



PCSD Study Session & Business Meeting
Tuesday, October 28, 2025 4:00 PM Mountain

Provo City School District
280 West 940 North
Provo, UT 8490

APPROVED 2025.11.11

A. 4:00 p.m. Study Session

A.1. Welcome

Meeting called to order at 4:00 p.m.

A.2. Roll Call (*Audio Timestamp 00:00:12*)

Jennifer Partridge, Board President; Gina Hales, Board Vice President; Melanie Hall, Board Member; Lisa Boyce, Board Member; Meg Van Wagenen, Board Member; Emily Harrison, Board Member; Teri McCabe, Board Member; Devyn Dayley, Business Administrator; Wendy Dau, Superintendent

*Student Board Members Bailee Lindstrom and Rachel Ryu arrived later

A.3. Motion to Convene (*Audio Timestamp 00:00:37*)

I move that we convene the study session. This motion, made by Lisa Boyce and seconded by Megan Van Wagenen, Carried.

Lisa Boyce: Yea, Gina Hales: Yea, Melanie Hall: Yea, Emily Harrison: Yea, Teri McCabe: Yea, Jennifer Partridge: Yea, Megan Van Wagenen: Yea
Yea: 7, Nay: 0

A.4. Board Member Training: Establishing Board Procedures (*Audio Timestamp 00:00:56*)

Summary:

Board Member Melanie Hall summarized some basic board procedures referencing the [Board Handbook](#) pages 10-13.

A.5. Timpview Construction Update (*Audio Timestamp 0:02:58*)

Summary:

Trent Huntsman and Josh Burtenshaw from Westland Construction presented

- Scheduled to be finished in July, but on track to be finished in May
- Next three phases will start in January 2026 and will go through December 2029

*Student Board Member Bailey Lindstrom arrived at 4:10 p.m.

*Student Board Member Rachel Ryu arrived at 4:15 p.m.

A.6. Wasatch Wall Large Purchase Request (*Audio Timestamp 00:20:35*)

Summary:

Presenters Chris Hogan from Hogan Construction and Tyler Loertscher from IGES described rebuild plan. The board will vote on this tonight

A.7. Audit Report (*Audio Timestamp 00:41:03*)

Summary:

Presenters: Kyle Greene and Trea Johansen from Squire & Co PC explained to the board that the audit was completed (as far as possible until Federal Government is out of its shut down) with zero findings.

- Clean opinion on all, no findings

A.8. Open Enrollment for 2026-2027 (*Study Session Audio Timestamp 00:57:32*)

Summary:

All schools are below the 90% rate that would tip a school to close the open enrollment status. As such, the district recommends keeping all schools open to open enrollment for the 2026-27 school year.

- Some questions on the negative numbers. This needs to go back to student services and come back for a review and a vote in November. Timpview looks like it's over 90%

** Business Meeting Discussion: (Business Meeting Audio Timestamp 18:22)*

Brought back up in business meeting to answer some questions.

- Questions explained to clear up earlier questions, but it was also noted that the numbers of classrooms and seats need to be updated to reflect the recent boundary and feasibility study.*
- Will return to student services to get those numbers updated and bring back to the board with any adjustments to findings and recommendations.*

A.9. Dixon Site RSOQ Timing (*Audio Timestamp 01:12:03*)

Summary:

The district is preparing a Request for Statement of Qualifications RSOQ) to release in December to find an architect to start the planning work on the new elementary school that will be built on the Dixon site.

- Nothing will happen on the site until May at the earliest.
- Next steps will be determined after the THS remodel costs are finalized.

A.10. Large Purchase Request: AV Updates Provo High School (*Audio Timestamp 01:22:08*)

Summary: Chad Duncan Director of IT

This purchase request is for updates to sound in the PHS Auditorium

- This equipment is a compilation of things brought from the old PHS and purchased 15 years ago, needs to be replaced
- Already part of planned budget, just need approval for purchase over \$50,000
- Will take about a week.

A.11. Policy Review 2nd Readings (*Audio Timestamp 01:30:28*)

Summary:

These policies are second readings, ready for vote tonight

1. Updated Policy 1520: BA Appointment
2. Updated Policy 1523: BA Qualifications and Responsibilities
3. Updated Policy 1540: Administrative Appointments
4. Updated Policy 1543: Duties of Principals
Change: Section 7, line 44, omit the word plant
5. Updated Policy 1620: District Reports

A.12. Policy Review 1st Readings (*Study Session Audio Timestamp 01:40:15*)

Summary:

First readings:

The following policies were discussed, they will be posted for feedback and the policy review committee will review them again before coming back to a board meeting for a second reading.

- Policy 1550 and 1500 Procedure 1 Employee Suggestions to the Board
- Policy 1415 Recording of Minutes

**Student Board Member Bailee Lindstrom left at 4:30 p.m*

**The following policies and procedures were discussed in business meeting due to time constraints (Business Meeting Audio Timestamp 01:40)*

Policy 1410 Notice of Meeting, including Procedure 1 Public Hearing Notice Requirements and Procedure 2 Public Hearing Requirements

- *Policy 1410: The board selected Option 2, line 79*
- *1410 Procedure 1: The board selected Option 2, line 94*

A.13. Motion to Adjourn (*Audio Timestamp 01:53:17*)

Board Member Melanie Hall moved to adjourn.

B. 6:00 p.m. Business Meeting

B.1. Welcome

Meeting called to order at 6:04pm

B.2. Roll Call (*Audio Timestamp 00:10*)

Devyn to Rachel

B.3. Motion to Convene (*Audio Timestamp 00:33*)

I move that we convene the study session. This motion, made by Lisa Boyce and seconded by Melanie Hall, Carried.

Lisa Boyce: Yea, Gina Hales: Yea, Melanie Hall: Yea, Emily Harrison: Yea, Teri McCabe:

Yea, Jennifer Partridge: Yea, Megan Van Wagenen: Yea
Yea: 7, Nay: 0

B.4. Pledge of Allegiance: Deputy Superintendent Jason Cox (*Audio Timestamp 00:50*)

C. Community Connections

C.1. Public Input (*Audio Timestamp 01:25*)

None

*Before moving to Business Items, the board went back to Items A.12. and A.8. on the Study Session agenda that were moved to this meeting due to time constraints and answers to questions on A.8. that were received after the item was discussed in Study Session.

Study Session Item A.12. Policy Review 1st Readings (*Audio Timestamp 01:40*)

Policy 1410 Notice of Meeting, including Procedure 1 Public Hearing Notice Requirements and Procedure 2 Public Hearing Requirements

- Policy 1410: The board selected Option 2, line 79
- 1410 Procedure 1: The board selected Option 2, line 94

Study Session Item A.8. Open Enrollment (*Audio Timestamp 18:22*)

Brought back up in business meeting to answer some questions.

- Explanation of each column on attached [Open Enrollment Capacity Report](#) to clear up earlier questions, but it was also noted that the numbers of classrooms and seats need to be updated to reflect the recent boundary and feasibility study.
- Will return to Student Services to get those numbers updated and bring back to the board with any adjustments to findings and recommendations.

D. Business Items

D.1. Large Purchase Request: Wasatch Wall (*Audio Timestamp 29:32*)

I move that we approve the large purchase request, not to exceed the amount of \$702,248 of which \$351,124 will be the maximum that will be the responsibility of the District for Hadco and Hogan to commence with the repair and drainage improvements of the Wasatch Elementary School wall. This motion, made by Megan Van Wagenen and seconded by Melanie Hall, Carried.

Lisa Boyce: Yea, Gina Hales: Yea, Melanie Hall: Yea, Emily Harrison: Yea, Teri McCabe: Yea, Jennifer Partridge: Yea, Megan Van Wagenen: Yea
Yea: 7, Nay: 0

Soft costs also absorbed by contractors, with that included, the district is paying about 1/3 of total costs.

D.2. Certified Tax Rate (*Audio Timestamp 34:02*)

I move that we approve the 2025 certified tax rate of 0.006922. This motion, made by Lisa Boyce and seconded by Teri McCabe, Carried.

Lisa Boyce: Yea, Gina Hales: Yea, Melanie Hall: Yea, Emily Harrison: Yea, Teri McCabe: Yea, Jennifer Partridge: Yea, Megan Van Wagenen: Yea
Yea: 7, Nay: 0

D.3. Open Enrollment (*Audio Timestamp 35:39*)

I move that we table this item. This motion, made by Teri McCabe and seconded by Melanie Hall, Carried.

Lisa Boyce: Yea, Gina Hales: Yea, Melanie Hall: Yea, Emily Harrison: Yea, Teri McCabe: Yea, Jennifer Partridge: Yea, Megan Van Wagenen: Yea
Yea: 7, Nay: 0

D.4. Large Purchase Request: AV Updates Provo High School (*Audio Timestamp 36:22*)

I move that we approve the large purchase request in the amount of \$105,143.43 for AV Updates at Provo High School. This motion, made by Gina Hales and seconded by Megan Van Wagenen, Carried.

Lisa Boyce: Yea, Gina Hales: Yea, Melanie Hall: Yea, Emily Harrison: Yea, Teri McCabe: Yea, Jennifer Partridge: Yea, Megan Van Wagenen: Yea
Yea: 7, Nay: 0

D.5. Updated Policy 1520 BA Appointment (*Audio Timestamp 37:23*)

I move that we approve Policy 1520, Business Administrator Appointment, as discussed in open meetings tonight. This motion, made by Melanie Hall and seconded by Emily Harrison, Carried.

Lisa Boyce: Yea, Gina Hales: Yea, Melanie Hall: Yea, Emily Harrison: Yea, Teri McCabe: Yea, Jennifer Partridge: Yea, Megan Van Wagenen: Yea
Yea: 7, Nay: 0

D.6. Updated Policy 1523 BA Qualifications and Responsibilities (*Audio Timestamp 38:18*)

I move that we approve updated Policy 1523 Business Administrator Qualifications and Responsibilities as discussed in open meetings tonight. This motion, made by Megan Van Wagenen and seconded by Gina Hales, Carried.

Lisa Boyce: Yea, Gina Hales: Yea, Melanie Hall: Yea, Emily Harrison: Yea, Teri McCabe: Yea, Jennifer Partridge: Yea, Megan Van Wagenen: Yea
Yea: 7, Nay: 0

D.7. Updated Policy 1540 Administrative Appointments (*Audio Timestamp 38:55*)

I move that we approve updated Policy 1540 Administrative Appointments as discussed in open meetings tonight. This motion, made by Megan Van Wagenen and seconded by Lisa Boyce, Carried.

Lisa Boyce: Yea, Gina Hales: Yea, Melanie Hall: Yea, Emily Harrison: Yea, Teri McCabe: Yea, Jennifer Partridge: Yea, Megan Van Wagenen: Yea
Yea: 7, Nay: 0

D.8. Updated Policy 1543 Duties of Principals (*Audio Timestamp 39:40*)

I move that we approve updated Policy 1543 Duties of Principals omitting the word plant on line 44 as discussed in open meetings tonight. This motion, made by Lisa Boyce and seconded by Meg Van Wagenen, Carried.

Lisa Boyce: Yea, Gina Hales: Yea, Melanie Hall: Yea, Emily Harrison: Yea, Teri McCabe: Yea, Jennifer Partridge: Yea, Megan Van Wagenen: Yea
Yea: 7, Nay: 0

D.9. Updated Policy 1620 District Reports (*Audio Timestamp 40:56*)

I move that we approve updated Policy 1620 District Reports as discussed in open meetings tonight. This motion, made by Gina Hales and seconded by Melanie Hall, Carried.

Lisa Boyce: Yea, Gina Hales: Yea, Melanie Hall: Yea, Emily Harrison: Yea, Teri McCabe: Yea, Jennifer Partridge: Yea, Megan Van Wagenen: Yea

Yea: 7, Nay: 0

E. Motion to Adjourn (*Audio Timestamp 41:53*)

I move that we adjourn. This motion, made by Melanie Hall and seconded by Lisa Boyce, Carried.

Next Meeting will be Tuesday, November 11, 2025

F. NOT HELD: Closed Executive Session for the Purpose of Discussing Litigation (UT Code 55.4.205)