

Tuesday, July 15, 2025
Board Meeting

Beaver County School District
Regular Board Meeting
Date: July 15, 2025
Time: 12:00 p.m.
District Office
291 North Main
Beaver, Utah, 84713

Board Members in Attendance:

Lisa Carter, Board President, Precinct #5
Tyler Fails, Board Vice President, Precinct #1
Ken Ure, Precinct, Precinct #3
Duke Hollingshead, Precinct #4
Trista Kerksiek, Precinct #2

Administrators in Attendance:

David Long, Superintendent
Todd Burke, Business Administrator

1. Lunch 12:00

2. Work Session 12:30 p.m.

A. Prayer: Mr. Tyler Fails

B. Board reports and discussion

District Safety & Security
5-County
Local Interagency Council (LIC)
Local Emergency Planning Committee (LEPC)
Intergenerational Poverty (IGP)
Southwest Technical College Advisory Committee (SWTAC)
School Community Councils

C. Business Administrator

Discussion items throughout the meeting agenda

D. Superintendent:

Looking Forward in 2025-26 message
American Exchange Project
Guardian Training

E. Board Policy - Time Clock Requirements for All Employees - "Time & Effort" Reporting

BCSD Policy & Procedures Link: [Time Clock Requirements for All Employees - "Time & Effort" Reporting](#)

During fiscal year 2024-25, there were 394 employees paid through district payroll (salaries & benefits). BCSD is one of, if not the largest, employer in Beaver County. The District projects it will spend approximately \$19 million in salaries and benefits for the upcoming 2025-26 fiscal year. Approximately 75% - 80% of the district's total General Fund expenditures are for personnel costs (salaries and benefits). These expenditures are accounted for in approximately 85 - 90 separate program cost centers each year, and these programs include state and federally funded programs associated with specific laws, rules, and grant requirements. A monthly payroll includes about \$1.5 million to \$1.6 million in salaries and benefits for 270 to 290 employees. There were approximately 50,000 separate time clock entries for the 2024-25 fiscal year. In a single month, approximately 25 - 35 employees (approximately 10% of employees on the month's payroll) have one or more bad time clock submissions that are inaccurate or that are missing required information.

Increasingly, state compliance audits and reviews are seeking a board-approved "employee time and effort" policy, along with related procedures. While our district has had very good procedures in our handbook the past few years, we need to sure a few things up in our practices with a board approved policy as well. This is to ensure the district is obtaining the required information, records, and documentation in a timely manner *before* the payments are made to employees. *This is also to ensure that practices are consistent, standardized, and compliant in all programs and all schools for time & effort records that support payroll salaries and benefit payments to and for employees.*

For example, [§ 200.430 Compensation—personal services](#) states:

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

Be supported by a system of internal control that provides reasonable assurance that the charges are accurate, allowable, and properly allocated;

Be incorporated into the official records of the recipient or subrecipient;

Reasonably reflect the total activity for which the employee is compensated by the recipient or subrecipient, not exceeding 100 percent of compensated activities (for IHEs, this is the IBS);

Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

The most cited laws, regulations, and guidance associated with Utah school district personnel costs (salaries & benefits) include:

- [USBE Time & Effort Guidance \(Fall 2024\)](#)
 - [USBE Special Education Time & Effort Requirements](#)
- [Federal Fair Labor Standards Act](#)
- [USBE Rule R277-113: LEA Fiscal and Auditing Policies](#)
- [UCA 53F-1-104. Education monitoring and funds management.](#)

- [Code of Federal Regulations 2 CFR Part 200](#)
 - [§ 200.430 Compensation—personal services.](#)
 - [§ 200.431 Compensation—fringe benefits.](#)
- [R277-217: Educator Standards and Local Education Agency \(LEA\) Reporting](#)
- [R277-107: Educational Services Outside of Educator's Regular Employment](#)
- [Standards for Internal Control in Federal Programs \(The Green Book\)](#)
- [COSO Internal Control Integrated Framework](#)

3. Board of Education Meeting 2:10 p.m.

A. References: Utah Open Meetings Act & Compliance Checklist

B. Welcome: President

C. Pledge of Allegiance: Mrs. Trista Kerksiek

4. Instruction and Education

A. Early Learning Plan Approval

R277-406 now require all LEAs to:

share their approved plan with their local board for review

and share the outcomes of the 2024-2025 Early Learning goals with their board in an open and public meeting

When official state data is ready related to your 2024-2025 goals, we will share it with this team.

Motion to Approve Made By: Tyler Fail
Motion Seconded By: Duke Hollingshead
Board Vote: Unanimous

Tyler Fails: Aye
Lisa Carter: Aye
Duke Hollingshead: Aye
Trista Kerksiek: Aye
Ken Ure: Aye

B. School Land Trust Plan Amendments and Approvals

Belknap Elementary School has submitted an amendment for approval by the Board of Education.

Motion to Approve Made By: Duke Hollingshead
Motion Seconded By: Trista Kerksiek
Board Vote: Unanimous

Tyler Fails: Aye
Lisa Carter: Aye

Duke Hollingshead: Aye
Trista Kerksiek: Aye
Ken Ure: Aye

C. Math Policy Discussion

Discussion item

The Beaver County School District Board of Education will discuss the following article along with the recent recommendations concerning Standards in Mathematics for grades PK-12.

A presentation on mathematics will be shared as well.

Utah K-12 Mathematics Standards - Skills and Pathways

5. Policies

A. 2025-26 Assurances with USBE

Information item

Utah public Local Education Agencies (LEAs) are legally responsible for compliance with or assurances regarding the following federal requirements, Utah State law, or Utah State Board of Education (USB E) Board rule, as described in the references within this document. Verification of compliance by USB E is authorized under Article X Section 3 of the Utah Constitution, Utah Code 53E-3-401, and USB E Board rule R277-108. Each local school board or charter school governing board shall provide, consistent with State law, written assurance of the following requirements through this submission.

B. District Assistance with Endorsements

No action taken

The Beaver County School District Board of Education values highly qualified educators and supports policies and procedures that assist educators in becoming fully licensed and endorsed. Becoming fully licensed and endorsed is an indication of an educator's commitment to providing high quality instruction.

The district proposes the Beaver County School District Board of Education adopts the following policies and procedures to support educators in becoming highly qualified.

C. New Employee Salary/Wage Schedule Placement - Review and Update

Closed Meeting for Character & Competence

2:51 p.m. Motion to Enter Closed Meeting Made By: Tyler Fails
Motion Seconded By: Duke Hollingshead
Board Vote: Unanimous

Tyler Fails: Aye
Lisa Carter: Aye

Duke Hollingshead: Aye
Trista Kerksiek: Aye
Ken Ure: Aye

3:26 p.m. Motion to Exit Closed Meeting Made By: Tyler Fails
Motion Seconded By: Ken Ure
Board Vote: Unanimous

Tyler Fails: Aye
Lisa Carter: Aye
Duke Hollingshead: Aye
Trista Kerksiek: Aye
Ken Ure: Aye

D. SSHINE Program (Salary Supplement for Highly Needed Educators)

No action taken

In the 2025 Legislative Session, the legislature approved SB173 to replace the already existing Teacher Salary Supplement Program (TSSP). <https://le.utah.gov/~2024/bills/static/SB0173.html>. This new program is called the SSHINE program (Salary Supplement for Highly Needed Educators).

The SB173 is now codified in 53F-2-504 Salary Supplement for Highly Needed Educators and became effective 7/1/2025.

The Superintendent will return in the August board meeting with a proposed policy.

E. Board Policy - Time Clock Requirements for All Employees - "Time & Effort" Reporting

Refer to work meeting section for more information.

Motion to Approve Made By: Ken Ure
Motion Seconded By: Trista Kerksiek
Board Vote: Unanimous

Tyler Fails: Aye
Lisa Carter: Aye
Duke Hollingshead: Aye
Trista Kerksiek: Aye
Ken Ure: Aye

6. Action Items

A. Marquee Bid

Marquee for Belknap and Milford Elementary schools were bid and the district is recommending approval for Creative Signs & Graphics with a bid of \$58,527.49. Any purchase over \$50,000 requires board approval.

Motion to Approve Made By: Tyler Fails

Motion Seconded By: Ken Ure

Board Vote: Unanimous

Tyler Fails: Aye

Lisa Carter: Aye

Duke Hollingshead: Aye

Trista Kerksiek: Aye

Ken Ure: Aye

B. Cattle Contract, FFA, and Ag Program Transition

No action taken

The FFA has been working on fundraising proposals and developing a MOU to raise four steers in the coming school year. In looking at this proposal, others are being discussed as well. The MOU is in review with our lawyers and will need to be updated before it is finalized. The FFA is proposing the Beaver County School District Board of Education approve the pursuit of these fundraisers pending a final review on agreements by our lawyers and following up with Utah Risk Management on any other considerations.

7. Financial

A. New UIB Bank Account - School Merchant Account

With the implementation of the School Cash collections online system, a new Utah Independent Bank flow through merchant checking account is needed to process debit and credit card payments to all schools.

Motion to Approve Made By: Duke Hollingshead

Motion Seconded By: Tyler Fails

Board Vote: Unanimous

Tyler Fails: Aye

Lisa Carter: Aye

Duke Hollingshead: Aye

Trista Kerksiek: Aye

Ken Ure: Aye

B. New School Cash Collections System - Training & Implementation Schedule

Information item

June 30 - Best Practices System Setup

July 7 - Best Practices System Setup

July 14 - School Cash System Kickoff w/ School Secretaries

August 4 - Secretary Training - System Setup

September 23 - Secretary Training - System Setup

School Fees & Charges to Parents

Fundraisers

Donations

Events, Gates, Admissions

Concessions

October or November

Food Service Collections

C. 2025-26 Secretary Trainings

Information item

September 2nd
February 16th

D. USBE Notification - Federal Title Program Funding Freeze

Information item

The Federal funding freeze may impact the district by up to \$100,000.

E. USBA - 2025-26 Salary Comparison Report

Information item

F. State Compliance Audit Guide

Information item

The Utah Office of the State Auditor provides the attachments to our auditors for the upcoming audit.

Items that directly affect School Board responsibilities include:

Chapter 1

F. FRAUD RISK ASSESSMENT

Chapter 2

H. OPEN AND PUBLIC MEETINGS ACT

Chapter 3

A. LEA Internal Control Systems

B. Public Education Program - Financial and Program Compliance

Risk-based Compliance

1. Verify that the LEA developed policies, with all required elements and approvals, and with input from all required parties, as outlined in:

- a. R277-107-3(3)-(6) (LEA Relationship to Activities Involving Educators)
- b. R277-113-5 (Fiscal Policies)
- c. R277-322-3(2) (Code of Conduct or Appropriate Behavior Policy)
- d. R277-401-3 (Child Abuse-Neglect Policy)
- e. R277-495-3 and 4 (Electronic Devices Policy)

- f. R277-607-3 (Attendance Policy)
- g. R277-609-4 (Student and Classroom Management, School Discipline, and Restorative Practices Policy)
- h. R277-613-4 (Bullying Prohibition Policy)
- i. R277-628-3 (Instructional Materials Selection Policy)
- j. R277-750: Special Education Rules Section X.T and 2 CFR 200.430 (Time and Effort Policy)

G. Annual Review - District Financial Policies & Procedures

[Utah State Board of Education Rule R277-113](#) requires the district to have financial policies and procedures available to the public and all employees.

This year's State Compliance Audit Guide specifically asks our independent auditors to verify the district has in place financial policies and procedures that are consistent with [R277-113](#).

To access the district's financial policies and procedures:

- Go to www.beaver.k12.ut.us
- Click on Policy Search
- Click on [6 – Accounting & Finance](#)

Motion to Approve Made By: Tyler Fails

Motion Seconded By: Trista Kerksiek

Board Vote: Unanimous

Tyler Fails: Aye

Lisa Carter: Aye

Duke Hollingshead: Aye

Trista Kerksiek: Aye

Ken Ure: Aye

8. Public (4:00 p.m. or as needed)

A. Public Input

B. Summation and action plans

9. Consent Agenda: Compliance or Routine Items Approved as a Group

A. Approval of minutes

B. Approval of Warrants, Budgets, and Financial Reports, and Monthly Board Budget

C. Equipment Replacement Purchases and Surplus

Surplus Items are offered for sale by the school district throughout the year. All items are approved for sale by the Beaver County School District Board of Education prior to each sale.

D. Contract Bid for Milk - Meadow Gold Dairy (State Contract)

The district is recommending the Beaver Board of Education approve the milk bid from Meadow Gold. Any purchase over \$50,000 requires board approval.

E. School Travel Requests

School activities and field trips

1. Drill Team Captains: Out of State Travel to Las Vegas on July 19, 2025.

The BHS Drill Team is seeking approval for out-of-state travel to Las Vegas. The goal is to take the Captains of the drill team to a Dance show that coincides with our Competition show routine this year where they can get choreography ideas, costume ideas, etc. The show is on July 19.

Beaver High School Drill Team - Las Vegas Inspiration Trip

Date: Friday, July 19th

Attendees: 5 Drill Team Captains, 2 Coaches

Purpose: To attend a Michael Jackson dance show for inspiration on competition routine choreography, costume ideas, and overall routine concepts.

Funding: This trip will be funded through the Drill Team account, within the allocated budget for competition routines.

Detailed Itinerary:

Friday, July 19th: Show & Inspire Day

1:00 PM: Depart Beaver, UT

4:00 PM: Dinner

6:00 PM - 7:30 PM: Attend Michael Jackson Dance Show.

8:00 PM: Depart Las Vegas, NV.

8:00 PM - 11:30 PM (Approx.): Travel from Las Vegas, NV to Beaver, UT.

Purpose: The main goal is to gather creative inspiration for your upcoming competition routine!

2. BHS FFA Indianapolis Trip: October 26-November 2, 2025 (See attachment)

F. Exemptions or Guardianships, Transfers

G. Elementary Principal MOU - Update

An update to the Elementary Principal MOU for Milford Elementary School is being requested for approval by Principal Rose and Superintendent Long. At the time of hiring a requirement was placed in the memorandum of understanding for Principal Rose to complete an Elementary Literacy Endorsement. This endorsement is no longer available through the Utah State Board of Education. Many of the requirements for the previous Elementary Literacy Endorsement have now been incorporated with LETRS training and the state requires change management training authorized by

S.B. 127.

The Literacy Specialist Endorsement is a high level endorsement most appropriate for individuals seeking opportunities to teach and train others about literacy. Those completing this endorsement usually obtain a doctorate of education in literacy.

H. Personnel: BHS

I. Term of Instruction: School Day - Policy

Policy aligns school district practices with length and schedule for the school year with state requirements.

J. Term of Instruction: School Year - Policy Update

Policy aligns school district practices with length and schedule for the school year with state requirements.

Motion to Approve All Consent Items Made By: Tyler Fails

Motion Seconded By: Duke Hollingshead

Board Vote: Unanimous

Tyler Fails: Aye

Lisa Carter: Aye

Duke Hollingshead: Aye

Trista Kerksiek: Aye

Ken Ure: Aye

10. Closed Session

A. For the purpose of discussion of the Competence and Character of Individuals, and/or physical or mental health of an individual, and/or Property (Purchase and/or Sale), and/or Security, and/or Litigation

11. Adjourn

A. Next board meeting: District Office August 19, 2025

Rescheduled to August 26th

12. All Agendas, Minutes and Audio Recordings are available on the Utah Public Notice Website. www.utah.gov/pmn

13. In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact Bonnie Bairett at 435-438-2291, or bonnie.bairett@beaver.k12.ut.us, giving at least three working days notice.
