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

**Approved Work Session Minutes**

**Date:** October 8, 2025
**Time:** 4:01 p.m. – 4:42 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

**Others Present:**
- Emily Arnold, Principal, Lapoint Elementary

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 President Dave Chivers.

## 2. Policy Revisions

### 2.01. Policies for Approval on First Reading

#### A. 005.0640, Leaves of Absence for Career Development

Dr. Leis explained that this revision combines two existing policies—005.0640 and 005.0680—as they contain duplicate information. The revised policy will retain the number 005.0640 and consolidate all types of leaves of absence, including career development, medical, and other forms of leave. This change will also help employees by centralizing all related information in one location.

She noted that there are no major changes to the content of the policies themselves. Leaves of absence will continue to require Board approval as the final step in the process, following all other necessary approvals. She invited questions and discussed the consultation process with building supervisors (principals), providing examples of how such situations have been handled in the past. She also addressed questions regarding position retention during leave periods.

**B. 005.0680, Leave of Absence (For elimination)**

This policy will be removed, as its content will be included in Policy 005.0640.

**2.02. Policies for Approval on Second Reading**

**A. 004.0350, Investment Policy (New)**

Mr. Timothy explained that the purpose of this new policy is to ensure the District has an established framework for investment practices, consistent with the Utah Money Management Act. He noted that nearly all other districts in the state have similar policies.

Currently, the District is not exploring alternative investment options, as the PTIF (Public Treasurers' Investment Fund) offers a favorable rate and strong liquidity. Should PTIF rates decline, the district may consider other stable options to secure long-term returns.

Mr. Timothy also reviewed the policy provisions requiring Board involvement in all investment decisions and a biannual review of the investment account. He emphasized the importance of preserving current resources in anticipation of future capital needs. He concluded by noting that this policy supports Dr. Woodford's budget, over which he maintains final authority.

**3. Items Requiring Future Board Action**

**3.01. Minutes**

**A. September 10, 2025, Pending Work Session and Business Meeting Minutes**

Mr. Timothy presented the pending minutes from the September 10, 2025 work session and business meeting. No additional concerns were raised, and the Board was advised to approve the minutes as presented.

**3.02. Contracts Needing Board Approval**

There were no contracts requiring Board approval this month.

**4. Informational/Discussion Items**

### 4.01. Committee Reports

Member McClellan reported from the following:

- **UBTech Board of Trustees:** The grand unveiling of the north wing naming will take place on October 9 at the UBTech Vernal campus.
- **Uintah Schools Foundation:** The Foundation recently completed its fall grant cycle. Of 34 applications submitted, 24 were awarded full or partial funding totaling $7,419.88 to benefit classroom projects. The annual concert and major fundraiser is scheduled for December 8. Principals were reminded that Foundation members were approved to attend faculty meetings. A review of current Foundation administrators and board members was also provided.
- **USBA Region 5 Board of Directors:** The Fall Legislative Update was held at Flaming Gorge Lodge and was well attended. The next update may be held virtually, following the conclusion of the legislative session. The Leadership Academy event at Bryce Canyon included a presentation by USD Communications Specialist, Geoff Liesik, and received positive feedback. Board members were reminded that Master Board Certification is due December 1 and were encouraged to participate to enhance professional development. Member McClellan will send information regarding course registration.

Member Massey provided the **Finance Committee** report:

- The committee reviewed the calendar and discussed results from the recent Central Education Center silent auction, which raised nearly $10,000.
- There was discussion regarding installation of additional cameras in the new parking area at the former district office site, potentially requiring conduit. The committee felt that the current coverage would be adequate.
- Fundraising and the use of electronic payment applications were discussed. The committee expressed concerns with peer-to-peer systems such as Venmo and recommended exploring Square as an option using QR codes. This topic will be addressed at the next coaches' meeting.
- Enrollment numbers were reviewed, showing a decrease of 139 students from the prior year, which is a trend seen statewide.
- The committee reviewed information related to the Judgment Levy. A recent news release incorrectly listed Uintah School District among entities whose tax levies were not certified. State officials have since confirmed that Uintah should not have been included in this list.
- Replacement of the fence at Uintah High School was discussed and will be revisited after more information is gathered.

Member Maynard reported from the **Risk Committee**:

- The committee discussed new signage needs at Uintah High School.
- A safety update was provided by Mindy Merrell, Director of Support Services.
- Concerns were discussed related to the bus loading areas at Uintah High and Discovery Elementary. There will be more follow-ups to come.
- Playground signage and public access to district facilities were also further discussed.

Vice President McKee provided updates from the **Policy and Facilities Committees**:

- Facilities topics included the new preschool project and replacement of the metal soffit with new material. Tree placement at the softball field and safety concerns at the VMS turf farm were also discussed. Dr. Woodford noted that these concerns can likely be easily addressed by our Maintenance department.
- Bidding is open for the CEC demolition project.
- Paving at the former district office site is scheduled for paving today and tomorrow. Other site projects remain on schedule.

President Chivers added that one of the blue buildings at Uintah Middle School has been completely removed, and the remaining structures are in the process of being taken down. An additional outbuilding at UMS is also being auctioned.

Dr. Woodford commented on the appearance of the new preschool siding and encouraged all to visit the building. When asked about future plans for the site where the blue buildings were located, he stated that no plans have been confirmed at this time.

**4.02. School Improvement Plans**

Dr. Woodford directed the Board to a link in their board packet containing information for each school's improvement plan. He noted that this item was presented for information and may be reviewed later.

He reported that the review process has begun and commended the quality of the plans submitted, noting that most goals are attainable. He invited questions from Board members.

Principal Emily Arnold shared the process in developing the Improvement Plan used at Lapoint Elementary, which included input from the school community council, team leaders, and the entire staff.

## 5. Closed Session

President Chivers stated a need to enter closed session.

**Motion:** Vice President McKee moved that the Uintah School District enter closed session for the following reason: Strategy session to discuss pending or reasonably pending imminent litigation. Member Massey seconded.

**Roll Call Vote:**

McClellan – Aye
Massey – Aye
Maynard – Aye
McKee – Aye
Chivers – Aye

The motion passed unanimously.

The work session concluded, and the Board entered closed session at 4:42 p.m.