



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, September 14, 2022

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

"Always consider the effects
on our students."

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

1. Principal Reports to the Board:
David Lee, ACHI
AJ Gilmore, BRHS
Mark Taylor, McKinley Elementary

B. Administrative - 6:30 p.m.

1. Call to Order

President Julie Taylor

2. Reverence

Clyde Wohlgemuth, Board Member

3. Flag Salute/Pledge of Allegiance

Wade Hyde, Board Member

4. Swear in Student Board Member, MaKayla Morris, BRHS

David Roberts, Business Administrator

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5. Recognitions

Wade Hyde, Board Member

a. Nucor Grants Presentation

Nucor

b. Sargent Jared Glover - Active Shooter Response Training

c. BRHS - Gold Star through the *Raise-the-Bar: Sportsmanship Matters* program through UHSAA

d. Shaunie Owen, Golden Spike Elementary, Recognized at the state's celebration as BESD Teacher of the Year

e. Elizabeth Ellis, Secretary at Lake View Elementary

f. Serenity Stewart, Lake View Elementary PTA President

g. Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning

h. Jacqueline Whitaker, Behavior Intervention Specialist

i. Robert Gordon, IT Director

j. Jeff Morris, Principal at Lake View Elementary

k. Cody Howard, IT Tech

l. Bradi Holder, Instructional Coach at Willard Elementary

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

D. 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.

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

1. Approval of Sunrise High School Comprehensive School Improvement (CSI) Intervention Plan

Gary Allen, Assistant Superintendent

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F. Information Items - 7:05 p.m.

1. Transportation Report

Jason Sparks, Transportation Director

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2. Construction Update	13
Corey Thompson, Director of Facilities	
3. Student Enrollment Numbers	
Keith Mecham, Assistant Superintendent	
4. Monthly Financial Report	45
David Roberts, Business Administrator	
5. Board Committee Reports	
G. Policy Review - 7:30 p.m.	
1. First Reading	
a. Policy 1040 Board Member Elections and Redistricting	69
b. Policy 1071 Electronic Meetings	
c. Policy 1100 Minutes	71
d. Policy 2030 Procurement/Purchasing	73
e. Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements	79
f. Policy 4018 Library	85
g. Policy 4030 Elementary School Curriculum	99
h. Policy 4033 Early Learning Plan	101
i. Policy 4037 Reading Assessment for K-3	105
j. Policy 4038 Mathematics Assessment for K-3	108
k. Policy 4040 Acceleration/Retention of Students	110
l. Policy 5003 Parent Rights to Academic Accommodations	112
m. Policy 6000 Public Records Access and Management	115
2. Second Reading	
a. Policy 2220 Transportation - Per Diem and Travel Allowances	125
H. Board Discussion Items 7:40 p.m.	
1. Building Planning Discussion	
Corey Thompson, Director of Facilities and David Roberts, Business Administrator	
a. Foothill and Mountain View Discussion	
Corey Thompson, Director of Facilities	
2. October Board Meeting Date	
I. Consent Items 8:05 p.m.	
1. Minutes	126
2. Claims	130
3. Personnel	141
a. David Roberts - Supervisory Payroll for Child Nutrition Program	143
Steve Carlsen, Superintendent	
4. Trip Requests	145
J. Suggestions for Future Board Meetings 8:10 p.m.	147
K. Upcoming Events	
1. USBA 2022 Fall Regional Meeting - Wednesday, September 21, 2022	149
L. Closed Meeting to Discuss Character of an Individual - 8:15 p.m.	
Steve Carlsen, Superintendent	
M. Board Handbook	151
N. Adjournment 8:35 p.m.	
The next meeting of the Board of Education will be held on Wednesday, October 12, 2022, with a Work Session at 5:30 and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.	

OATH OF OFFICE

Utah State Archives

In Utah, state officers are required by both the federal and state constitutions to take an oath of office. The Constitution of the United States requires members of the legislature as well as all executive and judicial officers of the states to be bound by oath or affirmation to support the federal Constitution (Article VI, clause 3). The Constitution of Utah specifies the wording of the oath to be taken by "all officers made elective or appointive by this Constitution or by the laws made in pursuance thereof, before entering upon the duties of their respective offices" (Article IV, section 10).

The **Oath** is to be stated as found in Article IV, section 10:

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this State, and that I will discharge the duties of my office with fidelity.["]

State law dictates that the following individuals may administer the oath. Some state agencies may have a notary on staff who can administer the oath:

§ 78B-1-142: "Every court, every judge, clerk and deputy clerk of any court, every justice, every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has the power to administer oaths or affirmations."

After taking the oath, state officials should file the original signed oath with the State Archives, as mandated by state law. (Utah Code § 52-1-2 (2))

How to File an Oath of Office for Public Officials with the Division of Archives and Records Service

Once administered the Oath of Office, an official should check with the agency that administered the oath, and the official's own agency, to see if there are specific procedures in place to ensure the oath is properly filed with the State Archives.

If there are no set procedures, the original signed hard copy oath should be sent to the State Archives, either by mail or deliver to:

Oaths of Office
Utah State Archives
346 S Rio Grande St
SLC, UT 84101

Even though there is no specific time frame as to when an oath should be filed with the State Archives, state officials should do so as soon as possible. Utah Code § 76-8-203 states, "A person is guilty of unofficial misconduct [a class B misdemeanor] if the person exercises or attempts to exercise any of the functions of a public office when the person has not taken and filed the required oath of office[.]"

OATH OF OFFICE
STATE OF UTAH

I, _____, *having been appointed to the office of*
Print Name

*do solemnly swear or affirm that I will support, obey and defend the
Constitution of the United States and the Constitution of this State, and
that I will discharge the duties of my office with fidelity.*

Signature

State of Utah,
County of _____

Subscribed and sworn to before me this _____ *day of* _____ *, 20* _____

*Person Administering Oath

Title

*Utah Code § 78B-1-142: "Every court, every judge, clerk and deputy clerk of any court, every justice, every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has the power to administer oaths or affirmations."

File oath by sending to: Oath of Office, Utah State Archives, 346 S Rio Grande St, Salt Lake City, UT, 84101

PROJECT SUBMISSION SPREADSHEET

School District: Box Elder School District

School	Submitted By	Name of Project	Amount Received
BEHS			
BEHS	Chase Goddard	Teaching Robotics	\$1,538
BEHS	Bonnie Robinson	Microscope Slides	\$1,000
BRHS			
BRHS	Jed Christensen	Sound System for Special Ed Classroom	\$125
BRHS	David Shaffer	Pipe and Tube Bending in the Weld Shop	\$6,500
BRHS	Preston Richey	Projector for International Competitions	\$649
BRHS	Preston Richey	Cordless Drills	\$143
Sunrise			
Sunrise	Mati Rinderknecht	Human Biology	\$500
BEMS			
BEMS	Sara Percy	Drone Engineering Extension	\$500
BEMS	Maria Brana	Reading to pass the Spanish AP Exam	\$240
BEMS	Ben Kunzler	Engineering, Coding Design	\$315
BRMS			
BRMS	Rhonda Pace	Physical Science and Waves Educational Tools	\$400
BRMS	Rhonda Pace	Electronic Balances for 8th Grade Science	\$650
ACHI			
ACHI	Erika Bywater	Radical Rockets	\$440
ACHI	Jo Thomas	I'm not "Chicken" about Learning Chemistry	\$500
Century			
Century	Lyndsie Daines	Decodable Readers	\$500
Century	Misty Curtis	Reflex Math Facts Fluency	\$300
Century	Katie Shea-Hodges	Science in their Hands!	\$350
Century	Piper Roper	Physical Education & Health Education	\$200
Century	Don Vincent	Math & Science Manipulatives	\$235
Discovery			
Discovery	Becca Gordon	Maker Space Table	\$665
Discovery	Wendy Rupper	Scholastic News/Science Spin	\$325
Discovery	Tiffany Wilcox	Building Big Ideas with Little Minds	\$400
Fielding			
Fielding	Tiffany Rhodes	Math STEM Engagement Tools	\$375
Fielding	Angela Christensen	Third Grade STEM Supplies	\$600
Fielding	Kimber Lear	Math Manipulatives	\$225
Garland			
Garland	KayDee Shafer, Nicole Nelson, Cody Barnes, Mailee Hershfeldt	Science of Reading Decodable books for 1st grade	\$600
Garland	Kayley Throop	Playground Equipment	\$150
Garland	Amy Jo Summers, Lori Jacobson	Decodable Readers for All Learners	\$600
Golden Spike			
Golden Spike	Shaylyn Ekins	New School, New Opportunities, New STEM	\$600
Lake View			
Lake View	Kimberly Wilson	We Want to be Genius!	\$900
McKinley			

McKinley	April Jardine	Science Spin/Scholastic News	\$300
McKinley	Tifani Fisher	Gearing Up for Learning	\$205
McKinley	Christyn Kendrick, Jami Theurer, Danielle Scothern, Amy Ayotte	Learn 2 Read; Read 2 Learn	\$1,000
Mountain View			
Mountain View	Lynette Tervort	Write and Write Again	\$520
North Park			
North Park	Kelli Nessen	Reading for all Learners	\$250
North Park	Kristen Riley	Engaged Readers and Inside Recess Relief, Playground Fun	\$150
North Park	Paola Carrera	Germinating our Science Curiosity	\$1,000
Park Valley			
Park Valley	Samantha Ghan	ELA Small Group	\$160
Three Mile Creek			
Three Mile Creek	Emily Zito	4th Grade Math Hands On Supplies	\$250
Willard			
Willard	Natasha Morgan	Many Materials	\$70
Willard	Bradi Holder	Take Home Library for Little Learners	\$440
ILSC			
ILSC	Christina Smith	School to Work Skills Curriculum	\$400
			\$25,270

Recommendations:

In accordance with R277-920 and in consequence of Sunrise High not meeting CSI exit criteria, the local school board approved review panel must make a recommendation for more rigorous interventions to the Utah State Board of Education.

Recommendation 1: Sunrise High continues to provide a contained classroom option (PODS) for all juniors and seniors who are at risk of not graduating. Each contained classroom will provide a full-time mentor for students to track their performance and attendance. Mentors will work with teachers to provide additional instruction and support for students. Contained classrooms help to reduce truancy, improve student relations with staff, and provide a means to offer additional instruction and support for students.

Recommendation 2: Sunrise High will develop a school wide positive behavior plan to address academics, attendance, and motivation. All staff will receive support and training in providing positive behavior interventions and support.

Recommendation3: Sunrise High will provide more support and a smooth transition into Adult Education and GED services for students who are unable to complete the required credits for graduation. By improving the transition, Students will be more likely to continue striving to receive a high school credential.

Transportation Eligibility and Hazardous Stops

Transportation is complex and there are many rules in place for route funding and addressing hazards within the district. There are also exceptions for stop placement for special education students that require accommodations. These references should answer your questions on bus stops and hazards.

Qualifying Bus Stops and Exceptions

53F-2-403

1. A student eligible for state-supported transportation means:
 - a. a student enrolled in kindergarten through grade 6 who lives at least 1-1/2 miles from school;
 - b. a student enrolled in grades 7 through 12 who lives at least two miles from school; and
 - c. a student enrolled in a special program offered by a school district and approved by the state board for trainable, motor, multiple-disability, or other students with severe disabilities who are incapable of walking to school or where it is unsafe for students to walk because of their disabling condition, without reference to distance from school.

R277-600-4

(6) The distance from home to school is determined as follows: From the center of the public route open to public use, opposite the regular entrance where the pupil is living, over the nearest public route open regularly for use by the public, to the center of the public route open to public use, opposite the nearest public entrance to the school grounds which the student is attending.

R277-600-11

(2) A school district shall not be penalized in the computation of its state allocation for the presence on an approved to and from school route of an ineligible student who does not create an appreciable increase in the cost of the route.

(3) There is an appreciable increase in cost under Subsection (2) if, because of the presence of ineligible students, any of the following occurs:

- (a) another route is required;
- (b) a larger or additional bus is required;
- (c) a route's mileage is increased;
- (d) the number of pick-up points below the mileage limits for eligible students exceeds one; and
- (e) significant additional time is required to complete a route.

2010 State Standards for Utah School Buses and Operations

Promoting Efficiency with Bus Stops and Routes

(1) To promote efficiency, the USBE approved minimum distance between bus stops is 3/10 of a mile. (It often provides safety in numbers as multiple students use each bus stop. It also allows the school bus

driver to pull over and allow cars to pass the bus prior to the next stop, creating a safer stop.) The USBE may approve shorter distances between bus stops for student safety. (We define this as: when all routing rules are followed, and the eligible stop placement creates a hazard such as a stop is placed on a blind corner, we would allow a stop moved closer to another stop to reduce hazards for the stop. Reason for the closer stops should be identified on the route sheet.)

(2) Bus routes shall avoid, whenever possible, bus stops on dead-end roads.

R277-600.6

(6)(a) A parent or guardian is responsible for the student's own transportation to bus stops up to one and one-half miles from home. (This ultimately puts the responsibility on the parents.)

R277-600-10. Board Local Levy.

(1) Costs for school district transportation of students which are not reimbursable may be paid for from general school district funds or from the proceeds of the Board Local Levy authorized under Section 53F-2-601.

NCST 2015 Specifications and Procedures – Parent/Guardian Responsibilities

C. Recognize their own responsibilities for the actions of their children. Understanding this, parents or guardians shall be responsible and accountable for the conduct and safety of their children at all times prior to the arrival and after the departure of the school bus at the assigned school bus stop;

Local Education Agency Policies

Districts generally make policies for the entire school district. Any exception that makes sense for one area may cause implications if addressed throughout the school district.

Hazardous Routes and Stops

The state does not have any say in decisions about hazardous routes. The summary of rules below are how we direct our school districts to approach hazardous conditions in their counties.

The Safe Neighborhood Access Plan (SNAP) which is now Safe Routes Utah helps identify hazardous conditions within a school's boundary. The plan also prepares a walking route for students to access the school. The walking route is not always the shortest route or the route that is used in the eligibility measurement for state supported transportation. It prepares the best route for students to go to school. It generally feeds multiple neighborhoods into one walking path for a greater chance of students to walk with others on their way to and from school and provides safety in numbers as students walk together.

Depending on the size of the district 1 and 2 below are often split into subcommittees to accommodate all the schools within the district. When hazards are not able to be resolved in the SNAP committees, they would then bring their concerns to the School District Transportation Director and then to the LEA Transportation Committee for discussion.

1. The School Traffic Safety Committee often called the (SNAP Committee) reviews all hazards at an elementary, middle and junior high school within the district to develop and submit a child access routing plan. The committee should include law enforcement, city or county engineering, city or county public works, etc.
 - a. Organized and follows the Safe Routes Planning Guide https://saferoutes.utah.gov/wp-content/uploads/2019/04/9544_3_Safe_Routes_PlanningGuide_V1.pdf
2. 53G-4-402 The School Traffic Safety Committee composed of one representative of: the schools within the district; (ii) the Parent Teachers' Association of the schools within the district; (iii) the municipality or county; (iv) state or local law enforcement; and (v) state or local traffic safety engineering. (c) The committee shall: (i) receive suggestions from parents, teachers, and others and recommend school safety improvements.
3. R277-600-11 (2) – A school district shall not be penalized in its state allocation for the presence on an approved ineligible student, (d) the number of pick-up points below the mileage limits for eligible students exceeds one. (We allow one stop per route for ineligible transport, if approved by the district, there is space on the bus and the stop is on the direct route to school to prevent an increase in costs.)
4. The School District Local Board can approve use of LEA funds for transporting students in a hazardous area.
5. The rural school district transportation grant program. Allowable expenditures from this grant program are unsafe routes, field trip and activity routes and replacement of school buses for school districts located in the 4th, 5th, and 6th county classes.
6. In municipal code 41-6a-303(3) – for all reduced speed school zones on highways it gives an option to use crossing guards or (a)(i) provide shuttle service across highways for school children;
7. UDOT Safe Routes to School Program [Utah Code 72-8-109](#) provides safety by use of education and infrastructure referenced below.
 1. As part of providing for the safety of the state transportation system, the department shall establish a program that promotes walking and bicycling to school through infrastructure improvements and non-infrastructure efforts such as safety awareness education.
 2. In addition to any federal funds made available to the department for the program, the department may fund the program from money made available to the department by the Legislature and as prioritized by the commission.
 3. The department, in consultation with the State Board of Education, may give priority consideration to a project located in an area of a school that receives funding under the Elementary and Secondary Education Act of 1965, Title I, 20 U.S.C. Sec. 6301, et seq.
 - Infrastructure Application
<https://www.udot.utah.gov/main/uconowner.gf?n=39707719897358231>
 - Non-Infrastructure Application
<https://www.udot.utah.gov/main/uconowner.gf?n=39707805137363423>

The USBE Transportation Advisory Committee will be reviewing R277-600 for changes, updates and providing clarification this summer. We plan to discuss hazardous stops and routes as a part of this review.

Parent Concern Recommended Processes

- Request the Snap Plan – It identifies the safest route for the neighborhood to access school. The route may not be the shortest but becomes the safest by reviewing hazards and directing students to the safest route and provides safety in numbers by feeding multiple neighborhoods into one main path.
- Address traffic, roadway and pathway concerns with the roadway/pathway owner (City, County or UDOT).
- Address the speeding and hazards from motorists with the local public safety departments.
- Address the construction hazards with the contractors and road owners.
- Address hazards from animals in travel paths/roads with Animal Control.
- If there are concerns about the Snap Plan to work with the School Traffic Safety Committee ([53G-4-402.17\(a\)](#) - Local Administration) or Snap Committee, school, community council and PTA.
 - Working with those agencies there is a possibility to apply for grants through the Safe Routes to School Program ([Utah Code 72-8-109](#)) and receive funds for infrastructure improvements or educational awareness.
- LEAs can make local changes and use their funds to transport ineligible students however; LEA's generally make policies for the entire agency. Any exception that makes sense for one area may cause implications if addressed throughout the LEA.
 - LEAs may not be able to accommodate additional ridership due to space available, time or distance between runs, shortage of bus drivers or school buses or funding.
- Follow the LEA chain of command – Transportation Department, Transportation Director, Superintendent then Local School Board in addressing concerns.

Thanks,

Ron Litchfield
Utah State Pupil Transportation Specialist
Utah State Board of Education
801-538-7577

Transportation Report to the State

Activity Trips (miles)

2021 Elementary 0	2022 Elementary 77
2021 Secondary 59,136	2022 Secondary 83,843

Field Trips (miles)

2021 Elementary 659	2022 Elementary 13,534
2021 Secondary 1,342	2022 Secondary 4,451

Total Eligible miles

2021 - 1,278,701
2022 - 1,327,858

Training miles

2021 - 3,417
2022 - 8,513

Differences between 2021 and 2022 (Minutes)

To and from school +15.98%
Activity and Field Trip +59.19%
Driver Instruction +105.27
Instruction and Supervision +26.46
Other support staff training +180.20%

Activity Trips per School (miles)

BEHS 37,844
BRHS 40,430
BEMS 528
BRMS 1,836
ACYI 1,678
ACHI 1,719

Cost to Schools for Field Trips:

\$1.80 per mile - actual cost is \$.68 per mile in fuel and maintenance and other cost is \$900 per bus per year.

\$20.00 per hour for driver - currently driver starting pay is \$20.28

\$10.00 per meal - Agenda item for Board to adjust - \$9/\$12/\$16

Grouse Creek School

Demo August 2022

































Grouse Creek
School

Some Projects Still in the Works

- McKinley Gym Floor
- BEHS Hallways
- Secure Entrances
- BRMS north curbing
- SSC Additional Storage
- Various Fencing













George Washington
1732-1799
Commander of the Continental Army
1st President

H

















MONTHLY FINANCIAL REPORT

April 30, 2022

	ENDING AUG 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			16.67%	16.67%		
	Percent of 9 month contract complete			0.00%	0.00%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	26,650,444	691,935	2.6%	0.8%	202,911	24,614,600
6	Tuitions	350,000	22,470	6.4%	4.6%	16,889	363,338
7	Inv Earnings	225,000	35,746	15.9%	5.6%	11,423	205,558
8	Indlr. Costs-SL	950,000		0.0%		0	0
9	Rental Fees/Building/Fiel	90,000		0.0%	2.1%	1,692	80,114
10	Other	1,450,000	12,517	0.9%	35.8%	410,417	1,146,588
11	State	93,550,472	20,380,540	21.8%	19.2%	12,986,165	67,799,745
12	Federal	8,500,000	1,668,268	19.6%	1.1%	57,506	5,018,337
13	Misc./ Fund Bal	2,000,000		0.0%		0	0
14	TOTAL M & O						
15	REVENUE	133,765,916	22,811,476	17.1%	13.8%	13,687,003	99,228,280
16	Beg Balance	173,339					173,432
17	Less:						
18	Ending Balance	323,761					173,339
19	TOTAL M & O FUNDS						
20	available	133,615,494	22,811,476	17.1%	13.8%	13,687,003	99,228,373
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	60,275,549	3,922,974	6.5%	9.4%	3,759,399	39,931,916
24	Benefits	24,022,216	1,917,859	8.0%	12.3%	1,993,510	16,191,159
25	Purchased Serv.	3,749,122	257,390	6.9%	24.5%	613,012	2,505,616
26	Supplies/Textbooks	5,251,852	1,047,868	20.0%	37.9%	1,512,774	3,986,512
27	Equipment	1,500,000	12,094	0.8%	2.4%	6,954	285,313
28	Other	700,000		0.0%	0.0%	0	573,756
29	Total	95,498,739	7,158,185	7.5%	12.4%	7,885,649	63,474,273
30							
31	Student Services (2100)						
32	Salaries	3,893,853	329,504	8.5%	9.8%	288,375	2,956,961
33	Benefits	1,526,627	140,194	9.2%	10.7%	129,790	1,211,095
34	Other	350,000	30,632	8.8%	3.6%	12,172	339,797
35	Total	5,770,480	500,330	8.7%	9.5%	430,337	4,507,853
36							
37	Instructional Staff (2200)						
38	Salaries	1,820,307	229,121	12.6%	16.0%	224,629	1,408,331
39	Benefits	701,688	98,330	14.0%	17.6%	95,749	543,790
40	Other	475,000	11,125	2.3%	5.2%	25,091	486,246
41	Total	2,996,995	338,576	11.3%	14.2%	345,469	2,438,367

MONTHLY FINANCIAL REPORT
April 30, 2022

	ENDING AUG 2022	2022-23	2022-23	Curr Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			16.67%	16.67%		
	Percent of 9 month contract complete			0.00%	0.00%		
42	District Administration (2300)						
43	Salaries	397,855	61,966	15.6%	17.6%	57,481	326,232
44	Benefits	173,820	34,692	20.0%	23.2%	34,047	147,062
45	Purch Services	370,000	32,756	8.9%	116.7%	425,739	364,724
46	Liability Insurance	165,840	1,364	0.8%	0.0%	0	160,336
47	Supplies	35,000	6,527	18.6%	17.0%	5,759	33,937
48	Other	25,000	25,015	100.1%	82.1%	20,530	25,011
49	Total	1,167,515	162,322	13.9%	51.4%	543,556	1,057,302
50	School Administration (2400)		ESSER II		DUES PD		
51	Salaries	5,149,482	663,059	12.9%	3.2%	606,052	3,799,550
52	Benefits	2,012,225	263,242	13.1%	2.9%	241,450	1,529,435
53	Prof Serv/Travel	130,000	1,681	1.3%	5.4%	12,235	53,087
54	Other	15,000		0.0%	0.0%	0	9,205
55	Total	7,306,707	927,981	12.7%	15.9%	859,737	5,391,278
56							
57	Business & Support (2500)						
58	Salaries	829,887	157,002	18.9%	17.3%	120,434	697,365
59	Benefits	335,923	56,285	16.8%	17.2%	43,985	255,809
60	Purchased Services	165,000	1,050	0.6%	1.3%	2,891	215,458
61	Other	25,000	840	3.4%	0.0%	0	29,937
62	Total	1,355,810	215,177	15.9%	14.0%	167,310	1,198,568
63							
64	Operation & Maintenance (2600)						
65	Salaries	5,841,840	919,439	15.7%	18.2%	878,419	4,817,115
66	Benefits	2,282,493	398,166	17.4%	20.7%	392,846	1,897,683
67	Electricity	1,096,780	56,160	5.1%	11.2%	92,573	829,693
68	Purchased Service	802,000	63,188	7.9%	31.2%	154,100	494,484
69	Telephone	280,000	29,037	10.4%	8.2%	23,103	283,444
70	Natural Gas	533,500	7,027	1.3%	2.6%	14,704	564,728
71	Prop Insurance	317,730		0.0%	0.0%	0	257,879
72	Repair	385,000	112,614	29.3%	12.8%	44,341	346,630
73	Supplies	690,000	109,036	15.8%	27.5%	198,691	721,433
74	Other	2,500		0.0%	0.0%	0	323
75							
76	Total	12,231,843	1,694,667	13.9%	17.6%	1,798,777	10,213,411
77							

MONTHLY FINANCIAL REPORT
April 30, 2022

	ENDING AUG 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			16.67%	16.67%		
	Percent of 9 month contract complete			0.00%	0.00%		
78	Transportation (2700)						
79	Salaries	3,353,462	215,986	6.4%	7.0%	183,484	2,623,785
80	Benefits	978,898	109,559	11.2%	13.0%	97,231	747,377
81	Purch Serv	255,000	12,198	4.8%	7.7%	17,730	231,005
82	Fuel	950,000		0.0%	1.9%	12,874	680,918
83	Supplies	581,771	33,315	5.7%	9.9%	45,839	460,838
84	Other/Property	137,209		0.0%	69.4%	1,036,703	1,492,748
85	Total	6,256,340	371,058	5.9%	22.3%	1,393,861	6,236,672
86	Community Services (3300)						
87	Salary	657,395	94,292	14.3%	16.1%	83,390	518,082
88	Benefits	197,171	29,852	15.1%	18.1%	27,839	153,837
89	Purchased Serv	30,000	909	3.0%	10.3%	864	8,427
90	Supplies/Util	110,000	9,091	8.3%	64.9%	55,304	85,160
91	Property	10,000		0.0%	25.1%	583	2,327
92	Other Objects	26,500	70	0.3%	5.2%	1,086	20,695
93	Desig. Fund Bal						
94	Total	1,031,066	134,213	13.0%	21.4%	169,066	788,527
86	Total Expenditures	133,615,495	11,502,509	0	2	13,593,762	95,306,250
95	Interfund Trans					1	1
96	Change Desig Fund Bal					1	1
97	Other/Budget Cuts					0	0
98	TOTAL EXPENDITURERS						0
99	M & O	133,615,495	11,502,509	8.61%	14.3%	13,593,764	95,306,252

MONTHLY FINANCIAL REPORT

April 30, 2022

	ENDING AUG 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			16.67%	16.67%		
	Percent of 9 month contract complete			0.00%	0.00%		
100	School Activity Fund (21)						
101							
102	REVENUE:						
103	School Deposits	4,400,000	942,616	21.4%	22.6%	895,007	3,962,870
104							
105	Other					0	
106	Total Revenue	4,400,000	942,616	21.4%	22.6%	895,007	3,962,870
107	EXPENDITURES:						
108	Purchased Services	902,150	30,959	3.4%	9.3%	74,545	801,116
109	Supplies	2,882,850	392,456	13.6%	10.6%	283,634	2,672,859
110	Equipment/Property	290,000	16,402	5.7%	64.9%	32,929	50,755
111	Desig/Other/Adm	325,000		0.0%	22.1%	35,354	160,226
112	Total Expenditures						
113	School Activity	4,400,000	439,817	10.0%	11.6%	426,462	3,684,956
114	DEBT SERVICE FUND (31)						
115							
116	REVENUE:						
117	Property Tax	3,351,027	86,938	2.6%	0.8%	24,506	2,972,725
118	Interest	105,750	7,246	6.9%	7.7%	1,460	19,034
119	Other						
120	Total	3,456,777	94,184	2.7%	0.9%	25,966	2,991,758
121	Beginning Bal	5,122,687	5,524,003	107.8%	104.0%	6,034,982	5,802,645
122	LESS:						
123	Ending Balance	5,524,003	2,731,437	49.4%	117.8%	6,034,982	5,122,687
124	Funds Available	4,652,302	2,731,437	58.7%	58.3%	3,220,298	5,524,003
125	EXPENDITURE:						
126	Bond Debt	3,927,162	2,886,750	62.0%	86.9%	2,840,650	3,267,400
127	Fees	50,000		0.0%	0.0%	0	3,000
128	Other Uses					0	0
129	Total	3,977,162	2,886,750	72.6%	86.9%	2,840,650	3,270,400

MONTHLY FINANCIAL REPORT

April 30, 2022

	ENDING AUG 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			16.67%	16.67%		
	Percent of 9 month contract complete			0.00%	0.00%		
130	CAPITAL OUTLAY FUND (32)						
131							
132	REVENUE:						
133	Property Tax	9,993,009	259,454	2.6%	0.8%	80,519	9,767,523
134	Interest	155,000	25,304	16.3%	9.9%	14,826	149,491
135	Other	80,338	1,489	1.9%	3.5%	10,356	295,772
136	State	1,836,195	1,681,260	91.6%	18.2%	6,325	34,788
137	Federal /MBA	4,063,288		0.0%	0.0%	0	25,117
138	Ins./Prop.Recry	1,025,000		0.0%	0.2%	700	460,329
139	Total Revenue	17,152,830	1,967,506	11.5%	1.1%	112,726	10,733,020
140	Lease Revenue MBA	0				0	
141	Other Sources(F50)	345,580				0	0
142	Desig. Fund Bal						
143	TOTAL REVENUE CAPITAL		HB0475 NESS CAPITAL				
144	OUTLAY	17,498,410	1,967,506	11.2%	1.1%	112,726	10,733,020
145	Beg. Balance	14,924,496					31,036,384
146	Less:						
147	Ending Balance	8,091,376					16,497,472
148	Capital Outlay Funds						
149	available	24,331,530	1,967,506			112,726	25,271,932

MONTHLY FINANCIAL REPORT

April 30, 2022

	ENDING AUG 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			16.67%	16.67%		
	Percent of 9 month contract complete			0.00%	0.00%		
150	EXPENDITURES:						
151	Oper/Maint					2,500	0
152	Other Equipment					0	0
153	Purchased Services	5,000	1,164	23.3%	1219.2%	60,486	4,961
154	Technology/Software	2,500,000	406,080	16.2%	65.1%	834,823	1,282,577
155	Improvement					0	0
156	Buildings Maint	2,000,000	686,809	34.3%	92.6%	1,835,367	1,981,167
157	Vehicles/Buses	1,800,000	451,006	25.1%	1.9%	26,992	1,438,448
158	Furniture/Equip	1,121,227	9,720	0.9%	31.0%	593,236	1,916,360
159	Other Objects				0.0%	0	
160	Vehicle charges					0	
161	Total Capital	7,426,227	1,554,780	20.9%	50.6%	3,353,404	6,623,512
162	Other/Portables					0	0
163	ESSER III A/C	4,000,000		0.0%	372.7%	104,866	28,140
164	Grouse Creek	2,000,000		0.0%	0.0%	0	35,570
165	Golden Spike	7,900,000		0.0%	0.1%	20,203	15,859,011
166	HS Athletic Facilities	520,000		0.0%	0.0%	0	796,585
167	Property Purchase	500,000		0.0%		0	0
168	Total Construction	14,920,000	0	0.0%	0.7%	125,069	16,719,305
169	Desig. F Bal						
170	MBA/Bond Fee/Fund 50	1,985,302		0.0%	0.0%	0	1,929,114
171	Other						0
172	TOTAL EXPENDITURES CAPITAL						
173	OUTLAY	24,331,529	1,554,780	6.4%	13.8%	3,478,473	25,271,932

MONTHLY FINANCIAL REPORT
April 30, 2022

	ENDING AUG 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			16.67%	16.67%		
	Percent of 9 month contract complete			0.00%	0.00%		
174	SCHOOL FOOD SERVICE FUND (49)						
175							
176	REVENUE:						
177	Lunch Sales	1,301,500		0.0%	-2.9%	-2,309	79,435
178	State	1,125,000	4,483	0.4%	35.1%	46	867,932
179	Federal	3,140,000		0.0%	5.0%	41,870	6,087,355
180	Other/Inventory Adj	3,500	1,197		0.0%	305,036	0
181	TOTAL REVENUE SCHOOL					0	
182	FOODS	5,570,000	5,679	0.1%	4.9%	344,643	7,034,723
183	Beg. Balance	2,709,624					0
184	Less:						
185	Ending Balance	946,297					0
186	School Food Service Funds						
187	available	7,333,327	5,679	0.1%	4.9%	344,643	7,034,723
188	EXPENDITURES:						
189	Salaries	2,319,903	131,999	5.7%	11.2%	183,874	1,648,917
190	Benefits	718,424	63,496	8.8%	15.4%	75,410	488,510
191	Food/Supplies	3,890,000	57,527	1.5%	13.7%	289,465	2,116,038
192	Equipment	55,000	1,758	3.2%	81.8%	121,783	148,900
193	Other Costs	25,000	16,313	65.3%	71.1%	17,562	24,712
194	Dir/Indirect Costs	325,000		0.0%	-0.3%	139	-45,727
195	TOTAL EXPENDITURES SCHOOL						
196	FOODS	7,333,327	271,092	3.7%	15.7%	688,233	4,381,351

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April 30, 2022

	ENDING AUG 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			16.67%	16.67%		
	Percent of 9 month contract complete			0.00%	0.00%		
197	Foundation Fund (75)						
198							
199	REVENUE:						
200	Total Revenue	300,000	56,626	18.9%	5.7%	12,491	218,061
201	Available Revenue	300,000	56,626	18.9%	5.7%	12,491	218,061
202	EXPENDITURE:						
203	Expenses	280,000	47,784	17.1%	12.6%	22,918	181,423
204	Changes/Desg Fund Bal						0
205	TOTAL EXPENDITURE	280,000	47,784	17.1%	12.6%	22,918	181,423
206	Agency Fund (76)						
207							
208	REVENUE:						
209	Agent Services	150,000	2,370	1.6%	7.8%	2,616	33,608
210	State	5,000				0	0
211	Federal						
212	Other	7,000	80	1.1%		0	0
213	TOTAL REVENUE/BB						
214	AGENCY FUND	162,000	2,450	1.5%	7.8%	2,616	33,608
215	EXPENDITURE:						
216	Instruction		70			0	10,865
217	NUCC	150,000	-5,900	-3.9%	-9.2%	-1,660	18,121
218	Other	7,000	519	7.4%		0	2,330
219	Changes/Desg Fund Bal	5,000				0	0
220	TOTAL EXPENDITURES						
221	AGENCY FUND	162,000	-5,312	-3.3%	-5.3%	-1,660	31,316
222							
223							
224			SUMMARY			SUMMARY	
225							
226	GRAND TOTAL FUNDS AVAILABLE						
227	ALL FUNDS	165,153,103	25,880,538	15.7%	12.1%	15,080,452	124,202,320
228	GRAND TOTAL EXPENDITURE						
229	ALL FUNDS	174,099,513	16,697,421	9.6%	15.9%	21,048,840	132,127,632

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April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2022-23 Revised	2022-23 YTD		%	%	2021-22 YTD	2021-22 Actual
Description							
				8.33%	8.33%		
				0.00%	0.00%		
1 GENERAL FUND (M&O) FUND (10)							
2							
3 REVENUE:							
4 Local							
5 Property	26,650,444			0.0%	0.0%	0	24,614,600
6 Tuitions	350,000	1,102		0.3%	0.0%	0	363,338
7 Inv Earnings	225,000			0.0%	0.0%	0	205,558
8 Indlr. Costs-SL	950,000			0.0%	#DIV/0!	0	0
9 Rental Fees/Building/Fiel	90,000			0.0%	0.5%	434	80,114
10 Other	1,450,000	3,122		0.2%	1.3%	14,922	1,146,588
11 State	93,550,472	8,502,489		9.1%	10.8%	7,345,265	67,799,745
12 Federal	8,500,000			0.0%	0.0%	0	5,018,337
13 Misc./ Fund Bal	2,000,000			0.0%			0
14 TOTAL M & O							
15 REVENUE	133,765,916	8,506,713		6.4%	7.4%	7,360,621	99,228,280
16 Beg Balance	173,339						173,432
17 Less:							
18 Ending Balance	323,761						173,339
19 TOTAL M & O FUNDS							
20 available	133,615,494	8,506,713		6.4%	7.4%	7,360,621	99,228,373
21 EXPENDITURES:							
22 Instruction (1000)							
23 Salaries	60,275,549	9,770		0.0%	0.0%	18,657	39,931,916
24 Benefits	24,022,216	530,434		2.2%	2.5%	405,798	16,191,159
25 Purchased Serv.	3,749,122	30,834		0.8%	6.8%	171,110	2,505,616
26 Supplies/Textbooks	5,251,852	230,216		4.4%	17.7%	704,235	3,986,512
27 Equipment	1,500,000	8,952		0.6%	0.5%	1,346	285,313
28 Other	700,000			0.0%	0.0%	0	573,756
29 Total	95,498,739	810,206		0.8%	2.0%	1,301,146	63,474,273
30							
31 Student Services (2100)							
32 Salaries	3,893,853	4,300		0.1%	0.3%	8,763	2,956,961
33 Benefits	1,526,627	1,514		0.1%	1.3%	15,768	1,211,095
34 Other	350,000	29,184		8.3%	0.4%	1,191	339,797
35 Total	5,770,480	34,998		0.6%	0.6%	25,722	4,507,853
36							
37 Instructional Staff (2200)							
38 Salaries	1,820,307	93,788		5.2%	5.4%	76,180	1,408,331
39 Benefits	701,688	34,493		4.9%	6.8%	37,149	543,790
40 Other	475,000	5,083		1.1%	3.0%	14,457	486,246
41 Total	2,996,995	133,364		4.4%	5.2%	127,786	2,438,367

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April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2022-23 Revised	2022-23 YTD		%	%	2021-22 YTD	2021-22 Actual
Description							
				8.33%	8.33%		
				0.00%	0.00%		
42 District Administration (2300)							
43 Salaries	397,855	30,983		7.8%	8.9%	29,064	326,232
44 Benefits	173,820	12,852		7.4%	14.8%	21,793	147,062
45 Purch Services	370,000	30,713		8.3%	26.8%	97,859	364,724
46 Liability Insurance	165,840			0.0%	139.4%	223,473	160,336
47 Supplies	35,000	4,576		13.1%	10.5%	3,566	33,937
48 Other	25,000	22,883		91.5%	73.8%	18,458	25,011
49 Total	1,167,515	102,008		8.7%	37.3%	394,213	1,057,302
50 School Administration (2400)							
51 Salaries	5,149,482	275,987		5.4%	1.6%	254,754	3,799,550
52 Benefits	2,012,225	107,621		5.3%	1.4%	99,397	1,529,435
53 Prof Serv/Travel	130,000	1,184		0.9%	2.7%	5,000	53,087
54 Other	15,000			0.0%	0.0%	0	9,205
55 Total	7,306,707	384,792		5.3%	6.7%	359,151	5,391,278
56							
57 Business & Support (2500)							
58 Salaries	829,887	86,071		10.4%	8.6%	60,217	697,365
59 Benefits	335,923	30,468		9.1%	8.6%	21,940	255,809
60 Purchased Services	165,000			0.0%	0.7%	1,410	215,458
61 Other	25,000	50		0.2%	0.0%	0	29,937
62 Total	1,355,810	116,589		8.6%	7.0%	83,567	1,198,568
63							
64 Operation & Maintenance (2600)							
65 Salaries	5,841,840	435,101		7.4%	8.6%	415,787	4,817,115
66 Benefits	2,282,493	169,648		7.4%	11.5%	217,422	1,897,683
67 Electricity	1,096,780	3,616		0.3%	4.0%	33,223	829,693
68 Purchased Service	802,000	21,474		2.7%	18.9%	93,226	494,484
69 Telephone	280,000	20,320		7.3%	1.0%	2,912	283,444
70 Natural Gas	533,500	3,595		0.7%	1.6%	8,835	564,728
71 Prop Insurance	317,730			0.0%	0.0%	0	257,879
72 Repair	385,000	270		0.1%	13.0%	45,000	346,630
73 Supplies	690,000	37,423		5.4%	22.0%	158,423	721,433
74 Other	2,500			0.0%	0.0%	0	323
75							
76 Total	12,231,843	691,447		5.7%	9.5%	974,828	10,213,411
77							

MONTHLY FINANCIAL REPORT
April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2022-23 Revised	2022-23 YTD		%	%	2021-22 YTD	2021-22 Actual
Description							
Percent of Year completed to date				8.33%	8.33%		
Percent of 9 month contract complete				0.00%	0.00%		
78 Transportation (2700)							
79 Salaries	3,353,462	48,194		1.4%	1.3%	34,868	2,623,785
80 Benefits	978,898	20,835		2.1%	5.3%	39,943	747,377
81 Purch Serv	255,000	2,448		1.0%	3.0%	6,926	231,005
82 Fuel	950,000			0.0%	0.0%	0	680,918
83 Supplies	581,771	16,017		2.8%	3.5%	16,177	460,838
84 Other/Property	137,209			0.0%	69.4%	1,036,703	1,492,748
85 Total	6,256,340	87,494		1.4%	18.2%	1,134,617	6,236,672
86 Community Services (3300)							
87 Salary	657,395	13,275		2.0%	2.4%	12,368	518,082
88 Benefits	197,171	5,485		2.8%	6.1%	9,334	153,837
89 Purchased Serv	30,000	14		0.0%	0.2%	14	8,427
90 Supplies/Util	110,000	5,261		4.8%	13.6%	11,610	85,160
91 Property	10,000			0.0%	0.0%	0	2,327
92 Other Objects	26,500	70		0.3%	5.1%	1,063	20,695
93 Desig. Fund Bal							
94 Total	1,031,066	24,105		2.3%	4.4%	34,389	788,527
86 Total Expenditures	133,615,495	2,385,002		0	1	4,435,419	95,306,250
95 Interfund Trans						0	1
96 Change Desig Fund Bal						0	1
97 Other/Budget Cuts						0	1
98 TOTAL EXPENDITURERS							1
99 M & O	133,615,495	2,385,002		1.78%	4.7%	4,435,419	95,306,254

MONTHLY FINANCIAL REPORT
April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2022-23 Revised	2022-23 YTD	%	%	2021-22 YTD	2021-22 Actual	
Description							
				8.33%	8.33%		
				0.00%	0.00%		
100 School Activity Fund (21)							
101							
102 REVENUE:							
103 School Deposits	4,400,000	125,793	2.9%	4.3%	170,207	3,962,870	
104							
105 Other					0		
106 Total Revenue	4,400,000	125,793	2.9%	4.3%	170,207	3,962,870	
107 EXPENDITURES:							
108 Purchased Services	902,150	14,072	1.6%	6.6%	52,734	801,116	
109 Supplies	2,882,850	199,164	6.9%	4.4%	117,585	2,672,859	
110 Equipment/Property	290,000	9,383	3.2%	10.2%	5,168	50,755	
111 Desig/Other/Adm	325,000	15,879	4.9%	7.9%	12,634	160,226	
112 Total Expenditures							
113 School Activity	4,400,000	238,498	5.4%	5.1%	188,121	3,684,956	
114 DEBT SERVICE FUND (31)							
115							
116 REVENUE:							
117 Property Tax	3,351,027		0.0%	0.0%	0	2,972,725	
118 Interest	105,750	78	0.1%	0.4%	81	19,034	
119 Other							
120 Total	3,456,777		0.0%	0.0%	81	2,991,758	
121 Begining Bal	5,696,268		0.0%	#DIV/0!	5,802,645	0	
122 LESS:							
123 Ending Balance	5,659,746		0.0%	102.5%	5,802,644	5,659,746	
124 Funds Available	5,175,883		0.0%	-1063.0%	2,962,076	-278,642	
125 EXPENDITURE:							
126 Bond Debt	3,927,162	2,886,750	55.8%	86.9%	2,840,650	3,267,400	
127 Fees	50,000		0.0%	0.0%	0	3,000	
128 Other Uses					0	0	
129 Total	3,977,162	2,886,750	72.6%	86.9%	2,840,650	3,270,400	

MONTHLY FINANCIAL REPORT

April 30, 2022

		2022-23	2022-23	Current	Prev Bud vs	2021-22	2021-22
	Description	Revised	YTD	Bud vs	Actual	YTD	Actual
				Actual	Actual		
				%	%		
	Percent of Year completed to date			8.33%	8.33%		
	Percent of 9 month contract complete			0.00%	0.00%		
130	CAPITAL OUTLAY FUND (32)						
131							
132	REVENUE:						
133	Property Tax	9,993,009		0.0%	0.0%	0	9,767,523
134	Interest	155,000		0.0%	0.0%	0	149,491
135	Other	80,338		0.0%	1.8%	5,178	295,772
136	State	1,836,195	8,634	0.5%	9.1%	3,162	34,788
137	Federal /MBA	4,063,288		0.0%	0.0%	0	25,117
138	Ins./Prop.Recry	1,025,000		0.0%	0.2%	700	460,329
139	Total Revenue	17,152,830	8,634	0.1%	0.1%	9,040	10,733,020
140	Lease Revenue MBA	0				0	
141	Other Sources(F50)	345,580				0	0
142	Desig. Fund Bal						
143	TOTAL REVENUE CAPITAL						
144	OUTLAY	17,498,410	8,634	0.0%	0.1%	9,040	10,733,020
145	Beg. Balance	14,924,496					31,036,384
146	Less:						
147	Ending Balance	8,091,376					16,497,472
148	Capital Outlay Funds						
149	available	24,331,530	8,634			9,040	25,271,932

MONTHLY FINANCIAL REPORT

April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2022-23 Revised	2022-23 YTD	%	%	2021-22 YTD	2021-22 Actual	
Description							
Percent of Year completed to date			8.33%	8.33%			
Percent of 9 month contract complete			0.00%	0.00%			
150 EXPENDITURES:							
151 Oper/Maint			#DIV/0!		2,500	0	
152 Other Equipment					0	0	
153 Purchased Services	5,000	2,583	51.7%	1209.4%	60,000	4,961	
154 Technology/Software	2,500,000	207,540	8.3%	42.0%	538,767	1,282,577	
155 Improvement					0	0	
156 Buildings Maint	2,000,000	41,943	2.1%	86.2%	1,707,397	1,981,167	
157 Vehicles/Buses	1,800,000	381,177	21.2%	1.9%	26,992	1,438,448	
158 Furniture/Equip	1,121,227	8,232	0.7%	8.9%	171,039	1,916,360	
159 Other Objects			#DIV/0!	0.0%	0		
160 Vehicle charges					0		
161 Total Capital	7,426,227	641,476	8.6%	37.8%	2,506,695	6,623,512	
162 Other/Portables			#DIV/0!		0	0	
163 ESSER III A/C	4,000,000		0.0%	0.0%	0	28,140	
164 Grouse Creek	2,000,000		0.0%	0.0%	0	35,570	
165 Golden Spike	7,900,000		0.0%	0.0%	0	15,859,011	
166 HS Athletic Facilities	520,000		0.0%	0.0%	0	796,585	
167 Property Purchase	500,000		0.0%		0	0	
168 Total Construction	14,920,000	0	0.0%	0.0%	0	16,719,305	
169 Desig. F Bal							
170 MBA/Bond Fee/Fund 50	1,985,302		0.0%	0.0%	0	1,929,114	
171 Other						0	
172 TOTAL EXPENDITURES CAPITAL							
173 OUTLAY	24,331,529	641,476	2.6%	9.9%	2,506,695	25,271,932	

MONTHLY FINANCIAL REPORT
April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2022-23 Revised	2022-23 YTD		%	%	2021-22 YTD	2021-22 Actual
Description							
Percent of Year completed to date				8.33%	8.33%		
Percent of 9 month contract complete				0.00%	0.00%		
174 SCHOOL FOOD SERVICE FUND (49)							
175							
176 REVENUE:							
177 Lunch Sales	1,301,500			0.0%	0.0%	0	79,435
178 State	1,125,000			0.0%	0.0%	0	867,932
179 Federal	3,140,000			0.0%	0.0%	0	6,087,355
180 Other/Inventory Adj	3,500	9			0.0%	0	0
181 TOTAL REVENUE SCHOOL							
182 FOODS	5,570,000	9		0.0%	0.0%	0	7,034,723
183 Beg. Balance	2,709,624						0
184 Less:							
185 Ending Balance	946,297						0
186 School Food Service Funds							
187 available	7,333,327	9		0.0%	0.0%	0	7,034,723
188 EXPENDITURES:							
189 Salaries	2,319,903	12,108		0.5%	1.2%	20,392	1,648,917
190 Benefits	718,424	3,681		0.5%	4.7%	22,821	488,510
191 Food/Supplies	3,890,000	27,044		0.7%	8.2%	172,554	2,116,038
192 Equipment	55,000			0.0%	81.8%	121,784	148,900
193 Other Costs	25,000	200		0.8%	64.4%	15,906	24,712
194 Dir/Indirect Costs	325,000			0.0%	0.0%	0	-45,727
195 TOTAL EXPENDITURES SCHOOL							
196 FOODS	7,333,327	43,033		0.6%	8.1%	353,457	4,381,351

MONTHLY FINANCIAL REPORT

April 30, 2022

		2022-23	2022-23	Current	Prev Bud vs	2021-22	2021-22
	Description	Revised	YTD	Bud vs	Actual	YTD	Actual
				Actual	Actual		
				%	%		
	Percent of Year completed to date			8.33%	8.33%		
	Percent of 9 month contract complete			0.00%	0.00%		
197	Foundation Fund (75)						
198							
199	REVENUE:						
200	Total Revenue	300,000	2,654	0.9%	0.2%	521	218,061
201	Available Revenue	300,000		0.0%	0.2%	521	218,061
202	EXPENDITURE:						
203	Expenses	280,000	9,606	3.4%	4.8%	8,725	181,423
204	Changes/Desg Fund Bal						0
205	TOTAL EXPENDITURE	280,000	9,606	3.4%	4.8%	8,725	181,423
206	Agency Fund (76)						
207							
208	REVENUE:						
209	Agent Services	150,000		0.0%	1.0%	350	33,608
210	State	5,000				0	0
211	Federal						
212	Other	7,000	80	1.1%	#DIV/0!	0	0
213	TOTAL REVENUE/BB						
214	AGENCY FUND	162,000	80	0.0%	1.0%	350	33,608
215	EXPENDITURE:						
216	Instruction					0	10,865
217	NUCC	150,000	-5,191	-3.5%	-24.8%	-4,500	18,121
218	Other	7,000		0.0%		0	2,330
219	Changes/Desg Fund Bal	5,000				0	0
220	TOTAL EXPENDITURES						
221	AGENCY FUND	162,000	-5,191	-3.2%	-14.4%	-4,500	31,316
222							
223							
224			SUMMARY			SUMMARY	
225							
226	GRAND TOTAL FUNDS AVAILABLE						
227	ALL FUNDS	165,153,103	8,641,229	5.2%	6.1%	7,540,820	124,202,320
228	GRAND TOTAL EXPENDITURE						
229	ALL FUNDS	174,099,513	6,199,173	3.6%	7.8%	10,328,567	132,127,632

MONTHLY FINANCIAL REPORT

April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2021-22 Revised	2021-22 YTD	%	%	2020-21 YTD	2020-21 Actual	
Description							
			100.00%	100.00%			
			91.60%	91.60%			
1 GENERAL FUND (M&O) FUND (10)							
2							
3 REVENUE:							
4 Local							
5 Property	26,535,851	24,614,600	92.8%	88.0%	21,830,779	24,796,049	
6 Tuitions	500,000	363,338	72.7%	95.9%	435,768	454,278	
7 Inv Earnings	200,000	205,558	102.8%	175.7%	118,556	67,493	
8 Indlr. Costs-SL	825,000	0	0.0%	61.5%	627,146	1,019,906	
9 Rental Fees/Building/Fiel	85,000	80,114	94.3%	91.6%	74,597	81,451	
10 Other	1,300,000	1,146,588	88.2%	140.4%	1,631,207	1,161,864	
11 State	82,540,892	67,799,745	82.1%	99.8%	68,616,945	68,725,191	
12 Federal	5,500,000	5,018,337	91.2%	70.0%	6,268,547	8,958,392	
13 Misc./ Fund Bal	1,114,000	0	0.0%			870,488	
14 TOTAL M & O							
15 REVENUE	118,600,743	99,228,280	83.7%	93.8%	99,603,545	106,135,112	
16 Beg Balance	173,432					1,809,180	
17 Less:							
18 Ending Balance	200,141					173,429	
19 TOTAL M & O FUNDS							
20 available	118,574,034	99,228,280	83.7%	92.4%	99,603,545	107,770,863	
21 EXPENDITURES:							
22 Instruction (1000)							
23 Salaries	50,600,714	39,931,916	78.9%	92.2%	43,017,558	46,636,603	
24 Benefits	21,394,348	16,191,159	75.7%	92.5%	18,095,000	19,551,996	
25 Purchased Serv.	4,300,000	2,505,616	58.3%	95.3%	2,556,684	2,683,024	
26 Supplies/Textbooks	4,700,000	3,986,512	84.8%	107.1%	6,128,673	5,721,787	
27 Equipment	1,905,000	285,313	15.0%	79.7%	412,450	517,560	
28 Other	600,000	573,756	95.6%	99.4%	625,327	629,179	
29 Total	83,500,062	63,474,273	76.0%	93.5%	70,835,692	75,740,149	
30							
31 Student Services (2100)							
32 Salaries	3,605,419	2,956,961	82.0%	90.4%	2,961,970	3,276,884	
33 Benefits	1,429,274	1,211,095	84.7%	90.8%	1,204,661	1,326,311	
34 Other	350,000	339,797	97.1%	86.3%	236,086	273,459	
35 Total	5,384,693	4,507,853	83.7%	90.3%	4,402,717	4,876,654	
36							
37 Instructional Staff (2200)							
38 Salaries	1,685,469	1,408,331	83.6%	96.6%	1,499,954	1,553,428	
39 Benefits	656,573	543,790	82.8%	96.6%	594,146	615,191	
40 Other	475,000	486,246	102.4%	101.7%	258,684	254,337	
41 Total	2,817,042	2,438,367	86.6%	97.1%	2,352,784	2,422,956	

MONTHLY FINANCIAL REPORT
April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2021-22 Revised	2021-22 YTD		%	%	2020-21 YTD	2020-21 Actual
Description							
	Percent of Year completed to date			100.00%	100.00%		
	Percent of 9 month contract complete			91.60%	91.60%		
78 Transportation (2700)							
79 Salaries	3,105,057	2,623,785		84.5%	95.0%	2,718,242	2,861,804
80 Benefits	898,038	747,377		83.2%	94.5%	776,621	821,802
81 Purch Serv	250,000	231,005		92.4%	98.4%	312,356	317,502
82 Fuel	850,442	680,918		80.1%	95.1%	495,948	521,415
83 Supplies	528,882	460,838		87.1%	95.6%	299,556	313,308
84 Other/Property	8,680	1,492,748	17197.6%		201.7%	2,034,480	1,008,680
85 Total	5,641,099	6,236,672		110.6%	113.6%	6,637,203	5,844,511
86 Community Services (3300)		Next Year Bus Encumbrance					
87 Salary	608,699	518,082		85.1%	90.5%	507,759	561,013
88 Benefits	181,221	153,837		84.9%	92.9%	154,408	166,276
89 Purchased Serv	20,000	8,427		42.1%	54.6%	13,085	23,958
90 Supplies/Util	107,001	85,160		79.6%	99.8%	69,372	69,501
91 Property	5,000	2,327		46.5%	100.0%	4,055	4,055
92 Other Objects	25,000	20,695		82.8%	75.7%	4,943	6,529
93 Desig. Fund Bal							
94 Total	946,921	788,527		83.3%	90.7%	753,622	831,332
86 Total Expenditures	118,574,034	95,306,250		1	9	102,719,352	107,770,861
95 Interfund Trans		1				1	1
96 Change Desig Fund Bal		1				1	1
97 Other/Budget Cuts		1				0	0
98 TOTAL EXPENDITURERS		1					0
99 M & O	118,574,034	95,306,254		80.38%	95.3%	102,719,354	107,770,863

MONTHLY FINANCIAL REPORT
April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	Description	2021-22 Revised	2021-22 YTD	%	%	2020-21 YTD	2020-21 Actual
	Percent of Year completed to date			100.00%	100.00%		
	Percent of 9 month contract complete			91.60%	91.60%		
100	School Activity Fund (21)						
101							
102	REVENUE:						
103	School Deposits	4,400,000	3,962,870	90.1%	99.8%	3,416,585	3,422,501
104							
105	Other					0	
106	Total Revenue	4,400,000	3,962,870	90.1%	99.8%	3,416,585	3,422,501
107	EXPENDITURES:						
108	Purchased Services	902,150	801,116	88.8%	100.0%	428,078	428,078
109	Supplies	2,882,850	2,672,859	92.7%	97.4%	2,752,011	2,824,283
110	Equipment/Property	290,000	50,755	17.5%	100.0%	20,926	20,926
111	Desig/Other/Adm	325,000	160,226	49.3%	99.7%	164,916	165,396
112	Total Expenditures						
113	School Activity	4,400,000	3,684,956	83.7%	97.9%	3,365,931	3,438,683
114	DEBT SERVICE FUND (31)						
115							
116	REVENUE:						
117	Property Tax	3,191,454	2,972,725	93.1%	81.7%	2,484,619	3,039,480
118	Interest	105,750	19,034	18.0%	93.3%	33,896	36,333
119	Other						
120	Total	3,297,204	2,991,758	90.7%	81.9%	2,518,515	3,075,813
121	Begining Bal	5,696,268	5,802,645	101.9%	108.9%	6,535,160	6,001,582
122	LESS:						
123	Ending Balance	5,659,746	5,122,687	90.5%	123.5%	7,167,630	5,802,645
124	Funds Available	5,016,310	5,524,003	110.1%	99.6%	5,778,925	5,802,645
125	EXPENDITURE:						
126	Bond Debt	3,927,162	3,267,400	65.1%	100.0%	3,269,750	3,269,750
127	Fees	50,000	3,000	0.0%	100.0%	5,000	5,000
128	Other Uses					0	0
129	Total	3,977,162	3,270,400	82.2%	100.0%	3,274,750	3,274,750

MONTHLY FINANCIAL REPORT

April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2021-22 Revised	2021-22 YTD	%	%	2020-21 YTD	2020-21 Actual	
Description							
	Percent of Year completed to date		100.00%	100.00%			
	Percent of 9 month contract complete		91.60%	91.60%			
130 CAPITAL OUTLAY FUND (32)							
131							
132 REVENUE:							
133 Property Tax	10,344,206	9,767,523	94.4%	114.3%	11,251,006	9,844,206	
134 Interest	150,000	149,491	99.7%	84.8%	249,141	293,682	
135 Other	361,000	295,772	81.9%	268.9%	167,359	62,249	
136 State	34,462	34,788	100.9%	100.0%	82,003	82,003	
137 Federal /MBA	63,288	25,117	39.7%	100.0%	60,274	60,274	
138 Ins./Prop.Recry	500,000	460,329	92.1%	100.0%	63,673	63,673	
139 Total Revenue	11,452,956	10,733,020	93.7%	114.1%	11,873,456	10,406,087	
140 Lease Revenue MBA					15,000,000	15,000,000	
141 Other Sources(F50)	345,580	0			0	326,422	
142 Desig. Fund Bal						0	
143 TOTAL REVENUE CAPITAL							
144 OUTLAY	11,798,536	10,733,020	91.0%	104.4%	26,873,456	25,732,509	
145 Beg. Balance	31,036,384					23,509,689	
146 Less:							
147 Ending Balance	14,924,497					31,036,384	
148 Capital Outlay Funds							
149 available	27,910,423	10,733,020			26,873,456	18,205,814	

MONTHLY FINANCIAL REPORT
April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2021-22 Revised	2021-22 YTD		%	%	2020-21 YTD	2020-21 Actual
Description							
	Percent of Year completed to date			100.00%	100.00%		
	Percent of 9 month contract complete			91.60%	91.60%		
150 EXPENDITURES:							
151 Oper/Maint	5,000	0		0.0%		2,000	2,000
152 Other Equipment	0	0				500	
153 Purchased Services	0	4,961			92.0%	5,767	6,267
154 Technology/Software	1,320,000	1,282,577			100.0%	1,016,599	1,017,044
155 Improvement	0	0				0	1
156 Buildings Maint	2,600,000	1,981,167		76.2%	135.7%	1,570,590	1,157,046
157 Vehicles/Buses	1,324,121	1,438,448		108.6%	108.9%	315,040	289,359
158 Furniture/Equip	1,700,000	1,916,360		112.7%	109.4%	1,490,293	1,362,434
159 Other Objects					0.0%	0	1
160 Vehicle charges						0	1
161 Total Capital	6,949,121	6,623,512		95.3%	114.8%	4,400,789	3,834,153
162 Other	36,000	0		0.0%		0	1
163 Other Proj	200,000	28,140		14.1%	67.4%	130,229	193,118
164 Sunrise High School	40,000	35,570		88.9%	106.1%	4,436,888	4,180,473
165 Golden Spike	17,900,000	15,859,011		88.6%	77.6%	7,162,702	9,235,064
166 HS Athletic Facilities	800,000	796,585		99.6%	2418.3%	202,361	8,368
167 Property Purchase	0	0				460,266	480,266
168 Total Construction	18,976,000	16,719,305		88.1%	87.9%	12,392,446	14,097,290
169 Desig. F Bal							
170 MBA/Bond Fee/Fund 50	1,985,302	1,929,114		97.2%	101.3%	277,885	274,371
171 Other						97	0
172 TOTAL EXPENDITURES CAPITAL							
173 OUTLAY	27,910,423	25,271,932		90.5%	93.8%	17,071,217	18,205,814

MONTHLY FINANCIAL REPORT
April 30, 2022

		2021-22	2021-22	Current	Prev Bud vs	2020-21	2020-21
	Description	Revised	YTD	Bud vs Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			100.00%	100.00%		
	Percent of 9 month contract complete			91.60%	91.60%		
174	SCHOOL FOOD SERVICE FUND (49)						
175							
176	REVENUE:						
177	Lunch Sales	250,000	79,435	31.8%	112.1%	273,110	243,736
178	State	1,075,000	867,932	80.7%	0.0%	1,057,642	1,309,158
179	Federal	5,889,000	6,087,355	103.4%	0.0%	5,068,728	5,789,153
180	Other/Inventory Adj	0	0		0.0%		-13,244
181	TOTAL REVENUE SCHOOL						
182	FOODS	7,217,100	7,034,723	97.5%	87.3%	6,399,480	7,328,803
183	Beg. Balance	2,364,057					938,697
184	Less:						
185	Ending Balance	2,709,624					2,363,221
186	School Food Service Funds						
187	available	6,871,533	7,034,723	102.4%	108.4%	6,399,480	5,904,279
188	EXPENDITURES:						
189	Salaries	2,066,096	1,648,917	79.8%	93.0%	1,771,351	1,904,236
190	Benefits	636,437	488,510	76.8%	92.3%	540,713	585,710
191	Food/Supplies	3,594,000	2,116,038	58.9%	78.3%	2,294,719	2,932,132
192	Equipment	200,000	148,900	74.5%	174.8%	71,018	40,630
193	Other Costs	25,000	24,712	98.8%	44.4%	23,456	52,822
194	Dir/Indirect Costs	350,000	-45,727	-13.1%	0.1%	417	388,749
195	TOTAL EXPENDITURES SCHOOL		Indirect Calculation Error				
196	FOODS	6,871,533	4,381,351	63.8%	79.6%	4,701,674	5,904,279

MONTHLY FINANCIAL REPORT

April 30, 2022

		2021-22	2021-22	Current	Prev Bud vs	2020-21	2020-21
	Description	Revised	YTD	Bud vs Actual %	Actual %	YTD	Actual
	Percent of Year completed to date			100.00%	100.00%		
	Percent of 9 month contract complete			91.60%	91.60%		
197	Foundation Fund (75)						
198							
199	REVENUE:						
200	Total Revenue	300,000	218,061	72.7%	96.6%	342,148	354,177
201	Available Revenue	300,000	218,061	72.7%	96.6%	342,148	354,177
202	EXPENDITURE:						
203	Expenses	280,000	181,423	64.8%	73.1%	96,422	131,898
204	Changes/Desg Fund Bal						0
205	TOTAL EXPENDITURE	280,000	181,423	64.8%	73.1%	96,422	131,898
206	Agency Fund (76)						
207							
208	REVENUE:						
209	Agent Services	150,000	33,608	22.4%	48.4%	4,092	8,451
210	State	5,000	0			4,359	0
211	Federal						0
212	Other	7,000	0	0.0%	0.0%	0	1
213	TOTAL REVENUE/BB						
214	AGENCY FUND	162,000	33,608	20.7%	100.0%	8,451	8,452
215	EXPENDITURE:						
216	Instruction		10,865			6,255	0
217	NUCC	150,000	18,121	12.1%	77.4%	21,563	27,843
218	Other	7,000	2,330	33.3%		3,242	1
219	Changes/Desg Fund Bal	5,000	0			0	0
220	TOTAL EXPENDITURES						
221	AGENCY FUND	162,000	31,316	19.3%	111.6%	31,060	27,844
222							
223							
224			SUMMARY			SUMMARY	
225							
226	GRAND TOTAL FUNDS AVAILABLE						
227	ALL FUNDS	145,775,583	124,202,320	85.2%	95.3%	139,162,180	146,057,367
228	GRAND TOTAL EXPENDITURE						
229	ALL FUNDS	162,175,152	132,127,632	81.5%	94.6%	131,260,408	138,754,131

POLICY 1040

Board Member Elections and Redistricting

- A. No more than four members may be elected to the Board in any election year, unless otherwise required as a consequence of **reapportionment redistricting** or appointment to fill a vacancy under [Utah Code § 20A-14-202\(1\)\(g\) \(2016\)](#).
- B. An individual may become a candidate for a local school board by filing a **statement declaration** of candidacy. Election of a local school board member shall be in accordance with [Utah Code § 20A-14](#). Filings required by [Utah Code § 20A-9-202](#) shall be made in the county clerk's office.
- C. The term of office for an elected member is four years, beginning on the first Monday in January following the election, except as provided in [Utah Code § 20A-14-203\(2\) \(2016\)](#). A member shall serve until a successor is elected or appointed and qualified.

[Utah Code § 20A-14-203\(2\) \(2016\)](#)

- D. A member shall qualify to serve upon taking **and signing** the constitutional oath of office:
1. "I do solemnly swear (or affirm) that I will support, obey and defend the constitution of the United State and the Constitution of Utah, and that I will discharge the duties of my office with fidelity."

[Utah Constitution Art. IV, Sec. X](#)
[Utah Code § 53G-4-201 \(2019\)](#)
[Utah Code § 20A-14-202\(3\) \(2022\)](#)

- E. **After the board member has taken and signed the oath of office, the oath shall be filed with the business administrator of the District.**

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

- F. **Redistricting does not cut short board member terms**

1. **Redistricting does not affect the right of any school board member to complete the term for which the member was elected.**

[Utah Code § 20A-14-201\(5\) \(2022\)](#)

- G. **Representation of school board districts after redistricting**

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

[Utah Code § 20A-14-201\(6\) \(2022\)](#)

H. Adjustment of term lengths because of redistricting

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

[Utah Code § 20A-14-201\(7\) \(2022\)](#)

POLICY 1100

Minutes

- A. The Business Administrator 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, **with the record of each vote being set out in list format, by category for each action taken by a member (including yes votes, no votes, and absent members), and by each member's name;**
 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. Approved minutes and any public materials distributed at the meeting that the minutes relate to shall be made available to the public within three business days after they are approved by the Board by (1) making them available at the District office, (2) posting them on the District's website, and (3) by either posting the minutes and materials on the Utah Public Notice website or posting a link on the Utah Public Notice website which can be used to access the minutes and materials on the District website or another website.

[Utah Code § 52-4-203\(g\) \(2021\)](#)

- 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 \(2021\)](#) and [Utah Code § 52-4-206 \(2018\)](#)

POLICY 2030

Procurement/Purchasing

- A. All budget expenditures shall be made in accordance with state law, Utah State Procurement Rules and Regulations, and the Box Elder District Procurement Policies.

[Utah Code § 63G-6a Utah Procurement Code](#)
Utah Admin. Rules R33

- B. Board of Education Authority Regarding Procurement and Contracts

1. The Board of Education has authority to (1) manage and supervise any procurement to ensure, to the extent practicable, that taxpayers receive the best value; (2) prepare and issue standard specifications for procurement items; and (3) review contracts, coordinate contract compliance, conduct contract audits, and approve change orders. The Board of Education may delegate its duties and authorities to an employee of the District as the Board determines is appropriate.
2. At any stage of the procurement process, upon determining that a District procurement is out of compliance with the Utah Procurement Code or governing regulations, the Board of Education or its designee may correct, amend, or cancel the procurement.
3. If at any time during the term of a contract awarded by the District, the Board of Education or its designee determines that the contract is out of compliance with the Utah Procurement Code or governing regulations, the Board of Education or its designee may correct or amend the contract to bring it into compliance or cancel the contract, after consulting with legal counsel, if the Board of Education or its designee determines that correcting, amending, or canceling the contract is in the District's best interest.

[Utah Code § 63G-6a-106\(4\)\(e\), \(g\) \(2021\)](#)

- C. The District will adhere to the Utah Administrative Rule R33 in purchasing, with exceptions noted below. Bidding and procurement procedures are found in procedures 2030-100 through 2030-900.

1. Exclusions — The following items are excluded from the policy:
 - a. The procurement of real property

[Utah Code § 63G-6a-105\(7\) \(2021\)](#) and [§ 63G-6a-1209\(2\) \(2020\)](#)

b. Employment contracts or collective bargaining agreements

[Utah Code § 63G-6a-103\(77\)\(c\) \(2022\)](#)

c. Grants or contracts between the District and another procurement unit (except for policies relating to improper conduct)

[Utah Code § 63G-6a-107\(1\)\(c\) \(2021\)](#)

d. "Directed procurement"

[Utah Code § 63G-6a-105\(8\) \(2021\)](#)

e. Grants, gifts, or bequests: notwithstanding procurement policies, the District may comply with otherwise legal terms or conditions of a grant, gift, or bequest.

[Utah Code § 63G-6a-107\(1\)\(b\) \(2021\)](#)

- D. Local firms will be given first consideration on bids if prices and service are competitive. Further, when purchasing on non-bid items, schools and the Board of Education will attempt to purchase locally when prices and service are competitive and product or service is available.
- E. Any person acting in an official capacity for Box Elder School District, or who in any official capacity participates in the procurement of any supplies, services, construction, personal or real property, or insurance, is defined as a purchaser. A vendor is defined as a person who is interested in any way in the sale of a procurement item or insurance to the District.
1. A purchaser shall not use his/her position or influence to ask and/or receive a personal benefit or gratuity (kickback) for themselves or a family member from a vendor in the procurement process.
 2. Exceptions to the above include promotional, hospitality items, including pen, pencil, stationery, toy, pin, trinket, snack, nonalcoholic beverage, or appetizer. (Hospitality gifts: This does not include money, a meal, a ticket, admittance to an event, entertainment for which a charge is normally made, travel, or lodging.)

3. Total value of hospitality gifts cannot exceed \$10 in relation to a particular procurement or contract. The total hospitality gifts offered or received from any one person, vendor, bidder, responder or contractor in a fiscal year cannot exceed \$50.
 4. This is not intended to prohibit asking for offerings or receiving legitimate voluntary contributions to the School District or School District Foundation that are not intended to induce the purchaser to favor or reciprocate to the vendor for the contribution.
 5. All violations must be reported to the Attorney General's office and the Superintendent or Business Administrator.
- F. Employees of the School District and other persons shall not secure for their private use any supplies, equipment, services or real property through the District Purchasing procedures, facilities or warehouse.
- G. Delegation of Authority for Procurement for Box Elder School District and small purchasing policies:

1. Delegation of Authority for the Chief Procurement Officer by the Board of Education

Utah Admin. Rules R33-2-6(2) or R33-3-101

- a. The Board of Education delegates the authority of Chief Procurement Officer to the Business Administrator. They also delegate to the School Lunch and Transportation Coordinators and the Maintenance Director to make any purchases within their approved budget up to \$50,000. These departments must follow all policies outlined herein as well as all district procedures. All solicitations for competition on purchases over \$50,000 must be reviewed by the Business Administrator. The Business Administrator may delegate in writing any authority pursuant to [Utah Code § 63G-6a-304](#) as deemed appropriate to any employees. These delegations shall remain in effect unless modified or until revoked in writing.
- b. Authority to Make Small Purchases – Delegation to program directors and procedures for purchases from ~~\$5,000~~ \$10,000 to \$50,000.

Utah Admin. Rules R33-5-107

- c. General - The Business Administrator may delegate to any program director the authority to make a budgeted purchase expected to be less than \$50,000 for supplies and services. This delegation shall be in writing and may be limited as the Business Administrator directs.

- d. Insofar as is practical for services up to \$50,000, no fewer than two businesses shall be solicited to submit electronic, telephone or written quotations. Documentation should be attached to the requisition and maintained with the file on the project. All purchases over \$50,000 must be handled through the formal bid process including advertising. All sole source purchases over \$50,000 shall be posted for public comment.

[Utah Code § 63G-6a-802 \(2021\)](#)

- e. When procurement of Architect-Engineer Services is estimated to be less than \$8100,000 for the Architect-Engineer's fee, the Business Administrator may select the provider directly from either the list of firms who have submitted annual statements of qualifications and performance data, or from other qualified firms if necessary.

Utah Admin. Rules R33-5-108(2)(b) and [Utah Code § 53E-3-703 \(2019\)](#)

- f. Small construction projects costing less than \$25,000 may be procured by direct award without seeking competitive bids. Projects between \$25,000 and \$8100,000 may be procured after obtaining two competitive bids that meet all specifications as documented.
- g. All projects estimated to be over \$8100,000 using a construction manager /general contractor must follow requirements as outlined in [Utah Code § 53E-3-703](#). All construction and improvement projects must comply with [Utah Code § 63G-6a](#), *Utah Admin. Rules R33*, and Federal Title IX.
- h. Multiyear contracts shall be approved by the Business Administrator after determining they are in the best interest of the District. They must include the term and possible renewals with conditions for renewal. Consideration for multiyear contracts should include administrative burden savings, continuity of operations, volume or term discount, or encouraging participation from more vendors. Multiyear contracts shall not exceed five (5) years except by written determination with justification as outlined in state law. [Utah Code § 63G-6a-1204\(7\) \(2021\)](#). All requirements for contracts using federal funds shall follow federal rules and guidelines.

[Utah Code § 63G-6a-1204 \(2021\)](#)

H. Public Notices

[Utah Code § 63G-6a-112 \(2021\)](#)

1. Invitation for Bids or notices of the availability of Invitation for Bids shall be mailed or otherwise furnished to a sufficient number of bidders for the purpose of securing reasonable competition. Notices of availability shall indicate where, when, and for how long Invitation for Bids may be obtained; generally describe the supply, service, or construction desired; and may contain other appropriate information. Where appropriate, the Business Administrator may require payment of a fee or a deposit for the supplying of the Invitation for Bids.
2. Every procurement in excess of \$50,000 shall be publicized in at least one of the following: (with construction projects following 1.e. above)
 - a. On the district website; or
 - b. A government Internet website or publication designed for giving public procurement notice.
3. The notice shall be published at least seven days before the day of the deadline for submitting a bid or other response, or at least seven days before the acquisition of the procurement item through a non-standard procurement process. This notice period may be reduced if the District Procurement Officer or his or her designee signs a written statement that a shorter time is needed and that it has been determined that competition from multiple sources may be obtained within that shorter time period.
4. A copy of the Invitation for Bids shall be made available for public inspection at the Business Administrator's or department director's office.

I. Small Purchases of ~~\$5,000~~ \$10,000 or less

Utah Admin. Rules R33-5-108(2)(a)
[Utah Code § 63G-6a-506\(1\)\(b\) \(2021\)](#)

1. School and department budget purchases under \$100 may be made using a District credit card and following procedures set forth by the District. For all District budget purchases from \$100 up to ~~\$1,000~~ \$2,500 per item and up to \$5,000 per order, the school or department may select the best source without seeking competitive quotes and submit the request on a requisition*. For purchases over ~~\$1,000~~ \$2,500 per item and up to ~~\$5,000~~ \$10,000 per order, schools and departments shall **make a good faith effort** to obtain no less than ~~two~~ **three** email or telephone price quotes which shall be attached to the requisition*. For purchases over ~~\$5,000 and up to \$10,000~~ \$10,001 and up to \$20,000, schools and departments shall obtain no less than ~~two~~ **three** email or written price quotes which shall be attached to the

requisition*. For purchases from school funds, the above purchasing procedures must be followed and documentation maintained with payment records. Unless previously authorized, requests for all purchases over \$10,000 (including school funds), capitalized equipment (over ~~\$2,500~~ \$5,000) and sole source purchases exceeding ~~\$1,000~~ \$2,500 shall be submitted to the Box Elder School District Purchasing Department on a requisition in advance for processing.

*A District credit card may be used for purchases over \$100 in certain situations with prior approval of the District business administrator.

2. It is unlawful to intentionally divide a procurement into one or more small purchases over time to avoid the price quote provision above or purchasing procedure limits on the District credit cards or other restrictions.

[Utah Code § 63G-6a-506\(8\), \(9\) \(2021\)](#)

3. If a total fiscal year purchase from any one vendor exceeds \$50,000, the District purchasing department will solicit competition and create an ongoing contract with the winning vendor.

[Utah Code § 63G-6a-506\(6\)\(a\) \(2021\)](#)

[Utah Admin. Rules R33-5-104\(1\)\(c\)](#)

Refer to [District Purchasing Procedures 2030-020 through 2030-310](#).

POLICY 3035

Employee Criminal Background Checks and Arrest Disclosure Requirements

- A. A "licensed employee" is one who holds a valid Utah educator license.
- B. A "non-licensed employee" is one who does not hold a current Utah educator license issued by the State Board of Education.
- C. A "qualifying volunteer" is a volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment. For purposes of this policy, "qualified volunteer" does not include an officer or employee of a cooperating employer which has an internship safety agreement with the District as provided by [Policy 3060 Student Teachers and Interns](#).
- D. A "contract employee" is an employee of a staffing service or other entity who works at a District school under a contract.
- E. "Personal identifying information" means an individual's current name, former names, nicknames and aliases; date of birth, address; telephone number; driver license number or other government-issued identification number; Social Security number; and fingerprints.

[Utah Code 53G-11-401\(3\), \(6\), \(7\) \(2019\)](#)

- F. "Criminal History Report" is a document generated by the Bureau of Criminal Identification after a search of the State of Utah's criminal history files and/or other state and federal databases designated by applicable law or by the District.
- G. "Background Check" means information on an applicant or employee that may include, but is not limited to, Criminal History Reports and driving record reports.
- H. Employment Screening
 - 1. Utah law requires Background Checks on all prospective employees (i.e., the individual who is selected as the "successful applicant" for a particular job position in the District), substitutes and coaches (herein referred to cumulatively as the "prospective employee") Utah Admin. Rules R277-516. Accordingly, the District requires each prospective employee to submit to a background check prior to employment or service in the District.

2. At the time a prospective employee makes application for employment with the District, such prospective employee shall fill out an employment application providing the following warning:
 - a. "All references stated in this application will be checked by the School District and it is the policy of this School District that false information will be grounds for rejecting your application with no further consideration for the position; or, if such false information is discovered after hire, you may be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution."
3. All Employees seeking employment with the District shall provide personal identifying information including: current name, former names, nicknames, and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints.
4. All employees, qualifying volunteers, and contract employees seeking employment with the School District and who are 18 years of age or older shall sign a written release, waiver and authorization which authorize the School District to request information from the prospective employee's past three employers and supervisors. The release, waiver and authorization shall also authorize the School District to contact former employers to obtain a reference check and to conduct a background search into the employee's criminal record, if any, or any other background check as the School District deems necessary to satisfy itself of the quality and competence of the prospective employee's credentials.
5. The prospective employee shall pay the cost of the background check.
6. The District shall consider only those convictions which are job-related. The prospective employee shall have opportunity to respond to any information received as a result of the background check.
7. If a current employee is dismissed from employment because of information obtained through a background check, the person shall receive written notice of the reasons for dismissal and shall have an opportunity to respond to the reasons for the dismissal.
8. Each current employee and prospective employee must agree to have his/her fingerprints taken and sign a document of acknowledgment and waiver permitting the District to request a background check of any state or federal criminal history file that the District might deem applicable as a condition of employment.

9. The district shall, for each non-licensed employee and volunteer who will be given significant unsupervised access to a student in connection with the volunteers assignment, collect personal identifying information including: current name, former names, nicknames and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints and submit that personal identifying information to the Bureau of Criminal Identification within the Department of Public Safety.

[Utah Code § 53G-11-402 \(2020\)](#)
Utah Admin. Rules R277-520-8
Utah Admin. Rules R277-516-4

I. Licensed Employees - Background Checks

1. The USBE will conduct background checks for all licensed employees in the year in which their license is to be renewed. The employee shall pay the cost of the background check.

J. Licensed Employees - Reporting of Arrests and Convictions

1. A Licensed Educator who is arrested for any of the following alleged offenses shall report the arrest within forty-eight (48) hours or as soon as possible to the Superintendent or his/her designee:
 - a. Any matters involving arrests for alleged sex offenses;
 - b. Any matters involving arrest for alleged drug-related offenses;
 - c. Any matter involving arrests for alleged alcohol-related offenses;
 - d. Any matters involving arrests for alleged offenses against the **person individual** under [Utah Code § 76-5](#), Offenses Against the **Person Individual**. This Title and Chapter includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc., another person(s); and
 - e. Any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.
2. A Licensed Educator shall report convictions, including pleas in abeyance and diversion agreements, within forty-eight (48) hours or as soon as possible upon receipt of notice of the conviction, plea in abeyance, or diversion agreement.

3. A Licensed Educator will be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses which may endanger students during the period of investigation.
4. A Licensed Educator will be immediately suspended from transporting students or driving a public education vehicle for alleged offenses involving alcohol or drugs during the period of investigation.
5. The District will provide adequate due process for the accused employee consistent with Utah Admin. Rules R277-516 and applicable administrative procedures established by the District.
6. The Superintendent or his/her designee shall report a conviction, arrest, or offense information received from a Licensed Educator to the USBE.
7. Records of arrests and convictions shall be placed in the employee's personnel file upon receipt by the District and will:
 - a. Include final administrative determinations and actions following investigation; and
 - b. Be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.

K. Non-Licensed Employees - Background Checks

1. The District shall conduct periodic background checks for all non-licensed employees every five (5) years. The employee shall pay the cost of the background check.

L. Non-Licensed Employees - Reporting of Arrests and Convictions

1. A Non-Licensed Employee who is arrested for any of the following alleged offenses shall report the arrest within forty-eight (48) hours or as soon as possible to the Superintendent or his/her designee:
 - a. Any matters involving arrests for alleged sex offenses;
 - b. Any matters involving arrests for alleged drug-related offenses;
 - c. Any matters involving arrests for alleged alcohol-related offenses;

- d. Any matter involving arrests for alleged offenses against the ~~person~~ **individual** under Utah Code Ann. Title 76, Chapter 5, Offenses Against the ~~Person~~ **Individual**. This Title and Chapter includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc., another person(s); and
 - e. Any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.
2. A Non-Licensed Employee will be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses which may endanger students during the period of investigation.
 3. A Non-Licensed Employee will be immediately suspended from transporting students of driving a public education vehicle for alleged offenses involving alcohol or drugs during the period of investigation, and where reasonable cause exists, an existing employee must submit to a background check.
 4. The District will provide adequate due process for the accused employee consistent with Utah Admin. Rules R277-516 and applicable administrative procedures established by the District.
 5. The Assistant Superintendent over Personnel shall review arrest information and make employment decisions that protect both the safety of students and/or employees and the confidentiality and due process rights of employees.
 6. Records of arrests and convictions shall be placed in the employee's personnel file upon receipt by the District and will:
 - a. Include final administrative determinations and actions following investigation; and
 - b. Be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.
- M. When arrest/conviction information is received by the District regarding a Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employment status consistent with Utah Admin. Rules R277-316-3(1)(b) (February 7, 2020) and District policy. The District will also report the arrest to the USBE within forty-eight (48) hours.

- N. When arrest/conviction information is received by the District regarding a Non-Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employee's employment status while considering the Non-Licensed Employee's employment status consistent with applicable Utah law, rules, and regulations, District policy, and any applicable Employment Agreements or Memorandums of Understanding.
- O. Where reasonable cause exists, a current employee may be required to submit to fingerprinting and a criminal background check at the Board's expense prior to the intervallic background check.
- P. An administrator may obtain any information in the possession of the State Office of Education that is relevant to evaluating the employment of a current or prospective employee of the school. If a decision is made not to hire a prospective employee or to take action against a current employee based upon such information, the individual affected shall be given notice of the information and be provided an opportunity to refute or respond to the information. An administrator who, in good faith, discloses or receives information under this section is exempt from civil liability relating to that receipt or disclosure.
- Q. The District shall cooperate with the USBE in investigations of Licensed Educators.

References:

[Utah Code § 53E-6-401](#)

[Utah Code § 76-5, Offenses Against the Individual](#)

[Utah Admin. Rules R277-516](#)

POLICY 4018

Library

A. Purpose

1. The objective of the school library program is to provide students with a variety of informational and educational resources. We strive to provide the school community with a wide range of materials at appropriate levels of difficulty that support the core curriculum. We encourage individual usage and growth in knowledge so that students will become life-long learners, establish a love of reading, and become information literate.

B. Definitions

1. “Instructional material” means information, regardless of format, which is used either (a) as or in place of textbooks to deliver instruction to students within the state curriculum framework or (b) to support a student’s learning in the school setting. It may include reading materials, handouts, videos, digital materials, websites, online applications, and live presentations.

[Utah Code § 53G-10-103\(1\)\(a\) \(2022\)](#)

2. “School setting” means on school property (including but not limited to classrooms or a school library) or (regardless of location) an activity sponsored by the District or a school but which is conducted by an organization which is not part of the District. Such activities can include but are not limited to an assembly, a guest lecture, a live presentation, or another event.

[Utah Code § 53G-10-103\(1\)\(f\) \(2022\)](#)

3. “Sensitive material” means instructional material that is pornographic or indecent (as defined in this policy) but excludes instructional materials selected (a) following the procedures outlined in Policy ECH, (b) for medical courses, (c) for family and consumer sciences courses, or (d) for other courses identified by State Board of Education Rule.

[Utah Code § 53G-10-103\(1\)\(g\) \(2022\)](#)

4. “Pornographic or indecent” means material that meets any of the following:

- a. Any description or representation, in whatsoever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse which, taken as a whole, appeals to the prurient interest in sex of minors, is patently offensive to the prevailing standards in the adult community as a whole with respect to what is suitable material for minors, and taken as a whole does not have serious value for minors (which includes only serious literary, artistic, political, or scientific value for minors);
- b. A material or performance which the average person, applying contemporary community standards, finds that, taken as a whole, appeals to prurient interest in sex, is patently offensive in the description of nudity, sexual conduct, sexual excitement, sadomasochistic abuse, or excretion, and does not have serious literary, artistic, political, or scientific value;
- c. A description or depiction of: human genitals in a state of sexual stimulation or arousal; acts of human masturbation, sexual intercourse, or sodomy; fondling or other erotic touching of human genitals or pubic region; or fondling or other erotic touching of the human buttock or female breast; or
- d. A description or depiction of a nude or partially denuded figure, which means human male genitals in a discernibly turgid state (even if completely or opaquely covered) or less than completely and opaquely covered human genitals, pubic region, buttock, or female breast below a point immediately above the top of the areola, where the material containing the nudity, taken as a whole, does not have serious literary, artistic, political, or scientific value for minors, taking into consideration the ages of all minors who could be exposed to the material.

[Utah Code § 53G-10-103\(1\)\(g\)\(i\) \(2022\)](#)

[Utah Code § 76-10-1235\(1\)\(a\) \(2007\)](#)

[Utah Code § 76-10-1201\(5\) \(2013\)](#)

[Utah Code § 76-10-1203 \(1977\)](#)

[Utah Code § 76-10-1227 \(2007\)](#)

5. "Nudity" means the showing of the human male or female genitals, pubic area, or buttocks, with less than an opaque covering, or the showing of the female breast with less than an opaque covering, or any portion of the female breast below the top of the areola; or the depiction of covered male genitals in a discernibly turgid state.

[Utah Code § 76-10-1201\(10\) \(2013\)](#)

6. "Sexual conduct" means acts of masturbation, sexual intercourse, or any touching of a person's clothed or unclothed genitals, pubic area, buttocks, or, if the person is a female, breast, whether alone or between members of the same or opposite sex or

between humans and animals in an act of apparent or actual sexual stimulation or gratification.

[Utah Code § 76-10-1201\(14\) \(2013\)](#)

7. “Sexual excitement” means a condition of the human male or female genitals when in a state of sexual stimulation or arousal, or the sensual experiences of humans engaging in or witnessing sexual conduct or activity.

[Utah Code § 76-10-1201\(15\) \(2013\)](#)

8. “Sadomasochistic abuse” means flagellation or torture by or upon a person who is nude or clad in undergarments, a mask, or in a revealing or bizarre costume or the condition of being fettered, bound, or otherwise physically restrained on the part of a person clothed in this way.

[Utah Code § 76-10-1201\(13\) \(2013\)](#)

9. “Appeals to the prurient interest” means erotic in some significant way to the average person and having the capacity to provoke sexual responses over and beyond those that would be characterized as normal.
10. “Age appropriate” means generally suitable for students of the same age or level of social, emotional, and cognitive development when taking into consideration the ages of all minors who could be exposed to the material.
11. “Instructional materials review committee” means a committee formed at the District or school level, as determined by the Superintendent, appointed as needed and consisting of an administrator or administrators, educators, and at least two parents. An administrator member of the committee shall serve as the committee chair. Parents appointed to an instructional materials review committee shall be reflective of the members of the relevant school community.

[Utah Code § 53G-10-103\(3\) \(2022\)](#)

C. Library Policy

1. Box Elder School District school libraries support and enhance student learning. Box Elder School District libraries, media centers, and library staff select, maintain, and preserve rich repositories of balanced, relevant, age appropriate, and varied educational sources for students.
2. This policy specifies the process for identifying materials to be included or disqualified from use in libraries and schools based on [Utah Code 53G-10-103](#),

Sensitive Instructional Materials and Utah Admin. Rules 277-217, *Educator Standards and LEA Reporting*, or based on age appropriate content.

3. All employees of Box Elder School District must adhere to this policy.

D. Selection of Materials for Library Collection

1. The trained library professional under direction of the School Board will select all library materials consistent with this policy, including gifts and donations using the following criteria:
 - a. consider recommendations and work collaboratively with educators, students, others in the school community during the selection process;
 - b. create a collection that reflects diversity of ideas based upon literary value (core curriculum, and student interest) within your student age and school community;
 - c. create a collection that adheres to the law.
2. Electronic databases and other web-based searches and content will be filtered through the Box Elder School District's state-required internet filter.
3. The Librarian will make the selections as to which new resources are purchased or included in the collection. It is the responsibility of the school library to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in a collection does not necessarily mean that the library or school advocates or endorses the contents of that item. (Please note that it is not possible for a librarian to read all library collection items, including but not limited to books, reference sources, magazines and other media materials). The following criteria is used as a guide for selecting the best resources.
 - a. Overall purpose and educational significance
 - b. Contribution and relevance to core standards
 - c. Teacher, parent, or student request
 - d. Validity, currency and appropriateness
 - e. Accuracy, timeliness and permanence

- f. Favorable reviews, recommendations and/or award nominees found in standard selection sources or from professional personnel
 - g. Contributes to a balanced perspective
 - h. Potential appeal and interest
 - i. Recreational reading needs of students
 - j. Artistic quality and literary style
 - k. Reputation and significance of author, producer, or publisher
 - l. Value commensurate with cost and/or need
 - m. Uniqueness, diversity, and/or heritage of the state, region, or group
 - n. Support of second language learners
 - o. Support of special needs students
 - p. Merit of the work as a whole
4. Parent Restriction of Individual Student Access
- a. The District recognizes the right of the parent under state law to restrict their student access to materials they deem inappropriate.
 - b. The parent desiring to restrict their student access to specific library books or materials shall submit the request in writing to the librarian at the school their student is attending.

E. Library Collection Maintenance

- 1. Library materials will be maintained consistent with the criteria listed in C. 3. above, state and federal laws, including [Utah Code 53G-10-103](#), and represent varying viewpoints.
- 2. The school librarian or designated specialist will inventory the school library collection and equipment periodically.
 - a. The inventory process may be used to determine losses and remove damaged or worn materials to be considered for replacement.

- b. The inventory process may be used to deselect and remove materials that are inconsistent with the law, or that are no longer relevant to the curriculum, or of interest to students.
- c. The inventory process may be used to identify gaps or deficits in the library's collection.

F. Review of Library Materials (Individual School)

- 1. Requests for review of library materials are limited as follows:
 - a. Personal interest requirement
 - 1) A student may request review of a particular library item in the library of the school where the student is currently enrolled and attending.
 - 2) A parent may request review of a particular library item in the library of any school where a student is currently enrolled and attending.
 - 3) A District employee may request review of a particular library item in the library of a school where the employee has professional responsibilities.
 - 4) A member of the School Board may request review of a particular library item.
 - b. Limits on frequency
 - 1) Each individual is limited to three requests to review library materials per school year.
 - 2) Any item which has been subject to review, reviewed under this policy, and retained may not be subject to another request for review for at least three years within the scope of the review conducted (school or District).
 - c. Preconditions to request for review
 - 1) Any individual who wishes to file a request for review must first read the library item in its entirety before filing the request (students are not to be required, requested, or encouraged to complete reading or reviewing library material in which they have discovered content they believe is sensitive material).
 - 2) Before filing a request for review regarding a library item, the individual shall first meet with the school librarian to discuss the item in question.

- 3) If the individual is not satisfied with the information provided, the individual shall then meet with the principal or designee regarding the concern.
- d. If after meeting with the administrator the individual wishes to request review of the item, the individual shall complete the Materials Request Review Form (Appendix A) and provide it to the principal of the school where the library item is located.
 - 1) A Material Request Review form will be protected and kept confidential from all individuals outside the review process.
 - e. The principal or designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the principal or designee shall establish a School Library Materials Review Committee (LMRC) to conduct the review.
 - 1) A Review Committee will include a reasonable and an odd number of individuals.
 - 2) Members of the committee will include:
 - a) A facilitator chosen by the LEA;
 - b) At least one administrator or designee;
 - c) A licensed teacher at the school who is currently teaching English Language Arts or subject relevant to the challenged material.
 - d) a licensed teacher-librarian or school librarian; and
 - e) parents of current students at the school that number at least one more than the LEA employees on the committee; including parents reflective of the school community.
 - f. An item may not be removed from the library while the review process is pending, though a parent may restrict their student's access to the item by written request to the librarian.
 - g. The sole purpose of the School LMRC shall be to determine whether the item contains pornographic or indecent material as defined above in B.4.a. An item may not be removed because of disagreement with the item's content relating to politics, religion, nationalism, or other matters of opinion.

- h. The committee's determination shall be made by majority vote of the members of the committee. Prior to engaging in any discussions with other committee members or participating in any decision making, each committee member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).
- i. After the chair of the School LMRC has confirmed that all members of the committee have reviewed the item, the chair shall schedule such meetings as necessary for the committee to discuss the item and determine whether it contains pornographic or indecent material.
- j. In determining whether the item contains pornographic or indecent material, the School LMRC shall determine whether the material meets all of the qualifications of the three factor test set out in the definition in B.4.a above.
- k. After the School LMRC has made its determination, the committee shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.
- l. If the School LMRC determines that the item meets the criteria of B.4.a above, then the item shall be removed from the library permanently or pending the outcome of an appeal from the School LMRC to a District Library Materials Review Committee. If the School LMRC determines that the item does not meet the criteria of B.4.a., then the item shall be retained.
- m. A reviewed item which is retained after review may nevertheless be deselected by the school librarian if the librarian determines that it meets other criteria for deselection per D.2. above.
- n. If no District Appeal review is requested as described below, the chair of the School LMRC shall report the results of the review to the Utah State Board of Education.
- o. A record of review materials will be maintained by the LEA.

G. Appeal Review (District)

1. An individual dissatisfied with a school review of an item may request an appeal review through the district.
2. The individual seeking review by a District LMRC shall complete the Appeal Request — Material Review Form (Appendix B) and provide it to the superintendent or

designee. The form must be submitted within 10 business days of the report from the School LMRC.

3. The Superintendent or designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the superintendent or designee shall establish a District LMRC to conduct the review.
 - a. A Review Committee will include a reasonable and an odd number of individuals.
 - b. Members of the committee will include:
 - 1) A facilitator chosen by the Superintendent;
 - 2) At least one administrator or designee;
 - 3) A licensed teacher at the school who is currently teaching English Language Arts or subject relevant to the challenged material.
 - 4) a licensed teacher-librarian or school librarian; and
 - 5) parents of current students at the school that number at least one more than the LEA employees on the committee; including parents reflective of the school community.
 - 6) individuals who served on the School LMRC are not eligible to serve on the district LMRC for the same library item.
4. The status of the item as determined by the School LMRC (retained or removed) shall remain in place during review by the District LMRC.
5. The sole purpose of the District LMRC shall be to determine whether the item meets the criteria of B.4.a above. However, where the item being reviewed is located in a school serving younger students (an elementary school or a middle school or junior high school) and the concern relates to nudity, the District LMRC may consider whether the item constitutes pornographic or indecent material for older students (students in middle school or junior high or high school as applicable). An item may not be removed because of disagreement with the item's content relating to politics, religion, nationalism, or other matters of opinion.
6. The District LMRC determination shall be made by majority vote of the members of the committee. Prior to engaging in any discussions with other District LMRC members or participating in any decision making, each committee member shall

read the item in its entirety (for written items) or review the item as a whole (for non-written items).

- a. A Material Request Review form will be protected and kept confidential from all individuals outside the review process.
7. After the chair of the District LMRC has confirmed that all members of the District LMRC have reviewed the library item in question, the chair shall schedule such meetings as necessary for the committee to discuss the library item.
8. The District LMRC shall determine whether the review item meets all of the criteria for the three factor test in B.4.a.
9. The District LMRC may consider the report of the School LMRC but is not bound by that report and is to conduct an independent review and assessment of the item.
10. After the District LMRC has made its determination, it shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.
11. If the District LMRC determines that the item meets the criteria for B.4.a., then the committee shall either direct that the item be removed from all school libraries within the District or, if the District LMRC determines that an item with nudity is not pornographic or indecent material with regard to older students, may limit the removal to school libraries serving elementary and/or middle or junior high schools, according to the committee's determination.
12. If the District LMRC determines that the item does not meet the criteria, then the item shall be retained and that determination shall apply to all school libraries within the District. A reviewed item which is retained after review for pornographic or indecent material may nevertheless be deselected by a school librarian if the librarian determines that it meets other criteria for deselection per D.2. above.
13. After the District LMRC issues its report, the chair of the committee shall report the results of the review to the Utah State Board of Education.
14. The determination of the District LMRC is final and may not be further appealed.
15. A record of the appeal review materials will be maintained by the Superintendent or designee.

H. Accessibility

1. An accessible web page on the public website for Box Elder School District will be updated and available prior to the beginning of each school year to inform teachers, staff, students, and parents of the following:
 - a. This Library Policy
 - b. A Materials Review Request Form (See Appendix A)
 - c. An Appeal Request Form (See Appendix B)
 - d. Application to serve on a Materials Review Committee

Appendix A: Materials Review Request Form

Title:

Author:

School:

Copyright Date:

Date:

Review Request initiated by:

Legal Guardian Name:

Telephone:

Address:

City:

Zip:

E-Mail:

- 1) Does your child attend this school? YES NO
- 2) Was this material recommended, assigned, or made available through the student's school? If so, where?
- 3) What concerns you about this material? Please provide examples, page numbers, links, or any other information to help in locating or identifying content of concern. Attach pages as needed.
- 4) Have you read the item in its entirety? YES NO (Not required of students)
- 5) Library material may only be removed because they contain pornographic or indecent material as defined in District Policy 4018 and governing law. Library materials may not be removed because they contain ideas that individuals disagree with based upon politics, nationalism, religion, or other matters of opinion. I acknowledge and understand that the scope of review will be limited to whether the materials contain pornographic or indecent material. Initial _____
- 6) I have met with the school librarian to discuss the item as required by Policy 4018.
- 7) What action are you requesting the committee to consider?

Signature: _____ Date: _____

*******BELOW IS FOR INTERNAL USE ONLY*******

LEA Appointed Committee Convener/Facilitator (Determined by Box Elder School District's Administration)

Name: _____ Date: _____

Suggested Review Timeline: _____

Appendix B: Appeal Request — Material Review Form

Appeal Instructions:

A requestor will submit the District Appeal Form along with a copy of the School Library Materials Reconsideration decision with 10 business days of receiving the decision of the School Library Material Reconsideration Committee.

Requestor Information:

Date:

Legal Guardian Name:

Telephone:

Address:

City:

Zip:

E-Mail:

School Student is attending with material in review:

School Challenge Decision Date:

The submission of a District Appeal Form will receive a receipt of notice of submission within ten (10) school calendar days. The receipt of submission will include an estimated time-line for a determination of the District. Appeal to be completed within a reasonable time period not to exceed _____ school days.

Challenged Material Information:

Title:

Author:

Publisher and date of publication:

Please provide a written statement setting forth your rationale to appeal the School Committee's decision regarding the title (attach additional pages as needed).

Requestors Signature: _____ Date:

*******BELOW IS FOR INTERNAL USE ONLY*******

Date Form Received: _____

Superintendent or Designee Signature:

Estimated Timeline for Determination of Appeal:

Application to Serve on the Material Review Committee

Parent Name:
Student School:
Phone Number(s):
Email:

Why do you want to serve on the committee?

Committee Responsibility (including but not limited to)

Read and seek to understand Library Policy 4018
Keep material reviews and discussions confidential
Review material(s) in their entirety
Meet with committee to discuss the material in review based upon criteria found in Library Policy 4018
Vote to determine action of material in review

Library Policy 4018

Box Elder School District school libraries support and enhance student learning. Student access to library materials is based primarily on self-selection.

This policy specifies the process for identifying materials to be included or disqualified from use in libraries and schools based on [Utah Code 53G-10-103](#), *Sensitive Instructional Materials*, Utah Admin Rules 277-217, *Educator Standards and LEA Reporting*, or based on age appropriate content.

As a Materials Review Committee member, I volunteer to participate and will adhere to Library Policy criteria using the three-factor test as outlines in [Utah Code 76-10-1203](#)

Three Factor Test

The work:

Must contain nudity, sexual conduct, sexual excitement, or sadomashochistic abuse; AND

Must appeal to the prurient interest in of minors; AND

Be patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors

([Utah Code 76-10-1201](#))

Volunteer Signature: _____ Date: _____

POLICY 4030

Elementary School Curriculum

- A. The Utah State Board of Education shall establish the Core Curriculum for elementary grades K-6. It is the responsibility of the Box Elder School District Board of Education to provide access to the Core Curriculum to all students.
- B. Required content areas in the Elementary School Education Core Curriculum:
1. Grades K-6
 - a. ~~Reading English~~ /Language Arts
 - b. Mathematics
 - c. Science
 - d. Social Studies
 - e. Arts:
 - 1) Visual Arts;
 - 2) Music;
 - 3) Dance; or
 - 4) Theatre
 - f. Health ~~Education~~
 - g. Physical Education
 - h. Educational Technology
 - i. Library Media ~~skills, integrated into the core subject areas; and~~
 - j. ~~Civics and character education, integrated into the core subject areas.~~

Utah Admin. Rules R277-700-4(2) (August 12, 2021)

- C. Formative assessment ~~should~~ will occur on a regular basis to ensure continual student progress. ~~Instruction shall be structured to accommodate individual student needs.~~ State-approved summative adaptive assessments will be used to assess student mastery of ~~reading,~~ language arts, mathematics science and (in grade five) effectiveness of written expression. Schools and teachers shall provide interventions for all elementary students who do not achieve proficiency of Core Standards.

Utah Admin. Rules R277-700-4(5), (6) (August 12, 2021)

POLICY 4033

Early Learning Plan

A. Establishment of Annual Early Learning Plan

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

[Utah Code § 53G-7-218\(1\) to \(3\) \(2022\)](#)

Utah Admin. Rules R277-406-4(1), (3) (July 22, 2022)

B. Early Literacy Plan

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

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

[Utah Code § 53F-2-503\(4\) \(2022\)](#)
Utah Admin. Rules R277-406-5(2) (July 22, 2022)

C. Early Mathematics Plan

1. The District's Early Mathematics Plan shall include the components of early mathematics, including the following categories:
 - a. Conceptual understanding;
 - b. Procedural fluency;
 - c. Strategic and adaptive mathematic thinking; and
 - d. Productive disposition.

[Utah Code § 53E-3-521 \(2020\)](#)

Utah Admin. Rules R277-406-2(3) (July 22, 2022)

2. The District's Early Mathematics Plan shall also incorporate the following components:
 - a. A District growth goal that:
 - 1) is based upon student learning gains as measured by the ~~state-assessed~~ benchmark assessment ~~administered under~~ [Policy 4038 Mathematics Assessment for K-3](#); and
 - 2) includes ~~a the target of at least 60% of all students in grades 1 through 3 meeting the growth goal that is established by the State Superintendent beginning in the 2021-2022 school year;~~
 - b. Subject to other direction from the State Superintendent, one District-specific goal that:
 - 1) Is measurable;
 - 2) addresses current performance gaps in student mathematics proficiency based on data; and
 - 3) includes specific strategies for improving outcomes.

[Utah Code § 53G-7-218\(1\)\(b\) \(2022\)](#)

Utah Admin. Rules R277-406-5(2) (July 22, 2022)

D. Goal Achievement Reporting

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

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

E. Reporting to the Board

1. The Superintendent shall annually report to the Board on the assessment data and other information submitted to the State Board of Education relating to K-3 reading and mathematics performance in the District at the District level and at the school level. The Board may use this information to work with the Superintendent to review and revise plans to enable the District to meet Early Learning Plan goals.

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

F. Report Submitted to the State Board of Education

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

Utah Admin. Rules R277-406-5(1) (July 22, 2022)

POLICY 4037

Reading Assessment for K-3

- A. Subject to legislative appropriations, District elementary schools shall **annually** administer the State Board of Education approved benchmark reading assessments **in grade 1, grade 2, and grade 3** within the following testing windows:
1. The first benchmark before September 30
 2. The second benchmark between December 1 and January 31
 3. The third benchmark between the middle of April and June 15
- B. Following each benchmark assessment, the school shall notify parents of their student's results by October 30, ~~the last day of~~ February 28, and June 30, respectively. The District shall also report the results to the State Superintendent by the same dates, together with the additional information required by Rule R277-406-3(5).
- C. If a benchmark assessment or a supplemental reading assessment indicates that a student is scoring below benchmark, the school shall take the notification and reading remediation interventions outlined below.

Utah Admin. Rules R277-406-3(1) to (5) (July 22, 2022)

~~D. Goal Achievement Reporting~~

- ~~1. In addition to the reports provided to parents under the reporting component of the reading achievement plan, the District shall annually provide parents with a copy of the student's comprehensive statewide assessment results, which includes measurements of reading performance.~~

~~*Utah Code § 53E-4-310(4) (2019)*~~

- ~~2. The District shall annually submit a report to the State Board of Education accounting for the expenditure of program money in accordance with its plan for reading proficiency improvement.~~
- ~~3. The District shall by June 30 of each year report progress toward the goals outlined in its Literacy Proficiency Improvement Plan to the State Superintendent.~~

Utah Code § 53F-2-503

Utah Admin. Rules R277-406-5)(1) (August 7, 2018)

E. Scoring Below Benchmark

1. A student scores below **or well below** benchmark when the student performs below **or well below** the benchmark score on the benchmark reading assessment and requires additional instruction beyond that provided to typically developing peers **in order** to close the gap between the student's current level of achievement and that expected of all students in that grade. For any first, second, or third grade student who through assessment is determined to be scoring below **or well below** benchmark, the school shall take the following actions:
 - a. Notify the student's parent that the student is reading below grade level;
 - b. **Administer diagnostic assessments to the student;**
 - c. **Using data from the diagnostic assessment, provide specific, focused, and individualized intervention or tutoring** to develop the reading skill;
 - d. Administer formative assessments **and progress monitoring at recommended levels for the benchmark assessment** to measure the success of the focused intervention;
 - e. Inform the parent of activities that he or she may engage in with the student to assist the student in improving reading proficiency; **and**
 - f. Provide information to the parent of the student regarding reading interventions available to the student outside regular instructional time that may include tutoring, before and after school programs, or summer school; **and-**
 - g. **Provide instructional materials that are evidence-informed for core instruction and evidence-based for intervention and supplemental instruction.**
2. In meeting these standards, "evidence-based" means that a strategy demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on either strong evidence from at least one well-designed and well-implemented experimental study (as further defined by the State Board of Education) or moderate evidence from at least one well-designed and well-implemented quasi-experimental study (as further defined by the State Board of Education). "Evidence-informed" means that a strategy is developed using high-quality research outside of a controlled setting in the given field (as further defined

by the State Board of Education) and includes strategies and activities with a strong scientific basis for use (as further defined by the State Board of Education).

[Utah Code § 53E-4-307\(4\) \(2022\)](#)

[Utah Code § 53G-11-303\(1\) \(2022\)](#)

Utah Admin. Rules R277-406-2(11) (July 22, 2022)

Utah Admin. Rules R277-406-3(3)(a) (July 22, 2022)

POLICY 4038

Mathematics Assessment for K-3

- A. Subject to legislative appropriations, District elementary schools shall **annually** administer the State Board of Education approved benchmark mathematics assessments **in grade 1, grade 2, and grade 3** within the following testing windows:
1. The first benchmark before September 30
 2. The second benchmark between December 1 and January 31
 3. The third benchmark between the middle of April and June 15 **of grade one, grade two, and grade three.**
 4. The District schools may also administer the early mathematics benchmark assessments in kindergarten.
- B. Following each benchmark assessment, the school shall notify parents of their student's results by October 30, **the last day of February 28**, and June 30, respectively. The District shall also report the results to the State Superintendent by the same dates, together with the additional information required by Rule R277-406-3(5).

[Utah Code § 53E-4-307.5 \(2020\)](#)

Utah Admin. Rules R277-406-3(1) to (4) (July 22, 2022)

C. Scoring Below Benchmark

1. A student scores below **or well below** benchmark when the student performs below **or well below** the benchmark score on the benchmark mathematics assessment and requires additional instruction beyond that provided to typically developing peers **in order** to close the gap between the student's current level of achievement and that expected of all students in that grade.

Utah Admin. Rules R277-403-3(4)(b) (July 22, 2022)

2. If a benchmark assessment indicates that a student is scoring below **or well below** benchmark, the school shall **implement a remediation intervention as required by the State Superintendent. take the following actions:**

- a. Notify the student's parent that the student's mathematics performance is below grade level;
 - b. Administer diagnostic assessments to the student;
 - c. Using data from the diagnostic assessment, provide specific, focused, and individualized intervention or tutoring to develop the mathematics skill;
 - d. Administer formative assessments and progress monitoring at recommended levels for the benchmark assessment to measure the success of the focused intervention;
 - e. Inform the parent of activities that he or she may engage in with the student to assist the student in improving mathematics proficiency;
 - f. Provide information to the parent of the student regarding mathematics interventions available to the student outside regular instructional time that may include tutoring, before and after school programs, or summer school; and
 - g. Provide instructional materials that are evidence-informed for core instruction and evidence-based for intervention and supplemental instruction.
3. In meeting these standards, "evidence-based" means that a strategy demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on either strong evidence from at least one well-designed and well-implemented experimental study (as further defined by the State Board of Education) or moderate evidence from at least one well-designed and well-implemented quasi-experimental study (as further defined by the State Board of Education). "Evidence-informed" means that a strategy is developed using high-quality research outside of a controlled setting in the given field (as further defined by the State Board of Education) and includes strategies and activities with a strong scientific basis for use (as further defined by the State Board of Education).

[Utah Code § 53E-4-307\(4\) \(2022\)](#)

[Utah Code § 53G-11-303\(1\) \(2022\)](#)

Utah Admin. Rules R277-406-2(11) (July 22, 2022)

Utah Admin. Rules R277-406-3(3)(a), (b) (July 22, 2022)

POLICY 4040

Acceleration/Retention of Students

- A. Every effort will be made to assure that students move through the school system in a continuous manner. Teachers will plan instruction to meet the individual needs of students, based upon assessment data.
- B. If a parent, or teacher recommends acceleration or retention of a student, which will place that student in a learning environment other than with own age peers, a team will be formed to make a recommendation based on the following criteria:
1. Student achievement data
 2. Teacher information and observations
 3. Parent information and observations
 4. Research based best practices.
 5. Social, emotional, and developmental needs of the student
 6. Opportunity for participation in intervention programs
 7. Potential impact on Special Education placement and service
- C. The team will include:
1. A building level administrator
 2. A district office representative
 3. A parent
 4. The student if appropriate
 5. The student's teacher(s), if appropriate
 6. The school counselor, if appropriate

- D. A recommendation concerning acceleration/retention shall be made jointly by the team. Parents have the right to appeal any recommendation made at the school level through the process outlined in [Policy 5350 Student Complaints - Resolution](#).

POLICY 5003

Parent Rights to Academic Accommodations

- A. As used in this policy, “reasonably accommodate” means that a school shall make its best effort to enable a parent to exercise a right identified in this policy (1) without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; and (2) while balancing (a) parental rights, (b) the educational needs of other students, (c) academic and behavioral impacts to a classroom, (d) teacher workload, and (e) the need to assure safe and efficient school operation. In determining whether a parental request will be accommodated in a particular instance, each of the above-listed factors should be considered.
- B. The District recognizes that a student’s parent is the primary person responsible for the education of the student, and the state is in a secondary and supportive role to the parent. As such, a student’s parent has the right to reasonable academic accommodations from the student’s school. Each requested accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser degree than any other student. An accommodation may only be provided if the accommodation is consistent with the federal law and, if the student has an Individualized Education Program (IEP), is consistent with the IEP.

[Utah Code 53G-6-803\(1\) \(2020\)](#)

- C. Academic accommodations
1. Each school in the District shall reasonably accommodate the request of a student’s parent:
 - a. made in writing to retain a student in kindergarten through grade 8 on grade level based on the student’s academic ability or social, emotional, or physical maturity;
 - b. regarding initial selection of a teacher or request for a change of teacher;
 - c. to visit and observe any class the student attends, [see Policy 6012 Parent Classroom Observation](#);
 - d. made in writing to place a student in a specialized class, a specialized program, or an advanced course (the school shall consider multiple academic data points when considering this requested accommodation); and

- e. to meet with a teacher at a mutually agreeable time if the parent is unable to attend a regularly scheduled parent teacher conference (see [Policy 4090 Student Progress Reporting](#) regarding parent-teacher conferences).

[Utah Code § 53G-6-803\(2\)-\(4\), \(6\), \(8\) \(2020\)](#)

D. Parent rights regarding alternative credit and testing

- 1. Students shall be allowed, consistent with requirements of the State Board of Education, to earn course credit towards high school graduation without completing a course in school by either testing out of the course or demonstrating competency in course standards.

[Utah Code § 53G-6-803\(7\) \(2020\)](#)

E. Parent rights regarding assessments

- 1. At the request of a parent, a student shall be excused from taking such assessments as provided for in regulations issued by the Utah State Board of Education and according to the procedures in those regulations. Schools may not require procedures to be excused from assessments in addition to the procedures established by State Board regulations. Schools may not provide a nonacademic reward to a student for taking assessments that are included in the list of assessments established by the State Board as assessments from which students may be excused.

[Utah Code § 53G-8-803\(9\) \(2020\)](#)

F. Parent rights regarding student absences

- 1. A school shall record an excused absence for a scheduled family event or a scheduled proactive visit to a health care provider if (1) the parent submits a written statement at least one school day before the scheduled absence and (2) the student agrees to make up course work for school days missed for the scheduled absence in accordance with District policy.

[Utah Code § 53G-6-803\(5\) \(2020\)](#)

G. Parent rights regarding student discipline

1. As required by [Policy 5282 Student Discipline](#), parents will be provided a copy of that policy and shall acknowledge by signature receiving the policy. When a student is suspended for any period of time or is recommended for expulsion, the student's parent shall be provided notice of the violation or violations upon which disciplinary action is to be based and shall have an opportunity to respond as set forth in [Policy 5282 Student Discipline](#).

[Utah Code § 53G-6-803\(10\) \(2020\)](#)

H. Notice of parent rights

1. Each student's parent shall be given annual notice of the parental rights and school responsibilities under this policy. This notice may be given by posting it on the District or school web site or through other means of electronic communication.

[Utah Code § 53G-6-802 \(2019\)](#)

POLICY 6000

Public Records Access and Management

- A. This policy is adopted pursuant to the Government Records Access and Management Act [Utah Code § 63G-2-701](#) (“GRAMA”) and applies to district records relating to information practices, including classification, access, appeals, management and retention of documents. [Note: Upon adoption, a school district GRAMA policy must be filed with the state archives within 30 days of the policy’s effective date.]

[Utah Code § 63G-2-701 \(2019\)](#)

- B. The District reserves the right to claim a privilege with respect to all documents which are subject to attorney work product, attorney-client, physician-patient, psychiatrist-patient or other statutory privilege.
- C. A person may request access to the district's records free of charge, if that person meets the requirements set forth in this policy.
- D. The district business administrator is hereby designated as the Records Officer as the Superintendent’s appointed “records officers” he/she is to work with Division of Archives and Records Service in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records. Each records administrator shall, on an annual basis, successfully complete online training and obtain certification from Division of Archives and Records Service.

[Utah Code § 63G-2-103 \(24\) \(2018\)](#)

[Utah Code § 63G-2-108 \(2012\)](#)

- E. Public records shall include official minutes, actions and decisions of the Board of Education and District Administration unless the record involves information which is classified as private, controlled or protected. Public records also include official district and school policies, contracts, minutes, accounts, employment records to the extent they disclose only names, gender, job titles, job descriptions, business addresses, business telephone numbers, gross salaries, working hours and dates of employment. Public records shall also include formal criminal charges or disciplinary actions against a current or former employee if the disciplinary action has been completed, all time periods for administrative appeal have expired, and the charges on which the disciplinary action was based were sustained. [Utah Code § 63G-2-301 \(2018\)](#)

1. For purposes of this policy, “records” do not include: temporary drafts or other materials prepared for the originator’s personal use or for the personal use of another, personal notes, notes kept in personal journals, diaries or other day timers, notes of informal observations, notes of evaluations or materials owned by the originator in his or her private capacity, documents relating to the Board of Education’s actions in a quasi-judicial capacity, books or other items catalogued in District libraries, copyrighted material (unless copyrighted by a government entity), or computer programs or software. In addition, GRAMA does not apply to District documents and information relating to security plans (including plans to prepare for or mitigate terrorist activity or for emergency and disaster response and recovery); security codes, combinations, and passwords; passes and keys; security procedures; results of or data collected from a risk assessment or security audit; and building and public works designs to the extent that those relate to ongoing security measures.

[Utah Code § 63G-2-204\(1\) \(2021\)](#)
[Utah Code § 63G-2-201 \(2019\)](#)
[Utah Code § 63G-2-106 \(2022\)](#)

- F. Public records shall be open for public inspection during regular office hours, subject to compliance with the procedures set forth in this policy. A “public record” generally means any record that is not private, controlled, or protected. However, a “public record” does not include a record to which access is restricted pursuant to a court rule, a federal regulation, another statute, or records to which access is restricted or governed as a condition of participation in a state or federal program or for receiving state or federal funds.
- G. Private documents shall include all documents identified in [Utah Code § 63G-2-302\(1\)\(a\) through \(c\), \(g\) through \(i\), \(n\), \(w\) and 302\(2\)](#), personnel files including but not limited to applications, nominations, recommendations, any formal employee evaluation signed by the employee, proposals for advancement or appointment, all documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical conditions and military status. Any record the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. Exceptions include information provided to the Board for the purpose of complying with a financial assurance requirement, or records that must be disclosed pursuant to another statute and those portions of personnel records identified as public above.
- H. All student records are designated as "education records" and the disclosure of such education records is not governed under GRAMA but under [20 USC § 1232g](#) and [34 CFR § 99 et seq.](#) and [34 CFR § 300 et seq.](#) The district may not release information related to educational records without parental consent, except as provided in the

Family Educational Rights and Privacy Act (FERPA). (See [Policy 5100 Student Records](#))

- I. Private records shall be open only to the subject of the record, or the parent of an un-emancipated minor who is the subject of the private record or the legal guardian of a legally incapacitated individual who is the subject of the private record, or any individual who has a power of attorney from the subject of the record, or who submits a notarized release from the subject of the record, or his legal representative which is dated not more than ninety (90) days before the date the request is made, or pursuant to an order of a court of competent jurisdiction to disclose such record.

[Utah Code § 63G-2-302\(1\) \(2022\)](#)

- J. Controlled records shall include medical, psychiatric or physiological data of an individual which, if disclosed, could be detrimental to the individual's mental health or safety or releasing the information would constitute a violation of normal professional practice and medical ethics; and, the district has properly classified the record.
 1. Records showing medical or psychological tests of a student may be disclosed to persons within the school district who are members of that student's individual education program (IEP) team.

[Utah Code § 63G-2-304 \(2008\)](#)

2. Upon proper request, the District shall disclose a controlled record to, a physician, physician assistant, nurse practitioner, psychologist, certified social worker, insurance provider or producer, or a government public health agency upon submission of a release from the subject of the record that is dated no more than 90 days prior to the date the request is made; and a signed acknowledgment of the terms of disclosure of controlled information or any person to whom the record must be disclosed pursuant to a court order or legislative subpoena.

[Utah Code § 63G-2-202\(2\)\(a\) \(2021\)](#)

- K. Protected records include all records identified in [Utah Code § 63G-2-305](#) information that, if disclosed, would jeopardize the life or safety of an individual or security of district property or program. Protected records also may include information such as a trade secret as defined in [Utah Code § 13-24-2](#), or commercial information or non-individual financial information from a person if disclosure of that information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the District to obtain necessary information in the future; or the person submitting the information has a greater interest in prohibiting access than

the public in obtaining access if the person submitting that information to the District has provided the District with the information specified in [Utah Code § 63G-2-309](#);

1. Documents that, if disclosed, would place the district at a disadvantage in contract negotiations, property transactions, or bargaining positions or could enable circumvention of an audit; records related to potential litigation or personnel or hearing; records of investigations of loss occurrences and analyses of loss occurrences that may be covered by the Risk Management Fund, the Employer's Reinsurance Fund, the Uninsured Employers' Fund, or similar divisions in other governmental entities; records generated in meetings which are closed in accordance with the [Utah Open Public Meetings Law](#); and test questions.
2. Records, other than personnel evaluations, that contain a personal recommendation concerning an individual if disclosure would constitute a clearly unwarranted invasion of personal privacy, or disclosure is not in the public interest;
3. Materials to which access must be limited for purposes of securing or maintaining the District's proprietary protection of intellectual property rights including patents, copyrights, trademarks and trade secrets;
4. A statement that a District employee provides to the district in the course of a District personnel or administrative investigation into potential misconduct involving the employee when the District
 - a. Requires the statement to be given under threat of employment disciplinary action and
 - b. Gives the employee assurance that the statement cannot be used against the employee in any criminal proceeding.
5. Records showing medical or psychological tests of a student may be disclosed to persons within the school district who are members of that student's individual education program (IEP) team.

[Utah Code § 63G-2-305 \(2021\)](#)

- L. Protected records shall only be open to authorized individuals and agencies or in response to court order.

[Utah Code § 63G-2-202\(4\) \(2021\)](#)

- M. Exempt records include student records which are protected by the Family Educational Rights and Privacy Act.
- N. Any document which is copyrighted, either by formal filing under federal copyright laws or by informal claim of copyright, or which is covered by a patent, trademark or other protected designation, shall not be copied or provided to any person without an order of a court of competent jurisdiction ordering such disclosure or written permission from the author of the record.

[Utah Code § 63G-2-103\(22\)\(b\)\(iv\) \(2021\)](#)
[Utah Code § 63G-2-305\(36\) \(2022\)](#)

- O. Access to district records may be obtained under the following procedures:
1. The District shall provide a private, controlled, or protected record to another governmental entity if it is entitled by law to inspect the record; or is required to inspect the record as a condition of participating in a state or federal program or for receiving state or federal funds.
 2. The District may provide a record that is private, controlled, or protected to another governmental entity, that serves as a repository, enforce or litigates law, authorized to audit, or directed by the legislature. The agency must provide written assurances that meet the above policy and state law with regard to records management.

[Utah Code § 63G-2-206 \(2019\)](#)

3. The request to view district records should be addressed to the appropriate records officer during the regular business hours. The requester must submit a written request containing the requester's name, mailing address, daytime telephone number, a specific description of the records requested. The request shall specifically state whether:
 - a. the requester seeks only to inspect the records;
 - b. the requester seeks to inspect and obtain copies of records; or
 - c. the requester seeks to have the District identify and provide copies of the requested records, without prior inspection by the requester.
 - d. In submitting the records request, the requester shall also state if the requester desires copies of the records in electronic format.

[Utah Code § 63G-2-201\(14\) \(2019\)](#)

4. Individuals requesting to view records classified as "Private, Controlled and Protected" must prove their right to access to the records through personal identification, written release from the subject of the record, power of attorney, court order or other appropriate means.
5. The records officer shall determine whether access to the requested records is to be granted or denied.
 - a. If the request is approved, the record shall be provided as soon as possible and not more than ten (10) working days from the date the request is received. If the requester seeks an expedited response, the time for response to the request shall be five (5) business days if the requester demonstrates that the request benefits the public rather than the requester. This public benefit is presumed if the request is made to obtain information for a story or report for publication or broadcast to the general public. The District shall promptly evaluate all requests for expedited responses and if the District determines that the requester has not demonstrated that the request is for public benefit and that the response to the request will therefore not be expedited, the District shall so inform the requester within five (5) business days of the request.
 - b. If the request is denied, the records officer must specify the reason in writing and specify the record denied and the regulation, exempting the record. The requestor shall be informed of the right to appeal which must be made within 30 days after the denial is sent. The name and address of the superintendent where the appeal must be sent. If the records are not maintained by the District, the requester should be informed that the records cannot be provided for that reason.

[Utah Code § 63G-2-205 \(2008\)](#)

- c. If the District determines that extraordinary circumstances as identified in [Utah Code § 63G-2-204\(6\)](#) require a longer time for response, the District shall notify the requester of that determination within ten business days (five for public benefit requests) and shall describe in the notice the circumstances which constitute the extraordinary circumstances and shall inform the requester when the records or shall be available or response shall be made consistent with [Utah Code § 63G-2-204\(7\)](#).

[Utah Code § 63G-2-204 \(2021\)](#)

6. A fee shall be charged for the district's actual cost of duplicating a requested record and also for the personnel time in compiling and obtaining the record. The fee schedule for this service shall be the same as currently charged to employees for personal copies and the hourly rate of lane 1 step 1 of the secretary salary schedule to the closest dollar. Rates for other manipulation or research of data will be determined by the salary of the person who must do the work. No fee may be charged for the time and work required to determine whether the record is subject to disclosure or the requester's inspection of the record. An additional charge of \$1 shall be charged per each page of a document which has been requested to be certified.
7. The district shall require all fees of the requestor to be paid before copying if fees are expected to exceed \$50.00, or if the requestor has not paid fees from a previous request.
8. The District shall charge for the first quarter hour of staff time spent in responding to a records request if the requester is not a Utah media representative and has previously submitted a separate request within the 10-day period immediately before the date of the request the District is responding to. (A "media representative" is a person who requests a record to obtain information for a story or report for publication or broadcast to the general public. "Media representative" does not include a person who requests a record to obtain information for a blog, podcast, social media account, or other means of mass communication generally available to a member of the public.)

[Utah Code § 63G-2-203 \(2022\)](#)

- P. An appeal of an access denial may be made by the requester or by any interested party. (An "interested party" is a person other than the requester who is aggrieved by an access denial. An "access denial" is the complete or partial refusal to disclose a record or the failure to respond or to timely respond to a records request.) The requester may also appeal a denial of a request to waive fees or the records officer's determination that extraordinary circumstances exist justifying additional time for responding and the date determined for response.

[Utah Code § 63G-2-203\(6\) \(2022\)](#)

[Utah Code § 63G-2-400.5 \(2019\)](#)

[Utah Code § 63G-2-401 \(2019\)](#)

1. An appeal is made by filing a notice of appeal with the superintendent within 30 days after (1) the District sends or delivers the notice of denial or denies a request to waive fees, (2) the records request is considered denied because the

District has not timely responded to the request, or (3) the District gives notice of the claim of extraordinary circumstances justifying a longer time for responding.

[Utah Code § 63G-2-401\(1\) \(2019\)](#)

2. The notice of appeal must include (1) the name, mailing address, and daytime telephone number of the requester or interested party and (2) the relief sought. The appealing party may also file a short statement of facts, reasons, and legal authority in support of the appeal.

[Utah Code § 63G-2-401\(2\), \(3\) \(2019\)](#)

3. If the appeal involves a record which is subject to a claim of business confidentiality, then the superintendent shall send notice of the appeal to the person claiming business confidentiality within three business days after receiving the notice of appeal (or, if the notice has to be given to more than 35 persons, as soon as reasonably possible). The superintendent shall also send notice to the appealing party of the business confidentiality claim and the schedule for deciding the appeal within three business days after receiving the notice of appeal. The business confidentiality claimant has seven business days after the superintendent sends notice to the claimant in which to submit further support of the claim of confidentiality.

[Utah Code § 63G-2-401\(4\) \(2019\)](#)

4. The superintendent shall rule on the appeal within five business days of receiving the notice of appeal unless the record is subject to a claim of business confidentiality. In that case, the superintendent shall rule on the appeal within twelve business days after the superintendent sends the notice of appeal to any individual asserting a claim of business confidentiality. If the superintendent does not rule on the appeal within these time periods, then the superintendent is deemed to have affirmed the access denial or the claim of extraordinary circumstances requiring additional time to respond or the extended date to respond.

[Utah Code § 63G-2-401\(5\) \(2019\)](#)

5. The District shall send written notice of the superintendent's decision to all participants. If the superintendent in whole or in part affirms the access denial, this notice shall state (1) that the appealing party has the right to appeal the decision to the State Records Committee or to a state district court, and (2) the name and business address of the executive secretary of the State Records Committee. The time for filing an appeal to the State Records Committee is thirty

days after the superintendent's decision is issued. However, if the issue was a claim of extraordinary circumstances or an extended response date based on extraordinary circumstances and if the superintendent does not make a decision, then the appeal to the State Records Committee may be filed within forty-five days of the original records request. If the appeal is by filing a petition for judicial review in district court, the petition must be filed within thirty days of the superintendent's decision.

[Utah Code § 63G-2-401\(7\) \(2019\)](#)

[Utah Code § 63G-2-403\(1\) \(2019\)](#)

[Utah Code § 63G-2-404\(1\)\(a\) \(2021\)](#)

6. An individual who is aggrieved by the District's classification or designation of records for GRAMA purposes (but who is not requesting access to the records) may appeal the District's action to the superintendent following these procedures. However, if the non-requesting party is the only party appealing, the decision on the appeal is to be made within thirty days of the notice of appeal.

[Utah Code § 63G-2-401\(8\) \(2019\)](#)

- Q. The district shall adhere to the general schedule for records retention approved by the State Records Committee. Records which are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.
- R. If an appropriate requestor requests to have copies of more than fifty (50) pages of records, the district may in its sole discretion provide the requestor with facilities to make copies and require the requestor to make copies him or herself at his or her own expense.
- S. An individual may contest the accuracy or completeness of any public, or private, or protected record concerning him/her by requesting the school district to amend the record. However, this provision does not affect the right of access to private or protected records. This provision does not apply to records relating to title of real property, medical records, judicial case files, or any other records that the school district determines must be maintained in their original form to protect the public interest or preserve the integrity of the record keeping system.
 1. The request to amend shall contain the requester's name, mailing address, day time telephone number and a brief description explaining why the specific record should be amended.

[Utah Code § 63G-2-603\(2\)\(b\) \(2008\)](#)

2. The school district shall issue an order either approving or disapproving the request to amend no later than thirty (30) days after the request is made. The order shall state reasons for the decision. If the request is denied, the requester may submit a written statement contesting the information in the record. The school district shall place the statement with the record, if possible, and disclose the statement whenever the contested record is disclosed. [Utah Code § 63G-2-603\(5\), \(6\) \(2008\)](#)
- T. The District shall post a notice and explain upon request to a person who is asked to furnish information that could be classified as a private or controlled record:
1. The reasons the person is asked to furnish information that could be classified as a private or controlled record;
 2. The intended uses of the information;
 3. The consequences for refusing to provide the information; and
 4. The reasons and circumstances under which the information may be shared with or provided to other persons or governmental agencies.

[Utah Code § 63G-2-601\(2\), \(3\) \(2008\)](#)

POLICY 2220

Transportation – Per Diem and Travel Allowances

- A. When district employees are required to travel on official business, expenses for meals and mileage may be reimbursed under the following guidelines. Requests for reimbursement for all travel costs must be submitted on a voucher with appropriate receipts attached
1. When district-owned vehicles are not available, mileage will be reimbursed at 80% of the IRS approved rate per mile.
 2. District employees may be reimbursed for use of private vehicles required by assignments at multiple locations. Travel from home to the first assignment location and travel from the last assignment location to home is considered a normal commute and is not reimbursable.
 3. When traveling in state, meals may be reimbursed at \$98.00 for breakfast, \$142.00 for lunch, \$136.00 for dinner for partial days or \$327.00 per complete day. A district purchasing card may be used, and backup (a meeting agenda, etc.) must be attached to the credit card statement. An overnight stay is required to qualify for complete day reimbursement.
 4. When traveling out-of-state, reimbursement may be made according to the IRS guidelines for per diem expenses for the appropriate city or region.

TENTATIVE MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
WEDNESDAY, AUGUST 10, 2022

A tour of Golden Spike Elementary was held at 5:00 p.m. where the following individuals were present: Principal Shaylyn Ekins, Asst Principal Dax Sederholm, Facilities Director Corey Thompson, Superintendent Steve Carlsen, Asst Superintendents Gary Allen, Heidi Jo West and Keith Mecham, Business Administrator David Roberts, Board Members – President Julie Taylor, Vice President Tiffani Summers, Connie Archibald, Karen Cronin, Wade Hyde, Nancy Kennedy, and Clyde Wohlgemuth.

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening August 10, 2022 at 6:30 p.m. at Independent Learning Skills Center.

Those in attendance at the meeting included Board President Julie Taylor, Vice President Tiffani Summers, Connie Archibald, Karen Cronin, Bryan Smith was excused, Wade Hyde, Nancy Kennedy, and Clyde Wohlgemuth was excused. Also present were Superintendent Steven Carlsen, Assistant Superintendents Heidi Jo West, Gary Allen, Keith Mecham, and Business Administrator David Roberts. Employees, patrons and special guest State Board member Jennie Earl.

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

After the reverence which was offered by Superintendent Steve Carlsen, Connie Archibald, Board Member, led the Pledge of Allegiance.

Recognitions

Wade Hyde Recognized the following:

- Shaylyn Ekins, Principal at Golden Spike Elementary – praised for her tireless efforts in opening up a new school and her tenacity and energy.
- Dax Sederholm, Vice Principal at Golden Spike Elementary – praised for his efforts in opening up the new school, his problem solving, and his communication skills.
- David Blake, Ed Tech – praised for the one on one attention given to peers and teachers.
- BRHS Baseball team – coached by Donnie Hawes, recognized for being an academic excellence all-state team. One of only four high schools in the State to receive this award.

Approval of Agenda

Nancy Kennedy made the motion to approve the agenda. Connie Archibald seconded the motion which passed unanimously.

Public Comment

No public comment

Information Items

TSSA Plan Review:

Heidi Jo West and Gary Allen, Assistant Superintendents presented. Gary specifically pointed to the great progress at Sunrise High School. Board member Karen Cronin mentioned the progress at Willard elementary. TSSA final plans for the 2021-2022.

Monthly Financial Report:

David Roberts, Business Administrator, presented the Financial Report to the Board.

Board Committee Reports:

Recognition Committee, Wade Hyde reported that he presented to the all Principals at principals meeting encouraging them to recognize individuals. Also, let fellow board members know about the progress toward a google nomination sheet and website presence.

Policy Review:

Policy 2220 Transportation – Per Diem and Travel Allowance.

No discussion, Karen Cronin made the motion to approve, Tiffani Summers seconded the motion which passed unanimously.

Consent Items

Karen Cronin moved to accept the consent items. The motion was seconded by Connie Archibald. The motion passed unanimously.

The Consent items included the following items:

Approval of the minutes of the working and regular meeting July 13, 2022.

Approval of claims numbered 41139-41362, 7072922A, 8072922A, 9072922A and the District Foundation and ACH payments as well as School Activity checks for the month of May.

Personnel Attachment:

10 leaving, 10 hires. No comments

150 Mile Trip Request:

Bear River High School girl's tennis to St George.

Suggestion for future Board Meetings:

Discussion about October Board Meeting with the scheduled Board Meeting in October is the Wednesday before fall break. Board will consider another day and finalize in the September Board Meeting.

President Taylor followed up with plans for ongoing discussion about our long-term facilities plans. Superintendent Carlsen has reached out to Weber and Cache schools to discuss schedules because their schedules are different. Looks like a work session will be needed between the September and October Board Meetings.

Upcoming Events:

- USBA Pre-Delegate Workshop and Delegate Assembly, August 26-27, 2022. Nancy Kennedy and Connie Archibald will be the delegates from the Board.
- School Begins Monday, August 29, 2022. Conversations regarding a contingency plan if Golden Spike elementary is not ready by then.

Closed Meeting to Discuss Property and Personnel:

A motion by Nancy Kennedy, second by Tiffani Summers was made at 7:03 to go into a closed meeting. Roll call was done by President Taylor, all voted in favor. The motion was made to move back into open session at 8:41

Adjournment

Karen Cronin made the motion to adjourn the meeting. Tiffani Summers seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held on September 14, 2022 at the Independent Life Skills Center regular session beginning at 6:30 p.m. President Julie Taylor adjourned the meeting at 8:42 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	00041179	-58.28	08/03/22	104384 JOHNSTONE SUPPLY	CV
01	00041363	749.34	08/04/22	812477 ALSCO/AMERICAN LINEN	C
01	00041364	4,800.00	08/04/22	110509 AUDIO ENHANCEMENT	C
01	00041365	90.00	08/04/22	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00041366	255.50	08/04/22	85768 BEAR RIVER SEWER DEPT	C
01	00041367	257.74	08/04/22	87120 BEEHIVE TELEPHONE CO	C
01	00041368	832.76	08/04/22	109695 BELLAS FRESH MEXICAN GRILL	C
01	00041369	348.12	08/04/22	95835 JASON V BINGHAM	C
01	00041370	1,000.00	08/04/22	12033 BOB'S BODY SHOP	C
01	00041371	149.00	08/04/22	104843 WAYNE BURRELL	C
01	00041372	549.56	08/04/22	16420 CAFE RIO MEXICAN GRILL	C
01	00041373	710.00	08/04/22	61697 CASLS	C
01	00041374	2,088.08	08/04/22	19178 CHEAPERTHANSHIRT	C
01	00041375	379.00	08/04/22	40363 CIO MEDICAL SERVICES	C
01	00041376	650.00	08/04/22	111223 COUNTRY CARPET CLEANING LLC	C
01	00041377	802.48	08/04/22	162470 CRUS OIL INC	C
01	00041378	11,500.00	08/04/22	60500 DOABLE WELLNESS	C
01	00041379	521.28	08/04/22	61212 CARRISA DOMINY	C
01	00041380	4,144.01	08/04/22	143160 FRONTIER COMMUNICATION	C
01	00041381	4,470.81	08/04/22	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00041382	42.00	08/04/22	38610 CINDY GULBRANSON	C
01	00041383	46.62	08/04/22	111125 IML SECURITY SUPPLY	C
01	00041384	75.00	08/04/22	52892 LG DESIGN & PHOTOGRAPHY	C
01	00041385	190.52	08/04/22	105960 RICHARD L MILLER	C
01	00041386	3,224.16	08/04/22	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00041387	3,371.27	08/04/22	111273 NUCO2 LLC	C
01	00041388	4,221.68	08/04/22	3050 OBSERVERTAB, LLC	C
01	00041389	845.90	08/04/22	4960 OLD GRIST MILL BREAD	C
01	00041390	1,405.00	08/04/22	103688 PACKER'S EXTINGUISHER LLC	C
01	00041391	45.00	08/04/22	104992 PRINT SHOP	C
01	00041392	4,070.09	08/04/22	892645 ROCKY MOUNTAIN POWER	C
01	00041393	272.00	08/04/22	32913 ROYAL WHOLESALE ELECTRIC	C
01	00041394	39.95	08/04/22	110789 CORE BUSINESS TECHNOLOGIES (SIP)	C
01	00041395	59.95	08/04/22	110968 SKY BLUE INDUSTRIES INC	C
01	00041396	35.95	08/04/22	110914 SUPERIOR WATER AND AIR INC	C
01	00041397	1,780.25	08/04/22	111109 TOM RANDALL DIST	C
01	00041398	1,887.03	08/04/22	109356 TRANSPORT DIESEL	C
01	00041399	103.00	08/04/22	30546 TRI STATE OIL RECLAIMERS	C
01	00041400	2,250.00	08/04/22	875087 UKON WATER CO	C
01	00041401	10,609.49	08/04/22	102558 UTAH DEPARTMENT OF HEALTH	C
01	00041402	90.00	08/04/22	511570 UTAH LABOR COMMISSION DIVISION OF	C
01	00041403	250.00	08/04/22	891133 UTAH/YAMAS CONTROLS INC	C
01	00041404	50.00	08/04/22	4316 WASHINGTON SCHOOL DISTRICT	C
01	00041405	4,503.65	08/04/22	924155 WASTE MGMT OF UTAH INC	C
01	00041406	42.00	08/04/22	990 STACI ZILLES-NELSON	C
01	00041407	1,493.00	08/04/22	57371 AED SUPERSTORE	C
01	00041408	294.90	08/04/22	61620 ALLIED ELECTRONICS INC	C
01	00041409	4,622.75	08/04/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00041410	9,221.00	08/04/22	47937 BOYLE APPLIANCE LLC	C
01	00041411	381,177.00	08/04/22	113116 BRYSON SALES & SERVICE	C
01	00041412	51.50	08/04/22	86 BUSINESS SOLUTIONS GROUP	C
01	00041413	2,893.10	08/04/22	230 CAROLINA BIOLOGICAL	C
01	00041414	1,395.00	08/04/22	100293 DELL INC	C
01	00041415	897.03	08/04/22	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00041416	2,517.25	08/04/22	633340 OFFICE DEPOT	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00041417	124.00	08/04/22	104992 PRINT SHOP	C
01	00041418	8,961.97	08/04/22	60020 RON KELLER TIRE INC	C
01	00041419	1,446.29	08/04/22	157371 STAPLES	C
01	00041420	43,028.00	08/04/22	110040 WALL 2 WALL	C
01	00041421	3,350.00	08/04/22	41068 ZOHO CORPORATION	C
01	00041422	41.65	08/11/22	1 DIANE SEILER	C
01	00041423	43.60	08/11/22	1 JESS HUNSAKER	C
01	00041424	60.00	08/11/22	1 MATT STEWART	C
01	00041425	37.50	08/11/22	1 MICHELLE JENSEN	C
01	00041426	611.16	08/11/22	14575 AIRMOTIVE SERVICE	C
01	00041427	342.14	08/11/22	111203 ARNOLD MACH CO - MH 63 SLC	C
01	00041428	129.00	08/11/22	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00041429	518.80	08/11/22	104338 BOX ELDER HIGH SCHOOL	C
01	00041430	53,634.38	08/11/22	108217 BRIGHAM CITY CORPORATION	C
01	00041431	2,746.97	08/11/22	113116 BRYSON SALES & SERVICE	C
01	00041432	4,460.95	08/11/22	3271 CANON SOLUTIONS AMERICA	C
01	00041433	100.00	08/11/22	56880 STEVEN KIP CARLSEN	C
01	00041434	120.00	08/11/22	107994 CERTIFIED SHRED	C
01	00041435	968.00	08/11/22	23086 COMPANY GRILL	C
01	00041436	30.00	08/11/22	14958 CULLIGAN	C
01	00041437	5,125.91	08/11/22	729332 ECONO WASTE INC	C
01	00041438	2,226.00	08/11/22	110446 EMPLOYER ADVOCATES LLC	C
01	00041439	109.10	08/11/22	21032 KATIE FUHRIMAN	C
01	00041440	1,075.28	08/11/22	304217 GARLAND CITY	C
01	00041441	250.00	08/11/22	49131 GN GILES GROUP, LLC	C
01	00041442	100.00	08/11/22	61662 ANTHONY GODFREY	C
01	00041443	3,718.00	08/11/22	36455 HEARTLAND SCHOOL SOLUTIONS	C
01	00041444	100.00	08/11/22	42897 KODEY HUGHES	C
01	00041445	1,129.61	08/11/22	361 INTERMOUNTAIN HEALTHCARE	C
01	00041446	1,818.00	08/11/22	106568 IRON GATE CATERING	C
01	00041447	39.00	08/11/22	46086 MICHAEL JENSEN	C
01	00041448	7.20	08/11/22	57568 LANGUAGE ACCESS NETWORK LLC	C
01	00041449	1,718.21	08/11/22	58246 LINDE GAS & EQUIPMENT INC	C
01	00041450	342.94	08/11/22	543168 MADDOX RANCH HOUSE	C
01	00041451	3,439.18	08/11/22	999008 OPTICARE	C
01	00041452	76.57	08/11/22	34576 RHONDA PACE	C
01	00041453	242.09	08/11/22	700077 PERRY CITY	C
01	00041454	549.66	08/11/22	732367 RAFT RIVER RURAL	C
01	00041455	372.82	08/11/22	892645 ROCKY MOUNTAIN POWER	C
01	00041456	323.00	08/11/22	105185 RURAL WATER ASSOCIATION	C
01	00041457	4,006.00	08/11/22	25976 SHERWIN-WILLIAMS	C
01	00041458	50.00	08/11/22	27324 MICHELLE SMITH	C
01	00041459	753.84	08/11/22	802087 SNOWVILLE WATERWORKS INC	C
01	00041460	500.00	08/11/22	112080 SQUIRE & COMPANY	C
01	00041461	42.00	08/11/22	10251 SUSAN THOMPSON	C
01	00041462	100.00	08/11/22	61670 GREGORY THORNOCK	C
01	00041463	35.00	08/11/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
01	00041464	690.00	08/11/22	891162 USSA / UTAH SCHOOL SUPT ASSN	C
01	00041465	12.71	08/11/22	24580 VERIZON WIRELESS	C
01	00041466	170.42	08/11/22	941217 WILLARD CITY CORP	C
01	00041467	3,487.46	08/11/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00041468	3,777.00	08/11/22	106497 APPLE STORE	C
01	00041469	1,416.47	08/11/22	61603 APPROVED NETWORKS, LLC	C
01	00041470	561.38	08/11/22	19070 C&R AUTO AND TRAILER SALES	C
01	00041471	3,175.00	08/11/22	61743 CMC NEPTUNE	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00041472	84.73	08/11/22	106378 GOLDEN SPIKE POWERSPORTS	C
01	00041473	3,510.15	08/11/22	386370 HYKO SUPPLY CO	C
01	00041474	245.11	08/11/22	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00041475	912.20	08/11/22	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00041476	153.55	08/11/22	1791 INTERSTATE ALL BATTERIES CENTER	C
01	00041477	434.00	08/11/22	111727 LAVENDER HILL PRESS	C
01	00041478	2,224.19	08/11/22	3727 MCGRAW-HILL SCHOOL EDUCATION	C
01	00041479	9,921.00	08/11/22	108828 MORETON & COMPANY INC	C
01	00041480	151.91	08/11/22	633340 OFFICE DEPOT	C
01	00041481	8,500.00	08/11/22	52400 PARADISE FIRE PROTECTION	C
01	00041482	158.00	08/11/22	43567 PENCIL WHOLESale LLC	C
01	00041483	48.14	08/11/22	54313 SCHOOL SPECIALTY, LLC	C
01	00041484	1,788.00	08/11/22	110873 SOLUTION TREE	C
01	00041485	3,695.16	08/11/22	157371 STAPLES	C
01	00041486	2,306.92	08/11/22	56960 TOUCHMATH LLC	C
01	00041487	457.75	08/11/22	111588 ULINE	C
01	00041488	858.00	08/11/22	109355 VOYAGER SOPRIS LEARNING	C
01	00041489	19,263.00	08/11/22	110040 WALL 2 WALL	C
01	00041490	6,500.00	08/11/22	58718 MS RESULTS CONSULTING, INC	C
01	00041491	64.90	08/25/22	1 DANNY NORTON	C
01	00041492	57.10	08/25/22	1 JESSICA STRAUB	C
01	00041493	32.50	08/25/22	1 JULIE WALKER	C
01	00041494	30.90	08/25/22	1 LIZ BRAITHWAITE	C
01	00041495	302.76	08/25/22	6617 ACME WATER CO	C
01	00041496	623.79	08/25/22	61859 BING BAI 106 W 825 N	C
01	00041497	532.00	08/25/22	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00041498	1,050.00	08/25/22	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00041499	1,200.42	08/25/22	109695 BELLAS FRESH MEXICAN GRILL	C
01	00041500	349.83	08/25/22	95850 BINTZ RESTAURANT SUPPLY	C
01	00041501	190.00	08/25/22	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00041502	111,264.00	08/25/22	108217 BRIGHAM CITY CORPORATION	C
01	00041503	3,940.00	08/25/22	123130 CACHE COUNTY SCHOOL DISTRICT	C
01	00041504	2,014.03	08/25/22	890740 CENTURYLINK	C
01	00041505	601.69	08/25/22	890740 CENTURYLINK LONG DISTANCE	C
01	00041506	425.00	08/25/22	40363 CIO MEDICAL SERVICES	C
01	00041507	800.00	08/25/22	52566 CLEANER HOODS, INC.	C
01	00041508	70.00	08/25/22	109652 DREWES FLORAL & GIFTS	C
01	00041509	57.76	08/25/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00041510	52.00	08/25/22	7838 PAM HAWKES	C
01	00041511	2,232.00	08/25/22	106568 IRON GATE CATERING	C
01	00041512	23,832.86	08/25/22	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00041513	794.20	08/25/22	111809 CHAD KIRBY	C
01	00041514	1,000.00	08/25/22	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00041515	1,746.00	08/25/22	111694 MAPLE SPRINGS	C
01	00041516	7,606.25	08/25/22	3050 OBSERVERTAB, LLC	C
01	00041517	45.84	08/25/22	100987 PEARSON EDUCATION CENTER	C
01	00041518	945.66	08/25/22	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00041519	26,618.54	08/25/22	892645 ROCKY MOUNTAIN POWER	C
01	00041520	191.92	08/25/22	55336 S & D CARWASH MANAGEMENT, LLC	C
01	00041521	5,945.08	08/25/22	103604 SCHOLASTIC MAGAZINES	C
01	00041522	74.89	08/25/22	10731 SMITH'S CUSTOMER CHARGES	C
01	00041523	252.23	08/25/22	61840 HOLLY STARKS	C
01	00041524	1,400.00	08/25/22	59226 LYNDAY SAGER	C
01	00041525	159.24	08/25/22	48186 COREY THOMPSON	C
01	00041526	6,227.10	08/25/22	852617 TREMONTON CITY CORP	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00041527	90.00	08/25/22	511570 UTAH LABOR COMMISSION DIVISION OF	C
01	00041528	1,100.00	08/25/22	109816 UTAH SAFETY COUNCIL	C
01	00041529	7,211.73	08/25/22	24580 VERIZON WIRELESS	C
01	00041530	15,231.58	08/25/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00041531	8,971.70	08/25/22	106895 BADGER SCREEN PRINTING CO	C
01	00041532	37,500.00	08/25/22	110222 BENCHMARK EDUCATION CO	C
01	00041533	890.42	08/25/22	31658 BSN SPORTS	C
01	00041534	2,943.00	08/25/22	61646 BUTTERFLY NETWORK INC	C
01	00041535	630.09	08/25/22	38237 COLE PARMER INSTRUMENT CO	C
01	00041536	887.39	08/25/22	164255 CUMMINS ROCKY MOUNTAIN LLC	C
01	00041537	18,145.00	08/25/22	15660 DAKTRONICS	C
01	00041538	19.50	08/25/22	100293 DELL INC	C
01	00041539	12,564.00	08/25/22	50156 EDUCATORS HANDBOOK.COM	C
01	00041540	749.13	08/25/22	61654 ELIFEGUARD INC	C
01	00041541	1,404.48	08/25/22	57207 FILTERBUY INC.	C
01	00041542	369.00	08/25/22	286060 FLINN SCIENTIFIC	C
01	00041543	1,762.21	08/25/22	106881 HANSEN CHEVROLET	C
01	00041544	199.29	08/25/22	60437 HARTFIEL AUTOMATION SA, LLC	C
01	00041545	4,057.20	08/25/22	100148 HIGH NOON BOOKS	C
01	00041546	1,322,982.35	08/25/22	109003 HOGAN & ASSOCIATES CONSTRUCTION INC	C
01	00041547	35,100.00	08/25/22	107027 HOUGHTON MIFFLIN HARCOURT	C
01	00041548	15,796.08	08/25/22	386370 HYKO SUPPLY CO	C
01	00041549	1,172.62	08/25/22	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00041550	1,500.00	08/25/22	1821 IXL LEARNING	C
01	00041551	3,742.98	08/25/22	455120 JACKS TIRE & OIL INC	C
01	00041552	299.90	08/25/22	33430 LEADING EDGE LAMINATING	C
01	00041553	11,210.00	08/25/22	37010 MANDARIN MATRIX INC	C
01	00041554	354,835.00	08/25/22	3727 MCGRAW-HILL SCHOOL EDUCATION	C
01	00041555	14,575.00	08/25/22	56855 MYSTERY SCIENCE INC.	C
01	00041556	1,528.00	08/25/22	55387 NATIONAL BUSINESS FURNITURE	C
01	00041557	781.25	08/25/22	105708 NICKYS FOLDERS/ROCHESTER 100	C
01	00041558	1,078.00	08/25/22	1023 NUTTALL INC	C
01	00041559	33,300.00	08/25/22	58734 NWEA	C
01	00041560	4,008.21	08/25/22	633340 OFFICE DEPOT	C
01	00041561	1,198.80	08/25/22	100683 REALLY GOOD STUFF INC	C
01	00041562	58.87	08/25/22	32590 RELYCO SALES INC	C
01	00041563	37.48	08/25/22	54313 SCHOOL SPECIALTY, LLC	C
01	00041564	1,801.96	08/25/22	157371 STAPLES	C
01	00041565	168.00	08/25/22	19488 T SHIRT CHOP SHOP	C
01	00041566	685.40	08/25/22	111788 THE LIFEGUARD STORE	C
01	00041567	53,965.00	08/25/22	109355 VOYAGER SOPRIS LEARNING	C
01	00041568	14,402.90	08/25/22	110040 WALL 2 WALL	C
01	00041569	9,568.00	08/25/22	29947 WILSON LANE SERVICE	C
01	00041570	3,040.00	08/25/22	61360 ZANER-BLOSER INC	C
01	00041571	1,220.40	08/25/22	41068 ZOHOO CORPORATION	C
01	00041572	1,162.89	08/31/22	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00041573	4,433.18	08/31/22	999014 AMERICAN FAMILY LIFE COMP	C
01	00041574	80.00	08/31/22	999027 B E SCHOOL BOARD FUND	C
01	00041575	798.16	08/31/22	999110 BONNEVILLE BILLING & COLLECTIONS	C
01	00041576	596.99	08/31/22	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00041577	242.00	08/31/22	999055 BOX ELDER FOUNDATION	C
01	00041578	1,564.15	08/31/22	999033 BUREAU CHILD SUPPORT SERV	C
01	00041579	363.40	08/31/22	4642 CREDIT SERVICE OF LOGAN	C
01	00041580	33,352.26	08/31/22	999077 DENTAL SELECT	C
01	00041581	5,850.00	08/31/22	999021 ELEVATE CREDIT UNION	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00041582	484.50	08/31/22	999019 EMI HEALTH	C
01	00041583	69.12	08/31/22	999017 GLOBE LIFE INSURANCE CO	C
01	00041584	20,173.18	08/31/22	999035 HORACE MANN INSURANCE COMPANY	C
01	00041585	451.00	08/31/22	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00041586	84.65	08/31/22	5851 JOHNSON MARK ATTORNEYS LLC	C
01	00041587	464.64	08/31/22	999111 MEADE RECOVERY SERVICES LLC	C
01	00041588	7,025.00	08/31/22	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00041589	63.73	08/31/22	999156 OLSON SHANER	C
01	00041590	3,595.24	08/31/22	999008 OPTICARE	C
01	00041591	212.33	08/31/22	999038 OUTSOURCE RECEIVABLES	C
01	00041592	751,531.54	08/31/22	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00041593	1,432.50	08/31/22	999032 PRE-PAID LEGAL SERVICES	C
01	00041594	20,803.83	08/31/22	999018 THE HARTFORD	C
01	00041595	490.00	08/31/22	999012 UESP	C
01	00041596	221,587.29	08/31/22	999003 UTAH STATE TAX COMMISSION	C
01	02081122	4.78	08/08/22	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05081022	291,891.23	08/10/22	888540 US BANK	M
01	07083122	140,210.58	08/31/22	999070 HEALTH EQUITY INC	M
01	08083122	1,320,831.71	08/31/22	999005 UTAH STATE RETIREMENT FUND	M
01	09081922	80,939.44	08/31/22	999140 BANK OF UTAH	M
01	09083122	1,118,474.97	08/31/22	999140 BANK OF UTAH	M
Total Bank No 01		6,936,595.21			
02	00101035	494.72	08/04/22	38032 AMAZON CAPITAL SERVICES INC	C
02	00101036	3,000.00	08/04/22	891181 LB 410033	C
02	00101037	8,000.00	08/11/22	104338 BOX ELDER HIGH SCHOOL	C
02	00101038	179.95	08/11/22	61565 ROBOTSHOP INC	C
02	00101039	1,000.00	08/11/22	891181 LB 410033	C
02	00101040	511.02	08/25/22	38032 AMAZON CAPITAL SERVICES INC	C
02	00101041	25,000.00	08/25/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101042	65.44	08/25/22	111765 RAINBOW RESOURCE CENTER	C
02	00101043	2,280.00	08/25/22	103945 SKYWAY GOLF COURSE	C
02	00101044	555.73	08/25/22	43753 VISTA HIGHER LEARNING, INC.	C
02	00101045	1,585.47	08/30/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 02		42,672.33			
11	01104057	374.52	08/04/22	101520 BELL JANITORIAL	A
11	01104058	152.01	08/04/22	102177 BRADY INDUSTRIES LLC	A
11	01104059	322.55	08/04/22	106437 CARSON ELEVATOR CO INC	A
11	01104060	1,813.10	08/04/22	53473 CHARLIE'S PRODUCE	A
11	01104061	3,594.57	08/04/22	728870 DOMINION ENERGY UTAH	A
11	01104062	68.00	08/04/22	107462 NICOLE HESS	A
11	01104063	193.64	08/04/22	52388 GLENN GUY JONES	A
11	01104064	7,621.45	08/04/22	35718 O C TANNER RECOGNITION COMPANY	A
11	01104065	60.00	08/04/22	47686 TNT ENGRAVING	A
11	01104066	1,412.52	08/04/22	100590 WAXIE SANITARY SUPPLY	A
11	01104067	35,000.00	08/11/22	109024 ARBITERPAY TRUST ACCOUNT	A
11	01104068	112.00	08/11/22	104132 BEAZER LOCK & KEY	A
11	01104069	578.50	08/11/22	102177 BRADY INDUSTRIES LLC	A
11	01104070	118,550.53	08/11/22	105301 CACHE VALLEY ELECTRIC INC	A
11	01104071	40.00	08/11/22	31380 JOSE M CEDILLO	A
11	01104072	339.26	08/11/22	134250 CEM SALES & SERVICE	A
11	01104073	75.44	08/11/22	322776 GRAINGERS INC	A
11	01104074	108,278.16	08/11/22	32816 KLEO INC / CLASS WALLET	A
11	01104075	148.27	08/11/22	6009 IRLANDA STEVENS	A
11	01104076	17,071.28	08/11/22	12688 SYSCO	A

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Bank	Check No	Amount	Date	Vendor	Type
11	01104077	4,989.88	08/11/22	100590 WAXIE SANITARY SUPPLY	A
11	01104078	17,306.90	08/25/22	101520 BELL JANITORIAL	A
11	01104079	2,659.00	08/25/22	105301 CACHE VALLEY ELECTRIC INC	A
11	01104080	350.00	08/25/22	106437 CARSON ELEVATOR CO INC	A
11	01104081	37,400.00	08/25/22	100325 CDW GOVERNMENT INC	A
11	01104082	1,469.63	08/25/22	134250 CEM SALES & SERVICE	A
11	01104083	269.20	08/25/22	108940 CERTIFIED INSPECTION SERVICES/ C MAEDGEN	A
11	01104084	113.70	08/25/22	53473 CHARLIE'S PRODUCE	A
11	01104085	17.27	08/25/22	108521 MELANIE CROUCH	A
11	01104086	3,555.20	08/25/22	728870 DOMINION ENERGY UTAH	A
11	01104087	467,517.33	08/25/22	107656 DWA CONSTRUCTION INC	A
11	01104088	888.02	08/25/22	322776 GRAINGERS INC	A
11	01104089	76.00	08/25/22	107462 NICOLE HESS	A
11	01104090	1,832.50	08/25/22	32816 KLEO INC / CLASS WALLET	A
11	01104091	33,000.00	08/25/22	48470 SCHOOLS CUBED	A
11	01104092	1,515.96	08/25/22	100590 WAXIE SANITARY SUPPLY	A
Total Bank No 11		868,766.39			
23	13400681	14,889.51	08/05/22	56782 GOLDEN SPIKE ELEMENTARY	C
Total Bank No 23		14,889.51			
24	13601022	200.95	08/03/22	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 24		200.95			
26	16401015	185.00	08/25/22	28614 ASHLEIGH ARNOLD	C
26	16401016	275.00	08/25/22	61808 BOUNCE AROUND	C
26	16401017	2,166.59	08/25/22	104321 BOX ELDER SCHOOL DISTRICT	C
26	16401018	825.00	08/25/22	46965 LITTLE REDS LLC	C
26	16401019	329.08	08/25/22	830460 TACO TIME/TREMONTON	C
Total Bank No 26		3,780.67			
27	16600479	18,562.11	08/09/22	56782 GOLDEN SPIKE ELEMENTARY	C
Total Bank No 27		18,562.11			
28	16701138	108.00	08/16/22	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701139	81.85	08/16/22	14958 CULLIGAN	C
28	16701140	166.15	08/16/22	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 28		356.00			
30	17200608	589.67	08/23/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 30		589.67			
32	20000272	995.00	08/12/22	104321 BOX ELDER SCHOOL DISTRICT	C
32	20000273	562.50	08/12/22	19178 CHEAPER THAN SHIRT	C
Total Bank No 32		1,557.50			
33	30402753	70.00	08/03/22	61611 QUENCH USA, INC	C
33	30402754	141.71	08/09/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402755	50.00	08/24/22	1 MARTIN BEYLER	C
33	30402756	50.00	08/24/22	1 RICHARD MILLER	C
33	30402757	720.07	08/24/22	38032 AMAZON CAPITAL SERVICES INC	C
Total Bank No 33		1,031.78			
34	30803199	35.00	08/18/22	1 SHELBY BRUTON	C
34	30803200	203.89	08/18/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803201	421.16	08/18/22	104321 BOX ELDER SCHOOL DISTRICT	C
34	30803202	1,489.60	08/18/22	158220 COVER UP	C
34	30803203	606.34	08/18/22	109248 J W PEPPER MUSIC	C
34	30803204	518.55	08/18/22	40509 LIGHTSPEED TECHNOLOGIES	C
34	30803205	960.00	08/18/22	104992 PRINT SHOP	C

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Bank	Check No	Amount	Date	Vendor	Type
34	30803206	286.86	08/26/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803207	379.94	08/26/22	61921 FINDAWAY WORLD LLC	C
34	30803208	48.00	08/26/22	109248 J W PEPPER MUSIC	C
34	30803209	52.11	08/26/22	4960 OLD GRIST MILL BREAD	C
Total Bank No 34		5,001.45			
35	40402917	18.99	08/05/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402918	39.79	08/05/22	173340 DAR'S JJ WHITE BLACKSMITH	C
35	40402919	119.69	08/05/22	327480 GREER'S HARDWARE	C
35	40402920	69.64	08/05/22	157371 STAPLES	C
35	40402921	136.25	08/15/22	1724 ACE HARDWARE TREMONTON	C
35	40402922	90.57	08/15/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402923	699.19	08/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402924	635.50	08/15/22	4618 COLEMAN KNITTING MILL	C
35	40402925	63.51	08/15/22	1554 JENNIFER WINWARD	C
35	40402926	100.00	08/16/22	106202 JOHN FINDLAY	C
35	40402927	2,810.00	08/16/22	61794 GOGUARDIAN	C
35	40402928	50.00	08/16/22	53058 SODA FIXX SODA SHACK	C
35	40402929	694.51	08/26/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402930	359.50	08/26/22	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402931	710.00	08/26/22	48615 CONSONUS MUSIC INSTITUTE, LLC	C
35	40402932	1,029.28	08/26/22	778870 GOPHER SPORT	C
35	40402933	95.00	08/26/22	58661 THATCHER PEAK LLC	C
35	40402934	94.35	08/26/22	102470 THE BOOK TABLE	C
Total Bank No 35		7,815.77			
36	40803925	83.00	08/17/22	1 JESSICA STRAUB	C
36	40803926	795.97	08/17/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40803927	795.73	08/17/22	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803928	274.85	08/17/22	109248 J W PEPPER MUSIC	C
36	40803929	104.99	08/17/22	10731 SMITH'S CUSTOMER CHARGES	C
36	40803930	64.47	08/17/22	11711 SOUTHWEST STRINGS	C
36	40803931	3.00	08/24/22	1 WAYNE HANSEN	C
36	40803932	492.52	08/24/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40803933	99.00	08/24/22	108299 STEVE WEISS MUSIC	C
36	40803934	9,103.20	08/25/22	106895 BADGER SCREEN PRINTING CO	C
36	40803935	692.73	08/25/22	4812 IDLE ISLE CAFE	C
36	40803936	925.09	08/25/22	43443 KRISHNA'S COLORS	C
Total Bank No 36		13,434.55			
37	70412350	8,267.00	08/01/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412351	203.54	08/04/22	543168 MADDOX RANCH HOUSE	C
37	70412352	43.69	08/04/22	1 KYLEE SOUTHWICK	C
37	70412353	30.00	08/04/22	1 NATASH GEDDES	C
37	70412354	573.58	08/04/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412355	1,010.00	08/04/22	158220 COVER UP	C
37	70412356	65.33	08/04/22	327480 GREER'S HARDWARE	C
37	70412357	4,043.54	08/04/22	4790 HOME DEPOT CREDIT SERVICE	C
37	70412358	1,011.00	08/04/22	60461 KAYSVILLE ROBOTICS ASSOCIATION	C
37	70412359	4,414.47	08/04/22	111030 LOWE'S	C
37	70412360	527.69	08/04/22	51187 METALMART INC.	C
37	70412361	600.00	08/04/22	3689 PEACH TREE CRAFT DECOR AND MORE	C
37	70412362	1,292.76	08/04/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70412363	395.60	08/04/22	103604 SCHOLASTIC MAGAZINES	C
37	70412364	10.99	08/04/22	810361 STANDARD PLUMBING SUPPLY	C
37	70412365	898.00	08/04/22	58661 THATCHER PEAK LLC	C
37	70412366	851.85	08/04/22	16535 VEX ROBOTICS	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70412367	59.47	08/12/22	1724 ACE HARDWARE TREMONTON	C
37	70412368	500.00	08/12/22	41041 AMERICAN FORK HIGH SCHOOL	C
37	70412369	1,208.96	08/12/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412370	55.00	08/12/22	41998 BEAR RIVER FLORAL & GIFTS	C
37	70412371	646.50	08/12/22	158220 COVER UP	C
37	70412372	13,000.00	08/12/22	13420 HUDL	C
37	70412373	3,420.81	08/12/22	51764 JONES SHIRTS & SIGNS	C
37	70412374	2,403.57	08/12/22	489240 KENTS MARKET PL/TREMONTON	C
37	70412375	400.00	08/12/22	61751 KESTNER MEDIA PRODUCTION	C
37	70412376	425.00	08/12/22	22950 OGDEN HIGH SCHOOL	C
37	70412377	17.15	08/12/22	25674 STUDIO R MEDIA	C
37	70412378	300.00	08/12/22	7528 UMEA	C
37	70412379	930.70	08/12/22	16535 VEX ROBOTICS	C
37	70412380	82.80	08/12/22	32824 YES PRINT COPY N MORE, LLC	C
37	70412381	130.00	08/12/22	61778 BOTHWELL PARK AND FARM	C
37	70412382	5,692.13	08/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412383	250.00	08/15/22	12734 CITY OF ST GEORGE	C
37	70412384	1,800.00	08/15/22	52515 JODIE'S CUSTOM DANCEWEAR	C
37	70412385	114.00	08/18/22	1 DAVID RICHARDS	C
37	70412386	1,594.22	08/18/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412387	352.54	08/18/22	106895 BADGER SCREEN PRINTING CO	C
37	70412388	931.80	08/18/22	106055 BLICK ART MATERIALS	C
37	70412389	82.50	08/18/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412390	2,275.54	08/18/22	31658 BSN SPORTS	C
37	70412391	128.70	08/18/22	15725 COSTCO MEMBERSHIP	C
37	70412392	1,157.00	08/18/22	158220 COVER UP	C
37	70412393	968.10	08/18/22	43893 ISTITCH	C
37	70412394	2,260.50	08/18/22	4910 NATIONAL FFA ORGANIZATION	C
37	70412395	429.00	08/18/22	58661 THATCHER PEAK LLC	C
37	70412396	3,411.10	08/25/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412397	705.87	08/25/22	109695 BELLAS FRESH MEXICAN GRILL	C
37	70412398	2,074.00	08/25/22	4618 COLEMAN KNITTING MILL	C
37	70412399	500.00	08/25/22	6858 DIXIE HIGH SCHOOL	C
37	70412400	805.00	08/25/22	47635 EPIC PRODUCTIONS LLC	C
37	70412401	1,200.00	08/25/22	32093 ELLIE ROSE HADFIELD	C
37	70412402	1,231.15	08/25/22	31011 HAMPTON INN OREM	C
37	70412403	256.00	08/25/22	56340 IMAGINE IT VINYL	C
37	70412404	153.00	08/25/22	43893 ISTITCH	C
37	70412405	70.00	08/25/22	474162 JOSTENS	C
37	70412406	124.41	08/25/22	51187 METALMART INC.	C
37	70412407	1,200.00	08/25/22	37591 ONEIGHTY ATHLETICS LLC	C
37	70412408	1,166.16	08/25/22	36846 QUALITY INN POCATELLO	C
37	70412409	87.24	08/25/22	106495 TYSON RICHARDS	C
37	70412410	554.92	08/25/22	157371 STAPLES	C
37	70412411	168.99	08/25/22	25674 STUDIO R MEDIA	C
37	70412412	6,038.57	08/25/22	111790 SUNSTONE POTTERY	C
37	70412413	5,735.02	08/25/22	830460 TACO TIME/TREMONTON	C
37	70412414	1,200.00	08/25/22	787 TAMMYS COUNTRY RUFFLES	C
37	70412415	50.00	08/25/22	61727 TAYLIE NESSEN PHOTOGRAPHY	C
37	70412416	1,575.00	08/25/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
37	70412417	818.68	08/25/22	16535 VEX ROBOTICS	C
37	70412418	529.23	08/25/22	55670 WATKINS CUSTOM MEAT	C
Total Bank No 37		95,509.37			
38	70812171	134.18	08/02/22	112046 ACE HARDWARE - BRIGHAM	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70812172	694.01	08/02/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812173	462.00	08/02/22	45500 BOX ELDER SCHOOL DISTRICT	C
38	70812174	659.08	08/02/22	11185 BEST WESTERN LANDMARK INN	C
38	70812175	76.05	08/02/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812176	2,796.00	08/02/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812177	3,308.57	08/02/22	19178 CHEAPERTHANSHIRT	C
38	70812178	690.00	08/02/22	61271 COZY COMFORT COMPANY LLC	C
38	70812179	47.00	08/02/22	109652 DREWES FLORAL & GIFTS	C
38	70812180	705.00	08/02/22	47635 EPIC PRODUCTIONS LLC	C
38	70812181	1,500.00	08/02/22	13935 GEORGE S ECCLES ICE CENTER	C
38	70812182	703.36	08/02/22	61506 HYDROJUG INC	C
38	70812183	209.05	08/02/22	19810 INTEGRATED TECHNOLOGIES	C
38	70812184	1,293.01	08/02/22	4839 INTSEL STEEL WEST LLC	C
38	70812185	24.75	08/02/22	109248 J W PEPPER MUSIC	C
38	70812186	115.61	08/02/22	25119 SIZZLING PLATTER	C
38	70812187	105.00	08/11/22	1 LISA GILMORE	C
38	70812188	1,771.13	08/11/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812189	931.00	08/11/22	106895 BADGER SCREEN PRINTING CO	C
38	70812190	1,172.00	08/11/22	45500 BOX ELDER SCHOOL DISTRICT	C
38	70812191	60.00	08/11/22	104370 BOX ELDER NEWS JOURNAL	C
38	70812192	6,038.24	08/11/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812193	390.00	08/11/22	109682 BYU TREASURY SERVICES	C
38	70812194	1,500.00	08/11/22	1597 CORNER CANYON HIGH SCHOOL	C
38	70812195	112.00	08/11/22	19178 CHEAPERTHANSHIRT	C
38	70812196	749.50	08/11/22	158220 COVER UP	C
38	70812197	132.30	08/11/22	107267 DOMINO'S PIZZA / BRIGHAM	C
38	70812198	26.50	08/11/22	109248 J W PEPPER MUSIC	C
38	70812199	35.42	08/11/22	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
38	70812200	240.00	08/11/22	55255 KW STRIPING	C
38	70812201	24.98	08/11/22	4936 TEXTRAIL TRAILER PARTS	C
38	70812202	41.27	08/11/22	4960 OLD GRIST MILL BREAD	C
38	70812203	3,567.95	08/11/22	110975 RIDDELL ALL AMERICAN SPORTS	C
38	70812204	1,715.00	08/11/22	17450 UHSSA	C
38	70812205	757.04	08/11/22	892964 UTAH STATE TAX COMMISSION	C
38	70812206	210.00	08/17/22	1 JASON GIBBS	C
38	70812207	2,572.23	08/17/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812208	42.00	08/17/22	45500 BOX ELDER SCHOOL DISTRICT	C
38	70812209	1,395.00	08/17/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812210	149.91	08/17/22	31658 BSN SPORTS	C
38	70812211	1,124.58	08/17/22	19178 CHEAPERTHANSHIRT	C
38	70812212	490.00	08/17/22	12734 CITY OF ST GEORGE	C
38	70812213	6,455.00	08/17/22	4618 COLEMAN KNITTING MILL	C
38	70812214	288.00	08/17/22	58530 BRIDGET GOODMAN	C
38	70812215	200.00	08/17/22	38644 GREEN CANYON HIGH SCHOOL	C
38	70812216	2,025.60	08/17/22	106568 IRON GATE CATERING	C
38	70812217	111.73	08/17/22	489250 KENTS MARKET PL/BRIGHAM	C
38	70812218	1,211.00	08/17/22	28746 KUTA SOFTWARE LLC	C
38	70812219	53.80	08/17/22	5010 RED MOUNTAIN WHOLESALE	C
38	70812220	500.00	08/17/22	8303 SKY VIEW HIGH SCHOOL	C
38	70812221	760.02	08/17/22	10731 SMITH'S CUSTOMER CHARGES	C
38	70812222	320.00	08/17/22	804825 SUNRISE HIGH SCHOOL	C
38	70812223	2,955.00	08/17/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70812224	2,024.82	08/17/22	5908 WALMART COMMUNITY	C
38	70812225	10,502.96	08/17/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812226	114.00	08/23/22	1 JESSICA STRAUB	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70812227	100.00	08/23/22	1 JOSIAH OR SAVANNAH WILLIAMS	C
38	70812228	925.00	08/23/22	53457 BLACK STITCH LLC	C
38	70812229	68.90	08/23/22	31658 BSN SPORTS	C
38	70812230	9,363.50	08/23/22	19178 CHEAPERTHANSHIRT	C
38	70812231	500.00	08/23/22	6858 DIXIE HIGH SCHOOL	C
38	70812232	1,268.75	08/23/22	59595 GOLF TEAM PRODUCTS	C
38	70812233	378.68	08/23/22	4790 HOME DEPOT CREDIT SERVICE	C
38	70812234	600.00	08/23/22	61816 KADEN MURDOCK	C
38	70812235	243.60	08/23/22	4960 OLD GRIST MILL BREAD	C
38	70812236	600.00	08/23/22	7358 RIGHT ON CUE SERVICES	C
38	70812237	624.03	08/23/22	52990 SPORTDECALS	C
38	70812238	2,094.62	08/23/22	51837 SWEETWATER	C
38	70812239	2,543.50	08/23/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70812240	50.00	08/23/22	7625 UHSTCA	C
38	70812241	2,580.00	08/23/22	11843 UTAH SHAKESPEARE FESTIVAL	C
38	70812241	-2,580.00	08/25/22	11843 UTAH SHAKESPEARE FESTIVAL	CV
38	70812242	172.00	08/23/22	34568 X-GRAIN SPORTS	C
38	70812243	114.00	08/30/22	1 KARI HULSE	C
38	70812244	3,631.63	08/30/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812245	490.00	08/30/22	36784 AMERICAN RED CROSS	C
38	70812246	416.93	08/30/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812247	325.00	08/30/22	47660 ANDREW DAVIS	C
38	70812248	116.00	08/30/22	37672 EWELL EDUCATIONAL SERVICES INC	C
38	70812249	511.00	08/30/22	28991 FAMILY, CAREER AND COMMUNITY LEADERS OF	C
38	70812250	280.67	08/30/22	42609 FIREHOUSE PIZZERIA	C
38	70812251	95.50	08/30/22	61824 LARSEN SEWING	C
38	70812252	25.00	08/30/22	702688 PETTY CASH	C
38	70812253	75.00	08/30/22	39667 SIGN GYPSIES BOX ELDER	C
38	70812254	260.00	08/30/22	804825 SUNRISE HIGH SCHOOL	C
38	70812255	103.50	08/30/22	830461 TACO TIME/BRIGHAM	C
Total Bank No 38		92,269.46			
39	77800544	50.00	08/04/22	111287 BOWCUTT'S FLOWERS & GIFTS	C
39	77800545	240.00	08/04/22	102864 WALKER CINEMAS	C
Total Bank No 39		290.00			
Total Manual Checks					2,952,352.71
Total Computer Checks					4,284,841.90
Total ACH Checks					868,766.39
Total Other Checks					.00
Total Electronic Checks					.00
Total Computer Voids					-2,638.28
Total Manual Voids					.00
Total ACH Voids					.00
Total Other Voids					.00
Total Electronic Voids					.00
Grand Total					8,103,322.72
Number of Checks					505

Batch Yr	Batch No	Amount
23	000021	-58.28
23	000092	14,698.11
23	000130	53,729.43
23	000131	12,321.91

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				Batch Yr	Batch No	Amount
				23	000132	21,430.16
				23	000133	468,286.02
				23	000134	9,179.95
				23	000135	3,494.72
				23	000142	8,267.00
				23	000153	13,417.67
				23	000161	70.00
				23	000168	200.95
				23	000171	15,768.50
				23	000172	203.54
				23	000174	290.00
				23	000179	248.11
				23	000181	14,889.51
				23	000185	160,499.17
				23	000186	73,869.77
				23	000187	18,177.24
				23	000188	183,403.14
				23	000189	1,075.00
				23	000202	18,562.11
				23	000205	141.71
				23	000210	19,369.33
				23	000216	23,449.96
				23	000220	6,500.00
				23	000225	28,412.19
				23	000226	1,557.50
				23	000229	130.00
				23	000238	7,742.13
				23	000239	1,625.02
				23	000243	2,910.00
				23	000247	356.00
				23	000254	50.00
				23	000255	22,888.69
				23	000257	2,119.01
				23	000258	10,502.96
				23	000268	10,293.90
				23	000269	4,234.54
				23	000278	170,195.84
				23	000279	46,531.05
				23	000280	350.00
				23	000281	752,129.13
				23	000282	1,792,964.40
				23	000290	589.67
				23	000295	19,646.58
				23	000302	3,780.67
				23	000304	820.07
				23	000306	594.52
				23	000307	291,891.23
				23	000309	29,654.34
				23	000315	10,721.02
				23	000318	2,982.64
				23	000324	766.91
				23	000337	1,585.47
				23	000338	3,737,368.28
				23	000342	6,444.23

For September 14, 2022 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
BEMS	Heather Dastrup	Functional Skills	Resigned
Century	Destry Larsen	SLT	Resigned
Lake View	Shay Baire	Resource Para	
ACHI	Rebecca Biggs	Custodian	
ACYI	Myrtle Bloxham	Functional Skills Para	
North Park	Philip Borup	Para	
Golden Spike	Kodie Forsberg	Functional Skills Para	
Golden Spike	Veronica Holland	Resource Para	
BEHS	Kurt Mueller	Asst. Head Custodian	
Fielding	Kathrina Nelson	Functional Skills Para	
BEHS	Dustin Norman	ED Para	
ACHI	Tracy O'Dell	ED Para	
North Park	Jerianne Parkinson	Custodian	
ILSC	Josie Pugsley	Functional Skills Para	
DO	M. Jan Rasmussen	Speech Para	
Transportation	Valene Robinson	Bus Driver	
Golden Spike	Karen Stevenson	Resource Para	
BRHS	Louis Jed Christensen	Functional Skills	Resigned

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>
BRMS	Marckee Belliston	Resource ELA
BRHS	Ruth Larios	Teacher
Garland	Alyson Yeates	Teacher
North Park	Jenny Rogers	Teacher
North Park	Tyree Blaisdell	PM Kindergarten Teacher
ACYI	Chase Bolster	Teacher
North Park	Melissa Baker	Kindergarten Para
Century	Danielle Barfuss	Elementary Secretary
BEMS	Terra Bell	ED Para
BRHS	Ashley Brown	Attendance Secretary
Lake View	Jenny Buell	Media Specialist
Golden Spike	Stacy Butts	Lead Title 1 Para
Willard	Rhonda Cal	Kindergarten Para
Garland	Libby Christensen	Media Para
McKinley	Courtney Cortez	Head Preschool Para
Lake View	Andrea Dean	Kindergarten Para
Sunrise	Isaac Delgado	Custodian
Fielding	Tiffany Earl	Prep Time/Functional Skills Para
ACYI	Melanie Evans	Vision Impaired Support Para
Willard	Keldi Francom	Head Literacy Para
North Park	Jaci Hawkes	ED Para
McKinley	Valerie Hill	Cook
Discovery	MaKayla Kafton	Cook
ACHI	Jessica Leak	ISS Para
Sunrise	Tessa Leslie	Student Support Para
Century	Alissa Mackley	Media Para
BEHS	Jennifer Madsen	ISS Para

PERSONNEL ACTION

North Park	Kassie Manley	ED Para
BEHS	Ashtyn Millett	Custodian
Willard	Misty Moesser	Kindergarten Para
BEHS	Amber Newman	Functional Skills Para
ACYI	Melissa Owen	Cook
Willard	Bruce Pugsley	Instructional Para/IVC
BRHS	Kati Rhodes	Functional Skills Para
Transportation	LaDawn Richins	Bus Driver
BRHS	Ashley Robinson	Functional Skills Para
Golden Spike	Rebecca Stahl	Cook
BEHS	Amanda Shogren	Functional Skills Para
BRMS	Amie Stokes	Media Aide/Instructional Para
BRMS	Andrea Stoney	Functional Skills Para
Golden Spike	Gina Thomas	Functional Skills Para
Grouse Creek	Alexis Tibbitts	Secretary/Cook/Para
BRMS	Amber Wadman	Functional Skills Para
Three Mile Creek	K. Nicle White	Media Para
BEHS	Tyler Wiser	Asst. Head Custodian over grounds
Lake View	Lisvet Leovegila Gamarra Soto	DLI Teacher

Recommendation:

It is recommended that the Board approve a \$1,000/ month \$12,000/year salary increase for Business Administrator David Roberts based on his increased responsibilities and duties in the Child Nutrition Program.

Submitted by: Superintendent Carlsen

Recommended Motion:

I move that the Board approve a \$1,000/ month \$12,000/year salary increase for Business Administrator David Roberts based on his increased responsibilities and duties in the Child Nutrition Program.

Background: As you know Candace Parr resigned to take the Food Service Director Position in Weber SD. Prior to Candace was Amy Woolsey who took the Ogden SD Food Service Position. Prior to Amy was Jordan Bryant Who was with a short couple of years prior to taking a bigger job somewhere else and prior to that was Kathy Hansen Gifford who was from here and lasted a long time.

Candace Parr 2019-2022
Amy Woolsey 2017-2019
Jordan Bryant 2015-2017 ?

Because of this constant turnover Colleen Hancey (Candace's Direct Assistant in the District Office) and Angie Gilmore also in the CNP Office came to Keith (HR Assistant Supt.) with a new idea of the arrangement for the Food Service Program to provide more stability in the leadership. Their idea was to hire a new person who would work in the district office and be more of the personnel person instead of hiring a new CNP Supervisor. In the end we would have three people (coordinators) in the district office over CNP. They would have three separate CNP responsibilities. The person hired would more than likely be one of our school food service building managers. Hiring someone like that would provide the stability that we have been missing. That would lead to the idea that Keith and the two ladies came up with next. There still needs to be a leader who has a degree in nutrition or business or a field that would allow us to have the program. Keith and the ladies knew David Roberts was over all Special Programs in Murray City School District. One of those programs was CNP. So, the plan is to have the three people in the CNP Office run the program with Dave overseeing the entire program; attending state meetings; being involved in any tough decisions or any tough personnel issues. This new arrangement would in the end change the ladies' salary and add some salary to Dave (which he did not ask for but he is vastly underpaid in comparison with other BAs in the area and like size school district BAs in the state). He would get an additional \$1,000 a month for a total of \$12,000 more, bringing his salary up to \$147,000/year. The best thing about this new arrangement is that it saves the CNP \$31,000. I will list that information below this email.

Here in lies the issue. Because Dave is appointed by the Board it has to be a Board approved item to increase his salary. I am placing the salary increase in the consent agenda with a full explanation in the consent agenda with the information that I will give below. So I am not hiding anything or trying to slip anything past the Board or the Public. I do think that discussing this in public is counterproductive to good public relations. \$147,000 is a lot of money but in the perspective of our BA's responsibility of overseeing \$150,000,000 budget, supervising Facilities, Transportation, and CNP it is really good bang for the buck. Plus, he is underpaid in comparison to like size school districts.

Below you will see the numbers and how it works out to save the CNP money. I will have a link in the consent agenda with this information in it. It will be up to any of you to ask to have the item taken out of the consent agenda and discussed and acted upon individually. Please see the information Below.

Coordinator #1	Year Salary	Employer Contribution	YTD
	\$ 51,811.50	\$16,373.28	\$68,184.78

Coordinator #2	Year Salary	Employer Contribution	YTD
	\$ 48,769.50	\$15,374.40	\$64,143.90

Child Nutrit. Director	Year Salary	Employer Contribution	YTD
	\$ 86,452.00	\$22,856.28	\$109,308.28

Coordinator #3 (est.) (New)	Year Salary	(est.) Employer Contribution	YTD
	\$ 49,900.00	\$15,873.84	\$65,773.84

BA ANNUAL STIPEND			\$12,000.00
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ONGOING ANNUAL SAVINGS			\$31,534.44
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Policy Implications: I am not aware of any policy issues.

Financial Implications: As the background states the CNP will be saving \$31,000. Business Administrator Roberts will be getting a \$12,000/raise. This does not come out of the general fund. So, we have been able to realize a raise to get David more in line with other BAs in the area and like size school districts.

Staff Implications: I think that has all been explained in the background.

**Box Elder School District
Out of State Travel Request**

School Bear River High School

Organization/Team/Club/Etc. Orchestra

Purpose of Trip (Educational Value) Orchestra Performance Tour: To provide enriching experiences that are both musical and educational by participating in clinics and performances

Destination Seattle, WA Miles to be traveled (one way) 770 (Approx)

Number of Students Traveling 70

Freshmen	<u>18</u>	* These Numbers may fluctuate
Sophomore	<u>23</u>	
Junior	<u>20</u>	
Senior	<u>9</u>	

Number of Adults (Chaperones) Traveling 8 (at least)

Departure Date 6/5/2023 Time 7:00 pm

Return Date 6/10/2023 Time 12:00 pm

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

Anticipated Actual Cost of the Trip per Individual Student \$950

Anticipated Direct Cost to Each Student \$950 (+ additional spending money)

THIS SECTION MUST BE COMPLETED AND SUBMITTED TO THE SUPERINTENDENT PRIOR TO ADVERTISING FOR THE TRIP OR CONDUCTING THE REQUIRED PARENT SURVEY.

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

Charter Bus

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

How will the survey be distributed? Parent meeting (emailing to those unable to attend)

How will surveys be collected? Electronically - Google form filled out anonymously

Who will tabulate survey results? School Secretary or Athletic Director

Does the trip involve some type of performance or competition? At least one performance and multiple clinics

Did the students have to qualify for this performance/competition? No

How? _____

Signatures:

Organization/Team Leader/Coach Joyce McKenna

Date 7/26/2022

Principal [Signature]

Date 8/9/2022

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans

[Signature]

Date 8-23-22

**Application for Performance Tour to Seattle, WA, for the
Bear River High Orchestra – June, 2023**

Objective:

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

History:

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

Financial Concerns:

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

Tour Director:

Our tour director will once again be Daren Saunders from Saunders Tours. He organized a fantastic tour for us to Disneyland, and I am thrilled with some of the options for performances and activities that he has come up with for our tour to Seattle next year if we gain approval from the district. He is highly experienced and understands the unique traveling needs of a performance group.

I hope to have the approval for planning another great music tour for June, 2023.

Suggestions for Future Board Meetings

October 12, 2022 – (tentative)

- Walmart Grants Presentation
- Approval of Internal Auditor – David Roberts
- October 1 Enrollment Report – Keith Meham
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- DLI Achievement Data – Jeremy Young
- School/District Report Cards – Jeremy Young
- Construction Report – Corey Thompson
- Policy Review

November 9, 2022 – (tentative)

- Audit Report – David Roberts
- VCBO Report on energy savings in new building – Vern Latham and David Cox
- Policy Review
- Report on BESD Foundation

December 14, 2022 – (tentative)

- Approval of New Courses – Gary Allen
- Approval of 2023-24 School District Calendar – Keith Meham
- Policy Review

January 11, 2023 – (tentative)

- Approval of 2-year contract for Business Administrator
- School Fees – Keith Meham
- Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics
- AAPPL Data – Jeremy Young
- ACT Data – Jeremy Young
- Policy Review
- Board Committee Assignments
- USBA Conference Report

February 8, 2023 – (tentative)

- Legislative Update – Steve Carlsen
- Policy Review

March 8, 2023 – (tentative)

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

April 12, 2023 – (tentative)

- ESP Recognitions
- College and Career Readiness Counseling Program (CCRCP) Approval – Alison Williams
- FY 2024 Capital Improvement Plan – Corey Thompson
- School Lunch Report -
- Energy Report – Mike Clark
- Policy Review
- Board Graduation Assignments

May 10, 2023 – (tentative)

- Retirement Recognitions
- Administrative Association Recognitions
- Approval of School Land Trust Plans – Gary Allen and Heidi Jo West
- Policy Review

June 14, 2023 – (tentative)

- Budget Hearing – David Roberts
- Approval of Budget – David Roberts
- Approval of 2023-24 Tax Rates – David Roberts
- Approval of Internal and Independent Auditors – David Roberts
- MBA Meeting – David Roberts
- Pick-up Contributions for Members of Contributory Retirement System – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BEEA – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BESP A – Keith Mecham
- Declaration of Open Enrollment Schools – Keith Mecham
- Approval of TSSA Plans – Gary Allen and Heidi Jo West
- Construction Report – Corey Thompson
- Policy Review

USBA 2022 FALL REGIONAL MEETING SCHEDULE

<u>DATE</u>		<u>LOCATION</u>	<u>TIME</u>	<u>DISTRICTS</u>
Sept. 20	Spanish Fork	Nebo School District Office 350 S. Main	6:00 p.m.	Provo, Nebo, Alpine
Sept. 21	Ogden	Timbermine Steakhouse 1701 Park Blvd.	6:00 p.m.	Morgan, Weber, Ogden, Box Elder, Davis
Sept. 22	Richfield	Steve's Steakhouse 1170 So. College Ave.	6:00 p.m.	Sevier, Wayne, Piute, So. Sanpete
Sept. 27	Park City	Grub Steak 2093 Sidewinder Drive	6:00 p.m.	Park City, N. Summit, S. Summit, Wasatch
Sept. 28	Nephi	Juab School District Office 346 E. 600 North	6:00 p.m.	Juab, Tintic, No. Sanpete, Millard
Sept. 28	Cedar City	Iron School District Office 2077 W. Royal Hunte Dr., Cedar City	6:00 p.m.	Beaver, Iron, Washington, Kane, Garfield
Oct. 4	Price	Carbon School District Office 251 W. 400 No.	6:00 p.m.	Carbon, Emery
Oct. 4	Evanston	Bon Rico Steakhouse 925 Front Street	6:00 p.m.	Daggett, Rich
Oct. 5	Logan	Elements 35 E. 640 So.	6:00 p.m.	Cache, Logan
Oct. 5	Sandy	USBA Office 860 E. 9085 So., Sandy	6:00 p.m.	Salt Lake City, Jordan, Murray, Granite, Canyons, Tooele
Oct. 11	Moab	Grand School District Office 264 So. 400 E.	6:00 p.m.	Grand, San Juan
Oct. 11	Vernal	Café Rio 1205 W. US Highway 40	6:00 p.m.	Duchesne, Uintah

We look forward to meeting with you.

*Please feel free to attend the meeting that is most convenient

MEETING

AGENDA

Welcome – 6:00 p.m.

1. USBA/USSA/UASBO 2023

Legislative Priorities

2. School Board Professional

Governance Standards

3. USBA Annual Conference January

5-7, 2023

4. Vice President and Board of

Director elections

5. New Board Member Workshop

6. Other Items

Adjourn – 8:00 p.m.



**THIS MEETING IS
DESIGNED FOR**

- SCHOOL BOARD MEMBERS
- SUPERINTENDENTS
- BUSINESS ADMINISTRATORS

CONTACT US



(801) 566-1207



860 East 9085 South
Sandy, Utah 84094



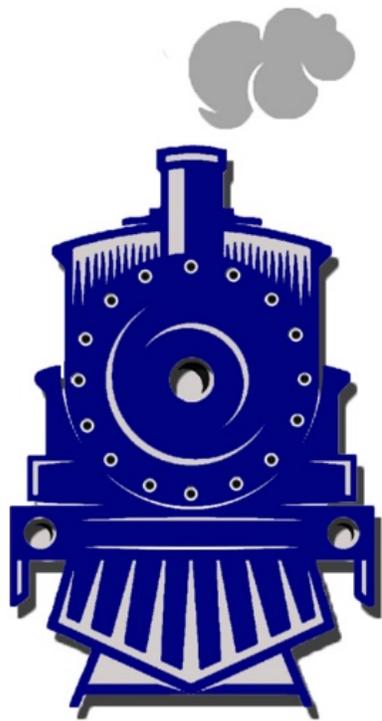
usba.cc

2022 FALL REGIONAL MEETINGS

Sponsored by: Utah School Boards Association



BOX ELDER SCHOOL DISTRICT BOARD OF EDUCATION HANDBOOK



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

REVISED
OCTOBER 9, 2019
BOX ELDER SCHOOL DISTRICT

Box Elder School District Board of Education Handbook Table of Contents

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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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371387/1010-School_Board_Legal_Status.pdf

Policy 1020 Board Power and Duties

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371388/1020-Board_Powers__Duties.pdf

Policy 1025 Administration Relations

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371389/1025-Administration_Relations.pdf

Policy 1034 Board of Education Code of Conduct

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371392/1034-Board_of_Education_Code_of_Conduct.pdf

Policy 1035 Board Member Commitments and Ethics

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371393/1035-Board_Member_Commitments_and_Ethics.pdf

Policy 1036 Conflict of Interest: Board Member and Employee

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371394/1036-Board_Member_Employee_Conflict_of_Interest.pdf

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371395/1037-Employee_Assignment_of_Relatives.pdf

Board Policies Relevant to School Board Meetings

Policy 1070 Board Meeting Procedures

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371399/1070-Board_Meeting_Procedures.pdf

Policy 1072 Board Meetings: Notice Requirements

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371400/1072-Board_Meetings_Notice_Requirements.pdf

Policy 1074 Board Meetings: Closed Meetings

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371401/1074-Board_Meetings_Closed_Meetings.pdf

Policy 1080 Board Committees

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371402/1080-Board_Committees.pdf

Policy 1090 Rules of Order

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371403/1090-Rules_of_Order.pdf

Policy 1100 Minutes

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371404/1100-Minutes.pdf

Policy 1110 Public Participation in Board Meeting

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371405/1110_Public_Participation_in_Board_Meeting.pdf