

# **Closed Executive Session, Study Session and Business Meeting**

**(Tuesday, March 12, 2024)**

**280 W 940 N Provo UT 84604**

*Generated by Bonnie Tautkus on Wednesday, March 13, 2024*

## **Members present**

Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

## **A. 4:00pm Closed Executive Session for the Purpose of Discussing Personnel. UT Code 52.4.205**

### **Procedural: 1. Welcome: President Rebecca Nielsen**

Meeting called to order at 4:06pm

### **Procedural: 2. Roll Call** *(Audio Timestamp 00:35)*

Rebecca Nielsen, Board President; Jennifer Partridge, Board Vice President; Lisa Boyce, Board Member; Meg Van Wagenen, Board Member; Gina Hales, Board Member; Teri McCabe, Board Member; Wendy Dau, Superintendent; Jason Cox, Deputy Superintendent

- Not Present: Melanie Hall, Board Member

### **Action: 3. Motion to Convene Study Session** *(Audio Timestamp 00:52)*

I move that we begin the study session.

Motion made by Lisa Boyce, second Gina Hales

### **Action: 4. Motion to Convene Closed Executive Session** *(Audio Timestamp 01:02)*

I move that we convene a closed executive session for the purpose of discussing personnel.

Motion made by Jennifer Partridge, second Lisa Boyce

Roll Call Vote: Rebecca Nielsen, Aye; Jennifer Partridge, Aye; Lisa Boyce, Aye; Meg Van Wagenen, Aye; Gina Hales, Aye; Teri McCabe, Aye

## **Discussion, Information: 5. Personnel**

## **Action: 6. Motion to Adjourn**

## **B. 4:45pm Study Session**

### **Procedural: 1. Welcome: President Rebecca Nielsen**

Meeting called to order at 4:54pm

### **Procedural: 2. Roll Call** *(Audio Timestamp 00:00:15)*

Rebecca Nielsen, Board President; Jennifer Partridge, Board Vice President; Lisa Boyce, Board Member; Meg VanWagenen, Board Member; Max Joyner, Student Board Member; Will Weidner, Student Board Member; Gina Hales, Board Member; Teri McCabe, Board Member; Devyn Dayley, Interim Business Administrator; Wendy Dau, Superintendent

\*Not Present: Melanie Hall, Board Member

### **Action: 3. Motion to Convene** *(Audio Timestamp 00:00:46)*

I move that we convene the Study Session.

Motion by Gina Hales, second by Jennifer Partridge.

### **Information: 4. Board Handbook Training: Megan VanWagenen** *(Audio Timestamp 00:01:01)*

Summary:

Board Member VanWagenen discussed 'Norms' in the board handbook

- The norms cover how board members interact with each other
- Keep learning and achievement as a Board to focus decisions
- Be considerate of other board members, not combative or argumentative - but still free to speak and disagree
- Respectful and dignified interactions
- Board Member VanWagenen emphasized bringing self to the table, not being afraid to speak up even in disagreement but to do that with respect for all
- Do what is in the best interest of the district, 'Norms' are great, but not set in stone, be willing to adjust when needed
- Grateful for the progress that has been made, especially with communication about board agendas and district information

### **Discussion, Information: 5. Construction Update: Chad Jones, PCSD Construstruction Consultant** *(Audio Timestamp 00:04:41)*

Summary:

All three projects progressing well.

- THS, demolition near existing structures mostly done
- Wasatch, progressing well
- Shoreline, progressing well

## **Discussion, Information: 6. AVID Update: Superintendent Wendy Dau**

*(Audio Timestamp 00:28:43)*

Summary:

[Avid overview and information](#)

## **Discussion, Information: 7. Policy Review: Superintendent Wendy Dau**

*(Audio Timestamp 00:50:00)*

Summary:

3 Policies Reviewed

- [Language Access Policy](#), [Language Access Procedure](#), Michelle Eldredge  
Director of Title I and III,
  - a. Second reading, ready for vote, no questions or changes
- [4006 Student Travel Policy](#), [Procedure 1](#), [Procedure 2](#), [Application](#), second reading
  - Change requirement for approval deadline back to 45 days before travel, not 60 days
- Student Board Members and Council [Policy 1110](#), [Procedure 1](#), [Procedure 2](#), first reading, second reading on April 16th
  - Will go ahead and have applications going for next year, this would be in place for the following year if approved
  - Will discuss requirements in policy committee
  - Discussed need to communicate to students, get student feedback, make sure students are aware of the opportunity, and teachers are too so they can recommend students

## **Discussion, Information: 8. Legislative Recap: Vice President Jennifer Partridge**

*(Audio Timestamp 01:23:30)*

Summary:

Update on legislative work done in the session that just ended.

[2024 Legislative Session Wrap Up Presentation](#)

**Discussion, Information: 9. Large Purchase Requests: Devyn Dayley, Interim Business Administrator** *(Audio Timestamp 01:46:09)*

Summary:

1. Intercom equipment for Timpanogos and Lakeview \$154,443.63
2. Special Education Handicapped Accessible Vehicle East Bay Post High and district use \$63,608.5
3. Network Switches for Shoreline and Wasatch \$292,224.58
4. District wide cameras, funded partly with new security grant \$45,000 and \$365,107.30

**Discussion, Information: 10. Full Time Employee (FTE) Updates**

*(Audio Timestamp 01:49:52)*

*Superintendent Wendy Dau*

Summary:

[FTE Presentation](#)

*\*Due to time constraints, items 11-15 were moved  
to the Business Meeting\**

***Discussion, Information: 11. Second Reading of School Fees: Devyn Dayley, Interim Business Administrator (See Business Meeting Minutes)***

***Discussion, Information: 12. Focus Groups for Strategic Plan Update: Superintendent Wendy Dau (See Business Meeting Minutes)***

***Discussion, Information: 13. Payroll Auditing Issues Report: Devyn Dayley, Interim Business Administrator (See Business Meeting Minutes)***

***Discussion, Information: 14. Consent Calendar Review and Questions: Pres. Rebecca Nielsen (See Business Meeting Minutes)***

***Information: 15. Upcoming Board Calendar Items: President Rebecca Nielsen (See Business Meeting Minutes)***

**Action: 16. Motion to Adjourn** *(Audio Timestamp 02:07:05)*

I move that we adjourn the Study Session.

Motion by Lisa Boyce, second NONE.

## **C. 7:00pm Business Meeting**

**Procedural: 1. Welcome: President Rebecca Nielsen**

Meeting called to order at 7:10pm

**Procedural: 2. Roll Call** *(Audio Timestamp 00:00:23)*

Gina Hales, Board Member; Meg VanWagenen, Board Member; Wendy Dau, Superintendent; Rebecca Nieslen, Board President; Jennifer Partridge, Board Vice President; Teri McCabe, Board Member; LIsa Boyce, Board Member; Devyn Dayley, Interim Business Administrator

\*Not present: Melanie Hall, Board Member

**Action: 3. Motion to Convene** *(Audio Timestamp 00:00:50)*

I move that we convene the business meeting.

Motion by Lisa Boyce, second by Jennifer Partridge.

**Procedural: 4. Opening Remarks: Teri McCabe** *(Audio Timestamp 00:01:07)*

IHS ROTC Flag presentation

DMS Jazz Band Anthem

**Procedural: 5. Pledge of Allegiance: Timpanogos Elementary**

**Students, Roy Pimentel Recinos and Nicky Iscajo**

*(Audio Timestamp 00:03:44)*

## **D. Community Connections**

**Recognition: 1. Employee Recognition: Stephen Van Orden - National Board Certification** *(Audio Timestamp 00:05:28)*

Summary:

- Presented by Jason Cox

- Teacher Stephen Van Orden talked about the process of getting National Board Certification

## **Recognition: 2. Employee Recognition: Provo Way Awards, Jason Cox Deputy Superintendent** *(Audio Timestamp 00:09:10)*

### Provo Way Award Recipients:

Jen Storey Dixon Middle: English

Katie Geary Timpview Front Desk Secretary

Lisa Gross Rock Canyon Elementary Aide

Maren Unrau. Timpview Science Teacher

Moana King Timpview Math Teacher

## **Report: 3. School Report: Timpanogos Elementary, Principal Carrie Rawlins** *(Audio Timestamp 00:13:59)*

### [Timpanogos Elementary Board Presentation](#)

## **Procedural: 4. Public Input** *(Audio Timestamp 00:41:44)*

Lucynthia Rockwood, Provost, CMS, THS: Fee Schedule Concerns

Rhianna McDaniel, ESS Representative: AVID Support

*\*The following items (11-15) were moved to the Business Meeting due to time constraints in the Study Session\**

## **Discussion, Information: 11. Second Reading of School Fees: Devyn Dayley, Interim Business Administrator** *(Audio Timestamp 00:48:04)*

### Summary:

- State law requires the fee schedule to be reviewed in two board meetings with opportunity for public input, and must be approved by April 1st
- This is the second reading
- Spend plans for each activity are available at [provo.edu/school-fees](https://provo.edu/school-fees)
- The Business Department will get actual costs to the board before fall

## **Discussion, Information: 12. Focus Groups for Strategic Plan Update: Superintendent Wendy Dau** *(Audio Timestamp 01:13:20)*

Summary:

- The next step for the district strategic plan is to get community input from focus groups
- An email went out today with a sign up link for anyone that would like to be in a focus group
- The [sign up link](#) will also be posted on social media and on the District Website
- The focus groups will be held Monday March 18th and Tuesday March 19th in person

## **Discussion, Information: 13. Payroll Auditing Issues Report: Devyn Dayley, Interim Business Administrator** *(Audio Timestamp 01:14:48)*

Summary:

- Additional audit on timecards and payroll was done
- They wanted us to change the process for approvals and time changes
- The payroll and business departments are working on those changes

## **Discussion, Information: 14. Consent Calendar Review and Questions: Pres. Rebecca Nielsen** *(Audio Timestamp 01:18:10)*

Summary:

- Questions were asked and answered on some consent calendar items

## **Information: 15. Upcoming Board Calendar Items: President Rebecca Nielsen** *(Audio Timestamp 01:21:33)*

### **Upcoming Google Calendar Items**

President Rebecca Nielsen

#### **Easter Basket Auction**

Monday, March 18, 2024

6:00pm, Riverside Country Club

#### **PTA Presidents Meeting**

Tuesday, March 19, 2024

9:30am, PDC

#### **Golden Apple Dinner**

Wednesday, March 27, 2024  
6:30pm, Provo High School

**CAPS Competition, Investnest**

Wednesday, March 27 2024  
5:30-8pm, The Garage near Riverwoods

**All Day Meetings**

Friday, March 29, 2024  
8:00am, District Offices

**Spring Break**

April 1-5 2024

**NSBA Conference**

April 6-8 2024, New Orleans

**School Representative Board Meetings**

Wednesday, April 10, 2024, 11am

**PTA Executive Committee Meeting**

Tuesday, April 16, 2024  
9:30am, Executive Conference Room

**Study Session and Business Meeting**

Tuesday, April 16, 2024  
District Offices, 5pm

**PTA Presidents**

Tuesday, April 23, 2024  
9:30am, PDC

**Joint Board and City Council Meeting**

Thursday, April 25, 2024  
PDC, 12pm

**Study Session and Business Meeting**

Tuesday, April 30, 2024  
District Offices, 4pm

**E. Business Items**



**Action: 1. Consideration to Approve Student Travel Policy**

*(Audio Timestamp 01:23:44)*

I move that we approve the Student Travel Policy Policy with the change to 45 days instead of 60 days as discussed in the study session.

Motion by Jennifer Partridge, second by Gina Hales.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Lisa Boyce, Megan Van Wagenen

Nay: Teri McCabe

**Action: 2. Consideration to Approve Language Access Policy**

*(Audio Timestamp 01:25:14)*

I move that we approve the Language Access Policy as discussed in study session.

Motion by Lisa Boyce, second by Megan Van Wagenen.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

**Action: 3. Consideration to Approve Large Purchase Request:**

**Intercom System Timpanogos and Lakeview** *(Audio Timestamp 01:27:42)*

(\*Switched with item 4)

I move that we approve the large purchase request in the amount of \$154,443.63 for a replacement intercom system at Timpanogos and Lakeview elementary schools.

Motion by Lisa Boyce, second by Gina Hales.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

**Action: 4. Consideration to Approve Large Purchase Request:**

**Handicapped Accessible Vehicle** *(Audio Timestamp 01:26:15)*

(Switched with Item 3)

I move that we approve the large purchase request in the amount of \$63,608.50 for a handicapped accessible vehicle as discussed in study session.

Motion by Gina Hales, second by Jennifer Partridge.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

**Action: 5. Consideration to Approve Large Purchase Request:**

**Network Switches for Shoreline and Wasatch** *(Audio Timestamp 01:28:40)*

I move that we approve the large purchase request in the amount of \$292,224.58 for network switches for Shoreline and Wasatch as discussed in study session.

Motion by Jennifer Partridge, second by Gina Hales.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

**Action: 6. Consideration to Approve Large Purchase Request: District**

**Wide Cameras** *(Audio Timestamp 01:29:43)*

I move that we approve the large purchase request in the amount of \$45,000 for TriPhase Electric and \$365,107.30 to Stone Security for district wide cameras as discussed in study session.

Motion by Megan Van Wagenen, second by Lisa Boyce.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

**Action: 7. Consideration to Approve 2024-25 District Fee Schedules**

*(Audio Timestamp 01:30:47)*

I move that we approve the 2024-25 District Fee Schedules as discussed in business meeting.

Motion by Gina Hales, second by Megan Van Wagenen.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

**F. Consent Calendar** *(Audio Timestamp 01:33:11)*

**Action (Consent), Minutes: 1. Board Minutes as Part of the Consent Calendar**

Resolution: I move that we approve the items on the Consent Calendar.

I move that we approve the items on the Consent Calendar.

Motion by Lisa Boyce, second by Jennifer Partridge.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

**Action (Consent), Minutes: 2. Board Minutes as Part of the Consent Calendar**

Resolution: I move that we approve the items on the consent calendar.

I move that we approve the items on the Consent Calendar.

Motion by Lisa Boyce, second by Jennifer Partridge.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

**Action (Consent), Report: 3. Personnel Report as Part of the Consent Calendar**

Resolution: I move that we approve the items on the Consent Calendar.

I move that we approve the items on the Consent Calendar.

Motion by Lisa Boyce, second by Jennifer Partridge.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

**Action (Consent), Report: 4. Home School, School Choice, eSchool Report as Part of the Consent Calendar**

Resolution: I move that we approve the items on the Consent Calendar.

I move that we approve the items on the Consent Calendar.

Motion by Lisa Boyce, second by Jennifer Partridge.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

**Action (Consent): 5. Financial Reports as Part of the Consent Calendar**

Resolution: I move that we approve the items on the Consent Calendar.

I move that we approve the items on the Consent Calendar.

Motion by Lisa Boyce, second by Jennifer Partridge.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

### **Action (Consent): 6. Approve the Consent Calendar**

Resolution: I move that we approve the items on the Consent Calendar.

I move that we approve the items on the Consent Calendar.

Motion by Lisa Boyce, second by Jennifer Partridge.

Final Resolution: Motion Carries

Aye: Rebecca Nielsen, Jennifer Partridge, Gina Hales, Teri McCabe, Lisa Boyce, Megan Van Wagenen

## **G. Student Board Member Report**

**Report: 1. Student Board Member Report** (*Audio Timestamp 01:37:58*)

*Will Weidner and Max Joyner, Student Board Members*

Summary:

Student Advisory Council Meeting

- Included CMS council members this time
- Discussed policy changes for student advisory council
- Middle school students advised that the district advertise and include food to get applicants
- Middle schoolers asked about what high school is like and how they can prepare

Day on the Hill

- Provided opportunities to talk to legislators, and have behind the scenes tours, it was a great experience

## **H. Business Administrator Report**

**Report: 1. Business Administrator's Report** (*Audio Timestamp 01:36:03*)

Summary:

- Hundreds of years of History in the vault
- Board Minutes, handwritten 1890-1898
- Shows deep care for educating schools, just like the current district board of education and administration

## **I. Board Member Roundtable**

**Report: 1. Reports on Board Member Assignments** (*Audio Timestamp 01:40:01*)

Summary:

- Capital Facilities Committee discussed budget and all the projects that need to happen
- Kindness committee update
- Safety Committee update on bills that will need to be implemented when the Governor signs them
- Invitation for all, Foundation Easter Basket Auction - bring your pennies and contribute to the schools, there is still time to contribute baskets or gift cards. At Riverside Country club, 6:30
- CAPS programs, going well and competition coming up where the winner gets \$10,000 scholarship prize and opportunity to compete for more in national competition

## **J. Superintendent's Report**

**Information: 2. Miscellaneous Items** *(Audio Timestamp 01:47:25)*

Summary:

- The district is lucky to have the principals we have in our community. They are greater advocates for their students and communities and they don't get thanked enough.
- Elementary choir festival was remarkable.

## **K. Adjourn**

**Action: 1. Adjourn** *(Audio Timestamp 01:49:14)*

I move that we adjourn the Business Meeting.

Motion by Gina Hales, second NONE.