

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

**Approved Work Session Meeting Minutes**

**Date:** April 1, 2026  
**Time:** 4:00 pm  
**Location:** Uintah School District  
826 South 1500 East, Naples, Utah

**Board Members Present:**

- Dave Chivers, President
- Tawnya McKee, Vice President
- Todd Massey
- Denise Maynard
- Robin McClellan

**Executive Staff Present:**

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

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

**1. Introduction/Opening**

**1.01 Welcome/Call to Order**

Business Administrator Troy Timothy welcomed attendees. President Dave Chivers called the meeting to order at 4:00 pm.

**1.02 Reverence**

The reverence was offered by Mindy Merrell.

**2. Policy Revisions**

**2.01 Policies for Approval on First Reading**

**A. 007.0505 School Fee Policy**

Christy Nerdin, Director of Secondary Education, presented Policy 007.0505, School Fee Policy, for first reading. She reviewed a structural change to separate the policy from the annual fee schedule, with the fee schedule accessible by link in Diligent so annual maximum out-of-pocket fees and spend plan links can be updated without revising the policy text. Board members confirmed the fee policy and fee schedule would remain connected for board approval and

requested the link be made more visible for board members and parents. Ms. Nerdin also highlighted updates related to concurrent enrollment fee coverage and new legislative language affecting fee waiver support for certain multi-night school-sponsored trips; board members requested the Policy Committee review the trip language/definitions for clarity and consider minor terminology/wordsmithing revisions.

### **B. 006.0420 Married/Pregnant Students**

Jayne Leyba, Director of Elementary Education, presented Policy 006.0420, Married and Pregnant Students, for first reading. He explained the policy was originally adopted in 1985 and was updated to better reflect current language while maintaining the intent to ensure students who are married or pregnant have equal access to educational opportunities. Board members had no questions or concerns.

### **C. 003.0600 School Community Council**

Dr. Mistalyn Leis, Human Resources Director, presented Policy 003.0600, School Community Council, for first reading. The policy was revised to better align with current legislation and to remove procedural detail from the policy document. Dr. Leis explained the updated version is significantly shortened and relies on referenced Utah Code for compliance so future legislative changes can be addressed more efficiently. The Policy Committee recommended one specific clarification to ensure elections are “publicly noticed,” and the policy retains language stating the district will remain compliant with applicable code requirements.

Board members discussed that prior versions included extensive detail (including digital literacy expectations) and asked whether key duties were still covered. Dr. Leis stated the intent was to focus the policy on required compliance language and reduce procedures, with the ability to add language if needed. Board members noted the policy’s “shall” duties do not exclude additional council responsibilities, and discussion concluded with acknowledgement that minor additions or clarifying language could be made if desired.

### **D. 005.0500 Meet and Confer**

Christy Nerdin presented Policy 005.0500, Meet and Confer, for first reading. She explained the policy (adopted November 1996) was reviewed following discussion during the 2025 legislative session regarding district interactions with associations. Proposed revisions streamline the policy to a general policy statement, clarify that the superintendent is the appropriate administrator to conduct the meet and confer process on behalf of the Board, and remove unnecessary/duplicative definitions addressed in other district policies. Ms. Nerdin also noted updated legislative terminology, replacing “classified employees” with “education support professionals,” and addressed a wording correction to ensure representation includes “certified employees and education support professionals.” She reported the meet and confer process has begun for the year and the revised policy aligns with current practice.

## **2.02 Policies for Approval on Second Reading**

#### **A. 006.0300 Affirmative Action in the Instructional Program (Elimination)**

Jayne Leyba presented Policy 006.0300, Affirmative Action in the Instructional Program, for second reading with a recommendation to eliminate the policy. He reported no concerns were raised through the Policy Committee or public feedback process and noted the district's current discrimination, harassment, and retaliation policy (Policy 007.0245) addresses the applicable requirements. He further explained the affirmative action policy contains outdated terminology and is no longer needed as a standalone policy.

#### **B. 009.0350 Student Meal Debt Collection**

Mindy Merrell, Support Service Director, presented Policy 009.0350, Student Meal Debt Collection, for second reading; Sherry Hardman, Foods Coordinator, was also present for questions. Ms. Merrell reported the Policy Committee recommended no changes. She reviewed that the district makes multiple attempts to work with families—beginning with encouraging and assisting families to apply for free and reduced lunch—before any account is referred to collections, with the superintendent making the final determination on whether a family is referred. Board members noted the policy is intended to be compassionate and is primarily directed at families who have the ability to pay but do not.

#### **C. 005.0675 Association Leave**

Dr. Mistalyn Leis presented Policy 005.0675, Association Leave, for second reading and reviewed two changes made after first reading based on feedback received. Revisions included adding “district” language in Section 3.2 to clarify the request must be signed by the local district association president (not the state association president) and revising Section 3.8 for clarification. Dr. Leis noted both associations reviewed the policy and have representation on the Policy Committee.

#### **D. 005.0600 Employee Benefits**

Troy Timothy, Business Administrator, presented Policy 005.0600, Employee Benefits, for second reading and noted no changes since first reading. He reviewed that employees hired after March 30, 2026, will be automatically enrolled at 2% into a 457(b) salary deferral with a 1% annual increase unless the employee changes it. Mr. Timothy noted employees may opt out or adjust contributions at any time and a refund process is available if an employee is inadvertently enrolled. Board members discussed communication during onboarding and noted existing employees are not automatically enrolled.

### **3. Items Requiring Future Board Action**

#### **3.01 Minutes**

##### **A. March 11, 2026, Pending Work Session and Business Minutes**

Troy Timothy reported that all board-requested corrections to the March 11, 2026, pending work session and business meeting minutes had been addressed and the minutes were posted in Diligent Community with no further concerns. He recommended the Board approve the minutes as presented. Board members confirmed their changes were reflected.

### **3.02 Contracts Needing Board Approval**

None

### **3.03 2026 – 2027 District Improvement Plan**

Superintendent Dr. Rick Woodford presented the draft 2026-2027 District Improvement Plan and invited Jayme Leyba to share current lead and lag data from the existing plan, including increased classroom observations, progress toward referencing success criteria, improvement in the positive-to-corrective ratio, and director school visits, along with district progress on RISE comparisons. Dr. Woodford reviewed that the district’s Wildly Important Goal remains to perform above the state average and described a new early literacy emphasis, including ongoing training and support in the science of reading and CKLA Skills for K-3 teachers and paraprofessionals using a train-the-trainer model (principals and instructional coaches), monthly paraprofessional training, increased instructional coaching, and modified walkthrough tools for more specific feedback in grades K-3. He reviewed draft lag targets of increasing the percentage of third-grade students reading at/above grade level on Acadience (51% to 60%) and third-grade ELA proficiency on RISE (48% to 55%), noting targets may be adjusted after spring data. Additional adjustments include increasing the success criteria reference goal to 90%, removing a prior item regarding director attendance at school-level walkthroughs, and clarifying language related to writing success criteria aligned to standards and assessment rigor. Board discussion included sustaining gains beyond elementary (middle-level performance, sixth-grade schedule changes, and possible future review of the Friday schedule), collaboration and teacher perceptions related to the Teacher Merit Award program, and expectations for observation frequency and feedback timelines. Dr. Woodford noted the plan is a working document and substantive changes will be brought back to the Board.

## **4. Informational/Discussion Items**

### **4.01 Open and Public Meetings Act Training**

Troy Timothy reviewed the annual Open and Public Meetings Act (OPMA) training requirement. District legal counsel Patrick Tanner provided the training, reviewing notice/agenda requirements and closed-meeting procedures, and answered board questions regarding closed-meeting recordings and records requests.

### **4.02 Enrollment Projections**

Troy Timothy presented the district’s annual enrollment projections for budgeting purposes. He reviewed factors impacting the local economic climate (including election-year uncertainty, global events affecting energy markets, interest rates/inflation, housing inventory, and

infrastructure constraints) and noted declining birth rates over the past several years. Mr. Timothy summarized enrollment trends showing a decrease from 6,820 (FY2022 October count) to 6,347 (FY2026 October count) and projected an additional net decrease of approximately 127 students for the next October count (projected enrollment of approximately 6,220 students).

#### **4.03 Safety Exercise Report**

Mindy Merrell presented a safety exercise report and reviewed a large-scale, multi-agency drill conducted at Uintah High School on March 20, 2026. She explained the exercise focused on implementation of the district's standard response protocol, incident command structure, and reunification practices and included participation from numerous local and state partners and volunteers. Ms. Merrell reported the purpose of the drill was to learn and improve systems; participant surveys and multiple after-action reviews were being conducted to identify lessons learned and guide future training and planning. She noted positive feedback from participating law enforcement partners and that district representatives were invited to present on the exercise at an upcoming safety conference. In response to a board question, Ms. Merrell reported the district's camera system supported situational awareness and response coordination during the exercise.

#### **4.04 Committee Reports**

Due to time constraints the Committee Reports were scratched.

### **5. Adjournment**

**Motion:** Member Denise Maynard moved to adjourn the work session; Member Robin McClellan seconded.

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

The motion was carried unanimously and the work session concluded at 6:08 p.m.