

Jordan School District  
**MINUTES OF BOARD OF EDUCATION MEETING**  
May 10, 2016

The Board of Education of Jordan School District met in study and closed sessions and a special Board meeting on Tuesday, May 10, 2016, beginning at 4:02 p.m. at the JATC South Campus (Board Conference Room), 12723 S. Park Avenue (2080 West), Riverton, Utah.

**STUDY SESSION**

Those recognized or signed-in as present:

Susan K. Pulsipher, Board President  
Janice L. Voorhies, Board Vice President  
Kayleen Whitelock, Board Secretary  
Jen Atwood, Board Member  
J. Lynn Crane, Board Member  
Richard S. Osborn, Board Member  
Matthew Young, Board Member  
Patrice A. Johnson, Superintendent of Schools  
John Larsen, Business Administrator  
Paul Van Komen, Burbidge & White  
Michael Anderson, Administrator of Schools  
Jill Durrant, Administrator of Schools  
Laura Finlinson, Administrator of Curriculum and Staff Development  
June M. LeMaster, Administrator of Human Resources  
Brad Sorensen, Administrator of Schools  
Scott Thomas, Administrator of Auxiliary Services  
Teri Timpson, Administrator of Schools  
David Rostrom, Director, Facility Services  
Jeri Clayton, Administrative Assistant  
Robert Conder, AV Maintenance  
G. Norma Villar, Consultant, Student Intervention Services  
Vicki Olsen

President Pulsipher presided and conducted. The Board of Education met in a study session to discuss the following:

**A. Ends Policies and Student Achievement**

Laura Finlinson, administrator for Curriculum and Staff Development, reviewed the Jordan School District multi-tiered Professional Learning Communities (PLC) support system, noting that it is a continuous process with a focus on student learning at all levels and teacher collaboration to assess where students are and how to help them achieve at higher levels. She reviewed the purpose of PLCs which consists of a team of teachers who take an active, reflective, collaborative, learning-oriented approach to improve student achievement outcomes.

Mrs. Finlinson reviewed activities available to higher achieving students in elementary and middle schools. Elementary offerings included multiple online opportunities such as ALEKS, i-Ready, Prodigy, and World Book Encyclopedia. Higher achieving students can also participate in Guided Reading, Sunshine Math, Math Olympiad, Creative Pursuits, clubs for history, math, and language arts, science fairs, spelling bees, Junior Achievement, Monster Math, Meet the Masters, Leader in Me, and STEM activities. Gifted Talented specialists are also available to support classroom teachers with activities for higher achieving students. Middle school offerings include AP and honors classes, field trips, guest speakers, literacy projects, coding, activities for art, STEM and robotics, after school activities such as creative writing, book clubs, and debate, among others.

Superintendent Johnson asked Mrs. Finlinson to review the Touchstone program and principal training on instructional coaching. Mrs. Finlinson explained that principals were invited to participate on a volunteer basis in a training that provided them with information about coaching within schools. The Touchstone program involves District specialists and administrators who are assigned to a specific school to act as that school's Touchstone. The responsibility of the "Touchstone" is to provide the lead mentor teacher assistance with coaching and professional development for teachers, and to collaborate with the principal on obtaining help and assistance in areas they feel help is needed. This program provides each school with a person the school can contact for assistance.

President Pulsipher asked Board members to come prepared at the next study session to discuss the policy about each child being challenged regardless of current level of achievement.

Superintendent Johnson suggested having Principal Rodney Shaw, Fort Herriman Middle School, present to the Board his school's upcoming roll-out of a standardized grading system which is standards-based. Board members asked to have him invited to a future study session for this presentation.

At 5:07 p.m., the meeting adjourned.

**MOTION:** At 5:07 p.m., it was moved by Richard S. Osborn and seconded by J. Lynn Crane to go into closed session. Motion passed with a unanimous vote.

### **CLOSED SESSION**

Those recognized or signed-in as present:

Susan K. Pulsipher, Board President  
Janice L. Voorhies, Board Vice President  
Kayleen Whitelock, Board Secretary  
Jen Atwood, Board Member  
J. Lynn Crane, Board Member  
Richard S. Osborn, Board Member  
Matthew Young, Board Member  
Patrice A. Johnson, Superintendent of Schools  
John Larsen, Business Administrator  
Paul Van Komen, Burbidge & White  
June M. LeMaster, Administrator of Human Resources  
Scott Thomas, Administrator of Auxiliary Services

President Pulsipher presided and conducted. The Board of Education met in a closed session to discuss personnel, property, negotiations, and potential litigation. The closed session discussion was recorded and archived.

At 6:07 p.m., the meeting adjourned. The Board returned to study session.

### **STUDY SESSION, Continued**

Those recognized or signed-in as present:

Susan K. Pulsipher, Board President  
Janice L. Voorhies, Board Vice President  
Kayleen Whitelock, Board Secretary  
Jen Atwood, Board Member  
J. Lynn Crane, Board Member  
Richard S. Osborn, Board Member  
Matthew Young, Board Member  
Patrice A. Johnson, Superintendent of Schools

John Larsen, Business Administrator  
Paul Van Komen, Burbidge & White  
Michael Anderson, Administrator of Schools  
Jill Durrant, Administrator of Schools  
Laura Finlinson, Administrator of Curriculum and Staff Development  
June M. LeMaster, Administrator of Human Resources  
Brad Sorensen, Administrator of Schools  
Scott Thomas, Administrator of Auxiliary Services  
David Rostrom, Director, Facility Services  
G. Norma Villar, Consultant, Student Intervention Services  
Nancy Ward, Coordinator for Educational Support Services  
RaeAnna Kirk, Lead Nurse  
Jeri Clayton, Administrative Assistant  
Robert Conder, AV Maintenance  
Jennifer Boehme, President, Jordan Education Association  
Bruce Williams, Zions Public Finance  
Vicki Olsen  
Darrell Robinson

President Pulsipher presided and conducted. The Board of Education continued its study session to discuss the following:

**B. Jordan Education Foundation Restated Bylaws**

President Pulsipher called for a motion to have this item tabled and brought before the Board at the May 24, 2016, meeting.

**MOTION:** It was moved by Janice L. Voorhies and seconded by Richard S. Osborn to table this item and have it brought before the Board at the May 24, 2016, meeting. Motion passed with a unanimous vote.

**C. 2016-17 Land Trust Approvals**

Michael Anderson, administrator of schools, said during the past few weeks, Board members have had an opportunity to review School Land Trust Plans for the 2016-17 school year. He said Board of Education approval of the Plans will enable the Land Trust funds to be distributed to the School Community Councils and used for specific academic needs as outlined in the Plans. He thanked Board members for their comments and recommendations.

At 6:15 p.m., the Board convened a Special Board meeting.

**SPECIAL BOARD MEETING**

Those recognized or signed-in as present:

Susan K. Pulsipher, Board President  
Janice L. Voorhies, Board Vice President  
Kayleen Whitelock, Board Secretary  
Jen Atwood, Board Member  
J. Lynn Crane, Board Member  
Richard S. Osborn, Board Member  
Matthew Young, Board Member  
Patrice A. Johnson, Superintendent of Schools  
John Larsen, Business Administrator  
Paul Van Komen, Burbidge & White  
Michael Anderson, Administrator of Schools

Jill Durrant, Administrator of Schools  
Laura Finlinson, Administrator of Curriculum and Staff Development  
June M. LeMaster, Administrator of Human Resources  
Brad Sorensen, Administrator of Schools  
Scott Thomas, Administrator of Auxiliary Services  
David Rostrom, Director, Facility Services  
G. Norma Villar, Consultant, Student Intervention Services  
Nancy Ward, Coordinator for Educational Support Services  
RaeAnna Kirk, Lead Nurse  
Jeri Clayton, Administrative Assistant  
Robert Conder, AV Maintenance  
Jennifer Boehme, President, Jordan Education Association  
Bruce Williams, Zions Public Finance  
Vicki Olsen  
Darrell Robinson

President Pulsipher presided and conducted. She welcomed those present.

I. **Special Business**

A. **Recommendation for Final Approval on 2016-17 Land Trust Plans**

Michael Anderson, administrator of schools, stated that the 2016-17 Land Trust Plans were reviewed by two Board members, as required by law. He presented the Plans for Board approval.

Mrs. Whitelock expressed appreciation to the parents, administrators, and school staff for looking at the data and deciding how best to use the Trust Lands money. She also thanked those at the state level who help secure the money and keep it for its intended purpose which is to help kids.

Public Comment

No patrons signed up to address the Board regarding this Special Business item.

**MOTION:** It was moved by Kayleen Whitelock and seconded by J. Lynn Crane to approve the 2016-17 Land Trust plans. Motion passed with a unanimous vote.

At 6:18 p.m., the meeting adjourned. The Board returned to study session.

**STUDY SESSION, Continued**

Those recognized or signed-in as present:

Susan K. Pulsipher, Board President  
Janice L. Voorhies, Board Vice President  
Kayleen Whitelock, Board Secretary  
Jen Atwood, Board Member  
J. Lynn Crane, Board Member  
Richard S. Osborn, Board Member  
Matthew Young, Board Member  
Patrice A. Johnson, Superintendent of Schools  
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Robert Conder, AV Maintenance  
Jennifer Boehme, President, Jordan Education Association  
Bruce Williams, Zions Public Finance  
Vicki Olsen  
Darrell Robinson

President Pulsipher presided and conducted. The Board of Education continued its study session to discuss the following:

**D. Administrative Policy Review**

**1. AS85 Medication in the School Setting**

Laura Finlinson, administrator for Curriculum and Staff Development, stated that District nurses were involved with the revisions to policy AS85 and the Nursing Procedures and Guidelines document to insure they are in line with current practice and standards. She invited Mr. Van Komen, Board attorney, to review the shortened policy and guidelines.

Mr. Van Komen said Board members asked to have the following items addressed in policy: 1) That it be clearly stated that in an emergency 911 is to be called, and 2) that the policy require that parents/legal guardians be given a summary of the policy and guidelines on an annual basis. Mr. Van Komen said these items have been addressed and the revised policy cites references to Utah Code and the Nursing Procedures and Guidelines document. He noted that the Guidelines are a "living" document and can be kept current as changes are made to rules and regulations.

Mrs. Whitelock asked about the administration of emergency medications and the costs that may be involved with the requirement to have oxygen available.

RaeAnna Kirk, Lead Nurse, stated that the Utah Department of Health, in collaboration with physicians from Primary Children's Hospital and the Utah School Nurse Association, is in the process of developing training related to the administration of emergency medication such as Versed. She said having oxygen available is a safety measure and details about the administration and payment responsibility are still being discussed.

President Pulsipher asked to have this policy brought before the Board for approval at the May Board meeting.

**2. AS90 Drugs and Alcohol**

Laura Finlinson, administrator for Curriculum and Staff Development, and G. Norma Villar, consultant for Student Intervention Services, presented policy AS90 to the Board for review and invited questions about the policy changes.

Mrs. Pulsipher expressed appreciation for having the Board attorney review policy language. She asked to have this policy brought before the Board for approval at the May Board meeting.

**E. Administrative Policy Review: DP335B Personal Leave – Classified**

Dr. June LeMaster, administrator for Human Resources, reviewed the language change made to bring it in line with the classified employee work conditions.

Mrs. Pulsipher asked to have this policy brought before the Board for approval at the May Board meeting.

**F. Charter School Relations Advisory Committee Presentation**

Matthew Young, committee chair, made a presentation to the Board about the Utah Charter Schools Act, the purpose of charter schools, entities that can be charter school authorizers (which included local school boards), individuals and entities that can apply to local school boards for a charter, what the application must include, and the process for making application. Mr. Young also reviewed school board responsibilities, if the Board should decide to become a charter school authorizer.

During the presentation, Mr. Young asked for authorization to proceed with the following four activities:

1. Begin the process of becoming a charter authorizer.
2. Set the goal to grant charters to one or two schools with a desired opening of 2017-18 school year.
3. Direction to reach out to various existing charter organizations to determine interest and concerns with the Jordan School Board being their charter authorizer.
4. Permission to use Board attorney to work out legal issues encountered by the Committee.

Mrs. Voorhies stated that she assumed the purpose of the Charter School Advisory Committee would be to work with area charters to improve education and felt blind sighted to learn that the Committee's purpose is to consider having the Jordan Board become a charter school authorizer. She asked what the advantages would be to the District.

Mrs. Whitelock responded that it is politically wise and could help the District choose which charters enter District boundaries. She said if the charter world sees that the Board is becoming engaged and involved and have set standards for charters within Jordan District, then it can be politically beneficial.

Mrs. Pulsipher said if the Board is to insure quality education options are available to all students residing in Jordan District boundaries, then it is wise to work with and encourage quality charter schools.

Mrs. Whitelock asked for Mr. Young's definition of "existing high performing charters looking to expand or switch." Mr. Young responded that this is not a come one, come all proposition and the Board would be creating a "brand" that a Jordan chartered school is of the highest quality and caliber and the Board could become a catalyst for raising the quality of the charter schools within Jordan District and bring the charter schools back to the original intent.

Mr. Osborn asked if Jordan District would be financially liable for any charter school debt. Mr. Young said he didn't believe the District would be liable, but this is one of the questions that would need to be thoroughly answered. Mr. Larsen added that his understanding is that the charter school debt does go directly to the authorizing entity and so this matter will need to be part of the research. Mr. Larsen asked for clarification about the statement "the Board would monitor charter compliance with federal and state laws rules and regulations" and "the Board would provide technical support to help charters understand and perform their obligations" and whether these are matters handled by the Board or by District staff. Mr. Young said there would need to be a funding mechanism in place to provide the resources that can give the charter personnel feedback.

Mrs. Voorhies made a request that the Committee take a look at existing charter schools within Jordan District and measure how successful they are and/or what their focus is, because some charters within the District are doing a reasonable job and some are floundering. She expressed concern over the political implications of becoming a charter authorizer because the newspapers have reported that the

State Board is not happy with the charter school system and she does not want to see the District get caught in the middle. She added that there are charter school issues related to special education and misunderstandings of how the law works and funding mechanisms. Mrs. Voorhies expressed that there is a lot that needs to be researched and understood before the Board considers becoming a charter authorizer and because of the complexities of this decision, she does not like the idea of saying the Board is going to be supportive of starting one or two charter schools one year from now. Mrs. Voorhies recommended that item number two about granting charters to one or two schools with opening dates for the 2017-18 school year be removed from the list of Committee' requests until more information is known.

Mr. Young stated that he was against removing item number two and said there are many questions and concerns which will need to be answered as the Committee explores and solidifies this plan. He also said he believes that by becoming a chartering entity, the Board can set a standard for high-quality charter schools without requiring significant demands on the administration's time and added that this is a School Board item and directive. Mr. Young made the following motion:

**MOTION:** It was moved by Matthew Young and seconded by Kayleen Whitelock to authorize the Charter School Relations Advisory Committee to proceed with work on the four stated Committee' requests. Motion passed with a vote of five to one. Mrs. Voorhies cast a dissenting vote and Mr. Crane abstained from voting.

#### **G. Equipment Budget for Schools**

John Larsen, business administrator, said at the Board's request, he came up with a proposal for providing additional funds to older schools that can be used for the purchase of new equipment. His proposal is for \$50,000 of capital money to be allocated for distribution to schools, based on age, starting with schools ten years of age and older. He said proportions are based on the new school start-up budget and the dollars allocated increase in five-year increments.

Board members discussed the proposal. They expressed concern about the money being used for equipment needs rather than wants. Following the discussion, Mr. Larsen requested to rework his proposal based on the Board's recommendations and bring a revised proposal back for discussion at a future study session.

#### **H. Update on Progress Toward 2016 Bond Election**

##### **1. Updates on Bond Plan**

Mr. John Larsen, business administrator, said the bond website, [jordanbond.org](http://jordanbond.org), has been launched and is available as a link on the District's website. He also noted that questions and comments are starting to be received from community members. He expressed appreciation to Ms. Riesgraf and Mr. Dunham of the District's Communications Department for the many weeks and months of work and effort in trying to make sure the information is accurate and available to the public.

Board members discussed a date and time for a meeting with the Utah Taxpayers Association. They tentatively scheduled Thursday, May 12, at 3:00 p.m. at West Jordan Middle School. The Board invited Bruce Williams, financial advisor with Zions Public Finance, to also attend.

Mr. Williams made a recommendation for the meeting with the Taxpayers Association that the Board focus on explaining the need for the bond, the plan for using the bond funds, and the bond election amount and tax impact on residential and commercial tax payers. Mr. Williams also recommended scheduling another meeting with the Taxpayers Association the end of June, after the tax rates have been received from the County, to provide them with an update on the bond impact. Mr. Williams said he has reviewed the information on the District's website and in written

communications and found it very well done. He believes the District is headed in the right direction.

Mr. Larsen presented the Board with three draft versions of the Bond Plan 2016. Following the discussion about each of the three plans, Board members unanimously decided that draft B would be the version they would like to have presented to the public.

**2. Calendar of School Community Council, PTA, and Faculty Meetings**

Superintendent Johnson provided Board members with a list of dates and times for bond presentations at school faculty meetings. She said the administrators of schools will be in attendance and recommended that Board members work with them on who will be making the presentations. Dr. Johnson stated that Dr. Godfrey is working on dates and times for the PTA and School Community Council bond meetings.

Mr. Larsen suggested that Board members download and run the bond presentation from their personal devices so that potential technical difficulties are not encountered by using the District Internet site.

In response to a question from Mrs. Atwood about the Questions and Answers document, Mr. Larsen said it is being created and will be available soon.

**I. Policy Governance Review: BS/C 204 Monitoring Superintendent Performance**

President Pulsipher invited Board member input about policy BS/C 204.

Mrs. Whitelock noted that policy requires that Ends policies be approved by April. Board members discussed the reasons for the April date and recommended adopting the policies that have been completed so the superintendent can be held responsible for them.

President Pulsipher asked to have the completed Ends policies brought before the Board for approval at the May Board meeting. She also asked to have a review of policy BS/C 204 placed on a study session agenda in November to discuss the completion of additional Ends policies.

**J. Discussion on Social Media and GP 103 Board Members' Principles of Operation – Conduct and Ethics**

Mrs. Whitelock said in a class she took recently it was recommended that Board members look at Board policy related to social media and she thought it would be wise for the Board to do this prior to the next election cycle in November. Board members discussed what types of protections should be included in policy and heard language recommendations from Mr. Van Komen, Board attorney. Following the discussion, Mrs. Whitelock said she would gather examples of policy language and provide them to Mrs. Siggard to place on BoardDocs for Board members to review.

**K. Board Committee Reports**

**A. Board Member Committee Reports and Comments**

**1. District/Community Council Board Advisory Committee**

Mrs. Atwood reported that the Committee met last week and decided that with the amount of money schools receive from Trust Lands, attendance at School Community Council training should be mandatory for principals and council chairs. She noted that there were four or five training sessions held last year and there will be multiple sessions again this

year. Mrs. Atwood stated that last year's sessions were very productive and the attendees were able to learn from the experiences that others shared.

Mrs. Voorhies said the Committee discussed sharing the Parent University idea with the School Community Councils to see if this is something in which they might want to participate. She said she has been compiling a list of topics and invited Board members to provide topic ideas as well so the list can be shared with Council members.

2. **Facilities Board Advisory Committee**

Mrs. Whitelock said she had nothing more to report.

3. **District Finance and Audit Board Advisory Committee**

Mr. Young said he had nothing more to report.

4. **Legislative/Community Relations Board Advisory Committee**

Mrs. Pulsipher reported that she attended a Jordan Education Foundation meeting last week and provided Board members with a flyer about an upcoming fundraising event. The event is a 5K Obstacle Course Race on Saturday, June 4, 2016, and is open to anyone who would like to participate. She asked Board members to help get the word out. Mrs. Pulsipher reported that Superintendent Johnson requested that the Foundation honor one teacher from every school this year. Each of the principals nominated a teacher and representatives of the Foundation went to the school to give them the plaque and a gift bag. She said each year, the plaque can be updated with the name of the current year's recipient and that it was delightful to be part of this activity. Mrs. Pulsipher reminded Board members that the Foundation golf tournament will be held June 21<sup>st</sup> and said in the past, Board members have sponsored a hole and could do so again this year, if Board members would be willing to participate.

Mrs. Pulsipher said the Foundation bylaws will be placed on BoardDocs for Board members to review.

5. **Charter School Relations Board Advisory Committee**

Mr. Young said he had nothing more to report.

At 8:43 p.m., the meeting adjourned.

**MOTION:** At 8:43 p.m., it was moved by Richard S. Osborn and seconded by Jen Atwood to go into closed session. Motion passed with a unanimous vote.

**CLOSED SESSION**

Those recognized or signed-in as present:

Susan K. Pulsipher, Board President  
Janice L. Voorhies, Board Vice President  
Kayleen Whitelock, Board Secretary  
Jen Atwood, Board Member  
J. Lynn Crane, Board Member  
Richard S. Osborn, Board Member  
Matthew Young, Board Member  
Patrice A. Johnson, Superintendent of Schools  
John Larsen, Business Administrator

Paul Van Komen, Burbidge & White  
June M. LeMaster, Administrator of Human Resources  
Scott Thomas, Administrator of Auxiliary Services

President Pulsipher presided and conducted. The Board of Education met in a closed session to discuss property, negotiations, and potential litigation. The closed session discussion was recorded and archived.

**MOTION:** At 10:06 p.m., it was moved by Kayleen Whitelock and seconded by Jen Atwood to adjourn the meeting. Motion passed with a unanimous vote.

JL/jc

[Minutes approved 5-24-16]