Uintah School District
Board of Education
Uintah County, Utah

Approved Work Session Meeting Minutes

Date: January 14, 2026
Time: 4:00 pm – 5:30 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
- Ryan Maughan, Special Services Director

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 pm.

1.02. Reverence

The reverence was offered by Ryan Maughan.

2. Policy Revisions

2.01. Policies for Approval on First Reading

A. 007.0405 Uintah School District Concurrent Enrollment

The Concurrent Enrollment policy was introduced with revisions aligning it to state code and House Bill 390, which allows district concurrent enrollment funds to cover student fees, labs, and textbooks while removing outdated procedures. Board members also discussed the need for consistent formatting across district policies.

B. 005.100 Employee Conflict of Interest (NEW)

Dr. Leis presented the Employee Conflict of Interest policy, clarifying that the policy applies to district employees—not board members—and requires disclosure upon hire and when circumstances change. The purpose is to promote transparency, especially where employees may also act as vendors.

C. School Safety (NEW)

Mindy Merrell explained that the definitions came from the model policy but could be reduced or removed at the board's discretion. Vice President McKee agreed to pass this on to the policy committee. The board discussed inconsistent definitions, their clarity, and possible adjustments. Members also considered the division of school and district responsibilities and statewide implementation of grant-funded wearable panic alerts.

2.02. Policies for Approval on Second Reading

A. 007.0810 Attendance

Ryan Maughan reported minor wording updates to the policy for clarity and compliance. He addressed confusion raised by board members, while Superintendent Rick Woodford noted state laws limit the district's ability to hold parents accountable. The Board also discussed a citizenship-type program to encourage responsibility and reviewed similar updates to the Attendance policy, noting challenges in enforcing truancy rules.

B. 005.1120 Special Program Compensation (for Elimination)

Dr. Mistalyn Leis stated that the salary schedule covers all payroll details, making the Special Program Compensation policy unnecessary and recommended its removal.

C. 002.0100 Powers and Duties

Superintendent Woodford clarified that the quoted language in the Powers and Duties policy is drawn directly from a Supreme Court decision, recommending that the language remain.

D. 002.0220 Board Members: Elections and Redistricting

The Elections and Redistricting policy returned without changes, though some clarifications were requested.

E. 005.0545 (NEW) Exchange Visitor Program

Dr. Mistalyn Leis explained the differences between the J-1 and H-1B visas, clarifying that the Exchange Visitor Program policy does not signal a lack of support for the dual immersion program; the policy and the program are separate, and support for dual immersion remains strong. She noted two key changes between the first and second readings: first, the updated language clarifies that the district acts as the host site for the J-1 visa, while an employee transitioning to an H-1B visa would require the district to serve as the actual sponsor. Second, the revision outlines legal considerations regarding community fundraising for visa-related costs and explains how such funds must be managed once they become district funds. The Board spent significant time reviewing the policy, further discussing the distinctions between J-1 and H-1B visas, concerns about fairness and equity within the district, and whether community fundraising or district sponsorship practices might unintentionally advantage one school or program over another.

3. Items Requiring Future Board Action

3.01. Minutes

A. December 10, 2025, Pending Work Session and Business Minutes

Troy Timothy reported that all corrections to the December 10, 2025 Work Session and Business Meeting minutes had been completed and posted. Board members expressed appreciation for the accuracy and completeness of the revisions.

3.02. Contracts Needing Board Approval

There were no contracts requiring board approval this month.

3.03. 2026-2027 Academic Calendar and the 2027-2028 Academic Calendar

Superintendent Woodford reviewed the development of the upcoming academic calendars, describing the collaboration among committee members and stakeholder groups. Adjustments were made to avoid conflicts with state testing, notably moving Spring Break back to early April. He confirmed that the calendars follow all state requirements.

4. Informational/Discussion Items

4.01. Board Evaluation Analysis

Superintendent Woodford presented results from the board's self-evaluation survey, summarizing member feedback regarding board productivity, priorities, and effectiveness. The Board discussed the importance of fostering transparency and open communication with the community and agreed that evaluations should occur annually.

4.02. Committee Reports

- **Finance Committee**

Presenter: Member Todd Massey

Member Todd Massey reported on county tax refunds, updates to the UHS Teen Center, fund balance status, and opportunities to place district funds in higher-yield money market accounts while maintaining financial safety.

- **Facilities**

Presenter: President Dave Chivers

President Chivers provided updates on demolition of the old CEC building, walking path improvements at the new CEC, progress on secure vestibules, and the status of the old UMS blue buildings. He noted that the buyer for the Glines property had requested an extension and discussed the ongoing property swap with Uintah Special Service District 1.

- **Uintah Schools Foundation**

Presenter: Member Robin McClellan

Member Robin McClellan reported that the Uintah Schools Foundation expressed appreciation for the continued support and donations it receives, including contributions made through automatic payroll withdrawals by teachers. She noted that the Foundation will not offer additional grants this year due to low funding; although they typically offer two grants annually, they plan to resume awarding grants in the fall.

- **USBA Conference**

Presenter: Member Denise Maynard

Member Denise Maynard provided a brief report on the USBA Annual Conference, noting that it was highly valuable and offered strong professional development. She highlighted sessions covering tax and legal updates, strategies for building “smaller but smarter,” Trust Lands training, the use of AI for school board members, and efforts to connect high school students with workforce opportunities. She expressed appreciation for Robin McClellan's leadership as the Region 5 representative and gratitude for the opportunity to attend.

5. Adjournment

Motion: Member Todd Massey moved to adjourn the work session; Member 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 5:55 p.m.