The Board of Education of Jordan School District met in a study and closed sessions and special Board meeting on Tuesday, September 12, 2017, beginning at 4:14 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
- June M. LeMaster, Administrator of Human Resources
- Brad Sorensen, Administrator of Schools
- Scott Thomas, Administrator of Auxiliary Services
- Teri Timpson, Administrator of Schools
- Sandy Riesgraf, Director, Communications
- Ben Jameson, Director, Evaluation, Research and Accountability
- Lance Everill, Staff Assistant, Facility Services
- Shelley Nordick, Staff Assistant, Curriculum and Staff Development
- Steven Harwood, System/Programming Manager, Information Systems
- Holly Allen, Consultant, Evaluation, Research and Accountability
- Jeri Clayton, Administrative Assistant
- Brendan Nielson, AV Maintenance
- Vicki Olsen, President, Jordan Education Association
- Dawn Ramsey, Director, Region VI PTA

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

A. **Ends Policy 404 Safety and Security**

Mr. Scott Thomas, administrator for Auxiliary Services, and Mr. Lance Everill, staff assistant for Facility Services, reviewed results of the Jordan Safety and Security Assessment (JSSA) for 2016-17. Mr. Everill stated that the JSSA is a result of the Board’s safety and security initiative and was implemented in February 2013. He provided Board members with a copy of the assessment tool that measures practice, protocol, and equipment. He noted that last year there was improvement at all levels and schools and District offices that routinely perform at 98 percent and above are assessed twice a year; those scoring 90-97 percent are assessed three times per year, and those scoring below 90 percent are assessed four times per year. The results are reviewed with administrative staff and areas for improvement are identified.

In response to a question from Mr. Dunford, Mr. Everill said he would provide Board members with a comprehensive list of assessment scores for the prior school year.
B. **New Administrative Policy DP378 Student Data Governance and Security**

Mr. John Larsen, business administrator, said a law was passed in 2016 by the Utah State Legislature requiring school districts to safeguard student data. He reviewed Administrative Rule R277-487 *Public School Data Confidentiality and Disclosure*, effective July 1, 2017, which was created to give direction to LEAs for developing a plan for safeguarding student data. A draft of a new District Administrative Policy DP378 was provided to Board members for review and discussion.

Mr. Ben Jameson, Director of Evaluation, Research and Accountability, Mr. Steven Harwood, System/Programming Manager for Information Systems, and Ms. Holly Allen, Consultant for Evaluation, Research and Accountability, participated in the presentation and discussed the requirements the District has met to date and development of the policy. Board members expressed appreciation to District staff for the thorough work that has been done to insure the District is in compliance with the Administrative Rule.

Mr. Young recommended that the Innovations Committee work to create a Board policy that identifies the Board’s position on safeguarding student data and personal information.

C. **Review of Administrative Policies**

1. **DP311 Evaluation of Licensed Personnel**

Laura Finlinson, administrator for Curriculum and Staff Development, reviewed changes to policy DP311 which includes updating references to Utah Code and Administrative Rule, referencing Utah Effective Educator Standards where applicable, aligning the evaluation requirements with the rule, and adding definitions for clarity. Mrs. Finlinson stated that Jordan District’s evaluation system has been validated by two outside sources for validity and reliability.

2. **DP311A Evaluation of Administrators**

Mrs. Finlinson noted that changes made to policy DP311A are similar to DP311 and included changing references to USOE to USBE.

D. **Report on Discussion with Affected Patrons Regarding Murray School District Boundary Adjustments**

Mr. Larsen, business administrator, reviewed with the Board a map of the area being moved from Jordan District to Murray District. He and Mrs. Timpson, administrator of schools, reported on visits with two families impacted by the property transfer. The family with a student attending Heartland Elementary requested that the District allow their student to continue on permit at Heartland Elementary. The family with a student receiving special services at Majestic Elementary requested a continuation of the support and transportation for their child through the end of the school year and indicated that they will be looking to transition to Murray District the following year.

E. **Process for Projecting Student Enrollment**

Dr. Anthony Godfrey, associate superintendent, reviewed the process for projecting student enrollment and did so on behalf of Mr. Travis Hamblin, consultant for Planning and Student Services, who was unable to return to Utah due to a hurricane in Florida. Dr. Godfrey stated that Planning and Student Services is charged with responsibility for projecting student enrollment. ESRI is a company that produces ArcMap mapping software. Davis Demographics created a program that interfaces with ArcMap so that information can be entered about types of new housing developments within the cities and a projected number of students based on the type of development. Additional information such as previous year’s enrollment numbers, birthrate, charter school enrollment, and permits are also input into the program. He noted that Mr. Hamblin works closely with city personnel and attends City Planning
Commission meetings monthly, he attends City Council meetings as needed, and he works closely with developers to identify upcoming housing and construction projects. Dr. Godfrey reviewed a timeline for developing long-term enrollment projections. He noted that there are many factors that make projections difficult such as charter enrollment, a Utah law that allows student choice, etc.

Board members discussed the process and the need to have information that allows them to be aware as soon as possible of potential overcrowding issues. Dr. Godfrey noted that every October a housing and enrollment presentation is made to the Board that looks at boundaries, calendars, and permits and solicits Board input about action that may need to be taken in this regard. He noted that the goal is to make changes by the end of the calendar year in order to provide enough time for patrons and school staff to plan. Dr. Godfrey suggested as a next step to outline for the Board the boundary change process and various timelines that need to be met.

**Motion to Alter Agenda**

**MOTION:** It was moved by Matthew Young and seconded by Marilyn Richards to alter the agenda and move the discussion on Eastlake Elementary School Community Council meeting to this point. The Motion passed with a unanimous vote.

F.  **Update on Eastlake Elementary School Community Council Meeting with Regard to Student Housing**

Mrs. Miller said she, along with three other Board members and members of the District administration, attended a meeting last Wednesday of the Eastlake School Community Council to hear concerns of patrons regarding the increasing school population and recommendations for addressing the problem. The Council chair invited patrons to write comments and questions about the overcrowding and these were provided to Mrs. Miller. She said she would forward these to all Board members for their review.

Mr. Sorensen stated that he felt the meeting was informative and the consensus of the group is to continue this year with the resources provided to add additional help to the Eastlake staff where necessary, and to begin discussions about a solution for the 2018-19 school year.

East Lake School Community Council Chair, Darla Thomas, indicated that she asked a member of the Council to prepare a survey of Eastlake patrons and she will report the findings when the survey is complete.

Mr. Young clarified for Eastlake patrons that the first Friday in October they should check the Board meeting agenda for the housing and enrollment presentation by the District administration. This presentation will provide the Board with enrollment projections and an opportunity to discuss housing needs for the coming school year.

Mr. Dunford stated some unkind things were said by a few members the Eastlake Community about Mrs. Miller and for the public record, he wanted it known that he has never observed a more caring, concerned and involved Board member and that she is working hard to find a solution for the Eastlake parents.

G.  **Policy AS97 Management of Concussions and Traumatic Head Injuries**

Mr. Young expressed concern with a situation that was brought to his attention about a student who suffered a concussion during a school activity and was not given appropriate consideration by a teacher about the work this student was able to do during the healing process. Mr. Young invited Board input about whether the directive in policy AS97 should be changed or another policy created to address accommodations that need to be made for injured students, including brain injuries.
Following the Board discussion, a directive was given to Cabinet members to discuss this matter and bring suggestions to the Board about what recourse parents might have or accommodations that should be given to injured students.

H. **Board Calendaring Items**

President Voorhies provided dates and times of upcoming Board activities (outlined below) and invited Board input and discussion.

- The Golden Fields Elementary School dedication is scheduled for Tuesday, November 14, 2017 at 6:00 p.m. She noted that a study session is scheduled on that day as well and suggested holding it at Golden Fields prior to the dedication, to which Board members agreed.
- The Bastian Elementary School dedication is scheduled on Wednesday, November 15, 2017 at 6:00 p.m.
- The USBA fall meeting is scheduled on October 4, 2017 at 6:00 p.m.
- Superintendent Johnson provided a schedule of the Friday morning PLC visits. She noted that if needed, visits can be rearranged to accommodate Board member attendance.
- Parent University is scheduled for September 28, 2017, at West Jordan Middle School at 7:00 p.m. The presentation will be about how parents can monitor cell phone use such as social apps and video messaging.
- Dr. Johnson noted that the SAGE results will be available on the gateway by the end of the month. Mrs. Miller pointed out that according to Utah law, there will be letter grades given this year but none next year.

I. **Staff Follow-up to Prior Board Discussion**

1. **Policy AA405 Homework**

Dr. Godfrey, associate superintendent, indicated that earlier this year a change was made to the homework policy and reviewed with Board members additional actions taken in regard to the updated policy. Two aspects of the policy revision included making clear that principals are responsible for overseeing that homework is appropriate and clarifying for parents the process for appealing homework concerns. He stated that principals received training by Superintendent Johnson about the relative impact homework has on student learning and they have been reminded on several occasions that they are charged with overseeing that the policy is followed. Dr. Godfrey discussed the requirement that teachers create a course disclosure statement which lists assignments and grading criteria. This statement is reviewed by the principal in advance of being distributed to students which gives the principal and teacher an opportunity to discuss one-on-one the assignment and appropriateness of homework, including summer assignments.

2. **New School Celebrations**

Dr. Johnson stated that at the Board’s request, a discussion was held in a Cabinet meeting about new school celebrations. She noted that there are four celebrations related to opening a new school: ground-breaking, ribbon-cutting, open house, and dedication. She noted that the ground-breaking and dedication is a Board responsibility, although the school helps to organize these activities, and school personnel oversee planning for the open house and the ribbon-cutting ceremony, with Board purview.

In response to a question from Mr. Dunford about who is responsible for dedicating a building, Dr. Johnson responded that the Board member over the area in which the new school has been located generally takes responsibility for dedicating it.

Mrs. Miller expressed that it is important to insure that community leaders receive personal invitations from Board members to these new school functions. Dr. Johnson added that as
municipal elections are about to take place, it is important to invite both past and present community officials and others such as past Board members, etc.

3. **Process for Projecting Student Enrollment**

   President Voorhies stated that this matter was discussed earlier in the meeting. Dr. Godfrey added that clear direction was given by the Board on next steps for Eastlake and for providing general information to the Board on timelines and the housing and enrollment process.

J. **Discussion on Board Neutrality Statement**

   Mr. Young proposed that the Board create a neutrality statement related to the upcoming municipal elections in order to protect them and allow engagement with the community without “picking sides.” He invited Board input.

   Following Board discussion, the decision was made to go forward with the neutrality statement which Mr. Young read, with recommended changes. President Voorhies asked to have the statement brought before the Board for approval at the next Board meeting.

K. **Professional Development Reading “Coming to Order”**

   Board members discussed chapters 4 and 7 of the USBA publication, *Coming to Order*. The topics of these Chapters are “Planning the Meeting” and “Recording the Meeting.”

L. **School Board Book Study Focusing on Student Achievement**

   Mr. Young provided a recommended schedule for reading the book “In Praise of American Educators” by Dr. Richard DuFour. Chapters one through four should be read in preparation for discussion at the October 10, 2017 study session, chapters five through eight for the November 14 study session, and chapters nine through eleven for the December 12 study session.

M. **Board Member Committee Reports**

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

      Mr. Robinson said his Committee is continuing to work on the Calendar Policy changes and hopes to have recommendations by the next Board meeting. He said he wanted to give a shout-out for Parent University and noted that President Voorhies will be making a presentation on this subject at the Utah School Boards Association leadership conference and he said he recently heard that Holly Bell will be making a presentation at the State Office in January about how the Board is engaging the community with the Parent University presentations. Mr. Robinson reiterated that School Community Council trainings will be held soon and thanked Mr. Anderson for the great job he is doing to plan for these meetings.

   2. **Facilities Board Advisory Committee**

      Mrs. Atwood said the Facilities Committee met yesterday but she was unable to attend and noted that what was discussed at the meeting will be presented during closed session.

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

      Mr. Dunford said it was necessary to cancel the recently scheduled Finance Committee meeting due to a conflict but it has been rescheduled for September 22 and the Committee will be meeting with the District’s financial advisors from Zions Bank in anticipation of the next bond sale. Mr. Dunford said in an effort to keep Board members informed of upcoming financial issues he wanted
to let Board members know that there are no matters for Board review scheduled for the month of September.

4. Legislative/Community Relations Board Advisory Committee

Mrs. Miller said the Legislative Committee has not met since the last Board meeting and she had nothing new to report at this time.

5. Innovations in Education Board Advisory Committee

Mr. Young said he was unable to attend the last Innovations Committee meeting and invited Ms. Richards to speak about it. Ms. Richards noted that Mr. Robinson tried to attend but went to a different building and they weren’t able to provide access through electronic means. Ms. Richards stated that she, along with Laura Finlinson, Shelley Nordick, and Rebecca Smith, met and discussed the possibility of the District starting an International Baccalaureate program. She said Ms. Smith has received training for the IB program and explained the process for starting one in the District. Ms. Richards said she asked the Committee to be ready to make a presentation to all Board members at the September 26 Board meeting, if the Board desires this presentation, to make them aware of what starting this program will entail. She also stated that the Committee recommended having the Finance Committee review the costs associated with the program if, after hearing the presentation on September 26, Board members want to continue discussions.

6. Utah High School Activities Association

Ms. Richards stated that the UHSAA Board of Trustees met last week and reviewed the calendar and agenda for the quarter and noted that staff members and several Board members made a presentation last Friday morning to the Utah State Board of Education to inform them that UHSAA is in compliance with the new laws related to the transfer rule, that they have the level three appeals process in place, and that four individuals have already come before the Committee because of the level three appeal. Ms. Richards noted that the other item presented to USBE was a draft on a FERPA rule about how student athlete information is being protected and the individual that oversees this data assured USBE members that student information is very secure and safe. Ms. Richards noted that the rule will be finalized at the next meeting.

MOTION: At 8:46 p.m., it was moved by Jen Atwood and seconded by Bryce Dunford 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, excused
  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 property. The closed session discussion was recorded and archived.
At 8:55 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, excused
- 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
- Jeri Clayton, Administrative Assistant

President Voorhies presided and conducted. She welcomed those present.

I. **Special Business**

A. Recommendation and Possible Action to Approve and Authorize Amendment to the Purchase and Sale Agreement between the Board of Education Jordan School District and DA 1 Investment which was Approved by the Board on June 13, 2017, to Extend the Closing Date Pertaining to Property in Bluffdale

**Public Comment**

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

**MOTION:** It was moved by Matthew Young and seconded by Darrell Robinson to approve and authorize the Amendment to the Purchase and Sale Agreement between the Board of Education of Jordan School District and DA 1 Investment which was approved by the Board on June 13, 2017, to extend the closing date pertaining to property in Bluffdale. The Motion passed with a unanimous vote.

B. Recommendation and Possible Action to Approve the Second Amendment to Real Property Purchase, Sale and Exchange Agreement, Between the Board of Education of Jordan School District and Corporation of the Presiding Bishop of The Church of Jesus Christ of Latter-Day Saints (CPB) and Acknowledged by Suburban Land Reserve, Inc. (SLR) Dated March 22, 2017, as Amended May 22, 2017, Involving the Exchange of Approximately 37.55 Acres of Land Owned by Herriman for two Anticipated Future Elementary School Sites and one Anticipated Future Middle School Site to Extend the Inspection Review Period

**Public Comment**

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

**MOTION:** It was moved by Darrell Robinson and seconded by Jen Atwood to Approve the Second Amendment to Real Property Purchase, Sale and Exchange Agreement, Between the Board of Education of Jordan School District and Corporation of the Presiding Bishop of The Church of Jesus Christ of Latter-Day Saints (CPB) and Acknowledged by Suburban Land Reserve, Inc. (SLR) Dated March 22, 2017, as Amended May 22, 2017, Involving the Exchange of Approximately 37.55 Acres of Land Owned by Herriman for two Anticipated Future Elementary
School Sites and one Anticipated Future Middle School Site to Extend the Inspection Review Period. The motion passed with a unanimous vote.

**MOTION:** At 9:03 p.m., it was moved by Jen Atwood and seconded by Bryce Dunford 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, excused
- 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 property and negotiations. The closed session discussion was recorded and archived.

**MOTION:** At 9:44 p.m., it was moved by Jen Atwood and seconded by Marilyn Richards to adjourn the meeting. Motion passed with a unanimous vote.

JL/jc