Uintah School District
Board of Education
Uintah County, Utah

Approved Work Session Meeting Minutes

Date: November 12, 2025
Time: 3:37 p.m. – 5:28 p.m.
Location: Eagle View Elementary
301 N 5750 East, Roosevelt, 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
- Ryan Maughan, Director of Special Services
- Dr. Mistalyn Leis, Human Resources Director
- Jayme Leyba, Director of Elementary Education
- Jim Munford, District Arts Coordinator

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 3:37 p.m.

1.02. Reverence

The reverence was offered by Board Vice President, Tawnya McKee.

2. Policy Revisions

2.01. Policies for Approval on First Reading

A. **001.0300 Impact Aid Policy**

Mr. Timothy reported that the District completes an annual review of the Impact Aid Policy, as required under federal guidelines and as part of its continued partnership with the local Tribal community. Impact Aid provides federal funding in lieu of property tax dollars not collected on federal Indian lands, helping ensure equitable education opportunities for all students. The last review occurred in December 2024, and no changes are recommended at this time.

Member McClellan asked whether data regarding Native American participation in classes and programs would be provided. Mr. Timothy confirmed that the District's program has been consistent and that data collection is ongoing, adding that the District certifies equal treatment for all students.

B. 004.1100 Public Hotline and Complaint Response

Mr. Timothy presented updates to this policy. A recent audit identified deficiencies in the current version, which had previously been housed under Business and Finance. After reviewing the USBA model policy and applicable laws, the policy will now be categorized under Administrative (003). Revisions broaden the range of complaints eligible for hotline reporting and align language with state models to improve transparency and accountability. A hotline link has been added to the District and school websites.

Member McClellan asked whether Board members would receive onboarding training related to the policy. Mr. Timothy noted that the Business Department will coordinate with Human Resources to assign required training as needed.

C. 007.0230 Bullying and Hazing Policy

Director Ryan Maughan explained that the policy was initially revised last year; however, due to legislative updates, further revisions are required. Changes to Section 5.4 clarify reporting requirements and procedures. Mr. Maughan noted that additional clarifications will be included for the second reading.

President Chivers requested a redline copy of the updated policy for the next meeting.

D. 007.0810 Attendance Policy

Mr. Maughan presented updates prompted by noncompliance findings and anticipated future legislative changes. Revisions include updates to Section 2.0 on compulsory attendance, truancy notifications, and attendance requirements for students ages 6–11.

Dr. Woodford emphasized that this version will likely be temporary, pending legislative action.

Member McClellan recommended refining some language for clarity.

2.02. Policies for Approval on Second Reading

A. 005.0640 Leaves of Absence for Career Development

Dr. Leis explained that this policy consolidates and replaces two existing policies governing career development and medical leaves. The merged policy clarifies submission procedures, qualifying criteria, and the Board's approval role. She added that due to the comprehensive restructuring, a redline was not provided.

B. 005.0680 Leave of Absence (For Elimination)

This policy is recommended for elimination due to its incorporation into the revised 005.0640 policy.

3. Items Requiring Future Board Action

3.01. Minutes

A. October 8, 2025, Pending Work Session and Business Meeting Minutes

Mr. Timothy presented the pending minutes from the October 8, 2025 Work Session and Business Meeting. Member McClellan asked whether it was necessary to record the time the Board returned to regular session. Troy clarified, after consulting Utah Open and Public Meetings guidelines, that such detail is not required, though it will be included in future minutes for consistency.

No further concerns were noted, 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.

3.03. School Land Trust Plan Amendment

Mr. Leyba reported that Naples Elementary requested a minor amendment to reallocate unspent salary funds to classroom needs. The change does not alter the plan's intent but requires Board review.

3.04. PBIS Plans 2025-2026

Mr. Maughan presented annual Positive Behavioral Interventions and Supports (PBIS) plans. All schools have active plans, and changes from the prior year were minimal. He noted that one plan contained an incorrect header but otherwise reflected accurate content.

4. Informational/Discussion Items

4.01. Holiday Gift Certificates

Mr. Timothy reviewed the annual employee holiday voucher, set at $60 this year (increased from $50 due to inflation). Eligibility criteria were explained. Estimated cost is $50,000–$55,000, already budgeted. President Chivers clarified that no separate Christmas certificate will be issued.

4.02. Gifted and Talented

Mr. Maughan introduced District Arts Coordinator Jim Munford, who provided required annual information on Gifted and Talented programs. Mr. Munford stated that the presented material would serve as documented evidence for State reporting. He answered questions from the Board; no further discussion.

4.03. Committee Reports

- **Facilities:**

From the Facilities Committee, President Chivers reported that work continues on the removal of the blue buildings and the remaining shed at UMS, and that the cement pads will remain in place as a cost-effective option for future projects.

The Committee also discussed the bid award for the CEC demolition. All items have been cleared from the site, and demolition is now underway. For transparency, he noted that although $500,000 had been budgeted for the project, the final awarded bid was approximately $270,000. Allred Paving is the contractor completing the work, which will extend through the winter.

He also reported that the baffling at the preschool was installed incorrectly and will need to be redone.

Additionally, the walking path project at the new preschool was awarded to GBW Construction, and the new parking lot at the former District Office site near Vernal Middle School is now finished. President Chivers encouraged Board members to visit the completed site.

- **UBTech Board of Trustees (Member McClellan):**

Member McClellan reported on the UBTech Board of Trustees, noting that UBTech announced graduating more students in 2025 than in any previous year. She also highlighted the establishment of a significant scholarship associated with the Haslem Wing naming and shared that a nail technician program will open at the Vernal campus in 2026.

- **Uintah Schools Foundation (Member McClellan):**

From the Uintah Schools Foundation, Member McClellan shared that Mat and Savanna Shaw will perform on December 8, with Uintah School District employees receiving a 20 percent discount on admission. She noted that nearly $9,000 has recently been awarded to teachers for classroom use through Foundation grants.

- **USBA Region 5 Board of Directors (Member McClellan):**

Member McClellan reminded members to complete their Master Board Certification by December 1 and noted that the Legislators' Luncheon is scheduled for December 11 at Swain's. She also mentioned the upcoming USBA Annual Conference in January, as well as information regarding the NSBA Conference.

The USBA Board of Directors, in place of individual gift giving, are participating giving gifts in their respective districts; and the Class of 1993 will be contributing a tree to the Trees for Charity event.

- **Finance Committee**

Member Massey summarized discussions regarding transportation and fleet operations, including the possibility of extending bus mileage limits and exploring the use of outside contractors for minor maintenance work. Updates were also provided on any potential plans for unused Teen Center funding, with clarification provided by Mr. Timothy. Member Massey noted a decrease in Dual Language Immersion (DLI) funding and improvements in Child Nutrition following previous deficit spending. He also reported that bond and investment performance remains strong at approximately 5.4 percent, with no anticipated audit findings.

- **Audit Committee**

Member Maynard provided the Audit Committee report, stating that the District remains in a strong financial position and that bonds are expected to be fully paid within two years. Three Child Nutrition sites were audited and found to be in good standing. She commended District Controller, Rodrigo Jurado, Mr. Timothy, and the Business Department for their work.

The Audit Committee plans to meet twice next year to focus more fully on training.

Dr. Woodford thanked all departments for their continued collaboration as the District refines processes and improves operational efficiency.

5. Closed Session

President Chivers stated a need to enter closed session.

Motion: Vice President McKee moved to enter closed session for the following purposes:

- Discussion of the character, professional competence, or physical/mental health of an individual;
- Strategy session regarding pending or reasonably imminent litigation; and
- Strategy session regarding the purchase, exchange, or lease of real property.

Member Massey seconded.

Roll Call Vote:

Maynard – Aye
McClellan – Aye
Massey – Aye

McKee – Aye
Chivers – Aye

The motion passed unanimously.

The Board entered closed session at 4:27 p.m. and returned to open session at 5:28 p.m.

Motion: Member Massey made a motion to resume the work session and Member McClellan seconded.

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

The motion passed unanimously.

6. Adjournment

Motion: Member Maynard moved to close the work session. Member Massey seconded.

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

The motion carried unanimously and the work session concluded at 5:28 p.m.