Uintah School District
Board of Education
Uintah County, Utah

Approved Work Session Minutes

Date: December 10, 2025
Time: 3:57 pm – 5:50 pm
Location: Uintah School District
826 S 1500 E, Vernal, Utah

Board Members Present:
- Dave Chivers, President
- Tawnya McKee, Vice President
- Todd Massey
- Denise Maynard
- Robin McClellan

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

Minutes recorded by Sarah Fluckiger, Business Administrator's Secretary.

1. Introduction/Opening

1.01. Welcome/Call to Order

Troy Timothy welcomed attendees. President Chivers called the meeting to order at 4:00 p.m. and extended holiday greetings.

1.02. Reverence

The reverence was offered by Todd Massey.

* Agenda Adjustments: President Chivers explained that the agenda was rearranged to accommodate the audit team's schedule.

2. Items Requiring Future Board Action

2.01. Minutes

A. November 12, 2025, Pending Work Session and Business Meeting Minutes

Troy Timothy confirmed all requested corrections to the November 12, 2025 minutes were addressed and posted. Board members had no further concerns.

2.02. Contracts Needing Board Approval

Troy Timothy presented information about the five-year elevator maintenance contract with Kone, including annual cost, scope, and compliance requirements. Board members asked clarifying questions about the number and servicing of elevators and lifts.

2.03. Fraud Risk Assessment

Troy Timothy reported the district's fraud risk assessment score (375/395), indicating very low risk. He clarified that the missing points were due to the district not having a current CPA on staff at the time of the assessment; however, this issue has since been resolved because the Controller has now passed all the required testing to obtain his CPA license.

2.04. FY24-25 Audit Review and Approval

Audit partners from Squire presented an unmodified (clean) opinion for the district's financial statements, with two representatives from Squire attending the meeting in person.

3. Policy Revisions

3.01. Policies for Approval on First Reading

A. 005.1120 Special Program Compensation (for Elimination)

Dr. Mistalyn Leis explained the policy addresses compensation for special programs, including summer school and extended school year services for special education, as well as committee compensation. Dr. Leis explained that all compensation items are now included in the district's salary schedules, making the policy redundant and sometimes conflicting. The board discussed the benefit of removing dollar amounts from policy to avoid repeated amendments.

Board members agreed that salary schedules are the appropriate place for compensation details and supported the elimination of this policy.

B. 002.0100 Powers and Duties

Dr. Woodford described updates to align the policy with current statutory requirements and to remove outdated language. The board discussed its role as a governmental agency and the importance of using clear, positive language that accurately reflects the board's authority.

Robin McClellan suggested revising a paragraph that seemed negative in tone. Dr. Woodford agreed to consult legal counsel about rewording for clarity and positivity.

C. 002.0220 Board Members: Elections and Redistricting

The main change was updating terminology from "reapportionment" to "redistricting," reflecting current Utah practice of one board member per district. Dr. Woodford explained the difference and why the update was needed.

The board agreed the change clarified the policy and reflected current law and practice.

D. 005.0545 (NEW) Exchange Visitor Program

Dr. Mistalyn Leis explained this new policy clarifies procedures for J-1 and H-1B visa sponsorship for international teachers. Dr. Leis explained the differences between the two visa types, the district's responsibilities, and the process for hiring and extending international teachers. The board discussed funding mechanisms, legal requirements, and the importance of clear language to avoid misunderstandings.

Board members debated whether district funds should be used for H-1B sponsorship and how to handle donations.

Patron input from Genica Donaldson highlighted the costs and benefits of H-1B sponsorship versus hiring new employees, and the importance of retaining qualified teachers.

The board agreed to seek further legal guidance and to clarify the policy's language regarding sponsorship and funding, ensuring compliance and support for the Dual Language Immersion program.

The board recognized the complexity of the issue and the need for a policy that provides clear direction while supporting district programs and legal compliance.

3.02. Policies for Approval on Second Reading

A. 001.0300 Impact Aid Policy

Minor syntax corrections; no substantive changes.

B. 004.1100 Public Hotline and Complaint Response

Expanded from financial to district-wide scope, ensuring compliance with state requirements for public reporting.

The USBE Hotline number is accessible on the Uintah School District homepage. Users can find the "USBE Hotline" link in the bottom right corner of the main navigation bar, making it easy to locate hotline information for public reporting and compliance.

C. 007.0230 Bullying and Hazing

Updated definitions to match Utah code; board discussed training requirements for staff and students.

D. 007.0810 Attendance

Board discussed tabling the policy for further revision due to upcoming legislative changes and alignment with current practice.

4. Informational/Discussion Items

4.01. FY27 Budget Calendar

Troy Timothy reported that budget planning is underway, with capital expenditure visits nearly complete and staffing discussions scheduled for January. Principals will receive enrollment projections and staffing sheets soon.

4.02. School Land Trust Annual Board Training

Jayme Leyba confirmed board members completed required training. The district expects to update trust lands and community council policies this year. The board noted the yearly increase in funding and emphasized the importance of responsible fund management.

4.03. Committee Reports

- **Finance Committee**

Presenter: Todd Massey

Discussed fundraising limits, participation fees, and the successful, cost-effective demolition of the CEC building. The committee also reviewed budget updates and the impact of property tax adjustments.

- **Uintah Schools Foundation**

Presenter: Robin McClellan

Reported on a successful fundraising concert and the generous holiday gift card donations for students in need. Upcoming events and continued support for district programs were highlighted.

- **Facilities**

Presenter: Dave Chivers

Addressed playground safety, facility repairs, and updates on property usage and ongoing projects. The committee discussed the importance of maintaining safe, accessible facilities for the community.

5. Adjournment

Motion: Todd Massey moved to adjourn the work session; Robin McClellan seconded.

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

The motion was carried unanimously and the work session concluded at 5:50 p.m.