



USD Board Business Meeting - Mar 11 2026 Agenda

Wednesday, March 11, 2026 at 6:00 PM

826 South 1500 East Naples, UT

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. Central Cove Early Learning Center Video - Dr. Rick Woodford, Superintendent

B. UHS Boys Wrestling State Champions - Amanda Brown, School Administrator

C. UHS Girls Wrestling State Champions - Amanda Brown

D. UHS Swimming State Champion - Amanda Brown

E. Students of the Month

1.06 School Reports






A. [Naples Elementary School Report](#) - Deanna Martineau, School Administrator

1.07 Patron Input - No items have been received in accordance with Board Policy 002.0720.

2. BUSINESS/ACTION ITEMS


2.01 Consent Calendar

A. Minutes - Troy Timothy, Business Administrator

- 01.14.2026 Amended Pending Business Meeting Minutes [2026.03.11 Memo Amended 01.14.2026 Board Meeting Minutes.pdf](#)  [2026.01.14 Business Meeting Pending Minutes - AMEND.pdf](#) 
- 02.11.2026 Pending Work Session Minutes [2026.02.11 Work Session Pending Minutes - DRAFT.pdf](#) 
- 02.11.2026 Pending Board Meeting Minutes [2026.02.11 Board Meeting Pending Minutes - DRAFT.pdf](#) 
- 02.25.2026 Pending Special Business Meeting (Capital Outlay) Minutes [2026.02.25 - Special Business Meeting Pending Minutes - Draft.pdf](#) 

B. Contracts Needing Board Approval - NONE

C. Monthly Board Financial Update - Troy Timothy



- Memo: [2026.02 - Memorandum, Board Financial Update.pdf](#) 
- Report: [Report - FY26 Feb Rev,Exp by Fund.pdf](#) 

2.02 Policies for Approval on First Reading

A. 003.0600 School Community Council - Jayme Leyba, Elementary Education Director

- Memo: [003.0600 School Community Council Memo.pdf](#) 
- Policy: [003.0600 School Community Council \(1st Reading\)](#) 



B. 006.0300 Affirmative Action in the Instructional Program (Elimination) - Jayme Leyba

- Memo: [006.0300 Affirmative Action Memo.pdf](#) 
- Policy: [006.0300 Affirmative Action In The Instructional Program \(1st Reading\) \(Elimination\)](#) 

C. 009.0350 Student Meal Debt Collection - Mindy Merrell, Support Services Director

- Memo: [009.0350 Student Meal Debt Collection Memo \(1st Reading\).pdf](#) 
- Policy: [009.0350 Student Meal Debt Collection \(New\) \(1st Reading\)](#) 

D. 005.0675 Association Leave - Dr. Mistaly Leis, Human Resources Director



- Memo: [USD Board Memo 005.0675 First Reading.pdf](#) 
- Policy: [005.0675 Association Leave \(First Reading\)](#) 

E. 005.0600 Employee Benefits - Troy Timothy, Business Administrator


- Memo: [2026.03.11 Memo 005.060 Employee Benefits Policy.pdf](#) 
- Policy: [005.0600 Employee Benefits \(1st Reading\)](#) 

2.03 Policies for Approval on Second Reading


A. 010.1000 School Safety (New) - Mindy Merrell, Support Services Director

- Memo: [010.1000 School Safety Memo \(2nd Reading\) 3.11.2026.pdf](#) 
- Policy: [010.1000 School Safety and Security \(New\)\(2nd Reading\)](#) 

B. 010.0700 Video and Audio Surveillance - Mindy Merrell

- Memo: [010.0700 Video and Audio Surveillance Memo \(2nd Reading\).pdf](#) 
- Policy: [010.0700 Video and Audio Surveillance \(2nd Reading\)](#) 

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



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

3. INFORMATIONAL/DISCUSSION ITEMS

3.01 Storytelling Festival - Vernie Heeney, Uintah Schools Foundation

3.02 Purchases Over \$50,000 - NONE

3.03 Calendar Items - Dr. Rick Woodford, Superintendent

- [Calendar Items 03.11.2026.pdf](#) 
- [March Uintah Arts Events.pdf](#) 

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

4. CLOSED SESSION

4.01 Strategy session to discuss the purchase, exchange, or lease of real property.

5. ADJOURNMENT

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during board meetings should notify Shawna Muhme at 826 South 1500 East, Naples, Utah, or call 781-3100 ext. 1001, at least five (5) days prior to the meeting. The Uintah School District does not discriminate on the basis of race, religion, color, national origin, sex, age or disability, in admission or access to, or treatment of, employment or in its educational programs or activities. Inquiries may be referred to Dr. Mistalyn Leis, HR Director, at 826 South 1500 East, Naples, Utah, or call 781-3100 ext. 1005.



"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: March 6, 2026

Re: Amended Approved 01.14.2026 Board Meeting Minutes

Motion Recommendation:

To amend the January 14, 2026 Board meeting minutes that were previously approved, in order to include the omitted motion regarding the approval of recommended personnel changes.

Background (rationale):

The original minutes omitted the motion to approve the recommended personnel changes. An amendment is necessary to incorporate this motion and ensure the minutes accurately reflect all actions taken.

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

Motion: Member Denise Maynard moved to approve the recommended personnel changes. Member Todd Massey seconded the motion

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 (0.7375 FTE) @ UHS	01/05/2026
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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

DRAFT

**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: February 11, 2026
Time: 04:00 pm – 05:30 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
- Mindy Merrell, Support Services Director
- Jayme Leyba, Director of Elementary Education

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

1. Introduction/Opening

1.01. Welcome/Call to Order

Troy Timothy welcomed attendees. President Chivers called the meeting to order at 4:01 pm.

1.02. Reverence

The reverence was offered by President Dave Chivers.

2. Policy Revisions

2.01. Policies for Approval on First Reading

A. 010.0700 Video and Audio Surveillance

Mindy Merrell outlined the policy to the board. Member Robin McClellan requested clarification, which Mindy Merrell provided. The policy exceeds state requirements. Cameras will not be placed in classrooms, locker rooms, bathrooms, or other sensitive areas.

2.02. Policies for Approval on Second Reading

A. 007.0405 Uintah School District Concurrent Enrollment

Jayne Leyba addressed the board and asked if they had any questions regarding the policy. He then addressed questions raised by Member Robin McClellan and Member Todd Massey providing clarifying information. Superintendent Rick Woodford also provided information to the board to help with the issues in question. Member Robin McClellan expressed a desire to know the enrollment numbers for this program.

B. 005.0100 Employee Conflict of Interest (NEW)

Dr. Mistalyn Leis provided an overview of the policy, noting that no changes had been made since its initial reading. She proceeded to address specific inquiries from board members regarding section 2.1. Superintendent Rick Woodford requested consideration for updating certain wording in the policy to more accurately clarify its applicability to members of other city, town or other local governmental entities. Dr. Mistalyn Leis confirmed that she would ensure the necessary amendments are completed and uploaded to Diligent prior to the upcoming board meeting.

C. 010.1000 School Safety (NEW)

Mindy Merrell presented updates from the initial reading, highlighting the decision to retain definitions within the policy and mentioning minor changes in section placement. The group discussed state mandates that come without funding, and Member Robin McClellan voiced concerns about both financing and the clarity of the policy's language, recommending a revision to address these issues. Superintendent Rick Woodford suggested several paths forward: incorporating an addendum, postponing the policy, or accepting or rejecting it as written. Ultimately, board members leaned toward tabling the policy in order to send it back to the committee for updates and brought back at the next board meeting.

3. Items Requiring Future Board Action

3.01. Minutes

A. Amended December 10, 2025 Board Meeting Minutes, and January 14, 2025 Pending Work Session and Business Minutes

Troy Timothy addressed the board and emphasized the need to amend the previous meeting minutes, citing an error in one of the recorded policy numbers. He further confirmed that all necessary modifications for January 14, 2026 minutes had been completed.

3.02. Contracts Needing Board Approval

Troy Timothy indicated that there are currently no contracts requiring board approval. President Dave Chivers asked about the food purchase order, and Troy Timothy explained that even though the purchase order was over \$50,000, it does not represent a contract and does not require approval.

4. Informational/Discussion Items

4.01. Committee Reports

- Facilities Committee

Presenter: President Dave Chivers

Updates included the completion of Lapoint Elementary's propane bus fueling station, demolition of the old Central Cove building, final punch list for the new Central Cove Educational Center, cooler system at the foods building, and playground fencing. Superintendent Rick Woodford clarified the need for fencing at additional district location and discussed alternative safety options like soft fall or turf. President Dave Chivers provided a Maeser Bell project update, emphasizing his goal for a community-led initiative.

- Finance Committee

Presenter: Member Todd Massey

Updates were given on projects currently under consideration for capital outlay. The district is facing challenges with Medicaid funding, which were also discussed. Speaker Member Todd Massey suggested earmarking funds for specific items to address large upcoming financial needs. The nutrition department's efforts to manage spending were summarized. Speaker President Dave Chivers explained that earmarking makes it easier to be transparent with the community and helps people better understand our fund balances. Speaker Troy Timothy described the differences between district funds, such as fund 10 versus fund 32, noting that each can only be used for certain purposes. Lastly, Rodrigo Jurado was asked about this year's Medicaid funding shortfall; he clarified that the program operates through a state pool, and the timing impacts its funding process.

- Uintah Schools Foundation

Presenter: Member Robin McClellan

A summary of the State of the District was presented, followed by updates from USBA and an overview of the current legislative session. Furthermore, detailed information was shared concerning the house bills most significantly affecting our district. Vice President Tawnya McKee expressed appreciation for the legislative updates, while also voicing concerns regarding

their implications. Similarly, Superintendent Rick Woodford provided additional insights into his reservations about specific bills.

- **Policy Committee**

Presenter: Member Denise Maynard

Member Denise Maynard referenced the prior discussion of the policies during the earlier work session and announced the date for the upcoming committee meeting.

5. Adjournment

Motion: Member Todd Massey moved to adjourn the work session; Member Denise Maynard seconded.

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

The motion was carried unanimously and the work session concluded at 5:14 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: February 11, 2026
Time: 6:00 p.m. – 7:00 p.m.
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
- Mindy Merrell, Support Services Director
- Jayme Leyba, Elementary Education 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 Dave Chivers offered opening remarks and called the business meeting to order at 6:00 p.m..

1.02 Reverence

The reverence was offered by Kyle Allred.

1.03 Pledge of Allegiance

Kache Barney led the Pledge of Allegiance.

1.04 Student Board Member Report – Paisley Bell

Paisley reported recent recognitions, training participation, and upcoming attendance at the National Student Council Leadership Conference in Washington, D.C., along with involvement in the Night to Shine event. Uintah High students recently held their Winter Ball and are preparing for Preference. Winter athletics concluded with strong basketball, swimming, and wrestling performances, including new records and numerous state qualifiers. The drill and cheer teams achieved state-level success, while a student athlete signed to play football at Snow College. As winter sports end and spring sports start, appreciation was given to supporters.

1.05 Celebrations - Students of the Month

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

- Paisley Florence – Central Cove Early Learning Center
- Dayra Ontiveros – Ashley Elementary
- Stryker Perrigo – Davis Elementary
- Avery Phillips – Discovery Elementary
- Cedar-Ann Checora – Eagle View Elementary
- Melanie Allred – Lapoint Elementary
- August Batty – Maeser Elementary
- Verity Judd – Naples Elementary
- Logan Turner – Uintah Middle School
- Landen Rogers – Vernal Middle School
- Lydia Mathis – Uintah High School
- Whitnee Oaks – AVEC / UON

1.06 School Reports

Presenter: Principal Mallory Hoffart

Mallory Hoffart, in her first year as principal, reported that Maeser Elementary continues to demonstrate strong academic performance while honoring its long-standing traditions and community culture. She highlighted the school's consistent excellence in ELA, math, science, and early literacy outcomes, noting particularly strong mid-year reading proficiency rates, including high kindergarten performance. Rather than changing direction, her leadership focus has been on listening, protecting what already works, and strengthening instructional practice through teacher collaboration and effective intervention systems. She emphasized the importance of care, consistency, and community as the drivers of success, and shared plans to restore and display Maeser's original school bell as a symbol of the school's enduring legacy and commitment to excellence.

1.07 Patron Input

The board received two in-person comments. No online comments were received.

In-Person Comments:

Alisha Barney spoke to the board as a parent and community member, voicing concerns about hiring athletic leaders from outside the district and highlighting the benefits of coaches familiar with local student athletes.

Kache Barney spoke to the board about concerns regarding last year's coaching and shared his desire for a local football coach in the future.

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**

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

Motion: Member Robin McClellan moved to approve the Consent Calendar as presented, which includes the amended December 10, 2025 business meeting minutes, January 14, 2026 work session and business meeting minutes, and the financial update. 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. 010.0700 Video and Audio Surveillance

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.

2.03 Policies for Approval on Second Reading

A. 007.0405 Uintah School District Concurrent Enrollment

Motion: Vice President Tawnya McKee moved to approve the policy. Member Robin McClellan seconded the motion.

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

The motion carried unanimously.

B. 005.0100 Employee Conflict of Interest (NEW)

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

Dr. Mistalyn Leis confirmed that all requested revisions to section 2.1 from the work session have been completed, and the updated policy is now accessible on Diligent Community.

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

The motion carried unanimously

C. 010.1000 School Safety (NEW)

Motion: Member Robin McClellan moved to table the policy. Member Denise Maynard seconded the motion.

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

The motion carried unanimously.

The board noted that tabling the policy would provide the committee with an opportunity to thoroughly review the requested updates and present the revised policy at the next board meeting.

2.04 Personnel Changes

Motion: Vice President Tawnya McKee motioned to approve the recommended personnel changes, Member Denise Maynard seconded the motion.

Dr. Mistalyn Leis spoke to the board and answered any questions they had about the personnel changes.

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

The motion carried unanimously.

3. Informational / Discussion Items

3.01 School Security Update

Mindy Merrell provided a school safety update, referencing recent state legislation and the district's ongoing efforts to meet safety requirements. She highlighted four key areas: the assignment of school safety and security specialists in every school; implementation of the Standard Response Protocol (SRP) to create shared emergency language across the district and with first responders; the school guardian program and current School Resource Officer (SRO) coverage; and a large-scale safety exercise scheduled for March 20 focused on student reunification.

Mindy explained that community emergency partners will be part of the exercise, and students from grades 6 to 12 will take part in a virtual learning day so staff can attend training. The board members talked about how extensive this drill will be and pointed out that it is the district's biggest safety exercise so far.

3.02 Purchases Over \$50,000

Troy Timothy reviewed a purchase from Basin Wholesale for \$100,000 intended for the foods department, which supplies food for our school nutrition program.

All purchases were included in the approved budget.

3.03 Calendar Items

Superintendent Rick Woodford directed the Board to the Diligent calendar for upcoming events.

Additional highlights included:

- Parent-teacher conferences underway, a conference trade day this Friday, and no school Monday for Presidents' Day, resulting in a four-day weekend for some.
- A professional development day on February 27, with continued focus on safety and staff training.
- Annual AVEC at-risk conference with strong regional participation, along with multiple fine and performing arts events and fundraisers, highlighting appreciation for arts programs and their teacher advisors.

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

Board Member Comments:

Member Todd Massey noted enthusiasm for an upcoming conference featuring strong and inspiring guest speakers. They also emphasized the importance of community support for high school athletics, describing the school as a central gathering place for the community, similar to a local college, especially around Friday night sports. The remarks closed with appreciation for community pride, home-court support, and excitement around students competing in a current state basketball event.

Member Robin McClellan expressed appreciation for community members who spoke up and emphasized the importance of engagement in creating change. She acknowledged that this time of year can be challenging for teachers and administrators due to fatigue and seasonal factors and offered thanks and encouragement. The remarks concluded with well wishes for the long weekend, Presidents' Day, and Valentine's Day.

Member Denise Maynard thanked community members for attending and sharing their concerns, particularly regarding football, and acknowledged how difficult it can be to speak publicly. She emphasized that the board listens and values community input, while noting that hiring decisions follow a committee process. The remarks closed with appreciation for the district's ongoing efforts to improve and gratitude to principals, teachers, and staff for their work.

Vice President Tawnya McKee thanked community members for attending, participating in the pledge, and sharing their perspectives, acknowledging the courage it takes to speak publicly. They emphasized the importance of community engagement and expressed shared passion and support for the school's football program. While noting that outcomes may not always be perfect, Vice President Tawnya McKee affirmed that the board genuinely cares about students and values continued community involvement.

Troy Timothy shared a personal perspective as a longtime community member, expressing appreciation for passionate families and understanding the impact of coaching changes on student-athletes. He acknowledged the excitement and importance of students competing at the state level and recognized concerns about losing valuable seasons. Troy Timothy also noted that it has been a difficult month for the high school, and expressed gratitude for the resilience, service, and positive efforts of those working within the schools.

Superintendent Rick Woodford praised the school report and highlighted the district's strong traditions and consistent excellence across schools, expressing appreciation for the leadership provided by principals. He thanked community members for attending and acknowledged a personal passion for football and support for the program's success. Superintendent Rick Woodford also celebrated students of the month and emphasized the joy and value of visiting classrooms, particularly early elementary settings, as a reminder of the positive impact of teaching and learning. The remarks closed with thanks to the board for their work on policies and overall leadership.

President Dave Chivers expressed appreciation for community members who attended and participated, including lighthearted remarks about historical photos and recognition of strong school leadership. He reflected on past efforts to study effective preschool models and bring those ideas back to improve early education locally, noting pride in the district's strong early literacy outcomes. President Dave Chivers reported that a visiting school district praised Central Cove Early Learning Center for its strong culture, staff, and learning environment, rather than its facilities. The remarks concluded with pride in the community, the quality of education being provided, and gratitude for everyone—from taxpayers to staff—who contributed to student success.

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 carried unanimously, and the meeting adjourned at 7:20 p.m.

DRAFT

DATE: **February 11, 2026**
 TO: UINTAH BOARD OF EDUCATION
 FROM: Dr. Mistalyn Leis, Director of Human Resources
 RE: Board Approval Request for **February 11, 2026**: Board Approval of New Hires, 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
Francine Peterson	Sweeper	CEC	0.7375	All Required	Program 0285 Maintenance Operations
Ella Vance	SpEd Speech Aide	CEC	0.4875	All Required	Program 1215 SpEd Preschool
Rebekah Essington	Kindergarten Aide	Discovery	0.7375	All Required	Program 0183 Specialists and Aides
Wendy Sandoval	Kindergarten Aide	Discovery	0.7375	All Required	Program 0183 Specialists and Aides
Elizabeth Griffis	Part Time Secretary	EVE	0.7375	All Required	Program 0305 and 5678 School Administration & TSSA
Miranda Storer	Grade 5 Teacher	Maeser	1.0	Bachelor of Science Major: Human Development and Family Studies	Program 0050 Classroom Teacher Salaries
Kaylee Labrum	Intervention Aide	Naples	0.7375	All Required	Program 5678 TSSA
Samantha Rasmussen	Intervention Aide	VMS	0.7375	All Required	Program 5678 TSSA
Aileen Boren	SpEd Bus Aide	Transportation	0.7375	All Required	Program 1205 SpEd Add On

NEWLY HIRED EXTRACURRICULAR COACHES:

Name	Program	School	Years of Service
Ashley Berrett	Assistant Drill Team Coach	UHS	1
Ramsay Taliaferro	50% Stipend Assistant Baseball Coach	UHS	1

**Uintah School District
Board of Education
Uintah County, Utah**

Special 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: February 25, 2026

Time: 4:00 p.m. – 5:50 p.m.

Location: 826 South 1500 East, Naples, Utah

Board Members Present:

- Board President Dave Chivers
- Vice President Tawnya McKee
- Todd Massey
- Denise Maynard

Board Members Not Present:

- Robin McClellan

Executive Staff Present:

- Superintendent Dr. Rick Woodford
- Troy Timothy, Business Administrator

1. Introduction/Opening

A. Welcome/Call to Order

Business Administrator Troy Timothy welcomed the audience, and President Chivers called the meeting to order at 4:01 p.m.

B. Reverence

The reverence was offered by Vice President Tawnya McKee

C. Pledge of Allegiance

Member Todd Massey led the Pledge of Allegiance.

D. Patron Input

A single comment was submitted online and subsequently delivered to the board members in accordance with Board Policy 002.0720.

2. Action Items

A. Approval of Capital Outlay Requests for FY27 Budget – Troy Timothy, Business Administrator

Troy presented an overview of the district’s capital facilities planning process, outlining current conditions, projected needs, and the principles guiding future decisions. The purpose of the presentation was to provide context, establish shared understanding, and begin early planning for potential capital projects ahead of final approval later in the year.

The presentation emphasized that while the district’s capital funding has remained relatively stable, construction and maintenance costs have increased over time. As a result, careful long-range planning is necessary to ensure facilities remain safe, functional, and fiscally sustainable. To support this work, the district uses a facilities management system to track maintenance, project future needs, and guide both short term and long-term planning. These projections are planning tools and are expected to change as conditions and assessments evolve.

Several major facility needs were discussed, including roofs, mechanical systems, playgrounds, and other core infrastructure. Many district buildings were rebuilt or remodeled within a similar timeframe, meaning multiple facilities are approaching lifecycle milestones where significant maintenance or replacement is expected. Troy stressed the importance of evaluating remaining useful life and avoiding premature replacements when systems can be safely extended.

A central theme of the presentation was the district’s “needs versus wants” framework. Capital requests are evaluated through a structured process that prioritizes safety, legal and regulatory requirements, and direct impact on students and instruction. Requests are reviewed using a scoring rubric and committee process to ensure consistency, transparency, and fairness. Projects that are desirable but not essential may be deferred in years when resources are limited.

Superintendent Rick Woodford addressed long range facilities strategy, noting that enrollment has softened at most schools, with exceptions in specialized programs. This trend requires ongoing evaluation of how district facilities are used. The district is currently developing a long-term facilities plan that will need to account for both growth and decline scenarios. While no decisions are imminent, the superintendent emphasized the importance of beginning conversations about consolidation options to avoid significant investment in buildings that may be phased out in the future. Any such decisions would involve board action, data analysis, and community input.

The presentation also included a districtwide overview of enrollment and capacity, showing that most schools are operating below full capacity and that year over year changes have generally been modest. This information supports both immediate capital planning and long-term strategic decisions.

Troy concluded by emphasizing flexibility, stewardship, and transparency. Facilities planning must adapt to changing enrollment, evolving educational models, and real-world conditions. The district's goal is to responsibly extend the life of facilities, when possible, prioritize student safety and educational needs, and use public resources wisely.

Troy recommended approving \$5,861,734 in capital outlay funding for 2026-2027. Troy then addressed questions from the Board. After discussion,

Motion: Vice President Tawnya McKee motioned to preliminarily approve the capital outlay request listed in the attached spreadsheet in the amount of \$5,861,734. Member Todd Massey seconded the motion.

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

The motion carried unanimously.

3. Adjournment

A. Board Meeting Adjourned

President Chivers invited any closing remarks from the Board before entertaining a motion to adjourn. Member Denise Maynard made a motion to close the special board meeting, and Member Todd Massey seconded it. The Board approved the motion unanimously, and the meeting adjourned at 5:50 p.m.

Uintah FY27 Capital Outlay Spreadsheet Detail

Purpose: Allow the Uintah School Board the opportunity to review the proposed capital expenditures before budget approval.

Request Number	Description	Location	Contact	Replacement Cycle	Amount Recommended
1	Uintah/Duchesne Agreement (USD Students attending DSD)	District	Troy Timothy		\$700,000
2	Discretionary	District	Troy Timothy		\$211,000
3	District Wide Copy Machine Rotation	District		x	\$35,000
4	Student Allocations	District	Troy Timothy		\$344,000
86	Camera Replacement	District	Geoff Liesik		\$6,500
7	Install Electric Door Closers on fire doors tied to panic buttons	District Wide	Mindy Merrell		\$72,000
8	Maintenance and Repairs	Maintenance	Donny Laws		\$400,000
9	Custodial Equipment	Maintenance	Donny Laws		\$75,000
10	Concrete Grinding District Wide	Maintenance	Donny Laws		\$15,000
11	Service Truck w/ Snow Plow	Maintenance	Donny Laws		\$90,000
12	Wood Chips District Wide	Maintenance	Ken Giroit		\$15,000
84	Funding to start FY28 projects spring/summer of FY27	Maintenance	Donny Laws		\$500,000
14	Staff/Student Chromebook/Computer Rotation	Technology	Kent Mansfield		\$387,600
15	Small Equipment	Technology	Kent Mansfield		\$28,000
16	Battery Back Up Equipment	Technology	Kent Mansfield		\$48,000
17	Verkada Equipment & Support	Technology	Kent Mansfield		\$25,000
19	Exterior Lights	Ashley Elementary	Donny Laws		\$28,000
22	Playground re-configuration & soft fall protection	Ashley Elementary	Ken Giroit		\$300,000
23	Resurfacing/Painting Blacktop	Davis Elementary	Donny Laws		\$36,000
33	Remodel Principals Office	Lapoint Elementary	Donny Laws		\$20,124
34	Asphalt Seal Coat and Striping	Lapoint Elementary	Donny Laws	x	\$50,000
39	Asphalt Seal Coat and Striping	Maeser Elementary	Donny Laws		\$68,000
41	Sound Absorbers in Gym/Cafeteria	Maeser Elementary	Donny Laws		\$15,000
44	Rubber Surface on Kinder Playground	Naples Elementary	Ken Giroit		\$80,000
45	Rubber Sealcoat Main Playground (2 year maintenance)	Naples Elementary	Ken Giroit	x	\$5,000

48	Build Finance Office in Main Office Area	UMS	Donny Laws		\$5,000
49	Seal and Restripe Track	UMS	Donny Laws	x	\$10,000
51	Sound Boards in Small Gym	UMS	Donny Laws		\$13,000
52	Exhaust Hood in Room 17	UMS	Donny Laws		\$10,000
53	Update & Add Lighting - Front of School	UHS	Donny Laws		\$6,000
54	Update Lighting in Upper Balcony in Commons	UHS	Donny Laws		\$30,000
57	Repaint Blocks in Commons	UHS	Donny Laws		\$10,000
59	Replace Scoreboard in Small Gym	UHS	Donny Laws		\$8,000
60	Replace Wrestling Mats in Wrestling Room	UHS	Stephanie Bills		\$57,500
62.6	Javelin Runway Replacement & Track Repairs	UHS	Stephanie Bills		\$100,000
66	New Hoop System in Small Gym	UHS	Donny Laws		\$4,000
68	Gym Floor Refinishing	UHS	Stephanie Bills		\$10,000
69	Roofing	UHS	Donny Laws		\$1,400,000
70	Air Compressor	UHS	Donny Laws		\$52,000
71	Uniform Rotation	UHS	Amanda Brown		\$45,000
75	Acoustic Panels - Maker Space	Central Cove	Donny Laws		\$6,000
76	French Drains on playgrounds	Central Cove	Donny Laws		\$9,000
77	Zero Scape area by Bus dropoff & Front of School	Central Cove	Donny Laws		\$35,000
78	Stairs to upper storage in Shop	Transportation	Donny Laws		\$21,550
80	Cover over Propane Fill Station	Transportation	Donny Laws		\$5,000
81	Bluebird Propane Route Buses (Qty 2)	Transportation	Mark Rich	x	\$347,960
82	BESI Student Harnesses w/ Mounting strap (Qty 100)	Transportation	Mark Rich	x	\$27,500
83	Replace Main Breaker	Maeser Elementary	Donny Laws		\$20,000
85	Replace/Reburish Cooler	Foods	Sherry Hardman		\$75,000
TOTAL REQUESTED					\$5,861,734

Uintah FY27 Capital Outlay Spreadsheet Detail

Possible additions to the FY27 Capital Outlay budget that require further development and evaluation.

Request Number	Description	Location	Contact	Replacement Cycle	Amount Recommended
37	Replace Steam Boilers w/ Hot Water Boilers	VMS	Donny Laws		\$1,600,000
64	Paint & Resurface Athletic Locker Rooms	UHS	Donny Laws		\$100,000
TOTAL REQUESTED					\$1,700,000

Projects Not Recommended for FY27

Request Number	Description	Location	Contact	Replacement Cycle	Amount
5	Badge Access Retrofit to Life Skills Classroom	District Wide (Ashley, Maeser, EVE, Naples to start)	Ryan Maughan		\$9,000
6	Replace Roof Top units for HVAC	District	Donny Laws		\$160,000
13	Carpet - Maintenance Bldg	Maintenance	Donny Laws		\$35,000
18	Lunch Tables	Ashley Elementary	Donny Laws		\$140,000
20	Rubber Surface on Playgrounds	Ashley Elementary	Ken Girot		
21	ADA Updates for Visually Impaired	Ashley Elementary			
24	Fence Around Playground Equipment	Davis Elementary	Donny Laws		\$12,000
25	Lunch Tables	Discovery Elementary	Donny Laws		\$7,000
26	Repair Brickwork	Discovery Elementary	Donny Laws		\$5,000
27	ADA Access to Play Equipment (Sidewalk to equipment)	Discovery Elementary	Donny Laws		\$15,000
29	Replace Auditorium Carpet	Eagle View	Donny Laws		\$30,000
30	Repave Walking Path	Eagle View	Donny Laws		\$35,000
31	Fence Around Playground Equipment	Eagle View	Donny Laws		\$9,000
32	Fill in Island in Parking Lot	Eagle View	Donny Laws		\$15,000
35	Install Hold Open Arms on All Doors	Lapoint Elementary	Donny Laws		\$7,000
36	Fence Around Playgrounds	Lapoint Elementary	Donny Laws		\$12,000
38	Update Heating and Ventilation Controls	Maeser Elementary	Ken Girot		\$270,000
42	Bell Restoration and Display	Maeser Elementary	Donny Laws		\$8,000
43	Update Playground	Maeser Elementary	Ken Girot	x	\$275,000
47	Fence Around Playgrounds	Naples Elementary	Donny Laws		\$9,000
50	New Roof and Siding on Shed for Custodian Storage	UMS	Donny Laws		\$11,000
55	Replace Carpet Upstairs Hallways	UHS	Donny Laws		\$113,000
56	Replace Carpet in Hallways Downstairs/Replace Carpet w/ Tile in Graphics room	UHS	Donny Laws		\$94,000
58	New Updated Marquee	UHS	Donny Laws		\$50,000
65	Update Main Trophy Case	UHS	Donny Laws		
67	Upgrade HVAC	UHS	Ken Girot		\$700,000
74	Sidewalk Between AVEC and Shed	AVEC	Donny Laws		
79	Single phase power in main garage	Transportation	Donny Laws		\$85,000
87	Roof	Maintenance	Donny Laws		
88	Lapoint Fuel	Maintenance	Ken Girot		
89	Possible work on roof	Davis			
90	Additional Cameras	Davis			
91	Additional Cameras - 6	Discovery Elementary			

92	Additional Cameras - 6	Maeser			
93	Replace Intercom System	Maeser			
94	Additional Cameras	Naples			
95	Exhaust Fan in science storage	UMS			
96	Fence Area behind building B	UMS			
97	Vape Sensors for bathrooms - UTC/Teen Center/Main Gym/AG Bldg	UHS			
98	Additional Cameras - 10	UHS			
99	New Snow Machine w/ Windshield	UHS			
100	Athletic Entrance Marquee	UHS			
101	Shrubs behind softball field	UHS			
102	Additional Cameras - 6	AVEC			
24	Fence Around Playground Equipment & New Playground	Discovery Elementary	Donny Laws	x	\$275,000
63	New Lighting in Dance room	UHS	Donny Laws		\$6,000
61	Paint Goal Posts on FB Field	UHS	Donny Laws		
62	Tennis Court Resurfacing	UHS	Donny Laws		\$96,697
62.5	Track Resurfacing	UHS	Donny Laws		\$403,178
72	Extend Fence to 500 N & E to Stop Sign	AVEC	Donny Laws		\$20,000
73	Additional Parking Lot	AVEC	Donny Laws		\$90,000
40	Fence Around Playground Equipment	Maeser Elementary	Donny Laws		\$4,000
46	Cabinets Office Area and Cubbies in Vestibule	Naples Elementary	Donny Laws		\$18,000
TOTAL (Projects not Recommended)					\$3,018,875



"We inspire students to reach their full individual potential."

Board of Education

Dave Chivers, President • **Tawnya McKee**, Vice President
Todd Massey, Member • **Denise Maynard**, Member • **Robin McClellan**, Member

Memorandum

To: Dave Chivers, President
Tawnya McKee, Vice President
USD Board Members

From: Troy Timothy, Business Administrator

Cc: Rick Woodford, Superintendent
Shawna Muhme, Superintendent Secretary

Date: March 6, 2026

Re: Monthly Board Financial Update – February 2026

Recommendation: I recommend that the Board approve the Monthly Board Financial Update for February 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 February 28, 2026;
 - Year-over-year Fund 10 comparison (FY25 & FY26) as of February 28, 2026;
 - FY26 year-to-date capital outlay spreadsheet update as of February 28, 2026;
 - District-wide payroll registers for February 2026;
 - District-wide AP February 2026 check register (including UHS); and
 - Donations to UHS through February 28, 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 February 2026

	<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	\$ 58.0		\$ 26.3
21 - SCHOOL ACTIVITY		1.2	1.0		0.2
26 - CDA/RDA		0.8	-		0.8
31 - DEBT SERVICE		2.6	2.6		0.0
32 - CAPITAL OUTLAY		9.2	8.3		0.9
49 - SCHOOL FOOD SERVICES		3.6	1.7		1.8
TOTAL REVENUES		\$ 101.8	\$ 71.6		\$ 30.2
EXPENDITURES					
10 - MAINTENANCE & OPERATIONS		\$ 84.5	\$ 44.3	\$ 0.2	\$ 39.9
21 - SCHOOL ACTIVITY		1.2	1.0	0.1	0.1
26 - CDA/RDA		0.8	-	-	0.8
31 - DEBT SERVICE		2.6	2.6	-	0.0
32 - CAPITAL OUTLAY		8.3	6.1	0.5	1.8
49 - SCHOOL FOOD SERVICES		3.9	1.9	0.2	1.8
TOTAL EXPENDITURES		\$ 101.4	\$ 55.9	\$ 0.9	\$ 44.6
REVENUE/EXPENDITURE VARIANCES					
		<u>Adj Budget Var</u>	<u>Actual Var</u>		
10 - MAINTENANCE & OPERATIONS		\$ (0.1)	\$ 13.5		
21 - SCHOOL ACTIVITY		0.0	(0.1)		
26 - CDA/RDA		-	-		
31 - DEBT SERVICE		-	(0.0)		
32 - CAPITAL OUTLAY		0.9	1.8		
49 - SCHOOL FOOD SERVICES		(0.4)	(0.5)		
REVENUE/EXPENDITURE VARIANCES		\$ 0.4	\$ 14.7		



"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: Uintah School District Board Members
From: Jayme Leyba, Director of Elementary Education
Date: March 11, 2026
Re: Policy 003.0600 School Community Council

Recommendation: Approve 1st reading

Background (rationale): This policy was last approved in 2012. Since then, a series of minor revisions to state statute have occurred. While each change may seem small individually, together they create substantive shifts that require the Board to revise and realign our current policy with state law. The draft presented to you reflects these updates and follows the model policy developed by the state.

Policy Implications: Need to align our policy with current state law.

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

Motion:

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



Policy: 003.0600

Section: Section 003-- Administration

School Community Council (1st Reading)

~~SCHOOL COMMUNITY COUNCIL~~

1.0 GENERAL POLICY STATEMENT ~~PURPOSE~~

1.1 ~~The purposes of school community councils are to involve parents or guardian OR GUARDIAN of students in decision-making at the school level, improve the quality of education of students, prudently expend School LAND Trust Program money, and increase public awareness of school trust lands and related land policies, management of the State School Fund, and educational excellence.~~

Utah Code 53G-7-1202(2) (2024)

2.0 DEFINITION

2.1 The School LAND trust plan is a school's plan to use School LAND Trust Program money to implement a component of the school's teacher and student success plan, including a description of programs, practices, materials or equipment needed to implement the plan.

3.0 FORMATION OF COMMUNITY COUNCILS

3.1 Each school within the District shall, in consultation with the Board of Education, establish a school community council at the school building level.

3.2 A school or District administrator may not prohibit or discourage a community council from discussing issues or offering advice or recommendations regarding the school and its programs, school district programs, the curriculum, or the community environment for students.

3.3 The Board may ask school community councils for information to inform Board decisions and may also ask school community councils to address local issues at the school community council level before bringing those issues to the Board.

3.4 The Board shall report approval dates of required plans (listed below) to the Utah State Office of Education.

Utah Code 53G-7-1202(1)(d) (2) (2024)
Utah Admin. Code R277-491-4 (July 9, 2012)

2.0 PURPOSES OF COMMUNITY COUNCILS

~~2.1—The purposes of school community councils are to involve parents or guardians of students in decision-making at the school level, improve the quality of education of students, prudently expend School LAND Trust Program money, and increase public awareness of school trust lands and related land policies, management of the State School Fund, and educational excellence.
Utah Code Ann. §53G-7-1202~~

4.0 COMPOSITION OF COUNCILS

4.1 Each school community council shall consist of school employees (including the school's principal) and parents or guardians of students who are attending the school.

4.2 The recommended composition of school community councils for high schools is six (6) parent or guardian members and four (4) school employee members (including the principal). The recommended composition of school community councils for other schools is four (4) parent or guardian members and two (2) employee members (including the principal). The school community council is not required to have the recommended composition and can by a majority vote of a quorum of the council, determine how many members the council will have, provided that there are at least two (2) school employee members and there are at least two (2) more parent or guardian members than school employee members.

4.3 The number of parent or guardian members of a school community council who are not educators employed by the school district shall exceed the number of parent or guardian members who are educators employed by the school district. If, after an election, the number of parent or guardian members who are not educators employed by the school district does not exceed the number of parent or guardian members who are educators employed by the school district, the parent or guardian members of the school community council shall appoint one or more parent or guardian members to the school community council so that the number of parent or guardian members who are not educators employed by the school district exceeds the number of parent or guardian members who are educators employed by the school district.

4.4 Each community council shall elect a chair from its parent or guardian members and a vice chair from its parent or guardian members or school employee members other than the principal.

Utah Code [Ann. 53G-7-1202\(4\), \(5\)\(i\) \(2024\)](#)

5.0 NOTICE OF AVAILABLE COUNCIL POSITIONS

~~4.1 The principal of the school, or the principal's designee, shall provide notice of the available community council positions to school employees, parents, and guardians at least ten (10) days before the date of the election. The notice shall include:~~

5.1 At least 10 days before the date of a community council election, the principal of the school, or the principal's designee, shall provide notice to each school employee or parent of the opportunity to vote in, and run as a candidate in, the election. The notice shall include:

- 5.1.1 the dates, and times, and location of the election;
- 5.1.2 a list of council positions that are up for election; and
- 5.1.3 instructions for becoming a candidate for a community council position;
- 5.1.4 the location where a ballot may be cast; and

[5.1.5 the means by which a ballot may be cast, whether in person, by mail, or by electronic transfer.](#)

[5.2 At least once per year, on or before October 20, the principal shall post on the school website an invitation to parents to serve on the school community council, the dollar amount the school receives each year, a copy or link to the school's current Teacher and Student Success Plan, approved minutes of the school's council meetings for a least a year, a proposed council meeting schedule for the year; a means to directly contact the members of the school community council; a copy of or a link to the school's current year plan, and the final reports for the most recent two years.](#)

[Utah Code ~~Ann.~~ §53G-7-1202\(5\)\(c\) 2024](#)
[Utah Code 53G-7-1206](#)
[Utah Admin Rules R277-491-3\(1\) \(July 22, 2022\)](#)
[Utah Admin Rules R277-491-4\(](#)

6.0 SELECTION OF SCHOOL EMPLOYEE MEMBERS

6.1 The principal shall serve as an ex officio member with full voting privileges. A school administrator may not serve as chair or vice chair of the school community council.

6.2 Employee members shall be elected by secret ballot by a majority vote of the school employees. The employee member election shall be held in the same season as the election for parent or guardian members. The principal, or the principal's designee, shall oversee the elections. The results of the election shall be made available to the public upon request.

6.3 If the number of employee candidates is less than or equal to the number of open employee positions, no election is required.

6.4 If an employee position on the council remains unfilled following an election or after an appointment when no election is required, the other employee members of the council shall appoint an employee to fill the position.

[Utah Code ~~Ann.~~ §53G-7-1202\(5\)\(a\), \(d\), \(e\)\(ii\) \(2024\)](#)
[Utah Admin. Code R277-491-3 \(July 9, 2012\)](#)

7.0 SELECTION OF PARENT AND/OR GUARDIAN MEMBERS

7.1 Parent or guardian members shall be elected by secret ballot by a majority vote of those voting in an election held at the school. Only parents or guardians of students attending the school are eligible to vote in this election. [However, when elections are held in the spring, parents of students who will be attending the school in the fall are eligible to vote and to be candidates.](#) Ballots cast in this election shall be deposited in a secure ballot box.

7.2 If the number of parent or guardian candidates is less than or equal to the number of open parent or guardian positions, no election is required.

7.3 School community councils may establish procedures that allow for ballots to be clearly marked and mailed to the school in the case of geography or school distances that would otherwise discourage parent participation. Hand-delivered or mailed ballots shall meet the same timelines for voters voting in person. Schools may allow parents to vote by electronic ballot [through a District-approved election process consistent with this policy.](#) If a school allows voting by electronic means, the opportunity shall be clearly explained on the school's website including: [directions for electronic voting;](#) [security provisions for electronic voting;](#) [security provisions for electronic voting;](#) [statement to parents and community](#)

[members that violations of a school's voting procedures may disqualify a parent's vote or invalidate an election, or both.](#)

[6.3.1—directions for electronic voting;](#)

[6.3.2—security provisions for electronic voting;](#)

[6.3.3—statement to parents and community members that violations of a school's voting procedures may disqualify a parent's vote or invalidate an election, or both.](#)

7.4 The principal, or the principal's designee, shall oversee the elections. The results of the election shall be made available to the public upon request. [Following the election, the principal shall enter and electronically sign a principal's assurance on the School LAND Trust website, affirming the school community council's election, that unfilled positions were filled by appointment as necessary \(consistent with Utah Code 53G-7-1202\(5\), and that the council's bylaws or procedures comply with the law.](#)

[Utah Admin Rules R277-491-4\(1\) \(July 22, 2022\)](#)

[Utah Admin Rules R277-491-3\(3\)\(a\) \(July 22, 2022\)](#)

7.5 Any parent or guardian who qualifies to be a candidate may file or declare him or herself as a candidate for election to the council. An individual qualifies to be a candidate if she or he is the parent or guardian of a student who will be enrolled at the school during the parent or guardian's term of office; however, if the parent or guardian is also an educator employed at the school, the parent or guardian is not eligible to be a "parent or guardian" candidate or member of the council.

7.6 The election for the parent and/or guardian members shall be held in the spring or in the fall, as determined by each school's principal. However, once the election season has been determined, it must remain the same for at least four years before it can be changed.

7.7 Spring elections for parent or guardian members shall be scheduled by the principal on a date or dates such that the election is completed before the last week of school. [For spring elections, the school community council shall attempt to notify the parents of incoming students of the opportunity to run for the council and shall provide those parents with the opportunity to vote in the election.](#)

7.8 Fall elections for parent or guardian members shall be scheduled by the principal on a date or dates [such that the election is completed before October 15, near the beginning of the school year.](#)

7.9 If a parent or guardian position on the council remains unfilled following an election or after the appointment when no election is required, the other parent or guardian members of the council shall appoint a parent or guardian who meets the above qualifications to fill the position.

[Utah Code Ann. §53G-7-1202](#)

[Utah Admin. Code R277-491-3 \(July 9, 2012\)](#)

[Utah Code 53G-7-1202 \(2024\)](#)

8.0 TERM OF OFFICE

~~78.1.1~~ Elected or appointed members of the council shall serve a two (2) year term beginning either the first day of the school year (for spring elections) or on November 1 (for fall elections). However, terms shall be staggered so that no more than approximately half of council members stand for election in any one year. A member's term shall be extended as needed until his or her replacement's term begins (for example, to avoid a gap that would result from a shift from one election season to the other). A school community council

member may serve successive terms so long as the member continues to meet the eligibility requirements to be a parent or guardian member or an employee member. If a change to a statute or regulation affects the composition of the council, a council member who was elected or appointed before the change may complete the term to which she or he was elected.

Utah Code Ann. §53G-7-1202 (2024)
Utah Admin Rules R277-491-3(4) (July 22, 2022)

9.0 UPDATING COUNCIL MEMBERSHIP

9.1 By or before October 20 of each year, the principal shall enter the names of the council members on the state School LAND Trust Program website.

Utah Code Ann. §53G-7-1202(5)(g) (2024)

10.0 DUTIES OF COUNCILS

10.1 Each school community council shall advise and make recommendations to the school, school district administrators, and the local school board regarding the school and its programs, school district programs, and other issues relating to the community environment for students. School community councils shall report on a plan at least annually to the Board and shall cooperate with State Board of Education monitoring and audits. Councils may also advise and inform the Board and other members of the school community regarding the uses of School LAND Trust Program funds. They shall also encourage participation on the council and may recruit potential applicants to apply for open council positions. Councils shall establish clear written procedures which govern removal from office of members who move away or who consistently do not attend meetings, as well as additional clarifications to assist in the efficient operation of the council consistent with the law and with Board rule.

Utah Code § 53G-7-1202(2) (2024)
Utah Admin. Rules R277-491-6(1)(b)(iii), (2) (July 22, 2022)

10.2 Each school community council shall ~~also; create a School LAND Trust Program and LAND Trust plan for the school in accordance with § 53G-7-1206; and:~~

~~9.2.1— Create a school improvement plan in accordance with §53G-7-1204;~~

~~9.2.2— Create a School LAND Trust program for the school in accordance with §53F-2-404;~~

~~9.2.3— Assist in the creation and implementation of a staff professional development plan in accordance with §53G-11-303; and~~

10.2.1 Advise and make recommendations to school and district administrators and the school board regarding the school and its programs, school district programs, a child access routing plan in accordance with §53G-4-402, safe technology use and digital citizenship, the school's positive behavior plan, and other issues relating to the community environment for students.

Utah Code §53G-7-1202(3) (2024)

~~9.2.5— In addition, each school community council for an elementary school shall develop a reading achievement plan in accordance with §53E-4-306.~~

~~Utah Code Ann. §53G-7-1202~~

10.3 Each school community shall also provide for education and awareness on safe technology use and digital citizenship that empowers students to make smart media and

online choices and students' parents or guardians to know how to discuss safe technology use with their students. "Digital Citizenship" means the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security.) Each school community council shall also partner with the school's principal or other administrators to ensure that adequate on- and off-campus internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel. Each school community council shall also work with students, families, and educators to incorporate safety principles at the school and hold at least an annual discussion with the school's principal and District administrators regarding safety principles at the school and District level in order to coordinate the school community council's effort to develop and incorporate safety principles at the school. "Safety principles" means safety principles that, when incorporated into programs and resources, impact academic achievement by strengthening a safe and wholesome learning environment, including continual efforts for safe technology utilization and digital citizenship.) To fulfill these duties, a school community council may create a subcommittee and may also partner with one or more non-profit organizations.

Utah Code § 53G-7-1202(1)(a), (e) (3)(a)(iii), (iv), (v), (b) (2024)

10.3.1 To assist the community council in fulfilling these responsibilities, the principal shall annually provide the council with a report which summarizes the current safety principles and practices used by the District and school regarding technology and digital citizenship, including (1) information on internet filtering protocols for school and District devices which access the internet, (2) instructional practices, monitoring, and reporting procedures, and (3) and required internet safety training provided to a student and parent by the school or the District.

Utah Admin. Rules R277-491-6(3) (July 22, 2022)

11.0 DUTIES OF COUNCIL CHAIR

11.1 With respect to meetings, the school community council chair (or designee) shall set each meeting's agenda; conduct each meeting according to the council's rules; keep written minutes which meet the requirements of this policy and law; and welcome and encourage public participation.

11.1.1 The chair shall also inform council members about resources available on the School LAND Trust website.

Utah Admin. Rules R277-491-5(2) (July 22, 2022)

12.0 COMMUNITY COUNCIL MEETING PROCEDURES—

12.1 Each community council shall adopt rules of order and procedure to govern its meetings which prescribe parliamentary procedure, ethical behavior, and civil discourse. The council's meetings shall be conducted in accordance with these rules. These rules shall also outline the process for (1) electing the school community council (including the number of parent members and school employee members and member positions beginning in odd years or even years to ensure half of the council member positions are open for election each year), (2) selecting a chair and vice chair (3) removing from office a member who moves away or fails to attend meetings regularly, and (4) for a member to declare a conflict of interest. Copies of these rules shall be made available at each meeting of the council and shall be posted on the school's website.

Utah Code § 53G-7-1203(9) (2021)

Utah Admin. Rules R277-491-6(1) (July 22, 2022)

13.0 COMMUNITY COUNCIL TRAINING

13.1 The superintendent or designee shall provide annual training to the community councils of the District. This training shall include education of the chair and vice chair regarding their responsibilities, informing council members about the resources available on the state School LAND Trust website, and educating the members about the following statutes which govern school community councils: Utah Code 53G-7-1202 (relating to the establishment, composition, and duties of community councils); Utah Code 53G-7-1203 (regarding open meeting requirements applicable to community councils); Utah Code 53G-7-1204~~6~~ (regarding the school improvement plan); ~~and Utah Code §53F-2-404~~ (regarding the School LAND Trust program).

~~Utah Code Ann. §53G-7-1206~~
~~Utah Code 53G-7-1202(8) (2024)~~

14.0 SCHOOL BOARD TRAINING

14.1 The president of the Board of Education shall ensure that the members of the Board are provided annual training on the School LAND Trust Program and its requirements.

Utah Code § 53G-7-1206(7) (2025)

15.0 COMMUNITY COUNCILS OPEN MEETINGS REQUIREMENTS

15.1 School community councils are not a “public body” subject to the requirements of and are exempt from the Utah Open and Public Meetings Act. However, a school community council shall conduct its business in an open and transparent manner according to the following requirements:

15.1.1 A meeting of a school community council is open to the public.

15.1.2 A school community council may not close any portion of a meeting.

~~11.1.3 On or before November 15, the principal shall post the following information on the school's website and in the school office:~~

~~15.1.3A school community council shall, at least one week prior to a meeting, post the following information on the school's website: a notice of the meeting, time and place, an agenda for the meeting, and the minutes of the previous meeting.~~

~~a. The proposed school community council meeting schedule for the year;~~

~~b. A telephone number or email address, or both, where each school community council member can be reached directly; and~~

~~c. A summary of the annual report required under Section 53F-2-404 on how the school's School LAND Trust Program money was used to enhance or improve academic excellence at the school and implement a component of the school's improvement plan.~~

~~d. a. The school community council shall identify and use methods to provide this information to a parent or guardian without Internet access but without using School LAND Trust Program funds.~~

~~11.1.4—A school community council shall, at least one week prior to a meeting, post the following information on the school's website:~~

~~a.—a notice of the meeting, time, and place;~~

~~b.—an agenda for the meeting; an~~

~~c.—the minutes of the previous meeting.~~

~~d.a. 15.1.4 An agenda required under Subsection (4)(ii) shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic shall be listed under an agenda item on the meeting agenda.~~

~~e.b. 15.2 The notice requirement of Subsection (4) may be disregarded and an~~

~~f.—emergency meeting held if:~~

~~11.1.5 The notice requirement of Subsection (4) may be disregarded and an emergency meeting held if:~~

~~a.~~

~~15.2.1 because of unforeseen circumstances it is necessary for a school community council to hold an emergency meeting to consider matters of an emergency or urgent nature; and the school community council gives the best notice practicable of the time and place of the emergency meeting; and the topics to be considered at the emergency meeting.~~

~~b.—the school community council gives the best notice practicable of:~~

~~i.—the time and place of the emergency meeting; and~~

~~ii.—the topics to be considered at the emergency meeting.~~

~~15.2.2 ~~11.1.6~~ An emergency meeting of a school community council may not be held unless: an attempt has been made to notify all the members of the school community council; and a majority of the members of the school community council approve the meeting.~~

~~a.—an attempt has been made to notify all the members of the school community council; and~~

~~b.a. a majority of the members of the school community council approve the meeting.~~

~~11.1.7~~

~~15.3 A school community council may not take final action on a topic in a meeting unless the topic is: listed under an agenda item as required by Subsection (4)(a); and included with the advance public notice required by Subsection (4).~~

~~a.—listed under an agenda item as required by Subsection (4)(b); and~~

~~b.a. included with the advance public notice required by Subsection (4).~~

~~11.1.8~~

~~15.4 Written minutes shall be kept of a school community council meeting and shall include: the date, time and place of the meeting; the names of members present and absent; a brief statement of the matters proposed, discussed, or decided; a record, by an individual member, of each vote taken; and details that include:~~

~~11.1.9~~ Written minutes of a school community council meeting shall include:

- ~~a.~~ the date, time, and place of the meeting;
- ~~b.~~ the names of members present and absent;
- ~~c.~~ a brief statement of the matters proposed, discussed, or decided;
- ~~d.~~ a record, by an individual member, of each vote taken;

~~e.~~ 15.4.1 the name of each person who: is not a member of the school community council; and

~~i.~~ is not a member of the school community council; and

~~1.~~

15.4.2 after being recognized by the chair, provided testimony or comments to the school community council;

~~ii.~~

~~ii.~~ 15.4.3 the substance, in brief, of the testimony or comments provided; and any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.

~~iii.~~ any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.

~~11.1.10~~

15.4.4 The written minutes of a school community council meeting are a public record under Title 63G, Chapter 2, Government Records Access and Management Act and shall be retained for three years.

Utah Code § 52-4-103(7)(c)(iii) (2025)

Utah Code § 53G-7-1203 (2021)

~~11.1.11~~ "Rules of order and procedure" means a set of rules that govern and prescribe in a public meeting:

- ~~a.~~ parliamentary order and procedure;
- ~~b.~~ ethical behavior; and
- ~~c.~~ civil discourse.

~~11.1.12~~ A school community council shall:

- ~~a.~~ adopt rules of order and procedure to govern a public meeting of the school community council;
- ~~b.~~ conduct a public meeting in accordance with the rules of order and procedure adopted by the council and
- ~~c.~~ make the rules of order and procedure available to the public:
 - ~~i.~~ at each public meeting of the school community council; and

ii.—on the school's website.

Utah Code Ann. § 52-4-103(8)(b)(iii) (2012)
Utah Code Ann. § 53G-7-1203

15.0 SCHOOL IMPROVEMENT PLAN

12.1—Each school community council shall create a school improvement plan. In developing this plan, the council shall annually evaluate and use the results of the school's U-PASS test. (However, the council may not have access to data that reveals the identity of students.)

12.2—The school improvement plan shall:

12.2.1—identify the school's most critical academic needs;

12.2.2—recommend a course of action to meet those needs;

12.2.3—list any programs, practices, materials, or equipment that the school will need to implement its action plan to have a direct impact on the instruction of students and result in measurably increased student performance; and

12.2.4—describe how the school intends to enhance or improve academic achievement, including how financial resources available to the school (for example, state and federal grants, or School LAND Trust Program monies) will be used for this purpose.

12.3—The school principal shall make the school budget and other data available to the council as needed in developing the school improvement plan.

12.4—The school improvement plan developed by the council is subject to the approval of the Board of Education. The school improvement plan as approved by the Board of Education shall be implemented by the school. The school shall provide ongoing support for the council's plan.

12.5—The school shall also through the school community council prepare and present an annual report to the Board of Education at the end of the school year which details the use of School LAND Trust funds and which assesses the results obtained from the use of those funds, and which also details the use of funds from other sources and the results obtained from use of those sources.

12.6—The council may develop a multi-year school improvement plan, but the plan must nevertheless be presented to and approved by the Board of Education each year.

Utah Code Ann. §53G-7-1204

13.0

16.0 SCHOOL LAND TRUST PROGRAM

13.1—In developing the school improvement plan, the council shall include a program to use the School LAND Trust funds allocated to the school to implement a component of the school improvement plan, including a description of programs, practices, materials or equipment needed to implement the component of the plan.

15.1 The LAND trust plan is a school's plan to use School LAND Trust Program

~~money to implement a component of the school's teacher and student success plan, including a description of programs, practices, materials or equipment needed to implement the plan.~~

13.2

16.1 The program developed by the council to use the School LAND Trust funds is subject to the approval of the Board of Education. The program, as approved by the Board of Education, shall be implemented by the school. The school shall provide ongoing support for the council's plan and responsibilities. The school shall also publicize to its patrons and the general public how the School LAND Trust funds were used to implement a component of the improvement plan-teacher and student success plan and the results of those efforts. ~~The principal shall ensure that the school website fully communicates how parents can directly influence expenditure of School LAND Trust Program funds and includes the dollar amount of funds received by the school each year. Also, the school shall prepare and post of the state School LAND Trust Program reporting website an annual report before the council submits a plan for the following year which details the use of School LAND Trust funds and which assesses the results obtained from the use of those funds. (To assist with this annual report, the District shall record expenditures of School LAND Trust Program funds through a financial reporting system identified by the State Board of Education.) A summary of this report shall be provided to parents of students who attend the school. Also, through the school community council, the school shall prepare and post on the state School LAND Trust Program website an annual report each fall which details the use of School LAND Trust funds and which assesses the results obtained from the use of those funds. A summary of this report shall be provided to parents or guardians of students attending the school.~~

13.3

16.2 The council shall create and vote to adopt a ~~plan for the~~ School LAND Trust plan ~~Program money~~ in a meeting of the school community council at which a quorum is present.

13.4

16.3 If a majority of the quorum votes to adopt a School LAND Trust plan, ~~for the use of~~ School LAND Trust ~~Program money~~, ~~the plan is adopted, the school community council shall post the School LAND Trust plan on the state reporting website which includes a report noting the number of community council members who voted for or against the approval of the plan and number of members who were absent for the vote.~~

13.5—A school community council shall:

~~13.5.1—post on the state School LAND Trust Program website a plan for the use of School LAND Trust program money that is adopted; and~~

~~13.5.2—include with the plan a report noting the number of community council members who voted for or against the approval of the plan and the number of members who were absent for the vote.~~

13.6

16.4 The Board of Education shall approve or disapprove the plan, ~~for the use of School LAND Trust Program money~~. If the Board of Education disapproves ~~of the a~~ School LAND Trust plan, the Board will provide a written explanation of the reasons for disapproval and request the council to revise the plan and the council shall submit a revised plan to the Board of Education for approval.

13.7

16.5 The school shall implement the program as approved, provide ongoing support for the council's plan and responsibilities program, and meet State Board of Education reporting requirements regarding financial and performance accountability of the program.

Utah Code 53G-7-1206 (2025)
Utah Code 53G-7-1305(4) (2019)
Utah Code Ann. §53F-2-404

14.0 STAFF PROFESSIONAL DEVELOPMENT PLAN ASSISTANCE

~~14.1 The school community council shall assist the school with the development and implementation of the school's staff professional development plan.~~

~~Utah Code Ann. §53G-11-303~~

17.0 PERMISSIBLE USES OF SCHOOL LAND TRUST PROGRAM FUNDS

17.1 School LAND Trust Program expenditures shall have a direct impact on the instruction of students in the particular school's areas of most crucial academic need and consistent with the academic priorities of the Board of Education to increase achievement in English, language arts, mathematics, and science, and for secondary schools to increase graduation rates and promote college and career readiness. The school community council shall review school wide assessment data annually and use School LAND Trust Program funds in data-driven and evidence-based ways to improve educational outcomes, consistent with the academic goals of the school's teacher and student success plan framework and the priorities of the Board of Education. This includes strategies that are measurable and show academic outcomes with multi-tiered systems of support and counselors and educators working with students and families on academic and behavioral issues, when a direct impact on academic achievement can be measured.

17.2 School LAND Trust Program funds may not be used for (a) costs related to district or school administration, including accreditation, (b) expenses for construction, maintenance, facilities, overhead, furniture, storage of student personal property, security, or athletics, or (c) expenses for non-academic in-school, co-curricular, or extracurricular activities.

17.3 A school that demonstrates appropriate progress and achievement consistent with the academic priorities of the Board of Education may request Board approval of a plan to address other academic goals if the plan includes (a) how the goal is in accordance with the core standards established by the State Board of Education in Utah Administrative Rules R277-700, (b) how the action plan for the goal is data-driven, evidence-based, and has a direct impact on the instruction of students consistent with the requirements above, (c) the data driving the decision to spend the School LAND Trust Program funds for these academic needs, and (d) the anticipated data source the school will use to measure progress. Student incentives implemented as part of an academic goal in the School LAND Trust Program may not exceed \$2 per awarded student in an academic school year.

Utah Admin. Rules R277-477-5 (October 8, 2024)

15.0

18.0 CHILD ACCESS ROUTING PLAN

~~15.1~~

~~18.1 Each school community council shall annually develop a child access routing plan for its school and submit it to the school traffic safety committee. The school community council of each school shall advise and make recommendations to the district school traffic safety committee regarding their school's child access routing plan.~~

~~Utah Code Ann. §53G-4-402~~

Utah Code Ann. §53G-7-1202

Utah Code § 53G-4-402(19)(c)(i) (2025)
Utah Code § 53G-7-1202(3)(a)(ii)(C) (2024)

16.0- READING ACHIEVEMENT PLAN FOR ELEMENTARY SCHOOLS

~~16.1—The school community council for each elementary school shall develop a reading achievement plan for the school, which shall be submitted to the District for review and approval prior to implementation. The reading achievement plan must be reviewed and approved by the District annually. (In developing this plan, the council may not have access to data that reveal the identity of students.)~~

~~16.2—Following approval by the District, the reading achievement plan shall be implemented by the school's principal, teachers, and other appropriate staff.~~

~~16.3—The reading achievement plan shall be designed to reach the long-term goal of having all students in the school reading on or above grade level by the end of the third grade.~~

~~16.4—The reading achievement plan shall include the following components:~~

~~16.4.1—An assessment component that focuses on ongoing formative assessment to measure the five domains of reading (phonological awareness, phonics, fluency, comprehension, and vocabulary), as appropriate, and to inform instructional decisions, and which includes a reading assessment selected from a list recommended by the State Board of Education.~~

~~16.4.2—An intervention component that:~~

- ~~a.—Provides adequate and appropriate interventions focused on each student attaining proficiency in reading skills;~~
- ~~b.—Is based on best practices identified through proven research-based methods;~~
- ~~c.—Provides intensive intervention, such as focused instruction in small groups, implemented at the earliest possible time for students having difficulty in reading;~~
- ~~d.—Provides an opportunity for parents to receive materials and guidance so that they will be able to assist their children in attaining proficiency in reading skills; and~~
- ~~e.—As resources allow, involve a reading specialist.~~

~~16.4.3—A reporting component that includes reporting to parents their child's literacy profile which documents ongoing formative assessment results and, at the end of third grade, their child's reading level.~~

Utah Code Ann. §53E-4-306

~~17.0-~~

19.0 SUBCOMMITTEES AND TASK FORCES

19.1 A school community council may create subcommittees or task forces to advise the council or make recommendations to the council, or to develop all or part of the plans that the council's duties require it to prepare. However, any plan or portion thereof developed by a subcommittee or task force shall be subject to the approval of the council.

19.2 A school community council may appoint individuals who are not members of the council to serve on a subcommittee or task force (including parents, ~~or guardians~~, school employees, or other community members).

[Utah Code Ann. §53G-7-1202](#)
[Utah Code § 53G-7-1202\(6\) \(2024\)](#)

Adoption Date: **August 09, 2011**

Last Revised: **October 08, 2013** [March 11, 2026](#)

Policy Origin: **REPLACES POLICY 003.0600 SCHOOL COMMUNITY COUNCIL (APPROVED 8/9/11)**



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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: USD Board Members
From: Jayme Leyba, Director of Elementary Education
Date: March 11, 2026
Re: 006.0300 Affirmative Action in the Instructional Program

Recommendation:

The 006.0300 Affirmative Action in the Instructional Program Policy be removed from the district policy manual, with continued reliance on current nondiscrimination, civil rights, and student access policies to fulfill the same intent in a clearer and more up-to-date manner.

Background (rationale):

1. The Policy's Core Protections Are Already Required by Law

The 1985 policy was adopted to ensure equal educational opportunities for students regardless of race, creed, color, age, disability, sex, or national origin. Today, these protections are explicitly required under federal and state law, including:

- Title VI of the Civil Rights Act
- Title IX of the Education Amendments
- Section 504 of the Rehabilitation Act and the ADA
- Utah State Board of Education rules on nondiscrimination and equal access

Because compliance with these laws is mandatory, the district is already legally obligated to provide the protections outlined in the policy.

2. The Policy's Intent Is Addressed in Current District Policies

The substantive intent of the 1985 policy—ensuring nondiscrimination and equal access in instructional programs, activities, and services—is now addressed through modern, comprehensive policies, including:

- Student nondiscrimination and civil rights policies
- Title IX and Section 504 policies and procedures
- Student harassment, discrimination, and retaliation policies
 - 007.0245 Discrimination, Harassment or Retaliation
 - 007.0225 Safe Schools, Conduct, and Discipline
 - 007.0230 Bullying and Hazing
 - 007.0235 Sexual Harassment Of and By Students
 - 007.0310 Student and Family Privacy
- District and school-level handbooks outlining equal access to programs and activities

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These policies apply directly to students and instructional programs and are regularly updated to align with current legal standards.

3. The Policy Is Redundant and Outdated

The policy reflects language and frameworks common in the 1980s but no longer used in current education policy practice:

- The term "affirmative action" is outdated and not reflective of modern compliance-based approaches to equity and access.
- The policy duplicates protections that are already covered elsewhere in clearer, more current language.
- Retaining redundant policies increases the risk of inconsistency, confusion, or misinterpretation.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

Motion:

Dr. Rick Woodford, Superintendent • **Troy Timothy**, Business Administrator
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Policy: 006.0300

Section: Section 006 - Instruction

Affirmative Action In The Instructional Program (1st Reading) (Elimination)

AFFIRMATIVE ACTION IN THE INSTRUCTIONAL PROGRAM

1.0 It is the policy of the Board of Education of the Uintah School District to continue to implement affirmatively equal educational opportunities for all students without regard to race, creed, color, age, disability, sex or national origin. Positive action shall continue to be taken to insure the fulfillment of this policy.

2.0 Positive action shall continue to be taken to implement this policy in all aspects of the instructional program and in all areas of student relations. Specifically this obligation includes the elimination, to the degree that it exists, of discrimination and stereotyping in:

- basic instructional programs
- enrichment programs
- sports programs
- extracurricular activities
- counseling
- student services
- areas of student contact
- materials and supplies
- media center materials

The objective of the Board of Education is to provide a quality educational program for all students.

3.0 While equal access to instructional programs and services is required by the Board of Education, it is not the intent to institute specific racial or sexual quota requirement in any aspect of the above areas within this system.

Adoption Date: **October 17, 1985**



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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: March 11, 2026

Re: 009.0350 Student Meal Debt Collection (New)

Recommendation: Approve Policy 090.0350 Student Meal Debt Collection on 1st reading.

Background (rationale): To ensure that Uintah School District students have access to healthy meals that support learning and well-being, while remaining fiscally responsible as a district. This policy establishes a framework for notifying families of negative meal account balances and collecting unpaid meal debt when appropriate.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: May help reduce unpaid meal balances over time.

Motion: Motion to approve Policy 009.0350 Student Meal Debt Collection on 1st reading.

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Policy: 009.0350

Section: Section 090 - Support Services

Student Meal Debt Collection (New) (1st Reading)

NEW POLICY

1.0 GENERAL POLICY STATEMENT

1.1 Uintah School District is committed to ensuring all students have access to healthy, quality meals to support daily learning and social interactions while remaining fiscally responsible as a district. To achieve both objectives, we have established a district-wide negative balance procedure. This policy is intended to notify parents when students need money for school meal accounts, ensure parents are aware of free and reduced meal programs, and collect outstanding debts to the Child Nutrition Programs.

2.0 COLLECTION PROCEDURES

2.1 When a student's school meal account balance reflects a balance less than -\$1.00, Uintah School District will attempt to contact parent/guardian to request payment. USD may attempt contact in a variety of ways which may include phone calls, email, text, and mail.

2.2 If a student's school meal account reaches a balance of -\$50.00, the Child Nutrition Coordinator, or designee, will attempt to contact the parent/guardian and require that payment be made within 10 days or that a payment plan is agreed upon.

2.3 If a student's school meal account reaches a balance -\$100.00, a letter from the Superintendent will be mailed to the parent/guardian notifying them that they may be referred to a collection agency if payment is not made within 10 days.

Adoption Date:
Approved:



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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: Dr. Mistalyn Leis, HR Director

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

Date: March 6, 2026

Re: **005.0675 Association Leave (First Reading)**

Recommendation: The policy committee is recommending that the Uintah School District Board of Education approve policy 005.0675 Association Leave on first reading.

Background (rationale): This policy was brought to our attention based on recent legislation. Upon review, it was determined that corrections and updates were needed. Prior to bringing the policy to the policy committee and subsequently the board, it was reviewed by both the UCEA and USEA leadership.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications:

Motion: Motion to approve policy 005.0675 Association Leave on first reading.

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Policy: 005.0675

Section: Section 005 - Personnel

Association Leave (1st Reading)

1.0 ~~PURPOSE & PHILOSOPHY~~ GENERAL POLICY STATEMENT

The Board of Education recognizes the value of employee associations to the educational process and the associations' interest in bettering the educational climate in the schools. This policy governs paid association leave for Uintah School District employees.

2.0 DEFINITIONS

- 2.1. "Association" for purposes of this policy means only those associations recognized as the representatives of District employees.
- 2.2. "Paid Association Leave" for purposes of this policy means leave from a school district employee's regular school responsibilities, without a deduction of leave or pay, that has been approved by the superintendent or his/her designee and which directly benefits education within the Uintah School District.
- 2.3. "Costs and expenses" for purposes of this policy means salary, social security taxes, retirement, and health insurance.
- 2.4. "Supervise" for purposes of this policy means to grant, document, and account for costs and expenses connected with paid association leave.
- 2.5. "Association Representation" for the purposes of this policy means an individual or group of individuals who are fellow members of the recognized association whose responsibilities may range from advocacy to personal support in situations where a member requests an association representative to be present.

3.0 POLICY

- 3.1. An employee may be granted paid association leave by the District if duties performed by the employee on paid association leave directly benefit education within the Uintah School District.
- 3.2. An employee requesting paid association leave must submit a written request on the "Request for Association Leave" form. ~~The form for such leave must be submitted~~ to the superintendent or his/her designee at least five (5) working days prior to the date of the requested leave and must be signed by the association president or designee.
- 3.3. All paid association leave shall be approved and supervised by the superintendent or his/her designee. ~~The supervising administrator shall document such leave and account for costs and expenses connected with such leave.~~

3.4. During the hours of paid association leave a District employee may not engage in political activity, including:

3.4.1. actively campaigning for candidates for public office in partisan and nonpartisan elections; and

3.4.2. fundraising for political organizations, political parties, or candidates.

3.5. Any employee on paid association leave who undertakes any activity that does not qualify for "paid association leave" under this Policy is not, as to those activities, acting as an employee or agent of the District, and those activities are deemed to be outside the scope of the employee's District employment.

3.6. Individuals applying for association leave must meet all the requirements above to be paid out of District funds. Individuals will be required to reimburse the District for the costs and expenses of any association leave activities that do not provide a direct benefit to education within the Uintah School District.

3.7. Individuals and/or associations will be required to reimburse the District for the cost of the substitute for the employee only when a substitute is hired.

3.8. This policy does not prohibit an employee from taking personal leave or vacation in compliance with the District leave policy to participate in association leave which does not qualify as paid association leave.

3.9. The superintendent, or his/her designated representative, shall ~~supervise all District employees on paid association leave to~~ ensure that the requirements of this Policy are met.

3.10. ~~Association representation not requiring "Paid Association Leave."~~ When an association member requests the presence of an association representative to attend a meeting with his/her ~~district~~ supervisor, efforts will be made to accommodate schedules to allow representation. In these cases, association representative will not be required to take leave or submit a request for paid association leave.

4.0 PENALTIES FOR VIOLATIONS

Any willful violation of this policy may result in disciplinary action up to and including termination in accordance with the Utah Orderly School Termination Procedures Act or Utah Code, Section 53G-11-5.

Adoption Date: **August 08, 2018**

Last Revised: ~~March 11, 2026~~ **May 08, 2019**

Policy Office: **REVISES POLICY 005.0675 ASSOCIATION LEAVE POLICY (LAST APPROVED 08/08/18 05/08/2019)**



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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: Troy Timothy, Business Administrator

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

Date: March 6, 2026

Re: 005.0600 Employee Benefits

Motion Recommendation:

Approve Policy 005.0600 Employee Benefits on 1st reading.

Background (rationale):

To support employees' long-term retirement readiness and align our Employee Benefits policy with URS 457(b) plan practices, administration recommends adding an Automatic Enrollment provision for employees hired on or after March 30, 2026. New hires will be automatically enrolled at a 2% salary deferral with an annual 1% increase each anniversary month up to 10%, unless the employee opts out or elects a different rate, and contributions will default to the age-based Target Date Fund if no investment election is made. The policy also clarifies employees may change deferrals at any time, outlines the 90-day permissible withdrawal of automatic deferrals, and requires a signed disclosure within 30 days of hire.

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Policy: 005.0600

Section: Section 005 - Personnel

Employee Benefits (1st Reading)

EMPLOYEE BENEFITS

1.0 GENERAL POLICY STATEMENT

1.1 The Board of Education provides medical, life, and long-term disability insurance programs for contracted employees who work an average of 30 hours or more per week, as determined by the Look-Back Measurement Method.² Medical Benefits will be furnished to contracted employees depending on the number of hours an employee works. All contracted employees who work an average of 30 hours or more per week will receive basic life insurance coverage, long-term disability insurance, retirement benefits, as well as access to additional supplemental insurance packages, which will be negotiated by Uintah School District periodically.

1.2 The Board of Education reserves the right to offer increased benefits to attract employees in areas of special need.

1.3 In accordance with the Affordable Care Act (ACA), Uintah School District categorizes employees into three groups.

- Full-time employees - employees expected to work between 30 and 40 hours per week, based on their contract.
- Part-time and variable hour employees - employees expected to regularly work less than an average of 29.5 hours per week.
- Seasonal employees - employees in positions for which the customary annual employment is less than six months. A seasonal position is one that can only be performed each year beginning and ending in approximately the same part of the year, such as summer or winter.

1.4 Grandfather Clause – Employees employed prior to July 1, 2013, without a break in employment, will be able to maintain their current level of district contributions for the benefits.

1.4.1 If an employee is offered a higher hour contract in the same job classification and refuses to accept that contract, the employee will no longer receive their grandfathered status in relation to this policy.

1.5 If an employee voluntarily decreases their hours from an average of 30 or more hours per week to less than an average of 30 or more hours per week, they will no longer be eligible for benefits.

2.0 EMPLOYER VS. EMPLOYEE PAID BENEFITS

2.1 Employees new to the district and those eligible to make changes during open enrollment will be offered the district insurance. Eligible employees must apply and qualify within 30 days of contract start date.

2.2 Medical insurance premiums will be based on the plan selected, successful completion of wellness program, annual premium adjustments, and contracted hours.

2.2.1 Medical insurance premiums will be prorated based on the employee's contracted hours.

2.2.2 Employees wishing to participate in or maintain a higher plan than is funded by the district will be required to pay 100% of the difference between the premiums.

2.3 Leave without pay or leave not covered by the Family Medical Leave Act (FMLA), please refer to Policy 005.0630 Paid Time Off, Section 2.4.2.

3.0 START AND TERMINATION

3.1 The insurance benefits become effective on September 1 of the new contract year. Contracted employees hired after the first contract day are eligible for insurance benefits on the first day of the month following the date of hire.

3.1.1 The effective date for new insurance benefits is September 1.

3.2 An eligible educator is continuously insured from September 1 of the first contract year for as long as the educator is with the district.

3.2.1 Employees may make changes to their insurance benefit upon a qualifying event as approved or specified by the selected insurance plan. Examples may include but are not limited to; marriage, divorce, birth, and/or district's open enrollment period.

3.3 For a 12-month employee the insurance coverage ends the last day of the month for which the contract has ended.

3.4 When an employee who is paid over a 12-month contract resigns, or retires, the insurance shall remain in effect until the last day of the month for which the employee receives their final pay, provided the employee completes the full term of the contract. If any contracted employee terminates prior to the completion of their full term of the contract, the insurance benefits cease on the last day of the month employed.

3.5 When an employee enrolled in medical insurance dies during the term of employment, Uintah School District will extend the surviving dependents' coverage through the last day of the month following the employee's death. Example: If the employee dies on February 2, the surviving dependents' coverage would extend to March 31.

4.0 COVERAGE CHANGES

4.1 It is the employees' responsibility to notify the Business Office of any coverage change within a 30-day period. If an employee fails to notify the Business Office of changes that would result in premium savings to the district, the employee will be charged the difference in excess coverage.

5.0 WAIVER OPTION

5.1 For those employees who elect to waive medical insurance coverage, the details of the waiver option will be set yearly and will be posted on the Uintah School District web page under insurance rates.

5.2 In order to be eligible for the waiver (Cash-in-Lieu payment), an employee must submit an attestation to the Benefits Specialist that they have or will soon have, alternative health coverage that: 1) is minimum essential coverage (MEC), and 2) is not an individual plan on or off the Exchange/Marketplace.

6.0 PERCENTAGE PAID BY EMPLOYEE

6.1 The percentage of insurance to be paid by employees will be negotiated yearly and will be posted on the Uintah School District web page under insurance rates.

7.0 AMOUNT OF HSA CONTRIBUTION BY UINTAH SCHOOL DISTRICT

7.1 The amount the district contributes to the HSA for those enrolling in a high deductible policy, will be negotiated yearly and will be posted on the USD web page under insurance rates. Negotiated rates must meet ACA Safe Harbor requirements. Please refer to the Financial Procedures Manual.

8.0 MEDICAL TRUST

8.1 Upon the death of an employee and any eligible dependents any remaining funds will be forfeited back to the district.

9.0 AUTOMATIC ENROLLMENT – URS 457(b) PLAN

9.1 Employees hired on or after March 30, 2026 will have 2% of their gross salary automatically deferred into the employee's URS 457(b) Plan. These deferrals will automatically increase by 1% annually on the anniversary month of the employee's hire date, up to a maximum deferral rate of 10%, unless the employee elects otherwise.

9.2 An employee may elect to stop, decrease, or increase these deferrals at any time.

9.3 These deferrals and any employer matching contributions are vested immediately and may only be withdrawn in accordance with plan provisions.

9.4 An employee who is automatically enrolled in the plan may opt out of the automatic enrollment arrangement and elect to make an in-service withdrawal of the automatic elective deferral amounts (including related earnings). Such an election must be made no later than 90 days after the date of the participant's first elective deferral contribution.

9.5 If an employee has been automatically enrolled in the plan and has not made an investment election prior to contributions being allocated to the employee's vested account, such amounts shall be invested in the age-related Target Date Fund, as outlined in the URS Summary Plan Description (SPD).

9.6 All employees will be required to sign a disclosure acknowledging receipt of information regarding how to access, enroll in, and change their eligible retirement plans and systems within 30 days of their date of hire.

9.0-10.0 PATIENT PROTECTION AND AFFORDABLE CARE ACT (PPACA):

The District will establish its Standard Measurement Period starting on July 1 of each year and going through June 30. The Administrative Period will run concurrently from July 1 to August 31 and the Standard Stability Period will run from September 1 to August 31 of each year. The District will use a 12-month look-back period to determine eligibility for medical insurance benefits. Eligibility for benefits will be calculated under the PPACA guidelines of 30 hours or more average per week or 130 hours average per month. "Hours" for these purposes include all hours for which the employee is paid (including sick leave and vacation), and also include unpaid leaves of absence if qualified under FMLA or military leave under USERRA.

Commented [SF1]: Adding a new 9.0 section for URS 457(b) automatic enrollment and automatic escalation. Current 9.0 Patient Protection and Affordable Care Act (PPACA) will become 10.0

Adoption Date: **May 09, 2018**

Last Revised: ~~August 10, 2022~~ **March 6, 2026**

Policy Office: **REVISES POLICY 005.0600 INSURANCE BENEFITS (LAST APPROVED 5/9/18)**



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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: March 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. Definitions added to beginning of policy as per the Board of Education's recommendation.

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.

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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 DEFINITIONS

- 2.1 “School Safety Needs Assessment” means that state-approved assessment process that evaluates school safety personnel, physical security measures, emergency response protocols, cardiac emergency preparedness, and compliance with universal access key box requirements.
- 2.2 “School safety and security director” is the district-designated administrator responsible for coordinating district-wide safety efforts, serving as the primary liaison to law enforcement and state officials.
- 2.3 “Active threat” means an immediate and ongoing threat of serious bodily injury or death to students, staff, or others on school property.
- 2.4 “School safety and security specialist” is a school-based employee designated to oversee campus-level safety practices, conduct school safety needs assessments, and coordinate safety protocols.
- 2.5 “Behavioral threat assessment” means an evidence-based process used to identify, evaluate, and respond to individuals whose behaviors may pose a threat to the safety of students or staff.

- 2.6 “School resource officer (SRO)” is a law enforcement officer who provides law enforcement services for the District under a contract between the District and the officer’s law enforcement agency.
- 2.7 “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).
- 2.8 “Armed school security guard” 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, possesses, or has immediate access to a firearm in the performance of the individual’s duties.
- 2.9 “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 or an armed or unarmed private security officer.
- 2.10 A “universal access key box” is a UL Standard 1037 compliant security container designed to store and protect emergency access keys and devices.
- 2.11 “Emergency responder” means law enforcement, fire service, or emergency medical personnel authorized by local authorities to respond to school emergencies.

3.0 SCHOOL NEEDS ASSESSMENT

- 3.1 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”).
- 3.2 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.)
- 3.3 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.

3.4 The District shall report the results of each school safety needs assessment to the state security chief and the School Safety Center.

4.0 SAFETY PERSONNEL

4.1 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.

4.2 *School safety and security director*

4.2.1 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:

4.2.1.1 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;

4.2.1.2 Shall, as applicable, coordinate security responses among school safety and security specialists, school resource officers, armed school security guards, and school guardians;

~~4.2.1.3 If the school safety and security director is a District Employee, shall be a member of the multidisciplinary team;~~

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

4.2.1.4 Shall complete the school resource officer and administrator training the state security chief approves in consultation with the School Safety Center. ~~and~~

~~4.2.1.6 If serving as a backup school guardian, satisfy all requirements that apply to a school guardian.~~

~~4.2.1.7 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.~~

~~4.2.2 If the school safety and security director is a District Employee, shall be a member of the multidisciplinary team;~~

~~4.2.3 If serving as a backup school guardian, satisfy all requirements that apply to a school guardian;~~

~~4.2.4 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.~~

4.3 *School safety and security specialist*

4.3.1 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;

4.3.1.1 Reports directly to the principal;

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

4.3.1.3 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;

4.3.1.4 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;

4.3.1.5 Serves as a member of the multidisciplinary team;

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

4.3.1.7 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;

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

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

4.3.1.10 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;

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

4.3.1.12 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;

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

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

4.3.1.15 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.

4.3.1.16 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.

4.4 *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.~~

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

4.4.1.1 Board Approval

4.4.1.1.1 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.

4.4.1.1.2 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.

4.4.1.2 Required Contract Provisions

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

4.4.1.2.1.1 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;

4.4.1.2.1.2 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;

4.4.1.2.1.3 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;

4.4.1.2.1.4 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;

4.4.1.2.1.5 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;

4.4.1.2.1.6 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;

4.4.1.2.1.7 that both parties agree to jointly discuss SRO applicants;

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

4.4.1.2.1.9 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.

4.4.1.3 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.

4.5 *School guardian*

4.5.1 ~~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.

4.5.2 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.

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

4.5.4 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.

4.5.5 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.

4.5.6 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.

4.5.7 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.

4.5.8 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.

4.6 *Armed school security guard*

~~4.6.1 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:~~

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

4.6.1.2 Has a valid firearm concealed carry permit;

4.6.1.3 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

4.6.1.4 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;

4.6.2 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.

4.6.3 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.

4.6.3.1 Board Approval

4.6.3.1.1 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.

4.6.3.2 Required Contract Provisions

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

4.6.3.2.1.1 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;

4.6.3.2.1.2 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;

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

4.6.3.2.2 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.

4.6.3.3 Notice of Contract

4.6.3.3.1 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.

4.6.4 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.

4.6.5 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.

5.0 UNIVERSAL ACCESS KEY BOXES

~~5.1—A “universal access key box” is a UL Standard 1037 compliant secure container designed to store and protect emergency access keys and devices.~~

~~5.2—“Emergency responder” means law enforcement, fire service, or emergency medical personnel authorized by local authorities to respond to school emergencies.~~

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

5.1.1 Are installed at main entry points;

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

5.1.3 Are accessible only to authorized emergency responders;

5.1.4 Are electronically monitored for tampering; and

5.1.5 Are weather-resistant and vandal-resistant.

5.2 The District shall maintain universal access key boxes by:

- 5.2.1 Conducting quarterly inspections;
 - 5.2.2 Updating the contents within 24 hours of any lock or access control changes;
 - 5.2.3 Maintaining current key and access device inventories;
 - 5.2.4 Documenting all inspections and updates; and
 - 5.2.5 Immediately replacing any damaged or malfunctioning boxes.
- 5.3 The District shall coordinate with local emergency responders to:
- 5.3.1 Determine optimal box placement;
 - 5.3.2 Establish access protocols;
 - 5.3.3 Conduct annual reviews of box usage and effectiveness.
- 5.4 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.

6.0 — 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.~~

7.06.0 LAW ENFORCEMENT ACCESS TO SECURITY CAMERAS

6.1 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.

8.07.0 PREVENTION AND INTERVENTION

7.1 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.

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

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: March 11, 2026

Re: 010.0700 Video and Audio Surveillance

Recommendation: Approve Policy 010.0700 Video and Audio Surveillance on 2nd 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 2nd reading.

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



Policy: 010.0700

Section: Section 010 - Building/Facility/Equipment

Video and Audio Surveillance (2nd 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: 03/11/2026

Prior Revised Dates: 08/28/2007, 08/09/2016

Policy Office: REVISES POLICY 010.0700 VIDEO AND AUDIO SURVEILLANCE POLICY



"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: March 11, 2026
RE: Request for March 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:

- Seven (7) candidates to fill new hire positions; and
- Two (2) current employees who have recently been assigned to a new position,
- Two (2) candidates to fill extracurricular coach positions.

Superintendent Woodford also reports, for your information, the names of Twenty-four (24) individuals whose employment with USD has ended or will end on the date indicated.

Thank you,

Dr. Mistalyn Leis

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

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

School/District Events –March/April 2026

Event	Location	When
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
Read Across America Week (School Dress Up Days)	Ashley	March 2-6, 2026 Monday- "Oh the Places You'll Go!" Dress as your future career Tuesday- "One Fish, Two Fish" Wear red or blue Wednesday- "Wacky Wednesday" Dress Wacky Thursday- "Sleep Book" Wear your Pajamas Friday- "Cat in The Hat" Wear Stripes or dress as the Hat in the Cat
Dr. Suess Day	Davis	March 2, 2026
Community Council Meeting	Lapoint	March 4, 2026 @ 3:45 PM
Regional Band Festival	Maeser	March 5, 2026
Regional Band Festival	VMS	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
Field Trip to UT Field House	VMS	March 6, 2026
Sterling Scholar Competition @ UVU	UHS	March 9, 2026
5 th Grad Maturation	Ashley	March 9, 2026 @ 2:00 PM
Book Fair	Lapoint	March 9-12, 2026
5 th Grade Maturation	Maeser	March 10, 2026
First Grade Grand Ball	Maeser	March 10, 2026
School Community Council Meeting	Ashley	March 10, 2026 @ 4:00 PM
STEM Assembly	Davis	March 11, 2026
Dr. Molly Hart State Superintendent Visit	Ashley	March 11, 2026 @ 10:30 AM

School/District Events –March/April 2026

Cuddle Up with a Good Book family engagement night	Lapoint	March 12, 2026 @ 6:00 PM
Gifted and Talented	Maeser	March 13, 2026
5th Grade Battle of the Books	Maeser	March 15, 2026
4 th Grade Program for the School	Davis	March 17, 2026
Community Council Meeting	Maeser	March 17, 2026
Color Week: Wear Green	CEC	March 17 & 18, 2026
4 th Grade Program for the Parents 4 th Grade Story Telling	Davis	March 18, 2026
4th grade to visit the Storytelling Festival	Maeser	March 18, 2026
UMS to visit 5 th Grade	Maeser	March 18, 2026
TAP Night	Naples	March 18 and 19, 2026 @ 6:00-7:00 PM
Storybook Telling Festival for 4 th grade	Ashley	March 18, 2026 @ 9:15 AM
UMS Administration visits to 5 th grade	Ashley	March 18, 2026 @ 10:50 AM
Safety Exercise @ UHS	USD	March 20, 2026, 7:00 - 4:00 PM
3rd Grade Battle of the Books	Maeser	March 23, 2026
School Movie	Davis	March 24, 2026
StarLab presentation for 1st, 4th, and 5th grades	Ashley	March 24, 2026
4th Grade Battle of the Books	Maeser	March 24, 2026
4 th Grade Farm Field Day	Davis	March 25, 2026
Crazy Sock Day	CEC	March 25 & 26, 2026
Spring Pictures	Davis	March 26, 2026
BINGO Night	Lapoint	March 26, 2026 @ 5:30 PM (Doors Open)
Talent Show	VMS	March 26, 2026

School/District Events –March/April 2026

5 th graders visit to UMS	Ashley	March 27, 2026 @ 9:15 AM
Student choreographed dance performances- through the day during Specials	Ashley	March 30 - April 2, 2026
Career Week Book Fair	Davis	March 30 – April 2, 2026
Spring Pictures	CEC	March 31, 2026
Parent Teacher Conferences	Davis	April 1-2, 2026



UINTAH ARTS EVENTS

Until March 14th
Uintah High School

Frozen: Broadway Musical

March 12th-14th
USU Logan, UT

State MS Band Festival

March 17th: 7:00PM
Uintah High School

Festival Choir Concert

March 18th
Timpanogos High

Region Chamber Choir

March 18th-19th: 6:30pm
Vernal Middle School

Storytelling Festival:



March 18th-19th:
Naples Elementary

TAP Night

March 25th-26th
Mountain View High

Region HS Band & Orch.

March 27th-28th
Vernal Middle School

Uintah MS Honor Band

March 30th
Uintah High School

Winter Guard Review

April 1st
Provo High School

Region Group Choir

Please Check School Calendar for Updates