Uintah School District
Board of Education
Uintah County, Utah

Approved Work Session Meeting Minutes

Date: May 13, 2026
Time: 4:00 p.m.
Location: Uintah School District
826 South 1500 East, Naples, Utah

Board Members Present:
- Dave Chivers, President
- Todd Massey, Member
- Denise Maynard, Member
- Robin McClellan, Member

Executive Staff Present:
- Dr. Rick Woodford, Superintendent
- Troy Timothy, Business Administrator
- Christy Nerdin, Director of Secondary Education
- Jayme Leyba, Director of Elementary Education
- Dr. Mistalyn Leis, Human Resources Director
- Ryan Maughan, Special Services Director

Not Present:
- Tawnya McKee, Vice President

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

1. Introduction/Opening

1.01 Welcome/Call to Order

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

1.02 Reverence

The reverence was offered by Ryan Maughan.

2. Policy Revisions

2.01 Policies for Approval on First Reading

A. 006.0700 Approval of Programs and Activities

Director of Secondary Education Christy Nerdin presented Policy 006.0700, Approval of Programs and Activities, explaining that the revision updates a 1999 policy to align with current student privacy laws and to help principals consistently review outside programs and activities before they are brought into schools. Ms. Nerdin explained that the policy is intended to protect instructional time, ensure that outside presentations and activities support students and district values, and require school-level procedures so principals can confidently approve programs that meet expectations. President Chivers asked how principals would know whether a specific curriculum item met the policy requirements, and Ms. Nerdin responded that the policy applies to outside programs and activities rather than books or curriculum, which are addressed in a separate policy. Superintendent Dr. Rick Woodford noted that the policy places clear accountability on principals to preview and vet content before approving it. Ms. Nerdin added that all principals had already reviewed the policy and understood their responsibility. Member McClellan reported that the policy committee had also reviewed a related approval worksheet that mirrors the policy expectations and would support principals in the approval process. During discussion, Member McClellan used the Special Olympics as an example of a student activity that would fall under the policy's review process. Member Massey asked whether removing detailed line items could create loopholes, and Ms. Nerdin said the revised language instead places greater responsibility on principals as stewards of their buildings.

B. 006.0430 Regular Student – Home or Hospital Teaching Services

Director of Elementary Education Jayme Leyba presented Policy 006.0430, Regular Student – Home or Hospital Teaching Services, explaining that the policy was outdated and had not been substantially revised since 1985. Mr. Leyba said the update adds guidance that was missing from the prior version, including references to mental health, special education, Section 504, and circumstances related to illness. He reported that after review by the policy committee, additional language was added in sections 11.1 and 11.2 following legal review. Mr. Leyba also explained that the length of services would be determined case by case and noted that the district now has more options than were available when the original policy was written. Dr. Woodford added that when a student is out for a longer period, the district may also use other educational options, including online programs, rather than relying only on short-term home or hospital services. Member Massey commented that he had personal experience with a child receiving such services in the past and appreciated the continued emphasis on equitable access for students. Mr. Leyba confirmed that district-approved educators remain part of the process and that the goal is still to provide appropriate instruction for students who are unable to attend school.

C. 004.0200 Purchasing Policy

Mr. Timothy presented Policy 004.0200, Purchasing Policy, explaining that the district had revised the policy to streamline purchasing practices and separate detailed procedures from board policy. Mr. Timothy said the revision does not change current purchasing practices, but instead reorganizes the policy so procedures can be maintained in a separate manual and updated more easily as statutes or administrative rules change. He explained that the revised policy clarifies definitions, accountability, and alignment with Utah law, and that the draft had been reviewed by multiple district staff members. President Chivers asked about the provision allowing the school foods manager to issue purchase orders up to $100,000 even though purchases over $50,000 come before the Board. Mr. Timothy explained that this reflects the district's existing practice for food purchases and allows operations to continue when large standing purchase orders need to be extended before the next board meeting, with qualifying purchases later brought to the Board for ratification. President Chivers confirmed that this process keeps the district in compliance. Member Massey also asked about documentation requirements, and Mr. Timothy clarified that documentation must always be retained and produced when requested. During the discussion, Member McClellan commented that the revised language and the purchasing procedures manual made the policy clearer and easier to follow.

2.02 Policies for Approval on Second Reading

A. 007.0505 School Fee Policy

Ms. Nerdin presented Policy 007.0505, School Fee Policy, and reviewed changes made since first reading. She explained that the revised policy adds a cap on total fee waivers and aligns that cap with the annual student maximum fee of $4,600. Ms. Nerdin also said the language regarding trips had been revised for clarity. Under the updated provisions, students receiving fee waivers may receive a waiver for up to two trips, with eligibility for a second trip requiring the student to work with the high school principal or designee on an action plan that allows the student to contribute to the school in a way that matches the student's availability and abilities. Member McClellan asked about the definition of a trip and whether a one-night activity would qualify. Ms. Nerdin clarified that the policy definition applies to travel activities of two or more nights and that the distinction discussed in the meeting related to in-state travel. Member Massey said he had the same question and indicated that the clarification resolved his concern. President Chivers then asked whether there were any further questions from the Board, and none were raised.

B. 006.0420 Married/Pregnant Students

Mr. Leyba presented Policy 006.0420, Married/Pregnant Students, on second reading. He reported that the policy had been taken back to the policy committee and that no additional feedback or concerns had been raised. Mr. Leyba explained that the policy updates an older provision and affirms that married and pregnant students have the same rights to public education as other students. President Chivers asked Board members whether they had any further questions, and no additional concerns were expressed before the discussion moved to the next policy.

C. 003.0600 School Community Council

Mr. Leyba presented Policy 003.0600, School Community Council, on second reading. He reported that the policy committee had reviewed the policy again and expressed no additional concerns. Mr. Leyba explained that the revisions update the policy to reflect current law and address several minor changes that had accumulated since 2011. Member McClellan noted that, based on feedback from Vice President Mckee, section 4.5 had been added to state that elections are publicly noticed. President Chivers asked how public notice would be handled consistently from school to school. Mr. Leyba responded that the compliance section links to the governing rule and that the added language was intended to make clear that elections must be publicly noticed. After discussion, President Chivers asked whether there were any further questions, and none were raised.

D. 005.0500 Meet and Confer

Ms. Nerdin presented Policy 005.0500, Meet and Confer, explaining that the policy was formerly known as the district's negotiations process and that the proposed revision simplifies the language. She said the revised policy states that the Board may direct the superintendent to engage in a meet and confer process with district employees to receive input from employee groups regarding salary, benefits, and other fiscal impacts, with representation from both certified employees and education support professionals. Ms. Nerdin explained that the remainder of the existing policy would be removed and reported that both association representatives had reviewed the revision through the policy committee. President Chivers commented that he found the proposed language simple and straightforward, and no additional concerns were raised.

3. Items Requiring Future Board Action

3.01 Minutes

A. April 1, 2026, Pending Work Session and Business Minutes

Mr. Timothy reported that all board-requested corrections to the April 1, 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 Foreign Exchange Students

Ms. Nerdin reported that the district had been allotted six foreign exchange student slots by the state for the coming year and that four of those slots had already been filled. She said the students currently placed were from Slovakia, the Netherlands, Poland, and France, and that the district was still waiting to fill two additional openings. In response to questions from Member McClellan and Member Massey, Ms. Nerdin explained that the district typically has had eight foreign exchange students, but the allocation was reduced this year and the state determines the number of available slots. She also said that most exchange students do well academically when they are placed with a good host family. President Chivers suggested inviting a foreign exchange student to report to the Board near the end of the school year about the student's experience in the district. Ms. Nerdin agreed that would be valuable, and Dr. Woodford noted that the timing would likely need to be before the students returned home at the end of the year.

3.04 2026-2027 School Land Trust Plans

Mr. Leyba reported that the Board's approval of the 2026-2027 School Land Trust Plans is one of the Board's major responsibilities. He explained that he and Ms. Nerdin had reviewed each plan and provided minor feedback where needed and that, to date, every plan had passed the district's initial review. Mr. Leyba said the plans would next go to the state for review, where additional feedback could be provided to principals if needed. He also shared a one-page summary to show how schools are using School Land Trust funds, noting that the plans continue to focus heavily on salaries and benefits and that the funding remains important to principals and students. Member Maynard asked about the carryover percentage, and Mr. Leyba explained that schools are expected to use their full funding, but that an allowable 10 percent carryover range exists because exact projections can be difficult due to staffing changes and timing. Member Massey observed that several schools appeared to have kept carryover below that threshold. President Chivers asked about two schools that had drawn attention for their carryover amounts, and Mr. Leyba said the district had worked with both principals and had a monitoring plan in place. Member McClellan commented that she appreciated how intentionally the plans were tailored to the needs of individual schools. Mr. Leyba added that School Community Councils control these budgets and determine how the funds are used at each school.

3.05 Updated Indian Policies and Procedures (IPP) Approval

Mr. Timothy reviewed the updated IPP approval and reminded the Board that the Indian Policies and Procedures document had originally been approved during the district's Impact Aid meeting in the fall. He explained that the district had submitted the document to the United States Department of Education to demonstrate compliance with requirements for providing equitable educational opportunities. Mr. Timothy said federal staff later asked the district to place the same content into a required template format. He reported that no changes had been made to district practice or priorities and that the document had simply been reformatted to meet federal submission requirements. Mr. Timothy told the Board that a formal motion and approval would again be required before the Board President could sign and resubmit the updated document.

4. Informational/Discussion Items

4.01 Board Committee Reports

President Chivers opened the Board committee reports by noting that the committees had made substantial progress over the past year and had reduced a long list of outstanding issues. He gave a facilities update and said the district had recently received encouraging information about the boiler system at Vernal Middle School. Mr. Timothy explained that testing showed the boiler system remained structurally sound, allowing the district to delay a replacement project estimated at approximately $1.6 million and giving the district more time to plan for a future upgrade. President Chivers and Mr. Timothy also discussed ongoing facilities work, including playground improvements at Ashley Elementary and efforts to use safer, longer-lasting surfaces and fencing that will simplify closure when needed. They further discussed district water use, explaining that schools will likely look different depending on their water systems and that irrigation priorities will focus on the most essential areas.

Member Massey then reported on recent finance committee discussions, including contracts over $50,000, movement of reserve funds into a higher-yield money market account, activity balance controls at Uintah High School, fundraising payment options, the judgment levy, and preparation for the 2027 budget. Member McClellan reported that the USBA Delegate Assembly was coming up June 5 and 6, 2026. She also reported on UBTech trustees, the Uintah School District Foundation, and a recent governance conference attended through UBTech. She shared that her main takeaways included the importance of a culture of care, understanding students through their own experiences, and including student voice in decision-making. At the end of her report, Member McClellan asked whether the district would be submitting any breakout proposals for the Utah School Boards Association annual conference. Dr. Woodford responded that he had already submitted a proposal on the use of board-directed committees in the governance process and invited committee chairs to participate if the proposal were accepted.

4.02 District Arts Program Update

District Arts Coordinator Jim Munford provided an update on the district arts program and explained that the focus over the past year had been on increasing student engagement, supporting individual development, and making arts learning more visible across the district. Mr. Munford said the district is working to strengthen arts pathways that feed into secondary programs and to increase participation at the middle school and high school levels. He discussed the Beverley Taylor Sorenson Arts Learning Program and said the district is planning a more district-based model in which arts educators rotate among schools to create more equitable access and stronger feeder opportunities. Mr. Munford also reviewed efforts to align arts work with broader district goals, improve curriculum and benchmarking in music, and gather data on student engagement and participation. He noted that although enrollment growth has been limited, student interest and performance remain strong, and he highlighted the success of district arts teachers and programs at the regional and state levels. During discussion, Member Maynard commented that the feeder-program approach would help students explore multiple opportunities and build stronger programs over time. Member McClellan expressed appreciation that the legislature had continued supporting the BTS art programs, and Member Massey noted that the district often talks about feeder programs in athletics and that it was valuable to apply the same thinking to the arts.

5. Adjournment

Motion: Member Todd Massey moved to adjourn the work session; Member Denise Maynard seconded.
Vote: Four in Favor: Chivers, Maynard, McClellan, and Massey.
The motion was carried unanimously and the work session concluded at 5:21 p.m.