

Garfield County School District Work
Meeting
Thursday, September 18, 2025 3:00 PM
Mountain

Boulder Elementary School
280 N 200 E
Boulder, UT 84716

I. Work Meeting

The meeting was called to order at 3:10 PM. All board members were present including April Lefevre, Curtis Barney, Ralph Perkins, Jared Brems, and Myron Cottam.

I.A. Welcome

II. Discussion Items

II.A. Outside Organizations

Superintendent Dodds reported on the administrative letter sent to schools as guidance for advertising within schools for outside organizations. The Board had discussion and asked questions about implementation within the schools.

II.B. Fundraising

The group had a discussion about fundraising and electronic payments and how the schools can do fundraisers and minimize the cash and checks going through kids. The superintendent reported that he would also like to have a discussion about limiting fundraisers at schools. He suggested that the district could provide more funds to help sponsor sports programs instead of doing so many fundraisers.

II.C. Online School

The Superintendent reported that online enrollment has declined due to new schools coming online and the Utah Fits All scholarship. He discussed the staffing effects that could result in the decline, though we would likely not see any changes for this year.

II.D. Model Policies

The Superintendent reported on the changes that have come in through model policies and that the scope is large due to new policies and existing policies that have substantive changes.

II.E. Teacher and Coaches Contract Time

The group discussed the contract times of teachers and coaches. Curtis mentioned reports of individuals not meeting the expectations of what was discussed when the district went to a 4-day week, though not necessarily a problem overall. The group discussed various parts of contract time: start times, end times, and coaches starting practices.

II.F. Athletic Grading for Student Athletes

Curtis mentioned that he asked to have this agenda item added. Curtis suggested that the district go to the UHSAA policy of being able to have one F grade and be above a 2.0 GPA and still be eligible. Curtis described a situation where a student with relatively good grades had a single F and it

cost them playing time even though they're generally a good student with relatively good grades.

III. Review Board Agenda

The board went through the regular board agenda and had general discussion about some of the items.

IV. Executive Session

IV.A. GCSD Rules for CLOSED MEETINGS

IV.B. Discussion of the character, professional competence, or physical or mental health of an individual.

IV.C. Discussion regarding deployment of security personnel, devices, or systems

IV.D. Strategy to discuss pending or reasonably imminent litigation

IV.E. Strategy sessions to discuss collective bargaining

IV.F. Strategy to discuss the purchase, exchange or lease of real estate

IV.G. Investigative proceedings regarding allegations of criminal conduct

V. Adjournment

School District Fundraising Policy

Purpose

The purpose of this policy is to safeguard district, school, and program funds by establishing consistent internal controls for all fundraising activities. These procedures ensure that all monies raised in the name of the district, its schools, or its programs are handled transparently, deposited promptly, and used solely for their intended educational or extracurricular purpose.

General Principles

- **District Ownership of Funds** – Any money raised under the name of the district, a district school, or a district-sponsored program belongs to the district and must be deposited into an official district account.
- **Transparency** – All fundraising must be documented, tracked, and reported to the appropriate school administrator.
- **Separation of Duties** – No single individual may control the collection, deposit, and reconciliation of funds.
- **Prohibition of Private Accounts** – Separate or personal bank accounts for school fundraising, athletics, or extracurricular activities are strictly prohibited.

Handling of Cash and Checks

- **Receipts**: Whenever possible, issue pre-numbered receipts for cash and checks collected.
- **Two-Person Count**: At least two individuals (e.g., a coach and the school secretary) must count and verify funds before deposit.
- **Timely Deposit**: All funds must be deposited with the school secretary or business administrator within 24 hours of collection.
- **Endorsement**: Checks should be made payable to the school/district and endorsed with the official school deposit stamp immediately upon receipt.

Electronic Funds (Venmo, PayPal, etc.)

- **Official Accounts Only**: Personal Venmo, PayPal, or similar accounts may not be used for school fundraising. The district may establish official accounts for electronic transfers, tied directly to district bank accounts, subject to the same oversight as cash and checks.
- **Prohibition of Personal Use**: Employees, coaches, or volunteers may not receive fundraising payments through personal electronic accounts under any circumstances.
- **Documentation**: Electronic transfer platforms must provide a detailed transaction log, which is to be submitted to the school secretary for reconciliation.

Fundraising by Sports Programs and Activities

- District Accounts: All school-sponsored athletic teams and extracurricular programs must use district-controlled accounts for fundraising deposits and expenditures.
- External Accounts: Booster clubs, parent organizations, or community programs may maintain their own accounts only if:
 - They are legally organized as independent nonprofit entities,
 - They use their own EIN (not the school's tax ID),
 - They do not commingle district funds, and
 - They clearly communicate that they are not official school accounts.
- Coach/Staff Access: Coaches and school staff may not have signing authority on external booster accounts.

Distinguishing Community Programs vs. School-Sponsored Programs

- School-Sponsored Programs:
 - Use the school name, mascot, facilities, or district staff as part of their identity.
 - Compete under the governance of the UHSAA or other school leagues.
 - Require approval from the principal and are subject to district policies.
 - All funds raised must flow through district accounts.
- Community Programs (e.g., Bantam Leagues):
 - Operate independently of the school district.
 - May rent district facilities but are not under district sponsorship.
 - Must advertise and fundraise under their community program name (not the school).
 - Funds are maintained in their own independent accounts, separate from the district.

Student Fundraising in the Community

Collection of Cash and Checks

- Receipt Books: Students must be issued a pre-numbered receipt book or order form before beginning fundraising. Every payment received (cash or check) must be recorded.
- Checks Payable To: All checks must be made payable to the school or district, never to the student, parent, or staff member.
- Two-Envelope Method: Students will be provided with two tamper-evident envelopes: one for cash/check collections and one for order forms/receipts. Both must be turned in together to the supervising advisor/coach by the end of the next school day.

Use of Electronic Payments

- No Personal Accounts: Students and parents may not accept payments to personal Venmo, PayPal, CashApp, or similar accounts.
- District-Approved QR Code: If the district uses Venmo or another platform, the school will provide students with an official QR code linked directly to the district account. Students may display this code, but they are not permitted to set up or use their own.
- Transaction Proof: Students must verify with the purchaser that the payment cleared before completing the transaction.

Turn-In Procedures

- Daily Turn-In: Students must turn in funds collected daily or the next school day after collection.
- Parent/Guardian Acknowledgment: At the start of the fundraiser, parents/guardians must sign an acknowledgment that they understand their child is responsible for the safekeeping and return of all funds/items.
- Advisor Verification: The supervising advisor/coach must count funds with another adult present, sign off on the total, and provide the student a receipt for what was turned in.

Accountability

- Unreturned Funds or Items: Students who fail to return collected funds or unsold items may have restrictions placed on future participation in fundraisers until the issue is resolved.
- Losses: Significant losses will be reported to administration and investigated as potential misuse of public funds.

Oversight and Accountability

- Monthly Reconciliation: School secretaries and the business administrator shall reconcile fundraising accounts monthly.
- Annual Review: Each school will conduct an annual fundraising audit, verifying that all funds raised have been properly deposited and expended.
- Violations: Personal use of district funds, failure to deposit fundraising proceeds, or use of unauthorized accounts will be considered misuse of public funds and subject to disciplinary and legal action.

Communication and Training

All employees, coaches, and advisors involved in fundraising must receive annual training on these policies. Parents and volunteers assisting in fundraising should be provided written notice of the district's fundraising policies and procedures.