The Board of Education of Jordan School District met in study and closed sessions and special Board meeting on Tuesday, February 13, 2018, 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:
- Janice L. Voorhies, Board President
- Matthew Young, Board Vice President
- Jen Atwood, Board Secretary
- Bryce Dunford, Board Member
- Tracy J. Miller, Board Member
- Marilyn Richards, Board Member
- Darrell Robinson, 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
- Brad Sorensen, Administrator of Schools
- Scott Thomas, Administrator of Auxiliary Services
- Sandy Riesgraf, Director, Communications
- Jana Cruz, Director, Nutrition Services
- Paul Bergera, Staff Assistant, Auxiliary Services
- Lance Everill, Staff Assistant, Facilities Services
- Travis Hamblin, Consultant, Planning and Student Services
- Scott Iddings, Communications Manager
- Jeri Clayton, Administrative Assistant
- Vicki Olsen, President, Jordan Education Association
- Brendan Nielson, AV Maintenance
- Dawn Ramsey, Mayor, South Jordan City and Director, Region VI PTA
- Elma Scheid, Administrative Assistant, Nutrition Services
- Beverly Griffith, Specialist, Curriculum and Staff Development

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

A. **Board Ends Policy E404 Safety and Security**

Mr. Lance Everill, manager of Facility Operations, reviewed the District’s emergency preparedness plan as referenced in Administrative Code R277-400 and District Ends Policy 404. He reviewed the District’s Incident Command System (ICS) which has been in place since 1999. The ICS provides a means for District personnel and community responders to work together in emergency situations. He reviewed the District’s Incident Command Manual which contains emergency plans for fire, earthquake, violence, bomb threat, shelter-in-place, and reunification and identifies and defines the roles and responsibilities of personnel when responding to an emergency. Mr. Everill reviewed the required drills conducted at elementary and secondary schools and noted that District office locations also participate in drill exercises. He reviewed procedures for communicating with parents, guardians, and the community through Skylert messages, social media, television, and radio. Mr. Everill said school and District personnel collaborate with law enforcement and fire professionals to cultivate good working relationships and response protocols. Ms. Riesgraf, director of Communications, stressed the importance of accurate
communications with media sources and the value in using their help in communicating the safety of students. She also stressed the importance of collaborating with law enforcement and fire professionals to create an organized response.

Mr. Thomas, administrator of Auxiliary Services, said the District’s emergency preparedness plan is the topic for the April Parent University and information will be shared about emergency and reunification plans and parents will be invited to become more involved in understanding the District’s student safety measures.

Board members discussed the emergency plan and communication efforts. They made a recommendation that schools hold debriefing sessions within the first week after a drill or incident as a means to improve emergency plans. They asked to have Board members included in SkyAlert messages which are sent in emergency situations and invited Mr. Robinson, chair of the School Community Council Committee, to take responsibility for insuring that Board members are set up to receive these messages. They also suggested that Mr. Robinson have his Committee follow through on his suggestion for reviewing communication plans with patrons and report back to the Board.

Ms. Riesgraf, director of Communications, provided Board members with draft copies of a spring mailer that will be sent to community members and invited them to review the mailer and to let her know if they have suggestions for changes in preparation for sending it to the printers by the end of the week.

B. **Board Compliance with Open Meeting Law Training**

Mr. Van Komen, Board attorney, said he provided Board members with the Open and Public Meetings Act as well as the handbook for their review. He invited questions and comments and led a discussion about the Open Meeting Law. He also let Board members know they are welcome to contact him when they have questions or concerns. Mr. Van Komen said it is important to remember that items discussed during closed meetings are private and protected and the Board has an obligation to keep the discussions confidential.

C. **Review of Input Gathered from Employee and Stakeholder Groups Regarding Proposed Changes to Administrative Policy D207 Calendar Development**

Mr. Robinson, chair of the District/Community Council Board Advisory Committee, led a discussion about the revisions his Committee is recommending to policy D207.

Mr. Robinson recommended reducing the number of voting Calendar Committee members from 24 to 12. He invited Board input.

Ms. Richards and Mrs. Atwood expressed concern about providing enough representation from the various stakeholders and that non-voting members will have to rely on voting members. Ms. Richards asked how the classified employee group and parents felt about this change. Mr. Robinson said he discussed with JESPA leadership that although classified representation is cut by one-third they will have a higher voting percentage. Mrs. Miller added that JESPA and JEA leadership expressed that they do not want the level of representation changed but were open to having non-voting members attend Calendar Committee meetings to offer suggestions and give feedback. Mr. Robinson said parents and teachers will have more opportunity to provide input because the calendars will be provided to them via survey prior to approval by the Board.

Ms. Richards asked Board members to allow input from Beverly Griffith, a Calendar Committee member.

Ms. Griffith said she was surprised to learn of the changes to the Calendar Development policy. She stated her opinion that the 24-member Committee brings many different perspectives which helps in developing a workable calendar. She said the size of the Committee has not been a problem in the past and having members from Transportation, Nutrition Services, as well as parents with children at all
levels and teachers and administrators from all levels allows the Committee to construct a calendar that works for everyone. She said it is her recommendation that the Committee remain at 24 members.

President Voorhies called for a motion to assess Board support for reducing the number of Calendar Committee members.

**MOTION:** It was moved by Bryce Dunford and seconded by Tracy J. Miller to approve reducing the Calendar Committee members from 24 to 12, as outlined in the proposed policy. The motion passed with a vote of five to two. Ms. Richards and Mrs. Atwood cast the dissenting votes.

Mr. Robinson said another major change is the removal of many of the restrictions placed on the Committee and to give them more flexibility in creating school calendars. Mr. Robinson noted other changes which include the addition of a paragraph giving the Board the ability to remove Committee members.

Board members asked to add a word to paragraph II.B.7 to clarify “Emergency closure make-up days” to read: “Emergency closure make-up days …”

President Voorhies asked to have the policy brought before the Board for approval at an upcoming Board meeting.

**D. Review of Administrative Policies A9 Named Gifts to Jordan District and A11 Naming of Facilities**

1. **Policy A9 Named Gifts to Jordan District**

   President Voorhies invited discussion about policy A9. Board members expressed concern with some of the language and how the policy is being executed. Following the discussion, Board members agreed to have the Facilities Committee review policy A9 and make recommendations for language changes, and to consider merging policies A9 and A11. President Voorhies requested that Board members provide revision suggestions to Mrs. Atwood, chair of the Facilities Committee.

   A request was made of Superintendent Johnson to find out whether senior class gifts are being subsidized by student fees.

2. **Policy A11 Naming of Facilities**

   President Voorhies invited discussion about policy A11 and the Procedural Guidelines for Naming New Schools. Mr. Dunford stated that he is pleased with the policy and guidelines and used them for the naming of Golden Fields Elementary School; however, he expressed his wish that Guideline number three had been strictly adhered to in order to avoid the controversy created by accepting the names of small local areas. He suggested in the future that this be done. Mr. Dunford also made the suggestion to begin the school naming process immediately following the boundary approval process to allow time for a school principal to prepare for the opening date.

   Mrs. Miller said community members suggested the Board involve a committee of stakeholders in choosing the recommended school names. She also suggested that the survey process use a preference scale rather than a ranking scale and include a comment section for community input.

   Mr. Young suggested adding a new paragraph number one that provides a clear timeline for the naming of new schools. He also asked the District administration to provide information about how school mascots and colors are chosen so Board members have an understanding of this process. President Voorhies asked to have the mascot/color discussion added to a future study session agenda.
E. **Follow-up Discussion on Administrative Policy AS97 Management of Concussions and Traumatic Head Injuries**

Dr. Godfrey, associate superintendent, reviewed the revisions made at the request of the Board to policy AS97. President Voorhies asked to have this policy brought before the Board for approval at an upcoming Board meeting.

F. **Discussion on Bills for 2018 Legislative Session**

Mrs. Miller, chair of the Legislative Committee, expressed appreciation for having Mr. Michael Anderson, administrator of schools, working on behalf of the District during the legislative session. She said his presence makes a huge difference and he has developed relationships with legislators and is able to provide input about aspects of bills that may harm or benefit Jordan District.

Mrs. Miller said her Committee has taken a position on three different bills thus far and asked if Board members are comfortable with the process established for her Committee to communicate this information to them, to which they responded, "yes." She provided status reports on House Bills 227, 264, and 308.

Mrs. Miller asked for Board member input and positions on Senate Bill 244 (Senator Fillmore) and House Bill 145 (Senator Last). She invited Mr. Anderson to discuss these bills. Mr. Anderson noted that these bills are similar in that they are both equalization bills; however, the funding sources are different. He provided a detailed explanation of the differences and indicated that it is a possibility that these bills will be merged.

Mrs. Miller said it is the recommendation of the Legislative Committee to take a position of support for both bills. Board members discussed the bills and agreed to take a position of support for both. Mr. Young stated that he would like the Committee to actively support Senator Fillmore’s bill and to insure that Senator Fillmore is aware of the Board’s support. Board members agreed with Mr. Young’s suggestion.

Mrs. Miller provided information about House Bill 175, stating that it is designed to diminish local school board authority and allows for a legislative committee to override board decisions. She noted that legislative leadership is pushing HB175 and USBA and the League of Cities and Towns, as well as other large organizations, have opposed this bill. She invited Board input. Board members discussed the ramifications of the bill on local school boards and asked to have a belief statement created to send the message that local institutions need to maintain the ability to govern as elected. Board members agreed. Mrs. Miller and Mr. Young agreed to create a draft statement.

G. **Projections for Student Enrollment**

Dr. Godfrey, associate superintendent, and Mr. Hamblin, consultant for Planning and Student Services, presented the Board with information about student enrollment projections. Mr. Hamblin stated that in 2017, 5,017 building permits were issued in Salt Lake County and 79.37 percent or 3,982 of them were within Jordan District. He provided information about the number of students the District could potentially see enrolled in Jordan District schools based on new construction in each of the cities, noting that his best efforts were used to determine where students will live and attend school in the future. He stated that growth projections are calculated for a specific geographic area using projection factors such as birth rate data, the rate at which students promote to the next level, mobility data such as move-in/move-out rates, and student yield factors. He added that multiple years of student data are used to develop projections and factors such as permits, special education students, special programs, and school choice (home, private and charter school) are considered.

Mr. Hamblin provided Board members with a report, Projected Resident Students for years 2018 through 2027. This report provided District-wide growth projections and projections for each District school. He invited Board members to contact him with questions about the enrollment projection data.
Board members discussed the projection data and its use in the fall 2018 boundary change process. They also discussed with Mr. Hamblin what an appropriate timeline might be for them to receive updated information. Board members agreed to add an item to a future study session agenda to discuss how to share this information with the public.

H. **Boundary Change Process and Timeline**

Dr. Godfrey, associate superintendent, presented Board members with a proposed 2018 timeline in preparation for the boundary changes that will be needed for new schools currently under construction and scheduled to open in the fall of 2019. He presented the following Board meeting dates and events:

- February 13 – presentation of enrollment projection data and a timeline of events
- February 27 – review of boundary change process
- March 13 – review of elementary school capacities and use of portables
- March 27 – review of middle school capacities and use of portables
- April 24 – review of high school capacities and use of portables
- May 8 – review of calendar priorities (year-round/traditional/modified traditional)
- May 22 – review of boundary option priorities
- June 12 – review of continuum
- August 28* – review of schools under consideration for boundary change
- September 25* – presentation of boundary options
- October 23* – presentation of survey results
- November 13* – Board of Education boundary decisions

*Potential dates; pending approval of the 2018-19 Board meeting calendar.

Dr. Godfrey stated that the process will include information meetings in early September with School Community Councils and between September 25 and October 23, school open houses will be held and surveys will be available for the community to provide input about boundary change options. He also reviewed potential dates for school decisions. These include principal appointments in April-May 2018 for the new high school and January 2019 for middle and elementary schools, naming of schools in January-February 2019, and choosing of school mascots and colors in February-March 2019.

Board members discussed the November election and whether the timeline should be extended to allow for any potential new members to participate in the decision-making process. Following the discussion, the Board members who are not up for re-election agreed that the process should proceed as outlined by Dr. Godfrey with a final decision made before the end of the year. Mr. Young stated his preference to have the Board’s boundary decisions made after the November 6 election date so any accusation of politics can be removed from the equation.

At 9:31 p.m., the meeting adjourned.

**MOTION:** At 9:31 p.m., it was moved by Bryce Dunford 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:
- Janice L. Voorhies, Board President
- Matthew Young, Board Vice President
- Jen Atwood, Board Secretary
- Bryce Dunford, Board Member
- Tracy J. Miller, Board Member
- Marilyn Richards, Board Member
Presidential Voorhies presided and conducted. The Board of Education met in a closed session to discuss property. The closed session discussion was recorded and archived.

At 9:33 p.m., the meeting adjourned. The Board convened in a Special Board meeting.

**SPECIAL BOARD MEETING**

Those recognized or signed-in as present:

- Janice L. Voorhies, Board President
- Matthew Young, Board Vice President
- Jen Atwood, Board Secretary
- Bryce Dunford, Board Member
- Tracy J. Miller, Board Member
- Marilyn Richards, Board Member
- Darrell Robinson, Board Member
- Patrice A. Johnson, Superintendent of Schools
- Anthony A. Godfrey, Associate Superintendent
- John Larsen, Business Administrator
- Paul Van Komen, Burbidge & White
- Scott Thomas, Administrator of Auxiliary Services

President Voorhies presided and conducted. She welcomed those present.

I. **Special Business**

A. **Recommendation to Approve Final Authorization to Close on Lehmitz Property Comprised of 13.97 Acres Located at 4361 West 8480 South in West Jordan for a Purchase Price of $2,625,000**

*Public Comment*

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

**MOTION:** It was moved by Bryce Dunford and seconded by Marilyn Richards to approve final authorization to close on Lehmitz property comprised of 13.97 acres located at 4361 West 8480 South in West Jordan for a purchase price of $2,625,000. The motion passed with a unanimous vote.

At 9:37 p.m., the meeting adjourned. The Board reconvened its study session.

**STUDY SESSION, Continued**

Those recognized or signed-in as present:

- Janice L. Voorhies, Board President
- Matthew Young, Board Vice President
- Jen Atwood, Board Secretary
- Bryce Dunford, Board Member
- Tracy J. Miller, Board Member
- Marilyn Richards, Board Member
President Voorhies presided and conducted. The Board of Education continued its study session to discuss the following:

I. **Policy Governance Review**

1. **GP108 Meeting Planning**

   Board members reviewed policy GP108 and had no recommendations for changes.

2. **GP109 Construction of the Agenda**

   Mrs. Atwood, Board secretary, stated that the "not less than six days" requirement in item A1 is not always being followed. She invited Board input. Board members agreed to have the words "when possible" added to the sentence.

   Board members discussed the meaning of the rankings in paragraph A2. They agreed to revise the language and to add a fourth ranking as follows: 1=place on the next agenda; 2=place on an agenda within a month; 3=place on an agenda within the next three months; and 4=place on an agenda sometime down the road.

   Mrs. Atwood invited discussion about the procedure outlined in item A4 to forward potential agenda items to the Board president. She indicated that her practice has been to email a list of all Board-requested agenda items to Dr. Johnson's administrative assistant at the end of each Board meeting so they can be added to the list of future agenda items. Board members agreed that it would be good to send items to the Board president as well.

   Mrs. Atwood stated that item C2 requires the referencing of agenda items to a Board policy and asked for input. Board members agreed that it is good practice to think in terms of whether there are policies that relate to matters that come before the Board. They agreed to add language to state that when possible, "items placed on the agenda shall be referenced to a Board policy …"

   Board members discussed item C3 and determined that this item should remain in the policy.

3. **GP110 Public Participation at Board of Education Meetings**

   Board members discussed policy GP110 and asked Mrs. Atwood to add an item to a future study session agenda to discuss paragraph F regarding patron comments at study sessions. Mr. Dunford said he would like to have written guidelines for addressing the Board given to those who sign up. Board members discussed guidelines for speaking and the allowance of six minutes to a person representing large groups. They asked to have this matter added to a future study session agenda for further discussion.

4. **GP111 Types of Meetings**

   Board members reviewed policy GP111 and had no recommendations for changes.

5. **GP112 Closed Sessions of the Board**
Mr. Van Komen, Board attorney, recommended removing the word “All” from the beginning of paragraph C. Board members agreed.

**MOTION:** It was moved by Matthew Young and seconded by Marilyn Richards to move the agenda items: *Professional Development Reading “Coming to Order” and Discussion on Board Committee Guidelines* to the next study session. The motion passed with a unanimous vote.

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

**1. Facilities Board Advisory Committee**

Mrs. Atwood, chair of the Facilities Committee, reported that the Committee met and reviewed the User Guidelines for use of District facilities and drafted a new category for “school-based non-curricular exception – noncurricular programs that are recognized and authorized by a school.” She said the recommended fee schedule for this user category would be no charge for the use of an auditorium, gymnasium, or turf field, $25/hour for sound, scoreboard, and press box, $25/hour for stadium lights, $30/hour for a custodian and $30/hour for a technician.

Mr. Van Komen stated that it needs to be clear that the groups in this new category are not school-sanctioned or school-affiliated even though they are called “clubs” and under the school clubs law when these groups participate in activities outside of school, they are not recognized as school clubs.

Board members discussed the new category and fee recommendations and expressed concern with liability issues if groups are allowed to operate District equipment. Mr. Young asked whether the revised policy clearly states what groups qualify for the reduced fees and who has priority for scheduling facilities and suggested that this needs to be done prior to approving the fee schedule. Ms. Richards agreed to speak with Mr. Sorensen and Mr. Everill about this matter.

President Voorhies suggested having a brief discussion at the next study session to talk about making fees retroactive if the Board is not able to complete the work on the new category and fee schedule.

Mrs. Atwood provided Board members with a list of District schools by city and age of the facilities. She also provided a list of the projects that were to be completed had the 2013 bond election passed. She said it appears that the District has made good headway in completing projects on the pay-as-you-go basis and will continue to move forward with these projects.

Mrs. Atwood reviewed the summer 2018 project list and led a discussion about the reasons for the increase in cost for the Kauri Sue Hamilton School addition. Board members agreed that it is important when the cost estimates change that all members of the Board be informed prior to bringing the item to a vote.

Mrs. Atwood said for the Board’s information that West Jordan Middle School students will be reading the book, *I am Malala*, between March 13 and 29, 2018 and that all Board members will be invited to attend the school assembly about the book.

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

Mr. Dunford, chair of the Finance Committee, reported that the Board’s internal auditor, Mr. Joseph Christensen, performed an audit of the District’s Accounting, Budgets and Audits Department and found no major findings. He said the District’s controls are working and the few minor things he found are being addressed by Department personnel. Mr. Dunford stated that the Finance Committee will be meeting on Tuesday, February 20, to discuss the “vision” for the work they are doing and where the District is going. He said if Board members are interested in the outcome of this discussion they can contact a Finance Committee member after February 20.
3. Legislative/Community Relations Board Advisory Committee

Mrs. Miller, chair of the Legislative Committee, said her Committee is continuing to meet weekly and work with the legislators and USBA on bills and that the session is half over. She expressed appreciation to her Committee members, Mrs. Voorhies and Ms. Richards, for their support and presence at the Capitol. Mrs. Miller stated that caucus meetings will be held March 20 and encouraged all to participate. She asked that schools be reminded not to hold functions on that date so that community members can attend caucus meetings.

4. Innovations in Education Board Advisory Committee

Mr. Young, chair of the Innovations Committee, reported that he spoke with all Board members via phone in regard to postponing implementation of the IB program for one year. He said he also spoke with Mrs. Finlinson, administrator for Curriculum and Staff Development, about this matter and that if she hasn’t already, she will be providing this information to high school principals. He added that his Committee will meeting soon to discuss a more appropriate timeline for implementation. Mr. Young said he didn’t have updated information about the Growth Summit but will be working on this in the next few weeks. He invited Mrs. Voorhies to report on a meeting she attended. Mrs. Voorhies stated that she attended a Wasatch Vision meeting of city and county officials to look at proposals for growth in terms of transportation and economic hot spots and to gather input from them about whether predictions appear to be accurate from year to year. She said she sat with West Jordan officials and learned that they eliminated a few of their planned projects because of changes in the Master Plan and growth patterns.

Mr. Young reported that Mr. Dunford and Mr. Robinson have been working with Mr. Anderson on forming the ad hoc committee the Board discussed at a previous meeting. He invited Mr. Robinson to report. Mr. Robinson said they have been creating a list of potential members from stakeholders and presented the names of Jeff Anderson, resident of Bluffdale, and Joel Coleman, resident of West Jordan, to serve on this Committee. He said Mr. Anderson will provide names of potential administrators and teachers who will serve on the Committee at a later date. In response to a question by Mr. Dunford about who will serve as chair of the Committee, Mr. Young suggested that at the first meeting of the Committee, the members choose who they want to serve as chair.

5. Utah High School Activities Association

Ms. Richards, a member of the UHSAA Board of Trustees, announced that Herriman High student Blake Freeland received a 2017-18 Spirit of Sports award which is a state-wide honor. He will receive this award at the March 22, 2018 UHSAA luncheon. She said she will present more information at the next Board meeting during Board recognitions. Ms. Richards reported that now that lacrosse is a sanctioned sport there is conversation taking place during Trustee meetings about how to help facilitate the implementation of this sport in all the schools. She said some districts, Alpine being one of them, are waiting a year to implement and others are pushing it back more than one year and some of the issues they are concerned about include equipment, such as the types of helmets to purchase and required safety inspections every two years, access to playing fields with other spring sports, pressure being felt to install turf fields, and how to help schools with the costs of implementation. Ms. Richards suggested adding this item to a future agenda for discussion about implementation costs or needed policy changes.

6. District/Community Council Board Advisory Committee

Mr. Robinson, chair of the Community Council Committee, said with adoption of the Calendar Development policy there will need to be guidelines for choosing Committee members. He suggested having Board members ask School Community Council and PTA members to submit
the parent names for Board approval of one member from each feeder system and to have his Committee vet the names.

Mrs. Voorhies suggested that after the Calendar Development policy is approved on February 27 that the Board then decide how to select the parent from each feeder system to serve on the Committee.

At 11:05 p.m., the meeting adjourned.

**MOTION:** At 11:07 p.m., it was moved by Jen Atwood and seconded by Marilyn Richards to go into closed session. Motion passed with a unanimous vote.

**CLOSED SESSION**

Those recognized or signed-in as present:

Janice L. Voorhies, Board President
Matthew Young, Board Vice President
Jen Atwood, Board Secretary
Bryce Dunford, Board Member
Tracy J. Miller, Board Member
Marilyn Richards, Board Member
Darrell Robinson, Board Member
Patrice A. Johnson, Superintendent of Schools
Anthony A. Godfrey, Associate Superintendent
John Larsen, Business Administrator
Paul Van Komen, Burbidge & White
Scott Thomas, Administrator of Auxiliary Services

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

**MOTION:** At 11:48 p.m., it was moved by Jen Atwood and seconded by Darrell Robinson to adjourn the meeting. Motion passed with a unanimous vote.

jl/jc