

**Uintah School District  
Board of Education  
Uintah County, Utah**

**Approved Work Session Meeting Minutes**

**Date:** March 6, 2024

**Time:** 4:00 p.m. – 5:36 p.m.

**Location:** 826 South 1500 East, Naples, Utah

**Board Members Present:**

- Board President Dave Chivers
- Vice President Tawnya McKee
- Robin McClellan (attended virtually)
- Todd Massey
- Denise Maynard

**1. Introduction/Opening**

**a. Welcome/Call to Order**

Grant Stoddard, Business Administrator, called the work session to order at 4:00 p.m.

**b. Reverence**

Principal Deanna Martineau offered the reverence.

**c. Leadership Governance**

**i. Leadership Governance Policy Review**

**1. Policy 002.0710 Advisory Committees**

Dr. Rick Woodford, Superintendent, discussed policy 002.0710, “Advisory Committees,” and the need to update the policy. He presented a revised version of the policy and asked for the Board’s direction regarding what should happen next. After some discussion, the Board decided to send Dr. Woodford’s draft to the Policy Committee for quick review and then back to the Executive Committee.

**ii. Committee Reports**

Member McClellan reported on the Policy Committee and the Uintah School District Foundation. Member Maynard reported on the Risk Control Committee and the structure of the meetings. She stated that the Committee was reviewing procedures, safety measures, and self-inspection surveys. It was reported that Grant is looking into the State’s requirements regarding

the Risk Control Committee. Member Massey reported on the Finance Committee meeting and some of the questions that came in from stakeholders. Grant added that projections were also reviewed. President Chivers stated that by law the fee schedule that would be reviewed later in the meeting had to be approved by the Board on second reading by April 1. Member Massey stated that the schedule would be ratified later tonight with further discussion about a bill that had been passed by the legislature but not yet signed by the governor. Vice President McKee reported on the Policy Committee and stated that the policies reviewed would be discussed later in the meeting. She also stated that the spend plans attached to the fees were helpful. Vice President McKee reported on the Facilities Committee and stated that one of the items discussed at the Facilities Committee meeting was the demolition of the Maeser Training Center (the "MTC"). She explained that the District would not be adding parking to the area but may consider selling portions of the property. President Chivers stated that the old district office building was now demolished and that the MTC should be demolished within the next few days. President Chivers also reported on the construction of the new preschool and shared the vision of the additional parking at VMS where the old district office was. Grant mentioned the plan to have an open house at the new Ag Building to be held on April 12, 2024. He explained that more information on the open house would follow.

## **2. Policy Revisions**

### **a. Policies for Approval on First Reading**

#### **i. Policy 002.0500, "Administrative Regulations"**

Dr. Woodford presented a revised draft of policy 002.0500, "Administrative Regulations." He read the original policy and discussed areas where it needed updating, highlighting where his draft made those updates. Dr. Woodford asked that the Board review the draft and provide feedback over the course of the next month. He stated that he would then make any necessary changes to the draft and take it back to the Executive Committee for final review before bringing it back before the Board on second reading.

### **b. Policies for Approval on Second Reading**

#### **ii. Policy 007.0415, "Student Insurance"**

Grant proposed eliminating policy 007.0415, "Student Insurance" as it was no longer applicable. No further discussion was had about eliminating the policy.

#### **iii. Policy 002.0451, "Decisions in the Absence of Board Policy"**

Dr. Woodford presented a revised version of policy 002.0451 and discussed the revisions that had been made. He asked the Board to review the revised version, which it did, and then discussed section 2.1 and listened to input from various members of the Board. Dr. Woodford shared that decisions sometimes needed to be made ahead of notifying the Board and that the policy allowed for that to happen.

**iv. Policy 007.0505, “School Fees Policy” and Policy 007.0505, “Maximum Participation Costs/Fee Schedule (Fees and Fundraising)”**

Grant stated that two policies that had previously been numbered 007.0505 were being merged into one policy 007.0505 in compliance with state law. He reported that per the feedback from the Board, a meeting took place between several secondary school principals and the business department and that various things, including the wrestling camp fees, were discussed. Grant highlighted, specifically, the discussion of who pays for fee waivers, sharing the historical practice and how it would change for the next year. He stated that fundraising money would not be used to cover the cost of fee waivers but that the District and the individual schools would share the burden of paying for students on fee waivers. He discussed a recent bill that the legislature had passed (H.B. 415) and explained that if that bill were signed by the Governor, it would largely eliminate curricular and co-curricular fees in future fiscal years. He explained that the fee schedule must be passed by April 1 to charge fees for the 2024-25 school year and that any fee and spend plan with a fundraising component, if H.B. 415 became law, would need to be altered. He reminded the Board that the fees listed on the schedule were maximum fees and emphasized that adjustments had been made after discussion at the last board meeting. President Chivers shared that Grant had explained the foregoing to him and Member Massey in the regular meeting of the Finance Committee. Christy Nerdin, principal of Uintah High School, spoke about the collaboration with the Business Department. Member McClellan inquired about how much curricular and co-curricular fees were for previous years, and Rodrigo Jurado, Uintah School District Accountant, provided some figures.

**3. Items Requiring Future Board Action**

**a. Minutes**

Grant presented the pending minutes from the February work session and business meeting and from the special business meeting on February 21, 2024. He explained that requested revisions had been made and those updates were provided to the Board Members previously. No additional revisions were requested.

**b. Purchases over \$50,000 and/or Contracts Needing Board Approval**

Grant asked that the Board review the memorandum submitted by Jayme Leyba, Curriculum Director. Jayme presented on a proposed extension of the District’s agreement regarding Ready Math curriculum for one year until the State finishes updating math standards. Jayme explained that the extension would affect grades K-8. Jayme referred the Board to his quote and memorandum. Member Massey asked for clarification on the cost and if it was part of the budget. Jayme confirmed that it was. Member McClellan asked for clarification on the breakdown of cost, and Jayme provided that clarification. Grant thereafter presented information about a purchase totaling \$50,000 by the Foods Department and requested approval of a multi-year contract for LanSchool licenses. He explained that entering into the multi-year contract would

provide significant cost savings and that it complied with federal requirements for use of ESSER funds that the District had received.

**c. Revised 2024-25 Academic Calendar**

Mindy Merrell, Support Services Director, presented a change to the 2024-25 academic calendar based on House Bill 477, which requires kindergarteners to have the same average daily membership as students in grades 1-3. She explained that additional changes were made due to the minimum day on Fridays, trade days, and make-up snow days. She explained that the trade days and make-up snow days would be switched to ensure that staff working on the trade day would have access to district office staff. Vice President McKee and Member McClellan stated that they had received some negative feedback about the shorter Christmas Break during the 2023-24 school year and opined that the 2024-25 proposed calendar was a better choice. Director Merrell stated that those public concerns would be considered when developing future academic calendars.

**d. Revised 2025-26 Academic Calendar**

Mindy presented proposed revisions to the 2025-26 academic calendar that mirrored the 2024-25 academic calendar.

**e. Amended 2023-24 UON School Land Trust Plan**

Jayne presented an amended UON School Land Trust Plan and asked that the Board approve it. He explained that once a plan is approved by the Board, it then goes to the school's community council for potential revisions and then back to the Board. He referred the Board to his memorandum and shared why the changes were made.

**4. Informational/Discussion Items**

**a. Review of 2022-23 School Land Trust Plans**

Jayne presented the 2022-23 School Land Trust plans and goals for the District's schools. He explained that principals are required to report on the plan and show the goals met as well as the percentage of the school's carryover. President Chivers asked for clarification on different locations' goals and if they had met them. Member McClellan inquired about the progress report about meeting the goals and was referred to the attached data. Jayne reported that the school year was not completed when the goals had to be submitted, so the data did not reflect end-of-year results.

**b. Earth Systems Curriculum Adoption**

Jayne presented a proposal to adopt a new Earth Systems curriculum for Uintah High School. He discussed the timeline and explained that there would not be a vote at this board meeting regarding this curriculum adoption. Rebecca Jones, District Instructional Coach, provided handouts for the Board to review and shared some of the curriculum review process. Member McClellan shared her experience of watching the vetting process and voiced her approval of it.

Rebecca offered to meet with anyone who would like to review the materials that were proposed to be adopted. She explained that this curriculum was based on the Utah State standards. Uintah High School Principal Christy Nerdin shared that standardizing the curriculum would allow the same experience for students regardless of the classroom they are in.

## **5. Adjournment**

President Chivers entertained a motion to adjourn. Member Massey made a motion to adjourn, and Member Maynard seconded it. The Board approved the motion unanimously, and the meeting adjourned at approximately 5:36 p.m.