

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

Approved Work Session Meeting Minutes

Date: March 11, 2026
Time: 4:00 pm
Location: Uintah School District
826 S 1500 E, Naples, Utah

Board Members Present:

- Dave Chivers, President
- Todd Massey
- Denise Maynard
- Robin McClellan

Executive Staff Present:

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

Board Members Not Present:

- Tawnya McKee, Vice President

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

1. Introduction/Opening

1.01. Welcome/Call to Order

Troy Timothy, Business Administrator, welcomed attendees and excused Vice President Tawnya McKee. President Chivers called the meeting to order at 4:00 pm.

1.02. Reverence

The reverence was offered by Member Todd Massey.

2. Policy Revisions

2.01. Policies for Approval on First Reading

A. 003.0600 School Community Council

Jayme Leyba, Director of Elementary Education, suggested that the policy be tabled due to recent changes being introduced by legislation.

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

Jayne Leyba explained that the District's affirmative action policy (from 1985) is outdated and largely redundant because federal civil rights law and several current District policies already prohibit discrimination and protect students. The recommendation was to remove the standalone affirmative action policy while clearly communicating that protections remain in place through the District's broader discrimination/harassment and related policies.

C. 009.0350 Student Meal Debt Collection

Sherry Hardman, Foods Coordinator, said the Student Meal Debt Collection policy targets a small number of repeat cases where families run up significant meal balances and refuse to pay or complete assistance paperwork. The District will continue feeding students and keep using extensive reminders and payment-plan/donation options, but the policy adds the ability to refer only extreme, nonresponsive accounts to a collection agency. Superintendent Dr. Rick Woodford added that any referral to collections would come through him after multiple prior contacts, giving families one more chance to complete the free meal paperwork or agree to make payments before any account is sent out to collections.

D. 005.0675 Association Leave

Dr. Mistalyn Leis, Human Resources Director, presented revisions to Policy 005.0675 (Association Leave). She explained that although last year's proposed legislation related to association interactions did not pass, the District identified areas in the policy that needed updating to better reflect current practice. She noted the draft had been shared in advance with association leadership, who provided feedback and corrections prior to the policy committee review. Dr. Leis said the revisions remove language suggesting the superintendent must "supervise" association leave, as that is not necessary and is not the superintendent's role. She also described clarifications confirming that when an employee has a right to association representation during certain meetings with a supervisor, the District will work to schedule those meetings in a way that minimizes classroom disruption (e.g., during prep time, after school, or another mutually workable time). She further clarified that employees are not prohibited from participating in association-related activities; however, if an activity does not qualify for paid association leave, then the employee may still attend by using available PTO. Dr. Leis also noted there was discussion about improving clarity in the policy language (including the request process and related wording), and that the District would take the item back to the policy committee to clean up the confusing language between first and second reading.

E. 005.0600 Employee Benefits

Troy Timothy explained that the District plans to update the Employee Benefits policy (005.0600) by adding an automatic enrollment provision for new hires, after the Utah Retirement System reported that roughly 70% of employees are not actively contributing to their own retirement savings. Under the proposal, new employees would start with a 2% salary deferral into a 401(k)-type account (with annual increases), but can opt out immediately or change the percentage at any time; employees who decide quickly that they don't want it can also have the contributions refunded within 90 days. He emphasized that the District is not changing other

benefits provisions—only adding this new section—and noted that association representatives on the policy committee reviewed it and were supportive.

2.02. Policies for Approval on Second Reading

A. 010.1000 School Safety

Jayne Leyba presented the School Safety and Security policy (010.1000) for second reading, noting it had already been through first reading and that no new feedback had been received. Member Robin McClellan referenced prior questions about definitions and indicated those concerns were addressed, and the board briefly confirmed they were comfortable moving the policy forward as written.

B. 010.0700 Video and Audio Surveillance

Jayne Leyba presented the Video and Audio Surveillance policy for second reading, noting that the revisions incorporate the feedback raised at first reading and better address privacy and access issues. Member Robin McClellan and Member Todd Massey said their earlier concerns were resolved after reviewing the updated language, and Superintendent Dr. Rick Woodford noted the policy includes controls for when recordings may be shared (including with law enforcement) to help protect individual privacy while still supporting safety.

3. Items Requiring Future Board Action

3.01. Minutes

A. February 11, 2026, Pending Work Session and Business Minutes, February 25, 2026, Pending Special Business Minutes, and January 11, 2026, Pending Business Minutes Amendment.

Troy Timothy reported that all requested corrections to the pending minutes (including the February 11, 2026, business meeting and work session, and the February 25, 2026, special business/capital outlay meeting) have been completed and posted in Diligent Community, and that amended minutes from the January 14, 2026, board meeting have also been published. He also clarified that an earlier set of notes had omitted a personnel-approval motion, but the motion was properly made and the minutes have now been corrected to reflect it.

3.02. Contracts Needing Board Approval

None

4. Informational/Discussion Items

4.01. Report 2024-2025 School Land Trust Plans

Jayme Leyba reported on the 2024–2025 School Land Trust Plans, explaining that each year schools review the prior year’s plan (spending and whether goals were met) and then submit a new plan; at the board’s request, he provides a summary of each school’s goals and a simple “met/not met” indicator, noting the goals are set by the School Community Council (not just the principal) and are intentionally rigorous. He shared that last year about \$1.14M in trust lands was spent, with roughly 90%+ going to personnel, and emphasized accountability measures—including keeping unspent funds reasonable (generally within about 10%) and an approval process where Jayme Leyba and Ruthann Nelson review trust-land purchases to ensure they match items budgeted in each school’s plan.

4.02. Committee Reports

- Facilities Committee

Presenter: President Dave Chivers

President Dave Chivers gave a brief Facilities Committee report, noting that over the past 14 months the committee has worked through a large list of needs and has made significant progress. He shared updates including that the CEC demolition is moving along (the building is down and the site is being graded), several preschool punch-list items are in progress (drywall repairs scheduled, lighting completed, and stage baffling planned for spring break), the nutrition freezer replacement is out to bid, and playground fencing is coming in close to the budgeted \$50,000. He also noted a few remaining items still being worked (including the Vernal Middle School boiler and the challenges of repairing Ashley Elementary lunch tables due to their particle-board construction) and emphasized that many of the largest projects are now behind the District.

- Policies Committee

Presenter: Member Denise Maynard and Dr. Mistalyn Leis

In the Policy Committee report, Member Denise Maynard noted that she missed the meeting due to leadership meetings, while Dr. Mistalyn Leis shared that the committee has sequenced the remaining work for the school year so the board will likely see about 7–8 policies per meeting (roughly four for first reading and four for second) as they work quickly to prepare for changes coming out of the legislative session. Dr. Leis also mentioned a recommendation for Sherry Hardman and Mindy Merrell to consider whether the new Student Meal Debt policy should be referenced within the Nutrition/Wellness policy (009.0350) and, if appropriate, bring that update back through committee and the board.

- Finance Committee

Presenter: Member Todd Massey

In the Finance Committee report, Member Todd Massey said the committee used this meeting as a brief pause ahead of the upcoming budget and capital outlay work. He shared that Troy Timothy set up a conference call with an investment firm to explore state-compliant options for putting District financial reserves to work by capturing consistent returns; Vernal City has used the firm, but the committee wants to compare competitors before making any decision. He noted that this approach would require clearer planning around what funds are earmarked for specific projects and when the District would need to draw money back out, and Troy Timothy added that next month's regular financial update may be delayed because the books won't be closed until after the first week of the month due to spring break timing.

- **Uintah Schools Foundation, UBTech Board, & USBA Board**

Presenter: Member Robin McClellan

Member Robin McClellan reported that the Uintah Schools Foundation expressed appreciation to board members for attending the State of the District and shared there are no additional fundraisers planned for the rest of the year. She also noted Amber Hadlock and Charm Sidway presented Sterling Scholar checks funded by the Gary Showalter Endowment, and that the Foundation board expects some turnover while remaining a dedicated group.

For UBTech's Board of Trustees, Member Robin McClellan said the legislative session recently ended and she will share more after UBTech's next board meeting. She added that she regularly saw President Weight, Kyla Allred, and Jason Johnson at the Capitol advocating for technical schools and higher education.

In her USBA legislative update, Member Robin McClellan said the volume of bills was significant and referenced the Joint Legislative Committee (JLC) process of tracking which education groups support or oppose bills and what ultimately passed. She reminded the board about the USBA legislative update on March 24 at Flaming Gorge Lodge and upcoming delegate/assembly participation in June. She also noted that board members can work toward Master Boards certification as part of ongoing board training. In addition, she reminded members that the USBA and USSA websites have come a long way and provide many helpful resources.

- **Superintendent**

Presenter: Superintendent Dr. Rick Woodford

Superintendent Dr. Rick Woodford said that he presented the Uintah Schools Foundation with an idea to explore creating an endowment intended to fund tuition for all students at Central Cove Early Learning Center. He also previewed upcoming changes at Eagle View Elementary and, with input from Eagle View Principal Chris Jones, emphasized the transition planning and

communication work underway so that families and staff understand what is changing, the timeline, and what support will be in place.

5. Adjournment

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

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

The motion was carried unanimously and the work session concluded at 5:17 pm.