



USD Board Business Meeting - Feb 11 2026 Agenda

Wednesday, February 11, 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
- 1.02 Reverence
- 1.03 Pledge of Allegiance
- 1.04 Student Board Member Report - Paisley Bell
- 1.05 Celebrations
 - A. Students of the Month
- 1.06 School Reports
 - A. [Maeser Elementary School](#) - Mallory Hoffart, School Administrator
- 1.07 Patron Input

2. BUSINESS/ACTION ITEMS

- 2.01 Consent Calendar 4 - 29
 - A. Minutes - Troy Timothy, Business Administrator
 - 12.10.2025 Amended Business Meeting Minutes
 - Memo: [2026.02.11 Memo Amended 12.10.2025 Board Meeting Minutes.pdf](#) 
 - [2025.12.10 - Business Meeting Pending Minutes - AMEND.pdf](#) 
 - 01.14.2026 Pending Work Session Minutes [2026.01.14 Work Session Pending Minutes.pdf](#) 
 - 01.14.2026 Pending Business Meeting Minutes [2026.01.14](#)

B. Contracts Needing Board Approval - NONE

C. Monthly Board Financial Update - Troy Timothy [2026.02.11 - Memorandum, Dec Board Financial Update.pdf](#)  [Report - FY26 Jan Rev,Exp by Fund.pdf](#) 

2.02 Policies for Approval on First Reading 30 - 33

A. 010.0700 Video and Audio Surveillance - Mindy Merrell, Support Services Director

- Memo: [010.0700 Video and Audio Surveillance Memo \(1st Reading\).pdf](#) 
- Policy: [010.0700 Video and Audio Surveillance \(1st Reading\)](#) 

2.03 Policies for Approval on Second Reading 34 - 61

A. 007.0405 Uintah School District Concurrent Enrollment - Jayme Leyba, Elementary Education Director

- Memo: [007.0405 Concurrent Enrollment Board Memo 2nd Reading.pdf](#) 
- Policy: [007.0405 Concurrent Enrollment \(2nd Reading\)](#) 

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

- Memo: [USD Board Memo 005.0100 Second Reading.pdf](#) 
- Policy: [005.0100 Employee Conflict of Interest \(New\) \(2nd Reading\)](#) 

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

- Memo: [010.1000 School Safety Memo \(2nd Reading\).pdf](#) 
- Policy: [010.1000 School Safety \(New\)\(2nd Reading\)](#) 

2.04 Personnel Changes - Dr. Mistalyn Leis, Human Resources Director 62

Mmeo: [Memo Board Approval List February 2026.pdf](#) 

3. INFORMATIONAL/DISCUSSION ITEMS

3.01 School Security Update - Mindy Merrell, Support Services Director

3.02 Purchases Over \$50,000 - Troy Timothy, Business Administrator 63 - 64

- [2026.02.11 Board Memo - Purchases over \\$50k.pdf](#) 

3.03 Calendar Items - Dr. Rick Woodford, Superintendent

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- [Calendar Items 02.11.2026.pdf](#)  [UINTAH Arts Events.pdf](#) 

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

4. ADJOURNMENT

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"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
Tawna McKee, Vice President
USD Board Members

From: Troy Timothy, Business Administrator

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

Date: February 5, 2026

Re: Amended Approved 12.10.2025 Board Meeting Minutes

Motion Recommendation:

To amend the previously approved Board meeting minutes to correct the policy reference by replacing Policy 004.1100 with Policy 003.1100, reflecting the adopted substitute policy.

Background (rationale):

Policy 003.1100 was incorrectly referenced as Policy 004.1100 in the approved Board meeting minutes. Policy 003.1100 is the adopted substitute policy and formally replaces Policy 004.1100.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, MBA**, Business Administrator
826 South 1500 East • Naples, UT 84078
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www.uintah.net

**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~~ 003.1100 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

**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: 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.

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: January 14, 2026
Time: 6:00 pm – 7:00 pm
Location: 826 South 1500 East, Naples, Utah

Board Members Present:

- Dave Chivers, President
- Tawnya McKee, Vice President
- Todd Massey
- Denise Maynard
- Robin McClellan
- Paisley Bell, Student Board Member (Non-Voting Member)

Executive Staff Present:

- Dr. Rick Woodford, Superintendent
- Troy Timothy, Business Administrator
- Dr. Mistalyn Leis, Human Resources Director

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 6:01 pm.

1.02 Reverence

The reverence was offered by Duana Williams.

1.03 Pledge of Allegiance

Huber Taylor led the Pledge of Allegiance.

1.04 Student Board Member Report – Paisley Bell

Student Board Member Paisley Bell reported on recent student activities and achievements at Uintah High School, including accomplishments in wrestling, basketball, swim team, drill team, and cheerleading. She highlighted student council efforts such as a fundraiser that raised \$12,820 in support of Destiny Rollins and noted upcoming events. Paisley emphasized both student successes and the importance of learning from setbacks, underscoring strong school spirit and student engagement.

1.05 Celebrations

A. UHS Marching Band and Color Guard

The UHS Marching Band and Color Guard received recognition for their outstanding performance and first-place victory at the State Championship.

B. UHS Agronomy

The UHS Agronomy team was formally recognized for their exemplary achievement and first-place finish at the state championships, earning qualification for the national competition.

C. Students of the Month

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

- Taitum Sullivan – Central Cove Early Learning Center
- Preston Scott – Ashley Elementary
- RaeLynne Gayler – Davis Elementary
- Harrison Ward – Discovery Elementary
- Kohen Ward – Eagle View Elementary
- Reese McKee – Lapoint Elementary
- Jenna Batty – Maeser Elementary
- Jackson Imeson – Naples Elementary
- Bradley Butterfield – Uintah Middle School
- Andrew Rehbein – Vernal Middle School
- Gabriella Smith – Uintah High School
- Kadin Walker – AVEC / UON

1.06 School Reports

Presenter: Principal Tammy Christensen

Principal Tammy Christensen provided a school report focused on academic goals and progress. She shared that the school aims for at least 80% of students in grades K–2 to meet or exceed reading benchmarks and for students in grades 3–5 to perform above state averages in reading. Mid-year data showed 74% proficiency in reading, and she outlined strategies to address areas of lower growth. Math data reflected improvements, including reductions in the number of students in the red/yellow performance zones and increases in the blue/green zones. Discovery also

celebrated service and community-building activities, including a food drive that collected 5,794 items, fundraising of \$943.83 for Project Alley, participation in a Day of the Dead cultural event, and the Giving Tree program, which supported more than 30 families.

Board members and principals discussed how healthy competition among schools and intentional exposure to grade-level content support academic improvement. They briefly reviewed enrollment trends at Discovery Elementary, noting growth and boundary-related challenges.

1.07 Patron Input

The board received in-person comments. It was determined that in-person patron input would be done with the corresponding agenda item.

In-Person Comments:

Patron input was received in connection with specific agenda items, in accordance with Board Policy 002.0720. For the Exchange Visitor Program policy, Genica Donaldson and Tiara Collins each addressed the Board, expressing concerns about shifting visa-related financial responsibility from the employer to the community, limiting principal discretion, and possible impacts on teacher retention and program stability in the Dual Language Immersion program.

2. Business/Action Items

2.01 Consent Calendar

A. Minutes

B. Monthly Board Financial Update

C. 2026-2027 Academic Calendar & 2027-2028 Academic Calendar

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 Robin McClellan moved to approve the Consent Calendar as presented, which includes the December 10, 2025 work session and business meeting minutes, financial update, and 2026-2027 & 2027-2028 academic calendars. Seconded by Member Todd Massey.

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

The motion carried unanimously.

2.02 Policies for Approval on First Reading

A. 007.0405 Uintah School District Concurrent Enrollment

B. 005.0100 Employee Conflict of Interest (NEW)

C. 010.1000 School Safety (NEW)

Motion: Vice President Tawnya McKee moved to approve Policy 007.0405, 005.0100, and 010.1000 on first reading. Member Denise Maynard seconded the motion.

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

The motion carried unanimously.

2.03 Policies for Approval on Second Reading

A. 007.0810 Attendance

Motion: Member Denise Maynard moved to approve the policy. Member Todd Massey seconded the motion.

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

The motion carried unanimously.

B. 005.1120 Special Program Compensation (for Elimination)

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

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

The motion carried unanimously.

C. 002.0100 Powers and Duties

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

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

The motion carried unanimously.

D. 002.0220 Board Members: Elections and Redistricting

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

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

The motion carried unanimously.

E. 005.0545 (NEW) Exchange Visitor Program

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

Board Discussion:

Member Robin McClellan requested that the policy be tabled for additional review, expressing concern that requiring community fundraising sets a precedent, places additional financial demands on local taxpayers, and treats the Dual Language Immersion program and its employees differently than other district programs and employees, potentially leading to unintended consequences.

Member Todd Massey noted that the policy impacts only a small number of employees and indicated that, based on historical precedent, the fundraising is unlikely to become an annual occurrence.

Vice President Tawnya McKee indicated that teachers require clear guidance on how the process will function. It is essential that they have well-defined expectations regarding procedures to ensure they understand how to move forward.

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

The motion carried by majority.

2.04 Personnel Changes

Dr. Mistalyn Leis shared updates regarding new hires, changes in positions, coaching roles, leave of absence requests, and staff separations, after which she responded to questions from the board.

President Dave Chivers called for a vote.

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

The vote carried unanimously.

3. Informational / Discussion Items

3.01 Purchases Over \$50,000

President Dave Chivers stated that there are no contracts over \$50,000 this month.

3.02 Calendar Items

Superintendent Rick Woodford directed the Board to the Diligent calendar for upcoming events, including state-level and local meetings. Upcoming events highlighted in the transcript included

USBA-related activities and celebrations where Uintah School District would share early literacy successes, such as kindergarten reading benchmarks exceeding the state average.

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

Member Denise Maynard – discussed feeder programs and how they will affect the future of the district. Discussed the subjects from the recent conference that was attended.

Member Todd Massey discussed the Tournament of Champions, highlighted the accomplishments of the UHS Marching Band, and commended the financial committee for successfully achieving key objectives.

Member Robin McClellan expressed appreciation for the local governance terminology highlighted during the conference and conveyed pride in the board's achievement, noting that every member had successfully completed all requirements for Master Board Certification. Subsequently, Troy Timothy presented certificates of completion to the board.

Vice President Tawnya McKee expressed that she appreciated the insights gained at the USBA conference and valued the opportunity to discuss legislation with key participants.

Troy Timothy shared key highlights from the USBA conference, emphasizing the value of networking with peers from other districts. He thanked Robin for encouraging the board's participation in training and congratulated everyone for earning their certificates.

President Dave Chivers reflected on a message he saw during the meeting that resonated with him: you can accomplish anything you want, but you cannot accomplish everything you want. He noted that the statement was a meaningful reminder that the Board and district must stay focused on their most important goals and priorities, emphasizing the value of concentrating efforts on what they truly want to achieve.

Superintendent Rick Woodford closed the meeting by emphasizing the value of healthy competition within the district, noting that although schools strive for excellence, they operate as one unified team. He highlighted the strong collaboration among both elementary and secondary principals, who routinely work together through monthly meetings and shared leadership practices that “pull each other to a higher place.” He expressed appreciation for their professionalism and teamwork.

Superintendent Rick Woodford also thanked Board Member Robin McClellan for encouraging the Board to pursue professional learning—such as Master Board Certification and state- and national-level training—and acknowledged how her commitment strengthens district leadership. He further expressed gratitude to Genica Donaldson for her advocacy on behalf of the Dual Language Immersion program and its teachers, noting that even though the vote did not go the way she hoped, her efforts were meaningful and will have a positive impact on students for years to come.

4 Adjournment

4.01 Meeting Adjourned

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

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

The motion was carried unanimously, and the meeting adjourned at 7:43 p.m.

DRAFT

DATE: **January 14, 2026**
 TO: UINTAH BOARD OF EDUCATION
 FROM: Dr. Mistalyn Leis, Director of Human Resources
 RE: Board Approval Request for **January 14, 2026**: Board Approval of New Hires, LEA Specific Endorsements, Newly Assigned Employees; Request for a Leave of Absence; 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
Troy Lupcho	SpEd Preschool Aide	CEC	0.4875	All Required	Program 7522 IDEA-B Preschool Disabled
Shelbe Chivers	Intervention Aide	Ashley	0.7375	All Required	Program 0183 Specialists and Aides
Kynati Stump	SpEd Aide	Ashley	0.7375	All Required	Program 0183 Specialists and Aides
Celsy Jensen	Food Service Worker	Maeser	0.375	All Required	Program 8000 School Foods Program
Evelyn Grammer	Intervention Aide	Naples	0.7375	All Required	Program 5678 TSSA
Madison Redford	SpEd Aide	UMS	0.575	All Required	Program 1205 SpEd Add On
Makenzie Burt	Math Aide	UHS	0.7375	All Required	Program 5420 TrustLands
Dustin Haskell	Mechanic/Technician	Transportation	1.0	All Required	Program 5315 and 0297 Pupil Transportation and White Fleet

NEWLY ASSIGNED EMPLOYEES – BOARD APPROVAL REQUESTED:

Name	Former (Current) Assignment	New Assignment	Effective Date
Maria Olivas	Sweeper (0.7375 FTE) @ CEC	Custodian (1.0 FTE) @ VMS	01/05/2026
Vanity Caldwell	Food Service Worker (0.60 FTE) @ Maeser	Teen Center Support Service Aide	01/05/2026

		(0.7375 FTE) @ UHS	
--	--	--------------------	--

NEWLY HIRED EXTRACURRICULAR COACHES:

Name	Program	School	Years of Service
Curt Hoffart	Girls Softball Team Assistant	UHS	\$500-\$1000 Stipend

REQUEST FOR A LEAVE OF ABSENCE

Name	Position	Location	Effective Date
Jennifer Roberts	SpEd Aide	UHS	January 12, 2026 – May 1, 2026



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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
Tawnya McKee, Vice President
USD Board Members

From: Troy Timothy, Business Administrator

Cc: Rick Woodford, Superintendent
Shawwna Muhme, Superintendent Secretary

Date: February 5, 2026

Re: Monthly Board Financial Update – January 2026

Recommendation: I recommend that the Board approve the Monthly Board Financial Update for January 2026.

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 January 31, 2026;
 - Year-over-year Fund 10 comparison (FY25 & FY26) as of January 31, 2026;
 - FY26 year-to-date capital outlay spreadsheet update as of January 31, 2026;
 - District-wide payroll registers for January 2026;
 - District-wide AP January 2026 check register (including UHS); and
 - Donations to UHS through January 31, 2026.

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 January 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	\$ 52.8		\$ 31.5
21 - SCHOOL ACTIVITY		1.2	0.8		0.3
26 - CDA/RDA		0.8	-		0.8
31 - DEBT SERVICE		2.6	2.6		0.0
32 - CAPITAL OUTLAY		9.2	8.1		1.1
49 - SCHOOL FOOD SERVICES		3.6	1.4		2.2
TOTAL REVENUES	\$	101.8	\$ 65.8		\$ 36.1
EXPENDITURES					
10 - MAINTENANCE & OPERATIONS	\$	84.5	\$ 38.1	\$ 0.1	\$ 46.3
21 - SCHOOL ACTIVITY		1.2	0.8	0.1	0.3
26 - CDA/RDA		0.8	-	-	0.8
31 - DEBT SERVICE		2.6	2.6	-	0.0
32 - CAPITAL OUTLAY		8.3	5.9	0.5	1.9
49 - SCHOOL FOOD SERVICES		3.9	1.6	0.3	2.0
TOTAL EXPENDITURES	\$	101.4	\$ 49.1	\$ 1.0	\$ 51.4
REVENUE/EXPENDITURE VARIANCES					
		<u>Adj Budget Var</u>	<u>Actual Var</u>		
10 - MAINTENANCE & OPERATIONS	\$	(0.1)	\$ 14.7		
21 - SCHOOL ACTIVITY		0.0	(0.1)		
26 - CDA/RDA		-	-		
31 - DEBT SERVICE		-	(0.0)		
32 - CAPITAL OUTLAY		0.9	1.7		
49 - SCHOOL FOOD SERVICES		(0.4)	(0.5)		
REVENUE/EXPENDITURE VARIANCES	\$	0.4	\$ 15.7		



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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: Mindy Merrell, Support Services Director

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

Date: February 11, 2026

Re: 010.0700 Video and Audio Surveillance

Recommendation: Approve Policy 010.0700 Video and Audio Surveillance on 1st reading.

Background (rationale): This policy has been updated to reflect current District practices while ensuring continued compliance with state code. Revisions provide clarity on expectations for use, access, and management of surveillance systems to support safety and security while protecting privacy rights.

Policy Implications: None

Personnel Implications: None

Facility Implications: Standards already in practice.

Financial/Budget Implications: None

Motion: Motion to approve Policy 010.0700 Video and Audio Surveillance on 1st reading.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, MBA**, Business Administrator
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Policy: 010.0700

Section: Section 010 - Building/Facility/Equipment

Video and Audio Surveillance (1st Reading)

1.0 GENERAL POLICY STATEMENT

1.1 The District may use video and audio surveillance to support the safety and security of students, staff, visitors, and District property in accordance with applicable laws and procedures.

2.0 DEFINITIONS

2.1 Surveillance cameras are video cameras that observe an area, in most cases, the surveillance equipment is linked to a recording device or network and are monitored by authorized personnel.

3.0 DISTRICT SECURITY

3.1 Video and/or audio recording devices may be used to monitor the health, safety, and welfare of all students, staff, and visitors to district property and to safeguard district facilities. Such recordings may be stored as evidence of unsafe, disruptive, and/or illegal behavior and may become part of a student record, a personnel file, and/or a legal proceeding. Only authorized personnel and District purchased surveillance equipment will be maintained and used on District property. The superintendent or his/her designee shall ensure the secure storage of these records against tampering and according to the district's record retention schedule.

2.0 4.0 NOTIFICATION

4.1 The district shall provide notification by posting a notice that video/audio surveillance may occur on district property at the main entrances of all district buildings and property, and on all buses in which video/audio surveillance may occur. The district administration shall notify staff and students through student/parent and personnel handbooks that video/audio surveillance may occur on district property. The district may also provide notification through the posting of such notice at the main entrances of all district buildings and property, and on all buses in which video/audio surveillance may

occur.

3.0 5.0 DECLARATION OF RECORDING STATUS ACCESS TO CAMERAS

5.1 The Board of Education declares the surveillance records as protected records under Government Records Access and Management (GRAMA). Each school security camera system shall be accessible by the local law enforcement agency and public safety answering points according to access protocols which shall be established in consultation with the local law enforcement agency.

4.0 6.0 ACCESS TO RECORDINGS

~~4.1 6.1~~ Surveillance recordings will be released to the public only in ~~conformance with applicable GRAMA provisions~~ compliance with applicable provisions of the Government Records Access and Management Act (GRAMA). In addition, ~~the content of the surveillance records used as evidence in, or investigation of, Surveillance recordings that are used as evidence in, or as part of the investigation of,~~ specific student matters constitute student records that are confidential and protected under Family Educational Rights and Privacy Act (FERPA). When a surveillance recording related to a student matter includes images or more than one student, access by any student or the student's parent or legal guardian shall be determined by the District on a case-by-case basis, consistent with FERPA and GRAMA. Surveillance recordings used as evidence in, or in the investigation of, specific personnel matters are private records under GRAMA. The content of surveillance recordings used as evidence or in the investigation of specific personnel matters is private records under GRAMA.

~~4.2 6.2~~ Staff and students are prohibited from tampering with or otherwise interfering with ~~the~~ surveillance equipment ~~and records or recordings~~. A school district administrator or ~~his/her designee the administrator's designee~~ may review surveillance recordings to verify the occurrence of disruptive, unsafe, ~~and/or~~ illegal behavior. Parents or legal guardians ~~shall only be allowed to view material that concerns their child in relation to an alleged incident.~~ Are not entitled to view surveillance recordings by default and may only be permitted to view recordings that directly relate to an alleged incident involving their child after District review and approval, and only as determined appropriate on a case-by-case basis.

~~4.2.1 6.2.1~~ Requests for viewing a video must be made in writing to the Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the District's designated custodian of the recording. Under no circumstances will the District's video and/or audio recording be released and/or removed from District premises unless in accordance with a court order and/or subpoena. All requests to view a surveillance recording must be submitted in writing to the Superintendent or the Superintendent's designee. Approval to view a recording is discretionary and will be determined on a case-by-case basis in accordance with FERPA and GRAMA. If a request is approved, viewing shall occur only in the presence of the District's designated custodian of the recording. Under no circumstances shall any surveillance video and/or audio recording be released, copied, or removed from District premises except as required by court order or subpoena.

~~4.3 6.3~~ The District Transportation Supervisor, Building Administrator, and/or the Superintendent's designee may review all recordings that may be created from surveillance equipment on district vehicles. The Superintendent, Building Administrator, Transportation Coordinator and/or their designees may review all recordings that may be created from surveillance equipment according to their job function and duties.

~~4.4 6.4~~ If the record becomes the subject of a disciplinary proceeding, it shall be treated like all other evidence in the hearing as confidential and protected. Viewing of such records shall only be permitted at school-related sites including the ~~transportation office, school buildings, or district office.~~ All viewing will include the building principal or his/her designee district office, school buildings, transportation office, or technology office.

Adoption Date: August 28, 2007

Last Revised: August 09, 2016

Policy Office: REVISES POLICY 010.0700 VIDEO AND AUDIO SURVEILLANCE POLICY
(LAST APPROVED 8/28/07)



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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: February 11, 2026

Re: 007.0405 Concurrent Enrollment Policy (Second Reading)

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

Background (rationale): The proposed revisions to the Concurrent Enrollment policy are presented for second 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 second 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 (2nd Reading)

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 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 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. (R277-713-5-A)

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: **02/11/2026**
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: February 11, 2026

Re: **005.0100 Employee Conflict of Interest (Second 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 second reading.

Background (rationale): This policy was written based on the model policy and was updated in a recent legislative session. No feedback was received between first and second readings. Wording in section 2.0 has been updated as per suggestions from 2/11/2026 work 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 second 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) (2nd 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 HOLDING 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~~ entities.

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: February 11, 2026

Re: 010.1000 School Safety and Security

Recommendation: Approve Policy 010.1000 School Safety on 2nd 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 and Security on 2nd reading.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, MBA**, Business Administrator
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Policy: 010.1000

Section: Section - Building/Facility/Equipment

School Safety and Security (2nd Reading)

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;~~

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

3.2.1.4 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.~~

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

3.2.3 If serving as a backup school guardian, satisfy all requirements that apply to a school guardian;

3.2.4 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 and 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.~~

6.05.0 LAW ENFORCEMENT ACCESS TO SECURITY CAMERAS

- 6.15.1** 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.

7.06.0 PREVENTION AND INTERVENTION

- 7.16.1** 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: February 11, 2026

Policy Origin: [New Policy](#), February 11, 2026

[CEC School Resource Officer Contracts](#)

[CED Armed School Security Guard Contracts](#)

[CE School Safety 1](#)



"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

Memo

TO: Members, Uintah School District Board of Education
FROM: Dr. Mistalyn Leis, Director of Human Resources
DATE: February 11, 2026
RE: Request for February 11, 2026: Board Approval of New Hires; 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:

- Nine (9) candidates to fill new hire positions; and
- Two (2) candidates to fill extracurricular coach positions.

Superintendent Woodford also reports, for your information, the names of Ten (10) individuals whose employment with USD has ended or will end on the date indicated.

Thank you,

A handwritten signature in black ink that reads "Dr. Mistalyn Leis".

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



"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
Tawna McKee, Vice President
USD Board Members

From: Troy Timothy, Business Administrator

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

Date: February 3, 2026

Re: Purchases over \$50k

Recommendation: None

Background (rationale): School Foods, in maintaining the school meals program, will be purchasing food supplies. The purchase is detailed below.

- PO #26000625 (\$100,000.00) – Basin Wholesale West

Funding for this purchase will come from FY26 funding.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: The above purchase will come from the approved FY26 budget.

Motion: None

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

Purchase Order
UINTAH SCHOOL DISTRICT
 826 South 1500 East, Naples, UT 84078
 PHONE (435) 781-3100 • FAX (435) 781-3107

The number below must appear on all
 related correspondence, invoices
 accepted from original vendor only

PO# 26000625

DATE: 02/02/2026

PAGE: 1 Of 1

VENDOR: 83070

REQ: 00014421

PHONE:

EMAIL:

BASIN WHOLESALE WEST
 P.O. BOX 1583
 ROOSEVELT UT 84066

BUYER: SCHOOL FOODS

SHIP TO: SCHOOL FOODS DEPARTMENT

UINTAH SCHOOL DISTRICT
 223 SOUTH 100 WEST
 VERNAL UT 84078

VENDOR ACCOUNT:

CONTACT: MIKO BATTY

(435) 781-3185

SITE: UINTAH SCHOOL DISTRICT SCHOOL FOODS

CONTRACT: UT

SPECIAL INSTRUCTIONS:

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	CASE	FOOD SUPPLY	100,000.0000	100,000.00
		TOTAL:		100,000.00

For UINTAH SCHOOL DISTRICT use only				
		49.560.26.8000.3100.630	100,000.00	

INVOICING INSTRUCTIONS

Send invoices to the address printed at the top of this form.



School/District Events –February/March 2026

Event	Location	When
5 WIDA testing	VMS	February 2, 2026
Choir Sing at State of the District	Ashley	February 2, 2026
Parent Teacher Conferences	Davis	February 4-5, 2026
Child Abuse Prevention lessons- 8:45 am 4 th and 1 st grade	Ashley	February 4-5, 2026
Parent Teacher Conferences	Ashley	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
Hope Squad Bee Hive Trip	UMS	February 6, 2026
Kindergarten Alphabet Fashion Show	Maeser	February 6, 2026
High School transition evening @ VMS - for USD 8 th grade parents and students	UMS	February 9, 2026
School Community Council	Ashley	February 10, 2026 @ 4:00 PM
Parent Teacher Conferences	Naples	February 11-12, 2026
Valentine's Day Parties	Davis	February 12, 2026
UMS Winter Band and Choir Concert	UMS	February 12, 2026
Parent Conference Trade Day (No School)	USD	February 13, 2026
State Boys and Girls Wrestling @ UVU	UHS	February 13-14, 2026
State Swim @ Provo	UHS	February 13-14-2026
President's Day (No School)	USD	February 16, 2026

School/District Events –February/March 2026

Band and Choir Concert	VMS	February 17, 2026
Hope Week	Davis	February 17-19, 2026
Parent Engagement Night - Building Connections Through Kindness, Eliza Lebeau 5-7 pm	Davis	February 19, 2026
Gifted and Talented Activity	Maeser	February 20, 2026
Firearm Safety 4th & 5th Grades	Davis	February 20, 2026
Adventure Science Club to the Zoo	UMS	February 20, 2026
Sterling Scholar Recognition @ VMS	UHS	February 23, 2026
5 th Grade iSEE USU Activity	Maeser	February 24, 2026
Professional Development Day (No School)	USD	February 27, 2026
Preference Dance	UHS	February 28, 2026
Dr. Suess Career Fair- Title 1 Parent Engagement Night	Ashley	March 2, 2026 @ 4:30-6:30 PM
Mindfulness Week	Maeser	March 2-6, 2026
Dr. Suess Day	Davis	March 2, 2026
Community Council Meeting	Lapoint	March 4, 2026 @ 3:45 PM
Regional Band Festival	Maeser	March 5, 2026
Jr College Day	UHS	March 5, 2026
School Community Council	Davis	March 5, 2025 @ 4:00 PM
AVEC At-Risk Conference @ Uintah Conference Center	AVEC	March 6, 2026
Sterling Scholar Competition @ UVU	UHS	March 9, 2026
5 th Grade Maturation	Maeser	March 10, 2026
STEM Assembly	Davis	March 11, 2026

School/District Events –February/March 2026

Book Fair	Lapoint	March 8, 2026
Cuddle Up with a Good Book family engagement night	Lapoint	March 12, 2026 @ 6:00 PM
BINGO Night	Lapoint	March 26, 2026 @ 5:30 PM (Doors Open)
Talent Show	VMS	March 26, 2026



FEBRUARY UINTAH ARTS EVENTS

Until Feb 6th
Maeser Elementary

Maeser Art Show

Feb 11-12th
Uintah Choir

Singing Valentine Fundraiser

Feb 12th: 6:00PM
Vernal Middle School

UMS Band/Choir Concert

Feb 17th: 7:00PM
Vernal Middle School

VMS Band/Choir Concert

Feb 18th: 6:00 PM
The Elks Lodge

UHS Jazz Dinner

Feb 21st, 28th,
Uintah High School

Winter Gaurd

Feb 25th
Provo High School

Region Instrumental



Please Check School Calendar for Updates

Photo: Uintah Middle School members of the HOPE Squad and Choir sing and deliver Valentines to assisted living centers in the area.