

Jordan School District
MINUTES OF BOARD OF EDUCATION MEETING
August 30, 2016

The Board of Education of Jordan School District met in study, closed, and regular sessions on Tuesday, August 30, 2016, beginning at 4:07 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, excused)
J. Lynn Crane, Board Member
Richard S. Osborn, Board Member
Matthew Young, Board Member
Patrice A. Johnson, Superintendent of Schools
Anthony A. Godfrey, Associate Superintendent
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
Sandy Riesgraf, Director, Communications
David Rostrom, Director, Facility Services
Jeri Clayton, Administrative Assistant
Robert Conder, AV Maintenance
Vicki Olsen, President, Jordan Education Association
Travis Hamblin, Human Resources
Jane Harward, Consultant, Curriculum and Staff Development
Carmen Freeman, Mayor, Herriman City
Marilyn Richards
Debbie Brown, Bingham High
Melissa Brown
Christopher Lutz
Leslie Thompson
Todd Quarnberg, Principal, Copper Hills High School
Melinda Mansouri
Ross Hershey
Chris Strong, South Jordan Elementary
Kerry Simi, Eastlake Elementary
James Maughan
Cindy Wade, West Hills Middle

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

A. Ends Policies and Student Achievement

Board members reviewed Ends Policy 401. They made recommendations for revisions and provided suggestions for setting of goals and measurement tools, noting that goals need to be reachable and doable. They discussed a goal for students to strive for 100 percent proficiency and the expectation that

students will increase in learning and mastery. Mrs. Pulsipher invited teachers in attendance to comment on the policy and provide input into the discussion.

Board members asked to have this item added to a future study session agenda for further discussion.

B. Continued Discussion on State Board Rule R277-511 Alternate Path to Teaching Program

Board members continued the discussion about implementation of the Alternate Path to Teaching Program. They invited teachers and others in attendance to express their feelings about the new State Board rule and to provide input into how the Board should implement this program. Following the discussion, Board members agreed that disseminating a statement of the Board's position on this issue would help District teachers understand the Board's position and its appreciation for them. Mrs. Voorhies agreed to begin drafting the statement for Board member review.

C. Administrative Policy Review

1. BP178 Purchasing Procedures

Mr. Kurt Prusse, director of Purchasing, reviewed changes to Policy BP178 *Purchasing Procedures*, most of which were a result of changes in Utah law. Board members discussed the policy and made recommendations for additional revisions.

2. DP371 Employee Information Network Acceptable Use Policy

Mr. Ron Bird, director of Information Systems, reviewed Policy DP371 *Employee Information Network Acceptable Use Policy*, noting that revisions were precipitated by changes in State law. Board members discussed the policy and suggested a few additional changes.

At 6:27 p.m., the meeting adjourned. The regular session started at 6:39 p.m.

REGULAR 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, excused)
J. Lynn Crane, Board Member
Richard S. Osborn, Board Member
Matthew Young, Board Member
Patrice A. Johnson, Superintendent of Schools
Anthony A. Godfrey, Associate Superintendent
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
Herb Jensen, Director, Transportation Services
Scott Iddings, Specialist, Communications
David Rostrom, Director, Facility Services
Jane Harward, Consultant Curriculum
Jeri Clayton, Administrative Assistant
Robert Conder, AV Maintenance

Vicki Olsen, President, Jordan Education Association
Joseph Christensen
Robyn Bishop
Ryan Marchant, Real Salt Lake
Craig Martin, Real Salt Lake
Elliott Fall, Real Salt Lake

President Pulsipher presided and conducted. She welcomed those present. Michael Anderson, administrator of schools, conducted a flag ceremony and led everyone in the Pledge of Allegiance. Reverence was given by Anthony Godfrey, associate superintendent.

Resolutions of Appreciation

President Pulsipher read a Resolution of Appreciation for each of the following former Jordan District employees who recently passed away:

Mitzi Dunn Bray – employed by Jordan District from 1995 to 2008
Jennifer Anne Lambourne – employed by Jordan District from 2012 to 2016
Steven Robert Lewis – employed by Jordan District from 1994 to 2015
Shirley La Vaughn Waldram Mullett – employed by Jordan District from 1964 to 1992
Corinne Chatterton Nasella – employed by Jordan District from 1976 to 2006

Recognitions by Board Members

Mrs. Whitelock recognized Riverside Elementary School students and staff members for the positive and excited attitude they have had about the move to a modified traditional schedule. She thanked the administration for promoting that attitude which has trickled down to students and staff. Mrs. Whitelock gave a “shout-out” to Bingham High School students and staff for working together to develop a plan for student parking lot usage that will, hopefully, provide a safer environment for everyone.

Patron Comments Regarding Non-Agenda Items

Vicki Olsen, president of JEA, expressed appreciation to the Board for the candid discussions held during study session and for inviting input from teachers. She said the teachers felt they were listened to and by reaching out to teachers, it sent a message that the Board cares what they think and feel. Ms. Olsen said as she begins her term as president of JEA she is seeing how the management classes she took in college are helping her understand the management process in Jordan District. She said it is her job as the president of the “line workers” to try to help change working conditions for this group of employees. She said sometimes management forgets what it is like on the line and there are many non-monetary things that can be done to improve the working environment for teachers and make them feel that management cares about them.

I. General Business – Consent Agenda

A. Motion to Approve Consent Agenda Items

1. Minutes

Minutes for the Board of Education meetings held July 26, August 9, and August 16, 2016, were provided to the Board of Education.

2. Administrative Policy Revisions

- a. DP374 *Employment Background Checks*
- b. DP376 *Nursing Mothers in the Workplace*

Copies of policies DP374 and DP376 are attached at the conclusion of these minutes.
(Attachments 1 and 2)

MOTION: It was moved by Richard S. Osborn and seconded by Janice L. Voorhies to approve Consent Agenda items A1 and A2, as recommended. Motion passed with a unanimous vote.

B. Motion to Accept Consent Agenda Items

1. Expenditures

Expenditures for the month of July 2016 were provided to the Board of Education.

2. Financial Statement

The financial statement through July 31, 2016, was provided to the Board of Education. A copy is attached at the conclusion of these minutes. (Attachment 3)

3. Personnel – Licensed and Classified

Personnel changes for the month of July 2016 were provided to the Board of Education.

4. Recommendation to Issue Certificates for Home Instruction

It was recommended that the students whose parents have filed affidavits pursuant to Utah Code 53A-11-102 shall be issued certificates excusing them from attending public school.

MOTION: It was moved by Kayleen Whitelock and seconded by Richard S. Osborn to accept Consent Agenda items B1 through B4, as recommended. Motion passed with a unanimous vote.

II. Bid Recommendations

**A. School or Department
Curriculum and Staff Development**

**Items for Bid
Seventh and Eighth Grade
Math - Primary Source Materials**

Bidders
CPM Educational Program
Houghton Mifflin Harcourt – Go Math
McGraw-Hill
Pearson

Amount of Bid
\$38,098.66 - \$790,267.50

Purpose: To provide middle schools with vendor options for the purchase of seventh and eighth grade math textbooks.

Budget: 2016-17 Textbook budget of individual schools.

Recommendation: It was recommended making a multiple award to all bidders to allow middle schools to purchase math textbooks from the supplier whose offering best meets the school's needs. All four bidders supply primary source materials approved by the State of Utah.

Mr. Young requested to have information brought back to the Board by Curriculum and Staff Development personnel about school purchases of the math materials.

MOTION: It was moved by Kayleen Whitelock and seconded by Janice L. Voorhies to approve the bid for seventh and eighth grade math primary source materials, as recommended. Motion passed with a unanimous vote.

B.	<u>School or Department</u> Administrator of Schools	<u>Items for Bid</u> Three (3) Drivers Education Pick-up Trucks
	<u>Bidders</u> Young Chevrolet	<u>Amount of Bid</u> \$67,002.00

Purpose: Purchase of three additional vehicles for driver's education with the remaining \$68,000 in grant money. The new small Chevrolet Colorado trucks will replace one 1993 and two 1997 trucks currently in use at Copper Hills, West Jordan, and Bingham High Schools. These trucks are used for the daily placement of over 90 cones on the student driving ranges and also provide an alternate vehicle for students to practice driving skills.

Budget: State grant.

Recommendation: It was recommended placing the orders with the State contract vendor, Young Chevrolet.

MOTION: It was moved by Janice L. Voorhies and seconded by J. Lynn Crane to approve the bid for three driver's education pick-up trucks, as recommended. Motion passed with a unanimous vote.

III. **Special Business**

A. **Consideration to Approve New Policy on Board Authorization for Charter Schools**

Mr. Paul Van Komen, Board attorney, stated that one of the steps the Board must take to become a charter school authorizer is to adopt a policy that outlines the application and approval process.

President Pulsipher stated that the Board reviewed and discussed the decision to become a charter authorizer and reviewed this policy at length during a prior study session.

Mr. Young noted that paragraph III places an expiration date on the policy of July 31, 2017, and recommended that this policy be placed on the Board's agenda schedule for review before the expiration date.

Public Comment

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

MOTION: It was moved by Matthew Young and seconded by Janice L. Voorhies to approve the new policy on Board Authorization for Charter Schools. Motion passed with a unanimous vote.

A copy of the new Policy A12 *Charter School Authorization* is attached at the conclusion of these minutes. (Attachment 4)

B. **Consideration to Authorize Charter School Application and to Approve Charter Agreement**

Mr. Young said he feels the Board has a great partner in Real Salt Lake (RSL) and said RSL has expressed a strong desire to see this charter high school partnership succeed. He said he believes that during the coming year there isn't anything on which the Board and RSL won't be able to come to agreement. Mr. Young introduced Ryan Marchant of Real Salt Lake and invited him to answer Board questions about the proposed charter high school.

Mr. Marchant said it is RSL's desire to have a good working relationship with Jordan School District and thanked the Board for the opportunity to partner with them. He said RSL does not want to take resources away from Jordan District, but rather to add to its resources. Mr. Marchant

said the decision was made by the owner to close the soccer academy in Casa Grande, Arizona, and move it to Herriman, Utah. The academy is a U-18 developmental league and soccer players are identified at an early age and recruited to attend the academy. He said the owner is an advocate of public education and he wanted the new Real Academy High School to be available to all students as well as those recruited to the Academy. The school will have nine soccer fields and a 5,000 capacity stadium which RSL can make available to high school teams. Mr. Marchant said the school has an anticipated opening date of fall 2017.

Mr. Paul Van Komen, Board attorney, reviewed the Charter Agreement and said revisions have been made to address Board questions and concerns and also to reflect the 2016 State Charter Board's sample Charter Agreement form. He said the Jordan Board of Education has been listed as the charter authorizer and an Exhibit A was added to outline additional terms. He noted that in section 4.1, the term of the Agreement was identified and he noted on page 15 of Exhibit A that the total enrollment of public school students is 280 for the first two years, with an increase to 300 in the third year and beyond which allows capacity for the school's recruited private students.

Board members discussed the importance of providing information to the public about funding for the charter school and the relationship between Jordan District and RSL. Mrs. Whitelock noted that in section 1.6 it states that RSL will reimburse the District for costs of oversight and providing services to the charter school. Mrs. Voorhies questioned whether the charter school would participate in the accreditation process, to which Mr. Marchant responded that it will participate because it is the intent of the school to have its students attend college. Board members provided suggestions for modifications to the Charter Agreement.

Public Comment

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

MOTION: It was moved by Matthew Young and seconded by Richard S. Osborn to approve the Charter Agreement with the amendments and corrections as discussed. Motion passed with a unanimous vote.

A copy of the Real Academy High School Charter Agreement is attached at the conclusion of these minutes. (Attachment 5)

IV. **Information Items**

A. **Superintendent's Report**

Superintendent Johnson said the District has seen a successful opening of the 2016-17 school year and expressed appreciation to the teachers, classified staff, and administration. She noted that the projected enrollment was 53,482 and currently there are 53,435 students with more expected on Monday. She said "kudos" to Luann Leavitt for the estimated number of students coming so close to the actual numbers. Dr. Johnson expressed her appreciation to the Cabinet members with whom she is privileged to work each day. She said these individuals never cease to amaze her and thanked them for what they do for the young people. Dr. Johnson said Mrs. Finlinson, administrator of Curriculum and Staff Development, and members of her department have provided excellent staff development opportunities to the teachers new to Jordan District. She noted she has received many compliments from teachers new to the District who have said the professional development has been a great experience. Dr. Johnson invited Laura Finlinson, administrator of Curriculum and Staff Development, and Jane Harward, science/STEM consultant, to present information about new science standards and how to engage parents.

1. **Presentation on New Science Standards**

Mrs. Laura Finlinson said the Board requested a presentation on how parents can learn about and become engaged in the new science standards. She introduced Ms. Jane

Harward, science/STEM consultant, to discuss the preparations being made to provide parents and students with information about the new science standards.

Ms. Harward said five informational meetings for parents are scheduled in the month of October at middle schools throughout the District. She noted that department chairs and teacher leaders will attend these meetings in preparation for presentations to their respective School Community Councils in January and February of 2017. Brochures will be made available to all stakeholders that provide information about the standards and available resources and said the brochures will also be available on District and school websites. She said parents are feeling apprehensive about the change and the new direction of science education and these resources will provide good information. She noted that informational posters will also be placed in counseling centers and in sixth through eighth grade classrooms to help students know where to go for help and information. Ms. Harward said the usual modes of communication such as Peachjar, Skylert, and District and science websites will also be used to provide information to parents and students and an information booth will be set up at the April 20, 2017, STEM Communication Night. This event will be held at Elk Ridge Middle School from 6:00 to 8:00 p.m. Ms. Harward said the hope is that students and parents will ask questions and become informed.

Mrs. Finlinson noted that at Mr. Young's suggestion, the October informational meetings will provide parents with hands-on opportunities to explore and experiment with the science lessons. She invited Board members to attend the October open houses.

B. Facilities Summer Projects and Updates

Mr. Scott Thomas, administrator for Auxiliary Services, and Mr. Dave Rostrom, director of Facility Services, reviewed the progress and completion of summer construction, maintenance, and custodial projects.

Mr. Young requested that Mr. Thomas provide a report to the Board about whether the projects came in at, below, or above the bid amount.

V. Discussion Items

A. Board Member Committee Reports and Comments

1. District Finance and Audit Board Advisory Committee

Mr. Young, chair of the Finance Committee, said two years ago the State legislature enacted a law requiring school boards to create an internal audit committee and engage the services of an internal auditor. The Finance and Audit Board Advisory Committee hired Mr. Joseph Christensen and for his first project he was asked to perform an audit of the District's Transportation Department. Mr. Christensen completed his audit and reported the findings to the Finance Committee two months ago and Mr. Young asked him to make a formal presentation to the entire Board. Mr. Young invited Mr. Christensen to give his presentation.

Presentation on Internal Audit

Mr. Christensen said he was asked to look at the District's Transportation Department in relation to comparable districts which included Alpine, Granite, Washington, Canyons, Davis, Nebo, and Weber School Districts. He said he collected information about expenditures and various other statistical information that helped him make comparisons about how Jordan District is performing. He said as a general conclusion, Jordan District is very similar in almost every category to these other Districts and fell in an "average"

category, meaning they were not higher than nor lower than other districts in most areas. He said there were only a few items in which Jordan District was either considerably better or a little worse. Mr. Christensen said Jordan is doing very well in the area of fuel efficiency which is a result of moving towards more natural gas vehicles. One area where Jordan is slightly lower is on bus utilization but he said it was difficult to compare correct information due to reporting practices. Mr. Christensen said he made four recommendations in his report: a) to evaluate if there are ways to improve utilization by looking at districts that have higher utilization; b) evaluate ways to reduce ineligible miles; c) work with other districts when purchasing buses to see if there are costs that can be reduced by placing larger orders; and d) include ineligible riders on the A1 report that is sent to the Utah State Office of Education.

Mr. Jensen, director of Transportation, responded to Mr. Christensen's recommendations by stating that the report provided information that can be used to improve services and increase efficiency. He said the 1,000 ineligible riders have not been reported on the A1 report because reporting this group of students doesn't generate any revenue for the District; however, they will begin including these riders on the November report. He said when space is available they want to provide opportunities to ineligible riders and fill the buses. Mr. Jensen said he contacted his counter-part at Washington School District to find out why that district's bus utilization is higher than Jordan's and was told that Washington is doing the same things as Jordan with one exception, they bus all middle and high school students on the same bus at the same time and it has been Jordan's practice to separate the middle and high school routes. He said perhaps this is a practice the Board will want to consider in the future; however, the start/end times would need to be closer together. Mr. Jensen said his Department, while they believe they are extremely efficient, will begin tracking a list of matrix to determine if there are areas in which efficiency can be improved. Mr. Jensen responded to the recommendation that school districts should work together in the purchase of buses to decrease costs by stating that there are three State contracted bus vendors and these companies are required to charge all districts the same basic cost. He also noted that the addition of options such as child-protection systems, which Jordan has had on its buses for many years, and lift devices, etc. result in higher bus costs.

Mr. Young expressed appreciation to Mr. Jensen for his willingness to have Transportation be the first department to participate in this type of internal audit and for their cooperation and willingness to consider the recommendations made by Mr. Christensen. Mr. Young invited Board members to give him suggestions for other departments for which an internal audit may be helpful.

Continuation of Finance Committee Report

Mr. Young noted that the West Jordan TEC meeting was scheduled for yesterday, August 29, but was cancelled and no further meetings were scheduled. This was the meeting where the official vote on Project Discus was to be taken.

2. **Other Committee Reports**

Mr. Crane reported that he serves on the Salt Lake County Parks and Recreation Board which met recently. He said they reported on current activities and announced during the meeting that they would be retaining the equestrian center in South Jordan and maintaining it with county staff.

Mr. Osborn said he met with the Utah High School Activities Association and noted that the annual training event will be held again this year. He said classifications will also be reviewed and this process will begin in a couple of months. He reminded the Board that after December 31 a new Board member will need to be assigned to attend these meetings.

Mrs. Voorhies said she serves as a representative of the Board on the Western Growth Coalition and at a meeting about a week ago a lively and sometimes heated discussion was held about Project Discus.

Mrs. Pulsipher stated that she attended a recent USBA meeting and received a packet of information about the strategic plan for the Utah School Boards Association. She made copies available to Board members for review. She noted that announcements were sent out about the fall regional meeting which will be held on September 14, 2016, at the USBA offices and the topics for discussion should be interesting and beneficial. She said Board members are always welcome to attend the other regional meetings as well. Mrs. Pulsipher said Mr. Osborn and she attended the pre-delegate assembly and listened to several legislators and were able to ask questions. She provided NSBA Advocacy Agendas to all Board members and also provided them with copies of the USBA legislative priorities which were passed by the delegates. She said this document is for use by school board members and a tri-fold brochure will be created for Board members to give to legislators. She discussed the USBA priorities with the Board.

At 8:57 p.m., President Pulsipher declared the meeting adjourned and announced that the Board would return 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, excused)
J. Lynn Crane, Board Member
Richard S. Osborn, Board Member
Matthew Young, Board Member
Patrice A. Johnson, Superintendent of Schools
Anthony A. Godfrey, Associate Superintendent
John Larsen, Business Administrator
Paul Van Komen, Burbidge & White
Michael Anderson, Administrator of Schools
Scott Thomas, Administrator of Auxiliary Services
Scott Iddings, Specialist, Communications
Jeri Clayton, Administrative Assistant
Vicki Olsen, President, Jordan Education Association

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

D. Science Standards and Engaging Parents

This item was presented as part of the Superintendent's Report during the regular Board meeting.

E. Update on Progress Toward 2016 Bond Election

President Pulsipher said a meeting was held this week of the Bond Executive Committee and invited Mr. Larsen to review the discussion.

Mr. Larsen said the Committee listened to a report and watched several videos that were created to answer patron questions about the bond. One video was posted last week and two more are scheduled to be posted in the coming weeks. He said the Committee also reviewed the agenda for the open houses and noted that the schools will be providing AV equipment for showing the video. He stated that

following the Committee meeting he sent five documents to Board members, one of which was the bond open house schedule. He said one administrator of schools will be present at each of the open houses and the Committee would like to have at least one Board member present as well. He invited Board members to sign up for the meetings they will be able to attend and to also indicate if they can be available as an alternate in the event the assigned Board member is unable to attend.

Mr. Larsen said he and Communications Department personnel met to discuss the question the District and Board members have been asked about what happens if the bond doesn't pass. Mr. Larsen provided Board members with a FAQ sheet which explains what the alternatives will be in the event the bond doesn't pass. Board members reviewed the sheet and made recommendations for changes.

President Pulsipher noted that one city unanimously approved a resolution in support of the bond and the Board is hoping to see formal support from the other cities.

F. Proposed Summer 2017 Projects

Mrs. Whitelock, chair of the Board Facilities Committee, said she provided Board members via email with a list of 2017 summer projects and asked them to let her know if they had any questions about the list. She explained the bidding process and the cost savings that could be realized by having the projects out to bid by January. She also reviewed the criteria used to determine which projects will be included on the list. Board members discussed the available capital funds and requested that an alternate project be included in the list in the event projects come in under budget.

Mrs. Whitelock asked for the Board's support for moving forward with the SOQ process with the following motion, which included an amendment by Mr. Young to bring the 2017 summer projects list before the Board for formal approval at the September 27, 2016, Board meeting and to include the Majestic Elementary project as an alternate:

MOTION: It was moved by Kayleen Whitelock and seconded by Janice L. Voorhies to authorize the Facilities team to move forward with the SOQ process for the 2017 summer projects, including Majestic Elementary as a bid alternate, and to present the projects for final approval at the September 27, 2016, Board meeting. Motion passed with a unanimous vote.

G. Policy Governance Review

2. GP 100 *Global Governance Commitment*

Board members reviewed policy GP 100 and agreed that no changes were necessary at this time.

3. GP 101 *Governing Style*

Board members reviewed policy GP 101 and agreed that no changes were necessary at this time. Mrs. Pulsipher said this policy is about how the Board operates and while not all Board members agree, they are able to come to agreement and move forward. She expressed appreciation for the way in which Board members work together.

At 9:57 p.m., the meeting adjourned.

MOTION: At 9:58 p.m., it was moved by J. Lynn Crane and seconded by Janice L. Voorhies 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, excused)
J. Lynn Crane, Board Member
Richard S. Osborn, Board Member
Matthew Young, Board Member
Patrice A. Johnson, Superintendent of Schools
Anthony A. Godfrey, Associate Superintendent
John Larsen, Business Administrator
Paul Van Komen, Burbidge & White

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

MOTION: At 10:59 p.m., it was moved by Kayleen Whitelock and seconded by Richard S. Osborn to adjourn the meeting. Motion passed with a unanimous vote.

/jc

Attachments

[Minutes approved 9-27-16]