The Board of Education of Jordan School District met in study and closed sessions on Tuesday, September 11, 2018, beginning at 4:08 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
- June M. LeMaster, Administrator of Human Resources
- Shelley Nordick, Administrator of Teaching and Learning
- Brad Sorensen, Administrator of Schools
- Scott Thomas, Administrator of Auxiliary Services
- Sandy Riesgraf, Director, Communications
- Lance Everill, Manager, Facility Operations
- G. Norma Villar, Consultant, Student Intervention Services
- Rebecca Gerber, Consultant, Elementary Language Arts
- Mike Kochevar, Principal, New High School in Herriman
- Jeri Clayton, Administrative Assistant
- Brendan Nielson, AV Maintenance
- Vicki Olsen, President, Jordan Education Association

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

A. **Board Ends Policy E402 Empowering Employees**

Ms. Marilyn Richards led a discussion about Ends Policy E402 and invited Board members to discuss how the Board has or will continue to create a culture for valuing all employees. She also provided them with a list of *Ten Key Strategies to Value Employees* taken from an article by Margy Bresslour. Board members discussed the policy and made recommendations for clarifying language.

Board members will address Ends Policy E403 Customer Service with the discussion led by Darrell Robinson at the next study session.

B. **Elementary Literacy Plan**

Dr. Shelley Nordick, administrator of Teaching and Learning, explained that the Utah State Board of Education is moving from the Utah Consolidated Application to a new Utah Grants system. She noted that some of the components of the UCA have been separated out and the Board is being asked to review the Early Literacy Plan and approve it at the next general session Board meeting. She invited Ms. Becky Gerber to review the plan.
Ms. Becky Gerber, consultant, Elementary Language Arts, informed the Board that recent legislation requires Board of Education members to review and approve the District’s Early Literacy Program Plan, formerly known as the K-3 Reading Improvement Program. She reviewed the Utah Uniform Growth goal set by the State and the goals set by the District, noting that the District goals are ambitious but attainable and that funding is tied to meeting the State goal and at least one of the District’s four goals.

The Jordan District Early Literacy Plan will be presented for approval at the next general session Board meeting.

C. Administrative Policy AS90 Drugs and Alcohol

Ms. G. Norma Villar, consultant, Student Intervention Services, reviewed policy changes in compliance with revisions to State law as a result of H.B. 132, noting the changes are mainly related to tobacco/nicotine violations. She stated that restorative justice practices are now in place and students found in violation of the policy can, in lieu of suspension, attend a tobacco cessation class that will be offered at the Jordan Family Education Center. Ms. Villar stated that she obtained curriculum materials from the State Health Department because they are no longer teaching the program and a class instructor is ready to begin teaching the first of the four-week session on September 19. She also noted that students can begin the class any Wednesday evening, but must complete four consecutive two-hour sessions.

Board members discussed other aspects of the policy and asked to have the policy in its current form brought to the Board for approval at the next general session Board meeting and to place the policy on the Board’s list of future agenda items for further review and discussion.

D. Administrative Policy AA448 Vending Machines and Sale of Foods in Schools Outside of Reimbursable Meals

Mr. John Larsen, business administrator, reviewed the change made to Policy AA448 to eliminate the need for Board approval of vending machine contracts. He noted that an itemized list of minimal nutritional value foods was also removed from the policy. The policy will be presented to the Board for approval at the next general session Board meeting.

E. Administrative Support on School Campuses

In response to concerns raised by Board Member Robinson about coverage in elementary schools when a principal and vice principal are out of the building, Mr. Larsen, business administrator, reviewed current thresholds for assigning a full-time or half-time assistant principal in an elementary school. He noted that under the current thresholds, 14 elementary schools do not have an assigned assistant principal. He also noted that if an administrator will be out for three or more consecutive days an administrative substitute is placed at the school. Mr. Larsen presented six options to increase administrative coverage and the costs associated with each.

Board members discussed the matter and questioned the actual time an administrator spends outside the building and the need for a substitute. Associate Superintendent Godfrey suggested gathering feedback from principals and administrative assistants about coverage needs by having administrators of schools talk with principals and assistants to obtain their input. This information will then be brought to the Board in a future study session.

President Voorhies called for a motion to add an unexpected item to the agenda to allow Mr. Sorensen, administrator of schools, Mr. Thomas, administrator of Auxiliary Services, and Mr. Kochevar, principal of the new high school in Herriman, to obtain Board input on an issue related to the construction of the new high school.
MOTION: It was moved by Marilyn Richards and seconded by Tracy Miller to add an item to the agenda as described by President Voorhies. The motion passed with a vote of six members. Mr. Robinson abstained from voting.

F. Discussion on Matter related to Construction of the New High School in Herriman

Mr. Thomas, administrator of Auxiliary Services, reported that on September 6 a letter was received from Westland Construction in which they expressed a concern about meeting the “substantial completion” requirement of the contract. They indicated that they would need the school logo by November 1 to meet a June 30 installation date of the logo on the athletic field and gym floor, and initials on the bleachers. They also noted that if these decisions have not been made by that date the logos and initials could be cut in at a later time, but they did not want to be penalized for not meeting the substantial completion requirement.

Board members discussed the problems associated with cutting in the logos after school has started and the need to involve the community in the mascot and logo decisions. The decision was made to send a survey to obtain community input on the school mascot and logo immediately following the boundary announcement which should allow time for these items to be completed before the start of the school year.

Mr. Young proposed having Mr. Thomas oversee the creation of an ideal timeline for construction of a high school which includes appropriate decision points so that when future high schools are constructed this timeline can be referenced, noting that completion of this timeline can coincide with completion of the new high school in Herriman. Board members agreed to Mr. Young’s proposal.

G. Continued Discussion on Boundary Realignment

Dr. Anthony Godfrey, associate superintendent, reviewed the boundary change website found at boundary.jordandistrict.org and noted that it will be updated with boundary information as the process proceeds. He provided Board members with a draft letter and email which will be sent to community members on September 17 regarding the upcoming boundary change process. He noted that specific boundary change options will be presented to the Board at the September 25 study session, followed by open houses and surveys to obtain parent input. He also noted that Riverton High School has been reserved for the boundary hearing which will be held October 23, 2018.

H. Discussion for Addressing Municipalities Regarding Upcoming Boundary Changes

Mrs. Janice Voorhies, Board president, led a discussion about visiting city council meetings to inform mayors and city council members of upcoming boundary changes. Board members discussed other topics that could be presented as well and discussed which Board members would be available to attend the various city council meetings.

I. LEA Specific Licensure Process

Dr. June LeMaster, administrator of Human Resources, explained the Local Education Agency Specific Competency-based License process adopted by the Utah State Board of Education in July 2018. She explained the requirements for an applicant to receive an associate teacher, professional teacher and LEA-specific teacher license. She noted that last year the Board approved three LEA-specific licenses for individuals to be able to teach in Jordan District in subject areas that were difficult to fill with a licensed teacher.

J. Safety Discussion and Prioritization

1. Historical Safety Timelines and Expenditure
Mr. Lance Everill, manager of Emergency Operations, reviewed a timeline of Safety & Security Initiatives that began in 1996 with the installation of analog surveillance cameras. Since that time the District has implemented an Incident Command System, card access, alarm monitoring (in conjunction with the elimination of the JSD Police Department), installation of Automated External Defibrillators, digital cameras, installation of security doors in elementary school main entrances, security doors and office relocations in middle schools and West Jordan High, implementation of the Jordan Safety & Security Assessment (JSSA), establishment of SAFE neighborhoods, establishment of a partnership with Salt Lake County Emergency Management for Just in Time kits and with the American Red Cross to use secondary schools as emergency shelters, implementation of a reunification action plan, installation of carbon monoxide detectors, and implementation of the SafeUT app. He noted that in 2018, card access will integrate with video management and security systems, Tactical Emergency Casualty Care kits will be located in every classroom and common areas in all District buildings, and safety and wellness training has been held for teachers and will be held for classified personnel.

2. Future Safety Options

Mrs. Jen Atwood, chair of the Facilities Committee, led a discussion about the Phase 2 Safety and Security Initiatives. Board members asked to have the items ranked in order of priority and/or safety for future discussion and decision. Board members also discussed school resource officers and the desire to have one officer per secondary school. Mr. Larsen was asked to reach out to Bluffdale City regarding the need for a school resource officer when the new middle school in Bluffdale opens in 2019. They also discussed having someone reach out to South Jordan City to increase its officer participation to a one-to-one ratio.

K. Policy Governance Review

1. EL303 Communication and Support to the Board
2. EL304 Annual Reports to the Public
3. EL305 Emergency Succession

Board members reviewed each of the policies. They recommended one language change to policy EL304, item A.

L. Board Member Committee Reports

Mrs. Miller said the Legislative Committee is beginning meetings with legislators to get information about the bills they are working on for the 2019 session and to offer assistance, if needed. She noted that next week the Committee will be meeting with Representative Pulsipher and Senator Fillmore and they will also be starting a draft of the Board’s legislative priorities.

Ms. Richards reported that she forwarded information to Board members about an article that will be coming out in the Deseret News related to the Utah High School Activities Association covering the cost of the premium for catastrophic insurance for all high schools. She said since the institution of the Endowment Games in 1999, this resource has been increasing which has allowed UHSAA to continue covering the cost of the catastrophic insurance premium.

Mrs. Atwood stated that she reported earlier in the meeting about Facility Committee activities and had nothing additional to add. She reported that she is a member of the Sex Education Committee (formerly known as the Human Sexuality Committee) and noted that Jordan District has a wellness policy in place that requires committee meetings and she will be attending this meeting on September 19, 2018.

Mr. Robinson said the School Community Council Committee has not met and is waiting for the survey to go out to invite community members to participate on the Committee. He said the Committee will meet after they have survey results to review. He reported that Salt Lake County Parks and Recreation will be opening a new office in West Jordan this month which is fairly close to the District Office. In
response to a question from Mrs. Atwood, Mr. Robinson stated that the Parent University on September 27, 2018, will be held at West Jordan High, beginning at 7:00 p.m. It was suggested having schools place the Parent University information on the marquees.

At 9:54 p.m., the meeting adjourned.

**MOTION:** At 9:54 p.m., it was moved by Marilyn Richards and seconded by Darrell Robinson to go into closed session. Motion passed with a unanimous vote.

**CLOSED SESSION**

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

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

**MOTION:** At 10:56 p.m., it was moved by Jen Atwood to adjourn the meeting. The motion passed with a unanimous vote.

JL/jc