The Board of Education of Jordan School District met in study and closed sessions and a special Board meeting on Tuesday, September 8, 2015, beginning at 4:00 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
Anthony A. Godfrey, Associate Superintendent of Schools
Michael Anderson, 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
Clyde Mason, Director, Evaluation, Research and Accountability
Kurt Prusse, Director, Purchasing
Jeri Clayton, Administrative Assistant
Robert Conder, AV Maintenance
Carmen Freeman, Mayor, Herriman City

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

A. Ends Policies and Student Achievement

Clyde Mason, director of Evaluation, Research and Accountability, reviewed results of the 2015 SAGE assessment. He stated that SAGE assessments are designed to measure students’ depth of knowledge for Utah State Core Standards in Language Arts, Math, and Science using multiple types of computer-based test questions. He reviewed the four proficiency levels with level four designated as highly proficient, level three proficient, level two approaching proficient, and level one below proficient. He said students that score a three or four on the SAGE assessment are considered on track for college and career readiness, whereas those receiving scores of one or two are not on track and require remediation or assistance to increase student learning.

Mr. Mason compared SAGE assessment results for Jordan District students for the years 2014 and 2015, noting increases in the proficiency rates in all three assessment categories. He also compared 2015 assessment results for Jordan District students to the assessment results of students along the Wasatch Front. These districts included: Nebo, Provo, Alpine, Canyons, Murray, Granite, Salt Lake, Davis, Ogden, and Weber School Districts.

In summary, he stated that Jordan District’s overall 2015 SAGE proficiency ranking among the 11 Wasatch Front districts was sixth for Language Arts, fifth for Math, and third for Science. Jordan District’s overall 2014 to 2015 proficiency improvement ranking among the 11 Wasatch Front districts...
was second for Language Arts, first for Math, and first for Science. He said while there is room for improvement, these are commendable results.

Mr. Mason said additional information and assessment results are available on the State’s website at: https://datagateway.schools.utah.gov/Assessment/SAGE/2015, and provided a brief overview for accessing this data.

B. Final Preparations for “What Counts” Community Outreach

Board members discussed final preparations for the community outreach activity being held Thursday, September 10, 2015, at 6:30 p.m. in the Board room at JATC South, noting again that participants serving as facilitators and recorders need to be contacted and asked to arrive at 6:00 p.m. to receive instruction. In response to a question from Mr. Osborn about the desired outcome of the outreach activity, Mrs. Whitelock read the two questions that participants will be discussing. They are: “What do you value about your local public schools?” and “What characterizes a quality school?”

President Pulsipher expressed appreciation to staff members who have provided assistance in the preparations for the community outreach activity.

At 5:00 p.m., the meeting adjourned.

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
Anthony A. Godfrey, Associate Superintendent of Schools
Michael Anderson, 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
Clyde Mason, Director, Evaluation, Research and Accountability
Kurt Prusse, Director, Purchasing
Jeri Clayton, Administrative Assistant
Robert Conder, AV Maintenance
Carmen Freeman, Mayor, Herriman City

President Pulsipher presided and conducted. She welcomed those present.

I. Bid Recommendation

A. School or Department
Various Elementary Schools
State Contract: AR437

Items for Bid
Copy Machines
### Bidders
- Canon Solutions
- Pacific Office Automation
- Valcom (VLCM)
- Valley Office Systems

### Amount of Bid
- $126,816.27

**Purpose:** Replace copy machines at various elementary schools based on a six-year rotation schedule.

**Recommendation:** It was recommended placing the orders with the lowest responsive, responsible, and acceptable bidders, Canon Solutions and Pacific Office Automation. They scored the highest number of points and complied with the specifications, terms, and conditions of the bid.

Mrs. Whitelock stated that she will be voting “no” on this bid item because she believes that the purchase of copy machines should be based on need and not because of the six-year rotation schedule. She said the District needs to get away from an entitlement program of “it’s your turn, your rotation year came up, you’re the lucky duck, and you get this.” She also said the bells and whistles features on copy machines are not necessities and most are not used.

Mr. Larsen addressed Mrs. Whitelock’s concerns by stating that the District has not dictated what copy machine features the schools should or shouldn’t have and instead give the schools a recommended base level copier. School personnel have been allowed the flexibility to upgrade as desired to meet their needs, using the school’s equipment allocations.

Mrs. Voorhies stated that in her experience as a teacher, the copy machines at every school in which she worked wore out at least two years before the school’s rotation came up. She also said she kept a copier running by rebuilding it at least five times. Mrs. Voorhies said she didn’t know if there is a better way to allocate funding for replacement of copy machines, but it is important that the District not make it impossible for schools to get new copy machines because the minute you tell teachers the system for replacement of copiers will be changed and they can’t count on getting a replacement for a worn out machine, the teachers will feel devalued. She also said as a teacher, the most frustrating thing for her was keeping technology up to date because of the cost and lack of funding for these items. She recommended that whatever system is used to provide new copiers, it should be equitable to all schools.

Mr. Crane said he has replaced his home printer three times in the last five years because it quit working and when he took it for warranty repair he was given a new printer because the cost of repair was more than the cost of replacement. He said a copier that has been in use at a school for six years suggests the District is getting its money’s worth and he believes the six-year rotation is a fair and equitable way to provide support to the teachers.

Mrs. Whitelock said she has been around this District long enough to see that sometimes things are sent to schools that they didn’t need and received based on it being “their turn.” She said she is not opposed to schools receiving items they need; however, the need should be determined using data from the repair technicians rather than a rotation schedule.

Robert Conder, a District Maintenance Department employee who was attending the meeting to support the new AV equipment in use, addressed the Board. He said he is one of four District copy machine repairmen and he can attest to the fact that the new copy machines are needed and will be well-placed. He said copiers have a life expectancy of 1.5 to 2 million copies and he and the other repairmen have been able to increase the life to 5 million copies. He said schools depend upon the rotation schedule and frequently ask the repairmen to keep them running for just one more year until their rotation turn comes up. Mr. Conder said he wishes the rotation would
come around more often because when a copier reaches the point that good money is being thrown at bad, it is time for a replacement. He said there is no question that the bid for copy machines is needed.

The Board determined to move forward with the bid, but to have the Finance Committee review the rotation schedule to see if it is the most equitable and efficient way to meet the copy machine replacement needs.

**MOTION:** It was moved by Janice L. Voorhies and seconded by J. Lynn Crane to approve the bid for copy machines, as recommended. Motion passed with a vote of six to one, with the dissenting vote being cast by Mrs. Whitelock.

At 5:20 p.m., the meeting adjourned.

**MOTION:** At 5:25 p.m., it was moved by Kayleen Whitelock and seconded by Richard S. Osborn to go into closed session. Motion passed with a unanimous vote.

**CLOSED SESSION**

Those recognized or signed-in as present:
- Susan K. Pulipsher, 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
- Anthony A. Godfrey, Associate Superintendent of Schools
- June M. LeMaster, Administrator of Human Resources
- Scott Thomas, Administrator of Auxiliary Services
- Carmen Freeman, Mayor, Herriman City

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

At 6:50 p.m., the meeting adjourned. The Board returned to study session.

**STUDY SESSION, Continued**

Those recognized or signed-in as present:
- Susan K. Pulipsher, 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
- Anthony A. Godfrey, Associate Superintendent of Schools
President Pulsipher presided and conducted. The Board of Education continued its study session to discuss the following:

C. **Policy Governance Review: EL 301 Treatment of Students and Their Families**

Board members reviewed policy EL 301. Mrs. Pulsipher recommended changing the language in the beginning of paragraph B to mirror that of paragraph A. Board members agreed with this change.

Mr. Osborn stated that the policy has a negative connotation and suggested changing the “will not fail to implement” language to “will implement ....” Mrs. Pulsipher stated that if that language is changed then language in all Governance Policies will need to be changed.

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

D. **Information on NFUSSD and NSBA Board Conferences for Professional Development**

Dr. Johnson said registration for the NSBA conference will open in October and asked Board members to complete the survey she provided them that will let her know whether they plan to attend. She asked to have the surveys returned to her as soon as possible so Roxane will be able to complete the conference registrations and hotel accommodations as soon as registration opens. She reminded Board members of the $150 non-refundable fee if they register for the conference and then find they are unable to attend.

Dr. Johnson asked Board members to also indicate on the survey the NFUSSD conference tours in which they would be interested in participating. Mr. Osborn noted that the NFUSSD conference is being held in Salt Lake City so no long-distance travel or hotel accommodations will be necessary.

E. **Review of Administrative Policies and Provisions**

1. **AS69 Student Pregnancies**

Dr. Godfrey, associate superintendent, reviewed policy AS69. He stated that a policy change not included in the draft version the Board received, has been made to paragraph D stating that instruction for teen mothers is provided solely at Valley High School four days a week rather than at the individual high schools.

Mrs. Whitelock expressed concern with the language in the Board Directive that states an “increasing number of teenagers become parents,” when it is her understanding that the teen birth rate is decreasing. She suggested changing the language in the second sentence of the Board Directive to read, “… while they are finishing their own education” rather than “… even though they may not be able to finish their own education.” She suggested clarifying the language in II.A.1. to read, “Remain enrolled in current school,” rather than “Remain enrolled in regular day school”
because the words “regular day school” are confusing. Mrs. Whitelock asked for clarification in paragraph II.A.2. about whether students who remain in their current school have the option of attending the Teenage Parents’ program or if that program is only open to students electing to attend Valley. She also asked about the reference to “age twenty years or older” in paragraph II.B.2. Dr. Godfrey said he would investigate the reason for the age threshold.

President Pulsipher asked to have this policy brought back to a future study session for further review.

2. **AS95 Conduct Related to Student Activities**

Mrs. Whitelock asked for clarification of the word “action” in the last line of the Board Policy paragraph. Dr. Godfrey explained that it refers to the District Administration taking action against students or employees, if the policy is violated.

Mrs. Whitelock referred to the language in paragraph II.A.1.g. regarding the use of foul, abusive, or profane language and asked who is responsible for monitoring this behavior. Dr. Godfrey said this is monitored by the athletic director and administration and while it is not condoned, unfortunately there are times when there is reluctance on the part of the student to report this sort of activity. He stated that when it is reported, it is not tolerated and action is taken. He also noted that the coaching contract specifically prohibits the use of inappropriate language.

Mrs. Whitelock referred to paragraph II.B.3.c and asked what action is taken if hazing is not reported within the 10-day requirement. Dr. Godfrey said disciplinary procedures will be taken.

Mrs. Whitelock asked how information about training referred to in paragraph VI.C.1. is provided to the “participants, volunteers, and adult supervisors.” Dr. Godfrey stated that training takes place annually and is for coaches as well as all adult supervisors of extra-curricular activities, including non-employee volunteer coaching staff and supervisors.

Discussion was also held related to the definition of hazing and whether foul, abusive, or profane language can be considered hazing. Dr. Godfrey said he will review the language and make the necessary clarifications.

President Pulsipher asked to have this policy brought back to a future study session for further review.

3. **AS97 Management of Concussions and Traumatic Head Injuries**

Mrs. Whitelock asked to have the Utah Code reference added to the language in the first sentence under paragraph II. Administrative Policy.

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

4. **AA436 Released Time for Religious Instruction**

Mrs. Whitelock asked about the removal of the citation to Utah Code in the first paragraph. Paul Van Komen, Board attorney, stated that the reference was eliminated because it is has been removed from State law.

Mrs. Whitelock said a school in another district had a lock-down event and no notification was sent to the seminary which resulted in students being released while the lock-down was in place. She asked what procedures are in place in Jordan District to stop this from happening. Mr. Thomas,
administrator for Auxiliary Services, said as part of the District’s Incident Command process, all Seminaries are included in the planning and carrying out of emergency drills and notification is given to them by means of walkie talkie or telephone communication.

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

F. **Discussion on Year-round to Traditional Payroll Transition**

John Larsen, business administrator, reviewed the Board’s prior approval for transitioning employees from a year-round to traditional pay schedule and reported on the Board’s directive to seek additional input from employees. He said an employee survey was conducted that asked the following questions:

- Are you supportive of the proposal?
- Which option did/would you choose?
- What time frame is needed to prepare for the pay change?
- Which transition option is the most preferred?

Responses were received from 273 employees (227 licensed; 3 Transportation; and 43 classified) and based on the results of the survey and discussions with employees, the Transition Committee proposed the following recommendations:

- Remaining year-round employees working a year-round schedule are given the ongoing annual option, without a deadline, of transitioning their pay schedule to a traditional pay schedule
  - Allows employees to decide when is best for them
- If a year-round school switches to traditional before 2018-19, the impacted employees have until beginning of 2018-19 to transition to a traditional pay schedule
- If a year-round school switches to traditional 2018-19 or after, the impacted employees must transition their pay schedule that first year to a traditional pay schedule
- Bus Drivers and Bus Attendants working a traditional schedule, but being paid on a year-round schedule are given 5 years to choose the year when they will transition their pay schedule (must transition by beginning of 2020-2021 year)
  - Until they transition, they are at risk of being overpaid if they leave the District before the end of their contract year. They must repay this overpayment if this occurs.
  - If a year-round work schedule bus driver or attendant switches to a traditional work schedule before 2020-21, they have until beginning of 2020-21 to transition to a traditional pay schedule.
  - If a year-round work schedule bus driver or attendant switches to a traditional work schedule 2020-21 or after, they must transition their pay schedule that first year to a traditional pay schedule

Board members expressed appreciation for the fair and compassionate way the employees affected by the transition were treated. They also asked that the affected employees be reminded yearly of the transition deadlines.

President Pulsipher asked to have this item brought before the Board for approval at the September 22, 2015 Board meeting.

G. **Discussion on Board/District Attorney Relationship**

Board members discussed parameters for the Board attorney, Paul Van Komen, to work for both the Board and District administration. Board Members Voorhies and Young were asked to work together to develop a Board policy that outlines the Board attorney responsibilities.
H. **Discussion on Moving Spring Break**

Mrs. Voorhies read a letter received from Caleb Olsen, assistant principal at West Hills Middle School, suggesting that the Board revise policy D207 *Calendar Development*, to remove the requirement that spring recess include Good Friday. Board members discussed his recommendation and asked the administration to provide the letter to the Calendar Committee for review.

I. **Discussion on Town Hall Topics**

Board members discussed topics for the Town Hall meetings scheduled during the 2015-16 school year. The suggestions included:

- Having a presentation of SAGE test results and information for navigating the USOE website
- Holding a legislative update meeting (February 2016)
- Having a discussion, led by the Facilities Committee, regarding future District high schools
- Providing a summary of the *What Counts?* community outreach activity; it was suggested that if this Town Hall meeting is held, patrons be asked to submit additional Town Hall topics

J. **Discussion on Board Room Displays**

Board members said they were pleased with the items that have been hung on the walls of the Board study session room. They also discussed whether to continue displaying student artwork in and around the Board room and decided to discontinue the practice since it added additional work for teachers.

K. **Board Committee Reports**

1. **Legislative/Community Relations Advisory Committee**

   Mrs. Pulsipher reported on her attendance at the Joint Legislative Committee meeting held in Cedar City, Utah. She said almost all of the legislators involved with education were in attendance, including Senator Osmond, Senator Stephenson, Representative Knotwell, and Representative McKay. Most of the members of the State Board and members of Higher Ed attended, as well as about six local school board members. The format included presentations about competency-based education, teachers, and accountability and testing. The attendees also held round-table discussions for the sharing of information, which included defining education priorities.

   Mrs. Pulsipher suggested a future study session agenda topic be added to discuss what Jordan District does for competency-based education.

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

   Mr. Young reported that the District’s financial advisor has been unable to engage a second firm to assist with a bond election. The Committee decided to begin the RFP process and have firms bid for the financial advisor role as well as the bond election role to see what expertise might be available to the District.

   Mr. Young said the Finance Committee met with the members of George K. Baum & Company, the District’s current financial advisor, and they are preparing a presentation for Board members regarding various scenarios for bond election amounts and the effect to District taxpayers. This presentation is planned for the September 22, 2015, study session.

3. **Facilities Board Advisory Committee**
Mrs. Whitelock circulated a letter received from the City of West Jordan thanking the Board for its participation in the City’s parade.

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

Mrs. Atwood expressed appreciation to Mr. Anderson, administrator of schools, for scheduling trainings for School Community Council members. She said four have been scheduled for the end of September and first of October. She expressed hope that the school principals will insure that all Council members are invited to attend.

**MOTION:** At 8:45 p.m., it was moved by Kayleen Whitelock to adjourn the meeting. Motion passed with a unanimous vote.

JL/jc

[Minutes approved 9-22-15]