The Board of Education of Jordan School District met in study and closed sessions on Tuesday, October 6, 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
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
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

Board members each shared their perspective on the results of the What Counts? community outreach activity. Mrs. Voorhies was asked to prepare a final summary of the data which will be sent to each of the participants along with a note asking them not to share the data until after the Board holds a What Counts? employee focus group. President Pulsipher asked for input about changing the date of the employee focus group from Thursday, November 12, 2015, to Tuesday, November 17, 2015, for this activity. After discussion, Board members decided to set November 17, 2015, as the tentative date and to hold the session from 4:00 to 6:00 p.m. They also discussed the advantages of having Mossi White serve again as the moderator. President Pulsipher will contact her to check her availability.

At 4:40 p.m., the meeting adjourned.

MOTION: At 4:42 p.m., it was moved by J. Lynn Crane 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
President Pulsipher presided and conducted. The Board of Education met in a closed session to discuss property and potential litigation. The closed session discussion was recorded and archived.

At 5:44 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
Anthony A. Godfrey, Administrator of Schools
Scott Thomas, Administrator of Auxiliary Services
Teri Timpson, Administrator of Schools
Carmen Freeman, Mayor, Herriman City
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
Luann Leavitt, Consultant, Planning and Student Services
Shelley Nordick, ESEA, Grants Management, Media Specialist
Nancy Karpowitz, Secondary Guidance Specialist
Norm Emerson, Principal, West Jordan Elementary
Todd Theobald, Principal, Majestic Elementary
Jeri Clayton, Administrative Assistant
Robert Conder, AV Maintenance
Jennifer Boehme, President, Jordan Education Association
Carmen Freeman, Mayor, Herriman City
Debbie Atwood
Karl McKenzie

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

B. **Governance Review: EL 302 Treatment of Staff**
Board members reviewed policy EL 302 *Treatment of Staff* in accordance with the Board’s Policy Review Schedule. No changes were recommended.

C. **Overview of 2015-16 Utah Consolidated Application (UCA)**

Ms. Shelley Nordick, consultant for Instructional Support Services, reviewed Jordan School District’s 2015-16 Utah Consolidated Application. She noted that this is a combined application for both State and Federal funding and approval by the Board is a yearly requirement. The funds received from these sources are used for Titles I, II, and III, State and Federal IDEA, enhancement for at-risk students, early childhood programs, McKinney-Vento homeless students, and the accelerated students program.

Ms. Nordick stated that the District's application is due November 1, 2015, and will come before the Board for formal approval at the October 27, 2015, Board meeting.

D. **Updates to Administrative Policies for Classified Employees**

1. **DA165 Apprenticeship Program—Maintenance Staff**

   Dr. June LeMaster, administrator for Human Resources, reviewed language changes which she said were made as a result of the job study. Board members asked specific questions about policy language related to trades and lanes and lane changes following completion of an apprenticeship program. Dr. LeMaster will provide clarification on these questions prior to formal approval of the policy.

2. **DP330B NEG Bereavement Leave – Classified**

   Dr. June LeMaster, administrator for Human Resources, reviewed the language changes made to define prorated bereavement leave for part-time employees.

E. **Updates to Administrative Policy AA437 Parent Involvement and School Community Councils**

Mr. Michael Anderson, administrator of schools, reviewed the addition of language required by current law. The new language defines the number of parent members vs. school employee members and the parameters for determining the size of a School Community Council. New language also defines when elections for School Community Councils should take place.

Board members discussed many of the policy provisions and raised questions that require further review. Mr. Anderson said he would review the Board’s questions and suggestions and add clarifying language to the policy. This policy will be brought to the Board for additional review in an upcoming study session.

F. **Discussion on Administrative Policy AA408 Fees**

Dr. Anthony Godfrey, associate superintendent, said the Board asked to have a discussion regarding the high school class change fee and admission fees charged for middle school productions. He indicated that he does not believe a change is needed to policy AA408; however, the Fee Schedule could be updated, if needed.

Dr. Godfrey noted that currently the high schools are able to charge a $5 fee for class changes. His research showed that some high schools are charging the fee and some are not depending upon circumstances. The proceeds are used to pay the counseling and administrative assistant time spent helping students with class changes after school hours. In some instances, surplus fees are returned to students through scholarships, etc. Dr. Godfrey stated that a good next step would be to provide information to the schools through a memo or other means that clarifies the collection and use of class change fees and to also create consistency across the District’s high schools.
Mrs. Whitelock said the fee schedule defines that a $5 fee can be charged for a “non-essential student-requested class change.” She questioned why direction needed to be given when it is clearly outlined in the fee schedule. Dr. Godfrey stated that a reminder rather than clarification could be given to the head counselors and principals regarding the collection of class change fees.

Board members held a discussion regarding the request from the middle school theatre teachers to be able to charge admission to musical productions. Part of the discussion focused on whether a policy is needed that sets parameters for the charging of admission or whether a memorandum could be sent to school principals with guidelines for charging admission. They also discussed having school community councils share in the responsibility for oversight.

President Pulsipher called for a motion to define the Board’s request to for development of a new policy.

**MOTION:** It was moved by Kayleen Whitelock and seconded by Matthew Young to have Dr. Godfrey and Superintendent Johnson, or designee(s), draft a new policy that allows middle schools to charge admission to extracurricular productions, within parameters, and to also include school community councils as overseers. Motion passed with a vote of six to one. Mrs. Voorhies cast the dissenting vote.

In response to a concern from Mr. Young, Dr. Godfrey suggested that middle school principals be informed immediately that the Board is working on a policy which could potentially be approved by the end of October and if middle schools are allowed to charge admission, they should be sensitive to the families of students participating in the production who did not expect to be charged admission.

**G. Discussion on Projections for Schools within West Jordan City**

Dr. Anthony Godfrey, along with Mr. Larsen and Mr. Thomas, provided the Board with information about school capacity, number of classrooms, number of portables, current enrollment, five-year enrollment projections, and enrollment projections at build-out for schools in the five high school feeder systems, with the focus specifically on the West Jordan Feeder System.

Board members discussed the underutilization of some schools in the West Jordan Feeder System and the overcrowding at others. They also discussed the facility maintenance needs of these schools.

Mr. Young suggested that the Board have in place a plan that provides clarity for the patrons and the public regarding what the District intends to do about underutilization and overcrowding at District schools and to decide if underutilized schools should close, if boundaries should change to balance the populations, if programs should be moved to the underutilized schools, and what the plans are for maintenance of buildings or replacement. He said a clear and concise plan needs to be developed soon so the Board can begin making capital decisions and preparations for a bond election.

Board members discussed the need to maintain the sense of community that many patrons feel towards their neighborhood schools while at the same time making decisions that are economically prudent.

The Board asked the administration to develop several recommendations for Board consideration. Dr. Godfrey said they could likely have these recommendations ready for the October 27, 2015, Board meeting.

**H. Discussion on International Baccalaureate Program**

President Pulsipher stated that a high school principal requested to have an International Baccalaureate program placed at his school. She noted that Board members had previously considered providing this program and invited discussion about the matter.
Mrs. Voorhies said she discussed the program with Principal Quarnberg and said with the overcrowding at Copper Hills, that school would probably not be a likely choice if the Board decides it wants to invest in an advanced program for students.

Mrs. Whitelock said in the past, it was not a matter of whether the District would like to do this, but rather a budget discussion about the cost of the program.

Mr. Crane asked if data is available in terms of student performance and achievement for IB students as opposed to students in regular curriculum programs. He also questioned whether the benefit to students is worth the cost of the program.

Laura Finlinson, administrator for Curriculum and Staff Development, was asked to gather data to illustrate the benefit to students participating in IB programs and to provide this information to the Board. She indicated that the annual cost is approximately $130,000 per year and said some Districts have elected to discontinue the IB program because they didn’t have the financial means to keep the program running. She also noted that the application process for a potential IB program in the 2015-16 year must be started before April 2015.

I. Board Committee Reports and Comments

1. District/Community Council Board Advisory Committee

   Mrs. Atwood said the Advisory Committee met last week and reviewed policy AA437. They also reviewed the agenda for the School Community Council training, the first of which will be held on Thursday, October 8, 2015, and she noted that the Committee plans to meet right after the first training for a discussion about how it was received and any changes that may need to be made. Mrs. Atwood informed Board members that she sent them an email with the dates, locations, and times for the four school community council trainings. She asked that Board members reach out to the council chairs in their areas and invite them to attend the training. She said she hopes this personal invitation will make them feel more welcome and increase attendance. She also noted that the last meeting on November 5, 2015, will be conducted by the state.

2. Facilities Board Advisory Committee

   Mrs. Whitelock indicated that her report was shared during closed session.

3. District Finance and Audit Board Advisory Committee

   Mr. Young said his Committee met and as directed by the Board, reviewed the various rotational fund items which included rotation schedules for copy machines (six-year), elementary computer labs (five-year), facility projects, and Drivers Education vehicles. He said he would not be discussing Drivers Education vehicles at this time because the cost is paid in part by a grant. He also said the review resulted in the Committee making the determination that the rotation schedules were appropriate. Mr. Young reviewed the rotation schedules for copy machines, computer labs, and facility projects, as follows:

   - Elementary and middle schools are on a rotation for receiving a new copy machine and the District receives a significant discount for the large yearly purchase. The machine a school receives on its rotation may not be the only copier a school will purchase. The demand is large enough that teachers will sometimes pool their funds to purchase a copy machine for their particular area. Obsolescence is another issue and the machines being replaced are usually 10-15 years old. He said most elementary and middle school principals would prefer a five-year rotation when they have a copier that is in need of replacement. Mr. Young proposed a plan whereby principals could receive a copier a year earlier by paying one year of the cost from the school’s equipment budget. Mrs. Pulsipher added that this provides flexibility for principals to address unique circumstances.
• The Facilities Department personnel conduct an annual facility assessment by sitting down with a principal and head custodian to discuss facility needs, evaluate work order history, and code compliance evaluations. Based on this evaluation, facility projects are identified and scheduled, such as carpet replacement.

• The elementary computer lab rotation schedule of five years appears to be an appropriate amount of time based on technological advancements. Secondary schools have computer budgets and are not on a rotation schedule. Dr. Godfrey added that elementary schools can choose between mobile and hard-wired computer labs and generally choose hard-wired.

Mr. Young informed Board members that an email was sent to them with the $100 million bond proposal prepared by George K. Baum & Company. He said the spreadsheets and information provided about the various bond proposals can be overwhelming and encouraged Board members to sit down one-on-one with Mr. Larsen to get answers to questions. Mr. Larsen added that understanding the spreadsheets will be very important for each Board member so that when the time comes to make a decision about the bond amount, all Board members will have the same understanding.

4. Legislative/Community Relations Advisory Committee

Mrs. Pulsipher provided Board members with a pamphlet prepared by USBA that outlines the priorities set at the Delegate Assembly. She said the JLC put together a document that takes these priorities and expands them with talking points and data that Board members can use when advocating a position.

Mrs. Pulsipher said the Board Legislative Committee met and discussed the concepts and information they would like to present to legislators for the upcoming session. They identified the following five items:

(1) Legislation to correct the inconsistency between the state’s charter school student count and the District’s count. The state’s count is significantly more than the District’s count which means the District is paying for charter students that may not exist. The request would be for the State to collect address data for charter school students so that District residency can be determined and accurate fees assessed to districts. Mrs. Voorhies stated that she and Mrs. Leavitt prepared a letter and will provide it to Board members for review.

(2) Review the potential for replacing the discontinued Plan and Explore tests with the Aspire test which is being developed by the company that produces the ACT and which is supposed to provide similar information. If the Aspire test is deemed appropriate, the Board may want to ask legislators to replace the Plan and Explore tests with the Aspire test.

(3) Since there will likely be professional development legislation, it might be advantageous for the Board to tell the legislators what kind of components would be helpful to the District. Mr. Anderson was asked to work with Cabinet members in identifying these elements.

(4) Have a discussion with legislators about the process the District must go through to implement the many bills passed each year and perhaps suggest a reduction in the number of bills that directly affect education.

(5) Discuss how legislators can help the District with technology and provide them with information about standards-based grading and what the District has found beneficial and helpful.
Mrs. Pulsipher said the meeting with legislators is scheduled for November 10, 2015. The agenda is preliminary but includes providing legislators with a report about the state of the District with this year’s data and demographic information, goal setting using information received from the What Counts? activities, a discussion about potential legislation, and ending the meeting with asking what Board members can do for legislators.

Mr. Osborn suggested insuring that the legislators are aware of the new location for the Board room when invitations are sent.

Superintendent Johnson suggested that it might be interesting to have the Copper Hills students make a presentation to the legislators about the bill they are drafting for the purpose of preparing kids to be civically engaged rather than memorizing facts for the Civics test.

5. **Additional Board Comments**

Mr. Young expressed appreciation for the PLC visits that Superintendent Johnson has arranged. He said he believes he undervalued the presence of a Board member at these visits and that it would be nice to know that at least one Board member is attending each of these visits. He suggested that when the message about an upcoming PLC visit is sent out, perhaps Board members could communicate with each other about whether they are able to attend. Mrs. Pulsipher suggested that when the PLC visit is being held in a Board member’s area and they are unable to attend, they should send a message to other Board members so that coverage can be arranged.

**MOTION:** At 9:25 p.m., it was moved by Richard S. Osborn to adjourn the meeting. Motion passed with a unanimous vote.

JL/jc

[Minutes approved 10-27-15]