

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

Approved Work Session Meeting Minutes

Date: June 17, 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
- Jayme Leyba, Director of Elementary Education
- Christy Nerdin, Director of Secondary Education
- Dr. Mistalyn Leis, Human Resources Director
- Mindy Merrell, Support Services Director

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 Troy Timothy.

2. Policy Revisions

2.01 Policies for Approval on First Reading

A. 007.0420 Parent/Teacher Conference Policy (For Elimination)

Director of Elementary Education Jayme Leyba explained that Policy 007.0420 was outdated and duplicated provisions addressed through the district's family engagement policy. He recommended eliminating the Parent/Teacher Conference Policy and revising the family engagement policy to serve as a broader umbrella policy addressing parent-teacher conferences and other forms of parent involvement. Mr. Leyba clarified that parent-teacher conferences are not required by law, but the district must provide parents access to teachers and administrators to

discuss their child's progress. He stated that the revised family engagement policy would be presented to the Policy Committee and was expected to come before the Board in August. Board members emphasized that eliminating the policy would not mean eliminating parent-teacher conferences. Superintendent Dr. Rick Woodford affirmed the district's commitment to involving parents through conferences and other school activities. He also noted that Senate Bill 241, which addresses early literacy, requires individualized reading plans to be conducted during elementary parent-teacher conferences, further increasing the importance of those conferences.

2.02 Policies for Approval on Second Reading

A. 006.0700 Approval of Programs and Activities

Director of Secondary Education Christy Nerdin explained that Policy 006.0700 clarifies expectations for reviewing and approving outside programs and activities conducted during the school day. The policy is intended to ensure alignment with instructional priorities, appropriate use of instructional time, and student safety. She noted that the policy also includes updated student data privacy provisions and is accompanied by a procedural document that principals may use when evaluating programs and activities proposed for their schools. Ms. Nerdin confirmed that no changes had been made since the policy's first reading. Board members had no questions.

B. 006.0430 Regular Student-Home or Hospital Teaching Services

Mr. Leyba presented Policy 006.0430 for second reading and explained that the revisions updated a policy dating from 1985. He reported that the Policy Committee had no concerns and that he had received no additional feedback. In response to Board questions, Mr. Leyba clarified that the exclusions appearing at the end of the policy were added during the Policy Committee's initial review, were included when the policy was presented for first reading, and had been reviewed by legal counsel. No changes had been made since the first reading.

Mr. Leyba also noted that the district had updated many older policies during the preceding several years. He and Human Resources Director Dr. Mistalyn Leis planned to conduct a comprehensive review of remaining policies more than five years old during the fall or winter and bring recommendations to the Policy Committee.

C. 004.0200 Purchasing Policy

Mr. Timothy explained that Policy 004.0200 replaces the district's longstanding purchasing policy, which had accumulated procedural additions over many years. The revised policy maintains requirements for compliance, sound purchasing practices, and safeguarding public funds while removing procedural details from the policy itself. Those procedures will be placed in a financial procedures manual that can be updated as statutes and district needs change. Mr. Timothy confirmed that no changes had been made since the policy's first reading. Board

members expressed support for the streamlined approach and noted that separating policy from procedure would allow the district to respond more efficiently to statutory changes.

3. Items Requiring Future Board Action

3.01 Minutes

A. May 13, 2026, Pending Work Session and Business Minutes and June 3, 2026, Pending Public Budget Hearing Minutes

Troy Timothy reported that all board-requested corrections to May 13, 2026, pending work session, May 13, 2026, business meeting minutes, and June 3, 2026, pending public budget hearing 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 Review of TSSA Framework and Approval of School Plans

Mr. Leyba presented the district's TSSA framework, school improvement plans, and proposed uses of TSSA funds. He explained that schools may manage several plans and funding sources, including TSSA, School LAND Trust, and Title I, and that the district allows each school to use one school improvement plan while identifying the funding source for each expenditure. Board members discussed the need for greater consistency in school budget presentations so the source and intended use of funds are easier to identify. Mr. Leyba noted that the framework would require revisions for the following year because of new early-literacy requirements. The Board requested that the business-meeting motion specifically include approval of the TSSA framework, TSSA school plans, and school improvement plans.

3.04 2026-2027 School Board Meeting Schedule

Mr. Timothy presented the proposed Board meeting schedule for the next 12 months. The schedule generally maintains meetings during the second week of each month and includes the Truth in Taxation judgment levy hearing on August 5, 2026, the Impact Aid meeting on November 11, 2026, attendance at the Utah School Boards Association Annual Conference in January, the public budget hearing on June 2, 2027, and the final work session on June 16, 2027. Board members confirmed that the June 2027 meeting schedule would not conflict with the observed Juneteenth holiday.

3.05 Contributory Retirement Contributions

Mr. Timothy explained that a small number of employees remain enrolled in the contributory Utah Retirement Systems Tier 1 pension plan. Under that option, participating employees contribute a portion of their pay and the district provides a corresponding contribution. Because the arrangement is an exception to the more commonly used noncontributory plan, the Board is required to approve the district's continued contributions annually.

3.06 2025-2026 Final Amended Budget

Mr. Timothy presented the final amended fiscal year 2026 budget. He reported that the total budget was \$103,716,837, with budgeted revenues increasing by \$2,046,591 and budgeted expenditures increasing by \$3,422,605 from the original budget. He explained that the difference was largely attributable to preschool construction costs budgeted in the prior fiscal year but paid during fiscal year 2026 after remaining work and corrections were completed. The project did not exceed its approved budget and concluded with a credit to the district. Mr. Timothy also reviewed changes to the capital projects fund, including a reduction in the estimated Uintah High School roof-replacement cost and approximately \$87,000 in projects rolling into fiscal year 2027. He noted that portions of the capital fund balance were designated for the Vernal Middle School boiler system and anticipated unfunded school-safety mandates.

3.07 2026-2027 Final Preliminary Budget and Tax Rates

Mr. Timothy presented the original tentative fiscal year 2027 budget totaling \$99,907,885. He explained that state law requires adoption of a tentative budget by June 30 and that the final budget would be considered in August following the Truth in Taxation judgment levy hearing. Mr. Timothy reported that the county's average residential property value was approximately \$360,000 and estimated that the proposed \$838,000 judgment levy would add approximately \$27.37 to the annual property-tax bill for an average residence. He also reviewed projected growth in taxable value, the final debt-service payment on the district's bond, and the distinction between new-growth revenue and judgment levy revenue. Board members requested additional explanation before the August vote regarding why approximately \$700,000 in projected new-growth revenue would not offset the judgment levy. Mr. Timothy and Dr. Woodford explained that the revenues are subject to different statutory uses and committed to providing the Board with clear supporting information before the public hearing.

3.08 2026-2027 Salary Schedules

Dr. Leis reviewed the annual process used to develop district salary schedules, including work by the salary committee beginning in December, the meet-and-confer process, comparisons with other Utah school districts, and review of relevant industry compensation. She noted that the district participated in a statewide teacher-compensation survey and considered salary, benefits, paid time off, and contract days when evaluating competitiveness. Dr. Leis explained the

educator salary adjustment, step and lane placement, and the district's practice of seeking Board approval before granting more than 10 years of prior service to a newly hired employee. She highlighted a newly restructured athletic coaching salary schedule designed to improve transparency, recruitment, and retention. The revised schedule consolidates numerous prior add-ons into base compensation and associated job expectations, while protecting current coaches from reductions in pay. Board members also discussed strength and conditioning assignments and the use of position-based stipends for administrative responsibilities.

3.09 Approval of SHINE Qualifying Teacher Assignments

Dr. Leis explained that the SHINE program provides salary supplements for teaching assignments that are difficult to recruit or retain. During the first year of local administration, 30 qualified educators received approximately \$8,200 each, distributed across 12 monthly paychecks. She recommended retaining the same five qualifying assignments used during the prior year: special education, secondary mathematics, general science, chemistry, and physics. Eligible educators must meet licensing requirements and have taught in a qualifying assignment for 10 years in Utah. Dr. Leis noted that district policy includes the required appeal process and that the Board must approve the qualifying assignments annually. Board members supported maintaining the existing assignments because they remain difficult-to-fill areas.

4. Informational/Discussion Items

4.01 School Counseling Data Projects

Support Services Director Mindy Merrell presented the annual school counseling data projects, explaining that counselors and social workers use these projects to evaluate how their services support student success and align with school improvement goals. At Ashley Valley Education, the counselor worked with credit-deficient seniors on study, time-management, and other durable skills, resulting in improved student understanding and fewer failing classes. At Eagle View, classroom lessons using the Second Step bullying-prevention program helped reduce confirmed bullying cases among sixth- through eighth-grade students from 47 during the prior year to three. Uintah High School counselors focused on the transition of ninth-grade students through Freshman Refresh and individual support, resulting in reductions in failing grades during both first and second trimesters.

Uintah Middle School addressed chronic absenteeism among Native American students by reestablishing a Youth Tribe Tutor Mentor program and providing peer mentoring for identified students. The chronic absenteeism rate among participating students decreased from 83.3% to 68.4%, and the school planned to continue the project. Vernal Middle School evaluated its academic learning strategies class. Although the school saw a slight reduction in failing grades, the results did not meet expectations, and the program was being restructured for the following year. Board members discussed the use of classroom, small-group, and individual interventions

and asked whether a transition program similar to Freshman Refresh could be considered for sixth-grade students. Ms. Merrell stated that the high school program was relatively new and could provide a model for middle schools if its success continued.

4.02 Gifted and Talented

Gifted and Talented Coordinator Jim Munford presented the district's annual gifted and talented plan and reviewed progress toward previously established goals. He explained that the district was continuing to align gifted services with its multi-tiered system of supports and would reserve the Cognitive Abilities Test primarily for student nominations and referrals rather than administering it broadly at the beginning of the school year. Mr. Munford reported that Davis Elementary would pilot gifted curriculum during the coming year to help determine whether a districtwide subscription or curriculum purchase would be beneficial. He also planned to revise portions of the implementation plan that had become overly prescriptive or outdated and continue developing partnerships with local organizations, including a summer Good Tech Tracks program at Utah State University Uintah Basin.

In response to Board questions, Mr. Munford explained that each elementary school had identified a gifted and talented advisor who receives a stipend and works with teachers to provide extension and enrichment opportunities within the school. He stated that embedding services within each school helps address transportation and access barriers associated with districtwide pullout activities. The amount of time students participate varies by school because enrichment is often integrated into existing instructional supports rather than provided only through a separate pullout period. Advisors document qualifying activities, the number of students served, the gifted standards addressed, and participation by students with individualized learning plans. Mr. Munford noted that this flexible approach allows students to move between enrichment and remediation based on their current academic needs.

4.03 RISE Summative Data and Acadience Reading Data

Mr. Leyba presented RISE summative, Aspire Plus, Ready Math, and Acadience Reading data demonstrating continued improvement in student performance. He explained that the district's combined proficiency gap with the state in grades three through eight had steadily narrowed since the 2018–2019 school year and that the district now exceeded the state average in several tested areas. The percentage of district grade-level teams performing at or above the state average increased from 23% in 2019 to more than half in 2026. Uintah High School's combined Aspire Plus performance in grades nine and ten also moved from below the state average in 2021 to above the state average beginning in 2023.

Ready Math data showed that seven district schools were in the high-growth, high-proficiency range during the 2023–2024 comparison period. Acadience Reading data showed that the percentage of students reading at or above proficiency increased from 56% in 2021–2022 to 72%

in 2025–2026, while the percentage of students performing well below benchmark decreased from 31% to 21%.

Mr. Leyba attributed the districtwide improvement to increased instructional coherence, including a limited number of instructional nonnegotiables, a common instructional framework, alignment of curriculum, assessment, and instruction, stronger principal capacity to use data, and an effective instructional coaching model. He emphasized that the results reflected coordinated work by teachers, administrators, instructional coaches, district staff, and the Board. Board members expressed appreciation for the districtwide progress and requested a copy of the presentation for further review.

4.04 Board Committee Reports

Because the work session had exceeded its scheduled time and the business meeting was due to begin, President Chivers requested that the Board Committee Reports be deferred. Board members agreed, and no committee reports were presented.

5. Adjournment

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

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

The motion was carried unanimously and the work session concluded at 6.04 p.m.