

# **PCSD Closed Executive Session, Study Session, and Business Meeting (Tuesday, December 13, 2022)**

280 W 940 N, Provo UT 84604

*Generated by Bonnie Tautkus on Tuesday, December 13, 2022*

## **Members present**

McKay Jensen, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson, Gina Hales, Teri McCabe

## **A. 3:30 pm Closed Executive Session for the Purpose of Discussing Personnel, Real Estate and Litigation. UT Code 52.4.205**

### **Procedural: 1. Welcome: President Melanie Hall**

Meeting called to order at 3:35 pm

### **Procedural: 2. Roll Call**

Melanie Hall, Board President; Rebecca Nielsen, Board Vice President; Jennifer Partridge, Board Member; Gina Hales, Board Member; Nate Bryson, Board Member; Derek Anderson, Business Administrator; Lisa Boyce, Board Member-Elect

Guests: Tyrinne Gibb and Emily Shell from Y2 Analytics

### **Action: 3. Motion to Convene**

I move that we convene the closed executive session for the purpose of discussing personnel, real estate and litigation.

Motion by Rebecca Nielsen

Vote: Melanie Hall, Aye; Rebecca Nielsen, Aye; Jennifer Partridge, Aye; Gina Hales, Aye; Nate Bryson, Aye

McKay Jensen, Board Member; Teri McCabe, Board Member not present at vote.

## **Discussion, Information: 4. Personnel**

*3:36 p.m. Board Member Teri McCabe arrived*

*3:37 p.m. Board Member McKay Jensen arrived*

*3:38 p.m. Board Member Elect Megan Van Wagenen arrived*

## **Discussion, Information: 5. Real Estate**

## **Discussion, Information: 6. Litigation**

## **Action: 7. Motion to Adjourn**

# **PCSD Study Session (Tuesday, December 13, 2022)**

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## **B. 5:00 pm Study Session**

### **Procedural: 1. Welcome: President Melanie Hall**

Meeting called to order at 5:08pm

**Procedural: 2. Roll Call** (*Audio Timestamp 00:00:00, starts with Gina Hales, Board Member. To hear full welcome and roll call please see YouTube --*

*<https://youtu.be/Erl1AgUez-o>*)

Melanie Hall, Board President; Rebecca Nielsen, Board Vice President; Jennifer Partridge, Board Member; Gina Hales, Board Member; Meg Van Wagenen, Board Member-Elect; McKay Jensen, Board Member; Teri McCabe, Board Member; Lisa Boyce, Board Member-Elect; Nate Bryson, Board Member; Derek Anderson, Business Administrator; Keith Rittel, Superintendent

**Action: 3. Motion to Convene** *(Audio Timestamp 00:00:16)*

I move that we convene the Study Session.

Motion by Jennifer Partridge, second NONE.

**Discussion, Information: 4. Construction Update** *(Audio Timestamp 00:00:23)*  
Summary

The Timpview High School project is still on schedule to be ready by Sept 2023 (but it's possible it will take longer).

The Shoreline project is progressing as planned. On schedule for 2024-25 opening.

The Wasatch property is progressing as well. On schedule for 2024-25 opening.

The district website now has a construction tab up that is updated regularly.

**Discussion, Information: 5. Large Purchase Requests: Derek Anderson**  
*(Audio Timestamp 00:12:14)*

Summary

Business Administrator Derek Anderson presented a request to purchase a subscription to Domo services to help with data and district planning. He also requested the funds to hire a contractor to help with construction management for the next year, during the Timpview High School Project.

The board discussed how these two large purchases will help the district.

**Discussion, Information: 6. Calendar Discussion: Jason Cox, Deputy Superintendent HR** *(Audio Timestamp 00:29:42)*

Summary

Deputy Superintendent Jason Cox presented the recent calendar survey results to the board and requested that the board vote to approve Calendar A which had over 70% of the votes of community and faculty members of the district.

The board also discussed pros and cons of ending a term before winter break, and use of instruction time at the end of terms.

**Discussion, Information: 7. LAND Trust Training: Alex Judd, Asst. Supt.**

*(Audio Timestamp 00:39:30)*

Summary

Alex Judd, Assistant Superintendent Elementary Education presented a training on the responsibilities of board members regarding reviewing and approving each school's LANDTrust Plans every April. This is a state required training and happens yearly.

**Discussion, Information: 8. New Website: Caleb Price, Director of Communications** *(Audio Timestamp 00:58:35)*

Summary

Caleb Price and Shauna Sprunger presented information on the latest district website updates and future plans for updating it and school websites.

**Discussion, Information: 9. Superintendent Search Update: Vice President Rebecca Nielsen** *(Audio Timestamp 01:29:38)*

Summary

The board discussed the need to have open public meetings and the plans to do so.

*The following two items (#10 and 11) were moved to the business meeting due to time constraints. (Audio Timestamp 01:59:47)*

**Discussion, Information: 10. Consent Calendar Review and Questions: Pres. Melanie Hall**

*Moved to Business Meeting*

**Consent Calendar Review and Questions**

*Pres. Melanie Hall*

Issue

The Board of Education is required to approve items in the consent agenda as part of their legal responsibility.

### **Background**

At every board meeting, items come to the agenda that need little if any discussion or debate either because they are routine procedures or already have unanimous consent. A consent agenda (Robert's Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion on other critical agenda items.

The consent calendar of the Board of Education of Provo School District contains routine items and reports related to approval of minutes, appointment or termination of employees, decisions related to school choice, the monthly financial report including purchases over \$50,000, and other reports requiring no formal Board action.

At times, Board members have questions related to the consent calendar. We encourage Board members to contact staff directly prior to the meeting to explore your questions. However, to facilitate the efficiency of the regular Board meeting, staff desires to provide time for consent agenda questions (if any) during the study session.

Staff recommends Board members fully understand the contents of the consent calendar and recommends its approval; however, no Board action is permitted in the Board study session.

### **Discussion, Information: 11. Upcoming Google Calendar Items: Pres. Melanie Hall**

*Moved to Business Meeting*

#### **Upcoming Google Calendar Items**

*Pres. Melanie Hall*

#### **Winter Break**

Monday December 19 2022 -  
Monday January 2 2023

### **Business Meeting**

Wednesday, December 28 2022  
9:00 a.m. Via Zoom

### **USBA Conference**

Thursday - Saturday January 5-7 2023  
Little America, Salt Lake City

### **Study Session & Business Mtg.**

Tuesday, January 10 2023  
Study Session 5:00 Rm. 1  
Business Meeting 7:00 PDC

### **PTA Reflections Assembly**

Thursday, January 12, 2023  
7:00 p.m., Provo High School Auditorium

### **Study Session**

Tuesday, January 24 2023  
7:30 a.m., District Office, Boardroom 1

### **Action: 12. Motion to Adjourn** *(Audio Timestamp 01:59:53)*

I move that we adjourn the Study Session.

Motion by Jennifer Partridge, second NONE.

## **PCSD Business Meeting (Tuesday, December 13, 2022)**

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### **C. 7:00 p.m. Business Meeting**

### **Procedural: 1. Welcome: President Melanie Hall**

Meeting called to order at 7:14pm

**Procedural: 2. Roll Call** *(Audio Timestamp 00:16)*

Derek Anderson, Business Administrator; Gina Hales, Board Member; Jennifer Partridge, Board Member; Rebecca Nielsen, Board Vice President; Melanie Hall, Board President; Keith Rittel, Superintendent; McKay Jensen, Board Member; Teri McCabe, Board Member; Nate Bryson, Board Member

**Action: 3. Motion to Convene** *(Audio Timestamp 00:38)*

I move that we convene the business meeting.

Motion by Jennifer Partridge, second NONE.

**Procedural: 4. Opening Remarks: President Melanie Hall** *(Audio Timestamp 00:48)*

Summary

CAPS program showcase review

This is a great opportunity for our students to experience some real life experiences, it is good to see the program grow and thrive.

Prayer

**Procedural: 5. Pledge of Allegiance: IHS JROTC Lion's Battalion** *(Audio Timestamp 02:16)*

**D. Community Connections**

**Recognition: 1. Employee Recognition: Board President Melanie Hall and Deputy Superintendent Jason Cox** *(Audio Timestamp 04:27)*

[Provo Way Awards Video](#)

Provo Way December Awards Recipients

RuthAnn Snow, Spring Creek Elementary Principal

Tina Mecham, Amelia Earhart Elementary Administrative Secretary

Angie Judd, Wasatch Library Assistant

Carla Johnson, Instructional Coach

Megan Clark, Wasatch Facilitator

**Report: 2. School Report: Independence High School: Jacob Griffin, Principal Independence High School** *(Audio Timestamp 11:23)*

[IHS School Report](#)

*Jacob Griffin, Independence High School Principal*

**Procedural: 3. Public Input** *(Audio Timestamp 33:59)*

Angie Carter, Provo Resident: Use wetlands at Shoreline for science classes instead of building on it and making school more interesting and engaging and inspiring

**E. Business Items**

**Action: 1. Approve Calendar** *(Audio Timestamp 36:56)*

I move that we tentatively approve Calendar A as discussed in study session.

Motion by Rebecca Nielsen, second by Nate Bryson.

Final Resolution: Motion Carries

Aye: McKay Jensen, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson, Gina Hales, Teri McCabe

**Action: 2. Approve Large Purchase Request** *(Audio Timestamp 39:49)*

I move that we approve the large purchase request for Domo services in the amount of \$ 90,000 as discussed in the study session.

Motion by Jennifer Partridge, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: McKay Jensen, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson, Gina Hales, Teri McCabe

**Action: 3. Approve Large Purchase Request** *(Audio Timestamp 42:11)*

I move that we approve the large purchase request in the amount of \$6,437 per month (\$77,244 annual) as discussed in the study session for construction management services from Navigate Construction Services.

Motion by Gina Hales, second by Rebecca Nielsen.



Final Resolution: Motion Carries

Aye: McKay Jensen, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson, Gina Hales, Teri McCabe

## **F. Consent Calendar** *(Audio Timestamp 45:41)*

### **Discussion, Information: 10. Consent Calendar Review and Questions: Pres. Melanie Hall**

*Discussion moved here from Study Session due to time constraints:*

#### **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 McKay Jensen, second by Nate Bryson.

Final Resolution: Motion Carries

Aye: McKay Jensen, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson, Gina Hales, Teri McCabe

#### **Action (Consent), Report: 2. 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 McKay Jensen, second by Nate Bryson.

Final Resolution: Motion Carries

Aye: McKay Jensen, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson, Gina Hales, Teri McCabe

#### **Action (Consent), Report: 3. 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 McKay Jensen, second by Nate Bryson.

Final Resolution: Motion Carries

Aye: McKay Jensen, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson, Gina Hales, Teri McCabe

**Action (Consent): 4. 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 McKay Jensen, second by Nate Bryson.

Final Resolution: Motion Carries

Aye: McKay Jensen, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson, Gina Hales, Teri McCabe

**Action (Consent): 5. 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 McKay Jensen, second by Nate Bryson.

Final Resolution: Motion Carries

Aye: McKay Jensen, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson, Gina Hales, Teri McCabe

*Discussion moved here from Study Session due to time constraints:*

**Discussion, Information: 11. Upcoming Google Calendar Items: Pres. Melanie Hall** *(Audio Timestamp 47:45)*

**Upcoming Google Calendar Items**

*Pres. Melanie Hall*

**Winter Break**

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Monday January 2 2023

**Business Meeting**

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9:00 a.m. via Zoom

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### **Study Session**

Tuesday, January 24 2023  
7:30 a.m., District Office, Boardroom 1

## **G. Board Member Report** *(Audio Timestamp 49:28)*

### **Report: 1. Board Report: Vice President Rebecca Nielsen**

Board Vice President Rebecca Nielsen reviewed various assignments she has fulfilled lately as a board member.

## **H. Superintendent's Report** *(Audio Timestamp 52:45)*

### **Discussion, Information: 1. Approved Student Travel**

#### Summary

5 approvals for student travel

### **Information: 2. Miscellaneous Items**

Thank you to McKay and Nate.

Thank the group that works to make sure students will be safe in the morning with weather.

Welcome to Keith Rittel's new grandson born this morning.

Thank you to Nate and McKay, outgoing board members, from the board members as well.

## **I. Adjourn** *(Audio Timestamp 55:54)*

### **Action: 1. Adjourn**

I move that we adjourn the Business Meeting.

Motion by Nate Bryson, second by Rebecca Nielsen.

Final Resolution: Motion Carries

Aye: McKay Jensen, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson, Gina Hales, Teri McCabe

