



USD Board Work Session - Apr 01 2026 Agenda

Wednesday, April 1, 2026 at 4:00 PM

826 South 1500 East Naples, UT

Page

1. INTRODUCTION/OPENING 4:00 p.m.

[Live Stream Link](#)

1.01 Welcome/Called to Order

1.02 Reverence

2. POLICY REVISIONS

2.01 Policies for Approval on First Reading:

3

A. 007.0505 School Fee Policy - Christy Nerdin, Secondary Education Director

- Memo: [USD Board Memo School Fees .pdf](#)
- Policy: [007.0505 School Fee Policy \(1st Reading\)](#)

B. 006.0420 Married/Pregnant Students - Jayme Leyba, Elementary Education Director

- Memo: [4_1_26 Married and Pregnant Students.pdf](#)
- Policy: [006.0420 Married/Pregnant Students \(1st Reading\)](#)

C. 003.0600 School Community Council - Jayme Leyba

- Memo: [4_1_26 School Community Council.pdf](#)
- Policy: [003.0600 School Community Councils \(1st Reading\)\(Substitute\)](#)

D. 005.0500 Meet and Confer - Dr. Mistalyn Leis, Human Resources Director

- Memo: [USD Board Memo 005.0500 First Reading.pdf](#)
- Policy: [005.0500 Meet and Confer \(1st Reading\)](#)

2.02 Policies for Approval on Second Reading:

27



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

- Memo: [4_1_26 Affirmative Action.pdf](#)
- Policy: [006.0300 Affirmative Action In The Instructional Program \(2nd Reading\) \(Elimination\)](#)



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

- Memo: [090.0350 Studen Meal Debt Collection Memo \(2nd Reading\).pdf](#) 
- Policy: [009.0350 Student Meal Debt Collection \(New\) \(2nd Reading\)](#) 





C. 005.0675 Association Leave - Dr. Mistalyn Leis

- Memo: [USD Board Memo 005.0675 Second Reading.pdf](#) 
- Policy: [005.0675 Association Leave \(2nd Reading\)](#) 

D. 005.0600 Employee Benefits - Troy Timothy, Business Administrator

- Memo: [2026.04.01 Memo 005.060 Employee Benefits Policy 2nd Reading.pdf](#) 
- Policy: [005.0600 Employee Benefits \(2nd Reading\)](#) 

3. ITEMS REQUIRING FUTURE BOARD ACTION

3.01	Minutes	41
	<ul style="list-style-type: none"> • March 11, 2026 Pending Work Session Minutes 2026.03.11 Work Session Pending Minutes - DRAFT.pdf  • March 11, 2026 Pending Business Meeting Minutes 2026.03.11 Business Meeting Pending Minutes - DRAFT.pdf  	
3.02	Contracts Needing Board Approval - NONE	
3.03	2026-2027 District Improvement Plan - Dr. Rick Woodford, Superintendent	57
	<ul style="list-style-type: none"> • Memo: USD Board Memorandum District Improvement Plan 03-2026.pdf  • District Improvement Plan 26-27.pdf  	

4. INFORMATIONAL/DISCUSSION ITEMS

- 4.01 Open and Public Meetings Act Training - Troy Timothy, Business Administrator
- 4.02 Enrollment Projections - Troy Timothy
- 4.03 Safety Exercise Report - Mindy Merrell, Support Services Director
- 4.04 Board Committee Reports

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.

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: Christy Nerdin Director of Secondary Education

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

Date: April 1, 2026

Re: 007.0505 School Fees Policy (First Reading)

Recommendation: The policy committee recommends that the Uintah School District Board of Education approve changes to 007.0505 School Fees on first reading.

Background (rationale): The proposed revisions to the School Fees policy are presented for first reading to align district policy with recent changes in Utah statute and State Board rule. In addition, language has been added to clarify expectations for the application and administration of school fees and fee waivers.

Policy Implications: This policy reflects recent updates made to the 007.0405 Concurrent Enrollment policy.

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: No significant fiscal impact. Fee waiver adjustments will be managed using existing resources.

Motion: Motion to approve policy 007.0505 School Fees Policy on first reading.



Policy: 007.0505

Section: Section 007 - Students

School Fee Policy

SCHOOL FEE POLICY

1.0 GENERAL POLICY STATEMENT

1.1 The purpose of this policy is to permit the orderly establishment of a reasonable system of fees and provide adequate notice to students and families of fees and fee waiver requirements while prohibiting practices that would exclude those unable to pay from participation in school activities.

2.0 DEFINITIONS

2.1 Elementary School Student: A student not enrolled in a Secondary School.

2.2 Fee:

2.2.1 A Fee means a charge, expense, deposit, rental, or payment:

2.2.1.1 regardless of how the charge, expense, deposit, rental, or payment is termed, described, requested, or required directly or indirectly;

2.2.1.2 in the form of money, goods, or services; and

2.2.1.3 that is a condition to a student's full participation in an activity, course, or program provided, sponsored, or supported by the district.

2.2.2 A Fee includes:

2.2.2.1 charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;

2.2.2.2 payments made to a third party that provides a part of a school activity, class, or program;

2.2.2.3 charges or expenditures for classroom instructional equipment or supplies;

2.2.2.4 charges or expenditures for school activity clothing; and

2.2.2.5 a fine other than a fine described in 2.2.3.

2.2.3 A Fee does not include:

2.2.3.1 a student fine specifically approved by the district for failing to return school property, losing, wasting, or damaging private or school property through intentional,

careless, or irresponsible behavior, or improper use of school property, including a parking violation;

2.2.3.2 payment for school breakfast or lunch;

2.2.3.3 a deposit that is a pledge securing the return of school property and refunded upon the return of the school property;

2.2.3.4 a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program;

2.2.3.5 or money or another item of monetary value raised by a student or the student's family through fundraising.

2.3 Fundraiser:

2.3.1 An activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money to:

2.3.1.1 provide financial support to a school or any of the school's classes, groups, teams, programs; or

2.3.1.2 benefit a particular charity or other charitable purposes.

2.3.2 A Fundraiser may include:

2.3.2.1 the sale of goods or services,

2.3.2.2 the solicitation of monetary contributions from individuals or businesses; or

2.3.2.3 other lawful means or methods that use students to generate funds.

2.3.3 A fundraiser does not include an alternative method of raising revenue without students. (i.e., donations, booster club funding)

2.3.4 Fundraisers are not considered fees.

2.4 Group Fundraiser: A fundraising activity where the money raised is used for the benefit of the group, team, or organization.

2.5 Individual Fundraiser: A fundraising activity where money is raised by each individual student to pay the individual student's fees.

2.6 Provision in lieu of fee means an alternative to fee payment.

2.6.1 Provision in lieu of fee may include a plan under which fees are paid in installments or under some other delayed payment arrangement or service in lieu of fee payment agreement.

2.7 Instructional Equipment ~~or Supplies:~~

2.7.1 An activity, course, or program-related supply, tool, or instrument that:

2.7.1.1 is required for a student to use as part of an activity, course, or program in a secondary school; and

2.7.1.2 ~~typically~~ becomes the property of the student upon exiting the activity, course or program; and

2.7.1.3 is subject to a fee waiver.

2.7.2 Instructional equipment may include, but is not limited to:

2.7.2.1 musical instruments: such as a flute, trumpet, or violin.

2.7.2.2 cameras: including digital cameras or video recording devices.

2.7.2.3 medical instruments: for example, a stethoscope or blood pressure cuff.

2.7.2.4 sports equipment: items like a baseball bat, tennis racquet, or football helmet.

2.7.2.5 instructional equipment does not include school equipment.

2.7.3 Instructional supplies may include, but are not limited to:

2.7.3.1 art materials: such as clay for ceramics projects or beads for jewelry making, especially when the finished product becomes the property of the student.

2.7.3.2 textiles: fabrics and sewing materials used in fashion design or home economics classes.

2.7.3.3 technical supplies: components for building circuits in electronics classes or wood for carpentry projects.

2.8 "Instructional supply" means a non-reusable or consumable material or supply that is necessary to use, expend, or deplete as a component or element of an activity, course, or program in a secondary school. May include, but is not limited to:

2.8.1 art materials: such as clay for ceramics projects or beads for jewelry making especially when the finished product becomes the property of the student.

2.8.2 textiles: fabrics and sewing materials used in fashion design or home economics classes.

2.8.3 technical supplies: components for building circuits in electronics classes or wood for carpentry projects.

2.89 School Activity:

2.89.1 Any activity, class, or program provided, sponsored, or supported by or through a school or the Uintah School District (the "District") and which is subject to the Fee Waiver policy.

2.89.2 Co-curricular activity means an activity, a course, or a program that:

2.89.2.1 is an extension of a curricular activity;

2.89.2.2 is included in an instructional plan and supervised or conducted by a teacher or education professional;

2.89.2.3 is conducted outside of regular school hours;

2.89.2.4 is provided, sponsored, or supported by the district; and

2.89.2.5 includes a required regular school day activity, course, or program.

2.89.3 A curricular activity means an activity, a course, or a program that:

2.89.3.1 is intended to deliver instruction;

2.89.3.2 is provided, sponsored, or supported by the district; and

2.89.3.3 is conducted only during school hours.

2.89.4 An extracurricular activity means an activity, a course, or a program that is:

2.89.4.1 not directly related to delivering required instruction;

2.89.4.2 not a curricular activity or co-curricular activity; and

2.89.4.3 provided, sponsored, or supported by the district.

2.89.4.4 extracurricular activity does not include a non-curricular club (any student organization that meets during non-instructional time.)

2.9-10 School Equipment:

2.910.1 School equipment refers to durable, school-owned machines, equipment, or tools students use as part of a course or program. These items remain the property of the school. Examples may include, but are not limited to:

- 2.910.1.1 woodworking tools: saws, sanders, or lathes.
- 2.910.1.2 technology: 3D printers, laser cutters, or CNC machines.
- 2.910.1.3 science equipment: microscopes or spectrometers.
- 2.910.1.4 industrial tools: welding equipment or automotive lifts.

2.101 Additional Discretionary Projects: In project-related courses, projects required for course completion shall be included in the course fee. However, a student may be required to provide materials or to pay for an additional discretionary project if the student chooses a project in lieu of or in addition to a required classroom project. This requirement is not considered a fee. However, the school may not require such an additional project as a condition for enrolling, completing, or receiving the highest possible grade for a course. (Such requirements would result in the project being a fee.) Schools shall avoid allowing high-cost additional projects, particularly where authorization of an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high-cost project.

2.112 Secondary school: A school that provides instruction to students in any grades six through twelve. A school may charge fees to sixth-grade students if the student attends a school that includes grades seven through twelve.

2.123 Student supplies:

2.123.1 Items that are a student's personal property, which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities.

2.123.2 Student supplies include pencils, papers, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal or consumable items a student retains ownership of.

2.123.3 Student supplies do not include items such as the foregoing for which specific requirements such as brand, color, or a special imprint are set to create a uniform appearance unrelated to basic function.

2.134 Textbook:

2.134.1 instructional material necessary for participation in an activity, course, or program, regardless of the material's format.

2.134.2 textbook includes: a hardcopy book or printed pages of instructional material, including a consumable workbook.

2.134.3 computer hardware, software, or digital content.

2.134.4 textbook does not include instructional equipment or instructional supplies.

2.15 Trips

2.15.1 a school-sponsored travel activity of two or more nights that requires a student to pay a fee for participation in the activity.

2.15.2 trip does not include a travel activity of two or more nights related to an in-state activity sponsored by an association as that term is defined in 53G-7-801.

2.15.3 an action plan is a written agreement between a principal and a student that outlines specific reasonable steps the student will take to contribute to the school or community in exchange for a fee waiver for a second school trip.

2.146 Waiver: release from the requirement of payment of a fee and any provision in lieu of fee payment.

3.0 STANDARDS

3.1 Elementary Classes and Activities During the Regular School Day

3.1.1 No fee may be charged for any class or activity to elementary school students for materials, textbooks, supplies, or any class, activity, assembly, or field trip. Student supplies must be provided for elementary school students. An elementary school student or his or her parent(s) may, however, be required to replace supplies provided by the school that are lost, wasted, or damaged by the elementary school student due to careless or irresponsible behavior.

3.1.1.1 An elementary school or elementary school teacher may compile and provide to a student's parent or guardian a suggested list of supplies for use during the regular school day so that a parent or guardian may furnish on a voluntary basis those supplies for student use. A list provided to a student's parent or guardian must include and be preceded by the following language: "NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS; OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."

3.1.1.2 Donations or contributions requested on forms provided to parents or guardians of elementary school students must clearly state that they are entirely voluntary and not required for participation in any activity or class.

3.2 Secondary Classes and Activities During the Regular School Day

3.2.1 No secondary student fee may be charged for a curricular activity or a co-curricular activity that is required for the instruction of established core standards, and that is not an elective except for instructional equipment or supplies, a driver's education course, a music instrument rental or school activity clothing fees, and for the portion of the co-curricular activity that is during the regular school day.

3.2.2 The District may not charge a fee for a textbook as provided, except for a textbook used for a concurrent enrollment or advanced placement course.

3.2.3 If a class is established or approved which requires payment of fees or purchases of materials, tickets to events, etc., for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the class shall be subject to the Fee Waiver provisions of State Board of Education Rule R277-407-8.

3.2.4 Students of all grade levels shall be required to provide materials for their discretionary projects. Students may not be required to select a discretionary project as a condition for enrolling in or completing a course. Any course related to a project must be based on projects and experiences that are free to all students.

3.2.5 Secondary school students are required to provide their own student supplies.

3.3 School Activities Outside of the Regular School Day

3.3.1 Fees may be charged, subject to the provisions in this policy regarding waivers, in connection with any school-sponsored activity that does not take place during the regular school day, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day and if school officials determine that a fee is necessary to cover the costs of the activity.

3.3.2 Fees related to extracurricular activities sponsored by the Utah High School Activities Association must correspond with the rules established by the Association.

3.4 General Provisions

3.4.1 No fee may be charged or assessed, nor will any request of monetary value be required, in connection with any class or school-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the Uintah School District Board of Education (the "Board") and distributed in an approved fee schedule or notice in accordance with this policy.

3.4.2 Fee schedules and policies for the entire District shall be adopted at least once each year, no later than April 1, by the Board in a regularly scheduled public meeting of the Board. Provisions shall be made for broad public notice and participation in the development of fee schedules and waiver policies. Minutes of board meetings during which fee and waiver policies are developed or adopted, together with copies of approved policies, are public records and shall be kept on file by the Board and made available upon request. A reasonable fee may be charged for copies of such records.

3.4.3 The District shall adopt procedures to reasonably ensure that the parent or guardian of each child who attends school within the district receives written notice of all current and applicable fee schedules and fee waiver policies, including easily understandable procedures for obtaining waivers, and for appealing a denial of waiver, as soon as possible prior to the time when fees become due. Copies of the schedules and waiver policies shall be included with all registration materials provided to potential or continuing students.

3.4.4 No present or former student may be denied receipt of transcripts or a diploma for failure to pay school fees. A reasonable charge may be made to cover the cost of duplicating or mailing transcripts or other school records. No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll. The district may use reasonable means to collect unpaid fees.

3.4.5 To preserve equal opportunity for all students and to limit the diversion of money and school and staff resources from the basic school program, the district's fee policies shall be designed to limit student expenditures for school-sponsored activities, including expenditures for activities, uniforms, clubs, clinics, travel, and subject-area and vocational leadership organizations, whether local, state, or national.

3.4.6 Donations or contributions may be solicited and accepted in accordance with the district's policies, but all such requests must state that donations and contributions are voluntary. A donation is a fee if a student must make a donation in order to participate in an activity.

3.4.7 In the collection of school fees, the district must comply with statutes and State Tax Commission rules regarding the collection of state sales tax.

3.4.8 As part of the District's Fee-setting process, the district shall establish a per-student annual maximum fee amount that the district's schools may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by a school for the year. The per-student annual maximum fee amount is determined annually. (See fee schedule)

3.4.9 The District shall establish:

3.4.9.1 a maximum fee amount per student for each activity; and

3.4.9.2 a maximum total aggregate fee amount per student per school year.

3.4.10 The amount of revenue raised by a student through an individual fundraiser shall be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.

3.5 Waivers

3.5.1 To ensure that no student is denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee, the Board hereby provides for adequate waivers or other provisions in lieu of fee waivers.

3.5.2 The principal, or designee, in each school is responsible to administer the policy and grant the waivers.

3.5.3 The process for obtaining waivers or pursuing alternatives must be administered fairly, objectively, and without delay to avoid stigma and unreasonable burdens on students and parents.

3.5.4 Students who have been granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need to know.

3.5.5 Waivers or other provisions in lieu of fee waivers are available to any student whose parent or legal guardian is unable to pay the fee in question.

3.5.6 Eligibility for a waiver is determined by family income.

3.5.7 The inability to pay is presumed for those in state custody or foster care or receiving public assistance in the form of Temporary Assistance for Needy Families (TANF) or Supplemental Security Income (SSI) or who are eligible for free school lunch.

3.5.8 Determinations may be made for those who do not qualify under one of the foregoing standards but who, because of extenuating circumstances such as, but not limited to, exceptional financial burdens such as loss or substantial reduction of income or extraordinary medical expenses, are not reasonably capable of paying the fee on a case-by-case basis. Evidence substantiating claimant's application may be required.

3.5.9 Fees for the following are waivable:

3.5.9.1 an activity, class, or program that is:

3.5.9.1.1 primarily intended to serve school-age children; and

3.5.9.1.2 taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment;

3.5.9.2 an activity, class, or program that is explicitly or implicitly required;

3.5.9.2.1 as a condition to receive a higher grade or for successful completion of a school class or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit; or

3.5.9.2.2 as a condition to participate in a school activity, class, program, or team, including, a requirement for a student to participate in a summer camp or clinic for students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team;

3.5.9.3 an activity or program that is promoted by a school employee, such as coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the school employee is acting in the employee's official capacity;

3.5.9.4 an activity or program where full participation in the activity or program includes:

3.5.9.4.1 travel for state or national educational experiences or competitions,

3.5.9.4.2 debate camps or competitions, or

3.5.9.4.3 music camps or competitions; and (e) a concurrent enrollment, CTE, or AP course.

~~3.5.10 A fee for a textbook used for a concurrent enrollment or advanced placement course is fee waivable. For students who qualify for a fee waiver under Utah Administrative Rule R277-407 (School Fees and Fee Waivers), the District shall cover required fees and costs associated with participation in Concurrent Enrollment or Advanced Placement courses. Which may include:~~

~~3.5.10.1 consumables, lab fees, copying, material costs, application fees, and textbooks required for the course. (R277-701-11)~~

3.5.11 Parents must be given the opportunity to review proposed alternatives to fee waivers.

3.5.12 If an application for a waiver is denied, the applicant may seek reconsideration by the principal. If the principal denies the waiver after reconsideration, the applicant may appeal in writing to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall meet with the applicant to discuss the application. The Superintendent or the Superintendent's designee shall then have ten days to give a written decision to the applicant. If the applicant is not satisfied with the decision of the Superintendent, the applicant may appeal in writing directly to the Board.

3.5.13 Any requirement that a given student pay a fee is suspended during any period in which the student's eligibility for waiver is being determined or during which a denial of waiver is being appealed.

3.5.14 The Board hereby provides for balancing of financial inequities among District schools if the granting of waivers and alternatives to waivers produces significant inequities through unequal impact on individual schools.

3.5.15 Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participants in choirs, pep clubs, athletic teams, bands, orchestras, and other student groups, and expenditures for student travel as part of a school team, student group, or other school-approved trips, are fees requiring approval of the Board.

3.5.16 The requirements of waivers and availability of other provisions in lieu of fee waivers do not apply to charges assessed pursuant to a student's damaging or losing school property. Schools may pursue reasonable methods for obtaining payment for such charges but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.

3.5.17 Charges for class rings, letter jackets, yearbooks, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.

3.5.18 A charge for college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination is not subject to the waiver requirements of this policy.

3.6 Fee Waiver Reporting

3.6.1 The District shall collect the following information, which may be requested by the Superintendent as part of the Superintendent's monitoring of the district school fees practices:

3.6.1.1 the number of students in the district given fee waivers;

3.6.1.2 the number of students who worked in lieu of a waiver;

3.6.1.3 the number of students denied fee waivers; and

3.6.1.4 the total dollar value of student fees waived by the District; and

3.6.1.5 the total dollar amount of all fees charged to students within all schools within the district.

3.6.2 The District shall submit school fee revenue information in the Utah Public Education Financial System as provided in Rule R277-113.

3.7 Individual and Group Fundraising Requirements

3.7.1 This subsection is subject to policies 004.0610, "Fundraising and Donations: School Sponsored Activities," and 004.0611, "Fundraising and Donations: Private and Non-School-Sponsored Activities and

Fundraising."

3.7.2 Required individual fundraisers are prohibited.

3.7.3 Optional individual fundraisers for students to raise money to offset the cost of the student's fees are permitted.

3.7.4 Group fundraisers are permitted.

3.7.5 Denying a student membership in or participation on a team or group or in an activity based on the student's non-participation in a fundraiser is prohibited.

3.8 Annual Limit

3.8.1 students approved for a fee waiver may receive fee waiver support for up to two (2) school-sponsored trips per academic year.

3.8.2 the total value of fee waivers applied to student trips shall not exceed fifty percent (50%) of the annual maximum fee, as established in the district fee schedule.

3.8.3 fee waiver support for a trip requires the student to work with the school principal or designee to develop and complete an action plan that includes school-related contributions.

4.0 FEE SCHEDULE

~~4.1 Extracurricular fees are supplemented with individual and group Fundraiser opportunities for all students in order to lower the out-of-pocket amount for students. A complete accounting of projected expenditures may be reviewed on the District's webpage. Depending on the number of activities and types of classes a student participates in, i.e., region, state, nationals, etc., the Per-student Annual Maximum Fee amount for SY 2025-2026 is \$ 4,600.~~

Extracurricular fees may be offset through fundraising opportunities, helping reduce the out-of-pocket cost for students. A detailed breakdown of projected expenditures is available on the District's webpage. Based on the number and type of activities in which a student participates (e.g., region, state, nationals, etc.), a **per-student annual maximum fee** has been established. Please refer to the current year's fee schedule for additional information and details. [Link to Fee Schedule Here](#)

-	Middle Schools 6 th -8 th	UHS 9 th -12 th AVEC
General Registration		
Activity Fee	-	\$25
Yearbook	-	\$60
AVEC/Adult Ed		
Activity Fee	-	\$25
Adult Ed Enrollment Fee	-	\$75
Adult Ed Packet Fee	-	\$20
ESL Adult Enrollment (per enrollment)	-	\$50
ESL Preschool and Daycare (per enrollment)	-	\$20
ESL Books	-	\$35
GED Testing-Full	-	\$144
GED Test Fee (sub test)	-	\$36
GED Re-Take Fee (sub test)	-	\$10
GED Prep Students	-	\$20
Lost or Unreturned Packet Fee	-	\$5
Re-enrollment Fee for Adult Ed	-	\$20
Driver Education		
Driver Education Fee (Behind the Wheel)	-	\$200
Online Driver Education Fee	-	\$260
Driver Education (Retake)	-	\$60
Fine Arts		
Art	\$10	\$25
Band Classes	\$35	-

Ceramics	\$10	-
Drawing I	-	-\$7
Drawing II	-	-\$25
Jewelry Making	-	\$30
Painting I	-	-\$35
Painting II	-	-\$35
CTE		
Aquaculture	-	\$20
Engineering Technology Courses	\$10	\$20
CTE/STEM per course offering	\$10	-
Design and Modeling	-\$5	-
FACS Exploration	\$15	-
Floriculture	-	-\$20
Photography I	-	\$12
Photography II	-	\$25
Sewing Classes	-	\$250
-	-	-
Advanced Placement Courses		
A.P. Book	-	-\$60
A.P. Test	-	-\$138

Extra-Curricular Activities		
ALL activities provide fundraising opportunities for individuals and groups to reduce the total fee amount.		
Athletics		
Baseball	-	-\$2280
Boys Basketball	\$100	-\$1205
Boys Golf	-	-\$1100
Boys Soccer	-	-\$515
Boys Tennis	-	-\$1996
Cheer	-	-\$3500
Cross-Country	\$100	\$755
Drill Team	-	-\$2640
Football	-	-\$1470
Girls Basketball	\$100	-\$1670
Girls Golf	-	-\$1100
Girls Lacrosse	-	-\$1250
Girls Soccer	-	-\$750
Girls Tennis	-	-\$1075
Girls Wrestling	-	-\$1465
Softball	-	-\$1250
Swimming	-	\$1245
Track	-	-\$790
Volleyball	\$100	-\$1093
Wrestling	\$175	-\$455
Boys Wrestling Invitational Tournament	-	\$1000
Boys Wrestling National Tournament	-	-\$2310
14 Day Wrestling Camp	-	-\$3600
All high school student fees need paid prior to athletic/club participation/student council (as part of clearance to play/participate).		
Performing Arts		
Band (Marching)	-	-\$1765

Band (Jazz)	-	=\$685
Winter Guard	-	=\$1390
Percussion Ensemble	-	=\$880
Honor Band	\$30	-
Concert Band	-	\$45
Orchestra	\$35	=\$480
Theater Production	-	=\$100
Musical Production	-	=\$450
All State Choir	-	=\$250
General Choir	-	\$5
Honor Choir	\$35	=\$200
Luminosa (Women's Choir)	-	=\$125
State Solo Ensemble	-	=\$220
Region Solo Ensemble	-	=\$80
SoVoce (Mixed Choir)	-	=\$260
Virsonum (Men's Choir)	-	=\$125
Polyphony	-	=\$585
Spring Mini-Tour	-	=\$220
Club Fees		
Art Club	-	\$20
Cornhole Club	-	\$60
DECA Dues	-	Club Only \$775 Nationals \$2400
FBLA Dues	-	Club Only \$310 Nationals \$1500
FCCLA/FACS	-	Club Only \$580 Nationals \$2052
FFA Dues	-	Club Only \$465 Nationals \$1605
Honor Society	-	-\$20
Hope Squad	-	=\$30
Math Club	-	\$100
Pickleball Club	-	\$1160
Science Club Dues	\$10	-
Science Fair	\$40 + Cost of Project	-
Strength Club	-	\$82
Student Council	-	Club Only =\$630 Nationals \$1500
TSA/Robotics Club	-	Club Only \$945 Nationals \$1800
Thespian Society Initial Member	-	\$35
Thespian Society Returning Member	-	\$15
ESports Club	-	=\$250
Fines		
Lost PE Locker Lock	\$10	\$10
Parking Rule Violation	-	\$50
Unreturned or Lost Uniform	\$120	\$120
Lost Chromebook Charger	\$25	\$25
Additional Fees		
Rooms For Overnight Travel	Per Night \$40	Per Night \$40
Admission to Banquets	-	\$22

Elementary Pictures (K-6)	Basic Package \$25	-
Elementary Yearbook	\$25	-
Formal or Semi-Formal Dances	-	Per Couple \$30
Informal Dances	-	Per Couple \$10
Reserved Student Parking Permit	-	Per Trimester \$25-
Senior Class Trip	-	\$100
Student Parking Permit	-	\$2
Transcript Processing Fee For Graduated Students (Per Transcript)	-	\$5
Transportation for Students- (including field trips)	-	\$20
Alcohol/Under the Influence/Possession of Drugs or Paraphernalia	\$50	\$50
Tobacco and/or Vape Violation	\$50	\$50

-

Specialized Pre-School

Non-Disabled Students Tuition	Not To Exceed \$45 Per Month (1 Day Program) Not To Exceed \$90 Per Month (2 Day Program) Not To Exceed \$165 Per Month (3 Day Program)
-	-
Supply Fee	\$25

-

CEPP (Community Employment Placement Program)

Tuition Students	\$30 Per Day
------------------	--------------

-

School Food Program Charges

Breakfast	Elementary	\$1.50
-	Secondary 6-8	\$1.75
-	Secondary 9-12	\$1.75
-	Second Student Breakfast	An amount equal to the federal reimbursement for free student breakfast, rounded up to the nearest 5 cents
-	Adults	An amount equal to the federal reimbursement for free student breakfast, rounded up to the nearest 5 cents
Lunch	Elementary	-\$ 2.25
-	Secondary 6-8	\$ 2.50
-	Secondary 9-12	\$ 2.75
-	Second Student Lunch	An amount equal to the federal reimbursement for free student lunch, rounded up to the nearest 5 cents
-	Adults	An amount equal to the federal reimbursement for free student lunch, rounded up to the nearest 5 cents
Snacks After School	Students	\$1.00
-	Adults	\$1.15

-

~~Note: Exceptions for UHS Schedule Changes (after school starts) Schedule changes at UHS at no cost to the student:-~~**

- ~~1. Student fails course and/or is not recommended to continue.~~
- ~~2. Illness or injury prevents participation.~~
- ~~3. Student is placed inappropriately.~~
- ~~4. Course is overcrowded or canceled.~~
- ~~5. Student needs to add to an incomplete schedule.~~

-

Legal References: [Utah Admin. R. 277-407](#)

[Utah Code Ann. Title 53G, Chapter 7, Part 5](#)

Adoption Date: **March 11, 2014**

Last Revised: ~~March 12, 2025~~ [April 01, 2026](#)

Last Reviewed Dates: ~~March 12, 2025~~ [April 01, 2026](#)

Prior Revised Dates: **03/11/2014, 08/08/2018, 06/19/2019, 03/08/2023, 07/01/2023, 03/06/2024** [March 12, 2025](#)

Policy Origin: **REVISES POLICY 007.0505 SCHOOL FEES POLICY (LAST APPROVED 06/19/2019) AND MERGES 007.0505 MAXIMUM PARTICIPATION COSTS/FEE SCHEDULE (FEES AND FUNDRAISING) (LAST APPROVED 03/06/2023).**

Attachments [R277407EffectiveDecember2025](#)

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, and Shawna Muhme
From: Jayme Leyba, Director of Elementary Education
Date: April 1, 2026
Re: Policy 003.0420 Married and Pregnant Students

Recommendation: Approve 1st reading

Background (rationale): While the existing policy reflects an appropriate intent, its language and specific requirements are outdated. An updated statement ensures clearer guidance and alignment with current nondiscrimination policies and expectations for equitable student access and support.

Policy Implications: Bring the policy up to date

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

Motion:



Policy: 006.0420

Section: Section 006 – Instruction (1st Reading)

Married/Pregnant Students

~~MARRIED/PREGNANT STUDENTS~~

~~Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive a public education or to take part in any extracurricular activity offered by the school.~~

~~-~~

~~Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school.~~

1.0 GENERAL STATEMENT

1.1 In accordance with Title IX (34 CFR § 106.40) and state non-discrimination standards, the District prohibits any policy or practice that discriminates against a student based on their actual or potential parental, family, or marital status. Pregnant and married students are entitled to the same educational opportunities, including access to honors programs, extracurricular activities, and graduation honors, as any other student. The District shall treat pregnancy and related conditions as a justified medical leave of absence for whatever period is deemed necessary by the student's physician, ensuring that upon their return, the student is reinstated to their prior academic status without penalty. Ultimately, the decision to remain in the regular educational program or to voluntarily opt into an alternative setting rests solely with the student, ensuring their marital or parental status never serves as a barrier to their education.

Adoption Date: **October 17, 1985**

Last Revised:

Prior Revised Dates:

Approved Date:

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, and Shawna Muhme
From: Jayme Leyba, Director of Elementary Education
Date: April 1, 2026
Re: Policy 003.0600 School Community Council

Recommendation: Approve 1st reading

Background (rationale): This policy was last approved in 2011. 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:



Policy: 003.0600

Section: Section 003 - Administration

SCHOOL COMMUNITY COUNCILS (1st Reading)(Substitute)

REVISES POLICY 003.0600 SCHOOL COMMUNITY COUNCILS (LAST APPROVED 8/9/2011)

1.0 GENERAL POLICY STATEMENT

- 1.1 The Board of Education establishes School Community Councils (SCCs) in accordance with Utah Code Title 53G, Chapter 7, Part 12 to encourage collaboration between parents, school employees, and the community in improving student academic achievement.
- 1.2 Each school in the district shall maintain a School Community Council responsible for developing and approving the School LAND Trust Plan and supporting school improvement efforts.

2.0 DEFINITIONS

- 2.1 "School Community Council (SCC)" A council established at a school to involve parents and school employees in school improvement and the development of the School LAND Trust Plan.
- 2.2 "Parent Member" A member of the council who is the parent or guardian of a student attending the school, and who is not employed as an educator at that school.
- 2.3 "School Employee Member" A member of the council who is employed at the school, including the principal.
- 2.4 "School LAND Trust Program Funds" Funds allocated to schools under Utah Code 53F-2-404 to improve student academic achievement.

3.0 COUNCIL MEMBERSHIP

- 3.1 Each school shall establish a School Community Council consisting of the school principal and elected parent and school employee members.
- 3.2 Parent members shall constitute a majority of the council membership.
- 3.3 The number of parent members shall exceed the number of school employee members.

- 3.4 The council may determine its membership size provided the parent majority requirement is maintained.
- 3.5 Parent members must have a student currently enrolled at the school they represent.

4.0 SELECTION OF MEMBERS

- 4.1 Parent members shall be elected by parents or guardians of students attending the school.
- 4.2 School employee members shall be elected by school employees at the school.
- 4.3 If the number of candidates does not exceed the number of open positions, candidates may be considered elected without a formal election.
- 4.4 Council terms should generally be two years and staggered to maintain continuity.

4.5 Elections are publicly noticed.

5.0 DUTIES OF THE SCHOOL COMMUNITY COUNCIL

- 5.1 The School Community Council shall develop and approve the School LAND Trust Plan annually.
- 5.2 The council shall review school academic data to identify priority academic needs.
- 5.3 The council shall support practices that promote a safe and healthy environment, including responsible use of technology.

6.0 MEETING AND RECORDS

- 6.1 Meeting agendas, minutes, and actions of the council shall be documented and maintained by the school.
- 6.2 Council votes and decisions shall be recorded in meeting minutes.
- 6.3 A majority of council members constitute a quorum for conducting business.

7.0 TRANSPARENCY AND PUBLIC ACCESS

- 7.1 Schools shall maintain public access to the following:
 - 7.1.1 School Community Council membership
 - 7.1.2 Meeting minutes
 - 7.1.3 Approved School LAND Trust Plans
- 7.2 Information shall be posted as required by the School LAND Trust Program.

8.0 COMPLIANCE

- 8.1 School Community Councils shall operate in accordance with:
 - 8.1.1 Utah State Board of Education Administration Rules 53G-7-1202, 53G-7-1203, 53G-7-1204 and 53G-7-1206.
- 8.2 District administration shall monitor compliance and provide support to schools.

Adoption Date: **August 09, 2011**

Last Revised: **April 1, 2026**

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

Previous Approval Dates: August 09, 2011, October 08, 2013

Board of Education

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

Memorandum

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

From: Dr. Mistalyn Leis, HR Director

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

Date: March 30, 2026

Re: **005.0500 Meet and Confer (First Reading)**

Recommendation: The policy committee is recommending that the Uintah School District Board of Education approve policy 005.0500 Meet and Confer on first reading.

Background (rationale): This policy was brought to our attention based on recent legislation. The definitions that we are proposing to remove from this policy are included in policies 005.1000 Hiring and 005.1200 Standards of Conduct and Due Process. The current policy does not align with practice.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

Motion: Motion to approve policy 005.0500 Meet and Confer on first reading.



Policy: 005.0500

Section: Section 005 - Personnel

Meet and Confer

1. GENERAL POLICY STATEMENT

~~1.2.1.2~~ It is the policy of the Uintah School Board may direct the Superintendent to engage in a to annually meet and confer process with District employees, and to pay said employees according to Board adopted salary schedules. In referring to the different employee groups, the Board should use the defined terms set forth in Section 3.0 and specify exactly which group is under consideration, especially the difference between administrators, superintendents, and business administrators. The purpose of this process shall be to receive input from employee groups on employee salary, benefits or any other fiscal impacts. The group shall have representation from education support professional and classified employees.

~~2. Other pay schedules for part-time service, incentive pay, committee work, special programs, extracurriculars, coaching, etc., will be formulated by the administration and submitted to the Board of Education for approval.~~

~~3. Definitions:~~

~~3.1 During times when employees and the Board meet and confer, the following terms shall have the meanings stated below unless otherwise clearly specified by the parties during meetings:~~

~~3.1.1 "Full-Time Employees" means all full-time Teachers, all full-time Classified Employees, full-time Special Contract Employees (as defined below), and all Administrators as defined below.~~

~~3.1.2 "Part-Time Employees" means all part-time Teachers and all part-time Classified Employees; this does not include Incidental Contract Employees as defined below.~~

~~3.1.3 "Incidental Contract Employees" means all individuals engaged from time to time to perform a specific, but temporary function. Incidental Contract Employees may include, but are not limited to, substitute teachers, individuals working on vouchers, CPAs hired for audits or other contract work, attorneys hired from time to time to perform legal services and contract aides.~~

~~3.1.4—"Employees" means all Full-Time Employees and all Part-Time Employees, but does not include Incidental Contract Employees.~~

~~3.1.5—"Principals" means all Principals assigned to a school in the District, but does not include Vice Principals and Head Teachers.~~

~~3.1.6—"Vice Principals" means all Vice Principals assigned to schools in the District, but does not include Principals and other department heads.~~

~~3.1.7—"District Office Administrators" means the Superintendent, all assistant superintendents, the business administrator, the personnel director, director of special education.~~

~~3.1.8—"Administrators" means all Principals, Vice Principals, and District Office Administrators.~~

~~3.1.9—"Teacher" means all certificated full-time and part-time teachers, counselors, and media directors and should not include substitute teachers, aides, and other assistants.~~

~~3.1.10—The "Superintendent" and the Business Administrator" means the Superintendent and the Business Administrator.~~

~~3.1.11—"Classified Employees" means all Full-Time Employees and Part-Time Employees, except Teachers and Administrators.~~

~~3.1.12—"Special Contract Employees" means all employees with unique individual contracts.~~

Cross References: 005.0500 - Meet and Confer

Adoption Date: **November 12, 1996**

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: April 1, 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. As of 3/25/26, no feedback was received and the policy committee expressed no concerns.

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

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

Board of Education

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

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:



Policy: 006.0300

Section: Section 006 - Instruction

Affirmative Action In The Instructional Program (2nd 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**

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: April 1, 2026

Re: 090.0350 Student Meal Debt Collection (New)

Recommendation: Approve Policy 090.0350 Student Meal Debt Collection on 2nd 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 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: 009.0350

Section: Section 090 - Support Services

Student Meal Debt Collection (New) (2nd 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:

Board of Education

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

Memorandum

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

From: Dr. Mistalyn Leis, HR Director

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

Date: March 30, 2026

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

Recommendation: The policy committee is recommending that the Uintah School District Board of Education approve policy 005.0675 Association Leave on second 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 Uintah County Education Association (UCEA) and Uintah School Employee Association (USEA) leadership.

Two changes were made after first reading, the word "district" was added in 3.2 to specify which association president needed to sign the request, and wording in 3.8 was changed for clarification purposes.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

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



Policy: 005.0675

Section: Section 005 - Personnel

Association Leave (2nd Reading)

1.0 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 formal request 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 district association president or designee.

- 3.3. All paid association leave shall be approved by the superintendent or his/her designee.
- 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 to participate in association activities which do not qualify as paid association leave.
- 3.9. The superintendent, or his/her designated representative, shall ensure that the requirements of this Policy are met.
- 3.10. When an association member requests the presence of an association representative to attend a meeting with his/her 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 23, 2026

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

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.



Policy: 005.0600

Section: Section 005 - Personnel

Employee Benefits (2nd 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.* 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)**

**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: 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.

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: March 11, 2026
Time: 6:00 pm
Location: 826 South 1500 East, Naples, Utah

Board Members Present:

- Dave Chivers, 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
- Jayme Leyba, Director of Elementary Education

Board Members Not Present:

- Tawnya McKee, Vice President

Others Present:

- None noted

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

1. Introduction

1.01 Welcome/Call to Order

Troy Timothy, Business Administrator, welcomed attendees and introduced the Board. President Chivers offered opening remarks and called the business meeting to order at 6:00 pm.

1.02 Reverence

The reverence was offered by MaryAnn Spainhower.

1.03 Pledge of Allegiance

Paisley Bell led the Pledge of Allegiance.

1.04 Student Board Member Report – Paisley Bell

Paisley Bell reported that Student Council traveled to Washington, D.C. in late February to attend the National Student Council Conference, returning with new ideas and strengthened relationships, and she thanked sponsors for their support. She noted that Uintah High School Sterling Scholars earned multiple awards at the UVU Northeast Region competition, and that FFA would be traveling to Utah State University for the state competition. She announced that Uintah High School theater had opened its production of Frozen with remaining performances that week. She also shared that spring sports and activities are underway, including a recent national championship for a Uintah wrestling alumnus and upcoming events and competitions across several programs. Bell concluded by thanking the community for its continued support of student programs and the high school.

1.05 Celebrations

A. Central Cove Early Learning Center Video

Superintendent Dr. Rick Woodford shared a brief video featuring the new Central Cove Early Learning Center. The video is part of the Small Town Comeback series. Dr. Rick Woodford explained that the video production was funded primarily through a Utah State University grant, with a small portion of the cost supplemented by the district.

He noted that the video highlights the need to expand access to early childhood education and improve kindergarten readiness, and it explains that the former Central Cove preschool building (constructed in 1940) had significant infrastructure and safety concerns, leading the Board to approve construction of a new facility. Dr. Woodford added that the video is available on YouTube, with links on the district and preschool websites, and that a longer podcast interview discussing the project is also available.

B. UHS Boys Wrestling Individual & State Champions

The Board recognized the Uintah High School boys wrestling program as state champions, with state qualifiers, state placers, and individual state champions in attendance for the celebration. Principal Amanda Brown introduced Head Coach Phillip Keddy who addressed the Board and expressed appreciation for the opportunity to honor the team, emphasizing the discipline, commitment, and team culture that contributed to the successful season. District and school leaders congratulated the student-athletes and coaching staff for their achievements and dedication to the program.

C. UHS Girls Wrestling State Champions

The Board recognized three student-athletes from the Uintah High School girls wrestling program for earning individual state championships. Head Coach Patrick Sharp was introduced by Principal Amanda Brown and then addressed the Board and highlighted the athlete's dedication throughout the season, noting the continued growth of the girls wrestling program and the strong foundation being built through consistent effort, leadership, and team culture. School leaders congratulated the athletes on their individual accomplishments and commended the program for its development and positive direction.

D. UHS Swimming State Champions

The Board recognized Alexander Spainhower of the Uintah High School swim team for winning the state championship in the 50-meter freestyle event. Head Coach Jared Bigler addressed the Board and highlighted the team's progress through a season of challenges and successes, including strong finishes at invitational and regional meets, qualification of multiple athletes to the state meet, and several school records set during the year, including relay records. The Board congratulated the student-athletes, coaches, and families for their dedication and support of the program.

E. Students of the Month

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

- Valentino Solis – Central Cove Early Learning Center
- Ileasi Wetzel – Ashley Elementary
- Bridger Gurr – Davis Elementary
- Jenaveave White – Discovery Elementary
- Penelope Livingston – Eagle View Elementary
- Jace McMickell – Lapoint Elementary
- Remington Munns – Maeser Elementary
- Ryan Nielson – Naples Elementary
- Eli McCurdy – Uintah Middle School
- Connor Wilkey – Vernal Middle School
- Justin Christensen – Uintah High School
- Cecilia Lamb – AVEC / UON

1.06 School Reports

Deanna Martineau, Naples Elementary School Principal, presented the school report and shared an overview of enrollment and student demographics, noting Naples is a Title I school serving a diverse population, including students receiving special education services and English language learners. She highlighted efforts to strengthen a positive learning environment through regular student recognition and schoolwide engagement activities, including a reading challenge. Martineau reported that the school has increased its focus on academic growth through purposeful planning, implementation of proficiency scales, and staff learning aligned to professional learning community (PLC) practices. She shared mid-year assessment trends indicating improved reading proficiency across grade levels, reduced numbers of students performing well below grade level in math, and interim RISE results showing gains compared to prior year benchmarks, and she credited the progress to consistent instructional focus and collaborative teacher work.

1.07 Patron Input

The board received one in-person comment.

In-Person Comments:

Patron Alisha Barney chose to wait until the Personnel Changes were addressed by the board.

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**

Motion: Member Robin McClellan motioned to approve the Consent Calendar as presented, which includes the February 11, 2026, pending work session and business meeting minutes, February 25, 2026, pending special business meeting minutes, January 11, 2026, amended business meeting minutes, and the monthly financial update. Seconded by Member Todd Massey.

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

The motion carried unanimously.

2.02 Policies for Approval on First Reading

- A. 003.0600 School Community Council**
- B. 006.0300 (For Elimination) Affirmative Action in the Instructional Program**
- C. 009.0350 Student Meal Debt Collection**
- D. 005.0675 Association Leave**
- E. 005.0600 Employee Benefits**

Motion: Member Denise Maynard motioned to table policy 003.0600, and approve policies 006.0300, 009.0350, 005.0675, and 005.0600 on first reading. Member Todd Massey seconded the motion.

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

The motion carried unanimously.

2.03 Policies for Approval on Second Reading

- A. 010.1000 School Safety**

Motion: Member Robin McClellan motioned to approve the policy on second reading. Member Denise Maynard seconded the motion.

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

The motion carried unanimously.

B. 010.0700 Video and Audio Surveillance

Motion: Member Denise Maynard motioned to approve the policy on second reading. Member Todd Massey seconded the motion.

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

The motion carried unanimously.

2.04 Personnel Changes

Motion: Member Denise Maynard motioned to approve the recommended personnel changes, Member Todd Massey seconded.

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

Patron Input:

Alisha Barney raised concerns about recent coaching hires and athletes having to wait for leadership availability. She also hoped decisions were made for the benefit of the athletes, not personal interests.

Board Comments:

Member Denise Maynard expressed profound gratitude for the employees on the list of retirees and what “Rockstars” that they are.

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

The motion carried unanimously.

3 Informational / Discussion Items

3.01 Storytelling Festival

Vernie Heeney gave a brief update on the Storytelling Festival, thanked the district for continued support and use of facilities, and noted this is the final year of sponsorship through the Uintah Schools Foundation as the festival transitions to independent operation. She reported the youth storytelling contest was held

the prior week and outlined the upcoming festival schedule, including student performances and two public evening events with different stories each night.

3.02 Purchases Over \$50,000

None

3.03 Calendar Items

Dr. Woodford directed the Board to the Diligent calendar for upcoming events.

Additional highlights included:

- Reviewed attached calendaring materials: USBA spring conference dates, regular district calendar items, and Uintah arts events.
- Highlighted upcoming activities, including the regional band festival, fifth grade maturation presentations, and Battle of the Books at Maeser.
- Noted that schools have numerous activities scheduled during the weeks leading up to spring break.

Board Discussion:

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

Board Member Robin McClellan thanked staff for supporting accessibility at Uintah High School theater by providing American Sign Language (ASL) interpretation for Frozen, noting it was well received. She expressed appreciation for the At-Risk Conference and commended Andy McKea and the AVEC staff for their work in organizing and facilitating the event. She noted the quality of the presenters, the usefulness of the data shared, and the professional, well-organized structure of the sessions, and thanked staff for providing a meaningful and informative experience. McClellan further commented on the value of student participation in activities such as theater and recognized students for contributing positively and being part of something larger than themselves.

Board Member Todd Massey complimented the Uintah High School theater program and staff on the production of Frozen, noting the high quality of student performances and the positive experience it provided for families in attendance. He also remarked on the continued growth of student talent across activities and emphasized the importance of fostering positive influences and supportive environments for students, both in academics and extracurricular programs.

Board Member Denise Maynard shared that she attended the funeral of a longtime Uintah community member and former athlete/coach and reflected on his lifelong pride in and support for the district and community. She noted that the turnout illustrated the strong sense of community pride that extends across many programs and activities and emphasized the

importance of maintaining a positive culture and continuing to do their best in supporting students.

Troy Timothy expressed appreciation for the positive work he is seeing in schools, including collaboration with principals during the budget process and staff willingness to embrace change despite the challenges that can come with it. He noted his appreciation for students excelling academically, including Sterling Scholars, and for strong athletic programs, citing the growth he observed through the swim program and the respectful conduct of student-athletes during state events. He added that he hopes to see the same level of commitment and culture reflected across all activities and programs.

Student Board Member Paisley Bell asked how coaching hires are handled, including the respective roles of the Board and district administration and how candidates are reviewed. Board Member Robin McClellan clarified that the Board of Education directly employs only the Superintendent and the Business Administrator and does not directly hire other district employees. She noted that the Board's role in personnel matters is to provide oversight through policy and to serve as the appeals body when necessary, which requires the Board to remain neutral in hiring processes.

Superintendent Dr. Rick Woodford explained that hiring is conducted through a policy-driven committee process organized by Human Resources. For head coach positions, the committee typically includes a Board member to provide oversight and ensure the process is followed. The committee evaluates applicants and the Superintendent then makes a recommendation to the Board, which has final approval authority. He added that community members are generally not included on committees due to confidentiality requirements.

4 Closed Session

President Dave Chivers Stated a need to enter closed session.

Motion: Member Denise Maynard motioned to move to enter closed session for the following purpose:

- Strategy session regarding the purchase, exchange, or lease of real property.

Member Todd Massey seconded.

Roll Call Vote:

McClellan – Aye
Massey – Aye
Maynard – Aye
Chivers – Aye

The motion passed unanimously.

The Board entered closed session at 8:01 pm and returned to open session at 8:41 pm

5 Adjournment

5.01 Meeting Adjourned

Motion: Member Todd Massey motioned to adjourn the meeting, and Member Robin McClellan seconded.

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

The motion carried unanimously, and the meeting adjourned at 8:42 pm

DRAFT

DATE: **March 11, 2026**
 TO: UINTAH BOARD OF EDUCATION
 FROM: Dr. Mistalyn Leis, Director of Human Resources
 RE: Board Approval Request for **March 11, 2026**: Board Approval of New Hires; Newly Assigned Employees; Notification of Separations of Employment

Superintendent Woodford requests Board approval of the following individuals for hire/assignment to new positions:

NEW HIRES – BOARD APPROVAL REQUESTED:

Name	Position	Assignment	FTE	Education/ Training	Source of Funding
Allison Migliori	Kindergarten Aide	Discovery	0.7375	All Required	Program 0183 Specialists and Aides
Laikyn Cooley	Kindergarten Aide	Discovery	0.7375	All Required	Program 0183 Specialists and Aides
Tabitha Ellis	SpEd Aide	EVE	0.7375	All Required	Program 1205 SpEd Add On
Delaney Jensen	Food Service Worker	Naples	0.40	All Required	Program 8000 School Foods Program
Jose Alzuarte	Food Service Worker	UMS	0.40	All Required	Program 8000 School Foods Program
Guadalupe Herbert	Food Service Worker	UHS	0.40	All Required	Program 8000 School Foods Program
Lance Burrell	PE/Health Teacher	UHS	1.0	Bachelor of Science Major: Phys Ed Teaching/Coaching	Program 0050 Classroom Teacher Salaries

NEWLY ASSIGNED EMPLOYEES – BOARD APPROVAL REQUESTED:

Name	Former (Current) Assignment	New Assignment	Effective Date
Tiffany Boren	Computer Specialist/Teacher Aide (0.7375 FTE) @ Lapoint	PE Specialist/Instructional Aide (0.7375 FTE) @ Lapoint	2/10/2026
Shaun Remington	Boys Soccer Team Assistant \$500-\$1000 Stipend @ UHS	Assistant Boys Soccer Coach (0.30 FTE) @ UHS	2/12/2026

NEWLY HIRED EXTRACURRICULAR COACHES:

Name	Program	School	Years of Service
Kristine Collett	Head Volleyball Coach	UHS	5
Lance Burrell	Head Football Coach	UHS	13

DRAFT

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: Rick Woodford, Superintendent

Cc: Troy Timothy, Business Administrator

Date: March 31, 2026

Re: 2026-2027 District Improvement Plan

Recommendation: Approve the draft 2026-2027 District Improvement Plan.

Background (rationale): For the 2026-2027 school year, we are proposing a district improvement plan that continues the focus on the implementation of our district's Instructional Framework and the PLC process while adding a component to strengthen early literacy instruction for our students. The draft plan has been reviewed by our directors and it was reviewed in DLM by our directors, principals, assistant principals and instructional coaches. I have received feedback from these groups and have adjusted the plan accordingly. I will be meeting with the community council chairs from each school on April 22nd. During the meeting, I will be presenting the 2026-2027 District Improvement Plan and I will run a protocol with them to listen to their feedback which can be used as we make adjustments to the plan. The significant changes in the plan as currently drafted include:

- Addition of a component to provide on-going early literacy training and support for all teachers and paraprofessionals in grades K-3 (Lead Measure #1).
- Addition of lag measures to improve 3rd grade Acadience Reading and RISE ELA scores from current levels of 51% and 48% respectively to 60% and 55%.
- Remove a provision in section 2.2.3 that states, "Partner directors may attend school level walkthroughs on an as needed basis." Partners will still be able to attend the school-level walkthroughs when needed, we just don't think it is necessary to include this in the plan.
- Add language in section 3.3.3 that places emphasis on writing good success criteria that bridges the curriculum with the state standards at the level of rigor that our students will see when they take the RISE assessment.
- Increase the criteria in the lag measure relating to sharing or using success criteria throughout the lesson to guide student learning from 80% to 90%.

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

Board of Education

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

This plan continues to provide the district with a service orientation as we support each school in reaching their unique goals.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

Motion: Approve the 2026-2027 District Improvement Plan as drafted.



2026-2027 DISTRICT PLAN FOR CONTINUOUS SCHOOL IMPROVEMENT

District Mission: We provide a positive and engaging learning environment where all students develop essential skills for productive citizenship and lifelong learning.

District Vision: We inspire students to reach their full individual potential.

Wildly Important Goal (WIG)

Students in the Uintah School District will score ABOVE STATE AVERAGE in proficiency in ALL areas on the Spring 2027 state assessments.

*The purpose of the district's Strategic Improvement Plan and TSSA Framework is to establish district priorities, identify clear outcomes, and provide a roadmap to ensure that **ALL** students in the district learn at high levels and are inspired to reach their full individual potential.*

Lead Measures (Process - What are we committing to do to get the desired outcomes?)	Accountability for Lead Measures (How will we track and measure our leads and who will champion the scoreboard?)	Lag Measures (Outcomes - What are the results we expect stemming from the lead measures?)
<p>1. The district will provide on-going early literacy training and support for all teachers and paraprofessionals in grades K-3.</p> <p>1.1. Elementary principals and instructional coaches will use a scope and sequence to provide monthly professional learning to all K-3 teachers specific to the science of reading and CKLA Skills instruction.</p> <p>1.1.1. Using a re-deliverable model, the district will prepare elementary principals and elementary coaches so they can deliver specific professional learning to their teachers on the science of reading and CKLA Skills instruction.</p> <p>1.2. Elementary instructional coaches will provide monthly training to paraprofessionals to support high quality literacy intervention.</p> <p>1.2.1. The district will prepare elementary instructional coaches so they can deliver specific training to paraprofessionals to support high quality literacy intervention.</p> <p>1.3. Provide instructional coaching for teachers on the science of reading and CKLA Skills instruction.</p> <p>1.4. Modify the TREE and Instructional Walkthrough processes to provide teachers with accountability and feedback relating to the implementation of the science of reading and CKLA Skills instruction.</p>	<p>How will we know if we are providing on-going professional learning in the science of reading and CKLA Skills implementation for all teachers in grades K-3?</p> <ul style="list-style-type: none"> ● Lead 1.1 and 1.2: Using a district provided link and data collection form (TBD), principals will complete a data entry for each teacher and paraeducator training. This will be reviewed by directors during the first Directors Meeting of each month. ● Lead 1.3: Instructional Coaching Impact Records will be reviewed at least monthly by _____?? ● Lead 1.4: Same as specified in leads 2.2-2.4. 	<p>On-going professional learning in the science of reading and CKLA Skills implementation for all teachers in grades K-3 will lead to the following improvements in student learning:</p> <ul style="list-style-type: none"> ● 60% of 3rd grade students will read at or above grade level as measured by the Acadience Reading Assessment. (from 51% EOY 2025) ● 55% of 3rd grade students will score at or above proficient in ELA on the RISE assessment. (from 48% in 2025)

<p>2. The district will support each school in the implementation of the USD Instructional Framework. The district will:</p> <p>2.1. Provide specific instructional coaching for teachers that is well-aligned with the district’s Instructional Framework with a focus on the use of a guaranteed and viable curriculum.</p> <p>2.2. Conduct district and school-level Instructional walkthroughs each trimester.</p> <p>2.2.1. District -level walkthroughs will occur during cycles 1, 3, and 5.</p> <p>2.2.2. School -level walkthroughs will occur during cycles 2, 4, and 6.</p> <p>2.2.3. Partner directors may attend school-level walkthroughs on an as-needed basis.</p> <p>2.3. Inspect each principal’s scoreboard relating to their classroom observations.</p> <p>2.4. Analyze TREE observation data toward the end of each 6-week cycle (in a directors’ meeting) and share the data with principals at DLM.</p>	<p>How will we know if we are supporting each school in the implementation of the USD Instructional Framework?</p> <ul style="list-style-type: none"> ● Lead 2.1: Instructional Coaching Impact Records will be reviewed at least monthly by _____?? ● Lead 2.2: Partners will participate in district walkthroughs. Principals will share action steps from school-level walkthroughs with their partners during partnership meetings. ● Leads 2.3: Classroom observation data will be included in the district’s scoreboard and will be reviewed during each directors’ meeting (Champion - Superintendent Woodford). ● Lead 2.4: Directors will share TREE observation data with principals at each DLM (Champion - Dr. Leis). 	<p>The implementation of the instructional framework will result in improved professional practice. End of year data from TREE observations will indicate:</p> <ul style="list-style-type: none"> ● 86% 90% or better practice with “sharing” or “using success criteria throughout the lesson to guide student learning.” ● At least a 4/1 ratio between the use of positive reinforcement and correctives. <p>The implementation of the instructional framework will result in improved student learning as indicated by the following measures:</p> <ul style="list-style-type: none"> ● Improvements in student learning growth from the BOY assessment results to the MOY assessment results and from the MOY assessment results to the EOY assessment results. ● Students in the Uintah School District will score ABOVE STATE AVERAGE in proficiency in ALL areas on the Spring 2027 state assessments (WIG).
<p>3. The district will support each school in implementing the school’s continuous-improvement plan.</p> <p>3.1. Conduct brief data reviews, focused on the school’s lead measures from their SIP, during each partnership meeting.</p> <p>3.2. Conduct BOY, MOY, and EOY data meetings with each school principal.</p> <p>3.2.1. Meetings include a review of the SIP and data presentation specific to the school’s lead measures.</p> <p>3.2.2. Each principal will use data to demonstrate follow-through with each of their school’s lead measures. Using a data-driven</p>	<p>How will we know if we are supporting the implementation of each school’s plan for continuous improvement?</p> <ul style="list-style-type: none"> ● Leads 3.1: During each partnership meeting, directors will check the principal’s scoreboard and enter data on the “Directors Visits” form. Data will be included in the district’s scoreboard and will be reviewed during each directors’ meeting. Data will indicate whether the SIP was reviewed or discussed during partnership meetings (Champion - Superintendent Woodford). ● Lead 3.2: Following each round of MOY and EOY SIP data meetings, a written summary 	<p>The implementation of each school’s plan for continuous improvement will result in improved student learning as indicated by the following measures:</p> <ul style="list-style-type: none"> ● Improvements in student learning growth from the BOY assessment results to the MOY assessment results and from the MOY assessment results to the EOY assessment results. ● Students in the Uintah School District will score ABOVE STATE AVERAGE in proficiency in ALL areas on the Spring 2027 state assessments (WIG).

<p>scoreboard, principals will be able to answer the question: Are you winning?</p> <p>3.2.3. EOY meetings will include a presentation and analysis of the school's lag measures, including student performance on state assessments.</p> <p>3.2.4. Following the BOY, MOY, and EOY data meetings, partners will provide principals with constructive feedback as part of the continuous improvement process.</p> <p>3.3. Inspect each school's PLC process and ensure:</p> <p>3.3.1. Teams are using an agenda with norms, time bound items, and protocols that promote equal voice and participation from all.</p> <p>3.3.2. Teams are using data protocols to compare student learning results.</p> <p>3.3.3. Teams are collaborating to strengthen the GVC by writing success criteria from learning intentions that align with the state standards and bridge the curriculum with the state standard at the level of rigor reflected within the applicable RISE assessment.</p> <p>3.3.4. Teams are collaborating to implement a Multi-Tiered System of Supports (MTSS) for students in need.</p>	<p>of the data presented and feedback will be sent to the principal, partner director, and superintendent (Champion - Jayme Leyba and Christy Nerdin).</p> <ul style="list-style-type: none"> ● Lead 3.3: Principals will monitor all PLC teams to ensure compliance with Lead Measure 3.3. During each partnership meeting, directors will discuss with principals their PLC processes and effectiveness and report it on the Directors Visit form. 	
---	--	--

- Develop a scope and sequence for the science of reading and CKLA Skills professional learning (spring 2026).
- Develop a scope and sequence for the training of paraprofessionals in high quality early literacy intervention (summer 2026)

- Develop the district’s comprehensive PD plan with an outline of training topics and dates aligning with the 6-week cycle methodology.
- Modify the TREE and Instructional Walkthrough form to address the implementation of the science of reading and CKLA Skills instruction. (Summer, 2026)
- Present the district’s improvement plan (DIP) to principals in the spring of 2026.
- Provide principals with a template and expectations for the development of school improvement plans.
- Develop a District PLC Tracker for Lead Measure 2.3 (summer 2026)
- Review and approve school improvement plans in the summer of 2026.
- Present the district’s Instructional Framework to all new teachers before the beginning of the 26-27 school year.
- Present the TREE Framework to all new teachers before October 1, 2026.
- If necessary, train all new principals in the execution of the TREE Framework before October 1, 2026.
- Develop a system to support principals/schools in need (Summer, 2026)
- Update the framework and expectations for school-based walkthroughs and a coordinated schedule that corresponds with the district walkthroughs (April, 2026).

Important Documents

[Uintah School District - School and Department Improvement Plan Links](#)

Definitions and Acronyms:

Review – A comprehensive data review within a particular school and/or program for the purpose of measuring progress toward established goals.

BOY – Beginning of the Year

DIP – District Improvement Plan

Director – A district-level executive assigned to lead and manage specific programs. Directors have stewardship over their assigned programs and the staff who work within those programs. Directors serve as partners for school principals and department coordinators.

DLM – District Leadership Meeting: a monthly meeting including the superintendent, district directors, principals, assistant principals, and coordinators.

EOY – End of Year

Essential Action – a type of lead measure that is necessary for the implementation of a plan, but is **not** carried out over time. Essential actions can be completed in a short period of time and can be monitored through a checklist.

Guaranteed and Viable Curriculum –

Instructional Coaching – a process where instructional coaches observe classroom instruction and work closely with teachers to provide specific feedback, instruction, and when appropriate, modeling. Coaching is well-aligned to the district’s instructional framework.

Lag Measure – A measurable outcome or result relating to a goal.

Lead Measure – A measurable action or step within a process that can indicate progress or predict success toward an established goal or outcome.

MOY – Middle of year

MTSS – Multi-Tiered System of Supports: a framework for providing students with school-wide and classroom-based supports and interventions designed to help all students reach their full potential. MTSS is a framework supporting academic, social/emotional, and behavioral growth.

Partner – A district director who is assigned to mentor and support a building principal or department coordinator.

Partnership SIP/Data Review Meetings – Toward the end of each 6-week cycle, a partnership meeting includes a review of the school’s SIP. During this review, the principal shares the school’s scoreboard and other relevant data that would indicate the school’s progress on the implementation of lead measures from the SIP. The principal uses the data to indicate whether the school’s team is winning!

PD – Professional Development

Scoreboard – A simple continuous display of aggregated data. A scoreboard may display the school’s progress on their lead measures. Principals use a scoreboard to track and display the number of classroom observations conducted throughout the school year.

TSSA – [Teacher and Student Success Act](#)

Walkthroughs – A process where a team of district directors and instructional coaches visit a selection of classrooms, with the building principal, to inspect instruction and to monitor the implementation of relevant components of the school’s SIP.

WIG – Wildly Important Goal

DRAFT