



USD Board Work Session - Nov 12 2025 Agenda

Wednesday, November 12, 2025, at 3:30 PM

Eagle View Elementary Auditorium, 301 N 5750 E, Roosevelt, UT

Page

1. INTRODUCTION/OPENING 3:30 p.m.

[Live Stream Link](#)

1.01 Welcome/Called to Order - Dave Chivers, Board President

1.02 Reverence

2. POLICY REVISIONS

2.01 Policies for Approval on First Reading:

3 - 30

A. **001.0300** Impact Aid Policy - Troy Timothy [001.0300 Impact Aid Policy Memo.pdf](#)

B. **004.1100** Public Hotline and Complaint Response - Troy Timothy
[003.1100 Hotline & Complaint Resolution Memo.pdf](#)

[004.1100 Financial Hotline Policy](#)

C. **007.0230** Bullying and Hazing - Ryan Maughan, Special Programs
Director [007.0230 Bullying and Hazing Memo.pdf](#)

D. **007.0810** Attendance - Ryan Maughan [007.0810 Attendance Board Memo.pdf](#)

2.02 Policies for Approval on Second Reading:

31 - 34

A. **005.0640** Leave of Absence for Career Development - Dr. Mistalyn
Leis, Human Resources Director [005.0640 Board Memo Second Reading.pdf](#)

B. **005.0680** Leave of Absence (For elimination) - Dr. Mistalyn Leis
[005.0680 Leave of Absence \(For Elimination\)\(1st Reading\)](#)

3. ITEMS REQUIRING FUTURE BOARD ACTION

- | | | |
|------|--|---------|
| 3.01 | Minutes - Troy Timothy, Business Administrator 10.08.2025 Work Session Pending Minutes.pdf  10.08.2025 Business Meeting Pending Minutes.pdf  | 35 - 46 |
| 3.02 | Contracts Needing Board Approval - NONE | |
| 3.03 | School Land Trust Plan Amendment - Jayme Leyba, Elementary Education Director 11_12_25 SLT Approval for Naples.pdf  | 47 |
| 3.04 | PBIS Plans 2025-2026 - Ryan Maughan PBIS board memo 2025-26.pdf  | 48 |

4. INFORMATIONAL/DISCUSSION ITEMS

- | | | |
|------|---|---------|
| 4.01 | Holiday Gift Certificates - Troy Timothy, Business Administrator 2025.11.06 Board Memo - Nov. Holiday Voucher.pdf  | 49 - 50 |
| 4.02 | Gifted and Talented - Ryan Maughan USD Board Memo Gifted and Talented.pdf  GT ProgramInfo26.pdf  | 51 - 54 |
| 4.03 | Committee Reports - Dave Chivers, Board President | |

5. ADJOURNMENT

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during board meetings should notify Shawwna Muhme at 826 South 1500 East, Naples, Utah, or call 781-3100 ext. 1001, at least five (5) days prior to the meeting. The Uintah School District does not discriminate on the basis of race, religion, color, national origin, sex, age or disability, in admission or access to, or treatment of, employment or in its educational programs or activities. Inquiries may be referred to Dr. Mistalyn Leis, HR Director, at 826 South 1500 East, Naples, Utah, or call 781-3100 ext. 1005.



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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: November 6, 2025

Re: 001.0300 Impact Aid Policy - Annual Review

Background (Rationale):

In accordance with Impact Aid Policy 001.0300, Section 4.4.2, the Board is required to review and, if necessary, modify the Impact Aid Policy each year based on feedback received through the consultation process with the Ute Indian Tribe and the parents of Native American children.

This annual review ensures that the policy remains aligned with the requirements of Title VII of the Elementary and Secondary Education Act (Impact Aid Program, Section 7003) and 34 C.F.R. § 222.94, as well as the consultation commitments established between the District and the Tribe.

Each year, the District:

- Disseminates relevant documents to the Tribe and parents of Indian children at least one week in advance of the Annual Impact Aid Meeting, including the current policy, proposed revisions, the most recent application, and the results of the Annual Equal Basis Assessment.
- Holds an Annual Impact Aid Meeting to solicit feedback on the District's educational programs, activities, and participation data.
- Reviews the results of the Annual Equal Basis Assessment to ensure Indian children are participating on an equal basis with non-Indian children in all academic and co-curricular programs.
- Provides a written response to all comments and recommendations received through the consultation process.

The Board then reviews the policy each fall to determine whether revisions are needed prior to submission to the U.S. Department of Education.

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Policy Implications:

None, unless changes are necessary.

Personnel Implications:

None.

Facility Implications:

None.

Financial/Budget Implications:

Annual completion of the Impact Aid procedures ensures ongoing federal Impact Aid funding from the U.S. Department of Education.

Motion:

I recommend that the Board approve Policy 001.0300, *Impact Aid Policy*, on 1st reading.

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UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	11/13/2025	New	
2nd Reading		Revised	
Approved		Substitute	

001.0300 IMPACT AID POLICY

FOR REVIEW ONLY (LAST APPROVED 12/11/2024)

1.0 GENERAL POLICY STATEMENT

- 1.1 It is the intent of the Board that all Indian Children have equal access to all programs, services, and activities offered within the District. The Board believes the primary purpose of education is to teach children and young people basic academic and life skills so they can become responsible and contributing members of society, able to choose a career path that will prove to be of satisfaction and a source of happiness to them.

2.0 DEFINITIONS

- 2.1 The term “Annual Equal Basis Assessment” means the assessment discussed in section 4.3 of this policy.
- 2.2 The term “Annual Impact Aid Meeting” means the annual meeting of the Board designated for consulting with the Tribe and parents of Indian Children on: (a) the contents of this policy; (b) the extent to which Indian Children participate in the District’s education programs and activities; and (c) the District’s educational program and activities.
- 2.3 The term “Board” means the board of education for the District.
- 2.4 The term “District” means the Uintah County School District.
- 2.5 The term “Indian Children” has the meaning given to it in 34 C.F.R. § 222.90.
- 2.6 The term “Tribe” means the Ute Indian Tribe of the Uintah & Ouray Reservation, Utah.

3.0 THE TRIBE’S PREFERRED METHOD OF COMMUNICATION

- 3.1 The Tribe’s preferred method of communication is for the District to email the Tribe’s education director, who will then disseminate information through the Tribe’s ordinary channels of communication (e.g., on the Tribe’s social media account(s) or in the Ute Bulletin).

4.0 POLICIES AND PROCEDURES

- 4.1 Dissemination of Information
 - 4.1.1 The District will disseminate relevant applications, evaluations, program plans and information related to the District's education program and

activities with sufficient advance notice to allow the Tribe and parents of Indian Children the opportunity to review and make recommendations.

4.1.2 At least one week in advance of the Annual Impact Aid Meeting and using the Tribe's preferred method of communication, the District will disseminate to the parents of Indian Children and the Tribe the following documents:

4.1.2.1 The District's most recent Impact Aid application;

4.1.2.2 The results of the District's Annual Equal Basis Assessment;

4.1.2.3 The version of this policy in effect at the time and any proposed revisions being considered by the Board;

4.1.2.4 Any plans for District education programs; and

4.1.2.5 Written responses to feedback from the consultation process.

4.2 Opportunity for Feedback

4.2.1 The District will provide an opportunity for the Tribe and parents of Indian Children to provide their views on the District's educational program and activities, including recommendations on the needs of the Indian Children and on how the District may help Indian Children realize the benefits of the District's education programs and activities. As a part of this requirement, the District will:

4.2.1.1 Notify the Tribe and the parents of Indian Children of the opportunity to submit comments and recommendations, considering the Tribe's preference for the method of communication; and

4.2.1.2 Modify the method of and time for soliciting Indian views, if necessary, to ensure the maximum participation of the Tribe and parents of Indian Children.

4.2.2 The Board will hold an Annual Impact Aid Meeting in the Fall to allow the parents of Indian Children and the Tribe to provide input on the District's educational program and activities. The District will give parents of Indian Children, the Tribe, and the public notice of any meeting at least one week in advance via the Tribe's preferred method of communication.

4.2.3 If the consultation participation by parents of Indian Children and the Tribe is low, the District will re-evaluate its consultation process and develop a plan to increase participation. In developing the aforementioned plan, the District, in consultation with the Tribe, will consider taking the following measures to improve or enhance participation:

4.2.3.1 Further consulting with parents of Indian Children and the Tribe;

4.2.3.2 Changing the communication method; and

4.2.3.3 Changing the time, date, and location of the Annual Impact Aid Meeting.

4.3 Assessment of Equal Participation

- 4.3.1 The District will, at least annually, assess the extent to which Indian Children participate on an equal basis with non-Indian Children in the District's education programs and activities. As part of this requirement, the District will:
 - 4.3.1.1 Share relevant information related to Indian Children's participation in the District's education program and activities with the Tribe and parents of Indian Children; and
 - 4.3.1.2 Allow the Tribe and parents of Indian Children the opportunity and time to review and comment on whether Indian Children participate on an equal basis with non-Indian Children.
 - 4.3.1.3 The District will annually calculate from its records the ratio of Indian Children compared to non-Indian Children participating in all academic and co-curricular programs.
 - 4.3.1.4 Parents of Indian Children, the Tribe, and other interested parties may express their views on participation at the Annual Impact Aid Meeting.
 - 4.3.1.5 If it is determined that there are gaps in Indian participation in the District's educational programs or activities, the Board, in consultation with the Tribe and the parents of Indian Children, will consider how it can modify the District's education programs in such a way as to improve the participation of Indian Children.

4.4 Modification of This Policy

- 4.4.1 The Board will modify this policy if necessary, based upon the results of any assessment or input described in this policy.
- 4.4.2 The Board will hear, consider, and evaluate all recommendations for revisions of this policy and propose changes the Board determines are appropriate to this policy at the Annual Impact Aid Meeting. Any changes to this policy will become effective immediately upon formal adoption as described in policy 002.0450.
- 4.4.3 The District will disseminate copies of revised versions of this policy to the Tribe and parents of Indian Children via the Tribe's preferred method of communication within 30 days of adoption by the Board.

4.5 Annual Response to Comments

- 4.5.1 The District will respond at least annually in writing to comments and recommendations made by the Tribe or parents of Indian Children and disseminate the responses to the Tribe and parents of Indian Children prior to submitting this policy to the U.S. Department of Education.
- 4.5.2 The District will annually keep track of and assemble all comments and suggestions received through the consultation process in the minutes of the Annual Impact Aid Meeting.
- 4.5.3 The District will at least annually respond in writing to comments and recommendations made by the Tribe or parents of Indian Children and disseminate the responses to all parties via the Tribe's preferred method of communication prior to submitting this policy to the U.S. Department of Education.



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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: November 06, 2025

Re: 003.1100, Public Education Hotline & Complaint Response Policy – 1st Reading
(Replaces Policy 004.1100, Financial Hotline Policy (Last Approved 5/12/2021))

Recommendation:

I recommend that the Board pass the attached substitute policy, 003.1100 – Public Education Hotline & Complaint Response Policy, on 1st reading.

Background (rationale):

This substitute policy is in response to the noncompliance notification received from the Utah State Board of Education (USBE) Internal Audit Department (IAD) regarding R277-123 and ensures the LEA meets all state requirements for addressing public complaints.

The previous policy, housed in the Financial (004) series, was too narrowly focused. In updating the policy, we proactively broadened the scope of Policy 003.1100 to encompass all types of alleged violations and complaints reported via local or state hotlines, rather than being restricted solely to financial or fraud-related issues.

The new policy directly addresses the specific provisions of R277-123-7 identified as areas of noncompliance in the audit, which include:

1. **Website Compliance:** It includes mandates for the proper placement and required language regarding the public education hotline on the LEA and school websites, as required by R277-123-7(3)(a) and (4).

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2. **Complaint Resolution Procedures:** The policy explicitly outlines the necessary steps for receiving, tracking, responding to, and resolving all hotline complaints, including the mandatory procedures for promptly contacting the complainant (with documented good faith attempts) and documenting the resolution or action steps (R277-123-7(5) and (6)).
3. **Training Requirements:** The updated policy mandates onboarding training for all Board members and administrators on R277-123 and related procedures.

Policy Reclassification:

To accurately reflect this broader, district-wide scope, the policy has been renumbered and reclassified from the 004 (Financial) series to the new 003.1100 (Administrative) series. This positioning correctly identifies the policy as governing district-wide administrative procedures for handling external and internal complaints.

Policy Implications:

This policy will replace policy 004.1100, *Financial Hotline Policy*.

Personnel Implications:

None.

Facility Implications:

None.

Financial/Budget Implications:

None.

Motion:

I recommend that the following motion be made:

"I move to approve the substitute policy 003.1100, "Public Education Hotline & Complaint Response Policy," as drafted on first reading.

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UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading		New	
2nd Reading		Revised	
Approved		Substitute	X

003.1100 PUBLIC EDUCATION HOTLINE AND COMPLAINT RESPONSE POLICY

REPLACES POLICY 004.1100, FINANCIAL HOTLINE POLICY (LAST APPROVED 5/12/2021)

1.0 GENERAL PURPOSE STATEMENT

- 1.1 The Uintah School District Board of Education is committed to transparency, accountability, and the responsible management of public resources. This policy establishes procedures for reporting, investigating, and resolving complaints related to financial improprieties or other concerns submitted through the Utah State Board of Education (USBE) Public Education Hotline or other designated channels. It also fulfills the requirements of Utah Administrative Code R277-123 by outlining how the District will receive, investigate, and document hotline complaints and maintain public trust in the use of education funds and resources.

2.0 REPORTING CONCERNS

- 2.1 The Utah State Board of Education (USBE) Public Education Hotline, managed by the Internal Audit Department (IAD), provides an avenue for education stakeholders—including citizens, employees, and contractors—to report:
 - 2.1.1 Suspected financial improprieties or violations of law or regulation
 - 2.1.2 Waste or misuse of District funds or resources
 - 2.1.3 Gross mismanagement or abuse of authority
 - 2.1.4 Unethical conduct
 - 2.1.5 Constructive suggestions for improving internal controls or compliance
- 2.2 Complaints or concerns related to Uintah School District may be reported directly to the USBE hotline using the contact methods listed below. The District will cooperate fully with the IAD in reviewing, investigating, and resolving any complaints referred to the District.

3.0 HOTLINE ACCESS AND WEBSITE POSTING REQUIREMENTS

- 3.1 The District shall ensure that the home page of the Uintah School District website and each school's website includes a readily accessible link to the USBE Public Education Hotline.
- 3.2 The following prominent notice shall accompany the hotline link:
"Complaints or concerns can be filed by following the process as outlined here."

Hotline complaints go directly to the State Board of Education Internal Audit Department and may be referred back to the LEA.”

- 3.3 Stakeholders may report concerns using any of the following methods:
 - 3.3.1 Email: audit@schools.utah.gov
 - 3.3.2 Phone: 801-538-7813
 - 3.3.3 US Mail: Director of Internal Audit, Utah State Board of Education, PO Box 144200, 250 East 500 South, Salt Lake City, UT 84114-4200
 - 3.3.4 Online: <https://schools.utah.gov/internalaudit>
 - 3.3.5 In person: By visiting the USBE Internal Audit Department offices (address above).

4.0 COMPLAINT RESPONSE AND INVESTIGATIVE PROCEDURES

- 4.1 The District shall respond to all hotline complaints referred by the USBE Internal Audit Department (IAD) in a timely and professional manner.
- 4.2 If contact information for the complainant is available, the District shall:
 - 4.2.1 Make at least two good-faith attempts to contact the complainant.
 - 4.2.2 Document the following:
 - 4.2.2.1 Name and role of the LEA personnel who contacted the complainant
 - 4.2.2.2 Type of contact (phone, email, etc.)
 - 4.2.2.3 Date(s) of contact
 - 4.2.2.4 Summary of resolution or action steps taken
- 4.3 Complaints shall be investigated in accordance with District due-process and privacy policies.
- 4.4 The District shall disclose information concerning allegations only as necessary to investigate or as required by law, consistent with student and employee privacy protections.
- 4.5 A summary of the investigation shall be submitted to the IAD within:
 - 4.5.1 45 calendar days of receipt of the complaint, or
 - 4.5.2 14 calendar days if the complaint involves allegations of discrimination.
- 4.6 If the complaint remains unresolved, the District shall provide monthly updates to the IAD until resolution. If the District determines that a referred concern falls entirely within the District’s jurisdiction and is being reviewed under local policy and applicable law, the District may notify the USBE Internal Audit Department accordingly.
- 4.7 All documentation related to hotline complaints, including investigation summaries and correspondence, shall be retained in accordance with the District’s records-retention schedule and applicable state requirements.

5.0 WHISTLEBLOWER PROTECTION

- 5.1 Utah Code § 67-21-3 prohibits public employers from taking adverse action against employees for reporting government waste or violations of law in good faith to appropriate authorities. A school district employee is presumed to have acted in good faith if the report was made in writing or through the channels established under this policy. Whistleblower protections do not apply to anonymous complaints.

6.0 CONFIDENTIALITY

- 6.1 The identity of a complainant is considered protected information under the Utah Government Records Access and Management Act (GRAMA) and will be kept confidential if requested and permitted by law. Complaints may be submitted anonymously; however, providing contact information is preferred to allow for follow-up and resolution.

7.0 TRAINING REQUIREMENTS

- 7.1 All LEA board members and administrators shall receive training on R277-123 during onboarding.
- 7.2 The District shall utilize USBE-provided online training materials to ensure consistent understanding and implementation of hotline procedures.

8.0 POLICY REVIEW

- 8.1 This policy shall be reviewed at least every three years or sooner if required by changes to federal or state law, USBE rule, or internal audit recommendations.

9.0 REFERENCES

- 9.1 Utah Administrative Code R277-123 – *Process for Reporting Violations of Statute and Board Rule (Effective 8/7/2025)*
- 9.2 Utah Code § 67-21-3 – *Utah Protection of Public Employees Act (Whistleblower) (Effective 5/4/2022)*
- 9.3 Utah Code § 63G-2-305 – *Protected Records (GRAMA) (Effective 5/7/2025)*



Policy: ~~004.1100~~ Substituted by 003.1100

Section: Section 004 - Business Management

~~Financial Hotline Policy~~

FINANCIAL HOTLINE POLICY

It is the policy of the Board of Education of Uintah School District to be accountable to education stakeholders and strive to ensure public trust and confidence that district resources are appropriately managed and safeguarded.

The Uintah School District Hotline, in coordination with the Utah State Board of Education Internal Audit Department, provides an avenue for education stakeholders (e.g., citizens, employees, contractors) to report:

- Suspected financial improprieties or violations of (i) laws or applicable regulations
- Waste or misuse of district funds or resources
- Gross mismanagement
- Abuse of authority
- Unethical conduct
- Constructive suggestions for improving the district regarding financial-related matters, internal controls, or compliance.

1.0 The Hotline coordinates the efforts of existing resources and public education governance structures to ensure efficient and effective consideration of concerns while mitigating potential duplication of efforts. Legal Ref.: Utah Code § 67-21-3; 63G-2-305

2.0 FRAUD WASTE AND ABUSE HOTLINE COMPLAINT PROCEDURES

2.1. Complaints may be submitted through any of the following avenues:

2.1.1. Email: audit@schools.utah.gov – this is a dedicated email just for hotlines Phone: 801-538-7813 – this is a dedicated line just for hotlines.

2.1.2. US Mail: Director of Internal Audit

Utah State Board of Education
PO Box 144200

250 East 500 South
Salt Lake City, Utah 84114-4200-

2.1.3. In-Person: by visiting the offices of the Internal Audit Department at the Utah State Board of Education (see address above).

2.1.4. Direct web page submission: Report Fraud, Waste, or Abuse Form tab at <https://schools.utah.gov/internalaudit>

2.1.4.1. Consider including the following information with your concerns:

- a. Description of the suspected violation(s).
- b. The name of the employee(s) involved.
- c. The school, division, and location where the action occurred.
- d. The date(s) the action occurred.
- e. Any other details that may be important for the investigation – other witnesses, evidence, documents, dollar amounts, time period, etc.
- f. Specific law or regulation that has been violated if known.
- g. Your name, address, email, and phone number, although personally identifiable information is not required (i.e., you may report anonymously). If you elect to provide personally identifiable information, you may still choose to keep your information confidential (see Confidentiality below).

3.0 WHISTLEBLOWER PROTECTION

3.1. Utah Code § 67-21-3 prohibits public employers from taking adverse action against their employees for reporting government waste or violations of law in good faith to the appropriate authorities. A school district employee is presumed to have communicated in good faith if they have given written notice or otherwise formally communicated the conduct to a governing or management body or audit office as outlined in Utah Code § 67-21-3(1)(b)(iv) and (vi). Whistleblower protections do not apply to anonymous complaints.

4.0 CONFIDENTIALITY

4.1. The identity of the complainant is considered protected information under the Utah Government Records Access and Management Act (GRAMA) and will be kept confidential if requested by the complainant and to the extent allowed by law. (See Utah Code § 63G-2-305).

Complaints may be submitted anonymously to the Hotline; however, it is preferable that the complainant provide their name and contact information to allow for follow-up questions.

Adoption Date: **May 12, 2021**



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Memorandum

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

From: Ryan Maughan, Special Programs Director

Cc: Rick Woodford, Superintendent
Shawna Muhme, Superintendent's Secretary

Date: November 5th, 2025

Re: 007.0230 Bullying and Hazing (1st Reading)

Recommendation: The policy committee is recommending that the Uintah School Board approve policy 007.0230 Bullying and Hazing on 1st reading.

Background (rationale): Last legislative session required a definition change. That is currently the only revision. This policy was just recently approved in January, but now requires the definition change.

Policy Implications: Compliance and alignment

Personnel Implications: Awareness

Facility Implications: None

Financial/Budget Implications: None

Motion: Motion to approve policy 007.0230 Bullying and Hazing on 1st reading-
(Consent agenda)

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UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	11/12/2025	New	
2nd Reading		Revised	X
Effective Date		Substitute	

007.0230 BULLYING AND HAZING

REVISES POLICY 007.0230 BULLYING AND HAZING (LAST APPROVED 01/08/2025)

1.0 GENERAL POLICY STATEMENT

1.1 Bullying, cyber-bullying and hazing of students and employees are prohibited, are against federal, state and local policy, and are not tolerated Uintah School District. Uintah School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, Uintah School District has in place policies, procedures, and practices designed to reduce and eliminate bullying, cyber-bullying, and hazing—including civil rights violations or actions based on a student’s or employee’s actual or perceived race, color, national origin, sex, disability, religion, religious clothing, gender identity, sexual orientation, or other physical or mental attributes—as well as processes and procedures to deal with such incidents. Bullying, cyber-bullying, and hazing of students and/or employees by students and/or employees will not be tolerated in Uintah School District.

2.0 DEFINITIONS

2.1 “Abusive conduct” means verbal, nonverbal, or physical conduct of a parent, student, or school employee that, based on its severity, nature, and frequency of —occurrence, a reasonable person would determine: 1. is intended to cause intimidation, humiliation, or unwarranted distress; 2. results in substantial physical or psychological harm as a result of intimidation, humiliation, or unwarranted distress; or 3. exploits an individual’s known physical or psychological disability. A single act does not constitute abusive conduct, unless it is an especially severe and egregious act.

2.2 ~~“Bullying” is aggressive behavior that is intended to cause distress and harm, exists in a relationship where there is an imbalance of power and strength, and is repeated over time. Bullying means intentionally committing a written, physical, or verbal act against a school employee or student that: causes physical or emotional harm to the school employee or student; causes damage to the school employee or student's property; places the school employee or student in reasonable fear; creates a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness, persistence, or severity of the actions; or due to a power differential between the bully and the target. substantially interferes with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.~~

Student Bullying and Staff Bullying

"Student bullying" means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that: creates an environment that a reasonable person would find hostile; and inter

student's educational performance, opportunities, or benefits.

"Student bullying" does not mean instances of: ordinary teasing, horseplay, argument, or peer conflict; reasonable correction of behavior by a school employee; or reasonable coaching strategies and techniques by a school employee who is a coach.

"Staff bullying" means a school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that: creates an environment that a reasonable person would find hostile, threatening, or humiliating; and substantially interferes with a student's or employee's educational or professional performance, opportunities, or benefits.

"Staff bullying" does not mean instances of ordinary teasing, horseplay, argument, or peer conflict; reasonable correction of behavior by a school employee; or reasonable coaching strategies and techniques by a school employee who is a coach.

2.3 "Civil rights violation" means bullying, cyber-bullying, or hazing that is targeted at a student or employee upon the students' or employees' identification as part of any group protected from discrimination under the following federal laws: 1. Title VI of the Civil Rights Act of 1964, including discrimination on the basis of race, color, or national origin; 2. Title IX of the Education Amendments of 1972, including discrimination on the basis of sex; or 3. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, including discrimination on the basis of disability.

2.4 "Hazing" means intentionally or knowingly committing an act regardless of whether the person against whom the conduct is committed authorized or consented to the conduct that: endangers the mental or physical health or safety of a school employee or student; involves any brutality of a physical nature including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; involves the consumption of any food, liquor, drug, or other substance; involves forced or coerced actions or activities of a sexual nature or with sexual connotations; involves other physical activity that endangers the physical health and safety of a school employee or student; or involves physically obstructing a school employee's or student's freedom to move; and is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for membership or acceptance - or continued membership or acceptance - in any school or school- sponsored team, organization, program, or event; or if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for membership with a school, or school-sponsored team, organization, program, or event to which the person committing the act is a member or participant.

2.5 "Cyberbullying" means the use of email, text, social media, instant messaging, chat rooms, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone for the purpose of placing a school employee or student in fear of:

2.5.1 physical harm or

2.5.2 harm to property of the school employee or student.

2.6 “Disruptive student behavior” means the use of foul, abusive, or profane language while engaged in school related activities; illicit use, possession, or distribution of controlled substances or drug paraphernalia, and the use, possession, or distribution of an electronic cigarette, tobacco, or alcoholic beverages; and hazing, demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah law.

2.7 “Restorative practice” means a discipline practice designed to enhance school safety, reduce school suspensions, and limit referrals to court, and is designed to help minors take responsibility for and repair the harm of behavior that occurs in school.

2.8 “Retaliate” means an act or communication intended: as retribution against a person for reporting bullying or hazing; or to improperly influence the investigation of, or the response to, a report of bullying or hazing.

2.9 “Trauma-Informed Care” means a strengths-based service delivery approach grounded in an understanding of and responsiveness to the impact of trauma, emphasizing physical, psychological, and emotional safety for both respondents and claimants, and creating opportunities for claimants to rebuild a sense of control and empowerment.

3.0 ACTIONS REQUIRED OF EACH SCHOOL

3.1 In addition to the requirements of Utah Code Subsection 53G-9-605 Uintah School District is required to develop, update, and implement policies as required by Utah Code Section 53G-9-605 and this rule; develop policy with the input from students, parents, teachers, school administrators, school staff, or law enforcement agencies; post a copy of policy 007.0230 on it’s website; develop an action plan to address a reported incident of bullying, cyber-bullying, hazing, or retaliation, or abusive conduct; provide a requirement for a signed statement that meets the requirements of Utah Code Subsection 53G-9-605 annually; assess students about the prevalence of bullying, cyber-bullying, hazing, and retaliation in Uintah School District: Specifically, locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, bathrooms, locker rooms and lunch areas, will be provided on a bi-annual basis.

4.0 PROHIBITIONS

4.1 No school employee or student may engage in bullying or cyberbullying any

4.1.1 school employee or student;

4.1.2 on school property;

4.1.3 at a school-related or sponsored event

4.1.4 on a school bus

4.1.5 at a school bus stop; or

4.1.6 while the school employee or student is traveling to or from a location or ev

4.2 No school employee or student may engage in hazing a school employee or student at any time or in any location.

4.3 No school employee or student may engage in retaliation against:

4.3.1 a school employee,

4.3.2 a student, or

4.3.3 an investigator for, or witness of an alleged incident of bullying, cyberbullying, hazing, or retaliation.

4.4 No school employee or student may make a false allegation of bullying, cyberbullying, hazing, or retaliation against a school employee or student. False reports shall result in the school taking disciplinary action appropriate for like behavior.

4.5 A student or employee who shares a recording of an act of bullying, cyber-bullying, hazing, abusive conduct, or retaliation, to impact or encourage future incidents will result in the school taking appropriate disciplinary action.

5.0 ACTIONS REQUIRED IF PROHIBITED ACTS ARE REPORTED

5.1 Each reported complaint shall include (1) the name of the claimant; (2) the name of respondent(if known); (3) date and location of incident(s); (4) statement describing the incident(s) including names of witnesses (if known).

5.2 Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report(s) of bullying, hazing, or retaliation.

5.3 Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties may include but are not limited to:
Use of a discipline plan consistent with USBE administrative rule R277-609, restorative practice consistent with USBE administrative rule R277-613, employee disciplinary action consistent with Utah Code 53G-11-512 procedures for providing due process rights under Utah Code Section 53G-11-501 (licensed staff) and local employee discipline policies prior to employee discipline or Utah Code Section 53G-8-202 and local policies (students) prior to long term (more than 10 day) student discipline. use a grievance process required under Subsection 53E-9-605(3)(f) consistent with the Uintah School District's established grievance process.

5.4 Actions must also include, as appropriate:

5.4.1 procedures for protecting the claimant and other involved individuals from being subjected to: further bullying or hazing, and retaliation for reporting the bullying or hazing.

5.4.2 prompt reporting to law enforcement of all acts of bullying, cyberbullying, hazing, or retaliation that constitute suspected criminal activity.

5.4.3 prompt reporting to the Office for Civil Rights (OCR) of all acts of bullying

retaliation that may be violations of students' or employee(s)' civil rights.

5.4.4 procedures for a fair and timely opportunity for the accused to explain the accusations and defend his/her actions prior to the student or employee discipline.

5.4.5 procedures for providing due process rights under Section 53G-11-501 (licensed staff), local employee discipline policies prior to employee discipline, Utah Code 53G-8-202, USD policy 005.1200, and local policies (students) prior to long-term (more than 10 days) student discipline

5.4.6 The school will notify a parent if the parent's student threatens suicide, or if the student is involved in an incident of bullying, cyber-bullying, hazing, or retaliation.

6.0 INVESTIGATIONS

6.1 Uintah School District will promptly and reasonably investigate allegations of bullying, cyber-bullying, abusive conduct and/or hazing. It is Uintah School District's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the school's Internet system, and routine monitoring or maintenance may lead to the discovery that a user has violated district policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement. To the extent allowed by law, the investigator is required to keep all details of the interview confidential; and further reports of bullying may become part of the investigation. The confidentiality requirement does not apply to conversations with law enforcement professionals.

7.0 TRAINING

7.1 The training of school employees shall include training regarding bullying, cyberbullying, hazing, and retaliation.

7.2 To the extent possible, programs or initiatives designed to provide training and education regarding the prevention of bullying, cyberbullying, hazing, and retaliation. The training should include training and information regarding:

7.2.1 awareness and intervention skills

7.2.2 overt aggression

7.2.3 relational aggression or indirect, covert, or social aggression (rumor spreading, intimidation, social isolation)

7.2.4 sexual aggression

7.2.5 student suicide prevention program and suicide prevention training as required for licensed educators

7.3 In addition to training for all students and school employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall be in coordination with Utah High School Activities Association and USD policy 005.1200 Standards of Conduct:

7.3.1 be provided yearly bullying and hazing prevention training prior to participation;

7.3.2 be informed, annually, of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.

7.3.3 participant signature list shall be maintained for access upon USBE request

Legal

Utah Code Subsection 53E-9-605(3)(f)

Utah Code 53G-11-512

Utah Code 53G-8-202

Utah Code Section 53G-11-501



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

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: Ryan Maughan, Special Programs Director

Cc: Rick Woodford, Superintendent
Shawwna Muhme, Superintendent's Secretary

Date: November 5th, 2025

Re: 007.0810 Attendance (1st Reading)

Recommendation: The policy committee is recommending that the Uintah School Board approve policy 007.0810 Attendance on 1st reading.

Background (rationale): Our policy is out of alignment with code. USBE is planning an model policy by January, but they are also under the understanding that there are likely 9 attendance bills that will be presented this legislative session. Our current policy does not align with age requirements truancy notification. We will likely have to update this policy again, but it is best to get it compliant for now.

Policy Implications: Compliance and alignment

Personnel Implications: Awareness

Facility Implications: None

Financial/Budget Implications: None

Motion: Motion to approve policy 007.0810 on 1st reading- (Consent agenda)

Dr. Rick Woodford, Superintendent • D. Troy Timothy MBA, Business Administrator
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UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	11/12/2025	New	
2nd Reading		Revised	X
Approved		Substitute	

007.0810 ATTENDANCE POLICY

REVISES POLICY 007.0810 ATTENDANCE (LAST APPROVED 04/06/2022)

1.0 COMPULSORY ATTENDANCE

Attendance at school is required by Utah State law and is considered critical to academic success. ~~Utah State law requires~~ **Except as provided in Section 53G-6-204 or 53G-6-702, the parent of a school-age child shall enroll and send the school-age child to a public or regularly established private school.** ~~that parents and guardians having control of a minor between six and eighteen years of age shall send the minor to a public or a regularly established private school of the district in which the minor resides.~~

2.0 ATTENDANCE EXEMPTIONS

~~Students who meet one or more of the following conditions to the satisfaction of the Board and agree to the terms and conditions set forth in an agreement provided by the District shall be exempt from compulsory attendance requirements and shall be given a letter of approval, issued by the Board, stating that the minor is excused from attendance during the time specified on the certificate.~~

~~2.1 A student over the age of 16 may receive a partial release from school to enter employment if the minor has completed the eighth grade, or if the minor's services are required for the support of a parent. Minors receiving this exemption must still attend school or home school part time as required by the Board. Utah Code Ann. 53G-6-204.~~

~~2.2 On an annual basis, a minor between six and eighteen years of age may receive a full release from attending a public, regularly established private or part time school or class if one of the following is established to the Board's satisfaction:~~

~~2.2.1 The minor has already completed the work required for graduation from high school or has demonstrated the required skills and competencies under the early graduation program.~~

~~2.2.2 The minor is in a physical or mental condition, certified by a licensed physician, which renders attendance inexpedient and impracticable.~~

~~2.2.3 The district superintendent has determined that a school-age minor over the age of 16 is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.~~

~~2.2.4 The minor between the ages of 16 and 18 years of age has agreed to and received the support of their parents, the administration of the high school, the adult education director and the superintendent or his/her designee to attend the adult education program, where they will receive their diploma. Utah Code Ann 53G-6-204.~~

~~2.3 On an annual basis, a minor between six and eighteen years of age shall be released from full or part-time attendance at a public, regularly established school or class if the student's parent or guardian files a signed affidavit with the District affirming that the minor will attend a home school.~~

~~2.4 For a student enrolled in a nontraditional program the district shall:~~

~~2.4.1 document each student's continued enrollment status in compliance with the continuing enrollment policy at least once every ten consecutive school days; and~~

~~2.4.2 appropriately adjust and update student membership records in the student information system for students that did not meet the continuing enrollment measurement.~~

~~2.4.3 The continuing enrollment measurement will be determined by the LEA and be in accordance with R277-419-5.~~

2.0 SCHOOL-AGE CHILDREN EXEMPT FROM SCHOOL ATTENDANCE PER 53G-6-204

2.1 a school-age child over 16 years old may receive a partial release from school to enter employment, or attend a trade school, if the school-age child has completed grade 8; or

2.2 on an annual basis, a school-age child may receive a full release from attending a public, regularly established private, or part-time school or class if:

2.2.1 the school-age child has already completed the work required for graduation from high school;

2.2.2 the school-age child is in a physical or mental condition, certified by a competent physician or physician assistant if required by the local school board or charter school governing board, which renders attendance inexpedient and impracticable;

2.2.3 proper influences and adequate opportunities for education are provided in connection with the school-age child's employment; or

2.2.4 the district superintendent has determined that a school-age child over 16 years old is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.

2.2.5 A school-age child receiving a partial release from school is required to attend: school part time as prescribed by the local school board; or a home school part time.

2.2.6 In each case, evidence of reasons for granting an exemption under must be sufficient to satisfy the local school board.

2.2.7 A local school board that excuses a school-age child from attendance shall issue a certificate that the child is excused from attendance during the time specified on the certificate.

2.3 A parent or legal guardian of a school-age child who attends a home school is solely responsible for: the selection of instructional materials and textbooks; the time, place, and method of instruction; and the evaluation of the home school instruction

2.4 A local school board may not: require a parent or legal guardian of a school-age child who attends a home school to maintain records of instruction or attendance; require credentials for individuals providing home school instruction; inspect home school facilities; require standardized or other testing of home school students.

2.5 Upon the request of a parent or legal guardian, a local school board shall identify the knowledge, skills, and competencies a student is recommended to attain by grade level and subject area to assist the parent or legal guardian in achieving college and career readiness through home schooling.

- 2.6 When a parent withdraws an enrolled school-age child from school for the purpose of home-schooling, or chooses not to enroll a school-age child, the parent shall provide a one-time initial notification, that may include a letter of intent, to the local school board of the school-age child's district of residence.
- 2.7 A local school board may not require a notification if a parent of a school-age child provided a notification to the local school board on or before May 7, 2025, including through a home-school affidavit.
- 2.8 Upon receiving the notification the local school board shall: maintain a record of the notification; and acknowledge receipt of the notification to the parent within 30 days; and the local school board and school of enrollment are not liable for the education or services of the school-age child.
- 2.9 Nothing in this section may be construed to prohibit or discourage voluntary cooperation, resource sharing, or testing opportunities between a school or school district and a parent or legal guardian of a child attending a home school.

3.0 ATTENDANCE EXPECTATIONS

Students in Uintah County School District will be expected to be in attendance a minimum of 93% in any and all classes.

- 3.1 Students will be excused by their parents within five (5) school days of the absence by phone or written approval for the following reasons:
- 3.1.1 Illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional, death in the family, family emergency, court subpoena or prearranged absences approved by parent and principal.
 - 3.1.2 Mental or behavioral health of the school-age child.
- 3.2 Participation in school-sponsored or Board of Education approved activities which require absence from school for all or a portion of the day shall not be considered an absence on the district records kept for Weighted Pupil Units (WPU).
- 3.3 Assignments and instructional materials missed as a result of the excused absences or school activity will be provided by the school as outlined in Uintah School District Student Policy 0006.500.
- 3.4 No person shall be allowed to remove a student from school during the school day unless that person first reports to the principal or the school's Administrative Office and one of the following circumstances is true:
- 3.4.1 The person positively identifies him or herself as the student's custodial parent or legal guardian or designee identified by custodial parent or legal guardian.
 - 3.4.2 The person is in possession and possesses a valid subpoena or Court Order instructing the school to deliver the student to the person named in the subpoena and the person can positively identify him or herself as the person named to receive the student in the subpoena or order.
 - 3.4.3 The person is a properly identified law enforcement officer in possession of a valid warrant naming the student, and the principal or his designee examines the warrant and is satisfied that the student is properly and sufficiently identified.
 - 3.4.4 The parent or legal guardian authorizing or requesting the release of the student during the school day assumes full and complete responsibility for

the actions of the student and for any harm or injury that may come to the student after release by the School Administrator or the Attendance Office.

3.4.5 Parents may not excuse a student leaving class or campus during the school day without permission, after the fact.

4.0 TRUANCY

A student not properly excused will be considered truant. Truancy is defined as missing part of or a full day of school without authorization.

4.1 The school district shall make efforts to resolve the school attendance problems of each school-age minor who is, or should be, enrolled in the school district.

The efforts shall include, as reasonably feasible:

- 4.1.1 counseling of the minor by school authorities;
- 4.1.2 issuing a notice of truancy to a school-age minor who is in grade ~~1~~ through 6, 7 through 12 in accordance with Section 53G-6-202;
- 4.1.3 issuing a notice of compulsory education violation to a parent of a school-age child (under 14 12 years of age), in accordance with Section 53G-6-202;
- 4.1.4 making any necessary adjustment to the curriculum and schedule to meet special needs of the minor;
- 4.1.5 considering alternatives proposed by a parent;
- 4.1.6 monitoring school attendance of the minor;
- 4.1.7 voluntary participation in truancy mediation, if available; and
- 4.1.8 providing a school-age minor's parent, upon request, with a list of resources available to assist the parent in resolving the school-age minor's attendance problems.
- 4.1.9 enlisting the assistance of community and law enforcement agencies as appropriate and reasonably feasible in accordance with Section 53G-8-211.

4.2 When a student is truant, the principal or his/her designee is authorized to issue:

- 4.2.1 a Notice of Truancy to school-age minors who are in grade ~~1~~ through 6, 7 through 12 in accordance with Section 53G-6-202 if the student has been truant at least five times during the school year.
- 4.2.2 a Notice of Compulsory Education Violation to a parent of a school-age child in grade 1 through 6, in accordance with Section 53G-6-202 if the student has been truant at least five times during the school year.
- 4.2.3 The notices shall direct the school-age minor and/or parent to meet with school authorities to
 - 4.2.3.1 discuss the truancies;
 - 4.2.3.2 cooperate with school district in securing regular attendance;
 - 4.2.3.3 and shall be mailed to, or served on, the parent.

4.3 Court referrals for truancy may only be issued in accordance to State Code 53G-8-211-4(a).

4.4 The parents, guardians, or person having control of a truant student shall cooperate with school authorities in resolving attendance problems. If the behavior is not corrected after earnest and persistent efforts are made by those parties, or, if the parents, guardians or person having control refuse to cooperate after earnest and persistent efforts are made by school authorities, the truant student may be referred to alternative school-related interventions.

4.5 Except during the period between March 17, 2021 and June 1, 2022, it is a class B misdemeanor for a parent of a school-age child to intentionally or without good cause fail to enroll the school-age child in school, unless the school-age child is

exempt from enrollment under Section 53G-6-204 or 53G-6-702.

4.6 Except during the period between March 17, 2021 and June 1, 2022, it is a class B misdemeanor for a parent of a school-age child who is in grade 1 through 6 to, after being served with a notice of compulsory education violation, intentionally or without good cause:

4.6.1 fail to meet with the school authorities designated in the notice of compulsory education violation to discuss the school-age child's school attendance problems; or

4.6.2 fail to prevent the school-age child from being truant five or more times during the remainder of the school year.

Except during the period described in Subsections (5) and (6), a local school board, charter school governing board, or school district shall report violations of this section to the appropriate county or district attorney.

5.0 MONITORING ATTENDANCE FOR ONLINE/REMOTE AND BLENDED LEARNING

5.1 USD may offer its students digital or online remote learning in lieu of on-site learning. Under these circumstances, the school will take regular attendance of its students as per best practices for online instruction and will report attendance as required to the Utah State Board of Education through its regular tools and interface.

5.2 Students' attendance in USD's online or remote classes will be taken by students' presence in the classroom and/or their participation. Students' regular participation as described will constitute attendance and will be logged as such by teachers.

5.3 Presence and participation will be monitored and assessed in any of the following or similar ways determined by school and district administration:

5.3.1 Software and Online Learning Applications,

5.3.2 communications, (Phone, email, or other electronic communication)

5.3.3 discussion boards,

5.3.4 submitted assignments or responses,

5.3.5 students' participation in live sessions,

5.3.6 one-on-one interactions between teachers, students, and staff.

5.3.7 attendance in online class meetings/check-ins

5.4 Under emergency circumstances, and if appropriate, USD may offer its students a modified, traditional learning program off-site, as directed by USD's district leadership team and for a period determined by the board. Under these circumstances, the school will take regular attendance of its students by the pick-up, delivery, and/or return of hard copy educational materials, devices, or other curriculum, and will report attendance as required to the Utah State Board of Education through its regular tools and interface.

5.5 Student membership eligibility and calculations will be based on the same metrics as described elsewhere in this policy using the attendance data gathered from the adjusted monitoring procedures as described above.

~~5.6~~ Students who fail to participation as described in 5.3 may be subject to the consequences for truancy in 4.0.

6.0 DUE PROCESS EDUCATIONAL NEGLECT OF A MINOR

(See 007.0900 Due Process for Students approved 6/21/05.)

6.1 Educational neglect means that, after receiving notice that a minor has been frequently absent from school without good cause or that the minor has failed to cooperate with school authorities in a reasonable manner, a parent or guardian fails to make a good faith effort to ensure that the minor receives an appropriate

education-

6.2 Per 53G-6-10 an allegation of educational neglect may not be sustained, based solely on a minor's absence from school, unless the minor has been absent from school or from any given class, without good cause, for more than 10 consecutive school days or more than 1/10 of the applicable school term.

6.3 A minor may not be considered to be educationally neglected unless there is clear and convincing evidence that: the minor has failed to make adequate educational progress, and school officials have complied with the requirements of Section 53G-6-206; or the minor is two or more years behind the local public school's age group expectations in one or more basic skills, and is not receiving special educational services or systematic remediation efforts designed to correct the problem.



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Board of Education

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

Memorandum

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

From: Mistalyn Leis, HR Director

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

Date: November 12, 2025

Re: 005.0640 Leaves of Absence

Recommendation: The policy committee is recommending that the Uintah School District Board of Education approve policy 005.0640 on second reading.

Background (rationale): The approval and adoption of this policy would combine policies 005.0640 Leave of Absence for Career Development and 005.0680 Leave of Absence. There is duplication and contradiction within these policies. Both address a leave of absence and both reference educational or career purposes.

Policy Implications: None

Personnel Implications: Employees will more easily be able to find and follow the necessary policy and procedures for a leave of absence.

Facility Implications: None

Financial/Budget Implications: None

Motion: Motion to approve policy 005.0640 Leaves of Absence as a substitute policy on second reading and eliminate policy 005.0680 Leave of Absence.

Dr. Rick Woodford, Superintendent • D. Troy Timothy, MBA, Business Administrator
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UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	10/08/2025	New	
2nd Reading	11/12/2025	Revised	
Approved		Substitute	X

005.0640 LEAVES OF ABSENCE

REPLACES POLICY 005.0640 LEAVE OF ABSENCE FOR CAREER DEVELOPMENT (LAST APPROVED 01/04/2012) AND REPLACES POLICY 005.0680 (LAST APPROVED 06/22/2010)

1.0 GENERAL POLICY STATEMENT

- 1.1 Leaves of absence shall only be granted by Uintah School District when the School Board determines that granting such leave of absence will be in the best interests of Uintah School District and the students of the school district.

2.0 CAREER DEVELOPMENT

- 2.1 A leave of absence for up to one year for professional development may be granted by the Board of Education.
 - 2.1.1 An employee desiring a leave of absence for professional development shall notify the superintendent not later than February 1 of the school year preceding the requested leave.
 - 2.1.2 The request must include the intended course of study or professional development plans, the length of time requested, and the beginning and termination dates of such leave.

3.0 MEDICAL OR OTHER

- 3.1 A leave of absence for up to one year for medical purposes or any other purpose deemed appropriate may be granted by the Board of Education to any contracted employee who has worked for the district for a minimum of five years.

4.0 SUBMISSION AND APPROVAL

- 4.1 The request shall be submitted to the superintendent. The superintendent shall evaluate the request for leave of absence including the impact on staffing and administration in the district, the benefits to the district by allowing the professional development, the impact on the educational progress of students in the district and the difficulty of providing a position for the employee upon return to the district and such other factors as are deemed appropriate in the interest of the school district and the students.
- 4.2 The superintendent shall present the request for leave of absence to the school board with the superintendent's evaluation and recommendations.
- 4.3 The school board may grant or deny the request or grant the request with conditions.

5.0 CONDITIONS DURING LEAVE

- 5.1 The leave of absence shall not extend for more than one school year and shall not include all or any part of more than one school year.
- 5.2 No compensation or benefits including paid time off (PTO) or vacation leave shall be provided during the leave of absence.
- 5.3 The employee shall not earn service time for the purpose of step or lane change, retirement of any other program or benefit based upon time of service in Uintah School District.

- 5.4 The employee shall notify in writing their intent to resume employment with the school district not later than February 1 of the school year in which the leave occurs.
- 6.0 CONDITIONS FOR RETURN
 - 6.1 Upon completion of the leave of absence the employee will be placed in a position comparable to when the applicant took said leave if a position is available in the district.
 - 6.1.1 If budgetary changes or curriculum changes have eliminated the position or program in which the employee was previously employed, the applicant shall not be re-employed.
 - 6.1.2 If during the leave of absence, the employee engages in conduct which would result in disciplinary action or termination from employment, the employee shall not be re-employed at the end of the leave of absence.
 - 6.2 Upon the employee's return from a leave of absence, all paid time off (PTO) leave accrued prior to the leave of absence will be reinstated. Vacation leave accrued prior to the leave of absence will not be reinstated.



Policy: 005.0680

Section: Section 005 - Personnel

Leave of Absence (For Elimination)(1st Reading)

LEAVE OF ABSENCE

1.0 Leaves of absence, without pay and employee benefits, for up to one year in length, may be granted by the Board of Education to any contracted employee who has worked for the district a minimum of five years, for medical or educational purposes, or for any purpose deemed appropriate by the Board of Education. The employee must submit a written request stating the purpose of the leave, the length of time requested, and the beginning and termination dates of such leave.

1.1 When a Uintah School District paraeducator is required to leave his/her classified job with USD in order to student teach, or when he/she is hired to work as a district teacher intern, he/she may apply for a leave of absence from his/her regular job, regardless of the number of years employed by USD, and he/she may apply and be deemed eligible for the Paraeducator-to-Teacher scholarship.

2.0 Upon completion of the leave said employee will be placed in a position comparable to when the employee took said leave if a position is available in the district. When an employee returns to the district from leave, the employee will resume his/her previous placement on the salary schedule.

3.0 During the leave of absence, the employee will earn no paid time off (PTO) or vacation leave (250-day contracted employees). Upon the employee's return from a leave of absence, all paid time off (PTO) leave accrued prior to the leave of absence will be reinstated; however, vacation leave accrued prior to the leave of absence will not be reinstated.

Adoption Date: **June 02, 2009**

Last Revised: **June 22, 2010**

Policy Office: **REVISES POLICY 005.0680 LEAVE OF ABSENCE (LAST APPROVED 06/02/09)**

**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: 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.

**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: October 8, 2025
Time: 6:00 p.m. – 7:33 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
- Paisley Bell, Student Board Member (Non-Voting Member)

Executive Staff Present:

- Dr. Rick Woodford, Superintendent
- Troy Timothy, Business Administrator
- Dr. Mistalyn Leis, Human Resources Director
- Jayme Leyba, Director of Elementary Education

Others Present:

- Cris Labrum, Principal, Davis Elementary
- Jaevry Elison
- Kami Elison
- Other students, teachers, and administrators

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 6:00 p.m.

1.02. Reverence

The reverence was offered by Amber Allred.

1.03. Pledge of Allegiance

Ava Haslem led the Pledge of Allegiance.

1.04. Student Board Member Report – Paisley Bell

Student Board Member Paisley Bell provided highlights from Uintah High School, including updates on golf, girls' tennis, football, and girls' soccer, with the team currently ranked 11th in state standings. Volleyball is competing at Timpanogos. The marching band has had a successful season.

She noted that parent-teacher conferences and a blood drive were recently held. Upcoming events include Halloween activities, the Sadie Hawkins dance, and student council activities. She expressed appreciation for local sponsors supporting school events. Wednesdays are designated as "Wear Pink" days in recognition of Breast Cancer Awareness Month. The Teen Center continues to be successful and well utilized by students.

1.05. Celebrations

A. UHS FCCLA National Winners

Amanda Brown introduced Uintah FCCLA Advisor, Heather Moulton, who recognized National Leadership Conference participants Addie Foley and Ashley Caldwell. Addie placed second in the nation, and Ashley placed fifteenth in their respective categories.

B. Students of the Month

The following students were recognized as Students of the Month by their teachers and/or administrators:

- Elliana Hatch – Central Cove Early Learning Center
- Kaylee Saenz – Ashley Elementary
- Lexus Beacham – Davis Elementary
- Hughston Oldaker – Discovery Elementary
- Sarah Nielsen – Eagle View Elementary
- Ruby Allred – Lapoint Elementary
- Autumn Downard – Maeser Elementary
- Clara Rehbein – Naples Elementary
- Nevaeh Taylor – Uintah Middle School
- Zenna Rodarte – Vernal Middle School
- Brynadee Deets – Uintah High School
- ShayLee Griffin – AVEC / UON

1.06. School Reports

A. Davis Elementary School – Cris Labrum, Principal

Principal Labrum presented a recent update on behalf of Davis Elementary. She included promising RISE data from the Utah State Board of Education in language arts, math, and science. She noted that language arts results are not yet available and will be released in

November. She reviewed Median Growth Percentile data showing consistent academic growth and discussed components of the School Improvement Plan, including the school's mission, vision, and Wildly Important Goals (WIGs).

1.07. Patron Input

Several Uintah High School student representatives, along with the school's DECA advisor, Kami Elison, addressed the Board regarding proposed reductions in state funding for Career and Technical Student Organizations (CTSOs), including DECA, FFA, FBLA, and Technology Student Association programs. Student Jaevry Elison explained that state legislators are considering funding cuts and described their advocacy campaign to raise community awareness and support. They reported that posters and petitions have been distributed and that local representatives will address the issue to the Public Education Appropriations Subcommittee 2025 at the State Legislative Appropriations Committee meeting on October 14.

The Board commended the students for their initiative and advised them to share their message with Representative Chew and Senator Winterton, emphasizing the importance of a concise presentation. President Chivers offered to relay their message to Senator Winterton directly and obtained the necessary contact information from Ms. Elison. He expressed appreciation for the students' leadership and advocacy. Member McClellan added that the State Legislative Appropriations Committee meeting could be viewed online at le.utah.gov for those unable to attend in person.

In addition, two anonymous online comments were submitted by staff members, expressing support for a colleague and highlighting an increase in student enrollment in a specific classroom—from an anticipated 66 students to 73. In response to this change and to meet instructional demands, a half-time position will be converted to a full-time role.

2. Business/Action Items

2.01. Consent Calendar

- A. Minutes**
- B. Contracts Needing Board Approval**
- C. Monthly Board Financial Update**

Motion: Vice President McKee motioned to approve the Consent Calendar as presented, including the pending September 10, 2025 work session and business meeting minutes and the Monthly Board Financial Update. Member McClellan seconded.

Vote: Five in Favor: Members Chivers, McKee, Massey, McClellan, and Maynard.

The motion carried unanimously.

2.02. Policies for Approval on First Reading

- A. 005.0640 Leaves of Absence for Career Development**

B. 005.0680 Leave of Absence (For Elimination)

Motion: Member Maynard moved to approve Policy 005.0640 and eliminate Policy 005.0680 on first reading. Member Massey seconded the motion.

Vote: Five in Favor: Members Chivers, McKee, Massey, McClellan, and Maynard.

The motion carried unanimously.

2.03. Policies for Approval on Second Reading

A. 004.0350 Investment (New)

Motion: Member McClellan moved to approve Policy 004.0350, *Investment*, on second reading. Member Maynard seconded the motion.

Vote: Five in Favor: Members Chivers, McKee, Massey, McClellan, and Maynard.

The motion carried unanimously.

2.04. Personnel Changes

Motion: Member Maynard moved to approve the personnel changes as presented. Vice President McKee seconded the motion.

Dr. Leis addressed the Board, explaining that while the list may appear lengthy, the October review includes an annual cleanup of positions that are no longer active or relevant.

Vote: Five in Favor: Members Chivers, McKee, Massey, McClellan, and Maynard.

The motion carried unanimously.

3. Informational / Discussion Items

3.01. Purchases over \$50,000

Mr. Timothy reviewed three purchases:

- Basin Wholesale West (School food procurement)
- Ken Garff Chevrolet (Five Chevrolet Equinoxes for White Fleet rotation)
- Lexia Learning Systems (Curriculum)

All purchases were included in the approved budget.

3.02. Calendar Items

Dr. Woodford referred the Board to the calendar link in Diligent for upcoming events. The Board Retreat is scheduled for November 7, to be held at President Chivers' home. He noted that the Board will be using a self-evaluation tool developed by USBA.

Dr. Woodford reminded the Board of upcoming events including Fall Break, Red Ribbon Week, and the Impact Aid Meeting on November 12.

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

Members of the Board, Mr. Timothy, and Dr. Woodford provided closing remarks before adjourning the meeting.

4. Adjournment

4.01. Meeting Adjourned

Motion: Member Maynard moved to adjourn the meeting, and Member Massey seconded.

Vote: Five in Favor: Members Chivers, McKee, Massey, McClellan, and Maynard.

The motion carried unanimously, and the meeting adjourned at 7:33 p.m.

DATE: **October 8, 2025**

TO: UINTAH BOARD OF EDUCATION

FROM: Dr. Mistalyn Leis, Director of Human Resources

RE: Board Approval Request for **October 8, 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
Megan Anthon	SpEd Maker Space Teacher Aide	CEC	0.4875	All Required	Program 1215 SpEd Preschool
Ashley Eaton	SpEd Speech Aide	CEC	0.4875	All Required	Program 1215 SpEd Preschool
Jacqueline Wilson	Intervention Aide	Davis	0.4875	All Required	Program 5420 TrustLands
Jenessa Batty	Intervention Aide	Davis	0.7375	All Required	Program 5678 TSSA
Anna Nakai	SpEd Aide	EVE	0.7375	All Required	Program 7524 IDEA-B Disabled
Brenda Rogers	Intervention Aide	EVE	0.7375	All Required	Program 5420 TrustLands
Michayla McGuire	Instructional Aide	Maeser	0.65	All Required	Program 5420 TrustLands
Aneka Tanner	Building Use Supervisor	Naples	0.7375	All Required	Program 3701 Community Facility Use
Taya Harper	Intervention Aide	UMS	0.7375	All Required	Program 5678 TSSA
Carrie Redford	Intervention Aide	UMS	0.7375	All Required	Program 5420 TrustLands
Stephanie Adams	SpEd Aide	VMS	0.7375	All Required	Program 1225 SpEd Impact Aid
Bryce De Los Santos	ELA Aide	UHS	0.7375	All Required	Program 5420 TrustLands
Elissa Long	Science Aide	UHS	0.7375	All Required	Program 5420 TrustLands

Braden Wood	Custodian	UHS	1.0	All Required	Program 0285 Maintenance Operations
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**NEWLY ASSIGNED EMPLOYEES – BOARD APPROVAL
REQUESTED:**

Name	Former (Current) Assignment	New Assignment	Effective Date
Christa Jones	Intervention Aide (0.4875 FTE) @ Davis	Intervention Aide (0.7375 FTE) @ Davis	9/15/2025
Elaine Koons	Instructional Aide (0.7375 FTE) @ VMS	Intervention Aide (0.7375 FTE) @ UMS	9/15/2025
Leslie Snow	Food Service Worker (0.37 FTE) @ Lapoint	SpEd Preschool Aide (0.4875 FTE) @ CEC	9/29/2025
Meagan Saloga	Science Aide (0.7375 FTE) @ UHS	Biology Teacher (1.0 FTE) @ UHS	9/30/2025

NEWLY HIRED EXTRACURRICULAR COACHES:

Name	Program	School	Years of Service
Megen Peterson	Assistant Girls Tennis Coach	UHS	1
Brian Ottley	Assistant Girls Basketball Coach	VMS	2
Hollie Ottley	Assistant Girls Basketball Coach	VMS	6



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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: November 11, 2025

Re: Amendment of Naples' School LAND Trust plan

Recommendation: The board is asked to approve the proposed amendment to the Naples Elementary 2025-2026 School LAND Trust Plan.

In compliance with Utah Code § 53G-7-1206(4)(d)(iii) and Utah Admin. Code R277-477-6(2), any amendment to a previously approved School LAND Trust Plan must be reviewed and approved by the local school board prior to implementation.

Background (rationale): The purpose of this amendment is to align the budgeted amounts in the School LAND Trust Plan with the actual expenditures and carryover reflected in the current financial records. During the 2024-2025 school year, several supplies originally ordered were not delivered, resulting in funds being returned to the budget and increasing the carryover balance from \$2,500 to \$7,155.14. Additionally, some teacher aides took time off, leading to lower-than-expected salary expenditures. As a result, the school community council voted to reallocate the unspent funds to support classroom instruction by increasing the Educational Supplies category from \$97.19 to \$1,334.00 for the coming year.

All changes remain consistent with the goals and purposes of the approved plan and continue to support improved student learning outcomes.

Policy Implications: None

Personnel Implications: None.

Facility Implications: None

Financial/Budget Implications: None

Motion:

Dr. Rick Woodford, Superintendent • **Troy Timothy (go Utes)**, Business Administrator
826 South 1500 East • Naples, UT 84078
435.781.3100 • 435.781.3107 fax
www.uintah.net



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

Memorandum

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

From: Ryan Maughan, Special Programs Director

Cc: Rick Woodford, Superintendent
D. Troy Timothy, Business Manager
Shawwna Muhme, Superintendent's Secretary

Date: November 5th, 2025

Re: Positive Behavior Intervention System Plans

Recommendation: Approve positive behavior intervention system (PBIS) plans for all district schools.-This is a yearly requirement.

Background (rationale): 53G-10-407 directs school principals to create positive behavior intervention system plans that address student use of tobacco, alcohol, cigarette products, and other controlled substances through promoting positive behaviors. The plans shall address issues including peer pressure, mental health, and creating meaningful relationships among other strategies.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: Stipends associated with personnel.

Motion: Motion to approve PBIS plans for all district schools.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy**, MBA, Business Administrator
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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: Dr. Rick Woodford, Superintendent
Shawna Muhme, Superintendent Secretary

Date: November 06, 2025

Re: November Employee Holiday Voucher

Recommendation:

None. This memorandum is for informational purposes only.

Background (rationale):

The District's administration and Board of Education wish to recognize the efforts of employees during the Thanksgiving holiday. Eligible employees will receive a \$60 holiday voucher.

Eligibility

- **Contract Employees:** Benefited employees paid 1/12th of their annual wages each month. The employee must have worked during October and remain employed the day before the voucher is issued. Employees on paid leave (sick leave, Worker's Compensation, PTO, or vacation) are eligible.
- **Voucher Employees:** Non-contracted employees who worked a minimum of 40 hours in October and remain employed the day before the voucher is issued.
- **Substitutes:** Substitutes who worked at least five days in October.

Ineligible Employees

Stipend-only employees (e.g., coaches) and student workers (e.g., CEPP students) are not eligible.

Policy Implications:

None.

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Personnel Implications:

None.

Facility Implications:

None.

Financial/Budget Implications:

The anticipated cost of the holiday vouchers is \$50,000–\$55,000. The Board has budgeted \$54,000 for this purpose.

Motion:

None. This memorandum is for informational purposes only, and the Board has already budgeted for the vouchers.

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

Memorandum

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

From: Ryan Maughan, Special Programs Director

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

Date: 11/12/2025

Re: Gifted and Talented Program

Recommendation: None

Background (rationale): The state requires that the LEA Gifted and Talented plan is presented to the board as part of the grant approval process.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: State-funded

Motion: Informational Only

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, MBA**, Business Administrator
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GT Information Packet 2025-2026*

The USD Gifted and Talented program has moved into the schools. The goal is for the program to be a part of a tiered instruction experience.

Update: Identified students increased from 50 students to 150+. In coordination with state leadership, tier 2+ students were also identified as GT (instead of just tier 3+).

The program focuses on providing academic support within their classroom (**tier 3+**). Providing appropriate educational experiences for GT students begins with carefully identifying students for tiered support. This plan outlines current efforts to improve the identification and support of GT students.

Identification

USD implements a multi-tiered system of support (MTSS). 'Gifted' (GT) students represent the tier 3+ level (highest need for intervention) as students receiving instruction far below their capability.

Update: Tier 2+ students identified as 'gifted' are in need of extension and enrichment and are included in activities. This also provides tier 3+ students with leadership opportunities.

Tier 3+ and 2+ students will be identified in various ways. (figure 1A)

- Nomination
 - Parent or student
 - Written inquiry
- Screening
 - Rise Scores
 - Grades
- Referral
 - SIT Team
 - Grade-level Team
 - Admin/Counseling

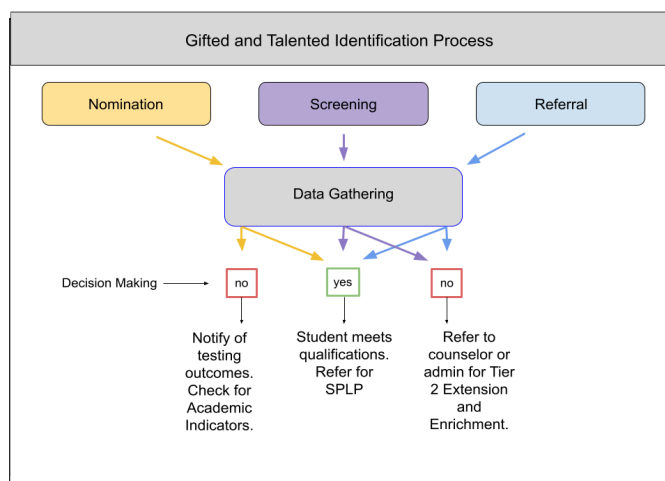


Figure 1A

The first step in the identification process is *Selection*. This is identification from within the school system (*screening* and *referral*), which typically begins with a review of academic performance from the previous school year. Notifications from outside the educational staff (Parents, students, etc) can be made throughout the school year. Any such notifications will require observation and evaluation to determine if the student meets the requirements.

The second step of identifying GT students is data gathering. Upon parental consent, grades, conduct, scores, and additional testing (i.e. the Cognitive Aptitude Test– a.k.a. CogAT) are

*updates in **bold**

USD Gifted and Talented

combined to allow student intervention teams and administration to determine which tiered supports are best for each identified student.

Update: Steps to simplify administering the CogAT were initially beneficial, but still prove burdensome for many schools. In the future, we will only administer the CogAT when a nomination has been submitted or when there is a suspected incongruity between state testing and perceived capacity.

The Decision Making Process (Step 3) involves distributing the results of data-gathering efforts to parents and schools. Additional considerations can be taken into account by the Student Intervention Team. This team might include teachers familiar with the student, counselors, GT instructors, etc. to propose alternative criteria for selection. The school's GT Advisor (designee or guidance counselor) will then meet with identified tier 3+ students and their parents to develop a Student Personalized Learning Plan (SPLP). Plans would align parent and student learning goals with school-approved accommodations. School-approved accommodations will be outlined in the school's MTSS plan (already underway as a district initiative).

Accommodation

Accommodations are school-specific and require careful consideration of school resources. 'Gifted' students will receive a Student Personalized Learning Plan (SPLP) that lists the 1-3 focused accommodations for that year. Other students (tier 2+), who do not require remediation, may still access these accommodations, but not necessarily as part of an individualized plan. Examples of appropriate accommodations may include:

- Topic selection
- Independent Study
- Enrichment Groups
 - Pull-outs
 - Social Workers
- Acceleration Opportunities (that align with school resources and pathways)
- Problem-based option
- Flexible learning environments/groups

Program Implementation

Uintah Gifted and Talented has transitioned from district-wide pull-outs to school-based accommodations and supports. District pull-outs caused legitimate access and equity considerations as low-income and minority-heavy schools were left out. District leadership increased access to the program for many underrepresented groups but attainment remained an issue. Parents were still required to provide transportation, so low-income and rural students often did not participate. This implementation process is intended to resolve the access issue. To do that, a stipend was provided for a GT Adviser in each elementary school to implement extension and learning activities as part of the school's required MTSS plan. Developing those efforts required support for substitutes and supplies. Now, each elementary has an educator who is compensated and supported to address tier 3+ (Gifted) and tier 2+ school instructional needs and goals in collaboration with PLCs. GT advisors work with PLCs to provide extension

and enrichment activities. An important goal of GT education (apart from classroom accommodations) is to allow GT students to associate with peers in activities that they find challenging. The incidental benefit of this style of program implementation is that any student ready for an extension to their learning may participate (as appropriate for the MTSS model).

Update: Some schools have struggled to maintain a consistent GT Advisor. These programs have failed to meet timelines for implementation. District supported pull-outs are being reintroduced to provide a basic level of support.

Accountability and Measurement of Implementation

Schools should be in the developmental phase of implementation (based on the original timeline). Staffing changes and perceived overload have impacted the process at some schools.

Advisor stipends are based on implementation level and quality. Each advisor documents their efforts with students through an activity tracker. This tracker identifies key indicators (based on team-identified essential standards) that are used to evaluate the quality of the activity. Each advisor and principal is asked to perform a program self-assessment as well.

Schools are not required to follow this GT model or complete assessments. Some schools already have well-implemented structured (e.g. WIN time) that are supported instead.