

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

**Approved Work Session Meeting Minutes**

**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to updates in Utah Code, grammar and terminology improvements for professionalism, liability clarifications, removal of outdated references, and implementation of the District's new facility scheduling software, Event Manager.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.