The Board of Education of Jordan School District met in study, closed and special business sessions on Tuesday, February 12, 2019, beginning at 4:02 p.m. at JATC South (Board Conference Room), 12723 S. Park Avenue (2080 West), Riverton, Utah.

**STUDY SESSION**

Those recognized or signed-in as present:
- Bryce Dunford, Board President
- Tracy J. Miller, Board Vice President
- Matthew Young, Board Secretary
- Jen Atwood, Board Member
- Marilyn Richards, Board Member
- Darrell Robinson, Board Member
- Janice L. Voorhies, 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
- June M. LeMaster, Administrator of Human Resources
- Shelley Nordick, Administrator of Teaching and Learning
- Doree Strauss, Administrator of Schools
- Scott Thomas, Administrator of Auxiliary Services
- Kurt Prusse, Director, Purchasing
- Jeri Clayton, Administrative Assistant
- Robert Conder, AV Maintenance
- Mike Maughn, AV Maintenance
- Vicki Olsen, President, Jordan Education Association
- Dawn Ramsey, Mayor, South Jordan City
- Richard Stowell, Executive Director, Utah School Boards Association

President Dunford presided and conducted. He reported to the Board that he asked Mr. Young, Board secretary, to create a list of all action items identified during each meeting of the Board, such as assignments or directives, and to read the list at the end of each meeting so everyone is clear about decisions made or directions given. He noted that the action list from the January 22, 2019 meeting was not presented and he invited Mr. Young to review the items.

President Dunford called for a motion to go into closed session for the purpose of discussing an urgent item.

**MOTION:** At 4:10 p.m., it was moved by Jen Atwood and seconded by Janice Voorhies to go into closed session. Motion passed with a unanimous vote.

**CLOSED SESSION**

Those recognized or signed-in as present:
- Bryce Dunford, Board President
- Tracy J. Miller, Board Vice President
- Matthew Young, Board Secretary
- Jen Atwood, Board Member
- Marilyn Richards, Board Member
- Darrell Robinson, Board Member
- Janice L. Voorhies, Board Member
- Paul Van Komen, Burbidge & White
President Dunford presided and conducted. The Board of Education met in a closed session to discuss personnel. At the direction of the Board president, the closed session discussion was not recorded.

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

**STUDY SESSION, Continued**

Those recognized or signed-in as present:

- Bryce Dunford, Board President
- Tracy J. Miller, Board Vice President
- Matthew Young, Board Secretary
- Jen Atwood, Board Member
- Marilyn Richards, Board Member
- Darrell Robinson, Board Member
- Janice L. Voorhies, 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
- June M. LeMaster, Administrator of Human Resources
- Shelley Nordick, Administrator of Teaching and Learning
- Doree Strauss, Administrator of Schools
- Scott Thomas, Administrator of Auxiliary Services
- Kurt Prusse, Director, Purchasing
- Jeri Clayton, Administrative Assistant
- Robert Conder, AV Maintenance
- Mike Maughn, AV Maintenance
- Vicki Olsen, President, Jordan Education Association
- Dawn Ramsey, Mayor, South Jordan City
- Richard Stowell, Executive Director, Utah School Boards Association

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

A. **Superintendent Search**

Mrs. Miller, Board vice president, said the Board made the decision to use the services of USBA for the search for a new superintendent and to have Mr. Richard Stowell, executive director of USBA, meet with the Board to discuss the process. She thanked Mr. Stowell for meeting with the Board and invited him to begin his review of the services USBA will provide to the Board for the superintendent search process.

Mr. Stowell stated that choosing a new superintendent will probably be one of the most important decisions this current Board will make. He suggested to the Board that Dr. Johnson could be a valuable resource for them during the process. He stated that USBA's services are at no charge; however, the District will be asked to cover costs such as printing, mailing/distributing brochures, and a website listing. He reviewed Utah Code 53G-4-301 that governs the appointment, qualifications, term and compensation of local superintendents of schools.

Mr. Stowell discussed the recruitment process and suggested that Board members use care in discussions with persons interested in applying for the position so as not to create unintended expectations. He also suggested that if Board members have someone they would like to invite to apply for the position, to have either he or Superintendent Johnson pursue the recruitment of that person.
Mr. Stowell presented a timeline for the recruitment and selection process for Board review. This included dates for the dissemination of brochures, receipt of applications, review of applications by the Stakeholders Committee (if used), selection of qualified candidates, due diligence activities, and dates for interviews. It is anticipated that the appointment and announcement of a new superintendent will take place on or about May 14, 2019, with a starting date of July 1, 2019.

Mr. Stowell discussed the advantages of inviting 19-20 members of the community to participate in a Stakeholder Committee that would be given the responsibility to review and rate the applications prior to a review by Board members. He noted that Committee members would be asked to sign a Confidentiality Agreement.

Mr. Stowell invited Board members to review the brochure that will be used to announce the position and invite candidates to apply. President Dunford invited Board members to discuss the breadth of the search. Following the discussion, they decided to hold a regional search with a focus on the Intermountain West and to include a national search with minimal effort and cost. Board members reviewed each page of the brochure and made recommendations for changes. Mrs. Miller noted that the application form is currently being drafted.

Board members discussed asking patrons via a survey to provide input about qualities they believe are important in a candidate to fill the position of superintendent.

Mr. Young suggested that Board members have a discussion regarding establishing protocols to be followed by Board members with regard to recruitment and communication with candidates and other stakeholders throughout the process so that all Board members understand the expectations. President Dunford asked the Board to be prepared on February 26 to discuss this matter and also to use wisdom in discussions so as to not create negative or unrealistic expectations on the part of potential candidates or community members.

B. **Discussion on Administrative Policy AS98 Bullying and Cyberbullying**

Dr. Nordick, administrator of Teaching and Learning, reviewed changes made to policy AS98 in compliance with Utah Code 53G-9-605 that requires a school board to update its bullying policies.

Dr. Godfrey, associate superintendent, noted that the administration intends to continue reviewing and updating the policy with respect to anti-bullying practices. He stated that currently a position is posted for a part-time bullying prevention specialist the District will hire using grant funds. This person will work with the administration to make additional improvements to the policy.

President Dunford asked to have the policy brought before the Board for approval at the February 26 general session Board meeting.

C. **Administrative Policy A11 Naming of Facilities with Regard to Naming of New Middle and Elementary Schools in Jordan School District**

Mrs. Doree Strauss, administrator of Schools, provided the Board with a recommended timeline for naming the new elementary schools in Herriman and Bluffdale and the new middle schools in South Jordan and Bluffdale. She provided copies of two draft surveys that will be sent to stakeholders. One survey will be used to solicit school name suggestions and another survey will be used to invite the public to rank the five selected names. She also provided the Board with a copy of the Procedural Guidelines for Naming New Schools.

Board members reviewed the timeline, surveys, and Guidelines and made recommendations for changes. President Dunford requested to have language added to the survey for the middle school in South Jordan to suggest that respondents refrain from submitting names that are tied to a small geographic area within the school boundaries (i.e. Daybreak). Board members requested to have this language added to all surveys.
Board members also suggested asking city leaders to post information on social media to invite community members to respond to the surveys. Mr. Young asked to have arrangements made as soon as possible for the new principals to be introduced to mayors and council members at upcoming City Council meetings.

At 7:05 p.m., the meeting adjourned. The Board convened in a Special Board meeting.

**SPECIAL BOARD MEETING**

Those recognized or signed-in as present:
- Bryce Dunford, Board President
- Tracy J. Miller, Board Vice President
- Matthew Young, Board Secretary
- Jen Atwood, Board Member
- Marilyn Richards, Board Member
- Darrell Robinson, Board Member
- Janice L. Voorhies, 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
- June M. LeMaster, Administrator of Human Resources
- Shelley Nordick, Administrator of Teaching and Learning
- Doree Strauss, Administrator of Schools
- Scott Thomas, Administrator of Auxiliary Services
- Kurt Prusse, Director, Purchasing
- Jeri Clayton, Administrative Assistant
- Robert Conder, AV Maintenance
- Mike Maughn, AV Maintenance
- Vicki Olsen, President, Jordan Education Association
- Dawn Ramsey, Mayor, South Jordan City

President Dunford presided and conducted. He welcomed those present.

I. **Bid Recommendations**

   A. **School or Department**

      Mountain Ridge High School

   **Items for Bid**

      Football Equipment

   **State Contract MA2957**

   **Bidders**

      Universal Athletics
      BSN Sports

   **Amount of Bid**

      $62,800.00

   **Purpose:** To provide helmets and shoulder pads for the football program.

   **Budget:** Mountain Ridge start-up equipment fund.

   **Recommendation:** It was recommended awarding the contract to the most responsive, responsible and acceptable state contract bidder, Universal Athletics. They complied with the specifications, terms, and conditions outlined in the bid documents.

   **MOTION:** It was moved by Darrell Robinson and seconded by Janice Voorhies to approve the bid for football equipment, as recommended. The motion passed with a unanimous vote.
At 7:10 p.m., the meeting adjourned.

**STUDY SESSION, Continued**

Those recognized or signed-in as present:
- Bryce Dunford, Board President
- Tracy J. Miller, Board Vice President
- Matthew Young, Board Secretary
- Jen Atwood, Board Member
- Marilyn Richards, Board Member
- Darrell Robinson, Board Member
- Janice L. Voorhies, 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
- June M. LeMaster, Administrator of Human Resources
- Shelley Nordick, Administrator of Teaching and Learning
- Doree Strauss, Administrator of Schools
- Scott Thomas, Administrator of Auxiliary Services
- Kurt Prusse, Director, Purchasing
- Jeri Clayton, Administrative Assistant
- Robert Conder, AV Maintenance
- Mike Maughn, AV Maintenance
- Vicki Olsen, President, Jordan Education Association
- Dawn Ramsey, Mayor, South Jordan City
- Richard Stowell, Executive Director, Utah School Boards Association
- Ross Menlove

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

**D. Professional Development Board Book Study**

Mr. Robinson led a discussion about the first three chapters of the book "What School Could Be" by Ted Dintersmith. He invited Board members to share insights and comments about the information contained in these chapters. Mr. Robinson asked Board members to read chapters four through seven in preparation for the discussion in March.

**E. Utah School Boards Association (USBA) Conference Debrief**

President Dunford invited Board members to share insights from the USBA conference held January 11 and 12, 2019. Board members each shared information they learned during the sessions.

**F. Policy Governance Philosophy and Board Policy Review**

President Dunford led a discussion about Board policies and whether the policies are meeting the needs of the Board and District. Following the discussion, President Dunford asked for input about revisions, if any, that need to be made to the policies.

Mr. Young suggested the Board review the Board/Superintendent Connection policies between now and the time the new superintendent is hired and make any needed changes so that the new superintendent understands the Board’s expectations.
Superintendent Johnson suggested rewording the Executive Limitations policies to remove the confusion about the negative language and to make them easier to explain to new Board members and a new superintendent. She discussed the time staff members spend researching data or information for Board members that takes them away from their day-to-day job requirements. She discussed the difficulty of being able to meet the goals outlined in the Ends policies due to limited funds and suggested keeping the number of Ends policies at no more than four.

President Dunford asked for input about how often to review Board policies. Following the discussion, Board members agreed to continue with reviewing all Board policies once each year, beginning with the Board/Superintendent Connection policies. It was suggested setting aside 4:00 to 5:00 p.m. during one study session per month to review approximately two policies, but to be flexible on the time, if needed, to accommodate other matters. President Dunford stated that he would revise the review schedule for 2019 and present it to the Board for approval at the next meeting.

G. Proposal for Emergency School Closure Day

Dr. Anthony Godfrey, associate superintendent, reported that because of the school closure on Wednesday, February 6, 2019 due to a winter snow storm, the District is required to make up the day to meet the Utah State Board of Education’s Minimum School Days requirement as outlined in Administrative Rule R277-419. He noted that the last school closure due to weather conditions was 23 years ago on January 25, 1996.

Dr. Godfrey presented five options for Board consideration. Of those five options, the administration’s recommendation was to trade the instructional day for a professional development day for teachers and noted that this option has the State’s approval. The professional development activity would be an online course that Ross Menlove created to instruct teachers about what blended learning is and how it can be implemented in the classroom. A goal of this blended learning activity is to advance teaching quality districtwide. Dr. Godfrey said this activity provides maximum flexibility for teachers because they can complete the professional development assignment at the school on the designated make-up day or on a day that best meets their individual schedule; however, there will be a designated completion date and verification of completion will be done by each school principal.

Dr. Godfrey stated that the message to parents will be that there will be no make-up instructional day required for students; however, if parents are interested in providing enrichment activities for their student(s), they will be provided with links to online sites where students can explore blended learning activities.

Dr. Godfrey stated that classified employees impacted by the snow day will be given opportunities to make up the missed time so pay is not affected. Each department director will assume responsibility for insuring that the time paid for but not worked by classified employees is made up in a meaningful way.

Dr. Godfrey stated that State rule requires the designation of make-up days which the administration recommended as follows:

- March 1 – Traditional elementary
- March 22 – Middle and high
- May 6 – A track
- July 3 – B,D track

The Board invited Vicki Olsen, president of JEA, to give her perspective of the administration’s recommendation. Ms. Olsen said she felt the proposal was fantastic and would provide flexibility for teachers to complete the professional development assignment while not impacting them in a negative way. She also said she was teaching in 1996 when the District designated a make-up snow day and very few students showed up. She expressed her support for a professional development day.
President Dunford called for a motion to give direction to staff to proceed with plans to trade an instructional day for a professional development day for teachers and noted that this matter will be placed on the February 26 Board meeting agenda to allow time for patron comment about the proposal prior to the Board giving formal approval.

In response to a request by Board members to receive the links to the courses for teachers and students, Dr. Godfrey noted that they would be included in the emails that are sent to teachers and parents.

**MOTION:** It was moved by Matt Young and seconded by Darrell Robinson to give direction to staff to move forward with implementation of the recommendation to trade an instructional day for a teacher professional development day and to direct staff to communicate the recommendation to the public and let them know it was viewed favorably by the Board and that it will be ratified at the next Board meeting. The motion passed with a unanimous vote.

H. **Board Reports and Comments**

President Dunford stated that at the last study session Board Committee chairs were given an assignment to bring to this study session four items: a) statement of the Committee’s purpose, (b) Committee task list, (c) perpetual calendar of Committee activities, and (d) proposed name change, if desired. He invited Board members to report.

1. **Community Outreach Board Advisory Committee**

Mrs. Atwood, Committee chair, proposed changing the Committee name to Community Outreach Board Advisory Committee. She reported that the Committee is working on a statement of purpose and the perpetual calendar and will provide it when completed. She said the Committee is working with Becky Gerber, administrator of schools, to create School Community Council training and suggestions for ways to help Councils be successful. She noted that the Committee is working on a format for school celebrations such as ground breakings, dedications, etc. They have been discussing upcoming Parent University activities, School Community Council trainings, and city parades.

Mrs. Atwood asked if Board members were interested in receiving training for Trust Land approvals, to which they responded that they would like to receive copies of Mrs. Miller’s checklist. She noted that the Region Six PTA has asked the Board for suggestions for participants to serve on the nominating committees to select PTA leadership for the new schools and that this event will take place February 21 at 7:00 p.m. at a location to be determined.

Mrs. Atwood noted that the next Parent University is scheduled for April 11 and McKinley Withers will present information about transitioning to new schools. It was suggested holding this event at South Hills Middle School. Mrs. Atwood added that the Committee will be bringing topic recommendations for future Parent University events to the Board for input and approval and they are looking at locations in the District that are central to all residents.

2. **Facilities Board Advisory Committee**

Mrs. Miller, Committee chair, said the Committee purpose is to analyze potential capital projects and determine what information the Board needs to make good decisions. Capital projects include summer projects, new construction, and land acquisitions. They will insure information is gathered and presented to the Board in a timely manner and make recommendations as requested.

Mrs. Miller reviewed Committee tasks which include categorizing and prioritizing summer project lists, updating the ongoing Projected Building Plan, updating the 5-Year Building Construction Plan, and studying and presenting potential land acquisitions to the Board. Mrs. Miller also
provided a perpetual calendar of Committee activities and said the name of the Committee will remain the same.

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

Mr. Young, Committee chair, reported that his Committee is not recommending a name change. He noted that the Committee had a good discussion about the purpose and will provide specific language to the Board when finalized; in the meantime he stated that the purpose is to insure the financial position and resources of the District are understood by, and communicated to, the Board in order for the Board to make sound decisions.

Mr. Young stated that Committee tasks include overseeing and directing internal audits, holding initial discussions and making recommendations for TIF requests from municipalities, conducting a deep analysis of the Comprehensive Annual Financial Report, recommending a Capital budget including a summer project amount, recommending to the Board new money spending amounts for salaries and new initiatives. He noted that the Committee is only recommending dollar amounts and how the dollar amounts are allocated is up to the Board as a whole. He continued the task list by stating that the Committee will do deeper bond analysis and engage in discussions with regards to bonds and will discuss amendments to current budgets for the budget hearings scheduled in December, April, and June. He noted that in January of each year the Committee receives a forecast of where the District Accounting Department anticipates the financial position will be in relation to the budget set for the current year. Another issue the Committee wants to pursue is a recommendation to the Board of setting appropriate fund balance levels.

Mr. Young noted that he would send the task list and calendar of events to all Board members at a later date.

4. **Government Relations Board Advisory Committee**

Ms. Richards, Committee chair, provided copies of Committee meeting minutes from January 25. She stated that the Committee is recommending a name change to Government Relations Committee. The Committee purpose is to provide a connection between the Board of Education and government entities and to advocate for the District and students. She referred Board members to the minutes for the Committee task list and said she wanted to point out that the Committee is suggesting that all Board members serve as city government liaisons with the following assignments:

- Mr. Young – Bluffdale and Riverton
- Mrs. Miller – Riverton and South Jordan
- Mr. Robinson – Herriman and Riverton
- Mr. Dunford – Herriman and West Jordan
- Ms. Richards – South Jordan and West Jordan
- Mrs. Voorhies – West Jordan and Copperton Township
- Mrs. Atwood – West Jordan

Ms. Richards referred Board members to a note in the Committee meeting minutes that city liaisons are asked to attend city council meetings as much as possible and to contact her regarding city issues or events that should be discussed by the Committee and/or Board, if needed. She also referred Board members to the Committee perpetual calendar on the second page of the meeting minutes.

Ms. Richards reminded Board members of the USBA Legislative Day on the Hill on Friday, February 15, and provided them with a schedule of events which start at 8:30 a.m. in the North Building Auditorium. She noted that Legislative Round-up meetings are ongoing. The District Day on the Hill is Tuesday, February 19 and the District will have a booth displaying information about STEM robotics and the Southland Elementary School Dual Language Immersion Choir will
perform at 10:30 a.m. in the Capitol Rotunda. She also noted that the SBO Day on the Hill is February 25 and invited Board members to meet at South Valley School at 9:00 a.m. to ride the bus with students.

Ms. Richards said her Committee is busy following the current legislative session and she reviewed HB118, HB81-sub1, and HB206. She invited Mr. Anderson to present information about additional legislation affecting public education. He reviewed specific information related to HB118, HB120, SB149, HB250, and HB273.

Ms. Richards asked the Board for input about HB118. Following the discussion, Board members agreed to have the Committee inform legislators that a majority of Board members have expressed support for the bill.

Ms. Richards provided Board members with contact information for legislators and said she hopes they take an opportunity to provide input during the legislative session. She expressed appreciation to Mr. Anderson, Mrs. Miller, and Mrs. Voorhies for the time they have been spending at the Capitol advocating for public education.

President Dunford stated that Policy GP116, paragraph C, calls for an extensive policy review every year following the legislative session to insure compliance with new laws and asked to have this review added to the Committee’s task list.

5. **Innovations in Education Board Advisory Committee**

Mr. Robinson, Committee chair, reported that he sent Board members via email the notes from the Innovations Committee’s February 7 meeting. He said the Committee is recommending no change to the Committee name or the statement of purpose which is: The Jordan School Board of Education desires that Jordan School District be recognized as leaders in innovative learning and provide opportunities and experiences to students to enable them to thrive in a worldwide society through academic, social, and digital media and methods.

Mr. Robinson stated that the Committee’s task list mirrors the initiatives on which they are currently working. He reviewed progress on the four initiatives. Following Mr. Robinson’s discussion about the initiatives, President Dunford proposed that the Innovations Committee move forward on initiatives three and four, to which the four Board members not on the Innovations Committee agreed.

6. **Executive Committee**

Mr. Bryce Dunford, Board President, stated that under Policy BSC 201, only official actions by the Board are binding on the superintendent and requests made by individual Board members are not. He said he believes, after receiving input from Dr. Johnson, that Board member requests have taken a lot of time away from staff and proposed having the Board establish guidelines for the use of staff and superintendent time in order to create a balance between the work staff performs towards Ends policies and Board member requests. Following the discussion, Mr. Young suggested having the Executive Committee discuss this matter and develop a recommendation.

**MOTION:** At 10:25 p.m., it was moved by Janice Voorhies and seconded by Marilyn Richards to go into closed session. The motion passed with a unanimous vote.

**CLOSED SESSION**

Those recognized or signed-in as present:
- Bryce Dunford, Board President
- Tracy J. Miller, Board Vice President
President Dunford presided and conducted. The Board of Education met in a closed session to discuss personnel, property, potential litigation, and deployment of security personnel. The closed session discussion was recorded and archived.

**MOTION:** At 11:45 p.m., it was moved by Janice Voorhies and seconded by Jen Atwood to adjourn the meeting. The motion passed with a unanimous vote.