397,785
83: Supplies	450,000	16,177		3.6%	2.4%	7,410	307,565
84: Other/Property	485,800	1,036,703		213.4%	99.9%	1,008,680	1,010,000
85: Total	5,310,247	1,134,617		21.4%	20.8%	1,101,929	5,300,782
86: Community Services (3300)		Bus Order half will go to F-32					
87: Salary	680,566	12,368		1.8%	2.1%	13,406	627,250
88: Benefits	186,527	9,334		5.0%	5.5%	9,413	169,818
89: Purchased Serv	60,000	14		0.0%	0.0%	14	58,820
90: Supplies/Util	70,000	11,610		16.6%	12.6%	8,682	68,872
91: Property	30,000	0		0.0%	1.2%	308	26,000
92: Other Objects	16,000	1,063		6.6%	17.2%	2,664	15,467
93: Desig. Fund Bal							
94: Total	1,043,093	34,389		3.3%	3.6%	34,487	966,227
86: Total Expenditures	112,212,367	4,435,419		0	1	5,401,137	103,706,986
95: Interfund Trans		1				0	0
96: Change Desig Fund Bal	0	1				0	0
97: Other/Budget Cuts		0				0	0
98: TOTAL EXPENDITURERS		0					0
99: M & O	112,212,367	4,435,421		3.95%	5.2%	5,401,137	103,706,986

MONTHLY FINANCIAL REPORT

July 31, 2021

				Current	Prev Bud vs		
		2021-22	2021-22	Bud vs	Actual	2020-21	2020-21
	Description	Preliminary	YTD	Actual	Actual	YTD	Revised
				%	%		
	Percent of Year completed to date			8.3%	8.3%		
	Percent of 9 month contract complete			0.0%	0.0%		
100	School Activity Fund (21)						
101							
102	REVENUE:						
103	School Deposits	4,400,000	170,207	3.9%	3.8%	168,524	4,400,000
104							
105	Other		0			0	
106	Total Revenue		170,207		3.8%	168,524	4,400,000
107	EXPENDITURES:						
108	Purchased Services	902,150	52,734	5.8%	3.3%	30,212	902,150
109	Supplies	2,882,850	117,585	4.1%	5.1%	145,656	2,882,850
110	Equipment	290,000	5,168	1.8%	1.5%	4,337	290,000
111	Desig/Other/Adm	325,000	12,634	3.9%	4.6%	14,827	325,000
112	Total Expenditures						
113	School Activity	4,400,000	188,121	4.3%	4.4%	195,032	4,400,000
114	DEBT SERVICE FUND (31)						
115							
116	REVENUE:						
117	Property Tax	2,945,632	0	0.0%	0.0%	0	2,805,364
118	Interest	105,750	81	0.1%	0.4%	402	105,750
119	Other						
120	Total	3,051,382	81	0.0%	0.0%	402	2,911,114
121	Begining Bal	5,696,268	4,630,220	81.3%	0.0%	0	5,696,268
122	LESS:						
123	Ending Balance	5,659,746	3,704,440	65.5%	0.0%		6,034,982
124	Funds Available	4,770,488	1,789,651	37.5%	-60.9%	-2,821,198	4,630,220
125	EXPENDITURE:						
126	Bond Debt	3,927,162	2,840,650	59.5%	71.8%	2,819,100	3,927,162
127	Fees	50,000	0	0.0%	5.0%	2,500	50,000
128	Other Uses		0			0	0
129	Total	3977162	2,840,650	5681.3%	70.9%	2,821,600	3,977,162

MONTHLY FINANCIAL REPORT

July 31, 2021

				Current Bud vs Actual	Prev Bud vs Actual		
	2021-22 Preliminary	2021-22 YTD		%	%	2020-21 YTD	2020-21 Revised
Description							
Percent of Year completed to date				8.3%	8.3%		
Percent of 9 month contract complete				0.0%	0.0%		
130 CAPITAL OUTLAY FUND (32)							
131							
132 REVENUE:							
133 Property Tax	12,837,500	0		0.0%	0.0%	0	11,750,000
134 Interest	255,941	0		0.0%	0.0%	0	243,753
135 Other	176,400	5,178		2.9%	3.4%	5,792	168,000
136 State	158,025	3,162		2.0%	4.5%	6,834	150,500
137 Federal /MBA	63,288	0		0.0%	0.0%	0	60,274
138 Ins./Prop.Recry	94,500	700		0.7%	1.0%	900	90,000
139 Total Revenue	13,585,653	9,040		0.1%	0.1%	13,526	12,462,527
140 Lease Revenue MBA	0	0				0	15,000,000
141 Other Sources(F50)	345,580	0				0	345,580
142 Desig. Fund Bal							0
143 TOTAL REVENUE CAPITAL							
144 OUTLAY	13,931,233	9,040		0.1%	0.0%	13,526	27,808,107
145 Beg. Balance	25,428,650						16,120,809
146 Less:							
147 Ending Balance	5,055,580						25,428,650
148 Capital Outlay Funds							
149 available	34,304,303	9,040		0.2%	0.1%	13,526	18,500,266

MONTHLY FINANCIAL REPORT

July 31, 2021

				Current Bud vs Actual	Prev Bud vs Actual		
	2021-22 Preliminary	2021-22 YTD		%	%	2020-21 YTD	2020-21 Revised
Description							
Percent of Year completed to date				8.3%	8.3%		
Percent of 9 month contract complete				0.0%	0.0%		
150 EXPENDITURES:							
151 Oper/Maint	5,000	2,500		50.0%		0	0
152 Other Equipment	850,000	0		0.0%		0	
153 Purchased Services	0	60,000			0.0%	0	5,500
154 Technology/Software	0	538,767			42.6%	511,283	1,200,000
155 Improvement	0	0					1
156 Buildings Maint	2,600,000	1,707,397		65.7%	41.7%	834,363	2,000,000
157 Vehicles	870,000	26,992		3.1%	0.0%	0	320,000
158 Furniture/Equip	1,794,000	171,039		9.5%	27.1%	412,287	1,524,000
159 Other Objects	1	0		0.0%	0.0%	0	1
160 Vehicle charges		0				0	1
161 Total Capital	6,119,001	2,506,695		41.0%	34.8%	1,757,933	5,049,503
162 Other		0				0	1
163 Other Proj	200,000	0		0.0%	0.0%	0	150,000
164 Sunrise High School	200,000	0		0.0%	0.0%	0	4,500,000
165 Golden Spike	25,300,000	0		0.0%	0.0%	0	7,485,762
166 HS Athletic Facilities	80,000	0		0.0%	0.0%	0	510,000
167 Property Purchase	420,000	0		0.0%		0	480,000
168 Total Construction	26,200,000	0		0.0%	0.0%	0	13,125,763
169 Desig. F Bal							
170 MBA/Bond Fee/Fund 50	1,985,302	0		0.0%	0.0%	0	325,000
171 Other		0				0	0
172 TOTAL EXPENDITURES CAPITAL				Costs underestimated			
173 OUTLAY	34,304,303	2,506,695		7.3%	9.5%	1,757,933	18,500,266

MONTHLY FINANCIAL REPORT

July 31, 2021

				Current	Prev Bud vs		
		2021-22	2021-22	Bud vs	Actual	2020-21	2020-21
	Description	Preliminary	YTD	Actual	Actual	YTD	Revised
				%	%		
	Percent of Year completed to date			8.3%	8.3%		
	Percent of 9 month contract complete			0.0%	0.0%		
174	SCHOOL FOOD SERVICE FUND (49)						
175							
176	REVENUE:						
177	Lunch Sales	250,000	0	0.0%	0.0%	0	250,000
178	Other Local	1,500	0	0.0%	-1.6%	-100	6,100
179	State	1,075,000	0	0.0%	0.0%	0	1,075,000
180	Federal	4,000,000	0	0.0%	0.0%	0	3,500,000
181	Other/Inventory Adj	0	0		0.0%	0	0
182	TOTAL REVENUE SCHOOL						
183	FOODS	5,326,500	0	0.0%	0.0%	-100	4,831,100
184	Beg. Balance	1,000,835					0
185	Less:						
186	Ending Balance	1,179,481					-132,962
187	School Food Service Funds						
188	available	5,147,854	0	0.0%	0.0%	-100	4,964,062
189	EXPENDITURES:						
190	Salaries	1,786,241	20,392	1.1%	1.0%	16,532	1,646,305
191	Benefits	692,613	22,821	3.3%	3.4%	22,154	648,757
192	Food/Supplies	2,294,000	172,554	7.5%	5.6%	128,217	2,294,000
193	Equipment	50,000	121,784	243.6%	0.0%	0	50,000
194	Other Costs	25,000	15,906	63.6%	2.8%	699	25,000
195	Dir/Indirect Costs	300,000	0	0.0%	0.0%	0	300,000
196	TOTAL EXPENDITURES SCHOOL		Lunch Tables & Equip				
197	FOODS	5,147,854	353,457	6.9%	3.4%	167,602	4,964,062

MONTHLY FINANCIAL REPORT

July 31, 2021

		2021-22	2021-22	Current	Prev Bud vs	2020-21	2020-21
	Description	Preliminary	YTD	Bud vs Actual %	Actual %	YTD	Revised
	Percent of Year completed to date			8.3%	8.3%		
	Percent of 9 month contract complete			0.0%	0.0%		
198	Foundation Fund (75)						
199							
200	REVENUE:						
201	Total Revenue	250,000	521	0.2%	0.1%	245	250,000
202	Avallable Revenue	250,000	521	0.2%	0.1%	245	250,000
203	EXPENDITURE:						
204	Expenses	180,000	8,725	4.8%	1.0%	1,732	180,000
205	Changes/Desg Fund Bal						0
206	TOTAL EXPENDITURE	180,000	8,725	4.8%	1.0%	1,732	180,000
207	Agency Fund (76)						
208							
209	REVENUE:						
210	Agent Services	125,000	350	0.3%	0.6%	778	125,000
211	State	5,000	0			0	5,000
212	Federal						0
213	Other	7,000	0	0.0%	0.0%	0	7,000
214	TOTAL REVENUE/BB						
215	AGENCY FUND	137,000	350	0.3%	0.6%	778	137,000
216	EXPENDITURE:						
217	Instruction		0			-4,653	0
218	NUCC	125,000	-4,500	-3.6%	0.0%	0	125,000
219	Other	7,000	0	0.0%	0.0%	0	7,000
220	Changes/Desg Fund Bal	5,000					5,000
221	TOTAL EXPENDITURES						
222	AGENCY FUND	137,000	-4,500	-3.3%	-3.4%	-4,653	137,000
223							
224							
225			SUMMARY			SUMMARY	
226							
227	GRAND TOTAL FUNDS AVAILABLE						
228	ALL FUNDS	138,440,752	7,540,820	5.4%	4.9%	7,006,357	144,378,869
229	GRAND TOTAL EXPENDITURE						
230	ALL FUNDS	160,358,686	10,328,569	6.4%	7.6%	10,340,383	135,865,476

2021-22 School Year COVID-19 Response Plan

As we approach the coming school year, we recognize that we are still operating in a pandemic. We are fortunate this year in that we have many more tools and resources available as we work to create a safe learning environment for students. This document was developed jointly between the Bear River Health Department and four Northern Utah school districts (Box Elder, Cache County, Logan City, and Rich) and follows the Utah Department of Health layered prevention approach.

PREVENTION

Face Coverings (Masks)

Masks and other face coverings remain an important tool for reducing the spread of COVID-19. While masks are not required in our school buildings or on school grounds, **mask use is encouraged as a prevention approach**. For example, individuals may choose to wear a mask to keep themselves and others safe, if they have underlying health conditions, if transmission rates are high, or if they have been exposed to COVID-19. Any individual who chooses to wear a mask should feel comfortable and welcome to do so in our schools.

COVID Testing

The Bear River Health Department will provide free diagnostic testing for anyone that experiences symptoms or believes they have been exposed. Information on testing locations and times will be provided on the [Bear River Health Department website](#). The health department will also assist with “Test to Stay” protocols should we experience significant outbreaks.

Vaccination

A major tool currently available to anyone 12 and older is vaccination. Most of our adult population over 65 have been vaccinated, as well as a majority of adults 18 or older and a significant percentage of our student population 12 and older. The decision to receive a vaccine is a personal decision and parental consent is required for anyone under 18. Vaccinations are free through the Bear River Health Department or can be scheduled through local pharmacies or health care providers.

Illness Protocols

It is critical to continue to be diligent with district illness protocols. Employees or students who experience symptoms or are ill should remain home until symptoms subside. If symptoms are COVID-19 related, individuals should take advantage of testing.

Hygiene

As simple as it may seem, handwashing and hand-sanitizing are both important ways to reduce the spread of COVID-19. Hand sanitizer and soap dispensers are readily available in schools for students and staff. Handwashing, hand sanitizing, and other good hygiene practices will be encouraged by teachers and school staff.

Enhanced Cleaning

Enhanced cleaning of schools will continue during the 2021-22 School Year. Enhanced cleaning is defined as more frequent cleaning of high-touch surfaces, strategic cleaning of high-use areas, and focused cleaning if a classroom or school has a high case count.

INTERVENTION

Positive COVID-19 cases will continue to occur in schools. In cooperation with the Bear River Health Department, we will address positive COVID-19 cases in the following ways:

Individuals Who Test Positive

The health department will notify school nurses of any positive cases of COVID-19 among students or staff populations. Individuals testing positive for COVID-19 must isolate themselves for 10 days from the onset of symptoms or from the point they receive a positive test result. They may return to school after those 10 days, and if it has been 24 hours since symptoms subsided.

Individuals Who Are Exposed

Staff or students who shared a classroom or participated in an extra-curricular activity with a positive individual for 15 minutes or longer are considered exposed and will be contacted by the school. The following recommendations will be provided:

There are no recommended restrictions for students or staff who:

- Regularly wear a mask; or
- Have had COVID-19 in the last 90 days; or
- Have been fully vaccinated.

If a student or staff member does not meet any of the above criteria, the following is recommended:

- Quarantine at home for 10 days; or
- Wear a mask at all times while at school during the 10-day period following exposure; or
- Wear a mask at all times while at school during a 7-day period and remove the mask if you test negative on day 7.

Anyone who has been exposed to COVID-19 should monitor for symptoms and seek testing at the onset of any symptoms.

Test to Stay

If a school meets a threshold of either 2% or 30 positive cases, a “Test to Stay” protocol will be implemented in cooperation with the Bear River Health Department.

A “Test to Stay” protocol means that individuals would need a negative COVID test result to remain in school during an outbreak period. If an individual chooses not to be tested, they would not have a negative test and according to state statute cannot attend school during an outbreak period.

As of Aug 2, 2021



Policy 5035

Attendance Requirements / Procedures

- A. Regular attendance at school increases the opportunities for students to benefit from their educational programs. The Utah Compulsory Attendance Law ([Utah Code § 53G-6-201](#)) directs parents to require their children between the ages of six and eighteen years to attend school. Frequent absences of students from daily classroom experiences disrupt the instructional process thus impairing a student's opportunity to learn.
- B. Special circumstances specified in the law allow the Board to excuse a student from attendance and exempt a parent from consequences listed in the law. ([Utah Code § 53G-6-204](#))
- C. Due to Box Elder School District's commitment to quality education, there is concern when a student misses school for any reason. In keeping with state law and to promote the educational goals of the school district, the following attendance requirements are established for all students.
1. It is the responsibility of all students to attend school and to be on time every school day. If a student is absent for any reason, it is the student's responsibility to follow the procedures outlined by the district attendance procedure. Valid absences (excluding pre-arranged family event absences) and parent contact absences must be called in within one week of the absence.
 2. Students who are absent will be responsible to make up course work that can be made up. Teachers are required to give students an opportunity to make up course work missed. It is essential that teachers be precise in assigning work to be made up, as well as setting any time deadlines. Make up assignments should be as closely related to work missed as possible and should not exceed quantity of work assigned students during the time missed.
 3. When students must leave school for any reason, they shall follow the established procedures outlined by the school. If a student leaves their assigned area without formally checking out, the student will be considered truant.
 4. For each student who is or should be enrolled within the school, the administrator, or designee, shall make efforts to resolve attendance problems. These efforts shall include:

- a. A personal meeting with the student when he/she has missed ten days or any one class period ten times.
- b. Maintain a record of school absences that distinguish between absences that are considered as having a “valid excuse” and those considered to be without a valid excuse or “truancy”. Valid excuses include the following:
 - 1) Illness including mental or physical
 - 2) Family death
 - 3) School activities
 - 4) Prearranged family events with at least one day notice
 - 5) Absence permitted by the provisions of an IEP
 - 6) Absence permitted by the provisions of a 504 plan
- c. Issue a written notice ~~of a compulsory education violation~~ to a student’s parent when the student has accumulated at least ten absences without a valid excuse during the school year. The notice of violation shall:
 - 1) direct the parent to meet with school authorities to discuss the student’s attendance problems
 - 2) instruct the parent that cooperation is ~~needed~~ **required by state law**
 - 3) designate who the parent is to meet with
 - 4) notify the parents that it is a class B misdemeanor ~~(not in effect during S.B. 219 Moratorium)~~
- d. A student who is between the ages of twelve and fifteen years and has been truant at least ten times during the school year may be classified as “habitual truant” if the school’s administration has made a reasonable, documented effort to resolve the attendance problems without success. ~~(not in effect during S.B. 219 Moratorium)~~

Policy 5035
Amended
August 12, 2020
First Reading
July 13, 2021
Second Reading
August 11, 2021

- D. Students requesting an appeal to the school attendance policy may follow the procedures outlined in Box Elder School District [Policy 5350 Resolution of Student Complaints](#).

POLICY 5037

Attendance Enforcement

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

8. Enlisting the assistance of community and law enforcement agencies as appropriate.
- C. If, after earnest and persistent efforts are made by the parents and the school, the truant behavior has not been corrected, the board or designee ~~shall~~ ~~may~~ ~~either~~ refer the child to truancy mediation.
- D. The District shall annually report to the State Board of Education
1. The number of absences with a valid excuse,
 2. The number of absences without a valid excuse.

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

Tentative minutes of a Work Session of the Board of Education, Box Elder School District, held Wednesday evening July 13, 2021 at 1:30 p.m. at ILSC in the West Conference Room.

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. Bryan Smith arrived at 4:30 p.m.

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

Connie Archibald made the motion to approve the agenda. Karen Cronin seconded the motion which passed unanimously.

The following items were discussed:

Garland City Presentation
Superintendent and Business Administrator Evaluations
Appointment of Student Board Member
Personnel Actions
PLC Early Out/Late Start
Master Schedule
NSBA National Conference Attendance

The following items were scheduled but not discussed:

New Policy on Donations
Student Growth
Dual Language Immersion
Increment Financing
ESSR III Discussion
Organizational Chart

No formal action was taken on any of the above discussion items. Attachments and recording of the proceedings are available on the District website.

The School Board Adjourned for dinner at 5:30 p.m.

Regular Board Meeting Starting at 6:30 p.m. at ILSC in the School Board Room.

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 Rod Cook, Business Administrator, Keith Mecham, Assistant Superintendent of Human Resources led the pledge of allegiance.

Recognitions

Tiffani Summers Presented the following recognitions:

Bear River High School Robotics Team and Preston Richey – Excellence Award at the World Robotics Competition.

Robert Gordon and IT Staff

Nancy Ulsh – Veterans of Foreign Wars State Elementary Teacher of the Year

Bear River High School – Silver Star for completing the second level of sportsmanship requirements (UHSAA)

New Principals:

Dan Carstens – Bear River Middle School

Wendy Dunham – Century Elementary

Mary Heslop – Foothill Elementary

Mark Taylor – Mckinley Elementary

Approval of Agenda

Connie Archibald made the motion to approve the agenda. Bryan Smith seconded the motion, which passed unanimously.

Public Comment

Lorica Pilivi thanked the Board for their support for the Box Elder Education Support Professionals.

Berto Rodriguez discussed the need for a fieldhouse at Box Elder High School for the Baseball Team.

Kevin Goldman a parent also requested that the Board consider a fieldhouse as well.

Introduction of Jordan Mathis Bear River Health Department.

Connie Archibald introduced Jordan Mathis

Action Items

Approval of TSSA Plans

Keri Greener, Assistant Superintendent of Elementary Teaching and Learning presented the elementary TSSA plans.

Nancy Kennedy made the motion to approve the Elementary TSSA plans as recommended. Karen Cronin seconded the motion which passed unanimously.

Gary Alan, Assistant Superintendent of Secondary Teaching and Learning presented the secondary TSSA Plans

Bryan Smith made the motion to approve the Secondary School TSSA Plans. Wade Hyde seconded the motion which passed unanimously.

Approval of Sex Education Committee

Gary Alan, Assistant Superintendent of Secondary Teaching and Learning presented the Sex Education Committee for Board approval

Wade Hyde made the motion to approve the Sex Education Committee as recommended. Connie Archibald seconded the motion, which passed unanimously.

Approval of the 4-day week Snowville School

Keith Mecham, Assistant Superintendent of Human Resource presented a recommendation for a 4-day per week calendar for Snowville School.

Karen Cronin made the motion to approve the recommendation for a 4 day week at Snowville School for the 21-22, 22-23 school year. Bryan Smith seconded the motion which passed unanimously.

Information/Discussion Items

Summer School Program

Heidi Jo West and Megan Bushnell presented information on the Summer School Program.

Monthly Financial Report

Business Administrator, Rod Cook presented the Monthly Financial Report.

Policy Review

First Reading

Policy 5035 Attendance Requirements Procedures
Policy 5037 Attendance Enforcement

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

Second Reading

Policy 1110 Public Participation in Board Meeting
Policy 4070 Early Graduation
Policy 5320 Student Travel

Bryan Smith made the motion to accept the above policies on second reading. Tiffani Summers seconded the motion which passed unanimously.

Board Discussion Items

Lynn School Surplus Declaration

Steve Carlsen presented to the Board concerning the Old Junction School in Lynn.

“Learn by Doing” reading (Chapter 10)

Consent Calendar

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

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meeting June 9, 2021.

Approval of claims numbered 37180,37319-37623,05061021, 07063021, 08063021, 09061821, 09063021 and the District Foundation and ACH payments as well as School Activity checks for the month of June.

Personnel Items

As details in the agenda.

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 August 11, 2021 at the ILSC at 6:30 p.m. President Julie Taylor adjourned the meeting at 8:25 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	00037624	90.64	07/01/21	112019 JON ELGAN	C
01	00037625	1,500.00	07/01/21	18848 GLOBAL COMPLIANCE NETWORK, INC	C
01	00037626	90.64	07/01/21	167 RANDY HALTINER	C
01	00037627	1,125.00	07/01/21	1821 IXL LEARNING	C
01	00037628	1,464.00	07/01/21	38695 NEWSELA INC	C
01	00037629	17,660.00	07/01/21	3050 OBSERVETAB, LLC	C
01	00037630	90.64	07/01/21	101257 PRESTON D STEED	C
01	00037631	720.00	07/01/21	111700 USCA / UTAH SCHOOL COUNSELOR ASSOC	C
01	00037632	19,874.00	07/01/21	101369 UTAH SCHOOL BOARDS ASSOCIATION	C
01	00037633	523,485.00	07/01/21	101369 UTAH SCHOOL BOARDS RISK MANAGEMENT	C
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01	00037637	10,500.00	07/01/21	25810 INSTRUCTURE, INC.	C
01	00037638	3,947.50	07/01/21	23680 TES SOFTWARE INC	C
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01	00037640	92.54	07/08/21	33208 GARY ALLEN	C
01	00037641	737.02	07/08/21	812477 ALSCO/AMERICAN LINEN	C
01	00037642	3,724.55	07/08/21	85738 BEAR RIVER HIGH SCHOOL	C
01	00037643	39.90	07/08/21	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00037644	255.50	07/08/21	85768 BEAR RIVER SEWER DEPT	C
01	00037645	257.32	07/08/21	87120 BEEHIVE TELEPHONE CO	C
01	00037646	2,583.28	07/08/21	55220 BETTER QUESTIONS, LLC	C
01	00037647	282.88	07/08/21	15458 SANDRA BOAM-DOUTRE	C
01	00037648	16,545.60	07/08/21	104338 BOX ELDER HIGH SCHOOL	C
01	00037649	39.90	07/08/21	104348 BOX ELDER MIDDLE SCHOOL	C
01	00037650	67,723.39	07/08/21	108217 BRIGHAM CITY CORPORATION	C
01	00037651	3,000.00	07/08/21	56847 RYAN F CAIN	C
01	00037652	1,097.96	07/08/21	105981 KRISTI N CAPENER	C
01	00037653	586.54	07/08/21	53473 CHARLIE'S PRODUCE	C
01	00037654	4,536.00	07/08/21	12831 DURAEDGE UTAH INC	C
01	00037655	360.00	07/08/21	203737 EAST GROUSE CREEK WATER	C
01	00037656	6,022.44	07/08/21	729332 ECONO WASTE INC	C
01	00037657	12,564.00	07/08/21	50156 EDUCATORS HANDBOOK.COM	C
01	00037658	792.12	07/08/21	110514 SHAYLYNN EKINS	C
01	00037659	4,263.81	07/08/21	143160 FRONTIER COMMUNICATION	C
01	00037660	1,537.70	07/08/21	304217 GARLAND CITY	C
01	00037661	605.00	07/08/21	4456 GOLDEN SPIKE ELECTRIC	C
01	00037662	4,002.61	07/08/21	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00037663	54.00	07/08/21	32280 BRUCE D HIRSCHI	C
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01	00037665	5,945.53	07/08/21	49026 IVY LANE PEDATRICS	C
01	00037666	20,429.60	07/08/21	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00037667	981.90	07/08/21	467700 JOHNSON ELECTRIC MOTORS	C
01	00037668	88.02	07/08/21	19305 BEN KUNZLER	C
01	00037669	12,809.00	07/08/21	50377 LEARNING FLUENCY, LLC	C
01	00037670	220.00	07/08/21	530755 LOGAN SCHOOL DISTRICT	C
01	00037671	362.03	07/08/21	543168 MADDOX RANCH HOUSE	C
01	00037672	7,657.14	07/08/21	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00037673	2,680.28	07/08/21	3050 OBSERVETAB, LLC	C
01	00037674	229.00	07/08/21	700077 PERRY CITY	C
01	00037675	1,691.52	07/08/21	937851 PRAXAIR DISTRIBUTION INC	C
01	00037676	17,303.22	07/08/21	109484 PUBLIC CONSULTING GROUPS INC	C
01	00037677	1,900.00	07/08/21	17230 QBS INC	C
01	00037678	630.58	07/08/21	732367 RAFT RIVER RURAL	C
01	00037679	775.60	07/08/21	110772 PLASTIC FABRICATING	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00037682	39.95	07/08/21	110789 SECURE INSTANT PAYMENTS LLC	C
01	00037683	1,438.45	07/08/21	43451 SARAH STRINGHAM	C
01	00037684	35.95	07/08/21	110914 SUPERIOR WATER AND AIR INC	C
01	00037685	93,591.82	07/08/21	12688 SYSCO	C
01	00037686	18,000.00	07/08/21	34339 UNIVERSITY OF MISSOURI	C
01	00037687	220.00	07/08/21	891162 USSA / UTAH SCHOOL SUPT ASSN	C
01	00037688	4,322.45	07/08/21	55034 UTAH PARENT CENTER, INC	C
01	00037689	6,125.92	07/08/21	924155 WASTE MGMT OF UTAH INC	C
01	00037690	57.10	07/08/21	941217 WILLARD CITY CORP	C
01	00037691	363.47	07/08/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00037692	97,125.00	07/08/21	56332 CENTER FOR THE COLLABORATIVE CLASSROOM	C
01	00037693	5,685.00	07/08/21	100293 DELL COMPUTER	C
01	00037694	2,810.00	07/08/21	108190 MILLER COMPANIES	C
01	00037695	128,145.52	07/08/21	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00037696	102.92	07/08/21	106426 RECREONICS	C
01	00037697	41,274.00	07/08/21	102737 YOUNG CHEVROLET CO	C
01	00037698	1,137.33	07/14/21	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00037699	4,031.33	07/14/21	999014 AMERICAN FAMILY LIFE COMP	C
01	00037700	104.40	07/14/21	999030 BENEFICIAL LIFE INSURANCE CO.	C
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01	00037701	755.23	07/14/21	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00037702	7,021.83	07/14/21	999021 BOX ELDER CREDIT UNION	C
01	00037703	22.00	07/14/21	999055 BOX ELDER FOUNDATION	C
01	00037704	1,423.62	07/14/21	999033 BUREAU CHILD SUPPORT SERV	C
01	00037705	22,907.56	07/14/21	999077 DENTAL SELECT	C
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01	00037707	23.76	07/14/21	999017 GLOBE LIFE INSURANCE CO	C
01	00037708	17,598.61	07/14/21	999035 HORACE MANN INSURANCE COMPANY	C
01	00037709	225.06	07/14/21	999111 MEADE RECOVERY SERVICES LLC	C
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01	00037715	1,488.30	07/14/21	999032 PRE-PAID LEGAL SERVICES	C
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01	00037717	150.00	07/14/21	999012 UESP	C
01	00037718	155,511.91	07/14/21	999003 UTAH STATE TAX COMMISSION	C
01	00037719	6,138.79	07/15/21	999003 UTAH STATE TAX COMMISSION	C
01	00037720	31.99	07/15/21	102532 5TH WEST RENTAL & REPAIR	C
01	00037721	309.54	07/15/21	6617 ACME WATER CO	C
01	00037722	234.16	07/15/21	111180 PEGGY ASTLE	C
01	00037723	365.75	07/15/21	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00037724	3,542.82	07/15/21	3271 CANON SOLUTIONS AMERICA	C
01	00037725	200.00	07/15/21	56880 STEVEN KIP CARLSEN	C
01	00037726	111.00	07/15/21	107994 CERTIFIED SHRED	C
01	00037727	40.95	07/15/21	14958 CULLIGAN	C
01	00037728	19.08	07/15/21	22837 CHASE GODDARD	C
01	00037729	150.00	07/15/21	42897 KODEY HUGHES	C
01	00037730	35.20	07/15/21	489240 KENTS MARKET PL/TREMONTON	C
01	00037731	6,447.00	07/15/21	48879 KREMEDY LLC / KANNACT	C
01	00037732	4,000.00	07/15/21	2917 LATINOS IN ACTION	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00037736	3,597.91	07/15/21	892645 ROCKY MOUNTAIN POWER	C
01	00037737	607.90	07/15/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
01	00037738	38,500.00	07/15/21	48470 SCHOOLS CUBED	C
01	00037739	14,162.28	07/15/21	25976 SHERWIN-WILLIAMS	C
01	00037740	1,025.11	07/15/21	802087 SNOWVILLE WATERWORKS INC	C
01	00037741	100.00	07/15/21	112080 SQUIRE & COMPANY	C
01	00037742	5,555.39	07/15/21	852617 TREMONTON CITY CORP	C
01	00037743	47,482.00	07/15/21	999016 UTAH RETIREMENT SYSTEMS	C
01	00037744	1,600.00	07/15/21	101369 UTAH SCHOOL BOARDS ASSOCIATION	C
01	00037745	25,374.50	07/15/21	892916 DGO FUEL NETWORK TEAM	C
01	00037746	1,586.21	07/15/21	892964 UTAH STATE TAX COMMISSION	C
01	00037747	512.02	07/15/21	891181 LB 410027	C
01	00037748	16,080.00	07/15/21	891181 UTAH STATE UNIVERSITY	C
01	00037749	50.00	07/15/21	891181 UTAH STATE UNIVERSITY	C
01	00037750	35,651.79	07/15/21	42846 VERACITY NETWORKS, LLC	C
01	00037751	50.00	07/15/21	4316 WASHINGTON SCHOOL DISTRICT	C
01	00037752	2,500.00	07/15/21	102931 ZIONS BANK NATIONAL BANK	C
01	00037753	32.43	07/15/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00037754	524.00	07/15/21	106497 APPLE STORE	C
01	00037755	1,057.49	07/15/21	107488 ARCHIBALD & SONS INC	C
01	00037756	37,500.00	07/15/21	110222 BENCHMARK EDUCATION CO	C
01	00037757	527.38	07/15/21	100293 DELL COMPUTER	C
01	00037758	3,925.00	07/15/21	4456 GOLDEN SPIKE ELECTRIC	C
01	00037759	1,223.30	07/15/21	104550 INLAND TECHNOLOGY INC	C
01	00037760	1,370.21	07/15/21	105086 PRESTIGE WEST FENCE	C
01	00037761	78,553.31	07/15/21	110040 WALL 2 WALL	C
01	00037762	28,000.00	07/15/21	26077 WAZZLE SOLUTIONS	C
01	00037763	1,500.00	07/19/21	55581 HOLLY BAILEY	C
01	00037764	254.94	07/27/21	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00037765	485.86	07/27/21	999014 AMERICAN FAMILY LIFE COMP	C
01	00037766	70.00	07/27/21	999027 B E SCHOOL BOARD FUND	C
01	00037767	170.55	07/27/21	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00037768	2,175.00	07/27/21	999021 BOX ELDER CREDIT UNION	C
01	00037769	164.00	07/27/21	999055 BOX ELDER FOUNDATION	C
01	00037770	348.00	07/27/21	999033 BUREAU CHILD SUPPORT SERV	C
01	00037771	5,141.04	07/27/21	999077 DENTAL SELECT	C
01	00037772	114.29	07/27/21	999019 EDUCATORS MUTUAL	C
01	00037773	45.36	07/27/21	999017 GLOBE LIFE INSURANCE CO	C
01	00037774	3,111.03	07/27/21	999035 HORACE MANN INSURANCE COMPANY	C
01	00037775	451.00	07/27/21	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00037776	780.33	07/27/21	5851 JOHNSON MARK ATTORNEYS LLC	C
01	00037777	800.00	07/27/21	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00037778	495.21	07/27/21	999008 OPTICARE	C
01	00037779	132,971.17	07/27/21	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00037780	256.25	07/27/21	999032 PRE-PAID LEGAL SERVICES	C
01	00037781	4,621.01	07/27/21	999018 THE HARTFORD	C
01	00037782	290.00	07/27/21	999012 UESP	C
01	00037783	39,562.43	07/27/21	999003 UTAH STATE TAX COMMISSION	C
01	00037784	998.20	07/29/21	4611 ABS/ARCHITECT BUILDING SUPPLY	C
01	00037785	39.90	07/29/21	10260 ADELE C YOUNG INTERM SCH	C
01	00037786	60.00	07/29/21	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00037787	154.91	07/29/21	85748 BEAR RIVER MIDDLE SCHOOL	C

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01	00037788	10,834.75	07/29/21	104242 BIZWEAR INC	C
01	00037789	3,971.44	07/29/21	100913 BORDER STATES INDUSTRIES, INC	C
01	00037790	10,196.44	07/29/21	111004 BRIDGERLAND APPLIED TECH/BATC	C
01	00037791	194.78	07/29/21	47953 SARAH CALL	C
01	00037792	1,771.60	07/29/21	890740 CENTURYLINK	C
01	00037793	622.66	07/29/21	890740 CENTURYLINK LONG DISTANCE	C
01	00037794	16,594.69	07/29/21	53473 CHARLIE'S PRODUCE	C
01	00037795	372.00	07/29/21	40363 CIO MEDICAL SERVICES	C
01	00037796	15,350.00	07/29/21	52566 CLEANER HOODS, INC.	C
01	00037797	60.28	07/29/21	43214 SHERRI HARPER	C
01	00037798	105.50	07/29/21	901150 IMT COMPANIES LLC	C
01	00037799	11,806.71	07/29/21	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00037800	41.07	07/29/21	489250 KENTS MARKET PL/BRIGHAM	C
01	00037801	1,000.00	07/29/21	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00037802	13,707.00	07/29/21	43133 NATIONAL FOOD GROUP	C
01	00037803	1,466.00	07/29/21	103688 PACKER'S EXTINGUISHER LLC	C
01	00037804	598.00	07/29/21	35955 PROMO PLUS	C
01	00037805	21,423.81	07/29/21	892645 ROCKY MOUNTAIN POWER	C
01	00037806	695.65	07/29/21	10731 SMITH'S CUSTOMER CHARGES	C
01	00037807	252.89	07/29/21	108299 STEVE WEISS MUSIC	C
01	00037808	1,425.00	07/29/21	892918 USBA / UTAH SCHOOL BOARDS ASSN	C
01	00037809	7,316.48	07/29/21	24580 VERIZON WIRELESS	C
01	00037810	177.00	07/29/21	57002 ALEXIS ZUNDEL	C
01	00037811	316.80	07/29/21	31364 95 PERCENT GROUP	C
01	00037812	6,231.91	07/29/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00037813	1,059.30	07/29/21	110672 ANCORA PUBLISHING	C
01	00037814	4,000.00	07/29/21	106497 APPLE STORE	C
01	00037815	1,310.60	07/29/21	107488 ARCHIBALD & SONS INC	C
01	00037816	5,890.32	07/29/21	108543 B & H PHOTO VIDEO	C
01	00037817	22,335.91	07/29/21	95850 BINTZ RESTAURANT SUPPLY	C
01	00037818	2,147.58	07/29/21	100293 DELL COMPUTER	C
01	00037819	2,628.29	07/29/21	106881 HANSEN CHEVROLET	C
01	00037820	416.50	07/29/21	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00037821	9,841.00	07/29/21	901150 IMT COMPANIES LLC	C
01	00037822	777.50	07/29/21	52035 LITERACY RESOURCES, LLC	C
01	00037823	857.81	07/29/21	545971 MARC / MID AMERICAN RESEARCH	C
01	00037824	16,719.39	07/29/21	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00037825	6,758.20	07/29/21	633340 OFFICE DEPOT	C
01	00037826	9,202.00	07/29/21	52400 PARADISE FIRE PROTECTION	C
01	00037827	162.50	07/29/21	54267 ROLLERBLADE USA	C
01	00037828	313.80	07/29/21	762360 RUPP WASTE CONTAINERS INC	C
01	00037829	56.77	07/29/21	54313 SCHOOL SPECIALTY, LLC	C
01	00037830	7,980.00	07/29/21	2887 SECURE BY DESIGN	C
01	00037831	25,680.95	07/29/21	105790 SEMI SERVICE INC	C
01	00037832	700.50	07/29/21	110873 SOLUTION TREE	C
01	00037833	10,530.00	07/29/21	56871 STONEWARE, INC	C
01	00037834	64.64	07/29/21	824825 SWANSON BUILDING MATERIALS INC	C
01	00037835	297.61	07/29/21	866716 UTAH CORRECTIONAL INDUSTRIES	C
01	00037836	622.61	07/29/21	16535 VEX ROBOTICS	C
01	00037837	8,769.37	07/29/21	109355 VOYAGER SOPRIS LEARNING	C
01	00037838	23,884.00	07/29/21	110040 WALL 2 WALL	C
01	00037839	8,750.00	07/29/21	29947 WILSON LANE SERVICE	C
01	02071321	42.75	07/15/21	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05071221	163,892.83	07/10/21	888540 US BANK	M
01	07073121	103,712.92	07/14/21	999070 HEALTH EQUITY INC	M

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Bank	Check No	Amount	Date	Vendor	Type
01	08073121	1,008,351.12	07/14/21	999005 UTAH STATE RETIREMENT FUND	M
01	09072021	112,293.45	07/14/21	999140 BANK OF UTAH	M
01	09073121	761,555.19	07/14/21	999140 BANK OF UTAH	M
01	7073121A	27,557.66	07/27/21	999070 HEALTH EQUITY INC	M
01	8073121A	233,795.41	07/27/21	999005 UTAH STATE RETIREMENT FUND	M
01	9072021A	41,043.88	07/14/21	999140 BANK OF UTAH	M
01	9073121A	206,884.64	07/27/21	999140 BANK OF UTAH	M
01	9073121R	378.84	07/15/21	999140 BANK OF UTAH	M
Total Bank No 01		8,525,825.85			
02	00100885	500.00	07/15/21	11827 SNOW COLLEGE	C
02	00100886	790.57	07/29/21	38032 AMAZON CAPITAL SERVICES INC	C
02	00100887	60.00	07/29/21	85748 BEAR RIVER MIDDLE SCHOOL	C
02	00100888	717.61	07/29/21	104338 BOX ELDER HIGH SCHOOL	C
02	00100889	1,136.72	07/29/21	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100890	240.00	07/29/21	85559 CENTURY ELEMENTARY	C
02	00100891	1,972.10	07/29/21	105382 DAY MURRAY MUSIC LLC	C
02	00100892	240.00	07/29/21	186330 DISCOVERY SCHOOL	C
02	00100893	1,000.00	07/29/21	6904 DIXIE STATE UNIVERSITY	C
02	00100894	240.00	07/29/21	281678 FIELDING SCHOOL	C
02	00100895	661.57	07/29/21	288478 FOOTHILL SCHOOL	C
02	00100896	1,000.00	07/29/21	30872 UTAH VALLEY UNIVERSITY	C
Total Bank No 02		8,558.57			
07	07071921	1,670,439.70	07/19/21	102931 ZIONS BANK NATIONAL BANK	M
Total Bank No 07		1,670,439.70			
11	01103222	10,509.00	07/08/21	101520 BELL JANITORIAL	A
11	01103223	313.16	07/08/21	106437 CARSON ELEVATOR CO INC	A
11	01103224	2,137.79	07/08/21	728870 DOMINION ENERGY UTAH	A
11	01103225	108.80	07/08/21	27243 KELLY SERVICES INC	A
11	01103226	100.00	07/08/21	40312 SHAILA MCCLURE	A
11	01103227	110.00	07/08/21	16934 SANNA NELSON	A
11	01103228	11,591.70	07/08/21	35718 O C TANNER RECOGNITION COMPANY	A
11	01103229	233.04	07/15/21	100325 CDW GOVERNMENT INC	A
11	01103230	180.00	07/15/21	134250 CEM SALES & SERVICE	A
11	01103231	111.82	07/15/21	728870 DOMINION ENERGY UTAH	A
11	01103232	165,785.49	07/15/21	107656 DWA CONSTRUCTION INC	A
11	01103233	995.44	07/15/21	322776 GRAINGERS INC	A
11	01103234	30.00	07/15/21	111750 MARCI HATCH	A
11	01103235	300.88	07/15/21	100590 WAXIE SANITARY SUPPLY	A
11	01103236	60,115.17	07/29/21	101520 BELL JANITORIAL	A
11	01103237	477.79	07/29/21	102177 BRADY INDUSTRIES LLC	A
11	01103238	72,976.64	07/29/21	105301 CACHE VALLEY ELECTRIC INC	A
11	01103239	678.81	07/29/21	134250 CEM SALES & SERVICE	A
11	01103240	3,946.79	07/29/21	728870 DOMINION ENERGY UTAH	A
11	01103241	690.24	07/29/21	322776 GRAINGERS INC	A
11	01103242	30.00	07/29/21	434 MAEGAN HEINER	A
11	01103243	2,850.00	07/29/21	32816 KLEO INC / CLASS WALLET	A
11	01103244	84.00	07/29/21	47686 TNT ENGRAVING	A
11	01103245	527.03	07/29/21	100866 VALCOM	A
11	01103246	7,388.79	07/29/21	100590 WAXIE SANITARY SUPPLY	A
Total Bank No 11		342,272.38			
22	13200624	518.26	07/15/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 22		518.26			
23	13400629	217.50	07/06/21	1 KRISTINE DINSDALE	C

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Bank	Check No	Amount	Date	Vendor	Type
23	13400630	92.44	07/06/21	1 KRISTINE DINSDALE	C
23	13400631	884.01	07/06/21	104321 BOX ELDER SCHOOL DISTRICT	C
23	13400632	186.18	07/06/21	104321 BOX ELDER SCHOOL DISTRICT	C
23	13400633	24.95	07/06/21	164108 CULLIGAN WATER CONDITIONING	C
23	13400634	112.17	07/06/21	489250 KENTS MARKET PL/BRIGHAM	C
23	13400635	536.00	07/06/21	111171 LAGOON CORPORATION	C
23	13400636	485.16	07/06/21	12912 LIFETOUCH NSS	C
Total Bank No 23		2,538.41			
28	16701067	47.75	07/22/21	41998 BEAR RIVER FLORAL & GIFTS	C
28	16701068	174.53	07/22/21	45500 BOX ELDER SCHOOL DISTRICT	C
28	16701069	146.85	07/22/21	14958 CULLIGAN	C
28	16701070	314.47	07/22/21	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 28		683.60			
30	17200561	25.00	07/13/21	104370 BOX ELDER NEWS JOURNAL	C
30	17200562	95.40	07/13/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 30		120.40			
33	30402555	50.00	07/27/21	1 RANDI JO MARBLE	C
33	30402556	70.50	07/27/21	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 33		120.50			
34	30802955	2,836.00	07/15/21	106895 BADGER SCREEN PRINTING CO	C
34	30802956	36.33	07/15/21	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802957	117.59	07/15/21	19976 HOPE4UTAH	C
34	30802958	479.51	07/15/21	489250 KENTS MARKET PL/BRIGHAM	C
34	30802959	70.34	07/15/21	54313 SCHOOL SPECIALTY, LLC	C
34	30802960	1,315.09	07/15/21	5908 WALMART COMMUNITY	C
Total Bank No 34		4,854.86			
35	40402628	1,826.26	07/14/21	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402629	166.39	07/14/21	327480 GREER'S HARDWARE	C
35	40402630	8,033.00	07/14/21	1821 IXL LEARNING	C
35	40402631	658.17	07/14/21	489240 KENTS MARKET PL/TREMONTON	C
35	40402632	39.95	07/14/21	110914 SUPERIOR WATER AND AIR INC	C
35	40402633	110.00	07/14/21	1457 U S POSTMASTER	C
35	40402634	274.07	07/28/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402635	200.00	07/28/21	999140 BANK OF UTAH	C
Total Bank No 35		11,307.84			
36	40803557	80.42	07/12/21	112046 ACE HARDWARE - BRIGHAM	C
36	40803558	100.47	07/12/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803559	69.95	07/14/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803560	4,939.00	07/14/21	110241 ANVIL CABINET & MILL	C
36	40803561	18.99	07/14/21	158220 COVER UP	C
36	40803562	96.19	07/14/21	51063 SHRED IT STERICYCLE, INC	C
36	40803563	864.34	07/19/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803564	2,436.43	07/19/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803565	3,454.77	07/20/21	19178 CHEAPERTHANSHIRT	C
36	40803566	239.93	07/26/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803567	47.97	07/26/21	7099 LD PRODUCTS	C
Total Bank No 36		12,348.46			
37	70410908	-240.00	07/07/21	29408 SHARON SMOOT	CV
37	70411132	30.00	07/07/21	1 LAURA WADSWORTH	C
37	70411133	120.00	07/07/21	1 UMPIRE	C
37	70411134	1,352.00	07/07/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70411135	1,317.20	07/07/21	106895 BADGER SCREEN PRINTING CO	C

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37	70411136	4,625.91	07/07/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411137	11,364.00	07/07/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411138	469.50	07/07/21	111004 BRIDGERLAND APPLIED TECH/BATC	C
37	70411139	1,161.50	07/07/21	108473 CENGAGE LEARNING	C
37	70411140	500.00	07/07/21	102017 DAVIS HIGH SCHOOL	C
37	70411141	456.00	07/07/21	37672 EWELL EDUCATIONAL SERVICES INC	C
37	70411142	238.29	07/07/21	286060 FLINN SCIENTIFIC	C
37	70411143	300.00	07/07/21	55735 ALEXIS GEORGE	C
37	70411144	240.22	07/07/21	4790 HOME DEPOT CREDIT SERVICE	C
37	70411145	1,946.00	07/07/21	51764 JONES SHIRTS & SIGNS	C
37	70411146	20,576.20	07/07/21	111171 LAGOON CORPORATION	C
37	70411147	1,235.00	07/07/21	56820 MAGIC VALLE RIDGE CLUB VOLLEYBALL LLC	C
37	70411148	13,760.00	07/07/21	56758 MARK MADSEN BASKETBALL LLC	C
37	70411149	1,020.00	07/07/21	11924 MOUNTAIN CREST HIGH SCHOOL	C
37	70411150	508.00	07/07/21	56804 NAFZIGER MICROSCOPES	C
37	70411151	150.75	07/07/21	7277 PIONEER ATHLETICS	C
37	70411152	113.88	07/07/21	25453 PRIDE EMBROIDERY & SCREEN PRINTING	C
37	70411153	573.50	07/07/21	29408 SHARON SMOOT	C
37	70411154	240.00	07/07/21	29408 SHARON SMOOT	C
37	70411155	1,177.15	07/07/21	25674 STUDIO R MEDIA	C
37	70411156	700.00	07/07/21	30872 UTAH VALLEY UNIVERSITY	C
37	70411157	2,444.20	07/07/21	5932 VARSITY SPIRIT FASHIONS	C
37	70411158	2,300.00	07/07/21	17760 NCA/NDA REGISTRATION	C
37	70411159	344.95	07/07/21	16535 VEX ROBOTICS	C
37	70411160	22.74	07/07/21	5908 WALMART COMMUNITY	C
37	70411161	465.00	07/07/21	56421 WE DO BALLOONS	C
37	70411162	1,300.00	07/07/21	14923 WEBER HIGH SCHOOL	C
37	70411163	1,099.00	07/07/21	27812 WEISSMAN'S THEATRICAL SUPPLY	C
37	70411164	29.99	07/07/21	32824 YES PRINT COPY N MORE, LLC	C
37	70411165	178.62	07/07/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411166	120.00	07/13/21	1 UMPIRE	C
37	70411167	120.00	07/13/21	1 UMPIRE	C
37	70411168	21.85	07/14/21	1724 ACE HARDWARE TREMONTON	C
37	70411169	837.48	07/14/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411170	1,000.00	07/14/21	56898 KIRA CAPPS	C
37	70411171	1,313.00	07/14/21	12386 CHOURNOS PRINT SERVICES	C
37	70411172	55.33	07/14/21	327480 GREER'S HARDWARE	C
37	70411173	52.00	07/14/21	109248 J W PEPPER MUSIC	C
37	70411174	1,353.91	07/14/21	489240 KENTS MARKET PL/TREMONTON	C
37	70411175	2,437.40	07/14/21	54461 LAKESHIRTS ZEPHYR LLC	C
37	70411176	146.34	07/14/21	5916 PITNEY BOWES	C
37	70411177	942.43	07/14/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70411178	112.00	07/20/21	1 DAVID ALDRICH	C
37	70411179	1,126.66	07/20/21	106895 BADGER SCREEN PRINTING CO	C
37	70411180	1,606.11	07/20/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411181	32.00	07/20/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
37	70411182	271.36	07/20/21	56928 JANALYN BROWN	C
37	70411183	961.40	07/20/21	31658 BSN SPORTS	C
37	70411184	799.75	07/20/21	158220 COVER UP	C
37	70411185	194.00	07/20/21	49310 DICK POND ATHLETICS, INC	C
37	70411186	237.50	07/20/21	109248 J W PEPPER MUSIC	C
37	70411187	550.00	07/20/21	47007 PAYSON HIGH SCHOOL	C
37	70411188	3,201.00	07/20/21	103945 SKYWAY GOLF COURSE	C
37	70411189	159.38	07/20/21	830460 TACO TIME/TREMONTON	C
37	70411190	1,365.00	07/20/21	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70411191	3,288.35	07/28/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70411192	500.00	07/28/21	57010 TAIGE AUSTIN	C
37	70411193	390.00	07/28/21	48429 LOGAN AQUATIC CENTER	C
37	70411194	770.00	07/28/21	56995 CVQB	C
37	70411195	200.00	07/28/21	56952 LOGAN HOOPS LLC	C
37	70411196	191.00	07/28/21	56979 PROACTIVE COACHING LLC	C
37	70411197	1,000.00	07/28/21	5924 RESERVE ACCOUNT	C
37	70411198	500.00	07/28/21	7528 UMEA	C
37	70411199	760.98	07/28/21	892964 UTAH STATE TAX COMMISSION	C
37	70411200	123.70	07/28/21	5908 WALMART COMMUNITY	C
37	70411201	1,667.28	07/28/21	43176 WALTON FEED WEST, INC	C
Total Bank No 37		100,526.81			
38	70810969	2,426.13	07/01/21	37818 QUALITY INN RICHFIELD	C
38	70810970	166.65	07/14/21	112046 ACE HARDWARE - BRIGHAM	C
38	70810971	299.99	07/14/21	34711 AIR COMM CORPORATION	C
38	70810972	108.71	07/14/21	108543 B & H PHOTO VIDEO	C
38	70810973	7,015.01	07/14/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810974	483.84	07/14/21	19178 CHEAPERTHANSHIRT	C
38	70810975	531.84	07/14/21	158220 COVER UP	C
38	70810976	229.00	07/14/21	37672 EWELL EDUCATIONAL SERVICES INC	C
38	70810977	1,200.00	07/14/21	13420 HUDL	C
38	70810978	74.97	07/14/21	100522 IFA / INTERMOUNTAIN FARMERS ASSOC	C
38	70810979	191.63	07/14/21	19810 INTEGRATED TECHNOLOGIES	C
38	70810980	162.99	07/14/21	109248 J W PEPPER MUSIC	C
38	70810981	3,300.00	07/14/21	10804 MUSIC THEATRE INTERNATIONAL	C
38	70810982	700.00	07/14/21	7358 RIGHT ON CUE SERVICES	C
38	70810983	280.00	07/14/21	29408 SHARON SMOOT	C
38	70810984	249.99	07/14/21	157371 STAPLES	C
38	70810985	100.00	07/14/21	56863 SANDRA K TINGEY	C
38	70810986	105.00	07/14/21	7536 UNIVERSAL ATHLETICS,LLC	C
38	70810987	314.35	07/14/21	892964 UTAH STATE TAX COMMISSION	C
38	70810988	7,194.03	07/14/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810989	508.00	07/21/21	56910 SPENCER ASHWORTH	C
38	70810990	102.00	07/21/21	95835 JASON V BINGHAM	C
38	70810991	2,028.60	07/21/21	31658 BSN SPORTS	C
38	70810992	1,391.47	07/21/21	158220 COVER UP	C
38	70810993	912.00	07/21/21	25682 HALE CENTRE THEATRE	C
38	70810994	29.57	07/21/21	4790 HOME DEPOT CREDIT SERVICE	C
38	70810995	235.81	07/21/21	109248 J W PEPPER MUSIC	C
38	70810996	263.98	07/21/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70810997	164.33	07/21/21	104992 PRINT SHOP	C
38	70810998	115.48	07/21/21	830460 TACO TIME/TREMONTON	C
38	70810999	995.55	07/21/21	5908 WALMART COMMUNITY	C
38	70811000	520.00	07/21/21	100471 WEBER STATE UNIVERSITY	C
38	70811001	299.53	07/28/21	102532 5TH WEST RENTAL & REPAIR	C
38	70811002	1,555.95	07/28/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70811003	460.96	07/28/21	57029 APPLE 8 LLC	C
38	70811004	683.00	07/28/21	106895 BADGER SCREEN PRINTING CO	C
38	70811005	150.00	07/28/21	56987 BE UNITED, INC	C
38	70811006	8,983.92	07/28/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811007	146.21	07/28/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811008	4,085.10	07/28/21	31658 BSN SPORTS	C
38	70811009	1,082.58	07/28/21	19178 CHEAPERTHANSHIRT	C
38	70811010	500.00	07/28/21	102017 DAVIS HIGH SCHOOL	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
38	70811011	210.90	07/28/21	109652 DREWES FLORAL & GIFTS	C
38	70811012	575.00	07/28/21	38644 GREEN CANYON HIGH SCHOOL	C
38	70811013	147.84	07/28/21	109248 J W PEPPER MUSIC	C
38	70811014	600.00	07/28/21	36510 RIDGELINE HIGH SCHOOL	C
38	70811015	156.78	07/28/21	762360 RUPP WASTE CONTAINERS INC	C
38	70811016	500.00	07/28/21	8303 SKY VIEW HIGH SCHOOL	C
38	70811017	500.00	07/28/21	11827 SNOW COLLEGE	C
38	70811018	247.50	07/28/21	47686 TNT ENGRAVING	C
38	70811019	500.00	07/28/21	891181 UTAH STATE UNIVERSITY	C
38	70811020	200.00	07/28/21	30872 UTAH VALLEY UNIVERSITY	C
38	70811021	500.00	07/28/21	57037 JENNA MORTENSEN	C
38	70811022	864.00	07/29/21	11843 UTAH SHAKESPEARE FESTIVAL	C

Total Bank No 38 55,350.19

39	77800513	-480.00	07/27/21	102864 WALKER CINEMAS	CV
39	77800514	105.78	07/13/21	104321 BOX ELDER SCHOOL DISTRICT	C

Total Bank No 39 -374.22

Total Manual Checks	4,329,948.39
Total Computer Checks	6,065,811.95
Total ACH Checks	342,272.38
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	-2,941.11
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 10,735,091.61

Number of Checks 435

Batch Yr	Batch No	Amount
21	002217	-240.00
21	002701	-480.00
21	002882	2,866,903.18
21	002887	6,138.79
21	002892	378.84
21	002901	163,892.83
22	000019	3,406,668.95
22	000022	148,347.50
22	000034	2,426.13
22	000038	22,287.21
22	000039	257.32
22	000040	313.16
22	000041	363.47
22	000044	226,407.11
22	000045	76,834.87
22	000046	21,253.94
22	000047	285,651.44
22	000049	500.00
22	000056	2,538.41
22	000058	72,180.98
22	000060	178.62
22	000069	8,340.95
22	000072	153,340.15
22	000073	8,058.57
22	000074	235,938.08

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
				22	000075	10,599.77
				22	000076	18,679.02
				22	000077	1,402.64
				22	000078	103,066.26
				22	000084	180.89
				22	000094	240.00
				22	000096	105.78
				22	000097	120.40
				22	000099	5,124.13
				22	000100	15,513.97
				22	000101	10,833.77
				22	000102	8,159.74
				22	000103	7,194.03
				22	000105	4,854.86
				22	000109	518.26
				22	000113	64,553.02
				22	000114	35,081.34
				22	000115	28,513.19
				22	000116	314,787.20
				22	000117	6,052.82
				22	000119	3,300.77
				22	000122	1,670,439.70
				22	000125	1,500.00
				22	000129	3,454.77
				22	000130	10,616.16
				22	000140	7,266.79
				22	000142	683.60
				22	000149	287.90
				22	000151	660,545.18
				22	000155	9,391.31
				22	000165	120.50
				22	000170	21,585.27
				22	000175	474.07
				22	000177	500.00
				22	000183	864.00

For August 11, 2021 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
BRMS	Cami Gittins	Math Teacher	Resigned
Garland	Frederric Ellsworth	Custodian	Retired
BEHS	Janna Olsen	Registrar	Retired
Lake View	Brad Bennett	Custodian	Retired
Garland	Amanda Hall	SLT	Resigned
Mtn View	Nylyn Hackler	4th Grade Teacher	Resigned
BEMS	Kurt Carey	Spanish Teacher	Resigned
BRMS	Lisa Rampton	Teacher	Retired
DO	Tiffany Davies	SLT	Resigned
Three Mile Creek	Misti Nielsen	Teacher	Resigned
North Park/ACHI	Kayla Bee	SLT	Resigned
DO	Desiree Clarke	Psych	Resigned
Willard	Jennifer Eddings	Literacy Para	Resigned
ACHI	Terilyn Porritt	Registrar	Resigned
BEMS	Jennifer Hunsaker	Accompanist	Resigned

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Replacing</i>
BEHS	Andrea Silva	Spanish Teacher	
Foothill	Jennifer Cady	4th Grade Teacher	
BRMS	Daniel Carstens	Principal	Eldon Petersen
North Park	Tanya Christensen	5th Grade Teacher	
ACHI	Troy Hartman	LCSW	
ACHI	Chanelle Johnson	LCSW	
ACHI	Launa Julander	Counselor	
ACHI/BRMS	Jessica Leavell	ELL Teacher	
Mtn View	Mike Mahana	Counselor	
ACHI	Kendi Ostermiller	7th Grade Science/SS Teacher	
ACHI	Mary Ann Reid	7th Grade Math Teacher	
DO	Alexis Ruzich	Psych	
BRMS	Emily Sinex	Science Teacher	
ACYI	Carissa Dominy	CCA Business Teacher	
ACYI	Jonathan Bradshaw	Spanish DLI Teacher	
Lake View	Juliet McCullough	4th Grade Teacher	
DO	Larry Swain	Psych	
Lake View	Suzann Bolar	Teacher	
BRMS	Kimberly Merrell	Math Teacher	
BEMS	Megan Flitton	Art Teacher	
Mtn View	Raychel Sheen	2nd Grade Teacher	
Foothill	Grace Xiaoxiao Tang	Teacher	
ACYI	Carrie Zihang Liu	Teacher	
Foothill	Maggie Bing Bai	Teacher	
North Park	Kristie Davis	Kindergarten Para	
Discovery	Nateasha Bingham	Prescool Para	

PERSONNEL ACTION

BEHS	Lacey Minert	Theatre Para	
Foothill	Jolyn Packer	Functional Skills Para	
BRMS	Robert Lee	Asst Head Custodian	
BEHS	Brooke Burt	Functional Skills Para	
Foothill	Jacie Jensen	Media Para	
ACHI	Stacie Anderson	ED Parra	
Mtn View	Tyler Lynch	Teacher	
Three Mile Creek	Melanie Sanders	2nd Grade Teacher	
Foothill	Jessica Weston	1st Grade Teacher	
BRMS	Rachel Coon	History Teacher	
Three Mile Creek	Megan Moyer	5th Grade Teacher	

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

School Bear River High School

Organization/Team/Club/Etc. BR Baseball

Purpose of Trip (Educational Value)

This trip provides us with opportunity to team build, leadership opportunities, and play baseball in weather that allows us to evaluate where we are as a team not weather related.

Miles to be traveled (one way) 375 miles

Number of Students Traveling	28	Sophomore	
		Juniors	
		Seniors	
Number of Adults (Chaperones) Traveling			4

Departure	Date: March 3	Time: 8 am
-----------	---------------	------------

Return	Date: March 6	Time: 2 pm
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Means of Travel Bus Van Other (please list)

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? 5 How far will you travel, one way?
375

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 hold Study hall 1-2 times while we are gone for a minimum of 45 min to 90 minutes

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

We try and stay at a VRBO or a house to limit the amount of rooms at a hotel. All the students will be housed under one roof where it is easier for coaches to keep an eye on them. They tend to not travel outside the house unless with a coach or traveling to and from the game on the bus

3. Anticipated Actual Cost of the Trip per Individual Student 100.00 - 150.00

4. Anticipated Direct Cost to Each Student 100.00 - 150.00

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. Bus and or Van

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.	_____	_____	_____	_____
b.	_____	_____	_____	_____

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

The Chance to play in better weather to evaluate team and individual strengths. Team Building and the chance to play some of the best competition in the state.

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? NO

b. How?

Signatures

Organization/Team Leader Donald Hawes

Date 7/7/21

Principal

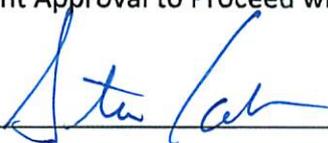


Date

7/12/21

Superintendent Approval to Proceed with Parent Survey and Final Trip

Plans



Date

7-14-21

UHSAA 150 MILE

Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School: BEAR RIVER HIGH **Sport:** BASEBALL female [] male [X]

Date of Contest	Number miles (one way)	Destination	Level of play (var., j.v., soph., fresh.)
3-3 / 3-6	375	ST. GEORGE	VARSITY / JV



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

School Bear River High

Organization/Team/Club/Etc. Boys Tennis

Purpose of Trip (Educational Value) Develop teamwork, build character

Miles to be traveled (one way) 373

Number of Students Traveling 12

Sophomore	<u>3</u>
Junior	<u>4</u>
Senior	<u>5</u>
	<u>2</u>

Number of Adults (Chaperones) Traveling

Departure Date: March 10, 2022 Time: 8:00 am

Return Date: March 12, 2022 Time: 10:30 pm

Means of Travel Bus Van Other (please list) _____

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? 3 How far will you travel, one way? 373 mi
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?
Maintain positive Classroom performance & Communication in advance.
2. What plans have been made to reduce liability to the District during this trip?
Both coaches will attend and Mentor student athletes.
3. Anticipated Actual Cost of the Trip per Individual Student \$100 + Tournament fees
4. Anticipated Direct Cost to Each Student \$ 120

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. School Suburban
 - b. School Van
 - 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>Vernal Ut.</u>	<u>80.00</u>	<u>2 days</u>	<u>200 mi.</u>
b.	_____	_____	_____	_____

 - c. What will be missed if you take a shorter trip?
Less competition, less tennis facilities, climate colder in spring
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? Sent home with Players
 - b. How will surveys be collected? Turned in to BRHS office
 - c. Who will tabulate survey results? BRHS Admin.
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? Tryout and Make the team

Signatures

Organization/Team Leader/Coach KEN OXBOROW Date: 7-8-21
Principal [Signature] Date: 7/12/21

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans

Date: _____

2022 BEAR RIVER TENNIS TRIP TO SAINT GEORGE PARENT SURVEY

(Required for players participating)

Trip Information - The proposed trip is to take place Thursday, march 24th through Saturday, march 26th, 2022. Students will travel in two school vans driven by coach Oxborrow and Coach Epling. Departure from Bear River High School Thursday morning, play a match at Cedar City Thursday afternoon, and check in to the Clarion Suites motel in Saint George Thursday evening. Breakfast is provided at the motel. Lunch and Dinner will need to be paid by the players for the three days. We will return Saturday evening about 9 pm. The tournament is set up to play 5 different schools in two days. The trip is productive for two reasons: One, is the opportunity to play 5 different teams in two days, and secondly, the chance of good weather in the spring is much better in Saint George.

Initial below of items you support

1. I am aware of and will support my son in missing two school days (Thursday and Friday) _____
2. I am aware of the 6 meals my son will pay for in various eating establishments _____
3. I am aware of the motel fee of \$35 per night for two nights _____
4. I am aware that my son will room with 3 other players from the tennis team _____
5. I am aware that Coach Oxborrow and Coach Epling will be supervising the team _____
6. I am aware that parents are invited to travel down and support the team _____

The tennis budget will cover the tournament fees of \$400.

Please sign below

I support my son attending: _____

I do not support my son attending: _____

**Return to Bear River High School main office*

2022 BEAR RIVER TENNIS TRIP TO SAINT GEORGE PARENT SURVEY

(Required for players participating)

Trip Information - The proposed trip is to take place Thursday, march 24th through Saturday, march 26th, 2022. Students will travel in two school vans driven by coach Oxborrow and Coach Epling. Departure from Bear River High School Thursday morning, play a match at Cedar City Thursday afternoon, and check in to the Clarion Suites motel in Saint George Thursday evening. Breakfast is provided at the motel. Lunch and Dinner will need to be paid by the players for the three days. We will return Saturday evening about 9 pm. The tournament is set up to play 5 different schools in two days. The trip is productive for two reasons: One, is the opportunity to play 5 different teams in two days, and secondly, the chance of good weather in the spring is much better in Saint George.

Initial below of items you support

1. I am aware of and will support my son in missing two school days (Thursday and Friday) _____
2. I am aware of the 6 meals my son will pay for in various eating establishments _____
3. I am aware of the motel fee of \$35 per night for two nights _____
4. I am aware that my son will room with 3 other players from the tennis team _____
5. I am aware that Coach Oxborrow and Coach Epling will be supervising the team _____
6. I am aware that parents are invited to travel down and support the team _____

The tennis budget will cover the tournament fees of \$400.

Please sign below

I support my son attending: _____

I do not support my son attending: _____

**Return to Bear River High School main office*

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

School B. R. N. S.

Organization/Team/Club/Etc. Softball Team

Purpose of Trip (Educational Value)
Athletic Competition

Miles to be traveled (one way) 240

Number of Students Traveling 24

Sophomore	_____
Junior	_____
Senior	_____

Number of Adults (Chaperones) Traveling _____

Departure Date: March 10, 2022 Time: 8:00 a.m.

Return Date: Mar 12, 2022 Time: 10:30 p.m.

Means of Travel Bus Van Other (please list) _____

SECTION A

1. Is this trip required by the Utah High School Activities Association for participation in a UHSAA event?
Yes not required
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? 5 or 6 How far will you travel, one way? 400
If necessary, has the UHSAA 150 Mile form been submitted and approved? submitted
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?
Students are to prearrange absences; get work
2. What plans have been made to reduce liability to the District during this trip?
Travel by bus, 5 chaperones, strict rules of conduct
3. Anticipated Actual Cost of the Trip per Individual Student 140
4. Anticipated Direct Cost to Each Student 140

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 - all 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.	<u>None available - only additional games with individual</u>			
b.	<u>Schools</u>			

 - c. What will be missed if you take a shorter trip?
More school - to compete in 6 additional games students would have to get out of school on 6 different occasions
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? make team

Signatures

Organization/Team Leader/Coach
Principal

Latin J. Bingham Date: June 28 2021
[Signature] Date: July 12, 2021

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans

Date: _____

Box Elder School District
150 Plus Mile Travel Request

School Bear River High School

Organization/Team/Club/Etc. Girls Tennis

Purpose of Trip (Educational Value)

To gain experience playing the best teams in Utah

Miles to be traveled (one way) 380

Number of Students Traveling 18

Sophomore _____
Juniors _____
Seniors _____

Depends on try-outs

Number of Adults (Chaperones) Traveling 4-6

Departure Date: Sept. 8th Time: 11am

Return Date: Sept. 11th Time: 11pm

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

* we are waiting to hear back from Tournament host on how many players are allowed to come if we can only take varsity only 7 will come if we would take a van.

SECTION A

1. Is this trip required by the Utah High School Activities Association for participation in a UHSAA event?
Yes NO
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 X

3. Is this trip for participation in multiple contests that count toward the contest limitations set by the UHSAA?
Yes X
If yes, in how many contests will you participate? 2 How far will you travel, one way? 380 miles
If necessary, has the UHSAA 150 Mile form been submitted and approved? X
If yes to the previous questions, no additional information is needed.
No X

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 practice the following Monday
2. What plans have been made to reduce liability to the District during this trip?
We plan to follow all procedures & Guidelines already established to ensure safety.
3. Anticipated Actual Cost of the Trip per Individual Student \$75
4. Anticipated Direct Cost to Each Student \$50

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. Bus IF we are allowed to take JV & Varsity - Bus
 - b. With transport Down to all Match Locations
 - c. Van or Suburban if we are only allowed to take
 - d. Varsity.
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. There are NO tournaments we are aware of that compare to this one - if there are we would love to enroll in them.

	Location	Cost (per student)	Time	Distance
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
- c. What will be missed if you take a shorter trip?
Not an option (N/A) - There are no shorter trips that can compare.
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
 - b. How will surveys be collected? Turned into VAN
 - c. Who will tabulate survey results? VAN PARK
4. Does the trip involve some type of performance or competition? NO
 - a. Did students have to qualify for this performance/competition? _____
 - b. How? _____

Signatures

Organization/Team Leader [Signature] Date July 15, 2021

Principal [Signature] Date 8/10/21

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans
[Signature] Date 8/11/21

Suggestions for Future Board Meetings

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)

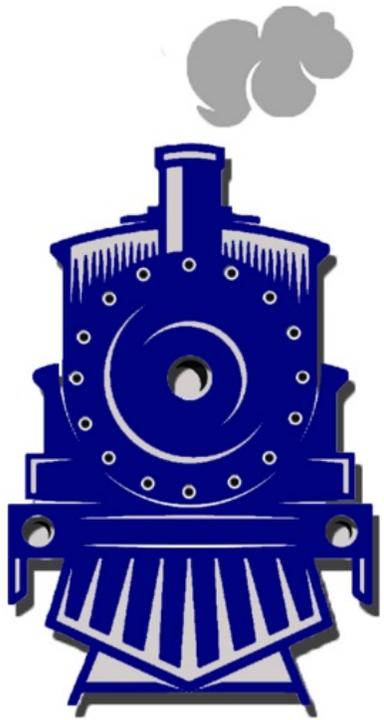
- Negotiations Team Approval – Keith Mecham
- Legislative Update – Steve Carlsen
- Policy Review

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

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- 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.