

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

Approved Work Session Meeting Minutes

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.