



USD Board Business Meeting - Jan 14 2026 Agenda

Wednesday, January 14, 2026 at 6:00 PM

826 South 1500 East Naples, UT

Page

1. INTRODUCTION 6:00 p.m.

[Live Stream Link](#)

- 1.01 Welcome/Called to Order - Dave Chivers, Board President
- 1.02 Reverence
- 1.03 Pledge of Allegiance
- 1.04 Student Board Member Report - Paisley Bell
- 1.05 Celebrations
 - A. UHS Marching Band and Color Guard - Amanda Brown, UHS Administrator
 - [UHS Marching Band at State](#)
 - B. UHS Agronomy - Amanda Brown
 - C. Students of the Month
- 1.06 School Reports
 - A. [Discovery Elementary Report](#) - Tammy Chirstensen, School Administrator
- 1.07 Patron Input

2. BUSINESS/ACTION ITEMS

- 2.01 Consent Calendar
 - A. Minutes - Troy Timothy, Business Administrator
 - 12.10.2025 Pending Work Session Minutes [2025.12.10 - Work Session Pending Minutes.pdf](#) 
 - 12.10.2025 Pending Business Meeting Minutes [2025.12.10 -](#)

4 - 22

B. Contracts Needing Board Approval - NONE

C. Monthly Board Financial Update - Troy Timothy

- [2026.01.07 - Memorandum, Dec Board Financial Update.pdf](#) 
- [Report - FY26 Dec Rev,Exp by Fund.pdf](#) 

D. 2027-2028 Academic Calendar - Dr. Rick Woodford, Superintendent

- [2027-2028 USD Academic Calendar 01.14.2026.pdf](#) 
- [USD Board Memorandum Academic Calendar 01-2026.pdf](#) 

2.02 Policies for Approval on First Reading

23 - 49

A. 007.0405 Uintah School District Concurrent Enrollment - Christy Nerdin, Secondary Education Director

- Memo: [USD Board Memo Concurrent Enrollment.pdf](#) 
- Policy: [007.0405 Concurrent Enrollment \(1st Reading\)](#) 

B. 005.0100 Employee Conflict of Interest (NEW) - Dr. Mistalyn Leis, Human Resources Director

- Memo: [USD Board Memo 005.0100 First Reading.pdf](#) 
- Policy: [005.0100 Employee Conflict of Interest \(New\) \(1st Reading\)](#) 

C. 010.1000 School Safety (NEW) - Mindy Merrell, Support Services Director

- Memo: [010.1000 School Safety Memo.pdf](#) 
- Policy: [010.1000 School Safety \(New\)\(1st Reading\)](#) 

2.03 Policies for Approval on Second Reading

50 - 70

A. 007.0810 Attendance - Ryan Maughan, Special Programs Director

- Memo: [Memo - 007.0810 Attendance \(3rd reading\).pdf](#) 
- Policy: [007.0810 Attendance \(3rd Reading\)](#) 

B. 005.1120 Special Program Compensation(for Elimination) – Dr. Mistalyn Leis, Human Resources Director

- Memo: [005.1120 Special Program Compensation Second Reading Memo.pdf](#) 
- Policy: [005.1120 Special Program Compensation \(For Elimination\)\(2nd Reading\)](#) 

C. 002.0100 Powers and Duties – Dr. Rick Woodford, Superintendent

- Memo: [USD Board Memorandum Policy 002.0100 2nd.pdf](#) 
- Policy: [002.0100 Board Legal Status: Powers and Duties \(2nd Reading\)](#) 

D. 002.0220 Board Members: Elections and Redistricting – Dr. Rick

Woodford

- Memo: [USD Board Memorandum Policy 002.0220 2nd.pdf](#) 
- Policy: [002.0220 Board Members: Elections and Reapportionment \(2nd Reading\)](#) 

E. 005.0545 (NEW) Exchange Visitor Program – Dr. Mistalyn Leis

- Memo: [005.0545 Board Memo Second Reading.pdf](#) 
- Policy: [005.0545 Exchange Visitor Program \(NEW\)\(2nd Reading\)](#) 
- Graphic: [Visa Differences Uintah School Board Jan 14 \(1\).png](#) 

2.04 Personnel Changes - Dr. Mistalyn Leis

71

- [Memo Board Approval List January 2026.pdf](#) 

3. INFORMATIONAL/DISCUSSION ITEMS

3.01 Purchases Over \$50,000 - NONE

3.02 Calendar Items - Dr. Rick Woodford

72 - 77

- January 30, 2026 - USBA Day on the Hill
- [Uintah Arts Events.png](#) 
- [Calendar Items 01.14.2026.pdf](#) 
- [DAY ON THE HILL INVITATION.pdf](#) 
- [USBA - CELEBRATING PUBLIC EDUCATION.pdf](#) 

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

4. ADJOURNMENT

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**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: 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.

DRAFT

**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: December 10, 2025
Time: 6:00 p.m. – 7:30 p.m.
Location: 826 S 1500 E, 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

Others Present:

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

1. Introduction

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 6:00 p.m.

1.02. Reverence

The reverence was offered by Kurt Case.

1.03. Pledge of Allegiance

Aiden Dilworth led the Pledge of Allegiance.

1.04. Student Board Member Report – Paisley Bell

Paisley provided updates on Uintah High School activities, including sports (wrestling, swim, basketball), cheer and drill team achievements, robotics competition, teen center donations, and student council fundraising efforts.

1.05. Celebrations

A. Students of the Month

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

- Brooklyn Murray – Central Cove Early Learning Center
- Ulalei Tilo – Ashley Elementary
- Braxxton Perry – Davis Elementary
- Dominic Begay – Discovery Elementary
- Guage Rock – Eagle View Elementary
- Duritan Yeppa – Lapoint Elementary
- Kara Colt – Maeser Elementary
- Bentley Case – Naples Elementary
- Eason Merrell – Uintah Middle School
- Jet Bowden – Vernal Middle School
- Aiden Dilworth – Uintah High School
- Cash Jenkins – AVEC / UON

1.06. School Reports

Presenter: Principal Christina Viar-Jolliff

Principal Viar-Jolliff provided a comprehensive update on Uintah Middle School's progress and initiatives. The school's theme for the year is "Keep It Moving," with a focus on continuous improvement in academics and school climate. The main goal is to reduce the percentage of students not meeting proficiency in core subjects by 10%, as measured by RISE assessments.

Academic Strategies: The school has implemented new assessment tools, including Acadience Reading and **Capti** Assess, to monitor student progress and provide targeted interventions. Instructional time at Uintah Middle School was increased across all classes. The daily schedule was adjusted so that every class period is longer, giving students more time for learning in every subject area. This change was made with the understanding that core subjects needed additional focus, but the benefit extends to all classes. As part of these adjustments, a creative writing class was added for sixth graders to provide enrichment opportunities for students who do not require extra support in reading or math.

Friday Interventions: Fridays are now used for targeted intervention and enrichment sessions. Core teachers invite students needing extra help or extension, while all students participate in enrichment activities during the second session. Attendance on Fridays has improved, and the approach allows for both academic support and participation in clubs and service projects.

School Culture & Service: The school emphasizes community and service, with events like the Hawkathon and assemblies celebrating student achievements and gratitude. The music program has expanded outreach through performances and grants. The school's wellness center is being reorganized, with plans to reopen after the holidays using social worker support.

Board Discussion: Board members praised the school's strategic use of data, focus on resilience, and commitment to service. Questions addressed the effectiveness of Friday interventions, student attendance, and the transition of the wellness center.

1.07. Patron Input

The board received both online and in-person comments, particularly regarding the Exchange Visitor Program policy and legal status powers.

In-Person Comments:

James Head expressed appreciation for the district's support of the eSports program and raised a question about policy language related to soliciting employee input (002.0100 Powers and Duties). James also spoke in support of the DLI program and advocated for district support of H-1B visa sponsorship, emphasizing the positive impact of international teachers while voicing his concerns with policy 005.0545 (NEW) Exchange Visitor Program.

Tiara Collins spoke on behalf of parents and the community, urging the board to reconsider the Exchange Visitor Program policy. Tiara highlighted the financial burden placed on families to retain DLI teachers, the importance of program stability for students, and the need for principal and community input before making policy changes. Tiara requested the board table the policy for further review and stakeholder engagement **regarding** 005.0545 (NEW) Exchange Visitor Program.

Board Response: The board acknowledged the comments, discussed the complexity of the issue, and agreed to gather additional feedback from teachers, principals, and finance staff before the policy's second reading. The board emphasized the importance of public input and committed to a thorough review process. President Chivers reported that four online comments were emailed to board members.

Input given in accordance with Board Policy 002.0720.

2. Business/Action Items

2.01. Consent Calendar

- A. Minutes**
- B. Contracts Needing Board Approval**
- C. Monthly Board Financial Update**
- D. Fraud Risk Assessment**

President Chivers briefly explained meeting procedures for the benefit of the public, noting that Board work occurs throughout the month, allowing the business portion to proceed efficiently.

Motion: Member Maynard moved to approve the Consent Calendar as presented, which includes the November 12, 2025 work session and business meeting minutes, contracts needing board approval, financial update, and fraud risk assessment. Seconded by Member McClellan.

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

The motion carried unanimously.

2.02. Policies for Approval on First Reading

A. 005.1120 Special Program Compensation (for Elimination)

Motion: Member McClellan moved to approve Policy first reading. Member Maynard seconded the motion.

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

B. 002.0100 Powers and Duties

Motion: Vice President McKee moved to approve Policy first reading. Member Massey seconded the motion.

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

C. 002.0220 Board Members: Elections and Redistricting

Motion: Member Maynard moved to approve Policy first reading. Member Massey seconded the motion.

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

D. 005.0545 (NEW) Exchange Visitor Program

Motion: Member McClellan moved to table the policy. Motion was not seconded and thus failed.

Motion: Member Maynard moved to approve Policy first reading. Vice President McKee seconded the motion.

Board agreed to gather additional feedback from teachers, principals, and finance staff before second reading.

Vote: Four in Favor: Members Chivers, McKee, Massey, and Maynard. One abstains: McClellan.

The motion passes with one abstention.

2.03. Policies for Approval on Second Reading

A. 001.0300 Impact Aid Policy

Motion: Vice President McKee moved to approve the policy. Member Massey seconded the motion.

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

The motion carried unanimously.

B. 004.1100 Public Hotline and Complaint Response

Motion: Member McClellan moved to approve the policy. Member Maynard seconded the motion.

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

The motion carried unanimously.

C. 007.0230 Bullying and Hazing

Motion: Member Maynard moved to approve the policy. Vice President McKee seconded the motion.

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

The motion carried unanimously.

D. 007.0810 Attendance

Motion: Member Maynard moved to table the policy. Member Massey seconded the motion.

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

The motion carried unanimously.

2.04. Approval of FY24-25 Audit

Motion: Member Maynard moved to approve the FY24-25 Audit. Member McClellan seconded the motion.

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

The motion carried unanimously.

2.05. Personnel Changes

Motion: Vice President McKee motioned to approve, Member Maynard seconded.

Dr. Mistalyn Leis presented a list of new hires, position changes, coaching assignments, and separations.

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

Troy Timothy reviewed one purchase:

- Central Education Center demolition contract awarded to Scott Allred Paving for \$269,750.

All purchases were included in the approved budget.

3.02. Calendar Items

Dr. Woodford directed the Board to the Diligent calendar for upcoming events. Additional highlights included:

- Legislative lunch meeting scheduled for tomorrow at Swain's with Duchesne and Daggett districts.
- Board members encouraged to review upcoming events and activities on Diligent Community.
- Winter break: December 24 – January 2.
- USBA annual conference in Salt Lake City after the new year.

Board Discussion:

Robin McClellan, Denise Maynard, and Tawnya McKee shared remarks on district culture, parental influence, service values, and support for dual immersion programs.

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

Superintendent Rick Woodford:

- Expressed appreciation for the public dialogue and input received during the meeting, emphasizing that open conversation strengthens the district.

- Acknowledged the complexity of board decisions and affirmed the district's commitment to implementing board policy with fidelity.
- Thanked all who participated and shared perspectives, noting that such engagement is vital for the district's growth.

Board Member Comments:

Todd Massey: Thanked those who voiced opinions and contributed to the policy process, especially regarding the Exchange Visitor Program. Highlighted the value of adding new perspectives to committee work and praised the audit committee's collaboration with district auditors.

Robin McClellan: Reflected on the importance of parental influence and district culture. Encouraged parents to support their children's experiences in school and extracurriculars by staying neutral and positive, and to avoid undermining teachers or coaches. Emphasized the need for balance in family life and the power of parental guidance.

Denise Maynard: Agreed with Robin's comments on culture, noting that the district's success or failure often comes from within. Shared a positive story about community support at a recent school event and stressed the importance of maintaining a positive, unified tone.

Vice President Tawnya McKee: Spoke about the district's focus on service as a core value, especially in response to behavioral challenges in athletics and activities. Encouraged continued emphasis on service and community-mindedness. Clarified support for the dual immersion program and appreciation for teachers and parents, while acknowledging the complexity of policy decisions and the need for clear communication.

Board President Dave Chivers: Thanked the board and community for their thoughtful deliberation and support for those in need. Reflected on the importance of compassion and stewardship, especially during the holiday season, and expressed pride in being part of the Uintah School District.

4. Adjournment

4.01. Meeting Adjourned

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

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

The motion carried unanimously, and the meeting adjourned at 7:30 p.m.

DATE: December 10, 2025
TO: UINTAH BOARD OF EDUCATION
FROM: Dr. Mistalyn Leis, Director of Human Resources
RE: Board Approval Request for December 10, 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
Natalie Atwood	Intervention Aide	Naples	0.7375	All Required	Program 0183 Specialists and Aides
Charito Martin	Food Service Worker	UMS	0.40	All Required	Program 8000 School Foods Program
Teresa Baum	Food Service Worker	VMS	0.40	All Required	Program 8000 School Foods Program
Ramsay Taliaferro	Science Aide	UHS	0.7375	All Required	Program 5420 TrustLands
Orson Batty	General Maintenance / Carpenter	Maintenance	1.0	All Required	Program 0285 Maintenance Operations
William Brad Self	Bus Driver	Transportation	0.7375	All Required	Program 5315 Pupil Transportation
Femaluai Tivao	Bus Driver	Transportation	0.7375	All Required	Program 5315 Pupil Transportation

NEWLY ASSIGNED EMPLOYEES – BOARD APPROVAL REQUESTED:

Name	Former (Current) Assignment	New Assignment	Effective Date
Leslie Snow	SpEd Preschool Aide (0.4875 FTE) @ CEC	SpEd Preschool Aide (0.7375 FTE) @ CEC	11/17/2025
Gentry Jensen	Intervention Aide (0.7375 FTE) @ Ashley	SpEd Aide (0.7375 FTE) @ Ashley	11/17/2025
Gayle Whitmire	Intervention Aide	Registrar	11/17/2025

	(0.7375 FTE) @ UMS	(1.0 FTE) @ UMS	
Holly Chivers	BA Secretary (1.0 FTE) @ USD	Finance Secretary (1.0 FTE) @ VMS	11/17/2025
Sabrina Hamberger	Custodian (1.0 FTE) @ VMS	Head Custodian (1.0 FTE) @ VMS	12/3/2025

NEWLY HIRED EXTRACURRICULAR COACHES:

Name	Program	School	Years of Service
Valton Mortenson	Assistant Boys Basketball Coach	UMS	10
Scott Mansfield	Assistant Girls Basketball Coach	UMS	23



"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: Troy Timothy, Business Administrator

Cc: Rick Woodford, Superintendent
Shawwna Muhme, Superintendent Secretary

Date: January 9, 2026

Re: Monthly Board Financial Update – December 2025

Recommendation: I recommend that the Board approve the Monthly Board Financial Update for December 2025.

Background (rationale):

- Each month, the Business Administrator must present to the Board a monthly financial packet. Included in this month's packet are the following reports:
 - Revenues and expenditures by fund, year to date, through December 31, 2025;
 - Year-over-year Fund 10 comparison (FY25 & FY26) as of December 31, 2025;
 - FY26 year-to-date capital outlay spreadsheet update as of December 31, 2025;
 - District-wide payroll registers for December 2025;
 - District-wide AP December 2025 check register (including UHS); and
 - Donations to UHS through December 31, 2025.

Policy Implications: None.

Motion: This item will be listed under the Consent Calendar for approval.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, M.B.A.**, Business Administrator
826 South 1500 East • Naples, UT 84078
435.781.3100 • 435.781.3107 fax
www.uintah.net

UINTAH SCHOOL DISTRICT

Revenues & Expenditures by Fund
YTD through December 2025

	<i>in '000,000's</i>	<u>Adj Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
REVENUES					
10 - MAINTENANCE & OPERATIONS	\$	84.3	\$ 42.3		\$ 42.0
21 - SCHOOL ACTIVITY		1.2	0.8		0.4
26 - CDA/RDA		0.8	-		0.8
31 - DEBT SERVICE		2.6	1.8		0.8
32 - CAPITAL OUTLAY		9.2	5.7		3.5
49 - SCHOOL FOOD SERVICES		3.6	1.1		2.4
TOTAL REVENUES	\$	101.8	\$ 51.7		\$ 50.2
EXPENDITURES					
10 - MAINTENANCE & OPERATIONS	\$	84.5	\$ 31.8	\$ 0.1	\$ 52.5
21 - SCHOOL ACTIVITY		1.2	0.7	0.1	0.4
26 - CDA/RDA		0.8	-	-	0.8
31 - DEBT SERVICE		2.6	0.1	-	2.5
32 - CAPITAL OUTLAY		8.3	5.6	0.5	2.2
49 - SCHOOL FOOD SERVICES		3.9	1.4	0.3	2.3
TOTAL EXPENDITURES	\$	101.4	\$ 39.6	\$ 1.0	\$ 60.9
REVENUE/EXPENDITURE VARIANCES					
		<u>Adj Budget Var</u>	<u>Actual Var</u>		
10 - MAINTENANCE & OPERATIONS	\$	(0.1)	\$ 10.4		
21 - SCHOOL ACTIVITY		0.0	(0.0)		
26 - CDA/RDA		-	-		
31 - DEBT SERVICE		-	1.7		
32 - CAPITAL OUTLAY		0.9	(0.4)		
49 - SCHOOL FOOD SERVICES		(0.4)	(0.5)		
REVENUE/EXPENDITURE VARIANCES	\$	0.4	\$ 11.1		

2027-2028 School Calendar

Uintah School District
826 South 1500 East
Naples, UT 84078
435-781-3100

August 2027						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2027						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2027						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2028						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. 13	New Teacher Orientation
Aug. 16-17	Teacher Contract Workdays/PD
Aug. 18	First Day of School for K-12 Students
Aug. 25	First Day of School for Preschool
Sept. 6	Labor Day
Oct 14-15	Fall Break - No School
Oct 18	Trade Day - No School
Nov. 11	End of 1st Trimester
Nov. 12	Professional Development Day
Nov. 24-26	Thanksgiving Vacation
Dec. 21	Minimum School Day
Dec. 22-Dec. 31	Winter Break
Jan. 17	Martin Luther King, Jr. Day
Feb. 18	Trade Day - No School
Feb. 21	President's Day
Feb. 24	End of 2nd Trimester
Feb. 25	Professional Development Day
Mar. 17	Trade Day - No School
Apr. 3-6	Spring Break
Apr. 7	Makeup Snow Day (if needed)
May 25	Last Day of School/End of 3rd Trimester
May 26	Graduation/Teacher Contract Workday

'NOTE: Should USD experience an emergency closure, (snow day or other emergency) school will continue virtually/online to avoid a make up day during Spring Break. In the event of a power outage, the makeup day would need to be initiated.

Category of Events

Minimum School Day
Vacation Days - No School
PD/Teacher Prep - No Students
Parent Conference Trade Days - No School
End of Trimester (Minimum school day on May 25)
New Teacher Orientation
Makeup Snow Day if Needed

Note: Fall and Spring Breaks align with DCSD.

February 2028						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March 2028						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2028						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2028						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2028						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2028						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



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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: Board Members

From: Rick Woodford, Superintendent

Cc: Troy Timothy, Business Administrator

Date: January 13, 2026

Re: Proposed academic calendar for the 2027-2028 school year

Recommendation: Approve the proposed academic calendar for the 2027-2028 school year.

Background (rationale): The district's Academic Calendar Committee met on December 15th for an initial review of the 2027-2028 academic calendar. The proposed calendar was developed based on feedback from the committee. It was shared with district staff, administration, and with Duchesne County School District administration. Feedback was received through committee members and the calendar was again amended based on the feedback. The committee convened a second meeting on January 12th. The updated proposed calendar was reviewed and went through one more set of changes before the committee agreed on a final version of the academic calendar for the 2027-2028 school year. The final version is being proposed to the Board for approval.

This calendar meets the requirements of Utah State Board of Education Rule R277-419 (Pupil Accounting) as currently constituted. If the legislature passes proposed legislation, the Board may have to amend this policy accordingly.

The proposed spring break in this calendar aligns with Duchesne County School District's spring break during the same school year. Because we have employees who live in Duchesne County, this was a priority for the committee.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Dr. Rick Woodford, Superintendent • **Troy Timothy**, Business Administrator
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Dave Chivers, President • **Tawnya McKee**, Vice President • **Todd Massey**, Member
Denise Maynard, Member • **Robin McClellan**, Member

Financial/Budget Implications: None

Motion: I move to adopt the proposed academic calendar for the 2027-2028 school year.

Dr. Rick Woodford, Superintendent • **Troy Timothy**, Business Administrator
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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: Christy Nerdin Director of Secondary Education

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

Date: January 14, 2026

Re: 007.0405 Concurrent Enrollment Policy (First Reading)

Recommendation: The policy committee is recommending that the Uintah School District Board of Education approve changes to Concurrent Enrollment Policy 007.0405 on first reading.

Background (rationale): The proposed revisions to the Concurrent Enrollment policy are presented for first reading to align district policy with current Utah statute and State Board rule. Procedural language has been removed, and outdated provisions no longer supported by rule or code have been eliminated. In addition, language has been added to support implementation of House Bill 390 (2022), which aims to remove barriers for economically disadvantaged students and expand access to early college opportunities.

Policy Implications: School Fees Policy 007.0505 will be updated in April to align with the changes in this policy.

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: Yes, expanding fee waivers to include textbooks, instructional materials, and other required resources for Concurrent Enrollment coursework will have limited fiscal implications for the District and will be addressed in the FY 2026-2027 budget.

Motion: Motion to approve policy 007.0505 Concurrent Enrollment on first reading.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, MBA**, Business Administrator
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Policy: 007.0405

Section: Section 007 - Students

Uintah School District Concurrent Enrollment

UINTAH SCHOOL DISTRICT CONCURRENT ENROLLMENT

1.0 PURPOSE

1.1 The purpose of concurrent enrollment is to provide prepared high school students with a challenging and rigorous college-level ~~and productive secondary~~ school experience, ~~particularly in the senior year, and to provide transition courses that can be applied to post-secondary education.~~ (R277-713-2B) Students in the program receive both college and high school credit.

2.0 DEFINITIONS

2.1 "Concurrent Enrollment" means enrollment in ~~one or more Utah System of Higher Education (USHE) institution a~~ courses that allows a student to earn credit both towards high school graduation and at an institution of higher education. under a contractual agreement between the USHE institution and a public school. Students continue to be enrolled in public schools, counted in Average Daily Membership, and receive credit toward graduation. They also receive college credit for courses. (R277-713-1-D)

2.2 ~~Contractual basis means a method for providing concurrent enrollment wherein the school district and an institution of higher education contract for all aspects of the concurrent enrollment situation, including course location, instructor, and funding arrangements. Instruction normally occurs during the school day with students being released from regular high school course work to participate in concurrent enrollment. This instruction may not be limited to the school day. Concurrent enrollment course credit will count for completion of high school graduation requirements as well as count for college credits.~~

2.2 "Eligible Institution" means a degree-granting institution of higher education or a technical college within the state system of higher education or a degree-granting institution of higher education or a technical college within the state system of higher education that offers an online concurrent enrollment course.

~~2.3 Non-Contractual basis means a method for providing concurrent enrollment wherein an individual high school student elects on his or her own initiative to enroll in an institution of higher education to pursue course work while continuing to be enrolled full-time in his or her high school. The student is responsible for all expenses and arrangements associated with college enrollment. Concurrent enrollment course credit as identified in the CCR (College and Career Readiness Plan) will count for completion of high school graduation requirements as well as for college credit. Non-contractual courses used for Uintah High School graduation credits must be included in the student's prior to taking the course. Concurrent enrollment is distinct from what is commonly referred to as Early Admission.~~

2.3 "Eligible Student" means a student who (a) is enrolled in and counted towards average daily membership in a school within the District, (b) has on file a plan for college and career readiness, and (c) is in grade 9, 10, 11, 12.

2.4 "Eligible Instructor" means an instructor who is either employed as faculty by an eligible institution or who is employed by the District and meets the requirements of Utah Code 53E-10-302(6).

2.5 "Designated Institution of Higher Education" means an eligible institution designated by the Utah Board of Higher Education to provide a course or program of study within a specific geographic region.

~~2.3—Early Admission allows high school students who have left high school prior to graduation and who are no longer counted in Average Daily Membership to enroll in college courses for credit. Concurrent enrollment policies and funding mechanisms do not apply to early admission programs~~

3.0 STUDENT ELIGIBILITY REQUIREMENTS

3.1 In establishing student eligibility for a concurrent enrollment course the requirements shall be ~~are intended to be~~ sufficiently selective to predict a successful experience and satisfy the restrictions set out in Utah State Board of Education rules. The District is. ~~Local schools have the~~ primary ~~responsibility~~ responsibility for identifying students who are eligible to participate in a concurrent enrollment course. The process by which eligibility is determined is the CCR (College and Career Readiness Plan). The following expectations should be considered during the CCR (College and Career Readiness Plan) process: ~~to plan participation in concurrent enrollment classes:-~~

3.2 The student is responsible for expenses and arrangements associated with college enrollment as provided in Utah Code 53E-10-305. The student may apply for a fee waiver if appropriate under the District fee waiver policy for class-related costs including consumables, lab fees, copies, materials costs, application fees and textbooks. Unless otherwise provided by agreement with the institution of higher education the District is responsible for fee waivers.

3.3 Before allowing an eligible student to participate in a concurrent enrollment course. The District and the institution of higher education must ensure that the student has, for the current school year, (a) submitted a completed participation form which includes the signature of the student's parent/guardian indicating permission to participate and, (b) signed an acknowledgment of program

participation requirements.

~~3.1—The student is expected to be a full time student. “Full time student” means enrolled in no less than four (4) classes per term including concurrent enrollment classes.~~

~~-~~

~~3.1.1—The student shall be enrolled in and remain enrolled in at least one regular UHS class that is not a concurrent enrollment class during the term(s) of concurrent enrollment.~~

~~-~~

~~3.1.2—A Dual Enrollment Home School student is required to be enrolled in at least one UHS class that is not a concurrent enrollment course.~~

~~-~~

~~3.2—Demonstrate readiness for college level work. Students may demonstrate readiness through, but not limited to, the following:~~

~~-~~

~~3.2.1—The student has a comprehensive CCR (College and Career Readiness Plan) in place prior to concurrent enrollment registration including the UHS/student contractual agreement for each grading period.~~

~~-~~

~~3.2.2—A junior or senior has a cumulative grade point average of 3.0 or higher or a letter of recommendation from an administrator.~~

~~-~~

~~3.2.3—A freshman or sophomore may demonstrate readiness through a clearly outlined CCR (College and Career Readiness Plan) plan demonstrating the student’s need for concurrent enrollment classes which may include completion of core classes and/or working to obtain an associate degree which has been approved through the college.~~

4.0 OPERATIONAL PROCEDURES Establishing Concurrent Enrollment Courses

~~-~~

~~4.1—Concurrent enrollment is conducted on either a contractual basis or a non-contractual basis (see 2.0 DEFINITIONS).~~

4.1 The District may establish concurrent enrollment courses by entering into a contract with an institution of higher education to provide such courses. The District and the institution of higher education must

(a) ensure that the course instructor is an eligible instructor, (b) establish qualifying academic criteria for enrollment in the course, (c) ensure that students enrolling are eligible students, and (d) coordinate advising of the eligible students.

~~4.2—Concurrent enrollment courses are offered at an appropriate location, preferably on UHS campus, in coordination with the UHS schedule as defined in the annual agreement between the district and the providing institution of higher education.~~

~~-~~

~~4.3—Courses which align with the student CCR (College and Career Readiness Plan) and are not offered on the UHS campus during the school day may be taken at the most appropriate location and time. Attending these classes must not interfere with the student’s commitments and obligations to UHS. The UHS principal or designee must approve leaving UHS campus based on the student’s parent/guardian written release to leave and return to UHS campus.~~

~~-~~

~~4.4—Students will be considered a member of the higher grade following the last day of school (generally first week of June) after demonstrating successful completion of the previous grade.~~

~~4.5—Courses taken by students who have received a diploma, whose class has graduated, or who have participated in graduation exercises are not eligible for concurrent enrollment funding. Senior students shall complete reimbursable concurrent enrollment courses prior to their graduation or participation in graduation exercises. (R277-713-5-D)~~

~~4.6—Students may earn up to thirty (30) semester hours of credit per year through concurrent enrollment conducted on a contractual basis. Credits in excess of thirty (30) hours must be on a non-contractual basis.~~

5.0—COURSES/CREDITS

~~5.1—Participation in concurrent enrollment begins a student's college experience and a permanent college transcript.~~

~~5.2—Schools within the USHE (Utah System for Higher Education) that grant higher education/college credit may participate in the concurrent enrollment program. (R277-713-5A)~~

~~5.3—A student shall receive high school credit for concurrent enrollment classes that is consistent with the district policies for awarding credit for graduation. (R277-713-6F1)~~

~~5.3.1—Concurrent enrollment course credit shall count toward high school graduation requirements as well as for college credit. (R277-713-6F4)~~

~~5.3.2—The providing institution of higher education must verify credit and enrollment with UHS registrar.~~

~~5.3.3—A contractual student dropping any college course after 10 days of the beginning of the grading period will result in one of the following being recorded on the student's high school transcript:~~

~~5.3.3.1—Incomplete;~~

~~5.3.3.2—Withdraw fail;~~

~~5.3.3.3—Failure.~~

~~5.3.4—Any contractual course repeated must be considered non-contractual. Examples for repeating may include but are not limited to:~~

~~5.3.4.1—Failure;~~

~~5.3.4.2—Incomplete;~~

~~5.3.4.3—Drop;~~

~~5.3.4.4 — No grade or to improve a grade.~~

~~5.3.5 — Only courses taken from a master list maintained by the Curriculum Section at the USOE shall be reimbursed from the state concurrent enrollment funds. All approved concurrent enrollment courses will be recorded on the transcript. Courses may be added or deleted from the master list with adequate notice to teachers at the USHE institution and public schools. (R277-713-4-D)~~

~~5.4 — Concurrent enrollment course offerings shall reflect the strengths and resources of the respected schools and institutions of higher education and be based upon student needs.~~

~~5.4.1 — The number of courses selected must be kept small enough to ensure coordinated statewide development and training activities for participating teachers.~~

~~5.4.2 — Concurrent enrollment offerings are limited to a manageable number of courses allowing a focus of energy and resources on quality instruction in these courses. Concurrent enrollment classes may be offered in the following subject areas as determined by annual contract between Uintah School District and the appropriated institution of higher education:~~

~~5.4.2.1 — English;~~

~~5.4.2.2 — Mathematics;~~

~~5.4.2.3 — Fine Arts;~~

~~5.4.2.4 — Humanities;~~

~~5.4.2.5 — Science; and~~

~~5.4.2.6 — Social Science~~

~~5.4.2.7 — World Languages~~

~~5.4.2.8 — Career/Technical Programs~~

~~5.4.3 — Concurrent enrollment funding shall be provided only for 1000 or 2000 level courses unless a student's CCR (College and Career Readiness Plan) identifies a student's readiness and preparation for a higher level course. This exception shall be individually approved by the student's counselor and school district concurrent enrollment administrator. Concurrent enrollment funding is not intended for unilateral parent/student initiated college attendance or course-taking. (R277-713-4-E)~~

6.0 — FACULTY

~~6.1 — Nomination of adjunct faculty is the joint responsibility of the school district and the participating institution of higher education. Final approval of the adjunct faculty is determined by the appropriate USHE institution. (R277-713-7A)~~

6.2—USHE institution adjunct faculty who are not K-12 teachers and who have significant unsupervised access to K-12 students shall complete a criminal background check consistent with Section 53A-3-410. The adjunct faculty employer shall have responsibility for determining the need for criminal background checks consistent with the law and for satisfying this requirement and shall maintain appropriate documentation. (R277-713-7-B)

~~7.0—FUNDING AND STUDENT TUITION~~

7.1—Source of Funds—A portion of the state funds appropriated for accelerated learning programs is allocated to concurrent enrollment program. The district receives a pro-rated amount according to the number of semester hours of successful college credit earned by students. Successfully completed means that a student received USHE credit for the course. Concurrent enrollment funds may not reimburse districts for repeated courses. Appropriate reimbursement may be verified at any reasonable time by USOE audit. (R277-713-8-A)

7.2—Appropriated concurrent funds flow to the district and from there to the USHE institution according to the level of costs borne by each as determined by the contractual agreement.

7.3—Shared costs—Some portion of program costs will be borne by each of the participating parties: the school district, the higher education institution, and the student.

7.4—It is the intent of the Utah State Board of Education that state concurrent enrollment funds be used to assist with tuition costs, costs of supervision and monitoring, staff development of adjunct faculty, assistance with delivery costs for distance learning programs, costs of district or school personnel who work with the program, student textbooks and other instructional materials, and fee waivers for costs or expenses related to concurrent enrollment for fee waiver eligible students under R277-407, pursuant to the annual agreement. (R277-713-8-F-1-8)

~~8.0—CONTRACTS WITH INSTITUTIONS OF HIGHER EDUCATION~~

The superintendent will negotiate annual contracts with institutions of higher education participating in concurrent enrollment to insure administrative and instructional support of concurrent enrollment courses.

8.1—Contracts shall be negotiated for the following year prior to the beginning of the school year.

8.2—The contracts shall include provisions for collaborating school districts and institutions of higher education. The annual contract shall include but may not be limited to:

8.2.1—The courses offered;

8.2.2—The location of the instruction;

8.2.3—The teacher;

- ~~8.2.4— Student eligibility requirements;~~
- ~~-~~
- ~~8.2.5— Course outlines;~~
- ~~-~~
- ~~8.2.6— Texts, and other materials needed; and~~
- ~~-~~
- ~~8.2.7— The administrative and supervisory services, in-service education, and reporting mechanisms to be provided by each party to the contract.~~
- ~~-~~
- ~~8.3— The annual concurrent enrollment agreement between a USHE institution and the school district who has responsibility shall:~~
 - ~~-~~
 - ~~8.3.1— Provide for parental permission for students to participate in concurrent enrollment classes, which includes notice to parents that participation in concurrent enrollment courses count toward a student’s college record/transcript.~~
 - ~~-~~
 - ~~8.3.2— Provide for the entity responsible for parent notification about concurrent enrollment purpose(s) and student and family privacy protections; and~~
 - ~~-~~
 - ~~8.3.3— Provide for discussion and training, as necessary, to all concurrent enrollment instructors about student information, student records laws, and student confidentiality.~~
 - ~~-~~
 - ~~8.3.4— This rule shall be effective beginning with the 2005-2006 school year. (R277-713-9-B)~~
 - ~~-~~

9.0— RELATIONSHIP TO OTHER ACCELERATED PROGRAMS

~~Concurrent enrollment is distinct from early admission programs. Early admission allows high school students who have left high school prior to graduation and who are no longer counted in Average Daily Membership to enroll in college courses for credit. Concurrent enrollment policies and funding mechanisms do not apply to early admission programs.~~

- ~~9.1— Local schools shall counsel students regarding special curricular options such as Concurrent Enrollment and Advance Placement as they develop their CCR (College and Career Readiness Plan).~~
- ~~-~~
- ~~9.2— Participation in Concurrent Enrollment begins a student’s college experience and a permanent college transcript. In contrast to the Advanced Placement program, where college credit is granted upon successful completion of a national examination, the grade will be entered on permanent record regardless of the results.~~

Utah Code 53E-10-301(2), (4), (5), (6) (2024)

Utah Code 53E-10-302(6) (2024)

Utah Code 53E-10-303(1) (2024)

Utah Admin Rules R277-701-7(2), (3) (November 7, 2024)

Utah Code 53E-10-305 (2024)

Utah Code 53G-7-503(2)(b)(iii) (2025)

Utah Admin Rules R277-701-11(3), (4) (November 7, 2024)

Utah Code 53E-10-304 (2020)

Adoption Date: **March 16, 2010**
Last Revised: **01/14/2026**
Policy Origin: Last Approved on 12/11/2012

[2025 USBA Model Policies - ECE Concurrent Enrollment](#)



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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: Dr. Mistalyn Leis, HR Director

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

Date: January 9, 2026

Re: **005.0100 Employee Conflict of Interest (First Reading)**

Recommendation: The policy committee is recommending that the Uintah School District Board of Education approve policy 005.0100 Employee Conflict of Interest, a new policy, on first reading.

Background (rationale): This policy was written based on the model policy and was updated in a recent legislative session.

Policy Implications: None

Personnel Implications: This policy establishes standards to prevent personal, financial, or professional interests from improperly influencing District decisions. It also provides guidelines for accepting gifts.

Facility Implications: None

Financial/Budget Implications: This policy increases fiscal responsibility and transparency.

Motion: Motion to approve policy 005.0100 Employee Conflict of Interest, a new policy, on first reading.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, MBA**, Business Administrator
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Policy: 005.0100

Section: Section 005- Personnel

EMPLOYEE CONFLICT OF INTEREST (New) (1st Reading)

NEW POLICY

1.0 GENERAL POLICY STATEMENT

1.1 Uintah School District is committed to maintaining the highest standards of ethical conduct and public trust. Employees are expected to perform their duties with integrity, impartiality, and transparency, avoiding any actual or perceived conflicts of interest. This policy establishes standards to prevent personal, financial, or professional interests from improperly influencing District decisions, the use of District resources, or the disclosure of information obtained through employment. Compliance with applicable state laws and ethical requirements is a condition of employment.

2.0 PUBLIC OFFICE

2.1 District employees may not serve as members of the Uintah School District Board of Education. District employees may serve as members of the governing bodies of other school districts (other than those in which they are employed), cities, towns, or other local governmental districts.

3.0 SCHOOL SUPPLIES

3.1 No teacher, administrator, or other employee of Uintah School District shall sell or otherwise receive compensation from Uintah School District as a result of the purchase, lease, or acquisition of any kind of school furniture or supplies.

4.0 PRIVATE, CONTROLLED, OR PROTECTED INFORMATION

4.1 Uintah School District employees may not

4.1.1 Accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce the employee to improperly disclose controlled information that the employee has gained by reason of the employee's position.

- 4.1.2 Disclose or improperly use controlled, private or protected information acquired by reason of the employee's official position or in the course of official duties for the employee's or another's private gain or benefit.
- 4.1.3 Use or attempt to use the employee's position with the District to substantially further the employee's economic interest or to secure special privileges or exemptions for the employee or others.
- 4.1.4 Accept other employment that the employee might expect would impair the employee's independence of judgment in performing the employee's public duties.
- 4.1.5 Accept other employment that the employee might expect would interfere with the ethical performance of the employee's duties.
- 4.2 Uintah School District employees shall submit a Conflict of Interest Disclosure form upon hire and as requested by the Business Administrator or designee.

5.0 ACCEPTING GIFTS, COMPENSATION OR LOAN

- 5.1 No Uintah School District employee shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation, or loan for the employee or another if:
 - 5.1.1 It would tend to influence someone in the employee's position in the discharge of employment duties;
 - 5.1.2 The employee knows or someone in the employee's position should know it is a reward for the employee's action; or
 - 5.1.3 The employee recently has been, or is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided below captioned "Receiving Compensation for Assistance in Transaction Involving a Government Agency."
- 5.2 This section does not apply to the following:
 - 5.2.1 An occasional non-pecuniary gift having a value of not more than \$50.00;
 - 5.2.2 An award publicly presented in recognition of public services;
 - 5.2.3 Any bona fide loan made in the ordinary course of business by an institution authorized by the laws of this state or any other state to engage in making such loans.
 - 5.2.4 A political campaign contribution if the contribution is used in a political campaign of the recipient District employee.

6.0 RECEIVING COMPENSATION FOR ASSISTANCE IN TRANSACTION INVOLVING A GOVERNMENTAL AGENCY

- 6.1 A "government agency" is any department, division, agency, commission, board, council, committee, authority or any other institution of the state or any of its political subdivisions, including Uintah School District and Utah Board of Education. No District employee shall receive or agree to receive compensation for assisting any person or business entity in any transaction involving a government agency unless the District employee files with the superintendent,

the state attorney general's office, and the head of the agency with which the transaction is being conducted a sworn written statement containing the following information:

- 6.1.1 The name and address of the employee.
 - 6.1.2 The name of the District.
 - 6.1.3 The name and address of the person or business entity being or to be assisted.
 - 6.1.4 A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.
- 6.2 The sworn statement shall be filed on or before the earlier of ten days after the date of any agreement between the District employee and the person or business entity being assisted or ten days after the receipt of compensation.

[Utah Code § 20A-14-202\(4\) \(2022\)](#)

[Utah Code § 67-16-4 \(2018\)](#)

[Utah Code § 67-16-5 \(2014\)](#)

[Utah Code § 67-16-3\(1\),6 \(2024\)](#)

Adoption Date:
Approved:
Policy Origin: New Policy



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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: Mindy Merrell, Support Services Director

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

Date: January 14, 2026

Re: 010.1000 School Safety (New)

Recommendation: Approve Policy 010.1000 School Safety on first reading.

Background (rationale): This policy establishes a framework for school safety by requiring school safety needs assessments, defines safety personnel roles, and outlines coordinated partnerships with law enforcement and emergency responders as per state code. State codes are referenced in policy 010.1000. Redline changes are per the policy committee's recommendations.

Policy Implications: None

Personnel Implications: Standards already in practice.

Facility Implications: Standards already in practice.

Financial/Budget Implications: None

Motion: Motion to approve Policy 010.1000 School Safety on first reading.

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Policy: 010.1000

Section: Section - Building/Facility/Equipment

School Safety

NEW POLICY

1.0 GENERAL POLICY STATEMENT

- 1.1 The District is committed to maintaining a safe and secure school environment by conducting regular safety needs assessments, designating and training required safety personnel, coordinating with law enforcement and emergency responders, implementing preventative and intervention strategies, and complying with all applicable state laws and regulations related to school safety and security.

2.0 SCHOOL NEEDS ASSESSMENT

- 2.1 Unless an exception or modification is granted by the state security chief, the District shall ensure that a school safety needs assessment is conducted by October 15 of an applicable year, for each school or K-12 campus in the District. The assessment must be conducted at least once every three years for each school or K-12 campus. The District shall update the assessment schedule as necessary to ensure compliance with the three-year assessment requirement. The District may implement a rotating or staggered schedule for the assessments provided that each school within a K-12 campus is assessed at least once every three years and the District documents the schedule and shares it with the state security chief, the School Safety Center, the county security chief, and the law enforcement agency with primary jurisdiction over the school's physical location (referred to in this policy as the "local law enforcement agency").
- 2.2 A school's assessment is conducted by the school safety specialist in collaboration with the county security chief and with the local law enforcement agency. (A school safety and security director may fulfill the role of a school safety specialist in conducting the assessment.)

- 2.3 The assessment will be that selected by the state security chief in collaboration with the School Safety Center and will determine needs and deficiencies regarding (1) appropriate school safety personnel (including necessary supports, training, and policy creation for personnel), (2) physical building security and safety (including required upgrades to facilities and safety technology), (3) the school's current threat and emergency response protocols (including any emergency response agreements with local law enforcement), (4) cardiac emergency preparedness (including an inventory of whether automated external defibrillators are present and accessible, maintenance status, and current staff training offerings) and (5) compliance with the universal access key box requirements.
- 2.4 The District shall report the results of each school safety needs assessment to the state security chief and the School Safety Center.

3.0 SAFETY PERSONNEL

- 3.1 Unless an exception or modification is granted by the state security chief, the District shall appoint or designate school safety personnel as required by statute and according to the timeline established by the state security chief. The personnel shall include a school safety and security director for the District, a school safety and security specialist for each school campus, and (for each school and based on the results of the school safety needs assessment) at least one school resource officer or school guardian or armed school security guard. A school may have the same individual serve in more than one of these roles if the school notifies the School Safety Center and the state security chief of the decision to do so.
- 3.2 *School safety and security director*
 - 3.2.1 The District school safety and security director is the District point of contact for the county security chief, local law enforcement, and the state security chief. The school safety and security director:
 - 3.2.1.1 Shall collaborate and maintain effective communications with local law enforcement, the county security chief, the District, and school-based behavioral and mental health professionals to ensure adherence with all policies, procedures, protocols, rules, and regulations relating to school safety and security;
 - 3.2.1.2 Shall, as applicable, coordinate security responses among school safety and security specialists, school resource officers, armed school security guards, and school guardians;

3.2.1.3 If the school safety and security director is a District Employee, shall be a member of the multidisciplinary team;

3.2.1.4 Shall, only once, complete the training requirements for school guardians;

3.2.1.5 Shall complete the school resource officer and administrator training the state security chief approves in consultation with the School Safety Center; and

3.2.1.6 If serving as a backup school guardian, satisfy all requirements that apply to a school guardian.

3.2.1.7 The school safety and security director does not have authority to act in a law enforcement capacity. The director may take actions necessary to prevent or abate an active threat and may temporarily detain an individual when the director has reasonable cause to believe the individual has committed or is about to commit a forcible felony. Except during an active threat, if the director is carrying a firearm on school grounds it shall be carried in a concealed manner and may not be displayed or open carried.

3.3 *School safety and security specialist*

3.3.1 A school safety and security specialist shall be designated for each school campus in the District from among the employees of that school campus. The specialist may not be the school principal. During an active emergency at the school, the specialist is subordinate to any responding law enforcement officers. The school safety and security specialist;

3.3.1.1 Reports directly to the principal;

3.3.1.2 Oversees school safety and security practices to ensure a safe and secure school environment for students and staff;

3.3.1.3 Ensures adherence with all policies, procedures, protocols, rules and regulations relating to school safety and security through collaborating and maintaining effective communications with, as applicable:

- a. The principal;
- b. School staff;
- c. The school resource officer;
- d. The armed school security guard;
- e. The school guardian;
- f. Local law enforcement;

- g. The county security chief;
- h. The school safety and security director;
- i. The District; and
- j. School-based behavioral and mental health professionals;

3.3.1.4 In collaboration with the county security chief and the local law enforcement agency:

- a. Conducts the school safety needs assessment;
- b. Submits the completed assessments to the School Safety Center by October 15 of each year; and
- c. Reviews the results of the school safety needs assessment to recommend and implement improvements to school facilities, policies, procedures, protocols, rules, and regulations relating to school safety and security;

3.3.1.5 Serves as a member of the multidisciplinary team;

3.3.1.6 When deemed necessary by the specialist, conducts a behavioral threat assessment using an evidence based tool recommended by the state security chief;

3.3.1.7 Monitors and regularly reports to the principal, local law enforcement, and the Superintendent or designee security risks for the school resulting from either issues with school facilities or the implementation of practices, policies, procedures, and protocols relating to school safety and security;

3.3.1.8 Coordinates with local first responder agencies to implement and monitor safety and security drills in accordance with policy and applicable procedures and protocols;

3.3.1.9 Ensures that school staff and, when appropriate, students, receive training on and remain current on the school's safety and security procedures and protocols;

3.3.1.10 Following an event where security of the school has been significantly compromised, organizes a debriefing following the recommendations from the state security chief, in collaboration with the School Safety Center, regarding strengthening school safety and security practices, policies, procedures and protocols with (as applicable):

- a. The principal;
- b. School staff;
- c. The school resource officer;

- d. The armed school security guard;
- e. The school guardian;
- f. Local law enforcement;
- g. The county security chief;
- h. The school safety and security director;
- i. The District; and
- j. School-based behavioral and mental health professionals;

3.3.1.11 Abides by District, school, and law enforcement policy outlining the chain of command;

3.3.1.12 During an emergency and as applicable, coordinates with the;

- a. School resource officers;
- b. School guardian;
- c. Armed school security guards;
- d. School administrators; and
- e. Responding law enforcement officers;

3.3.1.13 Follows District, school, and law enforcement student privacy policies (including state and federal privacy laws);

3.3.1.14 Participates in annual training selected by the state security privacy chief; and

3.3.1.15 Remains current on:

- a. A comprehensive school guideline selected by the state security chief;
- b. The duties of a school safety and security specialist; and
- c. The school's emergency response plan.

3.3.1.16 Compensation shall be provided to employees who serve in the capacity of a school safety and security specialist in accordance with applicable district policies and state code.

3.4 *School resource officer*

3.4.1 A school resource officer is a law enforcement officer who provides law enforcement services for the District under a contract between the District and the officer or the officer's law enforcement agency.

3.4.2 The school resource officer's responsibilities and duties are as outlined below and in the contract between the District and the law enforcement agency.

3.4.2.1 Board Approval

3.4.2.1.1 Before using a school resource officers to satisfy school safety personnel requirements, the District shall contract with a local law enforcement agency to provide the school resource officer services.

3.4.2.1.2 Before entering into a contract for SRO services, the Board shall present the proposed contract at a public meeting and receive public comment on the proposed contract and on the specific provisions of this policy. As the Board determines is appropriate following receipt of public comment, the Board will modify the proposed contract and this policy before entering into the contract.

3.4.2.2 Required Contract Provisions

3.4.2.2.1 To be approved by the Board of Education, a contract for school resource officer services must include:

3.4.2.2.1.1 an acknowledgement that an SRO hired under the contract shall;

- a. Provide for and maintain a safe, healthy, and productive learning environment in a school;
- b. Act as a positive role model to students;
- c. Work to create a cooperative, proactive, and problem-solving partnership between law enforcement and the District;
- d. Emphasize the use of restorative approaches to address negative behavior; and
- e. At the request of the District, teach a vocational law enforcement class;

3.4.2.2.1.2 a description of the shared understanding of the District and the law enforcement agency or individual regarding the roles and responsibilities of law enforcement and the District to:

- a. Maintain safe schools;
- b. Improve school climate; and
- c. Support educational opportunities for students;

3.4.2.2.1.3 a designation of student offenses that, in accordance with Utah Code § 53G-8-211, the SRO:

- a. May refer to juvenile court;
- b. Shall confer with the District to resolve and shall refer to a school administrator for resolution as an administrative issue with the understanding that the SRO will be informed of the outcome of the administrative issue;

3.4.2.2.1.4 a detailed description of the rights of a student under state and federal law with regard to:

- a. Searches;
- b. Questioning;
- c. Arrests; and
- d. Information privacy;

3.4.2.2.1.5 a detailed description of:

- a. Job assignment and duties, including;
 - i. The school to which the SRO will be assigned;
 - ii. The hours the SRO is expected to be present at the school;
 - iii. The point of contact at the school;
 - iv. Specific responsibilities for providing and receiving information; and
 - v. Types of records to be kept, and by whom;
- b. Training requirements; and
- c. Other expectation of the SRO and school administration in relation to law enforcement at the District;

3.4.2.2.1.6 that an SRO who is hired under the contract and the principal at the school where an SRO will be working, or the principal's designee, will jointly complete the SRO training described in Utah Code § 53G-8-702;

3.4.2.2.1.7 that both parties agree to jointly discuss SRO applicants;

3.4.2.2.1.8 that the law enforcement agency will, at least annually, seek out and accept feedback from the District about an SRO's performance; and

3.4.2.2.1.9 to the extent permitted by the Family Educational Rights and Privacy Act, 34 CFR Part 99 ("FERPA"), a designation of the SRO or the law enforcement designee as a "school official" under FERPA.

3.4.2.3 In addition to these required provisions, the contract may include such other provisions as are deemed appropriate, so long as those do not conflict with the required provisions.

3.5 *School guardian*

3.5.1 A school guardian is a school employee who meets the eligibility requirements and has been approved to be a school guardian by the school's principal (or Superintendent if a principal applies to be a guardian). A school may designate more than one school guardian. An employee's school guardian status may be revoked at any time by the school principal, county sheriff, or state security chief.

3.5.2 To be qualified for designation as a school guardian, an eligible employee must:

- a. Satisfactorily complete the initial training for a school guardian within the prior six months;
- b. Hold a valid firearm concealed carry permit;
- c. Certify to the sheriff of the county where the school is located that the employee has undergone the initial training and intends to serve as a school guardian;
- d. Complete an initial "fit to carry" assessment the Department of Health and Human Services approves and a provider administers and maintain compliance with mental health screening requirements consistent with law enforcement standards; and
- e. Be approved by the school administrator to be a school guardian.

3.5.3 A school guardian must complete the required annual and biannual training to retain the designation of school guardian.

3.5.4 A school guardian does not have authority to act in a law enforcement capacity. The guardian may take actions necessary to prevent or abate an active threat and may temporarily detain an individual when the guardian has reasonable cause to believe the individual has committed or is about to commit a forcible felony.

3.5.5 Except during an active threat, if the guardian is carrying a firearm on school grounds it shall be carried in a concealed manner and may not be displayed or open carried. A guardian may store the guardian's firearm on school grounds only if the firearm is stored in a biometric gun safe, that safe is located in the guardian's office, and the guardian is physically present on school grounds while the firearm is stored in the safe.

3.5.6 Except when it occurs during a training exercise, a school guardian who points a firearm at an individual during the performance of the guardian's duties shall file a report which describes the incident, identifies the individuals involved,

and includes any other information required by the state security chief. The report shall be submitted within 48 hours of the incident to the school administrator, school safety and security director, and the state security chief.

3.5.7 A school guardian with active status in the school guardian program is not liable for civil damages or penalties if the guardian:

- a. Threatens, draws, or otherwise uses a firearm reasonably believing the action to be necessary in compliance with Utah Code § 76-2-402 (regarding use of force in defense of a person); or
- b. When carrying or storing a firearm, is acting in good faith and is not grossly negligent.

3.5.8 Additional compensation may be provided to employees who serve in the capacity of a school guardian in accordance with applicable district policies and state code.

3.6 *Armed school security guard*

3.6.1 An "armed private security officer" is an individual employed by a contract security company whose primary duty is guarding personal or real property or providing protection or security to the life and well-being of humans or animals and who wears, carries, possess, or has immediate access to a firearm in the performance of the individual's duties. A "contract security company" is a company that is engaged in business to provide security services to another person, business, or entity on a contractual basis by assignment of an armed or unarmed private security officer. An "armed school security guard" is an armed private security officer who:

3.6.1.1 Is licensed as an armed private security officer under Title 58, Chapter 63, Security Personnel Licensing Act;

3.6.1.2 Has a valid firearm concealed carry permit;

3.6.1.3 Has undergone training from the county security chief or from a local law enforcement agency regarding;

- a. The safe loading, unloading, storage, and carrying of firearms in a school setting;
- b. The role of armed security guards in a school setting; and
- c. Coordination with law enforcement and school officials

3.6.1.4 Has completed an initial "fit to carry" assessment the Department of Health and Human Services approves, and a provider administers, and maintains compliance with mental health screening requirements consistent with law enforcement standards;

3.6.2 In order to remain eligible to be assigned as an armed school security guard at a District school, the guard must participate in and satisfy the initial, annual, and biannual training requirements for school guardians.

3.6.3 An armed school security guard's responsibilities and duties are as outlined below and in the contract between the District and the contract security company employing the guard.

3.6.3.1 Board Approval

3.6.3.1.1 Before using an armed school security guard to satisfy school safety personnel requirements, the District shall contract with a contract security company to provide armed school security guards at each school in the District.

3.6.3.2 Required Contract Provisions

3.6.3.2.1 To be approved by the Board of Education, a contract for armed school security guard services must include;

3.6.3.2.1.1 A detailed description of the rights of a student under state and federal law with regard to:

- a. Searches;
- b. Questioning;
- c. Arrests; and
- d. Information privacy;

3.6.3.2.1.2 A detailed description of job assignment and duties, including;

- a. The schools to which a guard will be assigned;
- b. The hours a guard will be present at the school;
- c. The point of contact at the school the guard will use in case of an emergency;
- d. Specific responsibilities for providing a nd receiving information; and
- e. Types of record to be kept, and by whom;

3.6.3.2.1.3 other expectations of the District and school administration in relation to school security.

3.6.3.2.2 in addition to these required provisions, the contract may include such other provisions as are deemed appropriate, so long as those do not conflict with the required provisions.

3.6.3.3 Notice of Contract

3.6.3.3.1 Upon entering into a contract for armed school security guard services, the Board of Education shall inform the state security chief and county security chief of the contract and shall provide the contact information of the contract security company employing the armed school security guard for use during an emergency.

3.6.4 An armed school security guard may conceal or openly carry a firearm at the school at which the guard is employed under the contract between the District and the employing contract security company.

3.6.5 An armed school security guard who points a firearm at an individual or aims a conductive energy device at an individual and displays the electrical current shall file a report which describes the incident, identifies the individuals involved, and includes any other information required by the state security chief. The report shall be filed within 48 hours of the incident to the school administrator, school safety and security director, and the state security chief.

4.0 UNIVERSAL ACCESS KEY BOXES

4.1 A "universal access key box" is a UL Standard 1037 compliant secure container designed to store and protect emergency access keys and devices.

4.2 "Emergency responder" means law enforcement, fire service, or emergency medical personnel authorized by local authorities to respond to school emergencies.

4.3 A school building shall include universal access key boxes that:

4.3.1 Are installed at main entry points;

4.3.2 Contain master keys and access devices providing complete access to all areas of the school;

4.3.3 Are accessible only to authorized emergency responders;

4.3.4 Are electronically monitored for tampering; and

4.3.5 Are weather-resistant and vandal-resistant.

4.4 The District shall maintain universal access key boxes by:

- 4.4.1 Conducting quarterly inspections;
 - 4.4.2 Updating the contents within 24 hours of any lock or access control changes;
 - 4.4.3 Maintaining current key and access device inventories;
 - 4.4.4 Documenting all inspections and updates; and
 - 4.4.5 Immediately replacing any damaged or malfunctioning boxes.
- 4.5 The District shall coordinate with local emergency responders to:
- 4.5.1 Determine optimal box placement;
 - 4.5.2 Establish access protocols;
 - 4.5.3 Conduct annual reviews of box usage and effectiveness.
- 4.6 The District shall include universal access key box locations and protocols in school emergency response plans, building schematic diagrams provided to emergency responders, and school safety and security training materials.

5.0—PANIC ALERT DEVICES

- ~~5.1~~—Consistent with the results of the school safety needs assessment, the lead teacher in each classroom shall be provided with a wearable panic alert device that shall communicate directly with public safety answering points. Before the beginning of each school year, all school building personnel shall receive training on the protocol and appropriate use of the panic alert device.

6.05.0LAW ENFORCEMENT ACCESS TO SECURITY CAMERAS

- ~~6.1~~5.1 The District shall make all security cameras in school buildings accessible by a local law enforcement agency and public safety access points, shall coordinate with the local law enforcement agency to establish appropriate access protocols, and shall physically mark all hallways and doorways consistent with the incident response method or system the state security chief creates.

7.06.0PREVENTION AND INTERVENTION

- ~~7.1~~6.1 The District shall provide schools with curriculum materials regarding comprehensive violence prevention and intervention strategies such as resource lessons and materials on anger management, conflict resolution, and

respect for diversity and other cultures. In so doing, the District shall make use of materials and resources provided by the State Board of Education. Schools may also provide age-appropriate instruction on firearm safety, including appropriate steps to take if a student sees a firearm or facsimile firearm at school.

7.26.2 To the extent resources permit, the District shall also develop or incorporate tiered student assistance programs. In developing student assistance programs, the District may coordinate with the State Superintendent and other state agencies.

[Utah Code § 53-13-103](#)
[Utah Code § 53-22-105](#)
[Utah Code § 53-25-701](#)
[Utah Code § 58-63-102](#)
[Utah Code § 53G-8-213](#)
[Utah Code § 53G-8-701](#)
[Utah Code § 53G-8-701.5](#)
[Utah Code § 53G-8-701.6](#)
[Utah Code § 53G-8-701.8](#)
[Utah Code § 53G-8-702](#)
[Utah Code § 53G-8-703](#)
[Utah Code § 53G-8-704](#)
[Utah Code § 53G-8-805](#)
[Utah Code § 76-2-402](#)
[Utah Admin. Rules R277-400-8](#)

Adoption Date:

Last Revised: [January 14, 2026](#)

Policy Origin: [New Policy, January 14, 2026](#)



"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: January 14th, 2026

Re: 007.0810 Attendance (3rd Reading)

Recommendation: The policy committee is recommending that the Uintah School Board approve policy 007.0810 Attendance on 3rd reading.

Background (rationale): Policy changes are to get in compliance with current attendance requirements. 1st reading changes have been cleaned-up to provide a more clear document.

Policy Implications: Compliance and alignment-Current practice matches proposed changes.

Personnel Implications: Awareness

Facility Implications: None

Financial/Budget Implications: None

Motion: Motion to approve policy 007.0810 on 3rd reading.

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Policy: 007.0810

Section: Section 007 - Students

Attendance

1.0 GENERAL POLICY STATEMENT

COMPULSORY ATTENDANCE

Attendance at school is required by Utah State law and is considered critical to academic success. 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 where the minor resides.

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-, Uintah School 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~~ outlined by Uintah School District; 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, Uintah 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 Uintah School District 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 Uintah School District 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 Uintah 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 at 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, ~~or behavioral~~ 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 that 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 006.5000.~~

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 the custodial parent or legal guardian.

3.4.2 The person ~~is in possession and possesses~~ **has** 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 grades 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 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 the 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 provide 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 grades 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 grades 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 truanancies;

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 persons** 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 persons** having control refuses 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 grades 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~~ The 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 record** 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 **recorded 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 participate as described in 5.3 may be subject to the consequences for truancy in 4.0.

6.0 EDUCATIONAL NEGLECT OF A MINOR

- 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.

Adoption Date: **August 11, 2011**

Last Revised: ~~December 10, 2025~~ January 14, 2026

Policy Origin: **REVISES POLICY 007.0810 ATTENDANCE (LAST APPROVED 8/11/21)**



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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: January 9, 2026

Re: 005.1120 Special Program Compensation (Elimination)

Recommendation: The policy committee is recommending that the Uintah School District Board of Education approve for elimination policy 005.1120 on second reading.

Background (rationale): Since the adoption of this policy in 2001, compensation for extended school year and for committees has been added to salary schedules that are approved annual by the school board.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: Allows for annual review and approval of salary amounts.

Motion: Motion to approve for elimination policy 005.1120 Special Program Compensation on second reading.

Dr. Rick Woodford, Superintendent • D. Troy Timothy, MBA, Business Administrator
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www.uintah.net



Policy: 005.1120

Section: Section 005 - Personnel

Commented [ML1]: This compensation is outline in the salary schedules approved annually.

Special Program Compensation (For Elimination)

SPECIAL PROGRAM COMPENSATION

1.0 Extended Year Employment

- 1.1 The Uintah School District may from time to time offer an extended year program.
- 1.2 Teachers may make an application through the district office for employment in the extended-year program. No teacher will be required as part of his/her regular employment with Uintah School District to accept said employment.
- 1.3 Teachers employed in said programs are temporary employees and subject to Policy 005.0540 Temporary Employees.
- 1.4 Teachers employed in said program shall be paid as follows:
 - 1.4.1 Salary compensation for courses offering high school credit and remedial courses: hourly compensation for time actually spent and authorized in teaching the course. Preparation compensation will be provided on the same basis (ratio) as is provided in the teacher's regular assignment during the regular school year. (Example: a teacher receives one prep period for every four teaching periods at Uintah High School, i.e., a 70-minute prep period for four 70-minute teaching periods or 25% teaching assignment. Thus, for every 70-minute teaching period during an extended year at Uintah High School, the teacher will receive 17.5 minutes of prep time.)
 - 1.4.2 The hourly rate shall be the teacher's previous year's base salary divided by the number of days under contract divided by eight hours per day. (Example: teachers teaching two 70 periods (70 x 2) during an extended year; the teacher is entitled to 35 minutes of prep time (17.5 x 2). Compensation would be hourly rate x (140 minutes + 35 minutes prep time) equals daily earnings, to the nearest quarter hour.
 - 1.4.3 For enrichment, i.e., courses that are not remedial or taken for high school credit: \$15 per instructional hour.
- 1.5 The person employed to serve as coordinator of the extended-year program shall be paid an amount to be determined that shall include all activities and responsibilities related to planning, implementing, and evaluating the program.
- 1.6 No additional insurance or other benefits shall be provided for said employment.

2.0 Curriculum Committee Compensation

2.1 Certificated personnel appointed by the Superintendent to serve as members of curriculum committees shall receive compensation in addition to their regular salary in the amount of \$10.00 per hour spent in committee meetings that are not held during the regular workday.

2.2 There shall be no additional compensation for time spent in committee work during the regular school day as defined in Policy 005.1100.

Adoption Date: **February 22, 2001**

Policy Office: **AMENDED AND REVISED BY NEW POLICY 005.0540 TEMPORARY EMPLOYEES 2/20/01**



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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: Board Members

From: Rick Woodford, Superintendent

Cc: Troy Timothy, Business Administrator

Date: January 14, 2026

Re: Policy 002.0100 - Board Legal Status: Powers and Duties

****See the redline version of the proposed policy in Diligent Community.****

Recommendation: Approve Policy 002.0100 - Powers and Duties on first reading.

Background (rationale): The proposed changes will bring Policy 002.0100 in better alignment with the USBA model policy and recent changes to state code. There are two substantive changes with this proposed policy amendment.

- The first is to eliminate the reference to the relationship between Uintah School District and the State of Utah in Section 1. This change has been recommended by Patrick Tanner in model policy. As far as legal powers are concerned, Uintah School District is its own legal entity separate from the State of Utah.
- Another substantive change is to eliminate Section 14 because stakeholder input is already addressed in Policy 002.0450 - Policy Adoption and Change.

Policy Implications: This is a policy change.

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

Motion: I move to approve the proposed amendments to Policy 002.0100 - Board Legal Status: Powers and Duties on second reading.

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Policy: 002.0100

Section: Section 002 - The School Board

Board Legal Status: Powers and Duties (2nd Reading)

~~BOARD LEGAL STATUS: POWERS AND DUTIES~~

~~1.0—LEGAL STATUS~~

- ~~1.1—The School District is an instrumentality of the State of Utah acting on its behalf in educating children.~~
 - ~~Campbell v. Pack, 389 P.2d 464 (Utah 1964)~~
 - ~~Harris v. Tooele County School District~~
 - ~~471 F.2d 218 (10th Cir. 1973)~~
- ~~1.2—The School District is an arm of the State of Utah and is "entitled to partake in Utah's Eleventh Amendment Immunity" from suits by citizens of the State of Utah in federal courts.~~
 - ~~Martinez V. Board of Education of Emery County School District, 724 F. Supp. 857 (D. Utah 1989)~~

~~1.2.0 PROMOTE EDUCATION~~GENERAL POLICY STATEMENT

The Board has the legal power and duty to do all things necessary for the maintenance, prosperity, and success of the schools and for the promotion of education and to exercise all power given by statute. The Board's legal powers and duties include the actions set forth in this policy but are not necessarily limited to the listed powers and duties.

~~Utah Code Ann. Sec 53G-4-402~~ [Utah Code § 53G-4-402\(23\)](#)

~~2.3.0 GOVERN~~

The Board of Education recognizes that under Utah law "it is the province of the Board of Education to determine what things are detrimental to the successful management, good order, and discipline of the schools and the rules required to produce these conditions."

Beard v. Board of Education, 16 p.2d 900 (Utah 1932)

~~3.4.0 ADOPT RULES~~

Adopt such ~~rules~~policies, regulations, and by-laws as the Board ~~may~~deems proper for the operation of the Board and for the control and management of the District's schools.

~~Utah Code Ann. Sec. 53G-4-402 (15)~~ Utah Code § 53G-4-402(16), (17)

45.0 LEVY TAXES

Establish tax rates each year and submit the proposed rate to the county legislative body in which the District is located according to statutory procedures.

Utah Code ~~Ann.~~ § 53F-8-201
~~Utah Code Ann. § 53F-8-401~~
Utah Code ~~Ann.~~ § 53F-8-202
Utah Code ~~Ann.~~ § 53F-8-402
~~Utah Code Ann. § 53A-16-111 (1988)~~

56.0 ANNUAL BUDGET

Prepared, adopt, and file a budget for the next succeeding fiscal year with the county legislative body in which the District is located as required by statute.

Utah Code ~~Ann.~~ § 53F-8-201

67.0 BEQUESTS

Receive bequests and donations or other monies or funds which are made for educational purposes.

Utah Code ~~Ann.~~ § 53G-4-402 (142)

78.0 ACQUISITION AND OWNERSHIP OF PROPERTY

Acquire and hold real and personal property in the name of the District, inclusive of all rights and titles, and lease and lease with an option to purchase property. The Board of Education has the direction and control of all school property in the district.

Utah Code § 53G-4-401(4)

89.0 EMINENT DOMAIN

Exercise the right of eminent domain to acquire property.

Board of Education of South Sanpete School District v. Barton, 617 P.2d 347 (Utah 1980).
Olsen v. Board of Education of the Granite School District, 571 P.2d 1336 (Utah 1997).

10.0 EMPLOY PERSONNEL

Employ by contract a Superintendent, Business Administrator, principal(s), teacher(s), or other executive officer(s) and set salary schedules therefore.

Utah Code ~~Ann.~~ § 53G-11-202
Utah Code ~~Ann.~~ § 53G-4-301
Utah Code ~~Ann.~~ § 53G-4-302

11.0 CLOSE SCHOOLS AND CHANGE SCHOOL BOUNDARIES

Close schools or suspend the operation of schools or change school attendance area boundaries as

determined to be appropriate by the Board of Education after appropriate public notice and hearing as required by statute.

Allen v. Board of Education Weber County School district 236 P.2d 756 (Utah 1951)
Save Our Schools v. Board of Education of Salt Lake City, 2005 UT 55
Utah Code § 53G-4-402(24)

12.0 SUE AND BE SUED

Sue and be sued in the name of the District.

Utah Code ~~Ann.~~ § 53G-4-401(4)

13.0 FULFILL OTHER STATUTORY DUTIES AND EXERCISE OTHER STATUTORY POWERS

The Board also has the duty to comply with such other duties as are set forth in the laws and regulations of Utah and the United States and also may exercise the powers and authorities established by such laws and regulations.

~~14.0 SOLICITING INPUT ON POLICIES FROM EMPLOYEES~~

~~It is the desire of the Board to create an atmosphere of trust and cooperation between it, the administration, and the employees of the District. In advance of adopting a policy that affects employees, the Board shall solicit comments from a representative of the group affected by a policy and consider any comments submitted prior to adopting the policy.~~

Commented [RW1]: This statement does not belong in this policy.

Adoption Date: **October 17, 1985**

Last Revised: ~~August 08, 2018~~ January 14, 2026

Prior Revised Dates: **01/10/1995; 08/08/2018**

Policy Office: **COMBINES AND REPLACES 002.0100 BOARD LEGAL STATUS: POWERS AND DUTIES (APPROVED 1/10/95) AND 002.0410 MEMBERSHIP OF THE BOARD (APPROVED 10/17/85)**

[BAA Board Powers and Duties redline](#)



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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: Board Members
From: Rick Woodford, Superintendent
Cc: Troy Timothy, Business Administrator
Date: January 14, 2026
Re: Policy 002.0220 - Board Members: Elections and Redistricting

****See the redline version of the proposed policy in Diligent Community.****

Recommendation: Approve Policy 002.0220 - Board Members: Elections and Redistricting

Background (rationale): The proposed changes will bring Policy 002.0220 in better alignment with the USBA model policy and recent changes to state code. There are two substantive changes with this proposed policy amendment.

- The term "reappointment" is replaced by the term "redistricting" throughout this document.
- Section 7 (Vacancies) is removed because there are many reasons for a vacancy that extend beyond the definition and it really does not matter how or why a vacancy occurs for this policy to be implemented.

Both of these changes are recommended by USBA through the model policies.

Policy Implications: This is a proposed policy amendment.

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

Motion: I move to approve the proposed amendments to Policy 002.0220 - Board Members: Elections and Redistricting on second reading.

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Policy: 002.0220

Section: Section 002 - The School Board

Board Members: Elections and ~~Reapportionment~~Redistricting

~~BOARD MEMBERS: ELECTIONS AND REAPPORTIONMENT~~REDISTRICTING

1.0 TERM

The term of office for an elected member shall be four years, except as required because of reapportionment as set forth below, and begins on the first Monday in January following the election.

Utah Code ~~Ann.~~ § 20A-14-203 (2) (20~~22~~16)

2.0 CANDIDACY

An individual may become a candidate for election to the Board by filing a declaration of candidacy with the county clerk and paying the fee as required in Utah Code ~~Ann.~~ 20A-9-202.

Utah Code ~~Ann.~~ § 20A-14-203(1) (20~~22~~16)

Utah Code § 20A-9-201.5 (2025)

3.0 ELECTIONS

[Option for 5 member boards] No more than three (3) members may be elected to the board in any election year, unless otherwise required as a consequence of ~~reapportionment~~redistricting, as set forth below, or to fill a vacancy by election under Policy ~~002.0230BBC~~.

Utah Code ~~Ann.~~ § 20A-14-202 (1) (~~hg~~) (20~~22~~16)

4.0 ~~REDISTRICTING REAPPORTIONMENT~~ DOES NOT CUT SHORT BOARD MEMBER TERMS

~~Redistricting Reapportionment~~ does not affect the right of any school board member to complete the term for which the member was elected, except as may be required for redistricting following creation of a new school district.

Utah Code Ann. § 20A-14-201 (~~53~~) (~~a~~) (20~~25~~11)

5.0 REPRESENTATION OF SCHOOL BOARD DISTRICTS AFTER ~~REAPPORTIONMENT~~REDISTRICTING

5.1 If after ~~redistricting~~~~reapportionment~~ only one board member whose term extends beyond ~~reapportionment~~~~redistricting~~ lives within a ~~reapportioned~~~~local~~ school board district, that board member shall represent that school board district.

5.2 If after ~~reapportionment~~~~redistricting~~ two or more members whose terms extend beyond ~~reapportionment~~~~redistricting~~ live within a ~~reapportioned~~~~local~~ school board district, the members involved shall select one member by lot to represent that school board district.

5.2.1 The other members shall serve at-large for the remainder of their terms.

5.2.2 Notwithstanding the number of board members otherwise established by law, the at-large board members shall serve in addition to the designated number of board members for the board in question for the remainder of their terms.

5.3 If after ~~reapportionment~~~~redistricting~~ there is no board member living within a ~~local~~ school board district whose term extends beyond ~~reapportionment~~~~redistricting~~, the seat for the school board district shall be treated as vacant and filled as provided in policy 002.0230.

Utah Code ~~Ann.~~ § 20A-14-201 (~~63~~) (~~b~~) (20~~25~~~~11~~)

6.0 ADJUSTMENT OF TERM LENGTHS BECAUSE OF ~~REAPPORTIONMENT~~~~REDISTRICTING~~

If, before an election affected by ~~reapportionment~~~~redistricting~~, the county or municipal legislative body that conducted the ~~reapportionment~~~~redistricting~~ determines that one ~~ore~~ more members must be elected to terms of two years to meet this part's requirements for staggered terms, the legislative body shall determine by lot which of the ~~reapportioned~~~~local~~ school board districts will elect members to two-year terms and which will elect members to four-year terms. All subsequent elections are for four-year terms.

Utah Code ~~Ann.~~ § 20A-14-201 (~~74~~) (20~~25~~~~11~~)

~~7.0 VACANCIES~~

~~A vacancy on the Board shall occur upon voluntary resignation as provided by Utah Code § 20A-1-511(2)(a), upon declaration of a vacancy by a court of competent jurisdiction, or upon the death of a member.~~

Commented [RW1]: This is addressed in the Board Member: Mid-term vacancies policy; therefore, it should be deleted from this policy.

Adoption Date: **August 08, 2018**

Last Revised: **June 17, 2020** ~~January 14, 2026~~

Approved Policy Dates: 08/08/2018, 06/17/2020

Policy Office: **REVISES POLICY 002.0220 BOARD MEMBERS: ELECTIONS AND REAPPORTIONMENT (LAST APPROVED 08/08/18)**

[BBC Board Members Vacancies on the Board redline](#)



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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: January 9, 2026

Re: 005.0545 Exchange Visitor Program (Second Reading)

Recommendation: The policy committee is recommending that the Uintah School District Board of Education approve policy 005.0545 Exchange Visitor Program on second reading.

Background (rationale): International guest teachers, who are hired to teach in Uintah School District seek guidance from the board concerning their desires to seek and secure a H-1B Visa for the purpose of continuing employment with Uintah School District. Having a policy will build consistency long term.

Tammy Christensen, Principal at Discovery Elementary, attend the policy committee meeting on January 14, 2026 to provide insight and give input.

The following information was provided in an email received from Karl Bowman, the World Language & DLI Immersion Specialist at USBE:

"As far as the J1 teacher Visa program at USBE, all of the teachers who are here are a part of the Exchange Visitor Program, or EVP. Under the terms of the program, teachers come here directly from their home country, with teaching experience and the required credential equivalency, for a period of up to three years, with a possible two-year extension, with the

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expectation that they then return to their home country after the program is completed. Any deviation from that pattern jeopardizes our program sponsorship. We expect our International Guest Teachers to return home to their countries after their service here in our DLI program.

We have memoranda of understanding with Spain, Mexico, Peru, Germany, France, Taiwan, Brazil, and Portugal. These MOUs provide the backbone for our International Guest Teacher program. This along with the efforts of our teams and our District partners, we are able to make this all work."

Uintah School District is currently hosting four teachers on J1 Visa's and are sponsoring two teachers who are on the first year of their HIB Visa's.

Policy Implications: None

Personnel Implications: There is no current hardship in filling DLI positions. Recruitment and screening potential international guest teachers is the responsibility of USBE.

Facility Implications: None

Financial/Budget Implications: The policy outlines that district funds and resources, except for donations directed to the District, school, or school programs shall not be used in the sponsorship or application process of Visa's

Motion: Motion to approve policy 005.0545 Exchange Visitor Program on second reading.



Policy: 005.0545

Section: 005 – Personnel

EXCHANGE VISITOR PROGRAM

NEW POLICY

1.0 GENERAL POLICY STATEMENT

- 1.2 The aim of the Exchange Visitor Program, or J-1 visa, is to promote the interchange of person, knowledge, and skills, in the field of education, arts, and science. The cultural background and experience of these teachers is a valuable contribution to students and schools. The primary goal is to provide student in the Uintah School District with a culturally rich foreign language experience, while allowing the guest teacher the opportunity to engage broadly with Americans, share their culture, strengthen their English language abilities, and learn new skills that will help them in future careers.

2.0 DEFINITIONS

- 2.1 “International guest teacher” or “guest teacher” means a foreign educator who;
 - 2.1.1 has earned a public teaching credential or license in a foreign country;
 - 2.1.2 is currently legally residing in the United States and the state of Utah with the specific purpose to teach in Utah public schools; and
 - 2.1.3 is a resident of a foreign country that has a Memorandum of Understanding with the Utah State School Board.

3.0 REQUIREMENTS

- 3.1 International guest teachers shall:
 - 3.1.1 have a United States issued social security number prior to ~~an LEA~~ processing any payment to the guest teacher;
 - 3.1.2 cooperate ~~with the LEA~~ in required submission of information including criminal background check information, copies of credentials, copies of transcripts in the language and format designated;
 - 3.1.3 assume all responsibility for living and transportation expenses while participating in the international guest teacher program;
 - 3.1.4 comply with all state of Utah/Board and Uintah School District LEA professional and ethical ~~public-school~~ educator requirements.

- 3.2 A guest teacher who violates ~~an LEA employment or state of Utah, Board or local~~ professional practice may have the teacher's guest employment contract terminated consistent with at will employment provisions.

4.0 VISAS AND EXTENSIONS

4.1 J-1 Visa

- 4.1.1 The J-1 is a cultural exchange visa that allows foreign teachers to work in U.S. schools for a limited period while promoting cultural understanding.
- 4.1.2 Teachers are sponsored by a designated agency, in this case USBE, not the local school district.
- 4.1.3 Valid for three to five years depending on the program.
- 4.1.4 Intended for temporary cultural exchange, not long-term employment.
- 4.1.5 Uintah School District is the host site, not the legal sponsor.

4.2 H-1B Visa

4.2.1 In cases where teachers are in good standing, Uintah School District may sponsor H-1B Visa's and be the host site.

4.2.2~~1~~ The H-1B is a *temporary work visa* that allows school districts to hire highly skilled foreign professionals to fill positions that require a specialized degree.

4.2.3~~2~~ Valid for up to six years.

4.2.4~~3~~ Individuals can remain in the United States long term and may pursue permanent residency.

4.2.5~~4~~ The annual federal lottery applies in most cases.

5.0 FUNDING

5.1 District funds and resources shall not be used in sponsorship, or the application process of a J-1 or H-1B Visa, except for donations directed to the District, school, or school programs.

5.2 Any fundraising activities to support the sponsorship or the application process of a H-1B Visa shall be managed by community members or outside entities and shall not be the responsibility of the district or its employees.

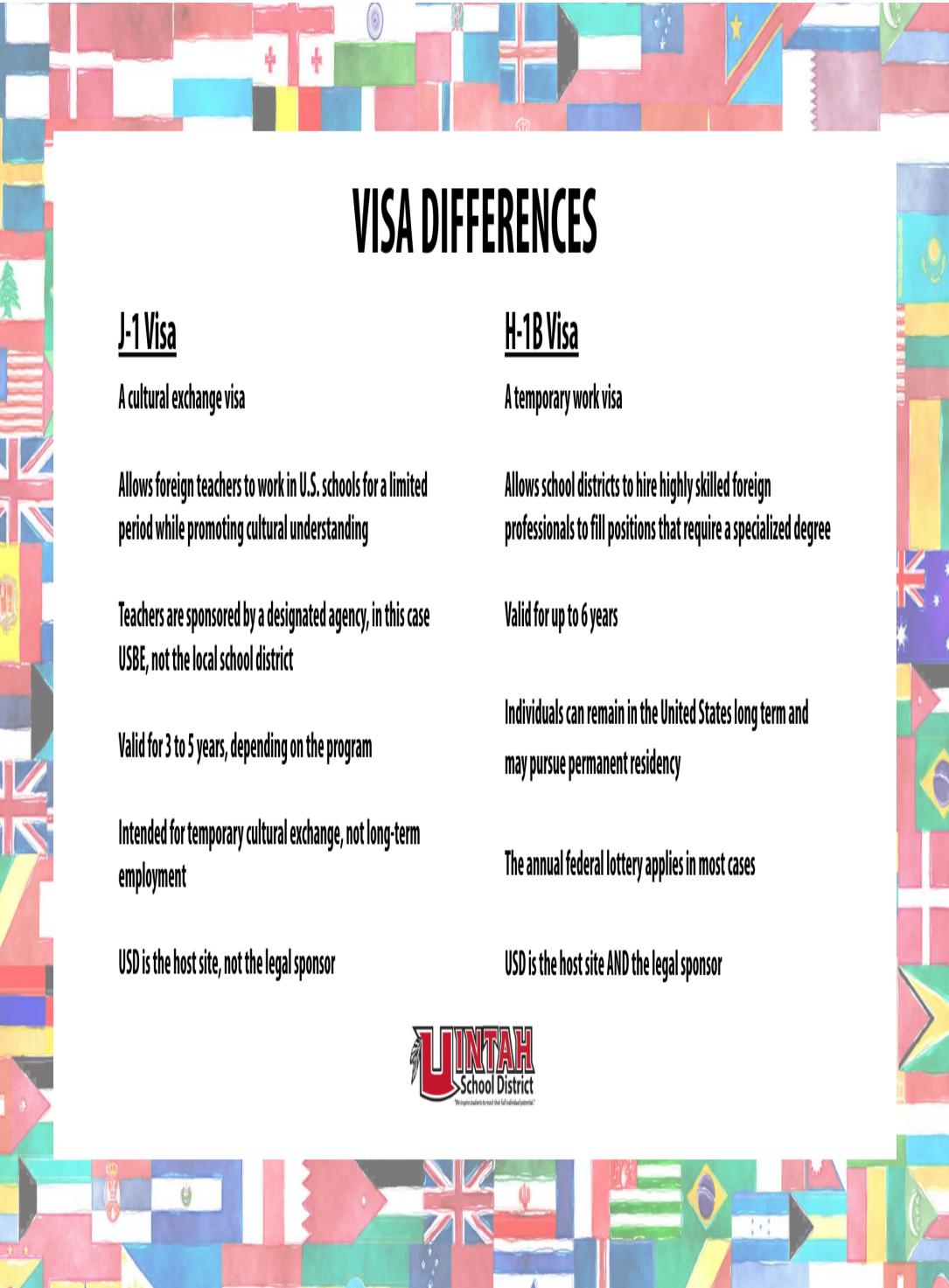
5.3 All donations will be managed in compliance with Uintah School District policy 004.0610 Fundraising and Donations: School Sponsored Activities.

State Board Rule R277-310. International Guest Teachers

Adoption Date:

Last Revised: 12/10/2025

Policy Office:



VISA DIFFERENCES

J-1 Visa

A cultural exchange visa

Allows foreign teachers to work in U.S. schools for a limited period while promoting cultural understanding

Teachers are sponsored by a designated agency, in this case USBE, not the local school district

Valid for 3 to 5 years, depending on the program

Intended for temporary cultural exchange, not long-term employment

USD is the host site, not the legal sponsor

H-1B Visa

A temporary work visa

Allows school districts to hire highly skilled foreign professionals to fill positions that require a specialized degree

Valid for up to 6 years

Individuals can remain in the United States long term and may pursue permanent residency

The annual federal lottery applies in most cases

USD is the host site AND the legal sponsor





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Board of Education

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Memo

TO: Members, Uintah School District Board of Education
FROM: Dr. Mistalyn Leis, Director of Human Resources
DATE: January 14, 2026
RE: Request for January 14, 2026: Board Approval of New Hires; Newly Assigned Employees; Request for Leave of Absence; Notification of Separations of Employment

Superintendent Woodford requests that the Board approve the following recommendations as listed on the enclosed spreadsheets:

Board Approval Request / Information Spreadsheet:

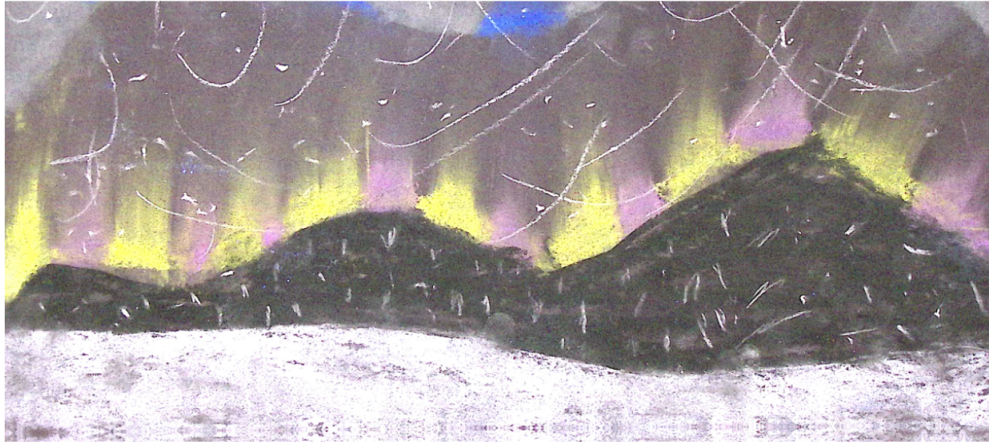
- Eight (8) candidates to fill new hire positions; and
- Two (2) current employees who have recently been assigned to a new position,
- One (1) candidate to fill extracurricular coach position,
- One (1) employee request for a leave of absence.

Superintendent Woodford also reports, for your information, the names of Eight (8) individuals whose employment with USD has ended or will end on the date indicated.

Thank you,

Dr. Mistalyn Leis

Dr. Mistalyn Leis
(435) 781-3100, extension 1005
(435) 790-5906



JANUARY UINTAH ARTS EVENTS

Jan 14-16th
Abravanel Hall, SLC

All-State Band/Orchestra

Jan 22nd-24th
Abravanel Hall, SLC

All-State Choir

Ugly Mug Collaboration
Jan 15th-26th
Critique Show TBD

Contact Necia Collotzi or
Maddi Young for Information



Feb 3rd
Uintah Conference Center

State of the District

Feb 6th
Behive Homes

UMS Singing for Seniors

Please Check School Calendar for Updates

pastel drawing by Naples 2nd-grade student

School/District Events – January/February 2026

Event	Location	When
Book Fair	UMS	January 5-9, 2026
3 Kings Celebration DLI	VMS	January 6, 2026
School Community Council Meeting	VMS	January 6, 2025 @ 2:45 PM
School Community Council Meeting	Lapoint	January 7, 2026 @ 3:45 PM
7th Grade boys and girls vs EVE	VMS	January 7, 2025
Parent Teacher Conference	UMS	January 7-8, 2026
Tournament of Champions Wrestling @ Western Park and UHS	UHS	January 9-10, 2026
NOVA Begins	Ashley	January 12, 2026
Boys and Girls basketball vs. Roosevelt	VMS	January 12, 2026
National Honor Society Induction @ VMS	UHS	January 12, 2026 @ 6:00 PM
Boys Basketball @ Tabiona HS	EVE	January 12, 2025 @ 5:30 PM
School Community Council Meeting	Ashley	January 13, 2026 @ 4:00 PM
Uintah FFA Presents: Hypno Hick the Hypnotist	UHS	January 13, 2026 @ 6:00 PM
Boys Basketball vs UMS @ EVE	EVE	January 15, 2026 @ 5:00 PM
Reading Superbowl Kickoff!	EVE	January 15, 2026 @ 8:00 AM
Gifted and Talented Activity	Maeser	January 16, 2026
Martin Luther King Jr Day (No School)	USD	January 19, 2026
School Community Council Meeting	Maeser	January 20, 2026
Boys and Girls basketball vs. UMS	VMS	January 21, 2026
School Community Council Meeting	UMS	January 21, 2026
Parent Teacher Conferences	Lapoint	January 21-22, 2026

School/District Events – January/February 2026

School Community Council Meeting	Davis	January 22, 2026 @ 4:00 PM
Talent Show for Students @ 9:30 AM Talent Show for Parents @ 2:00 PM	Davis	January 22, 2026
Winter Ball @ UTC	UHS	January 24, 2026 @ 8:00 PM
Boys Basketball vs RJHS @ RJHS	EVE	January 26, 2026 @ 4:00 PM
Parent Teacher Conferences	UHS	January 26, 2025 from 3:00-7:00 PM
Boys and Girls basketball vs. Duchesne	VMS	January 26, 2026
White Ribbon Week	Davis	January 26-30, 2026
7 th Grade College and Career Day	UMS	January 27, 2026
Boys and Girls basketball vs. Altamont	VMS	January 28, 2026
Reading Superbowl Awards Assembly!	EVE	January 29, 2026 @ 1:30 PM
PTA Sponsored STEAM Night	Naples	January 30, 2026 @ 5:00 PM
USBA Day on the Hill	Board	January 30, 2026
5 WIDA testing	VMS	February 2, 2026
Parent Teacher Conferences	Davis	February 4-5, 2026
Maeser Art Show	Maeser	February 2-6, 2026
School Community Council Meeting	VMS	February 3, 2026 @ 2:45 PM
School Community Council Meeting	UHS	February 4, 2026 @ 3:00 PM
Parent Teacher Conferences	VMS	February 4-5, 2026
Parent Teacher Conferences	Maeser	February 4-5, 2026
Kindergarten Alphabet Fashion Show	Maeser	February 6, 2026
Parent Conference Trade Day (No School)	USD	February 13, 2026
President's Day (No School)	USD	February 16, 2026



UTAH SCHOOL BOARDS
ASSOCIATION

YOU'RE INVITED

USBA DAY ON THE HILL

***TOGETHER ON THE HILL -
ELEVATING EDUCATION***

30

**JANUARY
2026**

Utah State Capitol - North
Capitol Building

8:30-9:00 - CONTINENTAL BREAKFAST
9:00-9:30 - OPENING SESSION
9:30-11:00 - VISIT WITH LEGISLATORS
11:00-2:00 - JLC MEETING
2:00-5:00 - HOUSE EDUCATION
COMMITTEE

Utah School Boards Association

CELBRATION OF PUBLIC EDUCATION

Join USBA in celebrating public education.
Stop by the Rotunda to visit with students
and teachers. Learn about the great things
taking place in our schools.



Date: January 21, 2026



Time: 3 PM - 6 PM



Place: Rotunda - Utah State Capitol

More Information:

Lexi Cunningham

lcunningham@usba.cc



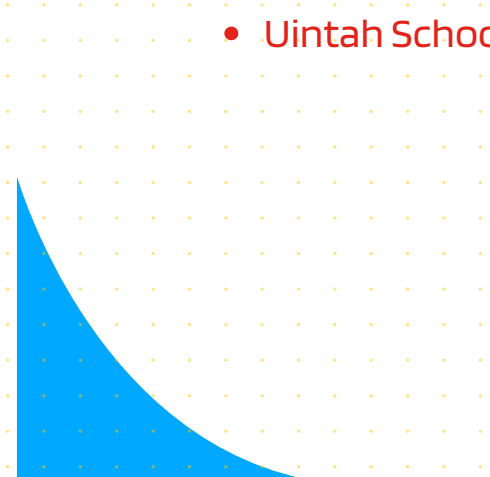
**UTAH SCHOOL BOARDS
ASSOCIATION**



Utah School Boards Association

CELBRATION OF PUBLIC EDUCATION

Featured Participants -

- Alpine School District
 - Box Elder School District
 - Canyons School District
 - Granite School District
 - Juab School District
 - Juab School District
 - Nebo School District
 - Salt Lake City School District
 - Tooele County School District
 - Uintah School District
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