The Board of Education of Jordan School District met in study, closed, and regular sessions on Tuesday, November 24, 2015, 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
- 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
- Terri Summers, Staff Assistant, Curriculum and Staff Development
- Jeri Clayton, Administrative Assistant

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

A. **Ends Policies and Student Achievement**

   Mrs. Whitelock distributed a compilation of the data collected from the three “What Counts?” activities held with community members, student body officers, and employees. Each Board member shared insights and thoughts about the information received from the activity. They also shared expressions of appreciation received from the attendees. Mrs. Pulsipher stated that the Board now has the information needed to begin the process of creating Ends policies.

At 4:25 p.m., the meeting adjourned.

**MOTION:** At 4:25 p.m., it was moved by Richard S. Osborn 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
- 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
June M. LeMaster, Administrator of Human Resources
Scott Thomas, Administrator of Auxiliary Services
Carmen Freeman, Mayor, Herriman City
Joel Wright, Kirton & McConkie

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

At 6:11 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, 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
Tere Timpson, Administrator of Schools
Sandy Riesgraf, Director, Communications
Terri Summers, Staff Assistant, Curriculum and Staff Development
Luann Leavitt, Consultant, Planning and Student Services
Carolyn Gough, Principal, Riverton High
Jeri Clayton, Administrative Assistant
Jennifer Boehme, President, Jordan Education Association
Erin Preston, Lear & Lear
Vicki Olson
Debbie Atwood
Lisa Jackson
Becky Pratt

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

B. **Review of Proposed Traditional, Year-Round and AB Calendars for the 2016-17 School Year and Tentative Traditional and Year-round Calendars for the 2017-18 and 2018-19 School Years**

Dr. Godfrey, associate superintendent, reviewed the 2016-17 calendar. Board members expressed concerns and asked questions about the calendar. President Pulsipher asked to have this item included
on the December 8, 2015, study session agenda for more in-depth discussion and review, with potential approval in January 2016.

At 6:25 p.m., the meeting adjourned. The regular session started at 6:35 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
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
Heather Ellingson, Director, Accounting, Budgets and Audits
Kurt Prusse, Director, Purchasing
Sandy Riesgraf, Director, Communications
David Rostrom, Director, Facility Services
Daniel Ellis, Accountant/Internal Auditor
Terri Summers, Staff Assistant, Curriculum and Staff Development
Mary Ann Erdmann, Fine Arts Consultant, Curriculum and Staff Development
Carolyn Gough, Principal, Riverton High
Georgia Wing, Assistant Principal, South Hills Middle School
Jeri Clayton, Administrative Assistant
Garth Van Roosendahl, AV Maintenance
Jennifer Boehme, President, Jordan Education Association
Paul Winward, Squire & Company
Bruce Williams, Zions Bank
Jonathan Ward, Zions Bank

President Pulsipher presided and conducted. She welcomed those present. South Hills Middle School student body officers conducted a flag ceremony and led everyone in the Pledge of Allegiance. Reverence was given by Georgia Wing, assistant principal of South Hills Middle School.

Celebrating South Hills Middle School

Ty Davis, student body officer at South Hills Middle School, presented information to the Board about the good things happening at South Hills and reviewed some of the programs and activities in which students and faculty participate. The following is a synopsis of his comments:

- The culture is changing due to the bullying program, Rachel’s Challenge. This program exists to equip and inspire students to replace acts of violence, bullying, and negativity with acts of respect, kindness, and compassion. Students have been challenged to look for the best in others, dream big, choose positive influences, speak with kindness, and start a chain reaction for good.
Interventions to prevent bullying include training about the program, evening event for parents, weekly Random Acts of Kindness activities, Mix-It-Up-at-Lunch activity to help kids meet new people, Pay It Forward activities, and others.

Resolution of Appreciation

President Pulsipher read a Resolution of Appreciation for Melba Marie Nielson Cram, who recently passed away. She was employed by Jordan School District from 1965 to 1987 and 1990 to 2000.

Recognitions by Board Members

Mr. Crane recognized the Herriman High football team for winning the State high school football championship.

Public Comment

No patrons signed up to address the Board.

I. General Business – Consent Agenda

A. Motion to Approve Consent Agenda Items

1. Minutes

Minutes for the Board of Education meetings held October 27 and November 10, 2015, were provided to the Board of Education.

2. Updates to Administrative Policies

   a. AA408 Fees
   b. AA437 Parent Involvement and School Community Councils

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

B. Motion to Accept Consent Agenda Items

1. Expenditures

   Expenditures for the month of October 2015 were provided to the Board of Education.

2. Financial Statement

   The financial statement through October 31, 2015, was provided to the Board of Education. A copy is attached at the conclusion of these minutes. (Attachment 1)

3. Personnel – Licensed and Classified

   Personnel changes for the month of October 2015 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 Richard S. Osborn and seconded by Kayleen Whitelock to accept Consent Agenda items B1 through B4, as recommended. Motion passed with a unanimous vote.

II. Bid Recommendations

A. School or Department

Business Services

Items for Bid

Financial Advisory Bond Election Services (5-year period)

Purpose: To provide financial advisory and bond election services

Recommendation: It was recommended awarding the bid to Zions Public Finance. The Purchasing Department made the recommendation based on the results of the evaluation process and final ratings of the RFP proposals.

MOTION: It was moved by Janice L. Voorhies and seconded by Kayleen Whitelock to approve the bid for financial advisory bond election services, as recommended. Motion passed with a unanimous vote.

B. School or Department

Riverton High

Items for Bid

Softball Home Dugout

Purpose: To replace Riverton High School home dugout.

Recommendation: It was recommended awarding the contract to the most responsive, responsible and acceptable bidder, Wasatch West Contracting. They complied with the specifications, terms, and conditions outlined in the bid documents.

MOTION: It was moved by Matthew Young and seconded by Jen Atwood to approve the bid for a softball home dugout at Riverton High, as recommended. Motion passed with a unanimous vote.

C. School or Department

Facility Services – Joel P. Jensen Middle

Items for Bid

Control Upgrade

Purpose: To complete control upgrade at Joel P. Jensen Middle School

Recommendation: It was recommended placing the order with the state contract vendor, Utah Controls, Inc.
**MOTION:** It was moved by Kayleen Whitelock and seconded by Richard S. Osborn to approve the bid for the control upgrade at Joel P. Jensen Middle School, as recommended. Motion passed with a unanimous vote.

### D. School or Department Items for Bid

<table>
<thead>
<tr>
<th>Facility Services – Oquirrh Hills Middle Control Upgrade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bidders</strong></td>
</tr>
<tr>
<td>Utah Controls, Inc. – State Contract AR600</td>
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**Purpose:** To complete control upgrade at Oquirrh Hills Middle School

**Recommendation:** It was recommended placing the order with the state contract vendor, Utah Controls, Inc.

**MOTION:** It was moved by Matthew Young and seconded by J. Lynn Crane to approve the bid for control upgrade at Oquirrh Hills Middle School, as recommended. Motion passed with a unanimous vote.

### III. Special Business

#### A. Recommendation to Adopt the Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended June 30, 2015

John Larsen, business administrator, said State law and many regulatory entities require that the District receive an annual financial audit from an independent licensed certified public accounting firm. This independent audit is part of a larger system of risk assessment undertaken by management to insure proper reporting of financial position and activities. That system starts with a foundation of internal controls, otherwise known as policies, procedures, and processes, which are communicated in new employee and annual trainings and are available online. Internal audits and reviews are routinely performed and tailored to focus on areas of most concern. Compliance and effectiveness is evaluated and changes are recommended where necessary. Changes are made if the cost of the new procedure is less than the risk it is trying to prevent. The independent audit is important not just because it is required, but because it provides the District an independent look at the financial reports and compliance. Mr. Larsen thanked Heather Ellingson, Dan Ellis, the Accounting Department team, Jeri Clayton, and others for their year-long efforts. He thanked the auditors of Squire & Company for their professionalism and efforts in helping the District with financial statements that comply with all the rules and regulations. Mr. Larsen introduced Paul Winward of Squire & Company.

Mr. Winward said the Comprehensive Annual Financial Report (CAFR) is prepared by management and submitted to the Board for its acceptance. The role of the independent auditing firm is to insure that the CAFR is accurate and to issue an opinion as to whether they believe the information presented is materially correct and fairly stated. He said Squire & Company is issuing an unmodified or clean opinion that the CAFR is correct and fairly stated; they are issuing an unmodified or clean opinion in relation to federal funding received during the year ended June 30, 2015; and issuing an unmodified or clean opinion related to compliance with State of Utah laws, rules and regulations and specific areas the Utah State Auditor’s Office asked them to review such as budgetary compliance, fund balance, Utah Retirement Systems, tax levies, open and public meetings acts and specific segments of the minimum school program. Mr. Winward said Squire & Company found no findings or issues of compliance that need to be reported to the Utah State Office of Education or the Utah State Auditor’s Office. Mr. Winward said this year there was a substantial change in the way the CAFR was presented due to changes in governmental accounting standards. These changes did not affect how the District does business, it only changed how certain items are reported.
Mr. Winward said in addition to the reporting described above, Squire & Company issued other reports throughout the year related to fall enrollment, adult education, and student membership data. All of these were found to have no significant exceptions. Mr. Winward said Squire & Company auditors visited 23 District schools to review compliance with District financial policies.

Public Comment
No patrons addressed the Board regarding this Special Business item.

Mrs. Whitelock expressed appreciation to Mr. Larsen and the Accounting staff. She stated several clarifications she felt were needed in the CAFR cover letter under the paragraph entitled Long-term Financial Planning. She wanted to clarify for the public that while the Board is looking at boundary realignments as a way to accommodate growth, they are not moving more schools to year-round; they are moving year-round schools to traditional whenever possible, and last year they asked the administration not to build more portables. She said double sessions have never been considered other than on the continuum chart. She suggested that this paragraph be reworded for next year’s CAFR. Mrs. Whitelock expressed appreciation to Mr. Larsen for taking time on a Saturday night to answer her questions about the CAFR.

Mr. Young stated that next year the Finance Committee will take an active role to insure the letter sets the appropriate tone and is consistent with Board objectives. Mr. Young stated that last year, during the presentation of the CAFR, he made a statement suggesting that instruction as a percentage of total dollars needed to increase. He noted that this year, that percentage did increase very slightly and he has come to understand that it will take years for the current actions of the Board to show up on these financial statements. He said he is encouraged by the direction the Board and administration is moving to insure this percentage will increase. He expressed hope that the public will be patient as the Board works to increase instruction dollars.

Mrs. Pulsipher expressed appreciation to Squire & Company and to Mr. Larsen, Mrs. Ellingson and Mr. Ellis for the effort and skills in preparing the CAFR.

MOTION:
It was moved by Richard S. Osborn and seconded by Janice L. Voorhies to adopt the Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2015. Motion passed with a unanimous vote.

B. Recommendation to Adopt New Administrative Policy AA450 Admission Charges to Extra-Curricular Activities and Performances

Dr. Godfrey, associate superintendent, said this policy was created at the request of the Board to clarify procedures for charging admission at middle school performances. This policy was reviewed during the October 27, 2015, study session. He presented it to the Board for approval.

A copy of this policy is attached at the conclusion of these minutes. (Attachment 2)

Public Comment
No patrons addressed the Board regarding this Special Business item.

MOTION:
It was moved by Richard S. Osborn and seconded by Janice L. Voorhies to adopt new Administrative Policy AA450 Admission Charges to Extra-Curricular Activities and Performances.

Mrs. Whitelock and Mrs. Atwood presented the following substitute motion:

SUBSTITUTE MOTION
It was moved by Kayleen Whitelock and seconded by Richard S. Osborn to approve the policy with a change to paragraph II.B. to state that “Middle schools may charge admission for extracurricular performing arts events, …” and it was moved by Jen Atwood and seconded by Richard S. Osborn to set a $5 maximum admission charge for middle school extracurricular performances.
Mr. Young said he will respect the Board’s decision if they choose to go forward with the substitute motion; however, while he can support the addition of the “extracurricular” language, he maintains his belief that the Board is digging too far down into the policy details and that setting a cap is too far reaching. He said he will be voting against the policy because of the dollar cap, but he supports the concept of middle schools being able to charge admission fees to extracurricular activities.

**Vote on the Substitute Motion**

President Pulsipher called for a vote on the substitute motion. The motion passed with a vote of five to two. Mr. Young and Mrs. Voorhies cast the dissenting votes.

Mr. Crane made a request for a future agenda item to review the policy on fees charged for rental of District facilities. He said city arts councils are being charged a steep facility rental price and he would like to see the District reach out and support the cities in these efforts.

**C. Recommendation to Approve Proposed Letter of Support for Construction of a New West Jordan Recreation Center**

Mrs. Whitelock, chair of the Board Facilities Committee, said the City of West Jordan asked the Board to provide a letter of support for their application to the Salt Lake County ZAP Committee for construction of a new recreation center.

Mrs. Pulsipher said the letter will include support for the project but not a financial commitment. A copy of the letter is attached at the conclusion of these minutes. (Attachment 3)

**Public Comment**

No patrons addressed the Board regarding this Special Business item.

**MOTION:** It was moved by Kayleen Whitelock and seconded by Janice L. Voorhies to approve a Letter of Support for the City of West Jordan’s ZAP application regarding Construction of a new Recreation Center, with no financial commitment at this time. Motion passed with a unanimous vote.

**D. Recommendation to Adopt Resolution Declaring Surplus Property Located at 14199 South 4800 West in Herriman, Utah**

President Pulsipher stated that action on this item will be postponed until the December 8, 2015, regular Board meeting.

**IV. Information Items**

**A. Superintendent’s Report**

Superintendent Johnson said November was a terrific month and she enjoyed attending patriotic programs at the schools. She expressed appreciation for the service of the individuals who were honored during Veteran’s Day programs and for the great work that has taken place in the schools to insure that students appreciate the service to our country given by these individuals. She said school musicals have been a highlight this month as well and she has seen some very high quality performing arts programs, as well as great athletic playoffs. Dr. Johnson said visits to the schools to see the Professional Learning Communities each Friday have shown the dedication and commitment that staff has for insuring that students achieve at high levels. Dr. Johnson said it was great to spend time with the student body officers yesterday and hear about school service projects. She said this morning she received an email about the service project under the direction of Laura Finlinson and Nancy Ward to distribute 769 donated Thanksgiving meals to Jordan District Title I families. She expressed gratitude to all those who helped in this huge effort. She said as meals were delivered it was wonderful to feel the gratitude these families have for
what was being done for them. Dr. Johnson recognized Terri Summers on her upcoming retirement. She said because of Terri’s great efforts in Jordan District with alignment of teacher evaluations and teaching and learning standards, Brigham Young University has offered her a similar position. Dr. Johnson said a lot of time is concentrated on academic achievement but recently the Board has heard talk from patrons about the whole child. She invited Mary Ann Erdmann, Fine Arts Consultant for Curriculum and Staff Development, to present information about the Beverley Taylor Sorenson Arts Learning Program and integration of the arts in elementary schools.

1. Report on Beverley Taylor Sorenson Arts Learning Program and Integration of the Arts in Elementary Schools

Mrs. Erdmann said she is thrilled to talk about the Beverley Taylor Sorenson grant the District received. She provided Board members with a list of 23 District elementary schools that receive services from this grant. She noted that specialists provide eleven music programs, eight visual arts programs, three dance programs, and one drama program. The total number of students served by this grant is 18,793, which is about 67 percent of the students in kindergarten through sixth grade. She also noted that the grant covered about 80 percent of the specialists’ salaries and the schools are responsible for 20 percent. Mrs. Erdmann expressed appreciation to Mrs. Finlinson, administrator for Curriculum and Staff Development, for helping to insure the program is funded and successful. She also noted that she has a waiting list of principals that would like their schools to be able to participate in this program when funds are available.

Mrs. Erdmann shared the following fact: 93 percent of Americans consider the arts to be vital to providing a well-rounded education for children and a critical link to learning and success and that creativity and innovation rates among the top five skills sought by U.S. employers. Mrs. Erdmann said it is interesting to also note that during her research she found that businesses who are looking to relocate to an area actually look to see what the schools are doing with arts programs because the arts play a role in student creativity, innovation, and the ability to think outside the box. Mrs. Erdmann expressed appreciation to the Board for support of the arts. She said she would love to see the services provided by the Beverley Taylor Sorenson grant increased from 67 percent of the students to 100 percent.

V. Discussion Items

A. Board Member Committee Reports and Comments

Mrs. Atwood expressed appreciation for the invitations she received from West Jordan High and Copper Hills High to attend their school plays. She said the plays were fantastic and she was impressed with the talent and skills of the students.

Mrs. Whitelock echoed Mrs. Atwood’s comments about the school plays and said the West Jordan High School play was delightful. She said she was unable to attend the Copper Hills High play but did attend Bingham High School’s play, Seven Brides for Seven Brothers, and it was great. Mrs. Whitelock reported that properties are moving along. The Elementary Level Committee was invited to meet and provide input about schools and noted that there will be a 90 percent plan review in December. She said they are still working on the Daybreak site and announced that the District is hoping Copperton will be able to purchase the cemetery but if not, they are still looking for a buyer.

Mrs. Voorhies expressed appreciation for the patriotic assemblies that schools sponsored during the month of November. She attended programs at Hayden Peak and Falcon Ridge and said there is something remarkably moving about children who recognize the value of freedom. Mrs. Voorhies said she serves on the Western Growth Committee which is a coalition of elected
officials and Chamber of Commerce members who work together on business conditions, transportation, and whenever possible, legislation to improve conditions on the west side of the Salt Lake Valley. The last meeting was November 16, 2015, and they heard a presentation about the criminal justice goals and systems. She relayed an interesting statistic that in Utah, the average homeless person spends three months a year in prison. A goal of the criminal justice program is to work with Human Services and Behavior Health officials to avoid recidivism, which means they would like to see individuals who commit crimes never return to prison. She said this plan will include drug treatment, housing, increased education and skill development. Mrs. Voorhies said a presentation was also made by Representative Ivory about what will happen in Utah if at some time in the future the federal government defaults. She said Mr. Ivory and the coalition of professional accountants in the State are working to create an emergency plan for that possibility. Mrs. Voorhies said the Western Growth Coalition also heard a very brief review of an alternative tax system for America which she found interesting. She said the Western Growth Legislative Round-up will begin the end of January with a Saturday morning breakfast. Many stakeholders will be invited to hear legislators talk about what is happening in the legislature.

Mrs. Pulsipher said she attended the JLC last Wednesday and listened to a presentation about the master plan for technology. She said she sent Board members a copy of the master plan and said it is hoped that even though the District may not get the funding it requested, she wanted them to be aware of this plan.

Mr. Young expressed his excitement for having Zions Public Finance on board as the District's financial advisor. He said the Finance Committee has a lot of work to do in a short amount of time to bring significant information and decisions to the Board in the next several months.

Mr. Crane said he serves on the Salt Lake County Parks and Recreation Advisory Board. This Board is made up of representatives from Salt Lake Valley school districts and Parks and Rec staff members. He said at the last committee meeting it was reported that the County Council asked Parks and Rec to significantly reduce their budget and they are in the process of trying to figure a way to accomplish this. They also discussed the ZAP tax appropriation and the process going forward. They reported that there will be approximately $15 million available to applicants and they are anticipating about $400 million in requests. Mr. Crane said a good deal of effort will be made by the distribution committee to determine which projects should be funded and the contribution amounts. Mr. Crane said he believes the ZAP tax has been the most popular tax ever levied in Salt Lake County and has done the most good and some of the money has gone to fine arts opportunities such as ballet, Capitol Theatre, and other fine arts presentations. Mr. Crane said he is not normally a supporter of increased taxes but for good endeavors patrons tend to be willing to pay, if they know where the money is going and they see a return on their investment. Mr. Crane said he also serves on the Board Facilities Committee and Finance Committee and noted that Mrs. Whitelock and Mr. Young reported about these committee activities. Mr. Crane said this meeting started with an acknowledgement of Herriman High being crowned State football champions and said there were few that thought Herriman could win that game so winning this State championship is a wonderful thing. Mr. Crane commended the Herriman precinct of the Unified Police Department and representatives of Unified Fire Department for putting together a reception for the arrival of the football team when they returned to the high school following the game.

At 7:50 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
President Pulsipher presided and conducted. The Board of Education continued its study session to discuss the following:

C. Continued Discussion on International Baccalaureate (IB) Program

President Pulsipher asked to have this agenda item postponed and brought back for Board review after the first of the year.

D. Review of Employee Leave Requests and Policies

Laura Finlinson, administrator for Curriculum and Staff Development, and June LeMaster, administrator for Human Resources, reviewed the parameters for sabbatical leaves, educational leaves, and leave of absence requests, noting that educational leaves and leaves of absence are at no cost to the District and allow the employee to return to a comparable position upon return. Sabbatical leaves provide the employee with 50 percent salary and obligates the District to guarantee placement in the same school and position held at the time the leave was granted, unless the educator requests otherwise. Dr. LeMaster provided Board members with a list of employees who were granted leave during the 2015-16 school year. Dr. LeMaster and Mrs. Finlinson requested direction from the Board regarding leaves for the 2016-17 school year.

The Board gave direction with the following motion:

**MOTION:** It was moved by Kayleen Whitelock and seconded by Jen Atwood to accept the recommendation to approve up to four sabbatical leaves and up to four educational leaves for the 2016-17 school year. Motion passed with a unanimous vote.

E. Updates to Administrative Policies for Classified Employees

1. DA165 Apprenticeship Program–Maintenance Department

Dr. LeMaster presented policy DA165 with revisions as requested by Board members during a previous review of this policy. She noted that the revisions have unanimous approval by the Joint Relations Committee and the District Advisory Committee.
Superintendent Pulsipher asked to have this policy brought before the Board for approval at the December 8, 2015, regular Board meeting.

2. **DP356 Substance Abuse-Free Environment**

   Dr. LeMaster presented policy DP356 which was revised to include legislative changes. The JRC Committee offered the recommendation to strike the sentence under section 2, third bullet, “possessing on his or her person an electronic cigarette or tobacco in any form” believing that this statement might harm a valuable employee if they had forgotten that they were carrying these items in a pocket. The Committee felt that removal of this bullet point did not impact legislative intent.

   Superintendent Pulsipher asked to have this policy brought before the Board for approval at the December 8, 2015, regular Board meeting.

F. **Early Notification Incentive Data Report**

   Dr. LeMaster reviewed the results of the 2014-15 tiered incentive program for early notification by teachers who did not intend to return to their position the following year. Notification given in January provides a $500 incentive; notice given in February provides a $300 incentive, and notice given in March provides a $200 incentive. Dr. LeMaster stated that 94 notifications were received in January 2015; 25 in February 2015; and 30 in March 2015. She requested the Board’s approval to continue the Early Notification Incentive for notifications that will be received beginning in January 2016.

   The Board gave direction with the following motion:

   **MOTION:** It was moved by Kayleen Whitelock and seconded by J. Lynn Crane to approve the early notification tiered incentive program for the 2015-16 year that was utilized during the 2014-15 year. Motion passed with a unanimous vote.

F. **What Can Be Learned from Election Results**

   Matt Young led a discussion about the potential for a bond election and what could be learned from the results of prior elections. He discussed the successful bond election of Davis School District and varied results of the voting on Proposition 1 last November. He also noted the impact city leaders have when they are vocal about their approval or disapproval of a ballot issue. Mr. Young invited Board members to discuss what Davis School District may have done that insured a successful bond campaign.

   Board members shared views about what can be done to insure a successful bond election. They discussed the importance of demonstrating to the patrons what the District has done since the failure of the last bond election and the importance of making sure patrons know what they will receive if they agree to allow the District to bond for new schools and improvements. They also discussed perhaps waiting until after a bond election to discuss boundary changes.

   At 8:25 p.m., the meeting adjourned.

   **MOTION:** At 8:25 p.m., it was moved by J. Lynn Crane and seconded by Kayleen Whitelock 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
President Pulsipher presided and conducted. The Board of Education met in a closed session to discuss personnel. The closed session discussion was not recorded.

At 10:10 p.m., the meeting adjourned.

/jc
Attachments

[Approved 12-8-15]