



USD Board Business Meeting - Oct 07 2026 Agenda

Wednesday, October 7, 2026 at 6:00 PM

826 South 1500 East Naples, UT

Page

1. INTRODUCTION 6:00 p.m.

Zoom Link: <https://uintah-net.zoom.us/j/84648224147?pwd=NXn1OaYHKF6ZVkvkDrz1Zf6VGJebos.1>

- 1.01 Welcome/Called to Order
- 1.02 Reverence
- 1.03 Pledge of Allegiance
- 1.04 Student Board Member Report - Sam Shiner
- 1.05 Celebrations
 - A. Amanda Muffler, UEA Excellence in Education Award - Aaryn Birchell, UCEA President
 - B. Cris Labrum, I-Ready Super Stretch Award - Dr. Rick Woodford, Superintendent
 - C. Students of the Month
- 1.06 School Reports 4
 - A. Davis Elementary School - Cris Labrum, School Administrator
 - Presentation: [Davis USD Board Report.pdf](#) 
- 1.07 Patron Input - (Read Electronic Participation Notice) No items have been received in accordance with Board Policy 002.0720.

2. BUSINESS/ACTION ITEMS

- 2.01 Consent Calendar 24
 - A. Minutes - Troy Timothy, Business Administrator
 - September 9, 2026 Pending Work Session Minutes: [2026.09.09 Work Session Pending Minutes - PENDING.pdf](#) 
 - September 9, 2026 Pending Business Meeting Minutes: [2026.09.09 Business Meeting Pending Minutes - PENDING.pdf](#) 
 - September 16, 2026 Pending Special Business Meeting Minutes: [2026.09.16 Special Business Meeting Pending Minutes - PENDING.pdf](#) 
 - September 21, 2026 Pending Special Business Meeting Minutes: [2026.09.21 Special Business Meeting Pending Minutes - PENDING.pdf](#) 

B. Contracts Needing Board Approval - **NONE**

C. Monthly Board Financial Update - Troy Timothy

- Memo: [2026.09 Memorandum, Board Financial Update.pdf](#) 
- Report: [Report - FY27 September Rev,Exp by Fund.pdf](#) 

2.02 Policies for Approval on First Reading 51

A. 007.0710 Child Abuse-Neglect Reporting - Mindy Merrell, Support Services Director

- Memo: [007.0710 Child Abuse-Neglect Reporting \(1st Reading\).pdf](#) 
- Policy: [007.0710 Child Abuse - Neglect Reporting \(1st Reading\)](#) 

B. 001.0300 Impact Aid Policy - Troy Timothy, Business Administrator

- Memo: [2026.10.07 Memoranda Policy - 001.0300 Impact Aid Policy 1st Reading.pdf](#) 
- Policy: [001.0300 Impact Aid Policy \(1st Reading\)](#) 

2.03 Policies for Approval on Second Reading 66

A. 004.0520 Travel Expense/Reimbursement – Troy Timothy, Business Administrator

- Memo: [2026.10.07 Memoranda Policy 004.0520 Travel Expense Reimbursement Re-Write 2nd Reading.pdf](#) 
- Policy: [004.0520 Travel Expense/Reimbursement \(2nd Reading\)](#) 

B. 007.0712 Suicide Prevention – Mindy Merrell, Support Services Director

- Memo: [007.0712 Suicide Prevention \(2nd Reading\).pdf](#) 
- Policy: [007.0712 Suicide Prevention \(2nd Reading\)](#) 

C. 010.0025 Conduct on School Premises – Mindy Merrell

- Memo: [010.0025 Conduct on School Premises \(2nd Reading\).pdf](#) 
- Policy: [010.0025 Conduct on School Premises \(2nd Reading\)](#) 

D. 007.0225 Safe School Conduct and Discipline – Ryan Maughan, Special Programs Director

- Memo: [007.0225 Safe Schools, Conduct and Discipline Memo 2nd Reading.pdf](#) 
- Policy: [007.0225 Safe Schools, Conduct, and Discipline \(2nd Reading\)](#) 

2.04 Personnel Changes 111

- Memo: [Memo Board Approval List October 2026.pdf](#) 

3. INFORMATIONAL/DISCUSSION ITEMS

3.01 Middle School Reconfiguration Study - Update, Discussion, and Public Comment - Dr. Rick Woodford, Superintendent

3.02 Purchases Over \$50,000 - Troy Timothy 112

- Memo: [2026.10.07 Board Memo - Purchases over \\$50k.pdf](#) 

- [School District Events October 7-November 18 2026.pdf](#) 
- [Oct Arts Events.png](#) 

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

4. ADJOURNMENT

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during board meetings should notify Shawwna 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.

Davis Elementary USD Board Report

What's Going On?

October 7, 2026

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25-26 EOY DATA

Reading

76%

Goal 78%

Math

75%

Goal 77%

26-27 BOY DATA

Reading

61%

+9%

Math

21%

+5%

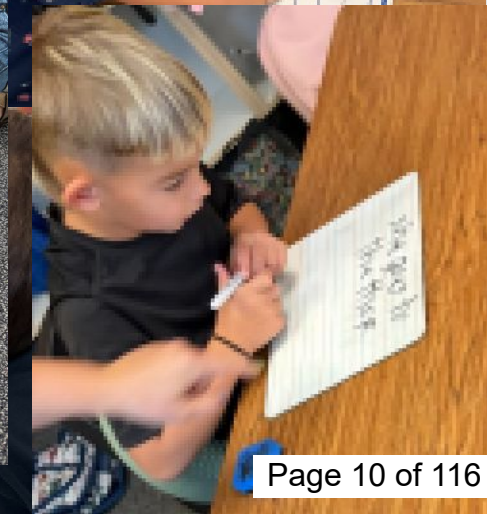
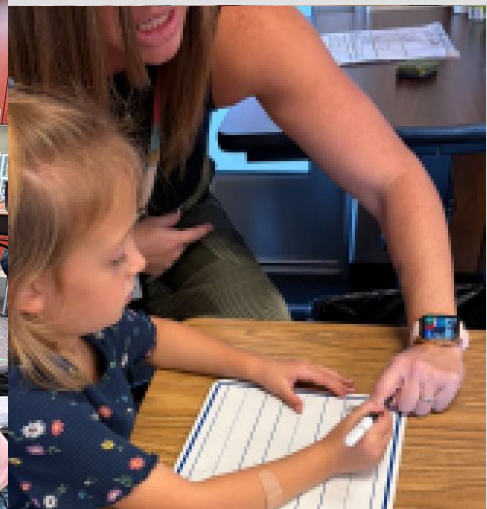
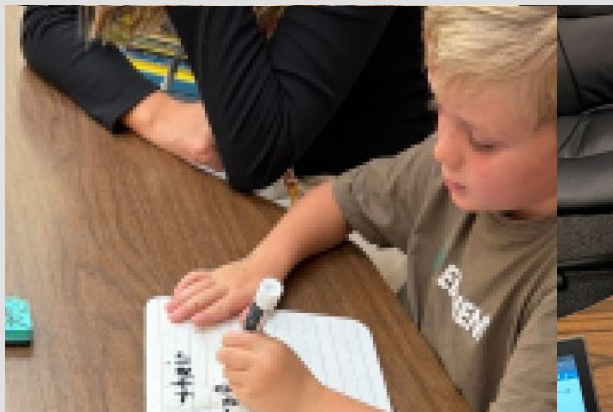
A word cloud graphic on a dark blue background. The words are arranged in a dense, overlapping manner. The largest word is 'Growth' in yellow. Other large words include 'Learn' in white, 'Students' in yellow, 'Data' in white, and 'Collaboration' in white. Smaller words in various colors (yellow, white, light blue) include 'Expectations', 'Alignment', 'High', 'Progress', 'Relationships', 'Proficiency', 'Development', 'PLC', 'Staff', 'Levels', 'SC', 'Strong', 'Innovative', 'Cares', 'Safety', 'LI', 'Celebrate', 'Support', 'Standards', 'Needs', 'Interventions', and 'Environment'.

Expectations
Alignment
Growth
High
Progress
Relationships
Proficiency
Development
PLC
Staff
Levels
SC
Strong
Innovative
Cares
Safety
LI
Celebrate
Support
Standards
Needs
Interventions
Environment
Data
Collaboration



CELEBRATE!

Interventionists
15 Academic Aides
2 Foster Grandparent Aides
4 Parent Volunteers



Specialists

1 Computer

1 Media

1 STEM

1 PE

And of Course 1 BTS



Special Related Services

3 Teachers

6 SPED Aides

2 Speech

2 OT

1 PT

3 USDB

1 ELL Aide



Office Staff

1 Fiance/PR Secretary

1 Registrar/Safety Secretary

2 Student Support Aides

1 Instructional Coach

$\frac{2}{5}$ School Social Worker



Initiatives

Reading





Initiatives

More Reading

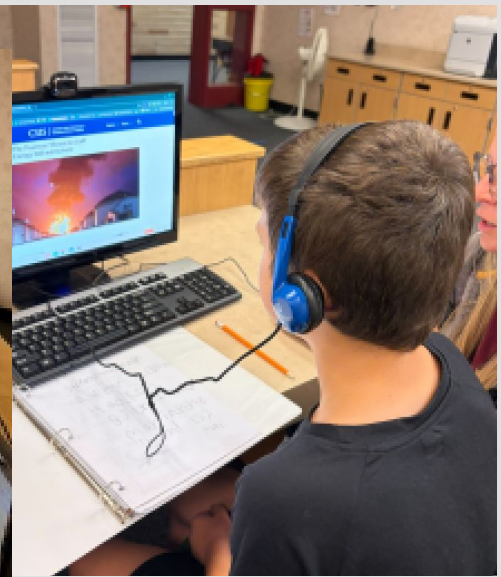
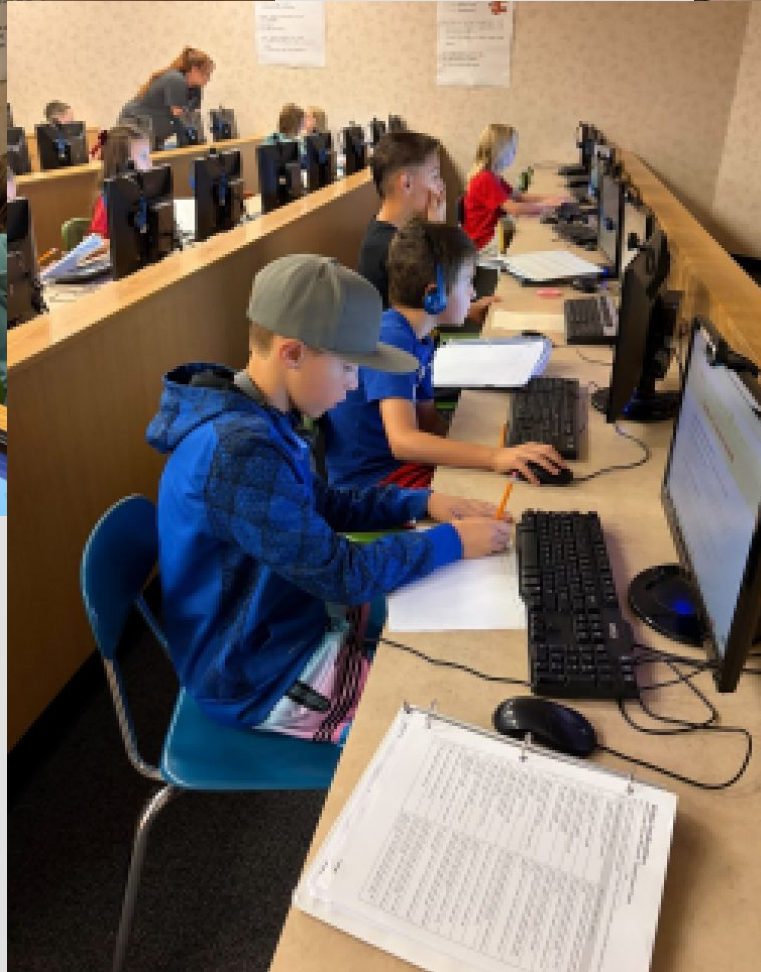
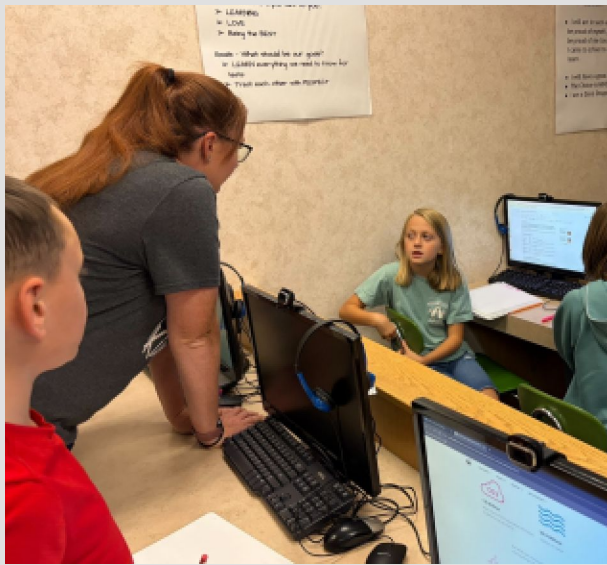


Operation Literacy-Book Drop

A 501c3 non-profit working with Bingham Foundation who has specifically requested a Book Drop at Davis. They provide free books to Title 1 students with free author visits and assemblies.

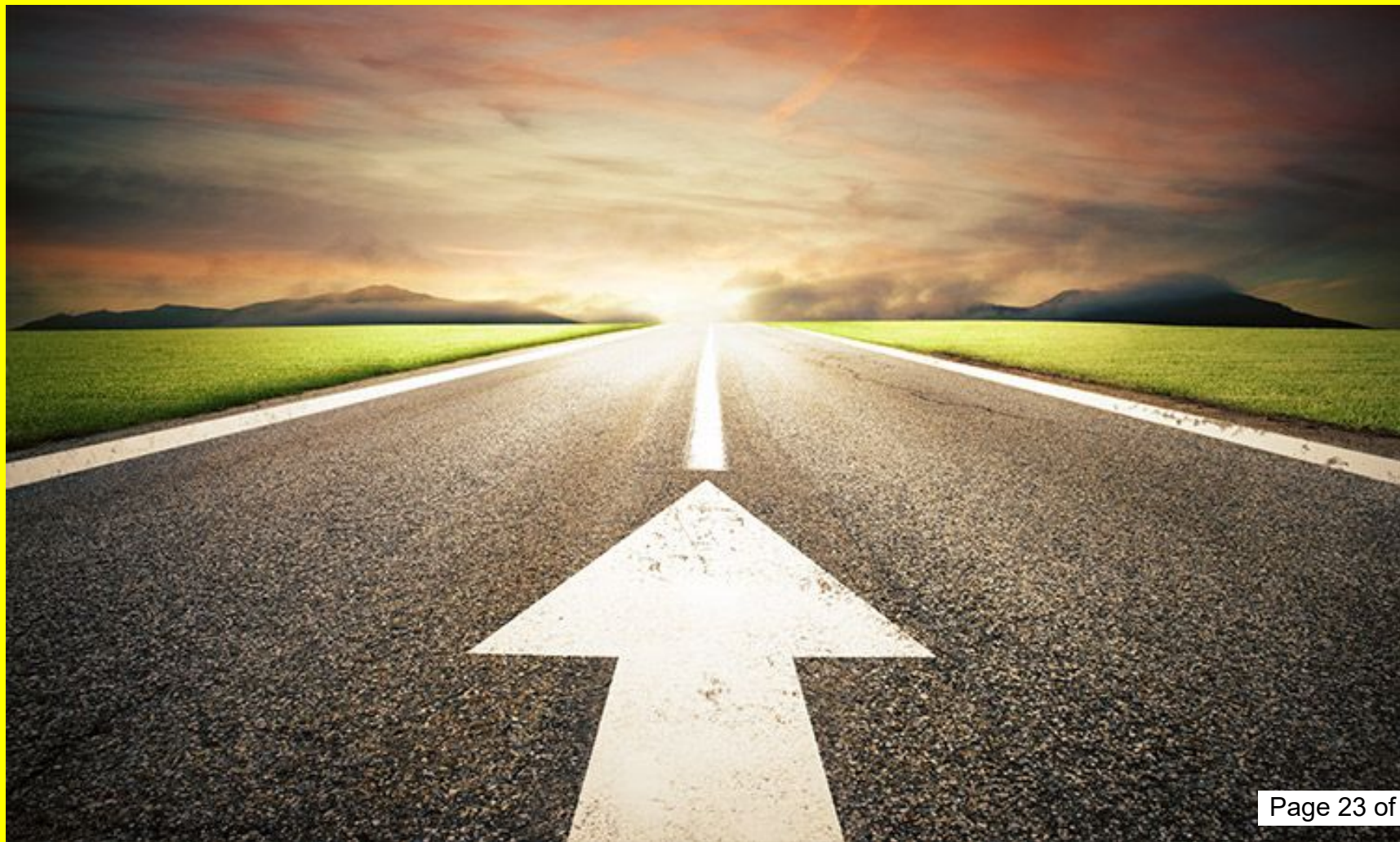
Initiatives Gifted and Talented Achieve Lessons

The Achieve Lessons™ curriculum, which is designed to challenge high-ability learners intellectually while also supporting their social-emotional growth. Students will explore advanced learning opportunities through STEM, life sciences, history, business, innovation, research, presentations, and collaborative projects.



**CELEBRATE
ALL
THE
WINS!**





**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: September 9, 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
- Mindy Merrell, Support Services Director
- Ryan Maughan, Special Services Director
- Dr. Mistalyn Leis, Human Resources Director
- Christy Nerdin, Director of Instruction

Minutes recorded by Business Administrator’s Secretary Sarah Fluckiger.

1. Introduction/Opening

1.01 Welcome/Called to Order

Business Administrator Troy Timothy welcomed attendees. Board President Dave 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. 004.0520 Travel Expense/Reimbursement

Mr. Timothy reviewed proposed revisions to Policy 004.0520, Travel Expense/Reimbursement, explaining that the changes move detailed procedures out of board policy and into a separate

procedure document while preserving current travel practices, including per diem payments, IRS mileage reimbursement, lodging limits, and gratuity guidance. Board members discussed keeping policy focused on governance while allowing procedures to be updated more efficiently. Member Robin McClellan asked about removing the gratuity percentage from policy, and Mr. Timothy said the issue would be reviewed before second reading. Board members also discussed lodging limits, destination-based per diem rates, and maintaining appropriate oversight.

B. 007.0712 Suicide Prevention

Support Services Director Mindy Merrell reviewed proposed revisions to Policy 007.0712, Suicide Prevention. Ms. Merrell explained that the updates bring the district into compliance with state requirements and strengthen language related to prevention, intervention, postvention, and parent notification when a student may be struggling with suicidal thoughts. Member McClellan asked what would occur if a parent could not be reached, and Ms. Merrell explained that staff would first contact parents and emergency contacts, with law enforcement available as a backup if needed. Board members also discussed staff training requirements and existing suicide prevention supports through school teams.

C. 010.0025 Conduct on School Premises

Ms. Merrell reviewed proposed revisions to Policy 010.0025, Conduct on School Premises, explaining that the revisions clarify expectations for public conduct on district property and align the policy with model language. Board members discussed whether the policy should also address patron behavior at school activities and athletic events. Member Denise Maynard shared concerns about spectator conduct and improving event culture. Superintendent Dr. Rick Woodford suggested adding a separate section on patron conduct during school activities and athletic events, with procedures to guide administrators, athletic directors, and coaches. Board members supported further development of the section before second reading, including possible signage, announcements, Utah High School Activities Association resources, and input from high school administration and a coach.

D. 007.0225 Safe School Conduct and Discipline

Special Services Director Ryan Maughan reviewed proposed revisions to Policy 007.0225, Safe School Conduct and Discipline. Mr. Maughan explained that the revisions add definitions and requirements related to electronic cigarettes, update offense and court referral requirements for alcohol, drugs, and electronic cigarettes, revise reintegration plan timelines from five to seven school days, and address emergency safety interventions, including seclusion and restraint. Member McClellan asked about habitual disruptive student behavior data and the district's capacity to meet the seven-day reintegration timeline. Mr. Maughan said those cases are limited, that he generally handles reintegration meetings, and that the district follows the state-required

process and model template. Board members also discussed whether emergency safety intervention content should remain in the policy or be addressed separately.

2.02 Policies for Approval on Second Reading

A. 007.0310 Student and Family Privacy

Ms. Merrell reviewed Policy 007.0310, Student and Family Privacy, for second reading and noted that no additional changes had been requested since first reading. She reminded the Board that the policy clarifies when parent permission is required before students may participate in certain surveys or assessments. Vice President Tawnya McKee commented that the registration process was transparent and allowed parents to review survey questions before granting permission. Board members also discussed how the district tracks parent permissions and ensures students who are not approved are excused from applicable surveys.

B. 007.0230 Bullying and Hazing

Mr. Maughan reviewed Policy 007.0230, Bullying and Hazing, for second reading. He explained that revisions were made to align with state model policy, including added definitions and language addressing civil rights violations, action plans, notification, investigations, training, appeals, and grievances. Mr. Maughan noted that public input had been received, including a question about the legal definition of abusive conduct and the phrase “unwarranted distress.” He recommended leaving the language as written because it reflects the legal definition. He also noted a correction to remove duplicative training language. He clarified that non-sport clubs and activities, in addition to extracurricular and co-curricular participants, are required to complete bullying and hazing training.

C. 007.0250 Electronic Devices in Public Schools

Dr. Woodford reviewed Policy 007.0250, Electronic Devices in Public Schools, for second reading and explained that the policy had returned to policy committee for additional parent and student input. He said the feedback was generally consistent with the first-reading version, which provides a bell-to-bell ban in elementary schools and limits electronic device use during instructional time in secondary schools. Vice President Tawnya McKee and Member McClellan both said the input was valuable. Vice President McKee noted that one student described using a phone between classes as a helpful coping and communication tool. Member McClellan said she appreciated the process but continued to respectfully disagree with the secondary-school approach. She stated her preference for a K-8 bell-to-bell ban, citing teacher survey results, concerns about social media and student mental health, recreational phone use during the school day, and examples from other districts that reported improved student interaction after stronger

restrictions. She also referenced broader concerns about social media platform design, student data privacy, and efforts to limit youth access to addictive online content. Member McClellan acknowledged implementation concerns and available student exceptions but said she wanted to represent community members who support a bell-to-bell ban. Board members also discussed policy definitions, including “school hours,” and Dr. Woodford explained that the term clarifies the elementary bell-to-bell requirement. He noted that language had also been added to address accessories and emerging technologies through district procedure and school handbooks.

D. 005.0050 Knowledge of Policies and Procedures

Human Resources Director Dr. Mistalyn Leis reviewed Policy 005.0050, Knowledge of Policies and Procedures, for second reading. Dr. Leis explained that the policy had not been reviewed since January 1989 and that the proposed revisions serve as a refresh. She noted that employees acknowledge this policy each year as part of mandatory training and that the updated language clarifies the policy refers to Uintah School District policies and procedures.

3. Items Requiring Future Board Action

3.01 Minutes

A. Minutes

Mr. Timothy reported that all board-requested corrections to the pending minutes from the August 12, 2026, meeting had been addressed and 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

Mr. Timothy reviewed two contracts requiring board approval. The first was a three-year Samsara contract for district buses and vehicles that transport students. He explained that Samsara supports pre- and post-trip inspections, GPS navigation, driver behavior tracking, speeding and mechanical error monitoring, vehicle location, and fleet safety reporting. The total contract value is \$65,790, paid in annual installments of \$21,930. The second contract was for Allovue, a PowerSchool budgeting software platform to support the districtwide budget process, collaboration, reporting, and budget presentation. Mr. Timothy explained that the business department currently relies on aging spreadsheet models and that Allovue would provide a more transparent, cloud-based budgeting process. The total contract value is \$133,293.29 over three years and ten months, including implementation support. Board members discussed implementation, training, pricing, the relationship between budgeting software and a future enterprise resource planning system, and the need to have additional conversations with

PowerSchool before signing the contract while still moving quickly enough to support the upcoming budget cycle.

3.03 Curriculum Materials Review Committee

Director of Instruction Christy Nerdin presented the proposed Curriculum Materials Review Committee for board approval. Ms. Nerdin explained that the committee reviews materials related to human sexuality and maturation and that the rule requires approval before August 1. She noted that community council members had not yet been elected, so the Board was being asked to approve the committee positions, with specific community council chair names to be added once available. Board members discussed ensuring representation from the high school, middle school, and elementary levels and rotating school representation where appropriate.

4. Informational/Discussion Items

4.01 Board Committee Reports

Member Massey reported that the Finance Committee did not meet during the month because the regularly scheduled meeting fell on Labor Day.

Member McClellan reported that the Uintah Schools Foundation Christmas concert will feature the Bar D Wranglers and is scheduled for December 7 at Vernal Middle School. She also reported that Uintah Basin Technical College will hold a salon ribbon cutting and open house on October 13, 2026, at 1:30 p.m. on the Vernal campus. Member McClellan invited USBA Associate Director Lexi Cunningham to provide a legislative update. Ms. Cunningham reported that drafting attorneys had received 100 education bill requests, including 80 related to K-12 education, indicating that another active legislative session is expected. Member McClellan also reminded board members about upcoming USBA regional meetings, Legislator Month in the Classroom, Ivory Foundation literacy banners, and the monthly USBA policy webinar.

Vice President McKee reported that the Policy Committee completed a significant amount of policy work during the month and that the meeting was productive. She said the parent and student input received during the electronic devices policy discussion was especially helpful and appreciated their feedback.

President Chivers reported that the Facilities Committee reviewed facility updates across the district with Maintenance Coordinator Donny Laws, including completed projects and items still needing attention. He noted discussion about roof repairs and classroom issues at Ashley Elementary, including ongoing work to troubleshoot possible wiring concerns. Board members also discussed the javelin pit replacement and track repairs at Uintah High School, which will

require outside contractor work. Mr. Timothy reported that VCBO Architecture had been selected to work on the Apex Center project and that a planning committee will include administrators, high school and CTE teachers, students, and a Uintah Basin Technical College representative. Board members discussed the need for a flexible design that supports current career and technical education programming while allowing for future needs.

5. Adjournment

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

Vote: Five in favor: President Chivers, Vice President McKee, Member Maynard, Member McClellan, and Member Massey.

The motion carried unanimously. The work session adjourned at 5:44 p.m.

**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.

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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
- Sam Shiner, Student Board Member
(Non-Voting Member)

Executive Staff Present:

- Dr. Rick Woodford, Superintendent
- Troy Timothy, Business Administrator
- Mindy Merrell, Support Services Director
- Ryan Maughan, Special Services Director
- Dr. Mistalyn Leis, Human Resources Director
- Christy Nerdin, Director of Instruction

Others Present:

Lexi Cunningham, USB A Associate Director

Minutes recorded by Business Administrator’s Secretary Sarah Fluckiger.

1. Introduction

1.01 Welcome/Called to Order

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

1.02 Reverence

The reverence was offered by Principal Cris Labrum.

1.03 Pledge of Allegiance

Brynadee Deets led the Pledge of Allegiance.

1.04 Student Board Member Report – Sam Shiner

Student Board President Sam Shiner reported that homecoming week was underway at Uintah High School, with student council and school activities including dress-up days, lunchtime activities, the 9/11 ceremony, the parade, the football game, and the homecoming dance. Mr. Shiner also reported that several student organizations were beginning their activities for the year, including FFA, SkillsUSA, National Honor Society, Hope Squad, FBLA, FCCLA, and band.

Mr. Shiner provided updates on fall sports, including football, girls soccer, volleyball, boys golf, girls tennis, and cross country. He reported that the boys golf team was competing strongly in the region and recognized Corber Hawkins as Athlete of the Week for his performance in boys golf. Mr. Shiner also congratulated Mrs. Muffler for being selected as one of the top 10 Utah Education Association Excellence in Education Award winners, noting she would be honored at the UEA banquet on September 11 in Sandy.

1.05 Celebrations

A. Students of the Month

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

- Boyd Workman – Central Cove Early Learning Center
- Rayleigh Lance – Ashley Elementary
- Linkin Beacham – Davis Elementary
- Knoxville Wagner – Discovery Elementary
- Ruby Murray – Eagle View Elementary
- Seeley Stubbs – Lapoint Elementary
- Blaiklee Deets – Maeser Elementary
- Remi Keddy – Naples Elementary
- Rawley McNaughtan – Uintah Middle School
- Will Haws – Vernal Middle School
- Jamin Gandhi – Uintah High School
- Hayzlyn Wilson – Ashley Valley Education Center

1.06 School Reports

Presenter: Ashley Elementary School – Principal Tawna Baumgardner

Ashley Elementary Principal Tawna Baumgardner presented the school report and highlighted the school's theme for the year, "consistent and intentional," with the reminder that every student and every day matters. Ms. Baumgardner focused on the school's use of Tier One replacement instruction for students significantly below benchmark in reading, explaining that identified

students received more explicit, systematic foundational reading instruction through Reading Mastery while remaining connected to grade-level learning and their classroom communities. Ms. Baumgardner shared that the instructional change led to meaningful reading growth in kindergarten, first grade, and second grade. Students at or above benchmark increased from 6% to 38% in kindergarten, from 5% to 45% in first grade, and from 6% to 38% in second grade. She said the school's process is to identify students who need a different instructional approach, provide evidence-based replacement instruction, and monitor progress closely. Ms. Baumgardner also highlighted efforts to help students feel connected and successful, including attendance recognition, Explorer card drawings, reading celebrations, and Ashley Elementary's first Battle of the Books for third-grade students. In response to board questions, she discussed supports for students with language barriers and noted encouraging beginning-of-year results showing students had retained prior reading gains. Superintendent Dr. Rick Woodford commended Ms. Baumgardner's leadership and the staff's work, noting that Ashley Elementary was seeing strong results with students who had struggled most with Tier One instruction. Dr. Woodford also recognized Ms. Baumgardner's summer reading program, which was connected to the summer lunch program and encouraged students and families to continue reading throughout the summer.

1.07 Patron Input

USBA Associate Director Lexi Cunningham addressed the Board and expressed appreciation for the work taking place in Uintah School District. Ms. Cunningham said she had visited Maeser Elementary earlier in the day for the Champion Reading Program kickoff and was impressed by the excitement around literacy, student participation, and school leadership. She also praised Ashley Elementary's reading results, the Battle of the Books program, and the district's Student of the Month recognition, noting the value of celebrating students for academics, kindness, and positive character.

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 Maynard moved to approve the consent calendar as presented, which includes the August 12, 2026 work session and business meeting minutes, contracts needing board approval, and the monthly board financial update. Member Massey seconded the motion.

Vote: Five in favor: President Chivers, Vice President McKee, Member Maynard, Member McClellan, and Member Massey.

The motion carried unanimously.

2.02 Policies for Approval on First Reading

- A. 004.0520 Travel Expense/Reimbursement**
- B. 007.0712 Suicide Prevention**
- C. 010.0025 Conduct on School Premises**
- D. 007.0225 Safe School Conduct and Discipline**

Motion: Vice President McKee moved to approve Policy 004.0520 Travel Expense/Reimbursement, Policy 007.0712 Suicide Prevention, Policy 010.0025 Conduct on School Premises, and Policy 007.0225 Safe School Conduct and Discipline on first reading. Member McClellan seconded the motion.

Vote: Five in favor: President Chivers, Vice President McKee, Member Maynard, Member McClellan, and Member Massey.

The motion carried unanimously.

2.03 Policies for Approval on Second Reading

- A. 007.0310 Student and Family Privacy**

Motion: Member Maynard moved to approve the policy on second reading. Member Massey seconded the motion.

Vote: Five in favor: President Chivers, Vice President McKee, Member Maynard, Member McClellan, and Member Massey.

The motion carried unanimously.

- B. 007.0230 Bullying and Hazing**

Motion: Member Maynard moved to approve the policy on second reading. Member Massey seconded the motion.

Vote: Five in favor: President Chivers, Vice President McKee, Member Maynard, Member McClellan, and Member Massey.

The motion carried unanimously.

- C. 007.0250 Electronic Devices in Public Schools**

Member McClellan stated that she would have preferred the policy to include “bell-to-bell” electronic device restrictions for students in kindergarten through eighth grade. She expressed

concern that the policy as presented only applied the restriction through fifth grade and did not include middle school students in grades 6–8, who are typically 11–14 years old. She stated that she wanted to represent those who shared that concern and did not support the policy as presented.

Motion: Vice President McKee moved to approve the policy on second reading. Member Massey seconded the motion.

Vote: Four in favor: President Chivers, Vice President McKee, Member Maynard, and Member Massey. One opposed: Member McClellan.

The motion carried, four to one.

D. 005.0050 Knowledge of Policies and Procedures

Motion: Member McClellan moved to approve the policy on second reading. Member Maynard seconded the motion.

Vote: Five in favor: President Chivers, Vice President McKee, Member Maynard, Member McClellan, and Member Massey.

The motion carried unanimously.

2.04 Approval of Curriculum Materials Review Committee

Motion: Member Maynard moved to approve the Curriculum Materials Review Committee. Member McClellan seconded the motion.

Vote: Five in favor: President Chivers, Vice President McKee, Member Maynard, Member McClellan, and Member Massey.

The motion carried unanimously.

2.05 Personnel Changes

Human Resources Director Dr. Mistalyn Leis reviewed the recommended personnel changes and explained that the list included candidates for new hire positions, LEA-specific licenses or endorsements, current employees assigned to new positions, extracurricular coach positions, and individuals leaving the district. Dr. Leis noted that many of the requested LEA-specific licenses were for employees who needed to complete testing or add endorsements for new assignments, and she explained that the district monitors licensure progress closely in coordination with USBE and school administrators.

Motion: Member Maynard moved to approve the recommended personnel changes. Member McClellan seconded the motion.

Vote: Five in favor: President Chivers, Vice President McKee, Member Maynard, Member McClellan, and Member Massey.

The motion carried unanimously.

3. Informational / Discussion Items

3.01 Purchases Over \$50,000

None

3.02 Calendar Items

Dr. Woodford directed the Board to the Diligent calendar and reviewed upcoming items, including the new educator recognition event at homecoming, school community council meetings, the September 16 special board meeting for closed session, and the October 7 regular board meeting. He noted that the early October meeting will move preparation and committee meetings earlier than usual and thanked principals for submitting calendar information to help the Board stay informed and involved.

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

Board member comments:

Member Massey commented on the Ashley Elementary report and said he was impressed with the positive changes taking place there, including the school's progress and the support shown by community partners. He thanked district staff, principals, and the community for their support of students and schools.

Member Maynard asked President Chivers to remind those present why the Board's business meetings often move quickly, noting that much of the detailed discussion takes place during work session. She also referenced the work session discussion about culture and said she was willing to support continued work in that area. Member Maynard said she was excited about the district honoring Candice Workman as Distinguished Alumni at the homecoming game.

Member McClellan recognized the district nurses and referenced the district's participation in an NPR *This American Life* feature related to measles and school health work. She specifically thanked Meredith Manwaring, Megan Smith, and Ashley Harrison for the care they provide to students and families and said she appreciated the nonjudgmental way they support student health.

Vice President McKee thanked Ms. Baumgardner for going above and beyond and said she appreciated targeted learning that meets individual student needs. She also noted her excitement about the arts-related hires included in the personnel list and expressed appreciation for the work being done to expand arts opportunities in elementary schools. Vice President McKee also

acknowledged Member McClellan's passion and concern regarding social media and student well-being, stating that while she may differ on the best approach, she respects the concern and care behind the discussion.

Business Administrator Troy Timothy said he appreciated the healthy conversation among Board members and their willingness to discuss concerns and different perspectives on behalf of students and the district. Mr. Timothy also thanked school principals for their support and willingness to learn new processes, recognized Ms. Baumgardner for her school report presentation, and thanked Rodrigo for his work and support during a challenging month of implementation.

Dr. Woodford recognized teachers, instructional coaches, and principals for their work with the district's instructional framework and walkthrough process. He said he had already visited 38 classrooms in six schools early in the school year and was impressed with teachers' commitment to effective instruction, student engagement, feedback, and positive learning environments.

President Chivers clarified that the Board conducts most of its discussion, questions, and detailed review during the work session, which allows the business meeting to move more quickly through formal action items. He then echoed Dr. Woodford's appreciation for teachers, instructional coaches, principals, and district leaders, noting the significant effort that has gone into developing and implementing Uintah School District's instructional framework, walkthrough process, and coaching model. President Chivers expressed pride in the district's unique approach and the strong results being seen across schools and encouraged staff to continue building on that momentum.

4. Adjournment

4.01 Meeting Adjourned

Motion: Member Massey moved to adjourn the meeting. Member Maynard seconded the motion.

Vote: Five in favor: President Chivers, Vice President McKee, Member Maynard, Member McClellan, and Member Massey.

The motion carried unanimously. The business meeting adjourned at 7:11 p.m.

DATE: September 9, 2026

TO: UINTAH BOARD OF EDUCATION

FROM: Dr. Mistalyn Leis, Director of Human Resources

RE: Board Approval Request for **September 9, 2026:** Board Approval of New Hires, LEA Specific Licenses/Endorsements, 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
Crystal Reynolds	SpEd Speech Aide	CEC	0.7375	All Required	Program 1215 SpEd Preschool
Tawny Hardy	SpEd Speech Aide	CEC	0.4875	All Required	Program 1215 SpEd Preschool
Gillian Merrell	SpEd Preschool Aide	CEC	0.7375	All Required	Program 0050 Regular Education
Kayloni Raymond	SpEd Speech Aide	CEC	0.7375	All Required	Program 1215 SpEd Preschool
Emily Allred	SpEd Preschool Aide	CEC	0.4875	All Required	Program 1205 SpEd Add On
Madison Kendall	Intervention Aide	Ashley	0.7375	All Required	Program 7801 ESEA Title 1 Grants
Natalie Hunting	SpEd Aide	Ashley	0.7375	All Required	Program 7524 IDEA B – Disabled
Genny Huber	Intervention Aide	Ashley	0.7375	All Required	Program 5420 TrustLands
Keeley Nielson	SpEd Aide	Ashley	0.7375	All Required	Program 1205 SpEd Add On
Savannah Archuleta	SpEd Aide	Discovery	0.7375	All Required	Program 1205 SpEd Add On
Ashlee Brady	Instructional Aide	Discovery	0.65	All Required	Program 5420 TrustLands
Oakley Larsen	Instructional Aide	Discovery	0.65	All Required	Program 5420 TrustLands
Elizabeth Severson	Instructional Aide	Discovery	0.65	All Required	Program 5420 TrustLands

Stephanie Kearns	SpEd Aide	EVE	0.7375	All Required	Program 1205 SpEd Add On
Sarah Barney	SpEd Bus Aide	EVE	0.7375	All Required	Program 7524 IDEA B – Disabled
Jerzie Davis	Intervention Aide	EVE	0.7375	All Required	Program 5420 TrustLands
Darlene Stuver	SpEd Aide	EVE	0.7375	All Required	Program 1205 SpEd Add On
Richard Bland	Intervention Aide	EVE	0.7375	All Required	Program 7801 ESEA Title 1 LEA Grants
Camie Simper	SpEd Aide	Lapoint	0.7375	All Required	Program 1205 SpEd Add On
Madelyn Laris	SpEd Aide	Maeser	0.7375	All Required	Program 1205 SpEd Add On
Emilee Cook	SpEd Aide	Maeser	0.7375	All Required	Program 1210 SpEd Self Contained
Kami McLean	Instructional Aide	Maeser	0.575	All Required	Program 5678 TSSA
Michelle White	SpEd Aide	Maeser	0.7375	All Required	Program 1205 SpEd Add On
Delsea Johnson	SpEd Aide	Naples	0.7375	All Required	Program 1205 SpEd Add On
Devon Slaugh	SpEd Teacher	Naples	1.0	Bachelor of Arts Major: Special Education	Program 1205 SpEd Add On
Hailey Cook	Intervention Aide	Naples	0.7375	All Required	Program 7801 ESEA Title 1 LEA Grants
Brodie Trujillo	SpEd Aide	Naples	0.7375	All Required	Program 1205 SpEd Add On
Sarah Feik	Art Teacher	UMS	1.0	Bachelor of Science Major: History – Minor: Sociology	Program 0050 Classroom Teacher Salaries
Summer King	Instructional Aide	UMS	0.7375	All Required	Program 0183 Specialists and Aides
Hailee Cramer	Instructional Aide	UMS	0.7375	All Required	Program 5420 TrustLands
Sarah Ward	Instructional Aide	VMS	0.7375	All Required	Program 5678 TSSA
Coryne Allen	Math Aide	UHS	0.7375	All Required	Program 5420 TrustLands
Brittany Bergren	SpEd Aide	UHS	0.7375	All Required	Program 7524 IDEA B – Disabled

Kristopher Pedersen	Science Aide	UHS	0.7375	All Required	Program 5420 TrustLands
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BOARD APPROVAL REQUESTED FOR LEA SPECIFIC

LICENSE/RENEWAL/ENDORSEMENT PER POLICY 005.0070 USD-LEA Specific

License/Endorsement:

Name	Assignment	Location	LEA-Specific Request
Ryan Wall	Grade 4 Teacher	Ashley	LEA-S Renewal
McKenzie Roberts	Grade 1 Teacher	Discovery	LEA-S New
Crystelle Bitton	BTSALP Dance/Music Teacher	Discovery	LEA-S Endorsement
Erin Batty	BTSALP Music Teacher	Ashley/Davis/Lapoint/Maeser/Naples/EVE	LEA-S New
Darby Boren	BTSALP Visual Art Teacher	Ashley/Davis/Lapoint/Maeser/Naples/EVE	LEA-S Endorsement
Amy Lemon	BTSALP Drama Teacher	Ashley/Davis/Lapoint/Maeser/Naples/EVE	LEA-S New
Jahnsen Blackburn	Grade 5 Teacher	Naples	LEA-S Renewal
Brekynn Draper	Grade 5 Teacher	Naples	LEA-S New
Rochelle Browning	CTE FACS Teacher	UMS	LEA-S New
Alisa Cook	Grade 8 Language Arts Teacher	UMS	LEA-S New
Ramsay Taliaferro	PE/Health Teacher	UMS	LEA-S New
Christine Whetton	PE/Health Teacher	UMS	LEA-S Endorsement
Jessica Blunt	Grade 8 Math Teacher	VMS	LEA-S Renewal
Veronica Merrell	Math Teacher	VMS	LEA-S Endorsement
Aspen Mitchell	Math Teacher	VMS	LEA-S Renewal
Brian Ottley	PE and Digital Literacy Teacher	VMS	LEA-S Endorsements
Shannon Uasilaa	Health Teacher	VMS	LEA-S New
Nickole Hansen	History Teacher	UHS	LEA-S Endorsement

NEWLY ASSIGNED EMPLOYEES – BOARD APPROVAL REQUESTED:

Name	Former (Current) Assignment	New Assignment	Effective Date
Jordan Robbins	Bus Driver (0.875 FTE) @ Transportation	Bus Driver and Assistant Trainer (0.875 FTE) @ Transportation	8/13/2026
Shari McCoy	Intervention Aide (0.7375 FTE) @ Naples	STEM Specialist (0.575 FTE) @ Maeser	8/18/2026
Morgan Ross	SpEd Aide (0.7375 FTE) @ EVE	SpEd Aide (0.7375 FTE) @ Maeser	8/18/2026

Anna Weston	ELA Aide (0.7375 FTYE) @ UHS	Grade 6 ELA Teacher (1.0 FTE) @ UMS	8/18/2026
Nancy Araujo Sanchez	Food Service Worker (0.4875 FTE) @ Maeser	DLI Instructional Aide (0.7375 FTE) @ Discovery	8/19/2026
Laura Richens	Food Service Worker (0.60 FTE) @ UMS	Instructional Aide (0.7375 FTE) @ VMS	9/1/2026
Troy Lupcho	SpEd Preschool Aide (0.4875 FTE) @ CEC	SpEd Aide (0.7375 FTE) @ UHS	9/1/2026
Shannon Uasilaa	PE Specialist (0.7375 FTE) @ EVE	Health Teacher (1.0 FTE) @ VMS	9/8/2026

NEWLY HIRED EXTRACURRICULAR COACHES:

Name	Program	School	Years of Service
Kami Elison	Strength & Conditioning Coach	UHS	\$3,000 per trimester stipend
Tyler Sherman	Boys Wrestling Team Assistant	UHS	\$500-\$1000 stipend

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

Special 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: September 16, 2026
Time: 5:00 p.m.
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

Others Present:

- Patrick Tanner, attorney with Burbidge, Van Komen, Tanner & Scruggs, LLC

Minutes recorded by Business Administrator’s Secretary Sarah Fluckiger.

1. Introduction

1.01 Welcome/Call to Order

Business Administrator Troy Timothy welcomed attendees and introduced the board. President Dave Chivers offered opening remarks and called the business meeting to order at 5:00 p.m.

2. Closed Session

President Dave Chivers stated the need to enter closed session.

Motion: Member Denise Maynard moved to enter closed session for the following purposes:

- Discussion of the character, professional competence, or physical/mental health of an individual.

Member Todd Massey seconded the motion.

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

The motion carried unanimously.

Roll Call Vote:

McKee – Aye
Maynard – Aye
Massey – Aye
Chivers – Aye

Superintendent Rick Woodford and Mr. Timothy were excused.

Member McClellan was absent at the time of the motion, voting, and roll call. She arrived at 5:04 pm and joined the closed session.

The board returned to open session at 5:28 p.m. and resumed the special business meeting.

3. Adjournment

3.01 Meeting Adjourned

Motion: Vice President McKee moved to adjourn the meeting. Member Maynard seconded the motion.

Vote: Five in Favor: President Chivers, Vice President McKee, Member Maynard, Member McClellan, and Member Massey.

The motion carried unanimously. The special business meeting adjourned at 5:28 p.m.

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

Special 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: September 21, 2026
Time: 5:00 p.m.
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

Minutes recorded by Business Administrator’s Secretary Sarah Fluckiger.

1. Introduction

1.01 Welcome/Call to Order

Business Administrator Troy Timothy welcomed attendees and introduced the board. President Dave Chivers offered opening remarks and called the business meeting to order at 5:00 p.m.

1.02 Reverence

The reverence was offered by Trisha Sorenson.

1.03 Pledge of Allegiance

Vice President Tawnya McKee led the Pledge of Allegiance.

1.04 Patron Input

Presentation and Board Discussion:

Superintendent Dr. Rick Woodford presented the preliminary rationale and data supporting a statutory study of middle school reconfiguration and the possible closure of Uintah Middle School. Dr. Woodford reviewed declining enrollment, projected building utilization, anticipated

operational savings, estimated capital maintenance costs, elementary school capacity, possible boundary adjustments, a proposed second dual language immersion site at Maeser Elementary School, and options for serving sixth-grade students in elementary schools and seventh- and eighth-grade students at Vernal Middle School. He explained that the proposed action would begin a 90-day study and public input process rather than authorize a closure and outlined the opportunities for public comment before a final decision. Board members discussed community surveys, the district's long-range facilities and financial planning, the cost of delaying action, student achievement, class-size reduction, staffing, school safety, elective and athletic opportunities, and the scope of alternatives that could be evaluated during the study.

Patron Input:

Patron Jessie Harbin requested clarification regarding the rationale for potentially closing Uintah Middle School, including concerns related to the building's unreinforced masonry status. Mr. Harbin asked the district to provide detailed information about projected savings, administrative costs, and how any savings would be used. He also raised questions regarding transportation and emergency response planning if more students were consolidated at one school and offered to submit his written questions to the Board for further review.

Patron Brody Jenkins thanked the Board for the opportunity to comment and expressed concern about the timing and manner in which the proposal was presented to the Board, school employees, and the public. Mr. Jenkins questioned relying on the building's unreinforced masonry status without a comprehensive structural assessment and recommended obtaining qualified evaluations and cost estimates for repair or retrofitting before considering closure. He also urged the Board to allow sufficient time for the community to review the information and to consider alternatives for reducing costs rather than proceeding on an accelerated timeline.

Patron Chelsea Roth expressed concern that the proposal focused primarily on financial considerations without fully evaluating the effects on students. Ms. Roth urged the Board to study the potential impact of combining the two middle schools on student mental health, school culture, safety, behavior, athletics, and other student experiences. Drawing on her work as a nurse practitioner, her role on the Uintah Middle School Community Council, and her experience as a parent of two Uintah Middle School students, she emphasized the importance of gathering additional data and allowing adequate time to consider students' needs before making a decision.

Patron Stephanie Mair expressed concern that the proposal appeared to be moving forward too quickly and without sufficient consideration of alternatives. Ms. Mair encouraged the Board to study a junior high configuration serving students in grades seven through nine at both schools, noting her experience with similar models in other school districts and her belief that such a structure could preserve educational opportunities and associated funding. She urged the Board to explore other programs and configurations before proceeding with closure.

Patron Rhonda McKenna urged the Board to carefully evaluate the educational and economic effects of closing Uintah Middle School. Ms. McKenna expressed concern that returning sixth-grade students to elementary schools could reduce access to electives, while consolidating seventh- and eighth-grade students at Vernal Middle School could limit scheduling flexibility and

leave insufficient capacity for future enrollment growth. She also questioned the projected operational savings, noted potential costs associated with mothballing the building, and raised concerns about retaining educators and preserving the district's ability to respond to changes in the local economy and student population.

Patron Kristin Forbis expressed concern about implementing the proposed changes before the district could fully understand their effects on students. Ms. Forbis questioned whether operating Vernal Middle School at approximately 98 percent capacity would be manageable, noting the challenges associated with Discovery Elementary's reported utilization rate. She emphasized that building capacity involves more than the total number of students, including classroom availability, course scheduling, and students' needs, and urged the Board to allow sufficient time to evaluate and address those factors before proceeding.

Third-Grade Teacher Leslie Woodward asked the Board to consider student safety and support needs at both middle schools when evaluating consolidation. Ms. Woodward emphasized that elementary schools need sufficient space for small-group instruction to help students meet literacy goals and questioned how boundary changes involving Discovery Elementary would fit within the review process. She also encouraged the district to include student interests in stakeholder surveys, expand elective opportunities if the middle schools are combined, and provide engaging programs for sixth-grade students if they return to elementary schools.

Patron Clint Young asked the Board to study how returning sixth-grade students to elementary schools could affect academic performance, including statewide testing outcomes. Drawing on his experience as a sixth-grade student during a similar transition, Mr. Young expressed concern that band, athletics, and other middle school opportunities may be difficult to provide effectively at elementary schools. He also urged the Board to consider student safety, bullying, and age-related developmental differences if sixth-grade students are placed with younger elementary students.

Patron Steph Adams thanked the district for presenting information that clarified the proposal and asked why sixth-grade students were previously moved from elementary schools to middle schools and what current conditions support reversing that change. Ms. Adams encouraged the Board to allow time to evaluate the longer core-class schedule recently implemented for sixth-grade students before changing the grade configuration. She also asked the Board to consider five-day instruction through eighth grade, adjust elementary school boundaries to better balance enrollment, and explore establishing a second dual language immersion program.

Sixth-Grade Teacher Delene Jaques suggested using a team-teaching model to support sixth-grade students if they return to elementary schools. Ms. Jaques recommended assigning teachers by core subject and allowing students to rotate among math, science, and language arts classes, similar to the district's current extended-block approach. Drawing on her experience as both a sixth-grade student and teacher, she stated that this structure could ease students' transition to multiple teachers, provide more instructional time for core subjects, and prepare them for middle school.

Patron Caroylann Sweat urged the Board to consider student safety, bullying, mental health, and the needs of students with individualized education programs when evaluating the proposal. Ms. Sweat shared concerns about her child's access to teacher support and electives, noting that required courses can limit elective participation for some students receiving special education services. She asked the Board to examine these student experiences, school safety concerns, and instructional practices before deciding whether to close another school.

Patron Melanie Thul encouraged the Board to reevaluate how school capacity is calculated, noting that Vernal Middle School already feels crowded despite operating below its stated capacity. Ms. Thul expressed concern that combining the middle school populations could increase behavior-management and student-safety challenges. She also emphasized the importance of expanding elective opportunities, explaining that engaging courses can support students' interests, reduce stress, promote mental well-being, and help address behavior concerns.

Patron Benjamin Anderson stated that the enrollment and financial data may support closing Uintah Middle School and expressed appreciation for the Board's willingness to consider a difficult decision. Mr. Anderson encouraged the Board to consider delaying implementation for an additional year if needed to allow more planning and potentially keep sixth-grade students in the middle school configuration. He also questioned the proposed five-year mothballing period, suggested considering a shorter period, and noted that maintaining an unused building would continue to involve costs.

Patron Miranda Carr suggested considering construction of a replacement school on district-owned property rather than closing Uintah Middle School and consolidating students into other buildings. Ms. Carr described her child's positive experience transitioning to a new facility and stated that a new school could preserve staffing, reduce crowding, and help address concerns about the effects of closure on students. She also supported reviewing elementary school boundaries and transportation needs and expressed interest in expanding access to dual language immersion while avoiding additional congestion at already crowded schools.

Patron Kassie Robbins commented via Zoom and asked the Board to consider how closing Uintah Middle School could reduce access to gymnasium and activity space used by community youth sports and other programs. Ms. Robbins also encouraged broader access to dual language immersion opportunities across the district and expressed concern that reducing available school space could limit future educational opportunities. Drawing on her experience working at Vernal Middle School, she added that the building already feels crowded in hallways, classrooms, and common areas despite operating below its stated capacity.

Input given in accordance with Board Policy 002.0720.

Superintendent Dr. Rick Woodford explained that the statutory 90-day period is intended to provide notice and meaningful opportunities for public input and stated that the Board could allow additional time or delay implementation if needed. He clarified that a dual language immersion program requires both an immersion teacher and a companion teacher at each grade level, meaning a substantial portion of students at a participating school must enroll for the

program to be financially and operationally feasible. Dr. Woodford explained that sixth-grade students were previously moved to the middle schools because elementary enrollment and building utilization were significantly higher at that time, while current enrollment conditions have changed. He acknowledged differing views regarding the most appropriate setting for sixth-grade students and stated that the district would review data and public input during the study. Dr. Woodford also indicated that elective opportunities and subject-area teacher rotations could be considered if sixth grade returns to the elementary schools.

President Chivers thanked patrons for attending and sharing their concerns and perspectives. He emphasized that respectful public input provides the Board with important information to consider throughout the study process and stated that the Board would evaluate the additional information before making a final decision. President Chivers recognized the work of district employees and administrators in advancing the Board's goal for students to perform above the state average in tested areas. He also explained that the statutory process requires public notice before the Board may consider a school closure and stated that district staff would continue making information available through the planned online landing page.

2. Business/Action Items

2.01 The Uintah School District Board of Education will consider whether to approve a motion initiating the statutory study, notification, and public input process regarding the possible closure of Uintah Middle School, effective beginning with the 2027–2028 school year, and to provide notice to parents and municipal leadership about the potential closure, with action on the issue to be taken within the time period provided by statute.

Motion: Member Todd Massey moved that the Uintah School District Board of Education initiate a study about the possible closure of Uintah Middle School and related changes to school boundaries and attendance areas for middle school and elementary students at affected schools and initiate the notification and public input process required by Utah Code § 53G-4-402(24) to consider the closure of Uintah Middle School, effective beginning with the 2027–2028 school year, with changes to boundaries and attendance areas to be made if Uintah Middle School is closed and action to be taken within the time period provided by statute. Vice President McKee seconded the motion.

Member Todd Massey explained that he made the motion because the study, administrative review, and continued public input would provide the information needed to make the right decision. He emphasized prioritizing students while also reviewing district expenditures, identifying responsible savings, and directing more resources toward student needs. Member Massey stated that the timing of any changes was less important than making an informed decision and thanked the administration and staff for their work.

Vice President McKee emphasized the importance of considering the proposal's impact on students. She noted her personal perspective as a parent of students who have attended or may attend Uintah Middle School or Vernal Middle School and assured patrons that the effects on students matter to the Board. Vice President McKee stated that the Board would work to balance

student needs with the other factors involved in the decision and expressed appreciation for the community's input.

Member Denise Maynard encouraged community members to contact Board members and participate in the upcoming Board meetings and public hearing. She emphasized that the proposal initiated a study rather than a final decision and asked patrons to continue sharing their perspectives throughout the process. Member Maynard acknowledged the personal and emotional significance of Uintah Middle School to the community and stated that the Board cares about the students, teachers, and others who may be affected.

Member Robin McClellan thanked patrons for participating and stated that their comments provided additional ideas for the Board to consider. She sought clarification regarding the scope of the proposed study, including whether the Board could evaluate changes to grade configurations and elementary boundaries even if it ultimately decided not to close Uintah Middle School. Member McClellan expressed interest in examining options such as transitional grade groupings, continuing the sixth-grade instructional approach being implemented during the current year, and providing rigorous five-day instruction. She emphasized the difficulty of balancing the Board's fiduciary responsibilities with student needs, the learning environment, feasibility, long-term sustainability, and the broader impact on employees and families. Member McClellan supported gathering additional public input and studying the proposal's effects on people. She indicated that she was still considering her vote and might vote nay to represent the concerns expressed during patron input, even though she saw value in conducting the study.

Before calling for the vote, President Chivers explained that the motion had been prepared with legal counsel to comply with statutory requirements and to preserve the Board's available options within the scope of the study.

Vote: Four in favor: President Chivers, Vice President McKee, Member Maynard, and Member Massey. One nay: Member McClellan.

The motion carried 4:1.

3. Adjournment

Motion: Member Massey moved to adjourn the meeting. Member Maynard seconded the motion.

Vote: Five in favor: President Chivers, Vice President McKee, Member Maynard, Member McClellan, and Member Massey.

The motion carried unanimously. The business meeting adjourned at 7:03 p.m.

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: Troy Timothy, Business Administrator

Cc: Rick Woodford, Superintendent
Shawonna Muhme, Superintendent Secretary

Date: October 2, 2026

Re: Monthly Board Financial Update – September 2026

Recommendation: I recommend that the Board approve the Monthly Board Financial Update for September 2026.

Background (rationale):

- Each month, the Business Administrator must present to the Board a monthly financial packet. Included in this month's packet are the following reports:
 - Revenues and expenditures by fund, year to date, through September 31, 2026;
 - Year-over-year Fund 10 comparison (FY26 & FY27) as of September 31, 2026;
 - FY27 year-to-date capital outlay spreadsheet update as of September 31, 2026;
 - District-wide payroll registers for September 2026;
 - District-wide AP September 2026 check register (including UHS); and
 - Donations to UHS through September 31, 2026.

Policy Implications: None.

Motion: This item will be listed under the Consent Calendar for approval.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, M.B.A.**, Business Administrator
826 South 1500 East • Naples, UT 84078
435.781.3100 • 435.781.3107 fax
www.uintah.net

UINTAH SCHOOL DISTRICT

Revenues & Expenditures by Fund

YTD through September 2026

	<i>in '000,000's</i>	<u>Adj Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
REVENUES					
10 - MAINTENANCE & OPERATIONS	\$	83.8	\$ 16.6		\$ 67.2
21 - SCHOOL ACTIVITY		1.7	0.4		1.3
26 - CDA/RDA		0.9	-		0.9
31 - DEBT SERVICE		3.2	0.1		3.1
32 - CAPITAL OUTLAY		9.7	0.6		9.1
49 - SCHOOL FOOD SERVICES		3.6	0.1		3.6
60 - INTERNAL SERVICE FUND		0.5	0.0		0.4
TOTAL REVENUES	\$	103.5	\$ 17.9		\$ 85.7

EXPENDITURES

10 - MAINTENANCE & OPERATIONS	\$	84.4	\$ 11.0	\$ 0.3	\$ 73.1
21 - SCHOOL ACTIVITY		1.7	0.3	0.1	1.4
26 - CDA/RDA		0.9	-	-	0.9
31 - DEBT SERVICE		3.2	0.1	-	3.1
32 - CAPITAL OUTLAY		5.8	2.0	0.4	3.3
49 - SCHOOL FOOD SERVICES		3.7	0.5	0.5	2.7
60 - INTERNAL SERVICE FUND		0.5	0.0	-	0.4
TOTAL EXPENDITURES	\$	100.2	\$ 13.9	\$ 1.3	\$ 85.0

REVENUE/EXPENDITURE VARIANCES	<u>Adj Budget Var</u>	<u>Actual Var</u>
10 - MAINTENANCE & OPERATIONS	\$ (0.5)	\$ 5.3
21 - SCHOOL ACTIVITY	-	0.1
26 - CDA/RDA	-	-
31 - DEBT SERVICE	-	0.0
32 - CAPITAL OUTLAY	3.9	(1.8)
49 - SCHOOL FOOD SERVICES	(0.1)	(0.9)
60 - INTERNAL SERVICE FUND	-	0.0
REVENUE/EXPENDITURE VARIANCES	\$ 3.3	\$ 2.6

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
Shawwna Muhme, Superintendent Secretary

Date: October 7, 2026

Re: 007.0710 Child Abuse-Neglect Reporting (1st Reading)

Recommendation: Approve Policy 007.0710 Child Abuse-Neglect Reporting on 1st reading.

Background (rationale): This policy establishes clear employee responsibilities for reporting suspected child abuse or neglect, maintaining confidentiality, and cooperating with law enforcement and child protective services. Clear expectations help ensure concerns are addressed promptly and appropriately in accordance with applicable Utah law.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

Motion: Motion to approve Policy 007.0710 Child Abuse-Neglect Reporting on 1st 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: 007.0710

Section: Section 007 - Students

CHILD ABUSE-NEGLECT REPORTING (1st Reading)

1.0 GENERAL POLICY STATEMENT

1.1 Uintah School District is committed to protecting the safety and well-being of every child. All District employees shall promptly report suspected child abuse or neglect, cooperate with authorized investigations, maintain required confidentiality, and comply with applicable law and District procedures.

12.0 DEFINITIONS

12.1 "Abuse" means

~~12.1.1 Actual or threatened n~~Non-accidental ~~physical or mental~~ harm of a child;

~~12.1.2 Negligent treatment;~~Threatened harm of a child;

~~12.1.3 Sexual exploitation; or~~

~~12.1.4 Any s~~Sexual abuse;

2.1.5 Recruiting, harboring, transporting, obtaining, patronizing, or soliciting a child for forced labor or services;

2.1.6 Recruiting, harboring, transporting, obtaining, patronizing, or soliciting a child for commercial sexual activity; or

2.1.7 A child's parent intentionally, knowingly, or recklessly causing the death of another parent of the child; being identified by law enforcement as the primary suspect in an investigation of that death; or being prosecuted for or convicted of causing that death.

2.1.8 "Abuse" does not include reasonable discipline or management of a child, including withholding privileges; reasonable conduct undertaken in defense of a person or property; reasonable conduct performed by a government officer or employee in fulfilling official duties; reasonable discipline by a parent, guardian, teacher, or other person acting in place of a parent, unless the conduct causes serious bodily injury, serious injury, or death; reasonable discipline of a person in lawful custody; other conduct justified by law; or reasonable and necessary physical restraint or force used in self-defense, defense of others, protection of the child, or removal of a weapon from

the child.

21.2 "Neglect" means an action or inaction causing:

12.2.1 Abandonment of a child, except for the lawful safe relinquishment at a hospital of a newborn child who is approximately 90 days old or younger who has not otherwise been abused or neglected;

~~1.2.2~~ ~~Subjecting a child to mistreatment or abuse;~~

~~1.2.3~~ 2.2.2 Lack of proper parental care ~~by reason~~ of a child because of the faults or habits of the parent, guardian, or custodian;

~~1.2.4~~ 2.2.3 Failure or refusal of a parent, guardian, or custodian to provide proper or necessary subsistence, ~~or medical care, including surgery or psychiatric services when required,~~ or ~~any~~ other care necessary for ~~his/her~~ the child's health, safety, morals, or well-being; ~~or~~

~~1.2.5~~ 2.2.4 A child to be at risk of ~~being~~ neglected or abused because another child in the same home is neglected or abused; ~~or~~

2.2.5 Abandonment of a child through an unregulated child custody transfer; or

2.2.6 Educational neglect. "Educational neglect" means that, after receiving formal notice that a child is not complying with compulsory education requirements, a parent or guardian fails to make a good-faith effort to ensure that the child receives an appropriate education.

2.2.7 "Neglect" does not include a parent or guardian legitimately practicing religious beliefs who, for that reason, does not provide specified medical treatment; a health care decision made by a parent or guardian unless clear and convincing evidence shows the decision was not reasonable and informed; a parent or guardian obtaining a second medical opinion in an alleged medical-neglect case when there is no imminent risk of death, deteriorating health condition, or immediate threat of serious and irreparable harm; or permitting a child whose basic needs are met and who has sufficient age and maturity to avoid harm or unreasonable risk of harm to participate in independent activities, including travel to and from school or nearby facilities, outdoor play, remaining in a vehicle when otherwise lawful, remaining at home unattended, or similar activities.

~~12.3~~ Neglect does not include a parent or guardian legitimately practicing religious beliefs who, for that reason, does not provide specified medical treatment for a child. (62A-4A-101) et seq.

2.4 "DCFS" means the Utah Division of Child and Family Services

2.5 "UPPAC" means the Utah Professional Practices Advisory Commission.

23.0 **REPORTING REQUIREMENT** **EMPLOYEE REPORTING RESPONSIBILITIES**

~~23.1 Any school employee who has reason to believe that a child has been subject to incest, molestation, sexual exploitation, sexual abuse, physical abuse or neglect, or who observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect shall immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Services (62A-4A-403).~~ Whenever any District employee knows or reasonably believes that a child has been neglected or physically or sexually abused, the employee shall immediately notify law enforcement or the office of DCFS. The employee shall also notify the building principal. A report to the principal, supervisor, school nurse, school counselor, school social worker, or any other District employee does not satisfy the employee's personal duty to report to law enforcement or DCFS.

3.2 It is not the responsibility of a District employee to prove that the child has been abused or neglected or determine whether the child is in need of protection. Investigation by District personnel prior to submitting a report should not go beyond that necessary to support a reasonable belief that a reportable problem exists.

34.0 ADDITIONAL REPORTING REQUIREMENTS COOPERATION WITH INVESTIGATIONS

~~34.1 In addition to any duty to report suspected cases of child abuse or neglect under 2.0 above (see Utah Code Annotated 62A-4A-403) a school district employee who has reasonable cause to believe that a student may have been physically or sexually abused by a school employee shall immediately report the belief and all other relevant information to the school principal, superintendent, or to the Utah State Office of Education.~~ Subjects to the constitutional right against self-incrimination, and with respect to students or employees of the District, school officials shall cooperate appropriately with DCFS and law enforcement agency employees authorized to investigate charges of child abuse and neglect, assisting as asked as members of interdisciplinary child protection teams in providing protective, diagnostic, assessment, treatment, and coordination services, including;

4.1.1 allowing appropriate access to students;

4.1.2 allowing authorized agency personnel to interview children consistent with DCFS and local law enforcement protocols;

4.1.3 making no contact with a parent or legal guardian of a child being questioned by DCFS or law enforcement unless directed by the investigating agency;

4.1.4 cooperating with ongoing investigations and maintaining appropriate confidentiality;

4.1.5 responding truthfully and promptly to lawful inquiries by law enforcement;

4.1.6 providing relevant information within the employee's knowledge or possession; and

4.1.7 complying with lawful subpoenas, warrants, or other compulsory processes.

~~3.2—A school administrator who has received a report pursuant to this section or who otherwise has reasonable cause to believe that a student may have been~~

~~physically or sexually abused by an educator shall immediately report that information to the Utah State Office of Education.~~

~~3.3— Failure to comply with this requirement shall be considered unprofessional conduct (see Utah Code Annotated 53E-6-604).~~

45.0 RESPONSIBILITY OF THE EMPLOYEE CONFIDENTIALITY, ANONYMITY, AND IMMUNITY

~~45.1 It is not the responsibility of school employees to prove that the child has been abused or neglected, or determine whether the child is in need of protection. Investigations are the responsibility of the Division of Child and Family Services (see R 277-401-3). The employee shall maintain the confidentiality of and not disclose any information learned in connection with an investigation except with those persons with whom the employee is required to cooperate, including the Division, law enforcement, the State Board of Education, or supervisory District officials. Persons making reports or participating in an investigation of alleged child abuse or neglect in good faith are immune from any civil or criminal liability that otherwise might arise from such actions, as provided by law.~~

~~45.2 It is not the responsibility of the employee to investigate. The identity of a person who reports or investigates child abuse or neglect shall be protected and disclosed only as permitted by Utah law.~~

~~4.3— It is the responsibility of the investigator, not the employee, to notify the parents of the student who is the suspected victim of abuse.~~

~~4.4— In addition to reporting to law enforcement or the Division of Child and Family Services, the employee should notify the building principal of the neglect or abuse. Such a report to a principal, supervisor, school nurse, or psychologist does not satisfy the employee's personal duty to report to law enforcement or the Division of Child and Family Services.~~

5.0 COOPERATION

~~5.1— School employees shall cooperate with social services and law enforcement agency employees authorized to investigate charges of child abuse and neglect, assisting as asked, as members of interdisciplinary child protection teams in providing protective, diagnostic, assessment, treatment, and coordination services.~~

6.0 ANONYMITY REPORTING ABUSE BY A SCHOOL EMPLOYEE

~~6.1 The identity of a school employee making a report of child abuse or neglect shall not be released to any person or entity except to those responding in an official capacity to investigate the report made. An employee who has reasonable cause to believe that a student may have been physically or sexually abused by a school employee shall immediately report the belief and all relevant information to both the school principal and the Superintendent.~~

~~6.2 An employee shall not promise confidentiality to a student in order to obtain information about possible abuse. If a student offers to provide information but requests anonymity or confidentiality, the staff member shall advise the student that~~

~~he or she (the staff member) may be required to disclose the information. The student may then choose to disclose the information or not.~~ A District administrator, including the superintendent, who receives such a report or otherwise has reasonable cause to believe that a student may have been physically or sexually abused by an educator shall immediately report the information to the Utah State Board of Education and UPPAC.

~~Other than reporting to Law Enforcement or Child Protective Services personnel or the child's principal, the employee should not discuss any suspected abuse with any other person, unless authorized to do so by law.~~

Utah Admin. Rules R277-217-3(5), (9) (November 21, 2025)

Utah Admin. Rules R277-401-3 (September 21, 2017)

Utah Code § 80-1-102 (2026)

Utah Code § 80-2-602 (2024)

Utah Code § 80-2-1005 (2025)

Utah Code § 53E-6-701 (2022)

Adoption Date: January 25, 2000

Last Revised: October 7, 2026

Last Approved:

Revision Dates: 01/25/2000, 08/08/2018

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: October 2, 2026

Re: 001.0300 Impact Aid Policy - 1st Reading

Background (Rationale):

In accordance with Impact Aid Policy 001.0300, Section 4.4.2, the Board is required to review and, if necessary, modify the Impact Aid Policy each year based on feedback received through the consultation process with the Ute Indian Tribe and the parents of Native American children.

This annual review ensures that the policy remains aligned with the requirements of Title VII of the Elementary and Secondary Education Act (Impact Aid Program, Section 7003) and 34 C.F.R. § 222.94, as well as the consultation commitments established between the District and the Tribe.

Each year, the District:

- Disseminates relevant documents to the Tribe and parents of Indian children at least one week in advance of the Annual Impact Aid Meeting, including the current policy, proposed revisions, the most recent application, and the results of the Annual Equal Basis Assessment.
- Holds an Annual Impact Aid Meeting to solicit feedback on the District's educational programs, activities, and participation data.
- Reviews the results of the Annual Equal Basis Assessment to ensure Indian children are participating on an equal basis with non-Indian children in all academic and co-curricular programs.
- Provides a written response to all comments and recommendations received through the consultation process.

The Board then reviews the policy each fall to determine whether revisions are needed prior to submission to the U.S. Department of Education.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, MBA**, Business Administrator
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435.781.3100 • 435.781.3107 fax
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Board of Education

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

Policy Implications:

None, unless changes are necessary.

Personnel Implications:

None.

Facility Implications:

None.

Financial/Budget Implications:

Annual completion of the Impact Aid procedures ensures ongoing federal Impact Aid funding from the U.S. Department of Education.

Motion:

I recommend that the Board approve Policy 001.0300, *Impact Aid Policy*, on 1st reading.



Policy: 001.0300

Section: Section 001 - Philosophy

Impact Aid Policy (1st Reading)

1.0 GENERAL POLICY STATEMENT

1.1 It is the intent of the Board that all Indian Children have equal access to all programs, services, and activities offered within the District. The Board believes the primary purpose of education is to teach children and young people basic academic and life skills so they can become responsible and contributing members of society, able to choose a career path that will prove to be of satisfaction and a source of happiness to them.

2.0 DEFINITIONS

2.1 The term "Annual Equal Basis Assessment" means the assessment discussed in section 4.3 of this policy.

2.2 The term "Annual Impact Aid Meeting" means the annual meeting of the Board designated for consulting with the Tribe and parents of Indian Children on: (a) the contents of this policy; (b) the extent to which Indian Children participate in the District's education programs and activities; and (c) the District's educational program and activities.

2.3 The term "Board" means the board of education for the District.

2.4 The term "District" means the Uintah County School District.

2.5 The term "Indian Children" has the meaning given to it in 34 C.F.R. § 222.90.

2.6 The term "Tribe" means the Ute Indian Tribe of the Uintah & Ouray Reservation, Utah.

3.0 THE TRIBE'S PREFERRED METHOD OF COMMUNICATION

3.1 The Tribe's preferred method of communication is for the District to email the Tribe's education director, who will then disseminate information through the Tribe's ordinary channels of communication (e.g., on the Tribe's social media account(s) or in the Ute Bulletin).

4.0 POLICIES & PROCEDURES

4.1 Dissemination of Information.

4.1.1 The District will disseminate relevant applications, evaluations, program plans and information related to the District's education program and activities with sufficient advance notice to allow the Tribe and parents of Indian Children the opportunity to review and make recommendations.

4.1.2 At least one week in advance of the Annual Impact Aid Meeting and using the Tribe's preferred method of communication, the District will disseminate to the parents of Indian Children and the Tribe the following documents:

4.1.2.1 The District's most recent Impact Aid application;

4.1.2.2 The results of the District's Annual Equal Basis Assessment;

4.1.2.3 The version of this policy in effect at the time and any proposed revisions being considered by the Board;

4.1.2.4 Any plans for District education programs; and

4.1.2.5 Written responses to feedback from the consultation process.

4.2 Opportunity for Feedback.

4.2.1 The District will provide an opportunity for the Tribe and parents of Indian Children to provide their views on the District's educational program and activities, including recommendations on the needs of the Indian Children and on how the District may help Indian Children realize the benefits of the District's education programs and activities. As a part of this requirement, the District will:

4.2.1.1 Notify the Tribe and the parents of Indian Children of the opportunity to submit comments and recommendations, considering the Tribe's preference for the method of communication; and

4.2.1.2 Modify the method of and time for soliciting Indian views, if necessary, to ensure the maximum participation of the Tribe and parents of Indian Children.

4.2.2 The Board will hold an Annual Impact Aid Meeting in the Fall to allow the parents of Indian Children and the Tribe to provide input on the District's educational program and activities. The District will give parents of Indian Children, the Tribe, and the public notice of any meeting at least one week in advance via the Tribe's preferred method of communication.

4.2.3 If the consultation participation by parents of Indian Children and the Tribe is low, the District will re-evaluate its consultation process and develop a plan to increase participation. In developing the aforementioned plan, the District, in consultation with the Tribe, will consider taking the following measures to improve or enhance participation:

4.2.3.1 Further consulting with parents of Indian Children and the Tribe;

4.2.3.2 Changing the communication method; and

4.2.3.3 Changing the time, date, and location of the Annual Impact Aid Meeting.

4.3 Assessment of Equal Participation.

4.3.1 The District will, at least annually, assess the extent to which Indian Children participate on an equal basis with non-Indian Children in the District's education programs and activities. As part of this requirement, the District will:

4.3.1.1 Share relevant information related to Indian Children's participation in the District's education program and activities with the Tribe and parents of Indian Children; and

4.3.1.2 Allow the Tribe and parents of Indian Children the opportunity and time to review and comment on whether Indian Children participate on an equal basis with non-Indian Children.

4.3.1.3 The District will annually calculate from its records the ratio of Indian Children compared to non-Indian Children participating in all academic and co-curricular programs.

4.3.1.4 Parents of Indian Children, the Tribe, and other interested parties may express their views on participation at the Annual Impact Aid Meeting.

4.3.1.5 If it is determined that there are gaps in Indian participation in the District's educational programs or activities, the Board, in consultation with the Tribe and the parents of Indian Children, will consider how it can modify the District's education programs in such a way as to improve the participation of Indian Children.

4.4 Modification of This Policy

4.4.1 The Local Education Agency (LEA) will modify this policy if necessary, based upon the results of any assessment or input described in this policy.

4.4.2 The Board will hear, consider, and evaluate all recommendations for revisions of this policy and propose changes the Board determines are appropriate to this policy at the Annual Impact Aid Meeting. Any changes to this policy will become effective immediately upon formal adoption as described in policy 002.0450.

4.4.3 The District will disseminate copies of revised versions of this policy to the Tribe and parents of Indian Children via the Tribe's preferred method of communication within 30 days of adoption by the Board.

4.5 Annual Response to Comments.

4.5.1 The District will respond at least annually in writing to comments and recommendations made by the Tribe or parents of Indian Children and disseminate the responses to the Tribe and parents of Indian Children prior to submitting this policy to the U.S. Department of Education.

4.5.2 The District will annually keep track of and assemble all comments and suggestions received through the consultation process in the minutes of the Annual Impact Aid Meeting.

4.5.3 The District will at least annually respond in writing to comments and recommendations made by the Tribe or parents of Indian Children and disseminate the responses to all parties via the Tribe's preferred method of communication prior to submitting this policy to the U.S. Department of Education.

Adoption Date: **October 05, 2022**

Last Revised: **December 10, 2025**

Last Reviewed Dates: **December 10, 2025**

Prior Revised Dates: **10/13/2021, 10/05/2022, 10/11/2023, 7/10/2024, 12/11/2024**

Policy Origin: **REVISES POLICY 001.0300 – POLICIES AND PROCEDURES FOR INDIAN EDUCATION PERTAINING TO SECTION 7003 AND 7004 OF THE IMPACT AID PROGRAM**

Next Review Date:



Policy: 001.0300

Section: Section 001 - Philosophy

Impact Aid Policy (1st Reading)

1.0 GENERAL POLICY STATEMENT

1.1 It is the intent of the Board that all Indian Children have equal access to all programs, services, and activities offered within the District. The Board believes the primary purpose of education is to teach children and young people basic academic and life skills so they can become responsible and contributing members of society, able to choose a career path that will prove to be of satisfaction and a source of happiness to them.

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Adoption Date: October 05, 2022

Last Revised: December 10, 2025

Last Reviewed Dates: 12/10/2025

Prior Revised Dates: 10/13/2021, 10/05/2022, 10/11/2023, 7/10/2024, 12/11/2024, 12/10/2025

Policy Origin: REVISES POLICY 001.0300 – POLICIES AND PROCEDURES FOR INDIAN EDUCATION PERTAINING TO SECTION 7003 AND 7004 OF THE IMPACT AID PROGRAM

Next Review Date: October 7, 2026

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
Shawanna Muhme, Superintendent Secretary

Date: October 2, 2026

Re: 004.0520 Travel Expense/Reimbursement Policy Re-Write - 2nd Reading

Motion Recommendation:

Approve Policy 004.0520 Travel Expense/Reimbursement on 2nd reading.

Background (rationale):

Policy 004.0520 has been rewritten to separate Board policy from administrative procedures, clarify previously ambiguous or omitted requirements, and align with applicable state and federal laws and USBE rules. Detailed procedures will be developed before the policy's second reading, allowing future operational updates without repeated Board approval while maintaining all established controls, approvals, documentation requirements, rates, and spending limits.



Policy: 004.0520

Section: Section 004 - Business Management

Travel Expense/Reimbursement (~~1st~~ 2nd Reading)

1.0 GENERAL POLICY STATEMENT

1.1 The Board of Education authorizes reasonable and necessary travel by District employees and officials when the travel serves a legitimate District business or educational purpose and is in the best interests of the District.

1.2 The District shall reimburse authorized travel expenses in accordance with this policy and District administrative procedures. All travel expenditures shall be reasonable, necessary, prudent, and consistent with responsible stewardship of public funds.

1.3 Travel expenditures and reimbursements shall comply with applicable federal and state law, Utah State Board of Education rules, District fiscal policies and procedures, applicable grant requirements, and established internal controls.

1.4 District travel reimbursement practices are intended to comply with applicable federal accountable-plan requirements. Reimbursable expenses must have a District business purpose, be adequately substantiated as required by District procedures, and any excess advance or reimbursement must be returned to the District. Amounts that do not satisfy applicable accountable-plan requirements may be treated as taxable compensation.

2.0 APPROVAL

2.1 District travel shall be authorized in accordance with administrative procedures established by the Superintendent or designee. Travel shall be approved only when sufficient budgetary resources are available and the anticipated benefits of the travel justify the expenditure of public funds.

2.2 Employees and officials traveling on District business shall exercise reasonable judgment and prudence in incurring expenses. The District will not pay or reimburse expenses that are excessive, primarily personal in nature, unnecessary to the District

purpose, or otherwise inconsistent with this policy or applicable administrative procedures.

2.3 No employee may approve the employee's own travel or reimbursement. Appropriate separation of duties shall be maintained in the authorization, review, and payment of travel expenditures.

3.0 REIMBURSEMENT AND TRAVEL ADVANCES

3.1 The District may reimburse employees and officials for reasonable and necessary expenses incurred in connection with authorized District travel. Reimbursement shall be made only for expenses that are allowable under this policy and District administrative procedures and that are adequately substantiated.

3.2 Travel advances may be authorized when appropriate. Employees receiving an advance shall account for the funds and return any unused or unsubstantiated amount in accordance with District administrative procedures and applicable federal accountable-plan requirements.

3.3 An employee shall not receive duplicate payment or reimbursement for an expense. An expense paid directly by the District, charged to a District purchasing or credit card, included in a registration or other fee, reimbursed by another organization, or otherwise paid on the employee's behalf is not eligible for additional reimbursement.

3.4 When travel is funded in whole or in part by a federal, state, restricted, or other grant or award, the expenditure shall also comply with applicable laws, regulations, award terms, cost principles, and program requirements. When another applicable requirement is more restrictive than this policy, the more restrictive requirement shall apply.

4.0 TRANSPORTATION

4.1 Transportation for District business shall be by a reasonable, safe, and economical means appropriate to the circumstances. Employees shall consider District vehicles, shared transportation, commercial transportation, personal vehicles, and other available alternatives in accordance with District administrative procedures.

4.2 Use of a personal vehicle for authorized District business may be reimbursed at a rate established by the District. Mileage reimbursement rates and conditions shall be established and applied consistently through administrative procedures.

4.3 Ordinary commuting between an employee's residence and regular work location is a personal expense and is not reimbursable except when specifically authorized and permitted under applicable law and District procedures.

4.4 An employee operating a vehicle on District business shall possess a valid driver's license and comply with applicable law, District policy, insurance requirements, and District risk-management procedures.

4.5 Personal travel or other personal transportation expenses incurred in conjunction with District travel shall not be paid or reimbursed by the District.

5.0 LODGING

5.1 Reasonable and necessary lodging expenses associated with authorized overnight District travel may be paid or reimbursed in accordance with rates, limits, approval requirements, and procedures established by the District.

5.2 Employees shall make reasonable efforts to obtain safe, appropriate, and economical lodging. Exceptions to established lodging limits may be authorized when justified by conference location, availability, safety, total trip cost, or other legitimate District considerations.

5.3 The District shall not pay additional lodging costs attributable to a spouse, family member, companion, or other person who is not traveling on authorized District business.

5.4 Payments made to an employee without an underlying qualifying business expense shall not be characterized as expense reimbursement and shall be handled in accordance with applicable tax law and District payroll procedures.

6.0 MEALS AND PER DIEM

6.1 Employees traveling on authorized District business may receive reimbursement or a per diem allowance for eligible meal expenses in accordance with rates and administrative procedures established by the District.

6.2 Meal and per diem rates shall be established using a reasonable and consistently applied methodology and shall comply with applicable federal tax requirements.

6.3 An employee shall not receive a meal allowance or reimbursement for a meal that is provided as part of a conference, registration, meeting, lodging arrangement, District-sponsored meal, or that is otherwise paid by the District or another entity, except as permitted by District administrative procedures for reasonable exceptions.

6.4 The Superintendent or designee shall establish administrative procedures governing eligibility, travel status, partial travel days, provided meals, incidental expenses, and other matters necessary to administer meal and per diem reimbursements consistently.

7.0 DISTRICT-PROVIDED MEALS AND BUSINESS MEALS

7.1 Reasonable meal expenses incurred in connection with official District business may be authorized when the expenditure has a documented District business purpose and complies with District fiscal policies and administrative procedures.

7.2 Employees using District purchasing or credit cards for authorized meals shall comply with applicable District purchasing-card policies and documentation requirements.

7.3 An employee shall not receive both a per diem or meal reimbursement and a District-paid meal for the same meal period.

8.0 OTHER TRAVEL EXPENSES

8.1 Reasonable and necessary expenses directly related to authorized District travel, including registration, parking, local transportation, baggage, and other appropriate travel costs, may be paid or reimbursed in accordance with District administrative procedures.

8.2 Gratuities paid or reimbursed with District funds shall not exceed 20% of the cost of the applicable goods or services.

8.3 Personal expenses, entertainment, alcohol, expenses of accompanying family members or other non-District travelers, fines or penalties resulting from an individual's conduct, and other expenses without a legitimate District business purpose shall not be paid or reimbursed by the District.

8.4 District funds, purchasing methods, accounts, and tax-exempt status shall be used only for authorized District purposes and in accordance with applicable law and District fiscal policies

9.0 VIOLATION OR MISUSE OF TRAVEL FUNDS

9.1 Employees and officials are expected to exercise integrity, reasonable judgment, and appropriate stewardship when using public funds for travel.

9.2 Violation of this policy, misuse or abuse of District travel funds, submission of false or misleading information, duplicate reimbursement, or falsification of travel documentation may result in denial of reimbursement, recovery of funds, disciplinary action up to and including termination, and other action permitted or required by law.

9.3 Any District funds improperly obtained, used, advanced, or reimbursed shall be repaid promptly to the District.

9.4 An employee may be responsible for avoidable costs incurred by the District as a result of the employee's failure to timely cancel or modify travel arrangements when the failure is within the employee's reasonable control.

9.5 Suspected fraud, theft, falsification, misuse of public funds, or other unlawful conduct may be referred for investigation or reported as required by applicable law or District policy.

10.0 ADMINISTRATIVE PROCEDURES

10.1 The Superintendent or designee is authorized to establish, maintain, and periodically revise administrative procedures necessary to implement this policy.

10.2 Administrative procedures may establish travel authorization requirements; reimbursement rates; mileage rates; lodging limits; meal and per diem rates; documentation and receipt requirements; travel advance procedures; deadlines; forms; booking requirements; approval levels; exceptions; and other operational requirements necessary to ensure appropriate internal controls and consistent administration of District travel.

10.3 Travel rates, reimbursement limits, forms, and administrative processes established under this policy may be revised without amendment of this policy, provided such revisions remain consistent with applicable law, Utah State Board of Education rules, and Board policy.

Adoption Date: **November 13, 2019**

Last Revised: ~~August 26, 2026~~ September 23, 2026

Policy Office: **REVISES POLICY 004.0520 TRAVEL EXPENSE/REIMBURSEMENT (LAST APPROVED 11/13/2019)**



Policy: 004.0520

Section: Section 004 - Business Management

Travel Expense/Reimbursement (2nd 1st Reading)

1.0 GENERAL POLICY STATEMENT

~~1.1— District personnel and officials who incur expenses in carrying out their authorized duties for reasonable and necessary travel expenses will be reimbursed by the district upon submission of a properly completed and approved travel expense voucher. Travel expenses may only be approved and incurred when budgetary allocations for the specific type of expense have been set aside.~~

1.1 The Board of Education authorizes reasonable and necessary travel by District employees and officials when the travel serves a legitimate District business or educational purpose and is in the best interests of the District.

1.2 The District shall reimburse authorized travel expenses in accordance with this policy and District administrative procedures. All travel expenditures shall be reasonable, necessary, prudent, and consistent with responsible stewardship of public funds.

1.3 Travel expenditures and reimbursements shall comply with applicable federal and state law, Utah State Board of Education rules, District fiscal policies and procedures, applicable grant requirements, and established internal controls.

1.4 District travel reimbursement practices are intended to comply with applicable federal accountable-plan requirements. Reimbursable expenses must have a District business purpose, be adequately substantiated as required by District procedures, and any excess advance or reimbursement must be returned to the District. Amounts that do not satisfy applicable accountable-plan requirements may be treated as taxable compensation.

2.0 APPROVAL

~~2.1— Request to travel must be approved by an employee's supervisor and the supervisor responsible for the travel budget. This approval is to be prior to travel and in writing except in unusual circumstances. An employee in an official school business is expected to exercise prudence in incurring expenses. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, will not be~~

~~considered prudent and will not be reimbursed.~~

~~2.2—All travel reimbursement requests must include an agenda from the activity in which the employee participated, written approval from the supervisor, and any other receipts for expenditures being claimed for reimbursement.~~

2.1 District travel shall be authorized in accordance with administrative procedures established by the Superintendent or designee. Travel shall be approved only when sufficient budgetary resources are available and the anticipated benefits of the travel justify the expenditure of public funds.

2.2 Employees and officials traveling on District business shall exercise reasonable judgment and prudence in incurring expenses. The District will not pay or reimburse expenses that are excessive, primarily personal in nature, unnecessary to the District purpose, or otherwise inconsistent with this policy or applicable administrative procedures.

2.3 No employee may approve the employee's own travel or reimbursement. Appropriate separation of duties shall be maintained in the authorization, review, and payment of travel expenditures.

3.0 REIMBURSEMENT/~~ADVANCES~~ AND TRAVEL ADVANCES

~~3.1—Employees traveling for any reason, except a national convention and as specified in 3.2, will be required to submit a voucher for reimbursement after the employee has incurred travel expenses.~~

~~3.2—Advances will be made to employees who are traveling to national conventions. Advances may also be made to employees who may be traveling for an extended period of time at the discretion of the direct supervisor and superintendent. It is the employee's responsibility to see that all requests for advance are received by the District Business Office three weeks prior to travel. All requests for advancements shall include an agenda from the activity that the employee will be attending, and written approval from supervisor(s).~~

~~3.3—Employees receiving travel advances will be required to account for advanced funds by furnishing an agenda and receipts for lodging, transportation, and other expenses, upon return from travel.~~

~~3.4—Advanced funds not properly accounted for or not used in accordance with this policy must be returned to the Uintah School District Business Office within five business days after concluding the travel.~~

3.1 The District may reimburse employees and officials for reasonable and necessary expenses incurred in connection with authorized District travel. Reimbursement shall be made only for expenses that are allowable under this policy and District administrative procedures and that are adequately substantiated.

3.2 Travel advances may be authorized when appropriate. Employees receiving an advance shall account for the funds and return any unused or unsubstantiated amount in accordance

with District administrative procedures and applicable federal accountable-plan requirements.

3.3 An employee shall not receive duplicate payment or reimbursement for an expense. An expense paid directly by the District, charged to a District purchasing or credit card, included in a registration or other fee, reimbursed by another organization, or otherwise paid on the employee's behalf is not eligible for additional reimbursement.

3.4 When travel is funded in whole or in part by a federal, state, restricted, or other grant or award, the expenditure shall also comply with applicable laws, regulations, award terms, cost principles, and program requirements. When another applicable requirement is more restrictive than this policy, the more restrictive requirement shall apply.

4.0 MEANS OF TRANSPORTATION

~~4.1—Modes of authorized transportation shall be consistent with the assignment and the efficient and economic conduct of official business. Travel will be by the most direct route. Operators of district automobiles must have a valid driver's license.~~

~~4.1.1—Airfare: All airfare is to be booked through the most economical medium available. Coach tickets are to be purchased. Round-trip coach tickets should be purchased if these offer a price advantage. (Receipt required)~~

~~4.1.2—Automobile:~~

~~4.1.2.1—When available, a district car may be used. If a request for a district car is denied, a personal vehicle may be used and reimbursed at the current district rate. This reimbursement is based on the premise that the maximum number of travelers (up to four per vehicle) will travel together to the same function. Reimbursement will be for travel from the employee's home or work location, whichever distance is less, to the city of the conference or event and back. Mileage necessary to carry out responsibilities while at the event will also be reimbursed. Reimbursement will not be made for personal travel during the conference.~~

~~4.1.2.2—Employees who choose to travel in personal vehicles to district-related conferences or events will be reimbursed for that travel at the current reimbursement rate upon supervisor approval. If two or more employees are traveling to the same event in separate personal vehicles at the expense of the district, the supervisor has the option of reimbursing the employees' one-fourth or one-third, or one-half of the current reimbursement rate. Reimbursement will be for travel from the employee's home or work location, whichever distance is less, to the city of the conference or event and back. Mileage necessary to carry out responsibilities while at the event will also be reimbursed. Reimbursement will not be made for personal travel during the activity.~~

~~4.1.2.3—Non-district employees may be transported in district vehicles with the written approval of the superintendent or business administrator.~~

~~4.1.2.4—Parking charges, in reasonable amounts, are reimbursable with approved receipt or verification.~~

~~4.1.3—Local Transportation: Local transportation such as taxicabs, airport limousines, shuttles, rental cars, Uber, and buses may be used. Justification must be given on the travel voucher. (Receipt required)~~

4.1 Transportation for District business shall be by a reasonable, safe, and economical means appropriate to the circumstances. Employees shall consider District vehicles, shared transportation, commercial transportation, personal vehicles, and other available alternatives in accordance with District administrative procedures.

4.2 Use of a personal vehicle for authorized District business may be reimbursed at a rate established by the District. Mileage reimbursement rates and conditions shall be established and applied consistently through administrative procedures.

4.3 Ordinary commuting between an employee's residence and regular work location is a personal expense and is not reimbursable except when specifically authorized and permitted under applicable law and District procedures.

4.4 An employee operating a vehicle on District business shall possess a valid driver's license and comply with applicable law, District policy, insurance requirements, and District risk-management procedures.

4.5 Personal travel or other personal transportation expenses incurred in conjunction with District travel shall not be paid or reimbursed by the District.

5.0 LODGING

~~5.1—An employee should not pay for a room and seek reimbursement without prior written approval by the employee's supervisor. The following rules apply whether lodging is paid on a "direct bill" basis, by check, or by credit card.~~

~~5.1.1—If an employee pays for their own room and seeks reimbursement, any applicable tax and additional charges on the room will not be reimbursed.~~

~~5.1.1.1—If an unusual or unavoidable circumstance exists, the employee can receive reimbursement of the tax with business administrator approval.~~

~~5.1.2—If an employee pays for their own room due to an emergency, the applicable taxes may be reimbursed if approved by the superintendent or business administrator.~~

~~5.2—The maximum allowable rate for in-state lodging is \$130 per night or state contract rate. If this rate is to be exceeded, an employee shall obtain prior written approval from the employee's direct supervisor and budget supervisor.~~

~~5.3—The maximum allowable rate for out-of-state lodging is \$130 per night, plus taxes. If this rate is to be exceeded, an employee shall obtain prior written approval from the employee's direct supervisor and budget supervisor.~~

~~5.4—Special consideration should be made to conserve the maximum amount of money possible when booking employee rooms. The direct supervisor can determine if each employee in the group has an individual room or if rooms will have multiple occupants. Special consideration is made when an odd number of travelers are staying overnight or, in the case of male and female employees traveling together.~~

~~5.5—Employees traveling to a conference, where such a conference is held at a hotel, may exceed the allowable rate of stay for lodging in an approved hotel in an effort to reduce expenses of other travel to and from the place of the meeting. Employees should receive prior written permission from their supervisor and budget supervisor when exceeding the allowable rate of reimbursement.~~

~~5.6—Any group of employees on official business who need lodging for themselves in connection with that business and choose not to obtain lodging in a motel may be reimbursed at a rate of \$25.00 per night for not incurring expenses for lodging related to the travel.~~

~~5.7—If his/her spouse accompanies the employee, lodging expenses will be reimbursed for the cost of a double room at the single occupancy rate.~~

5.1 Reasonable and necessary lodging expenses associated with authorized overnight District travel may be paid or reimbursed in accordance with rates, limits, approval requirements, and procedures established by the District.

5.2 Employees shall make reasonable efforts to obtain safe, appropriate, and economical lodging. Exceptions to established lodging limits may be authorized when justified by conference location, availability, safety, total trip cost, or other legitimate District considerations.

5.3 The District shall not pay additional lodging costs attributable to a spouse, family member, companion, or other person who is not traveling on authorized District business.

5.4 Payments made to an employee without an underlying qualifying business expense shall not be characterized as expense reimbursement and shall be handled in accordance with applicable tax law and District payroll procedures.

6.0 MEALS AND PER DIEM

~~6.1—Meal per diem for out-of-state travel will be determined by the Federal Government rate found at www.gsa.gov~~

~~6.2—Meal per diem for in-state travel will be determined by the Salt Lake City rate found at www.gsa.gov~~

~~6.2.1—All travel per diem will not include the incidental portion of the reimbursement rate.~~

~~6.3—A per diem allowance shall be allowed only when the period away from the Uintah School District employee's assigned station is more than four (4) hours and travel is beyond 80 miles of the Uintah School District.~~

~~6.4—Per diem for the day of departure or return shall be prorated by dividing the day into four periods as follows:—~~

Leave Home Base	% of Per Diem
1st qtr-leave between 12:01 a.m. and 6:00 a.m.	100 %
2nd qtr-leave between 6:01 a.m. and 12:00 p.m. (noon)	80 %
3rd qtr- leave between 12:01 p.m. and 8:00 p.m.	50 %
4th qtr- leave between 8:01 p.m. and 12:00 a.m. (midnight)	0 %

Return Home Base	% of Per Diem
1st qtr-return between 12:01 a.m. and 6:00 a.m.	0 %
2nd qtr- return between 6:01 a.m. and 12:00 p.m. (noon)	20 %
3rd qtr- return between 12:01 p.m. and 6:00 p.m.	50 %
4th qtr- return between 6:01 p.m. and 12:00 a.m. (midnight)	100 %

6.1 Employees traveling on authorized District business may receive reimbursement or a per diem allowance for eligible meal expenses in accordance with rates and administrative procedures established by the District.

6.2 Meal and per diem rates shall be established using a reasonable and consistently applied methodology and shall comply with applicable federal tax requirements.

6.3 An employee shall not receive a meal allowance or reimbursement for a meal that is provided as part of a conference, registration, meeting, lodging arrangement, District-sponsored meal, or that is otherwise paid by the District or another entity, except as permitted by District administrative procedures for reasonable exceptions.

6.4 The Superintendent or designee shall establish administrative procedures governing eligibility, travel status, partial travel days, provided meals, incidental expenses, and other matters necessary to administer meal and per diem reimbursements consistently.

7.0 ~~BREAKFAST, LUNCHEON OR DINNER MEETINGS~~ DISTRICT-PROVIDED MEALS AND BUSINESS MEALS

~~7.1—Reimbursement may be claimed for costs incurred while on official business conducted at breakfast, luncheon, or dinner meetings. Daily per diem rates will be reduced by the amount allocated for breakfast, lunch, or dinner depending on the meal furnished at the official meeting. (Receipt required)~~

~~7.2—If a breakfast, luncheon, or banquet is included in a registration fee, then per diem for that particular meal will not be paid to the employee.~~

~~7.3—If a supervisor has a group of employees at an event, the supervisor has the discretion to provide a group meal. If that occurs, the total per diem rate to be reimbursed will be reduced by the cost allocated to that meal.~~

~~7.4—If an employee holds a District issued credit card that is authorized for food purchases, the employee can purchase a single meal (breakfast, lunch, and/or dinner) instead of claiming the per diem as long as the total amount charged is less than or equal to the allowed per diem for that meal.~~

7.1 Reasonable meal expenses incurred in connection with official District business may be authorized when the expenditure has a documented District business purpose and complies with District fiscal policies and administrative procedures.

7.2 Employees using District purchasing or credit cards for authorized meals shall comply with applicable District purchasing-card policies and documentation requirements.

7.3 An employee shall not receive both a per diem or meal reimbursement and a District-paid meal for the same meal period.

8.0 OTHER ~~REIMBURSABLE~~TRAVEL EXPENSES

~~8.1—Conference Registration Fees: Conference and convention registration fees are reimbursable as a miscellaneous expense on the travel expense voucher. District preference is for conference registration to be paid using the District Conference Registration Form (Receipt required or copy of registration form) (see Section 3.2).~~

~~8.2—Tips shall not exceed 20% of the goods or services received.~~

-8.1 Reasonable and necessary expenses directly related to authorized District travel, including registration, parking, local transportation, baggage, and other appropriate travel costs, may be paid or reimbursed in accordance with District administrative procedures.

8.2 Gratuities paid or reimbursed with District funds shall not exceed 20% of the cost of the applicable goods or services.

8.3 Personal expenses, entertainment, alcohol, expenses of accompanying family members or other non- District travelers, fines or penalties resulting from an individual's conduct, and other expenses without a legitimate District business purpose shall not be paid or reimbursed by the District.

8.4 District funds, purchasing methods, accounts, and tax-exempt status shall be used only for authorized District purposes and in accordance with applicable law and District fiscal policies

9.0 VIOLATION OR MISUSE OF TRAVEL FUNDS

~~9.1—All employees are expected to be reasonable and frugal when traveling at district expense.~~

~~9.2—Violations of this policy or misuse or abuse of travel funds or any falsification or misrepresentation concerning travel funds or reimbursement is grounds for disciplinary action, which may include termination.~~

~~9.3—Any funds improperly obtained or used must be promptly repaid to the district.~~

~~9.4—Any district employee who fails to travel, after requesting such travel, and incurs expenses to the district as a result of failing to cancel a hotel room, vehicle, or other items shall reimburse Uintah School District for all incurred expenses.~~

9.1 Employees and officials are expected to exercise integrity, reasonable judgment, and appropriate stewardship when using public funds for travel.

9.2 Violation of this policy, misuse or abuse of District travel funds, submission of false or misleading information, duplicate reimbursement, or falsification of travel documentation may result in denial of reimbursement, recovery of funds, disciplinary action up to and including termination, and other action permitted or required by law.

9.3 Any District funds improperly obtained, used, advanced, or reimbursed shall be repaid promptly to the District.

9.4 An employee may be responsible for avoidable costs incurred by the District as a result of the employee's failure to timely cancel or modify travel arrangements when the failure is within the employee's reasonable control.

9.5 Suspected fraud, theft, falsification, misuse of public funds, or other unlawful conduct may be referred for investigation or reported as required by applicable law or District policy.

10.0 ADMINISTRATIVE PROCEDURES

10.1 The Superintendent or designee is authorized to establish, maintain, and periodically revise administrative procedures necessary to implement this policy.

10.2 Administrative procedures may establish travel authorization requirements; reimbursement rates; mileage rates; lodging limits; meal and per diem rates; documentation and receipt requirements; travel advance procedures; deadlines; forms; booking requirements; approval levels; exceptions; and other operational requirements necessary to ensure appropriate internal controls and consistent administration of District travel.

10.3 Travel rates, reimbursement limits, forms, and administrative processes established under this policy may be revised without amendment of this policy, provided such revisions remain consistent with applicable law, Utah State Board of Education rules, and Board policy.

Adoption Date: **November 13, 2019**

Last Revised: ~~February 08, 2023~~ August 26, 2026

Policy Office: **REVISES POLICY 004.0520 TRAVEL EXPENSE/REIMBURSEMENT (LAST APPROVED 11/13/2019)**

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: Mindy Merrell, Support Services Director

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

Date: October 7, 2026

Re: 007.0712 Suicide Prevention (2nd Reading)

Recommendation: Approve Policy 007.0712 Suicide Prevention on 2nd reading.

Background (rationale): This policy has been updated to align with Utah law and USBE requirements for youth suicide prevention. The revisions clarify District expectations for suicide prevention, intervention, postvention, staff training, and parent/guardian notification and reflect current District practices. The updated policy provides a consistent framework for supporting student safety and well-being.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

Motion: Motion to approve Policy 007.0712 Suicide Prevention on 2nd reading.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, MBA**, Business Administrator
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Policy: 007.0712

Section: Section 007 - Students

Notice to Parents of Threat to Student Suicide Prevention (2nd Reading)

1.0 GENERAL POLICY STATEMENT

~~1.1 If a school employee or agent believes that a situation exists that presents a serious threat to the well-being of a student, that employee or agent shall notify the student's parent or guardian without delay. If, however, the matter has been reported to the Division of Child and Family Services within the Department of Human Services it is the responsibility of the Division to notify the student's parent or guardian of any investigation, prior to the student's return home from school unless exempted pursuant to the provisions of Section 53E-9-203. In collaboration with the Utah State Board of Education public education suicide prevention coordinator, the District shall implement and maintain a youth suicide prevention program for students in elementary and secondary grades.~~

2.0 DEFINITIONS

2.1 Elementary Grades: Kindergarten through grade 5, and grade 6 if the associated middle or junior high school does not include grade 6, as defined in Utah Code.

2.2 Secondary Grades: Grades 7 through 12, and grade 6 if the associated middle or junior high school includes grade 6, as defined in Utah Code

2.3 Suicide Prevention: Strategies, programs, and practices designed to reduce the risk of suicide by promoting protective factors, increasing awareness, recognizing warning signs, and connecting students with appropriate supports before a crisis occurs.

2.4 Suicide Intervention: The immediate actions taken when a student is identified as being at risk for suicide or is experiencing a suicidal crisis. Intervention may include risk assessment, supervision, parent or guardian notification, referral to mental health services, emergency response, and other actions necessary to protect the student's safety.

2.5 Postvention: Planned actions and supports provided after a suicide death or suicide attempt to assist students, staff, families, and the school community, reduce the risk of suicide and/or suicide contagion, promote healing, and facilitate a safe return to learning.

2.6 Licensed Employee: An individual employed by the District who holds a current professional educator license issued by the Utah State Board of Education or the Division of Professional Licensing.

2.7 Parent: A student's parent or legal guardian as defined by Utah law.

3.0 PROGRAM REQUIREMENTS

3.1 Elementary and secondary programs shall include education and training addressing:

3.1.1 Life-affirming education, including resiliency, healthy habits, self-care, problem solving, and conflict resolution.

3.1.2 Methods of strengthening the family.

3.1.3 Methods of strengthening student's relationships in the school and community.

3.2 Secondary programs shall also include:

3.2.1 Suicide prevention.

3.2.2 Decreasing the risk of suicide among youth who are not accepted by family for any reason, or who experience bullying.

3.2.3 Suicide intervention.

3.2.4 Postvention supports for families, students, and staff.

3.3 The District shall use, as appropriate, model programs and resources developed by the Utah Department of Health and Human Services and the State Suicide Prevention Coordinator.

4.0 PARENT/GUARDIAN COMMUNICATION

4.1 The District shall ensure prompt communication with a student's parent or legal guardian whenever the District becomes aware that the student has threatened suicide.

4.2 Parent or guardian notification shall be documented and maintained in accordance with applicable federal and state student privacy laws, including the Family Educational Rights and Privacy Act (FERPA) and Utah student privacy requirements.

4.3 At the time of notification, the District shall provide parents or guardians with state-approved suicide prevention resources and information regarding the methods to reduce the student's access to lethal means, including firearms and medications, as required by law.

4.4 Upon request, the District may provide additional information, recommendations, or referrals to community mental health resources to assist the parent or guardian in obtaining appropriate support for the student.

4.5 The Superintendent or designee shall establish administrative procedures governing parent notification, documentation, referral, and follow-up for students identified as being at risk for suicide.

4.6 A student identified as being at risk for suicide shall not be released from school until the student's parent, legal guardian, or an appropriate emergency responder has assumed responsibility for the student's care, except as otherwise provided by law or District administrative procedures.

5.0 STAFF TRAINING

5.1 Each licensed employee shall complete professional development training on youth suicide prevention at least once every three years using District-approved training materials.

Utah Code §53G-9-702 (2023)

Utah Code §53G-9-704 (2024)

Utah Admin. Rules R277-620-3 (November 7, 2023)

Adoption Date: **January 25, 2000**

Last Revised: **October 7, 2026**

Last Approved: **August 08, 2018**

Revision Dates: **01/25/2000, 08/08/2018**

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
Shawwna Muhme, Superintendent Secretary

Date: October 7, 2026

Re: 010.0025 Conduct on School Premises (2nd Reading)

Recommendation: Approve Policy 010.0025 Conduct on School Premises on 2nd reading.

Background (rationale): This policy establishes clear expectations for conduct on District property and at school-sponsored activities, interscholastic athletic and fine arts activities, supporting a safe, respectful, and positive environment. Section 5 was added following the previous Board meeting, and Sections 5.1 and 5.6 were subsequently added by the Superintendent after Policy Committee review to further clarify the section's intent and communication expectations. As a result, Sections 5.1 and 5.6 were not included in the version reviewed by the Committee; these updates are incorporated so the Board has a complete and current version for consideration.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: None

Motion: Motion to approve Policy 010.0025 Conduct on School Premises on 2nd reading.

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, MBA**, Business Administrator
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Policy: 010.0025

Section: Section 010 - Building/Facility/Equipment

Conduct on School Premises (2nd Reading)

1.0 ~~DISRUPTION OF CLASSES~~ GENERAL POLICY STATEMENT

~~1.1 No person shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. This policy establishes standards governing conduct on School Property and at School-Sponsored Activities and affirms that the District's authority to regulate access, protect persons and property, and preserve an environment that supports the District's educational mission.~~

~~1.2—Conduct which disrupts the educational activities of a school includes:—~~

~~1.2.1—Emissions by any means of noise of an intensity that prevents or hinders classroom instruction.~~

~~1.2.2—Enticement or attempted enticement of students away from classes or other school activities which students are required to attend.~~

~~1.2.3—Prevention or attempted prevention of students from attending classes or other school activities which students are required to attend.~~

~~1.2.4—Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.~~

2.0 DEFINITIONS

~~2.1 For purposes of this provision, "school property" shall include the grounds upon which any public school is located and any grounds or buildings used by District schools for assemblies or other school-sponsored activities. District Property means any building, facility, vehicle, land, equipment, or other property owned, leased, operated, or controlled by the District, including School Property.~~

~~2.2 For purposes of this provision, "public property" shall include any street, highway, alley, public park, or sidewalk. School Property means any school building, school grounds, athletic field, playground, parking area, or other property owned, leased, operated, or controlled by the District used for educational purposes or school-sponsored activities.~~

2.3 School-Sponsored Activity means any activity, event, program, or function authorized, sponsored, or supervised by the District or a school, whether on or off school property.

2.4 "Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including, but not limited to; _____

2.4.1 a smart phone;

2.4.2 a smart or electronic watch;

2.4.3 a tablet; or

2.4.4 a virtual reality device.

2.5 Guest means an individual who is not a student, employee, or designated volunteer of a District school who is on school property or at the site of a school-sponsored activity or event.

2.6 Inappropriate matter means pornographic or indecent material as defined in Utah Code § 76-5c-208(1)(a) and Utah Code § 53G-10-103.

2.7 Modified Public Forum means school property designated by the District for limited public use under specified conditions, subject to applicable law, Board policy, and District procedures.

2.8 Official meeting includes a meeting of the Board of Education or of a school community council.

2.9 Notice of Barment means written notice issued by the Superintendent or designee prohibiting an individual from entering or remaining on school property for a specified period or under specified conditions consistent with applicable law.

2.10 School Official means the Superintendent, administrators, district employees, and other individuals authorized by the Superintendent or district to carry out official responsibilities under this policy.

2.11 On or about school premises means in or on the grounds of any District school.

2.12 Open to the general public means a space that is freely accessible to a member of the general public or is freely accessible to an individual who has purchased a ticket, paid an entry fee, paid a membership fee, or otherwise paid for access to the facility. It does not include a space that is only accessible to District employees.

2.13 Changing room means a space designated for multiple individuals to dress or undress within the same space. It includes a locker room, shower room, dressing room, or fitting room and includes a restroom when the changing room contains or is attached to the restroom.

2.14 Sex means an individual's biological sex, either male or female, at birth, according to distinct reproductive roles as manifested by: (a) sex and reproductive organ anatomy; (b) chromosomal makeup; and (c) endogenous hormone profiles.

2.15 Female means the characteristic of an individual whose biological reproductive system is of the general type that functions in a way that could produce ova.

2.16 Male means the characteristic of an individual whose biological reproductive system is of the general type that functions to fertilize the ova of a female.

2.17 Sex-designated means designated specifically for males or females and not the opposite sex.

3.0 ~~DISRUPTION OF LAWFUL ASSEMBLY~~ MODIFIED PUBLIC FORUM

~~3.1 No person(s) may willfully engage in disruptive activity or disrupt a lawful assembly on the property of any school in the District.~~ All school property has been designated as modified public forums after school hours. However, during school hours all school property is dedicated to the sole and exclusive purpose of providing education to school students. No visitor, whether a student's parents or other persons, shall have access to a school unless express permission is granted as provided in section 4.0.

~~3.2—Disruptive activity includes:~~

~~-~~

~~3.2.1—Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building, or while on school property, without authorization from school administration.~~

~~-~~

~~3.2.2—Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.~~

~~-~~

~~3.2.3—Preventing, attempting to prevent, or disrupting, by force or violence or the threat of violence, any lawful assembly authorized by the school administration.~~

~~-~~

~~3.3—A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to reasonable fear or use of force or violence.~~

4.0 ~~FREE SPEECH~~ CAMPUS VISITORS

~~4.1 Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States of the State of Utah.~~ All persons who are not students or district employees who visit or enter upon school property shall report immediately to the school administrative offices for authorization by the Principal or his or her designee to be present at the school. Identification shall be required of any person on the property.

4.2 Authorization shall not be given if the Principal or his or her designee determines in his or her discretion that one of the following is true:

4.2.1 The person's presence will likely cause fear for the safety of another.

4.2.2 The person intends to cause annoyance or injury to a person or damage to the school property.

4.2.3 The person intends to participate in or instigate conduct or activity which constitutes a crime.

4.3 Each school shall, through the use of signs and fences or other enclosures, exclude trespassers from the school ground.

4.4 In the absence of express permission, all visitors to the school shall be deemed to be trespassers on school property and subject to immediate removal by the school or school district.

5.0 CONDUCT AT SCHOOL ACTIVITIES AND ATHLETIC EVENTS

5.1 The communities within Uintah County have a rich tradition of hosting community events where guests and families are welcomed to enjoy our warm and friendly Uintah culture. To this end, the school board encourages this same warm and friendly culture to be exemplified through appropriate conduct by all students, staff, community members, and guests who participate in and attend our school-sponsored activities and athletic events.

5.2 School-sponsored activities, interscholastic athletic and fine arts activities are extensions of the District's educational program. Consistent with Utah High School Activities Association (UHSAA) sportsmanship guidelines, all participants and attendees, including students, coaches, advisors, officials, employees, parents, guardians, community members, and visiting spectators, shall be treated with respect and dignity.

5.3 Guests, spectators, and audience members are expected to:

5.3.1 Demonstrate sportsmanship and self-control;

5.3.2 Treat participants, coaches, officials, employees, visiting teams, and other spectators with courtesy and respect;

5.3.3 Respect and abide by decisions made by contest or event officials;

5.3.4 Support a safe, positive, and educational environment.

5.4 Prohibited conduct includes taunting; racial slurs or other discriminatory or demeaning comments; harassment or intimidation; threats or fighting; abusive or profane language directed at others; disruptive or unsafe behavior; unauthorized entry into restricted activity or competition areas; and refusal to comply with the directions of a School Official, event official, or law enforcement.

5.5 A person who violates these expectations may be warned, directed to leave the event or School Property, denied admission to future events, or issued a Notice of Barment, consistent with applicable law and District policy. At activities governed by

UHSAA, spectators are also subject to the current UHSAA Fan/Spectator Policies and Minimum Penalties, including applicable warning, removal, suspension, and reinstatement requirements.

5.6 Schools shall make the expectations explicit and visible to students, staff, and community members through appropriate signage, announcements before and, when appropriate, during events, and other appropriate measures as determined by administration.

6.0 ~~LOITERING~~CRIMINAL TRESPASS ON SCHOOL PROPERTY

~~6.1 Any person loitering on school property after being advised to leave by the person in charge shall be guilty of a misdemeanor and upon conviction shall be subject to a fine, as established by law.~~The Board, a school official, or an individual with apparent authority to act for a school official may refuse to allow persons having no legitimate business to enter on property under the Board's control and may eject any undesirable person from the property on his or her refusal to leave peaceably on request. Identification may be required of any person on the property.

~~6.2 For purposes of this provision, "school property" shall include the grounds of any public school and any grounds or buildings used for school-sponsored activities.~~An individual is guilty of criminal trespass upon school property if the individual does either of the following:

6.2.1 Enters or remains without authorization on school property if notice against such entry or remaining has been given by (a) personal communication by a school official or an individual with apparent authority to act for a school official, or (b) the posting of signs reasonably likely to come to the attention of a trespasser, or (c) fencing or other enclosure obviously designed to exclude trespassers, or (d) a current order of suspension or expulsion.

6.2.2 Enters or remains unlawfully upon school property and (a) intends to cause injury or annoyance to a person or damage to property, or (b) intends to commit a crime, or (c) is reckless as to whether the person's presence will cause fear for the safety of another.

6.3 Criminal trespass on school property is a class B misdemeanor.

7.0 ~~TRESPASSING~~DISRUPTION OF CLASSES

~~7.1 The Board or its authorized representative may refuse to allow persons having no legitimate business to enter on property under the Board's control and may eject any undesirable person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property. Violation of this section is a class B misdemeanor. School officials may bar an individual from school property by serving a Notice of Barment. Any person found on school property after barment may be prosecuted as a trespasser.~~No person shall be permitted, on school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities.

7.2 Conduct which disrupts the educational activities of a school includes:

7.2.1 Emissions by any means of noise of an intensity which prevents or hinders classroom instruction.

7.2.2 Enticement or attempted enticement of students away from classes or other school activities which students are required to attend.

7.2.3 Prevention or attempted prevention of students from attending classes or other school activities which students are required to attend.

7.2.4 Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

78.0 INTOXICANTS AND ILLEGAL SUBSTANCES**DISRUPTION OF SCHOOL OPERATION**

~~78.1 No person(s) may possess any intoxicating beverage for consumption, sale, or distribution, or be under the influence of alcohol while on the grounds or in a building of any school in the District or while entering or inside any enclosure, field, or stadium where any athletic event sponsored or participated in by a school in the District is being held.~~No person may disrupt the operation of a school. A person is guilty of disrupting the operation of a school if the person, after being asked to leave by a school official, remains on school property for the purpose of encouraging or creating an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.

~~78.2 Possession or use of illegal drugs on school grounds is prohibited.~~Examples of disrupting operation of a school include:

8.2.1 Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building, or while on school property, without authorization from school administration.

8.2.2 Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.

~~7.3—Smoking on school grounds is prohibited.~~

89.0 DANGEROUS MATERIALS**DISRUPTION OF MEETING OR GATHERING**

~~89.1 No person shall possess a weapon, explosives, flammable material, or other dangerous material on any school district property unless such possession has been approved by the responsible school administrator. Violation of this section is a class B misdemeanor unless a higher penalty is prescribed in Title 76, Utah Code Annotated.~~No person may disrupt a lawful meeting or gathering on the property of any school in the District. A person is guilty of disrupting a meeting if, intending to prevent or disrupt a lawful meeting or gathering, he or she obstructs or interferes with the meeting or gathering by physical action, verbal utterance, or any other means.

910.0 MODIFIED PUBLIC FORUM**DISORDERLY CONDUCT AT OFFICIAL MEETING**

~~910.1 All school buildings have been designated as modified public forums after school hours. However, during school hours all school buildings are dedicated to the~~

~~sole and exclusive purpose of providing education to school students then attending school. No person visiting the schools shall have access to the schools unless express permission is granted as provided below.~~No person may, with intent to cause or recklessly creating a risk of causing public inconvenience, annoyance, or alarm, make unreasonable noises in a public meeting, or in a private place that can be heard in an official meeting. No person may, with intent to cause or recklessly creating a risk of causing public inconvenience, annoyance, or alarm, obstruct pedestrian traffic in an official meeting. No person may refuse to comply with the lawful order of a law enforcement officer to move from an official meeting. Such actions constitute disorderly conduct and may be reported to law enforcement.-

~~1011.0 NOTICE TO SCHOOL PRINCIPAL AND PERMISSION TO ATTEND~~ALCOHOLIC BEVERAGES

~~1011.1 All parents, guardians, or other persons having any business to conduct on school property during school hours must check into the school Principal's office and obtain express permission from the Principal or other school administrator to be present on school premises during school hours. In the absence of express permission, all visitors to the school shall be deemed to be trespassers on school property and subject to immediate removal by the school district.~~No person may possess any alcoholic beverage for consumption, sale, or distribution, or be under the influence of alcohol while on the grounds or in a building of any school in the District or while entering or inside any building, park or stadium which are being used for an activity sponsored by or through any part of the District.

12.0 TOBACCO PRODUCTS AND ELECTRONIC CIGARETTES

12.1 The use of tobacco products and electronic cigarette products is prohibited on school property or at school activities.

13.0 WEAPONS OR DANGEROUS MATERIAL

13.1 No person shall possess a dangerous weapon that in the manner of its use or intended use is capable of causing death or serious bodily injury or a firearm on or about school premises except:

13.1.1 Persons exempt from weapons laws by state statute (law enforcement officers and others)

13.1.2 Persons authorized to possess a concealed firearm by state statute (concealed weapons permit holders and others). However, persons under age 21 with a concealed firearm permit or provisional concealed firearm permit are not permitted to carry a concealed firearm on or about school property.

13.1.3 Persons whose possession has been previously approved by the responsible school administrator, or where the person responsible for the possession or use of the weapon is in possession or control of the weapon and it is present or to be used in connection with a lawful, approved activity.

13.2 Concealed carry permit holders must carry the firearm in a concealed manner unless they are lawfully responding to an active threat consistent with law.

13.3 Possession of a dangerous weapon on or about school premises is a class B misdemeanor, unless the dangerous weapon is a firearm, which is a class A misdemeanor.

13.4 No person shall possess an explosive, chemical, or incendiary device or parts, as defined in Utah Code § 76-15-210 and Utah Code § 76-15-211, on any District property or in those parts of a building, park, stadium or other structure which are being used for an activity sponsored by or through the District. Unlawful possession of the items or materials in the circumstances prohibited by this section is a criminal offense punishable under state law.

14.0 RESTRICTIONS ON USE OF ELECTRONIC DEVICES

14.1 Guest use of an electronic device on school premises, at a school-sponsored activity, through equipment provided by a District educational services provider, or by use of school connectivity to access inappropriate matter is prohibited. It is also illegal, may have criminal consequences, and shall be reported to law enforcement.

14.2 Guests are prohibited from using any electronic device on school premises or at a school-sponsored event in any way which would cause invasions of the reasonable privacy expectations of others. Guests are specifically prohibited from making any type of recording (still photo, video, or audio) in private areas such as locker rooms, washrooms, and dressing areas. The prohibition against using an electronic device in a way that invades the reasonable privacy interests of others also includes using an electronic device carried by a student that allows a guest or parent to monitor the student and those around the student through audio or video means. Such monitoring is prohibited.

14.3 While on school premises, at a school-sponsored activity, or when using school connectivity, guests are prohibited from using an electronic device to bully, humiliate, harass, or intimidate students, school employees, or other guests, and from using electronic devices in any way which violates local, state, or federal laws. Guests are also prohibited from using an electronic device in a way that significantly impairs academic excellence.

15.0 RESTRICTIONS ON USE OF SEX-DESIGNATED CHANGING ROOMS

15.1 Whenever an operational sex-designated changing room in a District facility has been made open to the general public, an individual may only access the changing room if the individual's sex corresponds with the sex designation of the changing room or if the individual has both legally amended the individual's birth certificate to correspond with the sex designation of the changing room and has also undergone a primary sex characteristic surgical procedure to correspond with the sex designation of the changing room.

15.2 This restriction does not apply to:

15.2.1 An intersex individual (as defined by Utah Code § 26B-8-101(16));

15.2.2 A minor child who requires assistance to access or use the changing room that corresponds with the child's parent, guardian, or relative;

15.2.3 A dependent minor or dependent adult who requires assistance to access or use the changing room that corresponds with the sex of a caretaker;

15.2.4 An individual who is providing public safety services (law enforcement, emergency medical services, or fire protection); or

15.2.5 An individual whose employment duties include the maintenance or cleaning of the changing room.

15.3 Unless prohibited by Utah Code § 53G-8-211 (relating to school-related conduct by minors), the school or District shall contact law enforcement upon receiving a complaint or allegation that the restriction on use of sex-designated changing rooms has been violated or upon receiving an allegation of any of the following offenses within a sex-designated changing room: lewdness as described in Utah Code § 76-5-419, lewdness involving a child as described in Utah Code § 76-5-420, voyeurism as described in Utah Code § 76-12-306, recorded or photographed voyeurism as described in Utah Code § 76-12-307, distribution of images obtained through voyeurism as described in Utah Code § 76-12-308, loitering in a privacy space as described in Utah Code § 76-12-309, or criminal trespass as described in Utah Code § 63G-31-302(3).

16.0 REFERENCE TO ADMINISTRATIVE GUIDELINES

Utah Code § 26B-8-101(16)

Utah Code § 53-5a-108

Utah Code § 53-5a-303

Utah Code § 53-5a-304

Utah Code § 53-5a-305

Utah Code § 53-22-105

Utah Code § 53G-8-211

Utah Code § 53G-8-602

Utah Code § 53G-8-603

Utah Code § 53G-8-704(5)

Utah Code § 53G-10-103

Utah Code § 63G-31-101

Utah Code § 63G-31-302

Utah Code § 63G-21-304(1)

Utah Code § 68-3-12.5

Utah Code § 76-5-419

Utah Code § 76-5-420

Utah Code § 76-5c-208

Utah Code § 76-9-102

Utah Code § 76-9-102

Utah Code § 76-9-103

Utah Code § 76-9-106

Utah Code § 76-9-110

Utah Code § 76-9-1101

Utah Code § 76-11-205

Utah Code § 76-12-306

Utah Code § 76-12-307

Utah Code § 76-12-308

Utah Code § 76-12-309

Utah Code § 76-15-210
Utah Code § 76-15-211
Utah Code §77-23a-4
Utah Admin. Code R277-495-2
Utah Admin. Code R277-495-4

Adoption Date: November 02, 1993

Last Revised: September 9, 2026

Last Approved:

Revision Dates: 11/02/1993,

Policy Office: REVISES POLICY 010.0025 CONDUCT ON SCHOOL PREMISES (LAST
APPROVED 11-2-93)

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: **Ryan Maughan**

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

Date: **10/01/2026**

Re: **Safe Schools, Conduct, and Discipline**

Recommendation: The policy committee is recommending that the Uintah School Board approve policy 007.0225 Safe Schools, Conduct, and Discipline on 2nd reading.

Background (rationale):

No changes required from first reading.

Legislation and the Utah State Board of Education have made additions including electronic cigarette definition and requirements. Serious offenses additional descriptions, court referral requirements for alcohol, drugs, and electronic cigarettes (3rd offense). Changes in reintegration plan requirements (7 days rather than 5) and additional information specific to Emergency Safety Interventions (ESI-Seclusion and Restraint)

Personnel Implications: Provide copy to parent/student at enrollment

Facility Implications: Posting and reporting requirements

Financial/Budget Implications: None

Motion: **Motion to approve policy 007.0225 Safe Schools, Conduct and Discipline on 2nd reading.**

Dr. Rick Woodford, Superintendent • **D. Troy Timothy, MBA**, Business Administrator
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Policy: 007.0225

Section: Section 007 - Students

Safe Schools, Conduct, and Discipline (2nd Reading)

1.0 GENERAL POLICY STATEMENT

1.1 The purpose of the policy is to foster a safe, positive learning environment by teaching the practice of self-discipline, citizenship skills, and social skills. It is Uintah School District's philosophy that students learn these skills best through teaching and restorative practices and appropriate discipline. This policy is intended to guide administrators and teachers in providing appropriate interventions to address student misconduct while also ensuring that the health and safety of all students is not compromised. The focus of this policy is to teach students skills and conduct that will help them succeed not only in school but in life. The focus of this policy is to establish provisions governing student conduct, safety, and welfare.

1.2 It is the policy of Uintah School District that disruptive and unsafe student behavior is prohibited at school, on school property, including school vehicles, and at any school activity. Violations of this Policy may result in discipline of the student engaged in prohibited conduct, as defined in this Policy, up to and including expulsion. Students may also be disciplined for prohibited conduct that occurs off campus under certain circumstances outlined in the Policy.

1.3 A copy of this Policy shall be provided to each student upon enrollment and to the student's parent or guardian. The Policy shall be posted in a prominent place in each District school. Significant revisions shall be posted and the revised Policy distributed to students in each school.

2.0 DEFINITIONS

"Aggravating factor" means facts surrounding an incident of prohibited conduct which guides an administrator to increased discipline. Examples of these factors may include prior incidents of prohibited conduct, whether there was a victim, and the student's level of accountability in taking responsibility for the prohibited conduct.

"Administrative transfer" means reassignment of a student from one District school, campus, or academic program to another District school, campus, or academic program.

"Civil Rights Violation" means prohibited conduct that is based on a person's membership in a protected class. A civil rights violation includes Discriminatory Harassment.

"District contract" means an agreement between a student and District officials wherein the District allows the student to be readmitted to school following a suspension for prohibited conduct, and the student agrees to comply with District rules and expectations outlined in this Policy and refrain from the specific prohibited conduct in which they engaged.

"Due process" means, for the purpose of this Policy, notice of allegations of misconduct and an opportunity to respond to the allegations. The amount of due process to which a student is entitled varies depending on how much of the student's property interest in an education (ie, their right to be in school) is being taken away.

"Electronic cigarette product" has the meaning provided by Utah law, including Utah Code §§ 53G-1-103 and 76-9-1101.

~~"Expulsion" means removal from the District for not less than one full year without educational services provided.~~ **"Expulsion"** means termination of the student's status as a student enrolled in the District. Expulsions will be reviewed no less than every 45 days.

"Habitual disruptive behavior" means using foul, abusive, or profane language while engaged in school activities consistently and repeatedly over time or showing a disregard for rules by consistently and repeatedly failing to comply with directives from school staff.

"Interim Alternative Educational Setting" (IAES) means a temporary educational placement, other than the student's current placement at the time the behavior precipitating the IAES placement occurred for a period of up to 45 school days.

"Look-alike weapon" means any object, instrument, or toy that appears in the discretion of the administrator, to resemble an actual weapon such that a reasonable person might perceive it to be an actual weapon.

"Mitigating factor" means facts surrounding an incident of prohibited conduct which guides an administrator to decreased discipline. Examples of these factors include but are not limited to, first-time offense, attitude of remorse, and no one was hurt.

"Multi-Disciplinary Team" means two or more individuals: who are qualified in two or more separate disciplines or professions

"Prohibited Conduct" means conduct that is considered disruptive or poses a safety risk to students, and which may be the basis of school discipline or intervention.

"Restorative Practices" means student interventions that focus on the rehabilitation of students engaged in prohibited conduct through possible reconciliation with victims and the community at large.

"Risk assessment" means a formal evaluation administered by qualified individuals, who have been trained to administer and interpret as an assessment to determine the level of risk a student poses to himself and/or others.

"Safe School Violation" means prohibited conduct described in Section 4.0 of this Policy, as well as any other prohibited conduct that results in harm or threatened harm to another student or employee.

"Safety Plan" means a plan put in place for students involved in bullying, hazing and/or harassment (discriminatory or sexual) or self-harm, intended to help students feel safe at school.

"School contract" means an agreement between a student and school administrator/s wherein the schools allows the student to remain in school or be readmitted to school following a suspension for prohibited conduct, and the student agrees to comply with the District's student conduct rules and expectations as outlined in this Policy, and refrain from the specific prohibited conduct in which the student engaged.

"School threat" means threatening either explicitly or implicitly, to commit harm to multiple students, faculty, or staff associated with a school at USD, or threatening (explicitly or implicitly) to bring to school a weapon capable of inflicting serious bodily injury to multiple students, faculty or other staff. Student intent is irrelevant.

~~**"Suspension"** means removal from the classroom for more than ½ a school day. In-school suspensions are considered suspensions. Suspensions can be short-term (10 days or less) or long-term (more than 10 days).~~ **"Suspension"** means removal of a student from the student's regular classroom assignment for a definite period of time. "Short-term suspension" means an out-of-school suspension for ten (10) school days or less. "Long-term suspension" means an out-of-school suspension for more than ten (10) school days.

"In-school suspension" means a temporary removal from the student's regular classroom for at least one-half school day while the student remains under the direct supervision of school personnel.

"Out-of-school suspension" means removal of the student from school grounds for disciplinary reasons, subject to applicable IDEA and Section 504 definitions and protections.

"Serious offense" means a violent felony as defined in Utah Code § 76-3-203.5, theft of a firearm under Utah Code Title 76, Chapter 6, Part 4, or an offense under Utah Code Title 76, Chapter 11, Weapons.

"Sexual crime or sexual misconduct" means conduct described in Utah Code Title 76, Chapter 5, Part 4; Title 76, Chapter 5b; or Utah Code § 76-7-102.

"Threat Management Team" is a team comprised of District officials, law enforcement, and representatives from juvenile court that meets monthly to review the status of students who have engaged in safe schools violations. Members of the Threat Management Team ("Team") have been designated as "school officials" under the Family Education Rights to Privacy Act (FERPA), 33 C.F.R. 99.31, and appropriate notice has been provided to parents of this designation. Agencies with representatives on the Team who are not District employees have entered into a Memorandum of Understanding governing the confidentiality of student information from these meetings.

"Dangerous Weapon" means a firearm* or an object that in the manner of the object's use or intended use is capable of causing death or serious bodily injury.

3.0 GROUNDS FOR SUSPENSION AND EXPULSION

3.1 The following are general bases for suspensions, pursuant to Utah Code Ann. § 53G-8-205. In determining appropriate discipline, including length of

suspensions or alternatives to suspension, this will be done at the school administrator level.

3.2 A student may be suspended from school for the following prohibited conduct:

3.2.1 Frequent or flagrant willful disobedience, defiance of proper authority, including refusal to attend school (truancy), or disruptive behavior, including the use of foul, profane, vulgar, or abusive language.

3.2.2 Willful destruction of school property.

3.2.3 Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or the school's operation, including but not limited to fighting, inappropriate exposure of body parts; and taking or sharing obscene, pornographic, lewd, illegal or otherwise inappropriate images.

3.2.4 Possession, control, or use of alcohol and/or drugs.

3.2.5 Behavior which threatens harm or actually does harm to the school or property, a person associated with the school, or property associated with the person associated with the school, including but not limited to fighting and theft of property.

3.2.6 Violations of any of the following:

- Bullying
- Discrimination
- Sexual Harassment
- Tobacco/E-cig/Alcohol use
- Gang-related activity

3.2.7 Any electronic cigarette product found in the possession or control of a student on school property or at a school activity shall be confiscated and disposed of as required by law. If the product is suspected to contain or be used to consume an illegal controlled substance, a school administrator may release it to law enforcement upon request as part of an investigation or action.

3.3 A student shall be suspended from school for the following prohibited conduct, which are considered safe school violations:

3.3.1 The sale or distribution of a controlled substance (or an imitation controlled substance) or drug paraphernalia, or participating in any part of the distribution chain.

3.3.2 The use of force (or threatened use of force) which, if committed on an adult, would be a felony or class A misdemeanor.

3.3.3 Making a false report of an emergency.

3.4 A student shall be expelled from school for the following prohibited conduct, which are considered safe school violations, however, the expulsion may be modified to a suspension (short or long term) or may result in removal to an Interim Alternative Education Setting (IAES) following a safe school hearing.

- 3.4.1 Possession, control, or use (actual or threatened) of a real weapon, explosive, or noxious or flammable material
- 3.4.2 Actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities
- 3.4.3 A substantiated school threat
- 3.5 School administrators may suspend a student for less than ten (10) school days but may only recommend long-term suspension (ten days or more).
- 3.6 A student who has been recommended for long-term suspension is entitled to a hearing before USD Special Programs Director.
- 3.7 Administrators may refer the following prohibited conduct for a long-term suspension and hearing before USD Special Programs Director, taking into consideration the aggravating and mitigating factors of the specific situation:
 - 3.7.1 Distribution of drugs or intent to distribute.
 - 3.7.2 3rd offense of possession of drugs, alcohol, tobacco, or e-cigarette.
(Required court referral of a minor)
 - 3.7.3 Fighting, depending on aggravating factors, such as, but not limited to resulting injury, premeditation, repeat offender.
 - 3.7.4 School threats.
 - 3.7.5 Discriminatory Harassment
 - 3.7.6 Sexual Harassment or Sexual Misconduct (*Administrators shall consult with the Title IX-Coordinator).Allegations of sexual harassment shall be addressed under the District's Title IX/Sexual Harassment policy and grievance procedures; where those procedures apply, they govern the determination of responsibility before disciplinary sanctions are imposed for sexual harassment.
 - 3.7.7 Possession or threatened use of weapons or look-alike weapon.
 - 3.7.8 Possessing, soliciting under duress, or distribution of nude or semi-nude images of students or minors.
 - 3.7.9 Extreme vandalism
 - 3.7.10 Habitual disruptive behavior.
- 3.8 Referrals should be made only after a thorough investigation and documentation of the incident and in consultation with Special Programs.
- 3.9 Off-Campus Conduct. Students may be disciplined for prohibited conduct that occurs off campus if any of the following criteria are met:
 - 3.9.1 There is a connection between the proximity or timing of the conduct in relation to the student's attendance at school or a school-sponsored activity; or
 - 3.9.2 The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from the extracurricular activity; or

- 3.9.3 The conduct has a direct connection to attendance at school or a school-sponsored activity, such as a plan or agreement made on campus to engage in conduct off campus that would violate this policy if it occurred on campus; or
- 3.9.4 The conduct includes speech or expression, including cyberbullying, that materially and substantially disrupts the operation of the school, or the school administration reasonably anticipates that the expression is likely to materially and substantially disrupt the operation of the school; or
- 3.9.5 The conduct involves the theft or vandalism of school property; or
- 3.9.6 The conduct involves bullying or harassment and occurs while the student is traveling to or from school or a school-sponsored event, including on a bus, at a bus stop, or traveling to or from the bus or bus stop; or
- 3.9.7 The conduct involves hazing as an initiation into a school club or team.

3.10 SERIOUS OFFENSES AND SEXUAL CRIMES

3.10.1 When a student commits a serious offense or sexual crime or sexual misconduct on school property, the impact of the misconduct on the school or school facility shall be considered in determining discipline and conditions for return to school. If a violent felony is directed at another student or a school employee, the student may not return to a school where the victim attends or works.

3.10.2 When a serious offense or sexual crime or sexual misconduct is committed in connection with hazing, discipline shall include loss of membership in or participation with the related team, organization, program, club, or event and, unless a specific substantial justification is established otherwise, permanent ineligibility to participate in District extracurricular activities or associations.

3.10.3 A student suspended or expelled for a serious offense or sexual crime or sexual misconduct shall have a reintegration plan established in accordance with Section 5.7.

4.0 DUE PROCESS

4.1 Short-term suspensions (less than 10 school days)

4.1.1 Suspensions for less than ten (10) school days require notice and an opportunity to be heard prior to removal. This may be as simple as communication with the student in which the administrator tells the student what the student is alleged to have done and asks the student for their side of the story.

4.1.2 A student may be suspended for up to ten consecutive school days before more formal due process is required.

4.2 Long-term suspensions (10+ days) or expulsion

4.2.1 Students recommended for long-term suspensions and expulsions are entitled to more formal due process including notice and an opportunity for a District hearing.

4.2.2 The notice must be given to parents within 24 hours of removal from school and must include:

4.2.2.1 A summary of the allegations;

4.2.2.2 Rule or policy that was violated that led to the recommendation for long-term suspension (tied to policy);

4.2.2.3 Procedural rights; and

4.2.2.4 Status, pending request for hearing.

4.3 If requested, a hearing shall be held at the District Office. The following procedures will apply:

4.3.1 District Special Programs will notify parent time, date, and place of the District hearing.

4.3.2 The hearing will be recorded.

4.3.3 The student's parents/guardians are strongly encouraged but not required to attend. The student may bring an attorney. If the student brings an attorney, the District will also have the opportunity for an attorney to be present.

4.3.4 A school administrator will present evidence of the student's misconduct, including information gathered from a thorough investigation. Student witness statements may be read for the record, summarized, or relied upon, but student witness' names are kept confidential to the extent possible.

4.3.5 Students will have the opportunity to present evidence and to respond to the allegations.

4.3.6 Following the hearing, the Special Programs will inform student/parents of the decision. A letter will be provided to the school and to the student/parents.

4.3.7 Hearing officers' decisions may include readmission to school, the implementation of a District contract, placement at an (IAES), enrollment in Uintah Online, or long-term suspension. Hearing officers may also recommend restorative practices in lieu of or in conjunction with removal from school.

Decisions may also include administrative transfer to another District school, campus, or academic program when appropriate and lawful.

4.3.8 Appeal- A student or student's parents may appeal the written findings and decision of the Special Programs Director to the Superintendent by submitting a written request for an appeal to the Superintendent within ten (10) school days of the hearing and decision.

4.4 The Uintah School Board delegated the authority to expel to the superintendent or designee.

5.0 PROCEDURES FOR SUSPENSION/EXPULSION

5.1 When a student is suspended from school, the administrator will contact parents immediately. Elementary school students who are suspended will remain at school until a parent/guardian or a designee of the parent/guardian picks the student up.

Middle school and high school students who are suspended may either leave school immediately with parent permission or wait to be picked up by a parent/guardian or designee.

5.2 If a student is being put on a short-term suspension (less than 10 days), notice must be given to parents with the following information:

- 5.2.1 that the student has been suspended;
- 5.2.2 the grounds for the suspension;
- 5.2.3 the period of time for which the student is suspended; and
- 5.2.4 a suggested time and place for the parent to meet with the administrator to review the suspension.

5.3 Parents are strongly encouraged to meet with the administrator prior to readmission of the student to discuss a plan to avoid recurrence of the prohibited conduct. If parents cannot meet with administrators prior to the end of the suspension term, the administrator will meet with the student without the student's parents to discuss a plan to avoid recurrence of the prohibited conduct.

5.4 If a school administrator is recommending a long-term suspension for any prohibited conduct administrators will refer the matter to Special Programs.

5.5 A threat assessment may be required if the student has engaged in a safe school violation.

- 5.5.1 Threat assessment results may be used at a hearing to inform of the appropriate placement for the student.
- 5.5.2 A student who has completed a threat assessment may be referred to the District's Threat Management Team.
- 5.5.3 If a parent of a student who has engaged in a safe school violation refuses to provide consent, the District may either assume the student is high risk and place the student appropriately.

5.6 SAFETY PLANS

5.6.1 If a student was harmed or threatened harm from bullying, harassment (including Discriminatory Harassment and Sexual Harassment), or self-harm, a safety plan shall be implemented for that student.

5.6.2 The safety plan shall at a minimum include an adult point of contact for any student who was harmed or threatened harm.

5.6.3 The safety plan shall separate a student who engaged in the bullying or harassment from the student who was harmed or threatened harm. Schedule changes may be necessary for the student who is alleged to have engaged in bullying or harassment.

5.6.4 The safety plan will be in place until the student who engaged in bullying or harassment or the students who were harmed or threatened harm, or both, are no longer students at the school.

5.6.5 A Safety Plan is considered a supportive measure.

5.6.6 A safety plan should be developed by an administrator with the support of the school counselor and Student Services if necessary.

5.7 REINTEGRATION PLANS

5.7.1 ~~If the District receives a notification from the juvenile court or a law enforcement agency that a student was arrested for, charged with, or~~

~~adjudicated in juvenile court for a violent felony or an offense in violation of Title 76, Chapter 10, Part 5, Weapons, the school shall develop a reintegration plan for the student with a multidisciplinary team, the student, and the student's parent or guardian, within five school days after the day on which the school receives a notification.~~ If the District receives notification from a juvenile court or law enforcement agency that a student has been arrested for, charged with, or adjudicated for a serious offense, the school shall, unless the offense is a forcible felony, develop a reintegration plan with a multidisciplinary team, the student, and the student's parent or guardian within seven (7) school days after receiving the notification while school is in session. If the notification is received during summer break, the plan shall be developed within seven (7) school days after school resumes. For a forcible felony, the District may elect not to reintegrate the student, but shall provide alternative education options if the student is not reintegrated.

5.7.2 The multidisciplinary team will consist of the District Director of Special Programs, the juvenile court, the Division of Juvenile Justice Services, and any other relevant party that should be involved.

5.7.3 The reintegration plan shall address the following:

5.7.3.1 a behavioral intervention plan for the student;

5.7.3.2 a short-term mental health or counseling service for the student; and

5.7.3.3 an academic intervention for the student.; and

5.7.3.4 if the violent felony was directed at a school employee or another student within the school, notification of the reintegration plan to that school employee or student and the student's parent.

5.7.4 A student may not be reintegrated into a school where a student or staff member has a protective order against the student or where a student or staff member is the victim of a violent felony committed by the student. The school may deny admission until the reintegration plan is completed. The reintegration plan shall remain in effect for an entire school year or 180 days from implementation, or for so long as the multidisciplinary team determines the plan is necessary. If the student is on probation, the plan shall include notice of the probation status to the school resource officer at the school the student attends.

5.7.5 The District shall digitally maintain the secure cumulative information regarding the juvenile-court or law-enforcement notification and, if available,

the related reintegration plan for one year after receiving the notification and shall ensure that the secure information follows the student if the student transfers to another school or local education agency.

~~—A school district may not reintegrate a student into a school where:~~

- ~~• student or staff member has a protective order against the student being reintegrated; or~~
- ~~• a student or staff member is the victim of a sexual crime committed by the student being reintegrated unless the victim consents~~

5.8 DISRUPTIVE STUDENT BEHAVIOR NOTICES

5.8.1 A principal or designee shall issue a Notice of Disruptive Student Behavior to a student nine (9) years of age or older who engages in disruptive student behavior that does not result in suspension or expulsion three times during the school year, or that results in suspension or expulsion once during the school year.

5.8.2 The notice shall include available resources; require the student and a parent to meet with school authorities and cooperate in correcting the behavior; explain the procedure to contest the notice; be mailed by certified mail to, or served on, the parent; and be retained with related documentation by the school.

5.8.3 A habitual disruptive student behavior notice may be issued by the principal, principal's designee, or District Administrator to a student nine (9) years of age or older who, during the school year: (a) engages in disruptive behavior not resulting in suspension or expulsion at least six times; (b) engages in such behavior at least three times and also engages in behavior resulting in suspension or expulsion at least once; or (c) engages in behavior resulting in suspension or expulsion at least twice. Within five (5) days after issuance, the District shall provide the parent documentation of efforts made by the designated counselor or representative to resolve the behavior problem.

5.9 ALCOHOL AND DRUG VIOLATIONS

5.9.1 Each student found in violation of District alcohol or drug requirements shall be provided information regarding available drug and alcohol counseling, rehabilitation, and re-entry programs. School personnel shall make parent disclosures regarding suspected chemical or alcohol abuse as required by law without disclosing the identity of the person who reported the suspected abuse, except as permitted by law.

5.10 EDUCATION DURING LONG-TERM SUSPENSION OR EXPULSION

5.10.1 When a student is suspended for more than ten (10) school days or expelled, the student's parent or guardian is responsible for undertaking an alternative education plan. The parent or guardian shall work with designated District officials to determine how the student's education will continue through District alternatives, private education, or other appropriate options. For a suspended or expelled student under age sixteen (16), the District shall contact the parent at least monthly to determine the student's educational progress. The District shall maintain a record of suspended and expelled students as required by law.

6.0 INVESTIGATIONS

6.1 Administrators will document all investigations of prohibited conduct in the District's student information system and will identify the incident appropriately.

6.2 Investigations of formal complaints of Bullying and all allegations of Discriminatory Harassment must be documented using the Bullying Investigation Forms.

6.3 Prohibited Conduct that is Also Criminal:

6.3.1 Investigations of criminal conduct that occurred ON campus should be coordinated with the School Resource Officer (SRO). Whenever possible, administrators should conduct student interviews jointly with law enforcement so as not to duplicate an investigation.

6.3.2 Searches and interrogations where an SRO is present, but initiated by and led by an administrator, will comply with administrator and school standards in accordance with the District policy.

6.3.3 Investigations of criminal conduct that occurred OFF campus should be coordinated with local law enforcement.

6.3.4 Where a criminal investigation is being conducted by law enforcement and administrators have been directed by law enforcement to suspend further investigation, the school administrator will work with District administrators to determine the appropriate placement of the student pending the criminal investigation.

6.3.5 The District will work with local law enforcement to facilitate a speedy investigation to allow the school to proceed with its investigation as soon as practically possible.

6.3.6 If law enforcement has interviewed students in connection with prohibited conduct that is the subject of this Policy, administrators will request copies of those interviews as part of the school investigation.

6.3.7 District Law Enforcement Relations Protocol will be followed when law enforcement is involved with Uintah District schools.

6.3.8 If a minor is found on school grounds when school is in session or at a school-sponsored activity in possession of a dangerous weapon and that information is reported to, or known by, a school employee, the school employee shall notify the principal. Upon notification by a school employee, the principal shall notify: a law enforcement officer or agency; and school or District personnel if the principal determines that school or District personnel should be informed.

6.4 JUVENILE COURT / LAW-ENFORCEMENT INFORMATION

6.4.1 Within three (3) days after receiving qualifying juvenile-court or law-enforcement notice regarding a student's temporary custody, adjudication, or court disposition for a serious offense, the superintendent or designee shall provide the

required information to the principal of the school the student attends or last attended. The principal shall maintain the information in a secure file separate from the student's permanent file and, with the multidisciplinary team, use an evidence-based threat assessment approved by the State Board of Education to assess risk. Information shall be shared only with staff who need the information for safety purposes and shall not intentionally be made public.

6.5 STUDENT TAKEN INTO CUSTODY

6.5.1 The District shall permit a student to be taken into custody pursuant to a juvenile-court order or lawful arrest; by law enforcement when legally authorized; by a probation officer when legally authorized based on a probation violation; or by an authorized governmental representative, law-enforcement officer, or juvenile probation officer when otherwise authorized by law to protect the student's physical health or safety or the physical health or safety of others.

7.0 STUDENTS WITH DISABILITIES

~~7.1 If a student has a qualified disability, the school administrator will explain the separate procedures that may apply based on the procedural safeguards under the Individuals with Disabilities in Education Act (IDEA) or Section 504 of the Rehabilitation Act.~~If a student is eligible for services under IDEA or Section 504, or the District has a basis of knowledge that the student may be a student with a disability, discipline shall comply with applicable federal and state disability law and District special education procedures. Before discipline that may constitute a change of placement, the District shall apply applicable cumulative-removal rules, provide required procedural safeguards, conduct a manifestation determination within required timelines, and provide required educational services. A student with a disability may be placed in an interim alternative educational setting for up to forty-five (45) school days for weapons, illegal drugs/controlled substances, or serious bodily injury as permitted by IDEA. District Special Programs shall be consulted whenever these protections may apply.

8.0 EMERGENCY SAFETY INTERVENTIONS (RESTRAINT AND SECLUSION) **RESTRAINT**

8.1 School personnel may use reasonable physical restraint, if necessary, to:

8.1.1 obtain possession of a weapon or other dangerous object in the possession or under the control of a student;

8.1.2 protect a student or another individual from physical injury;

8.1.3 remove from a situation a student who is violent; or

8.1.4 protect property from being damaged, when physical safety is at risk.

~~8.2 Any use of physical restraint or seclusion must comply with district policy and will be documented on appropriate forms. All employees will receive yearly~~

~~training.~~ Emergency safety interventions (ESI), including physical restraint and seclusion, are emergency safety measures and shall not be used for discipline or punishment. ESI shall comply with Utah Code § 53G-8-301, Utah Admin. Rule R277-608, District ESI procedures, and evidence-based practices. School personnel shall use the least restrictive intervention reasonably available before restraint or seclusion, and shall terminate the intervention when the circumstances requiring it are no longer present or the student is in severe distress.

8.3 Mechanical restraint shall not be used except as permitted by law for protective, stabilizing, transportation, or law-enforcement purposes. Chemical restraint is prohibited. A student shall not be restrained in a prone or supine position, in a manner that obstructs the airway, or in a manner that adversely affects the student's primary mode of communication.

8.4 Physical restraint shall be used for the minimum time necessary and shall not continue beyond the shortest applicable limit established by law, District ESI training, or law-enforcement intervention without required release and reassessment. Seclusion may be used only by an ESI key employee when the student presents an immediate danger of serious physical harm, less restrictive interventions have failed, and the student is continuously supervised as required by law.

8.5 When an ESI is used, the school shall notify the student's parent or guardian immediately and in any event within fifteen (15) minutes, document the notice in the student information system, and provide or make available required ESI documentation. The District shall investigate alleged violations and take corrective action as required by law.

8.6 Employees who supervise students or may assist in managing student behavior shall receive required foundational behavior-support and de-escalation training. ESI key employees shall receive comprehensive ESI training before authorization and annually thereafter.

8.7 The District shall maintain an ESI Committee with membership and responsibilities required by law and rule, including monitoring ESI use, recommending professional development, supporting local dispute-resolution procedures, and ensuring required student-information-system, UTREx, and annual state reporting. Any designated seclusion room shall comply with applicable approval, reporting, health, fire, and physical standards.

9.0 DISCIPLINARY RECORD

Disciplinary records shall be made available to parents or the student, whichever is appropriate, pursuant to the District's student records policy

10.0 EMPLOYEE LIABILITY

A professional school employee or student teacher is not personally liable for acts done within the scope of employment that involve the exercise of judgment or

discretion, except in circumstances where, in disciplining a student, the employee uses excessive force.

Adoption Date: **April 13, 2010**

Last Revised: **September 9, 2026**

Last Reviewed Dates: **September 9, 2026**

Prior Revised Dates: **04/13/2010, 6/20/2017, 12/11/2024**

Policy Origin: **REVISES 007.0225 SAFE SCHOOLS, CONDUCT AND DISCIPLINE
POLICY (LAST APPROVED 08/18/2018)**

Next Review Date: **October 7, 2026**



"We inspire students to reach their full individual potential."

Board of Education

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

Memo

TO: Members, Uintah School District Board of Education
FROM: Dr. Mistalyn Leis, Director of Human Resources
DATE: October 7, 2026
RE: Request for October 7, 2026: Board Approval of New Hires; LEA-Specific Licenses/Endorsements; Newly Assigned Employees; Notification of Separations of Employment.

Superintendent Woodford requests that the Board approve the following recommendations as listed on the enclosed spreadsheets:

Board Approval Request / Information Spreadsheet:

- Seventeen (17) candidates to fill new hire positions; and
- Three (3) LEA Specific Licenses/Endorsements,
- Four (4) current employees who have or will be assigned to a new position,
- Seven (7) candidates to fill extracurricular coach positions.

Superintendent Woodford also reports, for your information, the names of Thirteen (13) individuals whose employment with USD has ended or will end on the date indicated.

Thank you,

Dr. Mistalyn Leis
(435) 781-3100, extension 1005
(435) 790-5906

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: October 7, 2026

Re: Purchases over \$50k

Recommendation: None

Background (rationale): School Foods, to maintain inventory for the school foods program, will be purchasing food supplies. The purchases are detailed below.

- PO #27000226 (\$100,000.00) – Basin Wholesale West

Funding for these purchases will come from the FY27 Budget.

Policy Implications: None

Personnel Implications: None

Facility Implications: None

Financial/Budget Implications: The above purchase will come from the approved FY27 budget.

Motion: None

PO# 27000226

DATE: 09/11/2026

PAGE: 1 Of 1

Purchase Order

UINTAH SCHOOL DISTRICT

826 South 1500 East, Naples, UT 84078
PHONE (435) 781-3100 • FAX (435) 781-3107

VENDOR: 83070

REQ: 00015379

PHONE:

EMAIL:

BASIN WHOLESALE WEST
P.O. BOX 1583
ROOSEVELT UT 84066

BUYER: SCHOOL FOODS

SHIP TO: SCHOOL FOODS DEPARTMENT

UINTAH SCHOOL DISTRICT
223 SOUTH 100 WEST
VERNAL UT 84078

VENDOR ACCOUNT:

CONTACT: SCHOOL FOODS SECRETARY (435) 781-3185

SITE: UINTAH SCHOOL DISTRICT SCHOOL FOODS

CONTRACT: UT

SPECIAL INSTRUCTIONS:

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	CASE	FOOD SUPPLY	100,000.0000	100,000.00
		TOTAL:		100,000.00
***** For UINTAH SCHOOL DISTRICT use only 49.560.27.8000.3100.630 100,000.00				

INVOICING INSTRUCTIONS

Send invoices to the address printed at the top of this form.
Show purchase order number on all invoices.


SIGNATURE OF PURCH Page 113 of 116

School and District Events

October 7-November 18, 2026

Event	Location	When
OCTOBER		
Book Fair and Parent-Teacher Conferences	Ashley	October 7-8, 2026
Fall Book Fair; Parent-Teacher Conferences; K-3 Individual Reading Plan Conferences	Davis	October 7-8, 2026; conferences from 4:00-7:00 p.m.
Book Fair and Parent-Teacher Conferences	Discovery	October 7-8, 2026
Scholastic Book Fair and Parent-Teacher Conferences	Maeser	October 7-8, 2026
Parent-Teacher Conferences - Open House	VMS	October 7, 2026, from 3:15-7:15 p.m.
USD Board Work Session and Business Meeting - Davis Report to the Board	USD	October 7, 2026, at 4:00 and 6:00 p.m.
Choir Concert	UHS	October 7, 2026, at 7:00 p.m.
Hawk-A-Thon	UMS	October 8, 2026, from 12:00-2:30 p.m.
Flu Shot Clinic	VMS Cafeteria	October 8, 2026, from 3:00-8:00 p.m.
Parent-Teacher Conferences - Appointments	VMS	October 8, 2026, from 3:15-7:15 p.m.
Football vs. Mountain View - Senior Night	UHS	October 8, 2026, at 6:00 p.m.
Stomp Out Bullying Chalk Throw Family Event	Ashley	October 12, 2026, from 5:30-6:30 p.m.
VMS Band and Choir Concert	VMS	October 12, 2026, from 6:30-9:00 p.m.
School Community Council Meeting	Discovery	October 13, 2026
Volleyball vs. Summit Academy - Recognition of the 1976 State Championship Team	UHS	October 13, 2026
Parent-Teacher Conference Trade Day - No School	USD	October 14, 2026
Fall Break - No School	USD	October 15-16, 2026
Halloween Dress-Up and Parade	Ashley	October 20, 2026, at 12:15 p.m.
School Community Council Meeting	Maeser	October 20, 2026
Northeastern Utah Cross-Country Championship	VMS	October 20, 2026, from 3:30-4:30 p.m.
Internet Safety Assembly	Lapoint	October 21, 2026
Annual VMS Chili Cook-Off	VMS	October 21, 2026
Volleyball vs. Mountain View - Senior Night	UHS	October 22, 2026

Event	Location	When
Wired Well Digital Citizenship Assemblies	Davis	October 22, 2026, at 1:30 and 2:10 p.m.
Family Game Night	Lapoint	October 22, 2026, at 6:00 p.m.
Family Friday	Central Cove ELC	October 23, 2026, from 9:30-11:00 a.m.
First Grade Grand Ball	Maeser	October 23, 2026
Red Ribbon Week and Food Drive	Ashley	October 26-30, 2026
Red Ribbon Week	Davis, Discovery, Lapoint	October 26-30, 2026
Halloween Parade in Pods	Central Cove ELC	October 28-29, 2026
Fifth Grade Boo-ography	Naples	October 29, 2026
Discovery Family Night with Northeastern Counseling Center and High Desert Exotic Animals	Discovery	October 29, 2026
Halloween Parade	Lapoint	October 30, 2026, at 8:45 a.m.
Halloween Parade	Davis	October 30, 2026, at 9:00 a.m.
Costume Parade	Discovery	October 30, 2026
NOVEMBER		
Fall Choir - Day 1 of 3	VMS	November 2, 2026
School Community Council Meeting	UHS	November 2, 2026
School Community Council Meeting	Lapoint	November 4, 2026, at 3:45 p.m.
School Community Council Meeting	Davis	November 5, 2026, at 4:00 p.m.
Band Concert	UMS	November 5, 2026, at 5:30 p.m.
USD Board Retreat	To Be Determined	November 6, 2026
Sadie's Dance	UHS	November 7, 2026
Wellness Summit: Rooted in Community	UMS	November 9, 2026, from 5:30-7:00 p.m.
Drama Club Performance through BTS Arts	Naples	November 10, 2026, at 5:30 p.m.
Veterans Day Project	Davis	November 11, 2026
Veterans Day Assembly	Naples	November 11, 2026, at 1:30 p.m.
USD Board Work Session and Business Meeting	USD	November 11, 2026, at 4:00 and 6:00 p.m.
USD Public Hearing	Uintah Middle School	November 18, 2026, at 6:00 p.m.

UINTAH ARTS EVENTS



reproduction of of Edward Gorey art by VMS student

October 1-30th Vis. Art
Museum of Uintah County

Oct 3rd Marching Band
USU Stadium, Logan, UT

Oct 10th Marching Band
Riverton High School

Oct 7th : 7PM Choir
UHS Auditorium

Oct 23-30th Theater
UHS Auditorium

Oct 24th Marching Band
American Fork High

Oct 31st Marching Band
Davis High School

Nov 4th Marching Band
UHS Stadium

Nov 4th Choir
VMS Auditorium

Nov 5th: 6PM
UMS Auditorium

Nov 6th Marching Band
St. George, UT

Inktober

Bridgerland Band Invt.

Wasatch Front Invt.

America, Amen

The Drowsy Chaperone

Mount Timp Invt.

Davis Cup

Fall Review

VMS Choir Concert

UMS Music Concert

State Competition



Please Check School Calendar for Updates