



USD Board Business Meeting - Sep 10 2025 Agenda

Wednesday, September 10, 2025 at 6:00 PM

826 South 1500 East Naples, UT

Page

1. INTRODUCTION 6:00 p.m.

[Live Stream Link](#)

- 1.01 Welcome/Called to Order - Board President Dave Chivers
- 1.02 Reverence
- 1.03 Pledge of Allegiance
- 1.04 Student Board Member Report - Paisley Bell
- 1.05 Celebrations
 - A. iReady Super Stretch School - Davis Elementary
 - B. Students of the Month
- 1.06 School Reports
 - A. Ashley Elementary School - Tawna Baumgardner, School Administrator [Ashley Board Presentation 2025](#)
- 1.07 Patron Input - No items have been received in accordance with Board Policy 002.0720.

2. BUSINESS/ACTION ITEMS

- 2.01 Consent Calendar 4 - 22
 - A. Minutes - Troy Timothy, Business Administrator
 - August 6, 2025, Pending Judgement Levy Hearing Minutes [2025.08.06 Public Judgement Levy Hearing.pdf](#)
 - August 13, 2025, Pending Work Session Minutes [2025.08.13 Work Session Pending Minutes.pdf](#)
 - August 13, 2025, Pending Business Meeting Minutes

B. Contracts Needing Board Approval - NONE

C. Monthly Board Financial Update - Troy Timothy [2025.09.05 - Memorandum, Monthly Board Financial Update.pdf](#)  [Report - FY26 Aug Rev,Exp by Fund.pdf](#) 

- | | | |
|------|--|---------|
| 2.02 | Policies for Approval on First Reading | 23 - 25 |
| | A. 004.0350 Investment (NEW) - Troy Timothy, Business Administrator 004.0350 Investment Policy and Memo.pdf  | |
| 2.03 | Policies for Approval on Second Reading | 26 - 45 |
| | A. 010.0020 Community Use of School Facilities - Troy Timothy 010.0020 Memo Revised Building Use Policy - 2nd Reading.pdf  | |
| | B. 010.0020-E Facility and Ground Use Fee Schedule (for Elimination) - Troy Timothy 010.0020 E (TO BE ELIMINATED).pdf  | |
| | C. 005.1000 Certified Employee Evaluation - Dr. Mistalyn Leis, Human Resources Director 005.1000 Certified Employee Evaluation Board Memo 2nd Reading.pdf  | |
| 2.04 | Approval of Curriculum Materials Review Committee - Jayme Leyba, Elementary Education Director 09_10_25 Curriculum Review Committee.pdf  | 46 |
| 2.05 | Reduction in Force Specific to the Food Services Department - Dr. Mistalyn Leis Board Memo for Reduction in Force.pdf  | 47 - 50 |
| 2.06 | Personnel Changes - Dr. Mistalyn Leis, Human Resources Director Memo Board Approval List September 2025.pdf  | 51 |

3. INFORMATIONAL/DISCUSSION ITEMS

- | | | |
|------|---|---------|
| 3.01 | Purchases Over \$50,000 - NONE | |
| 3.02 | Calendar Items - Dr. Rick Woodford, Superintendent Calendar Items 09.10.2025.pdf  UINTAH Arts Events.png  | 52 - 54 |
| 3.03 | Superintendent and/or Board President follow-up or clarification on items discussed during the meeting | |

4. ADJOURNMENT

- | | |
|------|-------------------|
| 4.01 | Meeting Adjourned |
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**Uintah School District
Board of Education
Uintah County, Utah**

Public Judgement Levy Hearing Pending Meeting Minutes

These meeting minutes are “pending minutes” as that term is used in Utah Code Annotated section 52-4-203. That means the Uintah School District Board of Education has not yet approved them and they are subject to change until the Board approves them.

Date: August 6, 2025
Time: 6:00 p.m. – 6:45 p.m.
Location: 826 South 1500 East, Naples, Utah

Board Members Present:

- Dave Chivers, President
- Tawnya McKee, Vice President
- Todd Massey
- Denise Maynard
- Robin McClellan

Executive Staff Present:

- Dr. Rick Woodford, Superintendent
- Troy Timothy, Business Administrator
- Rodrigo Jurado-Pena, Controller

Others Present:

- Wendy Long, Uintah County Treasurer
- Vernie Heeney
- Ryan Jones
- Roland Searle
- Michelle Mansfield
- Karen Laris

Minutes recorded by Holly Chivers, Business Administrator's Secretary.

1. Introduction

1.01. Welcome/Call to Order

Business Administrator Troy Timothy welcomed the audience, and President Chivers called the meeting to order at 6:00 p.m. He noted that no action would be taken during this meeting, as Board action is scheduled for August 13, 2025, at 6:00 p.m.

1.02. Reverence

The reverence was offered by Member Todd Massey.

1.03. Pledge of Allegiance

Member Robin McClellan led the Pledge of Allegiance.

2. Presentation of Proposed Judgement Levy

Mr. Timothy presented an overview of the proposed judgment levy, noting that this is the final step in setting the FY26 budget before certifying the tax rate. He explained:

- The purpose of the levy is to offset refunds issued by the State when centrally assessed property owners successfully appeal their assessments. This year, the District was impacted by approximately \$390,482 in such refunds.
- The judgment levy is a one-time correction to restore lost revenue and will not be carried forward into future years.
- The proposed rate increase of .000065 will result in an estimated one-time cost of \$12.62 for the average homeowner and \$22.95 for the average business owner.
- By law, this process must be carried out through Truth in Taxation procedures.

Dr. Woodford added that in past years the District did not pursue judgment levies due to a sufficient fund balance; however, reserves have been spent down, and the District now operates under a much tighter budget. He emphasized that these funds are dedicated to the capital fund for facilities, technology, and buses, not for salaries.

Member Massey clarified that while this year's levy is a one-time correction, the Board may need to pursue judgment levies in future years if refunds continue to impact revenues.

Additional information was shared by District staff:

- Rodrigo Jurado, District Controller, explained the different funds in the budget, noted efforts to run lean, and highlighted the importance of maintaining capital funds to avoid bonding (which would constitute an actual tax increase).
- Dr. Woodford noted that enrollment is declining and emphasized the need to plan responsibly for future financial impacts.

President Chivers established the ground rules for public comment, including time limits and guidelines for respectful participation. He reiterated that the Board would listen to community input but take no action at this meeting.

3. Public Hearing

3.01. Public Comment

The following individuals addressed the Board:

- Vernie Heenie – Spoke in support of the levy, urging passage to avoid budget cuts.
- Ryan Jones – Asked what the funds would be used for. After hearing the explanation, he expressed opposition, stating that as a business owner, he would not support the levy.
- Roland Searle – Asked about the levy amount; Mr. Timothy offered to assist him individually in reviewing his assessment.
- Michelle Mansfield – Requested confirmation that the levy would not be repeated next year. The Board clarified that future judgment levies depend on centrally assessed appeals and cannot be predicted in advance.
- Karen Laris – Encouraged the District to ensure responsible fiscal management.

Additional clarifications were provided during the discussion:

- Dr. Woodford and Wendy Long, Uintah County Treasurer, addressed questions about property valuation notices and where to obtain further information.
- Mr. Jurado reiterated that the District seeks to rebuild capital funds to address upcoming facility maintenance needs.

Online Comments – Five written comments were received:

- *Brandi, USD Parent* – Questioned why savings were spent down and suggested the District reevaluate its financial management.
- *Carl Jackman* – Stated concern about government spending and the impact of assessment errors.
- *Lori Dodge* – Opposed the levy, expressing that the Superintendent should have managed the issue differently.
- [Other comments summarized as appropriate...]

4. Adjournment

President Chivers entertained a motion to adjourn. Member Massey moved, with Member Maynard seconding. The motion passed unanimously, and the meeting was adjourned at 6:45 p.m.

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

Work Session Pending Meeting Minutes

These meeting minutes are “pending minutes” as that term is used in Utah Code Annotated section 52-4-203. That means the Uintah School District Board of Education has not yet approved them, and they are subject to change until the Board approves them.

Date: August 13, 2025
Time: 4:01 p.m. – 5:20 p.m.
Location: 826 South 1500 East, Naples, Utah

Board Members Present:

- Dave Chivers, President
- Tawnya McKee, Vice President
- Todd Massey
- Denise Maynard
- Robin McClellan

Executive Staff Present:

- Dr. Rick Woodford, Superintendent
- Troy Timothy, Business Administrator
- Dr. Mistalyn Leis, Human Resources Director
- Jayme Leyba, Director of Elementary Education
- Ryan Maughan, Director of Special Programs
- Christy Nerdin, Director of Secondary Education

Others Present:

- Holly Chivers

Minutes recorded by Holly Chivers, Business Administrator’s Secretary.

1. Introduction/Opening

1.01. Welcome/Call to Order

Troy Timothy welcomed attendees and introduced the Board. President Chivers offered opening remarks and called the work session to order at 4:01 p.m.

1.02. Reverence

The reverence was offered by Emily Arnold.

2. Policy Revisions

2.01. Policies for Approval on First Reading

A. 010.0020 Community Use of School Facilities

And

B. 010.0020-E Facility and Ground Use Fee Schedule (for Elimination)

Troy Timothy explained that this policy is being revised due to updates in Utah Code, grammar and terminology improvements for professionalism, liability clarifications, removal of outdated references, and implementation of the District's new facility scheduling software, Event Manager. The fee schedule has also been refined and incorporated into this policy, rather than remaining a standalone document. While one item was removed from the schedule, no rates were changed. The revisions better align with the new software, which will improve the user experience for both community members and district staff.

Mr. Timothy invited questions from the Board. Concerns were raised regarding potential impacts on community use of facilities due to liability requirements and certain school-sponsored events. Holly Chivers, who drafted the policy under Mr. Timothy's oversight, addressed questions regarding the prohibition of certain activities, distinctions between commercial and non-commercial use, and the broader impact on the community. She assured the Board that more specific language will be added to clarify commercial status. Additional research will also be conducted regarding school fundraisers and whether raffles or drawing-type activities may be permitted for fundraising purposes.

Mr. Timothy added that the language will be further clarified and potentially reviewed with District legal counsel. Dr. Mistalyn Leis also provided input, emphasizing that this policy applies specifically to community use of District facilities, not to school-sponsored activities.

C. 005.1000 Certified Employee Evaluation

Dr. Leis presented the policy in connection with the new TREE Teacher Evaluation System, developed in response to state code and following several pilot projects. Additional data and survey results accompanied the memo.

Because of the District's participation in the Teacher Merit Award program, the policy requires four rating levels, whereas state code requires only three. An email from Julie Lundell, USBE School Leadership and Improvement Specialist, confirmed that this approach addresses the discrepancy appropriately. Dr. Leis explained how evaluation ratings factor into teacher merit awards.

The proposed policy is based on the state model with several district-specific revisions. Following Policy Committee review, additional references were added, including Policy 005.1200 (Standards of Conduct and Due Process). There was no further discussion.

D. 005.0675 Association Leave (for Elimination)

In light of the recent referendum on House Bill 267 and the Governor's executive order, Dr. Leis recommended that consideration of this policy revision be tabled. Dr. Woodford clarified that if tabled, the current policy will remain in effect until further notice.

2.02. Policies for Approval on Second Reading

No policies were presented for second reading.

3. Items Requiring Future Board Action

3.01. Minutes

A. June 18, 2025 Pending Work Session Minutes

And

B. June 18, 2025 Pending Business Meeting Minutes

Mr. Timothy presented the pending minutes from the June 18, 2025 Work Session and Business Meeting. With no concerns raised, the Board was advised to approve the minutes as presented.

3.02. Contracts Needing Board Approval

Mr. Timothy reviewed one contract: a chiller maintenance agreement with MHI Service in the amount of \$2,540 annually under a four-year contract. No questions were raised.

3.03. Early Learning Plan

Director Jayme Leyba explained that the District's Early Learning Plan must be Board-approved annually by September 1. The plan aligns with the state's requirement for evidence-based curriculum, especially in early literacy and math.

The District currently uses *CKLA* and *Ready Math*. Intervention programs were outlined, and Mr. Leyba noted that two math goals are required for this year. Data indicates the District's programs are meeting state standards. No further discussion followed.

3.04. Adoption of Tax Rates for FY26: Including Proposed Judgement Levy

Mr. Timothy explained that due to the Judgment Levy hearing, the Board must formally adopt tax rates during the Business Meeting. Troy clarified that the rates remain unchanged aside from the addition of the Judgment Levy rate, and he confirmed that these rates have not been previously voted on.

3.05. 2025-2026 Final Preliminary Budget and Tax Rates

Mr. Timothy noted that the budget and tax rates will also require Board approval during the Business Meeting.

4. Informational/Discussion Items

4.01. PBIS Data Report

Ryan Maughan reported on PBIS implementation, including graduation rates, chronic absenteeism, safe school referrals, suspensions, expulsions, and average days missed.

Dr. Woodford added that the state is focusing on attendance through new initiatives and potential future legislation. September is Attendance Awareness Month. The District intends to promote supportive, incentive-based strategies rather than punitive measures.

4.02. Pilot of Core 8: Leadership in Action

Christy Nerdin introduced the *Core 8 Leadership* program, which incorporates Utah Education Leadership Standards into systems-based practice. The program emphasizes practical leadership skills such as budget management and cultivating institutional culture.

Dr. Woodford commented that the District is not being driven by the standards but is instead integrating them into its leadership system, giving principals both direction and autonomy while creating a shared “language for leadership.”

Mr. Maughan returned to clarify previous information regarding graduation rates.

4.03. Committee Reports

Facilities Committee – President Chivers

President Chivers reported on behalf of the Facilities Committee. He noted that the blue buildings are listed on the public surplus site and that secure vestibules will be completed by the end of the month. A bid for the construction of a new parking lot at the old District Office lot has been awarded. He also explained that White Fleet consolidation is underway, with multiple vehicles now up for auction. The District is downsizing its fleet to maintain newer vehicles, avoid unused stock, and allow pooled vehicle use for employees.

Policy Committee – Vice President McKee

Vice President McKee stated that all policies were addressed earlier in the meeting and she had nothing further to report.

UBTech Board of Trustees, Uintah Schools Foundation, & USBA Board of Directors (Region 5) – Member McClellan

Member McClellan, reporting on behalf of the UBTech Board of Trustees, highlighted upcoming events and fundraising efforts. She shared that poles have been installed for the high-voltage electrical training program and that additional programs will be introduced this year.

She also provided updates on Uintah Schools Foundation grant opportunities and membership changes, announced the annual concert scheduled for December 8, and conveyed greetings from Shannon Deets wishing staff a good school year.

From USBA Board of Directors (Region 5), Member McClellan announced the upcoming retreat and encouraged Board members to attend. She highlighted the Leadership Conference in Bryce Canyon, where Geoff Liesik will present. She urged the Board to review Senate Bill 37 regarding potential changes in property tax collection and allocation, recommending proactive discussions with local representatives before September 1, as advised by USBA Executive Director Lexi Cunningham.

Dr Woodford's secretary, Shawna Muhme, then presented the USBA Master Board Certification plaque for the 2024–2025 school year to the Board, accepted by Member McClellan. This recognition is awarded to boards where a majority of members complete their professional development requirements. It marks the first time Uintah School District has received this distinction.

Finance Committee – Member Massey

On behalf of the Finance Committee, Member Massey discussed changes in signing authorities at UHS, reviewed fundraiser cash handling procedures, and provided updates on the Judgment Levy and FY26 original budget. He noted year-end adjustments, with surplus funds consolidated and redistributed across schools.

Member Massey also recognized outstanding school achievements, with formal celebrations to follow. He entertained suggestions from fellow Board members on how to implement this process moving forward.

Risk Control Committee – Member Maynard

Member Maynard reported that the Risk Control Committee did not meet in the past month.

5. Close of Work Session

5.01. Adjournment

President Chivers entertained a motion to adjourn the Work Session. Member Massey moved, Member Maynard seconded, and the motion carried unanimously.

The Work Session was adjourned at 5:20 p.m.

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

Business Meeting Pending Meeting Minutes

These meeting minutes are “pending minutes” as that term is used in Utah Code Annotated section 52-4-203. That means the Uintah School District Board of Education has not yet approved them and they are subject to change until the Board approves them.

Date: August 13, 2025
Time: 6:03 p.m. – 8:24 p.m.
Location: 826 South 1500 East, Naples, Utah

Board Members Present:

- Dave Chivers, President
- Tawnya McKee, Vice President
- Todd Massey
- Denise Maynard
- Robin McClellan

Executive Staff Present:

- Dr. Rick Woodford, Superintendent
- Troy Timothy, Business Administrator
- Erin Brown, School Administrator, Central Cove Early Learning Center
- Jayme Leyba, Director of Elementary Education
- Dr. Mistalyn Leis, Human Resources Director

Others Present:

- Aubrey McCarrell
- Cody Webster

Minutes recorded by Holly Chivers, Business Administrator's Secretary.

1. Introduction

1.01. Welcome/Call to Order

Business Administrator Troy Timothy welcomed the audience, and President Chivers called the Business Meeting to order at 6:03 p.m.

1.02. Reverence

The reverence was offered by Member Todd Massey.

1.03. Pledge of Allegiance

Member Robin McClellan led the Pledge of Allegiance.

1.04. School Reports

A. Central Cove Early Learning Center

School Administrator Erin Brown presented on behalf of Central Cove Early Learning Center. She highlighted the school's values and the benefits of the new building, which provides additional classrooms, increased instructional time, and the opportunity to serve more students. The expanded program allows for a stronger educational foundation, greater inclusion of typically developing peers, and a richer balance of peer groups—all resulting from careful, deliberate design in partnership with Utah State University.

Ms. Brown reported that enrollment has grown from 201 students in September of last year to 238 students currently. Of these, 135 students qualify for IEPs. The school's capacity has increased from 260 to 312, with current enrollment at 238. Tuition assistance is still an option offered, and overall enrollment costs have not changed.

Board members asked about enrollment trends since the new building opened. Ms. Brown encouraged the Board to help spread the word that typically developing students are now eligible to enroll. Vice President McKee suggested exploring bussing options from the west side to help boost enrollment, and the Superintendent confirmed that this will be investigated. He also noted recent discussions with the Utah State Board of Education and other experts, who validated the positive impact the new school will have on early childhood education.

1.05. Patron Input

Dr. Woodford reviewed the patron input, noting two online comments regarding the judgment levy. He also shared appreciation from the local Vernal Elks Lodge for bringing back the Breakfast with Santa event. Aubrey McCarrell and Cody Webster, president of the Elks Rider Association and Vernal Elks Lodge, attended the meeting to personally thank the Board and Administration for allowing the event to return to Vernal Middle School. No items were received in accordance with Board Policy 002.0720.

2. Business/Action Items

2.01. Consent Calendar

- A. Minutes**
- B. Contracts Needing Board Approval**
- C. Monthly Board Financial Update**
- D. Early Learning Plan**

Member McKee made a motion to approve the consent calendar as presented, with Member Massey seconding. The motion passed unanimously.

2.02. Policies for Approval on First Reading

- A. 010.0020 Community Use of School Facilities**
- B. 010.0020-E Facility and Grounds Use Fee Schedule (for elimination)**
- C. 005.1000 Certified Employee Leave Evaluation**
- D. 005.0675 Association Leave (for Elimination)**

Member McKee moved to approve policies 010.0020 Community Use of School Facilities, 010.0020-E Facility and Grounds Use Fee Schedule, and 005.1000 Certified Employee Leave Evaluation on first reading, and to table action on 005.0675 Association Leave. Member McClellan seconded. Motion passed unanimously.

2.03. Policies for Approval on Second Reading

There are no second reading policies for review.

2.04. Adoption of Tax Rates for FY26: Including the Proposed Judgement Levy

Member Maynard moved to approve the following tax rates for 2025:

- Board Local Levy: .002010
- Capital Local Levy: .001329
- GO Bond Payments: .000438
- Discharge of Judgment: .000065
-

She further moved to adopt the enclosed Resolution Adopting Final Tax Rates and Budgets. Member McClellan seconded, adding that while she does not like having to impose a judgment levy, when it is centrally assessed, the District cannot continue to let it go. Troy was commended for presenting the judgment levy information clearly, which resolved much confusion about its purpose. Member McKee emphasized that this is a correction, not a tax increase. Special thanks were extended to Wendy Long for attending and sharing her expertise.

Vote: Unanimous.

Vice President McKee then moved to adopt the following final original budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

- General Fund (Fund 10) – Maintenance and Operations: \$83,308,792
- Special Revenue Fund (Fund 20): \$120,000
- Student Activity Fund (Fund 21): \$1,197,665
- Tax Increment Financing Fund (Fund 26): \$795,000
- Debt Service Fund (Fund 31): \$2,620,000
- Capital Projects Fund (Fund 32): \$8,312,747
- School Food Service Fund (Fund 49): \$3,940,028
- **Total Budget: \$100,294,232**

Member Massey seconded. Motion carried unanimously.

2.05. Personnel Changes

Member Maynard moved to approve the personnel changes, with Member McClellan seconding. Dr. Leis noted that some changes were made very late as school is about to begin and directed the Board to the appropriate memo in Diligent. Motion carried (4–1), with Member McKee opposed.

3. Informational / Discussion Items

3.01. Purchases over \$50,000

Mr. Timothy presented the month's purchases over \$50,000. He noted that School Foods is preparing for the new school year with food supply orders, Technology is purchasing Chromebooks and computers as part of its annual rotation, Maintenance is progressing on FY26 Capital Outlay Projects, and Transportation is acquiring a new vehicle as part of its white fleet rotation. Purchases included:

- PO #26000046 & PO #26000047 (\$200,000.00) – Basin Wholesale West
- PO #26000050 (\$52,000.00) - Pro View Foods
- PO #26000051 (\$100,000.00) – Sysco Intermountain Inc.
- PO #26000052 (\$52,000.00) – Yangs 5th Taste
- PO #25000776 & PO #25000777 (\$330,200.00) – Trafera, LLC
- PO #25000774 (\$113,899.02) - Asphalt Preservation, LLC
- PO #25000778 (\$211,954.11) - Spectra, LLC
- PO #26000091 (\$674,300.00) - GBW Construction, LLC
- PO #26000027 (\$60,230.00) – Ken Garff Chevrolet

3.02. Calendar Items

Dr. Woodford directed the Board to the link in Diligent with upcoming dates, including ribbon-cutting ceremonies for the new preschool and the Teen Center at UHS, with many attendees expected from VCBO and Utah State. The next Board Meeting is September 10, followed by the Homecoming game on September 12.

3.03. Superintendent and/or Board President follow up or clarification on items discussed during the meeting.

President Chivers presented an idea from Member McClellan that the Board draft a letter to state legislators regarding the process for valuation protests for centrally assessed businesses (USTC and legislators). The letter would encourage statutory changes to make judgment levies an automatic notice to taxpayers and propose eliminating the requirement of Truth-in-Taxation. President Chivers supported Member McClellan's proposal and suggested discussing it with local state officials. He requested that it be included as a discussion item at the Board Retreat and shared with neighboring districts for feedback. Dr. Woodford expressed his support, and President Chivers encouraged any Board members with concerns to raise them sooner rather than later.

Closing remarks were given by the Board.

4. Closed Session

President Chivers stated the need to enter into Closed Session. Member Massey moved to enter Closed Session for the purpose of a strategy session to discuss pending or reasonably imminent litigation, with Member Maynard seconding.

Roll call vote was as follows:

- Maynard: Aye
- Massey: Aye
- McClellan: Aye
- McKee: Aye
- Chivers: Aye

The board entered Closed Session at 7:06 p.m.

Upon returning, Member Massey moved to resume the Business Meeting, with Member Maynard seconding. Motion carried unanimously.

5. Adjournment

5.01. Meeting Adjourned

Member McClellan moved to adjourn the Business Meeting, with Vice President McKee seconding. Motion passed unanimously, and the meeting was adjourned at 7:46 p.m.

DATE: **August 13, 2025**

TO: UINTAH BOARD OF EDUCATION

FROM: Dr. Mistalyn Leis, Director of Human Resources

RE: Board Approval Request for **August 13, 2025**: Board Approval of New Hires, Newly Assigned Employees; Notification of Separations of Employment

Superintendent Woodford requests Board approval of the following individuals for hire/assignment to new positions:

NEW HIRES – BOARD APPROVAL REQUESTED:

Name	Position	Assignment	FTE	Education/ Training	Source of Funding
Judith Jackson	Intervention Aide	Ashley	0.7375	All Required	Program 7801 ESEA Title 1 LEA Grants
Vanity Caldwell	Food Service Worker	Ashley	0.60	All Required	Program 8000 School Foods Program
Gentry Jensen	Intervention Aide	Ashley	0.7375	All Required	Program 0183 Specialists and Aides
Emmalee Helco	Intervention Aide	Ashley	0.7375	All Required	Program 5420 TrustLands
Sarah Draper	Speech Language Technician	CEC	0.50	Bachelor of Science Major: Speech and Hearing Science	Program 1215 SpEd Preschool
Rachel A. Baker	SpEd Preschool Aide	CEC	0.4875	All Required	Program 1205 SpEd Add On
Sabrina Winsor	SpEd Preschool Aide	CEC	0.4875	All Required	Program 1205 SpEd Add On
Haley Harman	SpEd Aide (One-on-One)	Discovery	0.875	All Required	Program 1205 SpEd Add On
Connie Roberts	Computer Specialist	Discovery	0.60	All Required	Program 0183 Specialists and Aides
Holly Bryson	Student Support Aide	Discovery	0.7375	All Required	Program 5420 TrustLands
Makenna Pierce	Instructional Aide	Discovery	0.60	All Required	Program 5420 TrustLands
Marcos Vaughn	School Social Worker	EVE and Lapoint	1.0	Master of Social Work Major: Social Work	Program 5344 Students at Risk Add On
Macey Bell	Speech Language Technician	Lapoint	0.625	Bachelor of Science Major: Communicative Disorders	Program 1225 SpEd Impact Aid
Tanner Credaroli	Grade 2 Teacher	Lapoint	1.0	Bachelor of Arts Major: Educational Studies	Program 5201 Class Size Reduction K-8
Amy Hammond	School Counselor and 504 Specialist	Naples	1.0	Master of Arts Major: School Counseling Major: Clinical Mental Health	Program 5344 Students at Risk Add On
Stephanie Miller	Intervention Aide	Naples	0.7375	All Required	Program 7801

					ESEA Title 1 LEA Grants
Mandi Gabbitas	Intervention Aide	Naples	0.7375	All Required	Program 5420 TrustLands
Ailyn Reveles	SpEd Aide	Naples	0.7375	All Required	Program 1205 SpEd Add On
Laura Allred	Speech Language Technician	Maeser	0.625	Bachelor of Science Major: Communicative Disorders	Program 1205 SpEd Add On
Kaitlyn Buckner	Half-time SpEd Teacher	Maeser	0.50	Bachelor of Science Major: Special Education	Program 1205 SpEd Add On
Amy Roundy	CTE FACS Teacher	UMS	0.50	Bachelor of Science Major: Elementary Education	Program 0050 Regular Ed
James Middleton	Custodian	UHS	1.0	All Required	Program 0285 Maintenance Operations
Daisy Williams	Athletic Secretary	UHS	0.7375	All Required	Program 0299 Athletics
Janet Mitchell	Teen Center Facilitator and Attendance Tracker	UHS	1.0	All Required	Program 5678 TSSA
Marnie Barrus	Half-time Teacher (Safe Schools)	AVEC/ SMYC	0.50	Bachelor of Arts Major: History Teaching	Program 0050 Regular Ed
Troy Lupcho	Bus Driver	Transportati on	0.7375	All Required	Program 5315 Pupil Transportation
Ashley Slaugh	Bus Driver	Transportati on	0.7375	All Required	Program 5315 Pupil Transportation
Amanda Chivers	Bus Driver	Transportati on	0.7375	All Required	Program 5315 Pupil Transportation
Kurt Case	SpEd Bus Aide	Transportati on	0.7375	All Required	Program 1205 SpEd Add On

NEWLY ASSIGNED EMPLOYEES – BOARD APPROVAL REQUESTED:

Name	Former (Current) Assignment	New Assignment	Effective Date
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Tressa Amber Johnson	SpEd Aide (0.7375 FTE) @ UHS	Custodian (1.0 FTE) @ UHS	7/1/2025
Stephanie Harrison	SpEd Bus Aide (0.7375 FTE) @ Transportation	Bus Driver (0.7375 FTE) @ Transportation	7/10/2025
Mallory Hoffart	Instructional Coach (1.0 FTE) @ Discovery	Principal (1.0 FTE) @ Maeser	8/1/2025
Amanda Remington	Instructional Coach (1.0 FTE) @ USD	Assistant Principal (1.0 FTE) @ UMS	8/1/2025
Lorrie Taylor	Roving Custodian (1.0 FTE) @ Maintenance	Head Custodian (1.0 FTE) @ Ashley	8/11/2025
George Laub	School Social Worker (1.0 FTE) @ EVE & Lapoint	School Social Worker (1.0 FTE) @ Ashley	8/19/2025
Deborah Ososki	Cook (0.75 FTE) @ Maeser	Head Cook (0.875 FTE) @ Maeser	8/19/2025
LaDonna Christensen	Instructional Aide (0.65 FTE) @ Maeser	SpEd Aide (0.7375 FTE) @ Maeser	8/19/2025
Melissa Dossett	Food Service Worker (0.7375 FTE) @ Maeser	SpEd Aide (0.7375 FTE) @ UMS	8/19/2025
Becka Slaugh	Cook (0.75 FTE) @ Discovery	Head Cook (1.0 FTE) @ VMS	8/19/2025
Karen Laub	Math Aide (0.7375 FTE) @ UHS	Tribal Tutor/Teen Center Mentor (1.0 FTE) @ UHS	8/19/2025
Jennifer Huntington	SpEd Aide (0.7375 FTE) @ UHS	SpEd Behavior Aide (0.875 FTE) @ UHS	8/19/2025
Sarah Sisto	Grade 5 Teacher (1.0 FTE) @ Discovery	Instructional Coach (1.0 FTE) @ Discovery	TBD

NEWLY HIRED EXTRACURRICULAR COACHES:

Name	Program	School	Years of Service
Brooklyn Jenson	Cross Country Team Assistant	UHS	\$500-\$1000 (stipend amount depends on funding)
Johnathon Topham	Game Day Coordinator	UHS	\$9,000 stipend (divided over 3 trimesters)
Lacey Grammer	Assistant Girls Basketball Coach	UHS	4
Alicia White	Girls Basketball Team Assistant	UHS	\$500-\$1000 (stipend amount depends on funding)

Rebecca Wilkey	Middle School Athletic Director	UMS	\$4,000 Stipend
Joseph Runs Through	Assistant Cross Country Coach	UMS	1
Amanda Uasilaa	Assistant Volleyball Coach	UMS	1

DRAFT

Board of Education

Dave Chivers, President • **Tawnya McKee**, Vice President
Todd Massey, Member • **Denise Maynard**, Member • **Robin McClellan**, Member

Memorandum

To: Dave Chivers, President
Tawnya McKee, Vice President
USD Board Members

From: Troy Timothy, Business Administrator

Cc: Rick Woodford, Superintendent
Shawwna Muhme, Superintendent Secretary

Date: September 5, 2025

Re: Monthly Board Financial Update – August 2025

Recommendation: I recommend that the Board approve the Monthly Board Financial Update for August 2025.

Background (rationale):

- Each month, the Business Administrator must present to the Board a monthly financial packet. Included in this month's packet are the following reports:
 - Revenues and expenditures by fund, year to date, through August 31, 2025;
 - Year-over-year Fund 10 comparison (FY25 & FY26) as of August 31, 2025;
 - FY25 year-to-date capital outlay spreadsheet update as of August 31, 2025;
 - District-wide regular payroll register for August 2025;
 - District-wide advanced payroll register for August 2025;
 - District-wide AP August 2025 check register;
 - UHS August 2025 check register; and
 - Donations to UHS through August 31, 2025.

Policy Implications: None.

Motion: This item will be listed under the Consent Calendar for approval.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, M.B.A.**, Business Administrator
826 South 1500 East • Naples, UT 84078
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UINTAH SCHOOL DISTRICT

Revenues & Expenditures by Fund

YTD through August 2026

	<i>in '000,000's</i>	<u>Adj Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
REVENUES					
10 - MAINTENANCE & OPERATIONS	\$	83.5	\$ 10.1		\$ 73.4
21 - SCHOOL ACTIVITY		1.2	0.3		0.9
26 - CDA/RDA		0.8	-		0.8
31 - DEBT SERVICE		2.6	0.1		2.6
32 - CAPITAL OUTLAY		9.2	0.2		9.0
49 - SCHOOL FOOD SERVICES		3.6	0.0		3.5
TOTAL REVENUES	\$	101.0	\$ 10.6		\$ 90.4

EXPENDITURES					
10 - MAINTENANCE & OPERATIONS	\$	83.5	\$ 4.0	\$ 0.8	\$ 78.7
21 - SCHOOL ACTIVITY		1.2	0.1	0.1	1.0
26 - CDA/RDA		0.8	-	-	0.8
31 - DEBT SERVICE		2.6	0.1	-	2.5
32 - CAPITAL OUTLAY		8.3	2.7	2.2	3.4
49 - SCHOOL FOOD SERVICES		3.9	0.2	0.5	3.2
TOTAL EXPENDITURES	\$	100.5	\$ 7.1	\$ 3.6	\$ 89.8

REVENUE/EXPENDITURE VARIANCES	<u>Adj Budget Var</u>	<u>Actual Var</u>
10 - MAINTENANCE & OPERATIONS	\$ 0.0	\$ 5.3
21 - SCHOOL ACTIVITY	-	0.1
26 - CDA/RDA	-	-
31 - DEBT SERVICE	-	(0.1)
32 - CAPITAL OUTLAY	0.9	(4.6)
49 - SCHOOL FOOD SERVICES	(0.4)	(0.7)
REVENUE/EXPENDITURE VARIANCES	\$ 0.5	\$ (0.0)

Board of Education

Dave Chivers, President • **Tawnya McKee**, Vice President • **Todd Massey**, Member
Denise Maynard, Member • **Robin McClellan**, Member

Memorandum

To: Dave Chivers, President
Tawna McKee, Vice President
USD Board Members

From: Troy Timothy, Business Administrator

Cc: Dr. Rick Woodford, Superintendent
Shawna Muhme, Superintendent Secretary

Date: September 5, 2025

Re: 004.0350 – Investment Policy, First Reading

Recommendation:

I recommend that the Board approve the attached policy on first reading.

Background (rationale):

This new Investment Policy is intended to align our practices with those of other school districts across the state and to ensure compliance with the Utah Money Management Act. This policy is designed to position the District for future capital needs and projects by strategically maximizing available resources. In some cases, it may be necessary to engage qualified financial professionals to help optimize the earning potential of fund balances. Establishing this policy is an important first step toward strengthening our long-term financial planning and resource management.

Policy Implications:

This is a new policy.

Personnel Implications:

None.

Facility Implications:

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Board of Education

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Denise Maynard, Member • **Robin McClellan**, Member

None.

Financial/Budget Implications:

No cost to the District; could potentially generate improved returns on future District investments.

Motion:

"I move to approve Policy 004.0350, Investment Policy, on first reading."

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading		New	X
2nd Reading		Revised	
Approved		Substitute	

004.0350 INVESTMENT POLICY

NEW POLICY

1.0 GENERAL POLICY STATEMENT

- 1.1 Uintah School District believes in securing the maximum public benefit from the deposit and investment of District funds.

2.0 OBJECTIVES

- 2.1 Uintah School District shall follow the State Money Management Act cited in Utah Code 51-7.
- 2.2 Uintah School District shall invest its funds in a fiscally prudent manner. The primary objectives of investment activities in order of priority shall be safety, liquidity, and yield. The District shall allocate interest earnings or losses as they are realized, not less than annually.
 - 2.2.1 Maturity of investments in operating funds which are invested shall be scheduled so that the maturity date of the investment does not exceed the anticipated date of the expenditure of the funds.

3.0 OVERSIGHT

- 3.1 The District Business Administrator shall be the designated investment officer under the oversight of the Board Finance Committee and shall have final responsibility of the individual investments of the District as long as it is in keeping with Board policy.

4.0 REPORTING

- 4.1 Financial Reports, no less than bi-annually, shall be provided to the Uintah School District Board of Education indicating the interest earnings to date.

Board of Education

Dave Chivers, President • **Tawnya McKee**, Vice President • **Todd Massey**, Member
Denise Maynard, Member • **Robin McClellan**, Member

Memorandum

To: Dave Chivers, President
Tawna McKee, Vice President
USD Board Members

From: Troy Timothy, Business Administrator

Cc: Dr. Rick Woodford, Superintendent
Shawwna Muhme, Superintendent Secretary

Date: September 8, 2025

Re: Revised Policy 010.0020 – *Community Use of School Facilities*;
Elimination of Policy 010.0020 E – *Facility and Grounds Use Fee Schedule*

Recommendation:

I recommend the Board approve the revised Policy 010.0020, Community Use of Uintah School District Facilities, which incorporates the fee schedule and includes additional refinements made since the first and second readings. These revisions strengthen compliance, improve transparency, and provide clearer guidance for both District staff and community users.

Background (rationale):

The policy has been thoroughly updated to bring it into compliance with recent changes to Utah Code and to better reflect the District's operational practices.

In response to Board discussion, review of Utah Code, and additional research, I have made further revisions to the draft policy:

- **Sections 1.4 and 1.5 – Commercial vs. Non-Commercial Users:** Added detailed language distinguishing requirements and expectations for commercial entities versus community or non-commercial groups and the respective definitions of each type of user.
- **Section 2.1 – Scheduling Terms:** Updated to allow scheduling up to six months in advance (formerly limited to three months), giving community users greater flexibility and supporting better planning at the schools for large events.
- **Section 2.12 – Fundraising and Donations Reference:** Added a direct reference requiring that any school-sponsored fundraising or donation activities comply with Policy 004.0610, *Fundraising and Donations: School Sponsored Activities*, to address any contradictory

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verbiage. Additional revisions to Policy 004.0610 will be conducted to ensure consistency and compliance with updated state code.

- **Fee Schedule Placement:** Moved explanatory notes to the top of the fee schedule section, improving transparency and making it easier for users to understand terms before reviewing rates.
- **Section 3.1 – Gambling and Games of Chance:** Conducted additional research to confirm compliance with Utah Code. Clarified prohibitions on gambling while also specifying permissible alternatives such as charitable drawings, silent auctions, and other fundraising activities.
- **Ongoing Edits:** Conducted another round of grammar, formatting, and cross-reference clean-up to ensure accuracy and professionalism.

Policy Implications:

This revised policy continues to consolidate the former Policy 010.0020 E into the main document. The additional changes provide more precision and transparency without altering the overall purpose or intent of the policy.

Personnel Implications:

None.

Facility Implications:

Improved access control and security.

Financial/Budget Implications:

Improved cost recovery, reduced risk of financial liability.

Motion:

"I move that the Board approve, on first reading, the revised Policy 010.0020, *Community Use of Uintah School District Facilities*, which incorporates the contents of Policy 010.0020 E, *Facility and Grounds Use Fee Schedule*, into a single, consolidated document—thereby eliminating Policy 010.0020 E as a standalone policy."

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	08/13/2025	New	
2nd Reading		Revised	X
Approved		Substitute	

010.0020 COMMUNITY USE OF ~~SCHOOL~~ UINTAH SCHOOL DISTRICT FACILITIES

REVISES POLICY 010.0020 - COMMUNITY USE OF SCHOOL FACILITIES AND REPLACES POLICY 010.0020 E - FACILITY AND GROUNDS USE FEE SCHEDULE (BOTH LAST REVISED ON 01/12/2022).

1.0 ~~COMMUNITY USE OF SCHOOL FACILITIES~~ GENERAL POLICY STATEMENT

- 1.1 It is the intent of the School Board to establish guidelines for community use of school Uintah School District-owned facilities that are ~~within guidelines set in~~ consistent with Utah State Code Annotated 53A-3-413 §53G-7-209 and 53A-3-414 §53G-7-210. By submitting a facility use request, the applicant agrees to abide by all terms and conditions of the policy. Failure to comply may result in fines, the termination of current use, and the denial of future access to facilities.
- 1.2 Any unauthorized use of ~~S~~school ~~D~~district facilities may result in individual(s) being required to leave the facility grounds.
- 1.3 ~~Authorized use of school district facilities or grounds will require a permit to be issued. The permit must be available for presentation at the request of the community use supervisor.~~ All outside facility use must be pre-approved by Uintah School District personnel via the Facility Use Request Portal located on the District website.
- 1.4 ~~Use of School district facilities are to be used at each person's own risk. 63G-7-301 provides the school district immunity and its employee's immunity for use of school district facilities and grounds.~~ Use of facilities is at the applicant's own risk. The District's liability for any incident is subject to the provisions of the Utah Governmental Immunity Act, Utah Code Title 63G, Chapter 7. Nonprofit entities and non-commercial users—including individuals, families, civic organizations, religious organizations, neighborhood groups, community-based organizations, and nonprofit entities that are not operating for profit and that do not receive private financial gain from the use of District facilities—are not required to provide liability insurance when approved to use school facilities as a civic center under this policy. Approved non-commercial users are issued a "Permit" under Utah Civic Center statutes at Utah Code Ann. §53G-7-209 to 210.
- 1.5 ~~For liability insurance requirements please refer to the Uintah School District Financial Procedures Manual.~~ Commercial users renting a District facility are required to provide a Certificate of Insurance for liability and property damage prior to the event. "Commercial users" include any individual, group, business, vendor, or organization that operates for profit, conducts activities as part of a business enterprise, or receives private financial gain from the use of District facilities. The Certificate shall be for \$1,000,000 per occurrence and \$3,000,000 for general aggregate. Uintah School District shall be named as

additional insured with the physical address, 826 South 1500 East, Naples, UT 84078.

- 1.6 Any use of ~~school~~District-owned buildings or land will require supervision as provided by the School District at the cost ~~to~~of the entity or group using the facility or grounds.
- 1.7 No tips, gratuities, or payments not specified in the contract will be offered ~~to~~or paid toaccepted by any school employee.
- 1.8 The Board of Education authorizes the Superintendent of Schools or Business Administrator the right to assess special charges or deposits for unusual functions or use of school buildings.
- 1.9 The Board of Education authorizes the Superintendent of Schools or the Business Administrator the right to waive fees for government entities and their political subdivisions ~~as long as~~if it is in the best interest of the ~~Utah School District~~, as outlined in Utah Code §11-13-102 regarding interlocal cooperation. Such an agreement shall be in the form of a ~~M~~memorandum of ~~U~~understanding (MOU) ~~or contract if use is planned for multiple times each year~~and shall supersede this policy.
- 1.10 All building and/or facility requests that deviate from the approved fee schedule, except as stated in 1.7 and 1.8, must be approved in advance by formal action of the Board of Education and ~~may~~shall be in the form of an MOU or a contractual agreement.

2.0 REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

- 2.1 ~~—All non-school organizations will submit to the School District official~~Building Use Coordinator the ~~applicable documentation~~required application and assessed fees prior to the ~~school district facility or grounds being reserved~~scheduled event. If special circumstances prevent advance payment, then payment must be remitted within 30 days of the invoice date.
- 2.2.1 Reservations for ~~S~~School ~~D~~District facilities or grounds use will not be accepted more than ~~three~~six months in advance or less than two days in advance. Exceptions may be made in an MOU if it is in the best interest of the Utah School District.
- 2.3~~2.2~~ ~~If an event is scheduled less than 21 calendar days in advance, the School District building use official may reject use of the facility if in their opinion the proper requirements cannot be met prior to the event. This determination includes the inability to schedule a building supervisor or other personnel needed for the event.~~Requests may be denied if requirements cannot be met.
- 2.4~~2.3~~ Sponsoring organizations or applicants will be charged for supervision from the time they enter the building until the building is cleaned and locked up. Utah School District will hire and assign a building use supervisor or supervisors depending on the size of the group.
- 2.4 Applicants are responsible for providing any additional supervision needed, i.e., police protection, parking supervision, etc. District ~~B~~Building ~~U~~Use ~~Coordinators~~officials can require any applicant or organization to furnish additional supervisors, police protection, parking supervision, etc. if it is in the

best interest of Uintah School District. ~~Refer to the Uintah School District Financial Procedures Manual for additional details.~~

2.5 All users of District facilities are responsible for supervising their own participants. District supervisors are present to address building-related matters only; they are not responsible for monitoring or managing participant behavior.
~~2.5~~

2.6 The Superintendent of Schools or Business Administrator may reject and/or cancel any group if it is in the best interest of the Uintah School District. Upon cancellation, the group may appeal to the Board of Education.

2.7 Arrangements for any special equipment, facilities, or personnel shall be made at the time ~~the community use contract is finalized~~ of application and before the permit is issued. School ~~D~~district equipment is never to be removed from the school premises.

~~2.8 Smoking, use of tobacco products, and alcoholic beverages are not permitted in school facilities or on school grounds. Discovery of such activities or vulgar language will result in the offenders being removed from the school district facilities or grounds. Such a violation may result in the group being removed from the facility/grounds and may result in the group's inability to rent the facility/grounds in the future.~~

~~2.9~~2.8 Misuse of facility/grounds may result in the groups' inability to rent the facility/grounds in the future.

~~2.10 Use of materials on walls, floors, or other parts of the building is prohibited without specific approval of the district building use official.~~

~~2.11 Electrical equipment cannot be used without specific approval of the district building use official.~~

~~2.12~~2.9 Rental contracts are non-transferable.

~~2.13~~2.10 No refund shall be allowed unless the ~~D~~district ~~B~~building ~~U~~use Coordinator ~~official~~ is notified at least ten working days prior to the rental date on the contract.

~~2.14~~ Applicant shall agree to pay the cost of all damage done to any Uintah School District property, directly or indirectly related to the applicant's use. Any additional charges assessed by the school or District must be paid within 10 days of the invoice date.

2.11 No outside ~~properties~~ property or equipment may be brought into the building without prior approval ~~from~~ of the ~~D~~district ~~B~~building ~~U~~use Coordinator ~~official~~. When permission is granted, such property or equipment shall be removed immediately following its use. The ~~S~~school ~~B~~board or its agent is not responsible for damages to such property or equipment.

2.12 Any school-sponsored fundraising or donation activities must comply with Uintah School District Policy 004.0610, Fundraising and Donations: School Sponsored Activities.

~~2.15~~

3.0 RESTRICTIONS ON PUBLIC USE OF SCHOOL FACILITIES

3.1 Gambling, raffles, bingo, or other games of chance are unlawful in Utah and prohibited in District facilities.

- 3.2 Programs interfering with regular schoolwork or programs classified as a nuisance by school officials shall be prohibited.
- 3.3 No school facility shall be available for dances except those sponsored by the school or approved by the District Building Use Coordinator official.
- 3.4 Political signage must be pre-approved by the Building Use Coordinator. A “political sign” is any sign or document that advocates the election or defeat of a candidate for public office or the approval or defeat of a ballot proposition.
- 3.5 Use of tape and other adhesive materials to save seats is prohibited.
- 3.6 Smoking, vaping, the use of alcohol or drugs, and vulgar or inappropriate behavior is not allowed on school property, both inside and outside the buildings.
- 3.7 Weapons such as knives, fireworks, or other explosive/combustible materials are strictly prohibited. Firearms are generally prohibited on District property or in conjunction with District-sponsored or approved activities under both federal and Utah law, with limited exceptions allowed only for:
- 3.7.1 Individuals holding an active Utah Concealed Firearm Permit, in accordance with USD Policy 005.2150, *Concealed Weapons in Schools*;
- 3.7.2 Persons exempt by statute (e.g., law enforcement); or
- 3.7.3 Those with explicit administrator approval for lawful, authorized purposes (e.g., designated School Guardians).
- 3.8 The use of inflatable play equipment (e.g., bounce houses) is prohibited.
- 3.9 Cleats or other shoes that will damage flooring surfaces are not permitted in buildings.
- 3.10 Use of materials on walls, floors, or other parts of the building is prohibited without specific approval of the District Building Use Coordinator.
- 3.11 Electrical equipment cannot be used without specific approval from the District Building Use Coordinator.

4.0 SUPERVISION

- 4.1 The ~~District~~ ~~Building Use Coordinator~~ official is responsible for assigning to assign-needed staff to provide supervision for the building during rental periods. A checklist of expectations for all building use supervisors ~~will be required to~~ shall be signed ~~off~~ for each supervised ~~ion~~ event.
- 4.1.1 In order to better protect ~~District~~ facilities and grounds, the advertising of building use supervisors positions shall be given in-house preference.
- 4.1.2 The building use supervisor may waive his/her fee. The waiver of supervisor fees is permissible only when the assigned supervisor is not actively participating in or managing the event. This waiver is exclusively for current District employees who are regularly engaged in a primary supervisory role for District facilities. It is not extended to former employees or those whose supervisory capacity is not active and ongoing for the District.
- ~~4.1.2 However, if the supervisor waives his/her fee, the supervisor cannot participate, coach, or administrate as part of the event. The supervisor~~

~~must be available at all times to provide supervision on behalf of the Uintah School District. Exceptions may be made in an MOU if it is in the best interest of the Uintah School District.~~

- 4.1.3 Depending on the scale of the event, extra building use supervisors may be required by the ~~School District~~ Building Use Coordinator official. For instance, a tournament or other spectator program may need more supervision than a single club practice. Those decisions will be made at the discretion of the District ~~Building Use Coordinator~~ official.
- 4.2 A ~~Uintah School District~~ Uintah School District Child Foods & Nutrition (CFN) employee school foods employee must be in attendance whenever the kitchen is used. The ~~USD School Foods~~ District CFN employee will be hired for the purpose of supervising the use of the equipment and cleaning according to the standards of the Department of Health. The ~~School Foods Service~~ District CFN employee shall not prepare meals or assist unless prior arrangements have been made through the District ~~Building Use Coordinator~~ official.
- 4.3 All foods used in banquets or luncheons and all other expenses incurred shall be accounted for separately from regular school programs. No food purchases for the regular school lunch shall be used in any banquet or special luncheon.
- 4.4 Emergency use of school facilities must be according to plans approved by the Board of Education or under the direction of duly authorized government agencies empowered to commandeer school facilities.
- 4.5 The District/school reserves the right to reschedule or cancel any event.

5.0 SCHEDULE OF FEES

5.1 A schedule of fees is attached to this policy. Changes to the schedule of fees will be presented to the Board of Education on an annual basis.

~~5.1~~ 5.2 Non-payment may result in denied access to future facility use.

6.0 USE OF GRAND PIANO

- 6.1 Grand pianos are to be used solely for legitimate musical performances:
 - 6.1.1 Professional performances such as those hosted by the Uintah Arts Council.
 - 6.1.2 Piano recitals and events hosted by the Utah Music Teachers Association and the Utah Federation of Music Clubs.
 - 6.1.3 School Assemblies with performances by advanced piano students.
 - 6.1.4 Other events approved by an authorized school teacher, the ~~District~~ Art Coordinator, or the building supervisor.
- 6.2 The Steinway piano is to be used solely for performances as stated in 6.1.1 and 6.1.2.
 - 6.2.1 Use of the Steinway for piano recitals hosted by the Utah Music Teachers Association and the Utah Federation of Music Clubs are to be regional and competitive recitals only.
- 6.3 Care and use of ~~school~~ District grand pianos will adhere to the following standards:

- 6.3.1 Prior to any event, a Grand Piano Use Form and a Building Use Application must be completed and returned to the appropriate school principal.
- 6.3.2 Upon approval, arrangements for set-up and storage must be made with either an authorized ~~school~~ teacher or the ~~D~~istrict ~~A~~arts ~~C~~oordinator and the building supervisor.
- 6.3.3 Students are not to have access to a grand piano without authorized teacher supervision.
- 6.3.4 Grand pianos are not to be used as a prop.
- 6.3.5 Nothing is to be used or placed on a grand piano except for sheet music.
- 6.3.6 No less than two trained ~~individuals~~ District employees will move a grand piano.
- 6.3.7 Protective covers will remain on the grand piano at all times when not in use.
- 6.3.8 Uintah School District will ~~be in charge of~~ facilitate tuning the grand pianos once a year.
- 6.4 Damages to a grand piano resulting from the failure to follow the prescribed policy will result in the responsible party paying replacement cost directly to Uintah School District.
- 6.5 Any individual failing to follow the established rules governing the use of the School District grand pianos will not be allowed future use of said instruments.

7.0 CONTACT INFORMATION

- 7.1 To request facility use, visit the District website at <http://www.uintah.net>. (*Menu > District Information > Building Use*).

For general questions:

Uintah School District Facility Use Coordinator:
(435) 781-3100 x.1026

For Uintah High School questions:

UHS Facility Use Coordinator:
(435) 781-3110 x.2602

Uintah School District

Facility Use Fee Schedule



NOTES

- All rates are per hour unless noted.
- Personnel rates may vary depending on hours required and event size.
- Additional staffing may be required depending on the facility used (e.g., kitchen, auditorium, or stadium).
- Cleaning deposits are refundable if no damage or excessive cleanup is required.
- Events during holidays or school breaks are subject to higher staff costs.
- Additional equipment use is priced separately. If Uintah School District equipment is used, a District representative must be present.

Costs by Customer Type

<u>Space or Equipment</u>	<u>Non-Commercial</u> <u>Youth / K-12</u>	<u>Gov. / Nonprofit /</u> <u>Charitable</u>	<u>Commercial Use</u>
<u>Performance Spaces</u>			
<u>Auditorium</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Little Theater</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Sound System (Auditorium)*</u>	<u>No Fee</u>	<u>\$15</u>	<u>\$15</u>
<u>Stage Lighting (Auditorium)*</u>	<u>\$25</u>	<u>\$25</u>	<u>\$25</u>
<u>Athletic Facilities</u>			
<u>Main Gym</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Wrestling Room</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Weight Room</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Outdoor Field(s)</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Stadium (Includes track & football</u> <u>field)</u>	<u>\$75</u>	<u>\$75</u>	<u>\$150</u>

<u>Press Box at Stadium*</u>	<u>\$15</u>	<u>\$15</u>	<u>\$25</u>
<u>Outdoor Lights (Flat cost per field, per night)</u>	<u>\$50</u>	<u>\$50</u>	<u>\$50</u>
<u>Tennis Courts</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Turf Farm (VMS)</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>UHS Training Facility</u>	<u>\$50</u>	<u>\$50</u>	<u>\$50</u>
<u>Indoor Common Areas</u>			
<u>Cafeteria</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Commons</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Kitchen*</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Instructional Spaces</u>			
<u>Classroom</u>	<u>No Fee</u>	<u>\$10</u>	<u>\$10</u>
<u>Science Lab</u>	<u>No Fee</u>	<u>\$10</u>	<u>\$10</u>
<u>Computer Lab*</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Vocational Shop</u>	<u>\$10</u>	<u>\$40</u>	<u>\$40</u>
<u>Dance Room</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>
<u>Other</u>			
<u>Parking Lot</u>	<u>No Fee</u>	<u>\$40</u>	<u>\$40</u>

Facilities/equipment marked with an asterisk (*) require additional staff.

Personnel & Service Fees

<u>Service or Staff Role</u>	<u>Youth / K-12 Events</u>	<u>Gov. / Nonprofit / Charitable</u>	<u>Commercial Use</u>
<u>Deposits & Cleaning Fees (Flat Cost)</u>			
<u>Cleaning Deposit – Small Group (Up to 500 attendees)</u>	<u>\$100</u>	<u>\$100</u>	<u>\$100</u>
<u>Cleaning Deposit – Large Group (500+ attendees)</u>	<u>\$200</u>	<u>\$200</u>	<u>\$200</u>
<u>Sanitizing Fee – Small Group (Nonrefundable)</u>	<u>\$25</u>	<u>\$25</u>	<u>\$25</u>
<u>Sanitizing Fee – Large Group (Nonrefundable)</u>	<u>\$50</u>	<u>\$50</u>	<u>\$50</u>
<u>Required / Optional Personnel</u>			

<u>Building Use Supervisor</u>	<u>\$30</u>	<u>\$30</u>	<u>\$30</u>
<u>Custodial Staff</u>	<u>\$30</u>	<u>\$30</u>	<u>\$30</u>
<u>Kitchen Staff (if using kitchen space)</u>	<u>\$30</u>	<u>\$30</u>	<u>\$30</u>
<u>Light/Sound Technician (if using equipment)</u>	<u>\$30</u>	<u>\$30</u>	<u>\$30</u>
<u>Security (Police, Fire .)</u>	<u>Actual Cost</u>	<u>Actual Cost</u>	<u>Actual Cost</u>
<u>Holiday Personnel Rate (Holidays, School Holiday Breaks)</u>	<u>\$45</u>	<u>\$45</u>	<u>\$45</u>

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	08/06/2025	New	
2nd Reading	09/10/2025	Revised	X
Approved		Substitute	

010.0020-E FACILITY AND GROUNDS USE FEE SCHEDULE

TO BE ELIMINATED AS A STANDALONE POLICY AND BE ADDED TO REVISED POLICY 010.0020, COMMUNITY USE OF SCHOOL FACILITIES (LAST APPROVED 01/12/2022).

UINTAH SCHOOL DISTRICT

Facility and Grounds Use Fee Schedule

Rates are per hour unless noted.

Facility (Current Fee)	Non-Business Events Involving K-12 Kids	Gov Charitable Not-For Profit	Commercial or Fee Charged
Auditorium	No Fee	\$40	\$40
Little Theater	No Fee	\$40	\$40
Auditorium Sound (Tech must be present)	No Fee	\$15	\$15
Auditorium Lights (Tech must be present)	\$25	\$25	\$25
Gymnasium - UHS/VJH/VMS	No Fee	\$40	\$40
Gymnasium - Elementary Schools	No Fee	\$40	\$40
Field - Non-Turf	No Fee	\$40	\$40
Stadium (Includes track and football field)	\$75	\$75	\$150
Stadium With Press Box (Tech must be present)	Add'l \$15	Add'l \$15	Add'l \$25
Field - General Area	No Fee	\$40	\$40
Tennis Courts	No Fee	\$40	\$40
Parking Lot	No Fee	\$40	\$40
Cafeteria/Commons	No Fee	\$40	\$40
Kitchen (Must have USD Cook present)	No Fee	\$40	\$40
Classroom - 1st	No Fee	\$10	\$10
Classroom - Additional	No Fee	\$10	\$10
Dance Room	No Fee	\$40	\$40

Facility (Current Fee)	Non-Business Events Involving K-12 Kids	Gov Charitable Not-For Profit	Commercial or Fee Charged
Turf Farm (By VMS)	No Fee	\$40	\$40
UHS Athletic Center	\$50	\$50	\$50
Wrestling Room	No Fee	\$40	\$40
Weight Room	No Fee	\$40	\$40
Computer Lab (Tech must be present (\$40))	No Fee	\$40	\$40
Science Lab	No Fee	\$40	\$40
Vocational Shop	\$10	\$40	\$40
Outdoor Lights Flat Fee (Per Field Per Night)	\$50	\$50	\$50

Personnel	Events Involving K-12 Kids	Gov Charitable Not-For-Profit (Kids)	Commercial or Fee Charged
Group Size	Small Group 1-150	Medium Group 151-500	Large Group 501+
Cleaning Fee Deposit (A portion may be refunded, depending on the cleaning checklist).	\$100	\$100	\$200
Sanitizing Fee (Non-Refundable)	\$25	\$35-\$50	Negotiated per event
Personnel and Utilities	All charges per hour	All charges per hour	All charges per hour
Building Use Supervisor	\$30	\$30	\$30
Custodial Staff	\$30	\$30	\$30
Kitchen Staff	\$30	\$30	\$30
Light/Sound Technician	\$30	\$30	\$30
Security/Police/Fire	Actual Cost	Actual Cost	Actual Cost
Above Positions - Holiday, School Holiday Break, Sunday	\$45	\$45	\$45

Equipment use is priced separately. A School District representative must be present if school district equipment is used.

Board of Education

Dave Chivers, President • **Tawnya McKee**, Vice President
Todd Massey, Member • **Denise Maynard**, Member • **Robin McClellan**, Member

Memorandum

To: Dave Chivers, President
Tawnya McKee, Vice President
USD Board Members

From: Mistalyn Leis, HR Director

Cc: Rick Woodford, Superintendent
Troy Timothy, Business Administrator
Shawna Muhme, Superintendents Secretary

Date: September 10, 2025

Re: 005.1000 Certified Employee Evaluation

Recommendation: The policy committee is recommending that the Uintah School Board approve policy 005.1000 Certified Employee Evaluation on second reading.

Background (rationale): The TREE teacher evaluation system has been created in conjunction with the instructional framework. The system was piloted in three schools, Naples, UHS, and Maeser during the 22-23 school year, then piloted in all schools during the 23-24 and 24-25 school year. Feedback has been gathered during the pilot years from teachers and administrators. This policy is in line with state board rules and patterned after the state model policy. The policy was reviewed by Julie Lundell, School Leadership and Improvement Specialist at USBE.

Our comprehensive teacher evaluation system along with our instructional framework are being used as examples of best practices across the state.

The system has been widely accepted by teachers across our district. As principals provided training at the beginning of the new school year it was positively received. The

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system has changed when and how we give feedback to teachers. The impact on instructional practices is immeasurable. The system encourages administrators to prioritize instruction by being in classrooms.

Policy Implications: None

Personnel Implications: Nothing of note.

Facility Implications: None

Financial/Budget Implications: Creating and adopting our own program has allowed us to cut funding that was previously used to purchase JPAS materials and training needs.

Motion: Motion to adopt and approve policy 005.1000 Certified Employee Evaluation on second reading.

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	08/13/2025	New	
2nd Reading	09/10/2025	Revised	
Approved		Substitute	X

005.1000 CERTIFIED EMPLOYEE EVALUATION

REPLACES POLICY 005.1000 EVALUATION FOR LICENSED PERSONNEL (LAST APPROVED 08/08/2018)

1.0 GENERAL POLICY STATEMENT

- 1.1 The purpose of the district's evaluation system is to provide educators with clear expectations of evidence based instructional practices, provide timely and actionable feedback, and grow capacity of all educators to become highly effective. The components are designed to meet Utah Code and Utah Administrative evaluation requirements while providing school-level feedback and support.

2.0 DEFINITIONS

- 2.1 "Administrator" means an individual who holds an appropriate license and who supervises educators.
- 2.2 "Career educator" means a licensed employee who has a reasonable expectation of continued employment under the policies of the Board.
- 2.3 "Educator" means an individual employed by the district who is required to hold a professional license issued by the State Board of Education, except:
 - 2.3.1 a superintendent, or
 - 2.3.2 an individual who:
 - 2.3.2.1 works less than three hours per day; or
 - 2.3.2.2 is hired for less than half of the school year.
- 2.4 "Evaluator" means a person who is responsible for an educator's summative evaluation
- 2.5 "Provisional educator" means an educator employed by the district who has not achieved status as a career educator within the district. A new employee is provisional for a minimum of three years. Provisional status can be extended according to District Policy 005.1200 *Standards of Conduct and Due Process*.
- 2.6 "Certified evaluator" means an educator who has been trained in evaluating educator performance and has demonstrated competency in using an educator evaluation tool to rate educator performance according to established standards.
- 2.7 "Performance" means the combination of an educator's professionalism consistent with:
 - 2.7.1 The Utah Effective Educator Standards
 - 2.7.2 student academic growth, and
 - 2.7.3 continual professional growth as an educator

- 2.8 “Unsatisfactory performance” means a level one summative evaluation rating.
- 2.9 “Formative evaluation” means a planned, ongoing process which allows educators to engage in reflection and growth of professional skills as related to the Utah Effective Teaching Standards.
- 2.10 “Summative evaluation” means an evaluation conducted by a supervisor that summarizes an educator’s performance during an evaluation cycle that is used to make decisions or ratings of an educator’s performance and that may inform decisions related to the educator’s salary, continued employment, personnel assignment, transfer, or dismissal.
- 2.11 “Summative evaluation rating” means a rating of an educator’s performance that assigns one of three levels.
 - 2.11.1 A fourth level may be added when needed for other USBE approved funding or rating needs.
- 2.12 “Chronically absent” means a student who was enrolled in the District for at least 60 calendar days and missed 10% or more days of instruction (whether the absence was excused or not).
- 2.13 “Academic growth” means demonstration of student learning through formative assessment measures identified by the District, school, or educator within the school year.
- 2.14 “Continued professional growth” means incremental measures of improvement relevant to the Utah Effective Educator Standards.
- 2.15 “Observation” means a formal or informal visit made by an administrator to an educator’s classroom for the purpose of gathering formative information, providing feedback for growth, and informing decisions related to the educator’s summative evaluation.
- 3.0 EDUCATOR EVALUATION PROGRAM COMMITTEE
 - 3.1 In the instance that a system other than the TREE Teacher Evaluation System is to be adopted, the board shall establish a committee comprised of an equal number of classroom teachers, parents, and administrators. The committee may:
 - 3.1.1 adopt or adapt an evaluation program for educators based on a model developed by the State Board of Education; or
 - 3.1.2 create its own evaluation program for educators.
 - 3.2 The evaluation program must comply with the requirements of Utah Code and rules adopted by the State Board of Education.
- 4.0 ADOPTION OF EDUCATOR EVALUATION PROGRAM
 - 4.1 The Board of Education shall adopt an educator evaluation program in consultation with the Educator Evaluation Program Committee. The Board of Education shall review and approve the educator evaluation program in an open meeting.
- 5.0 PERIODIC EVALUATIONS
 - 5.1 The District shall have an evaluation program that provides systematic and fair evaluations of educators of the District. Evaluations of educators shall occur annually. If the District establishes an alternative educator evaluation program as permitted under Utah Code, the program shall

include an annual formative evaluation of each educator and shall include a summative evaluation for each educator that occurs at least once every four years. Otherwise, all educators will receive formative evaluations each year and a summative evaluation each year. Such evaluations may be considered by the Board prior to any Board action concerning the individual's employment.

6.0 EVALUATION PROGRAM COMPONENTS

6.1 The District's evaluation program for educators adopted by the Board in consultation with the Educator Evaluation Program Committee shall be a reliable and valid educator evaluation program that evaluates educators based on educator professional standards established by the Utah State Board of Education and includes:

- 6.1.1 annual evaluation of all provisional, probationary, and career educators, including formative and summative evaluations on the cycle established in the evaluation program;
- 6.1.2 the use of multiple lines of evidence, including:
 - 6.1.2.1 self-evaluation of performance in relation to the Utah Effective Educator Standards;
 - 6.1.2.2 student and parent input;
 - 6.1.2.3 results of multiple observations done with tools aligned to the Utah Effective Educator Standards;
 - 6.1.2.4 evidence of student academic growth as evidenced by data analysis protocols;
 - 6.1.2.5 other indicators of professional improvement as evidenced by a professional growth plan.
- 6.1.3 a summative evaluation that differentiates among the three levels of performance.
 - 6.1.3.1 A fourth level may be added when needed for other USBE approved funding or rating needs.
- 6.1.4 For an administrator, the evaluation shall consider feedback from teachers, including input on the effectiveness of the administrator evaluating employee performance in a school for which the administrator has responsibility or within the District.
- 6.1.5 The educator evaluation system may not use end-of-level student assessment scores and may not use the data of a student that is chronically absent.

7.0 SUMMATIVE EVALUATION AND REVIEW OF EVALUATION

- 7.1 The person responsible for administering an educator's evaluation shall, at least fifteen (15) days before an educator's first evaluation, notify the educator of the evaluation process, give the educator a copy of or access to the evaluation instrument, and give the educator notice of potential consequences (including discipline and termination) if an educator fails to meet performance expectations.
- 7.2 The person responsible for administering an educator's evaluation shall allow the educator to respond to any part of the evaluation and, if the response is written, attach the educator's responses to the evaluation.

- 7.3 Within fifteen (15) days after the evaluation process is completed, the person responsible for administering an educator's evaluation shall:
 - 7.3.1 Discuss the written evaluation with the educator;
 - 7.3.2 Based on the educator's performance, assign one of the three levels of performance.
- 7.4 An educator who is not satisfied with a summative evaluation has fifteen (15) days after receiving the written evaluation to request a review of the evaluation.
- 7.5 If a review is requested, the superintendent or the superintendent's designee shall appoint a person, not an employee of the District, who is a certified evaluator and has experience in evaluating educators to review the evaluation. The reviewing evaluator conducts the review in accordance with the Utah Effective Educator Standards.
 - 7.5.1 The reviewing evaluator shall review
 - 7.5.1.1 the District's educator evaluation policies and procedures,
 - 7.5.1.2 the evaluation process for the educator,
 - 7.5.1.3 the evaluation data from the professional performance, student academic growth, and stakeholder input components, and
 - 7.5.1.4 any written response to the evaluation submitted by the educator.
 - 7.5.2 The reviewing evaluator will provide the superintendent with a written report of findings regarding the initial evaluation.
 - 7.5.3 The superintendent will then determine if the initial evaluation was issued in accordance with the District's educator evaluation policies, the requirements of the Utah Effective Educator Standards, Utah Code Title 53G, Chapter 11, and Utah Admin. Rules R277-323.
- 8.0 SUPPORT FOR EDUCATORS
 - 8.1 If an educator receives an unsatisfactory performance rating, the District shall provide the educator with support for academic impact improvement consistent with Utah Code including:
 - 8.1.1 assessing the professional needs of the educator and
 - 8.1.2 providing mentors, coaches, or instructional specialists to assist the educator in establishing timelines and benchmarks for improving academic impact.
 - 8.1.3 Administrators may also refer to District Policy 005.1200 *Standards of Conduct and Due Process* if additional disciplinary action is needed.
- 9.0 RESTRICTION ON SALARY ADJUSTMENTS
 - 9.1 An educator who received an unsatisfactory performance rating on the educator's three most recent evaluations is not eligible for an advance on an adopted salary schedule.
- 10.0 EDUCATOR EVALUATION DATA

- 10.1 Educator evaluation records are private and are classified as private for purposes of the Utah Government Records Access and Management Act and shall only be accessed by the educator's principal or immediate supervisor, by those who need the information in those records in considering employment decisions, or by the superintendent or designee. Employees shall be trained regarding the confidential nature of employee evaluations and the importance of securing those evaluations and records. The District may not release or disclose student assessment information in connection with educator evaluation information or records.
- 11.0 EVALUATION SYSTEM RELIABILITY
 - 11.1 Educator evaluations must be performed by certified evaluator and shall maintain high standards of rater accuracy. To that end, the District shall:
 - 11.1.1 identify criteria for use in assigning evaluation ratings;
 - 11.1.2 provide professional development opportunities to all evaluators of licensed educators to:
 - 11.1.2.1 assure evaluator's understand the Utah Effective Educator Standards;
 - 11.1.2.2 improve proficiency in recognizing the criteria used in assigning evaluation ratings; and
 - 11.1.2.3 give the evaluator an opportunity to demonstrate the ability to rate an educator in accordance with the Utah Effective Educator Standards;
 - 11.1.3 Designate qualified raters as certified;
 - 11.1.4 Assure that educators are rated by a certified evaluator; and
 - 11.1.5 Establish a process for a certified evaluator to maintain the evaluator's skills.

Utah Code § 53F-2-405(4)(c) (2025)

Utah Code § 53G-11-501, 502, 511, 518, 520 (2024)

Utah Code § 53G-11-508 (2020)

Utah Code § 53G-11-506, 507 (2019)

Utah Admin. Rules R277-110-3(1)(e) (October 8, 2024)

Utah Admin. Rules R277-323-2, 3, 6 (December 10, 2024)

Utah Admin. Rules R277-487-6 (July 8, 2025)

Board of Education

Dave Chivers, President • **Tawnya McKee**, Vice President • **Todd Massey**, Member
Denise Maynard, Member • **Robin McClellan**, Member

Memorandum

To: USD Board Members
From: Jayme Leyba, Director of Elementary Education
Date: September 10, 2025
Re: Approval of curriculum materials committee

Background: As per [R277-474-5](#) regarding school instruction and human sexuality, local boards shall annually appoint and review committee membership on or before August 1. The role of the committee is to review and approve all guest speakers and guest presenters and their respective materials relating to human sexuality instruction in a course and maturation education prior to their presentation. And, the committee shall include parents, health professionals, school health educators, and administrators, with at least as many parents as school employees. The committee will meet before fall break.

Recommendation: Approve the following list of committee members

- 1 District nurse - **Meredith Manwaring**
- 1 Health teacher-UHS **Diane O'Hearn**
- 1 Health teacher- Middle School (either VMS or UMS)
UMS - **Kedric Coonis**
- District administrator (Curriculum director or designee) **Jayme Leyba**
- Community Council Chair or designee @ UHS - **TBD**
- Community Council Chair or designee @ UMS - **TBD**
- Community Council Chair or designee @ VMS - **TBD**
- Community Council Chair or designee @ Ashley and Davis **TBD**

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

Motion:

Board of Education

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Memorandum

To: Dave Chivers, President
Tawnya McKee, Vice President
USD Board Members

From: Mistalyn Leis, HR Director

Cc: Rick Woodford, Superintendent
Troy Timothy, Business Administrator
Shawna Muhme, Superintendents Secretary

Date: September 10, 2025

Re: Reduction in Force

Recommendation: Uintah School District is seeking approval from the Board of Education to initiate a reduction in force.

Background (rationale): USD policy 005.0310 allows for a reduction in force for the following reasons:

- 1.1 Declining student enrollments in the District;
- 1.3 The shortage of anticipated revenue after the budget has been adopted;

The policy also states in section 2.0 that "No reduction in force shall take place without the approval of the Board of Education, and such approval will be documented in Board minutes."

Policy Implications: None

Personnel Implications: Reduction of one employee in the foods department. According to the policy, section "3.3 The district may consider the following factors when terminating a school district employee in a reduction in force: 3.3.1 the results of an employee's

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performance evaluation;" policy also prevents the district from using a last-hired, first-fired procedure.

Facility Implications: None

Financial/Budget Implications: Due to a number of factors including declining enrollment, and increasing overhead costs, our foods budget is anticipated to be around \$400,000 over the budgeted amount. The reduction in force is one action step in a plan that has been developed to address the budget.

Motion: Motion to approve a reduction in force to address budgetary concerns due to declining enrollment and a shortage of anticipated revenue.

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	10/11/11 (08/08/18 –Code Changes Only)	New	
2nd Reading	11/15/11 08/08/18 –Code Changes Only)	Revised	X
Effective Date	11/15/11 (08/08/18 –Code Changes Only)	Substitute	

005.0310 REDUCTION IN FORCE

REPLACES AND SUPERSEDES POLICY 005.0310 (APPROVED 2/9/10)

- 1.0 From time to time there may be a need, as outlined in Utah Code 53G-11-516, to reduce the work force within the District, and Uintah School District may reduce the number of staff members for the District or a program through a reduction in force due to one or more of the following at any time during the calendar year:
 - 1.1 Declining student enrollments in the District;
 - 1.2 The discontinuance or substantial reduction of a particular service or program;
 - 1.3 The shortage of anticipated revenue after the budget has been adopted: or
 - 1.4 School consolidation.
- 2.0 No reduction in force shall take place without approval of the Board of Education, and such approval will be documented in Board minutes.
- 3.0 When a reduction becomes necessary, the following items shall be considered:
 - 3.1 Categories of work to be eliminated, such as programs and teaching subjects.
 - 3.2 Retention consideration will be given to educators' professional license and endorsement areas, training and if needed, ability to assist in extra-curricular activities.
 - 3.3 The district may consider the following factors when terminating a school district employee in a reduction in force:
 - 3.3.1 The results of an employee's performance evaluation; and
 - 3.3.2 A school's personnel needs.

- 3.4 The district may not utilize a last-hired, first-fired layoff procedure when terminating school district employees as part of a reduction in force.
- 4.0 If an employee is to be released under this provision, the Board shall serve written notice upon the employee as soon as possible.
- 5.0 If any abolished positions are reinstated within one calendar year from the employee's official termination date, those positions will first be offered to employees who lost their positions through a reduction in force.
 - 5.1 The order of reinstatement shall be the same as above: (1) certification, training, and ability, and (2) performance.



"We inspire students to reach their full individual potential."

Board of Education

Dave Chivers, President • **Tawnya McKee**, Vice President

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Memo

TO: Members, Uintah School District Board of Education
FROM: Dr. Mistalyn Leis, Director of Human Resources
DATE: September 10, 2025
RE: Request for September 10, 2025: Board Approval of New Hires; LEA Specific License/Endorsements; Newly Assigned Employees; Notification of Separations of Employment

Superintendent Woodford requests that the Board approve the following recommendations as listed on the enclosed spreadsheets:

Board Approval Request / Information Spreadsheet:

- Twenty-three (23) candidates to fill new hire positions; and
- Twenty-two (22) LEA Specific Licenses/Endorsements,
- Nine (9) current employees who have recently been assigned to a new position,
- Two (2) candidates to fill extracurricular coach positions.

Superintendent Woodford also reports, for your information, the names of six (6) individuals whose employment with USD has ended or will end on the date indicated.

Thank you,

Dr. Mistalyn Leis
(435) 781-3100, extension 1005
(435) 790-5906

School/District Events – September/October 2025

Event	Location	When
Homecoming Week	UHS	September 8-12, 2025
Grandparents Day	Davis	September 9, 2025, Lunch
Boys Golf @ Dinaland Golf Course	UHS	September 9, 2025
Cross Country Uintah Invitational	UHS	September 10, 2025
Homecoming Parade	UHS	September 12, 2025 @ 1:30 PM
Homecoming Football Game	UHS	September 12, 2025 @ 7:00 PM
Homecoming Dance	UHS	September 13, 2025 @ 8:00 PM
Book Fair	Lapoint	September 15-19, 2025
Community Council Meeting	UHS	September 15, 2025, 3:00-4:00 PM
Soccer w/ Orem	UHS	September 16, 2025
Constitution Day	Davis	September 17, 2025
Cross Country @ Duchesne	VMS	September 17, 2025
Parent Teacher Conferences	Lapoint	September 17 & 18, 2025
Volleyball w/ Timpanogos	UHS	September 18, 2025
Internet Safety Assembly	Ashley	September 18, 2025 @ 2:00 PM
Soccer w/ Provo	UHS	September 18, 2025
Safe Routes Safety Assembly	Davis	September 18, 2025 K-2 2:00 PM 3-5 2:45 PM
Fall Carnival	Davis	September 18, 2025, 4:00-6:00 PM
Region Tennis @ Mountain View	UHS	September 18-19, 2025
Wired Well Internet Safety Assembly	Maeser	September 19, 2025 K-2 9:00 AM 3-5 9:45 AM

School/District Events – September/October 2025

Cross Country @ Altamont	VMS	September 24, 2025
Picture Day	Davis	September 25, 2025
Volleyball w/ Mountain View	UHS	September 25, 2025
Soccer with Timpanogos	UHS	September 25, 2025
Picture Day	Ashley	September 25, 2025
Walk to School Community Activity	Lapoint	September 26, 2025 @ 8:00 AM
PBIS Monthly Drawing	Ashley	September 26, 2025 @ 8:30 AM
Fall School Carnival	Maeser	September 26, 2025, 4:30-7:00 PM
Volleyball w/ Summit Academy	UHS	September 30, 2025
Soccer w/ Summit Academy	UHS	September 30, 2025
Cross Country @ Union	VMS	October 1, 2025
Community Council Meeting	Lapoint	October 1, 2025
Volleyball w/ Orem	UHS	October 2, 2025
State Tennis at Brighton	UHS	October 2, 2025
Football w/ Salem Hills	UHS	October 3, 2025
Region Cross Country	UHS	October 3, 2025
Parent Teacher Conferences	UHS	October 6, 2025, 3:00-7:00 PM
Stomp Out Bullying Chalk Throw	Ashley	October 6, 2025 @ 5:30 PM
Book Fair	Ashley	October 6-9, 2025, 4:00-7:00 PM
Parent Teacher Conferences	VMS	October 8 & 9, 2025
Band Concert	VMS	October 9, 2025



SEPTEMBER

UINTAH ARTS EVENTS

Sept 12th: 1:30PM
Vernal Main Street

Homecoming Parade

Sept 12th: 5:30PM
Uintah High School

Homecoming Show

Sept 20th
Payson High School

Marching Band Comp.

Sept 27th
Herriman High School

Marching Band Comp.

Oct 3th
Uintah High School

Football Game Show

Oct 1st
Uintah High School

UHS Choir Concert

Oct 4th
Utah State

Marching Band Comp.

Please Check School Calendar for Updates
