

THE BOARD OF EDUCATION OF SALT LAKE CITY SCHOOL DISTRICT

Board Business Meeting
and Closed Executive Session

December 3, 2013

The Board of Education of Salt Lake City School District met in a Board Business Meeting and Closed Executive Session at 5:48 p.m. on Tuesday, December 3, 2013, in the Board Room of the Administration Building, 440 East 100 South, Salt Lake City, Utah.

ROLL CALL

Members Present: President Kristi Swett, Vice President Heather Bennett, Rosemary Emery, Dr. Douglas Nelson, Tiffany Sandberg, Laurel H. Young, and Lavenita Vaitai, Student Member (leaving at 9:15 p.m.).

Members Excused: J. Michael Clára.

Also Present: Superintendent McKell Withers; Janet Roberts, Business Administrator; Patrick Garcia, Associate Superintendent School Support; Jo Ellen Shaeffer, Director of Performance & Accountability; Kenneth Grover, Director, Career and Technology Education and Secondary School Support; Michael Williams, Director of Development and External Relations; Gary Smith, Chief Information Officer; Principals Paul Schulte, Highland High School, and Brian Conley, Northwest Middle School; Assistant Principals Bert Steele, Innovations High School, Rachel Nance and Pam Pedersen, Northwest Middle School, and Christine Pittam, West High School, who also represented the Salt Lake Association of School Administrators; John Robson, board legal counsel from Fabian, Attorneys at Law; Mike Harman, representing the Salt Lake Teachers Association; Mark Ruff, representing the Comprehensive Employees Association; Jason Olsen, Public Information Officer; Tina Hatch, Business Administration Office; and others in the audience.

In accordance with the agenda prepared for the Board Business Meeting of December 3, 2013, six motions were made. Items are reported as listed in the agenda and not necessarily in the order they were considered.

The meeting was called to order by President Swett, who presided.

1. CLOSED EXECUTIVE SESSION

At 5:48 p.m. a motion was made, after which members excused the audience and remained in the board room:

*(1) That the board meet in Closed Executive Session to consider litigation, negotiations, personnel, and property items.

** (Sandberg and Young)

Present for Closed Session were Kristi Swett, Heather Bennett, Rosemary Emery, Dr. Douglas Nelson, Tiffany Sandberg, Laurel H. Young, McKell Withers, Janet Roberts, Patrick Garcia, and John Robson, the board's legal counsel.

Board members adjourned from the Closed Executive Session at 6:27 p.m. and returned to the Board Business Meeting at 6:33 p.m.

VOTE RECORD	AYE	NAY	ABSENT
BENNETT	X		
CLÁRA			X
EMERY	X		
NELSON	X		
SWETT	X		
SANDBERG	X		
YOUNG	X		
A Absent	Ab Abstention	F Failed	
N "No" Vote	NA No Action	T Tabled	
W Withdrawn	*Unanimous Approval		
**Members Making Motion			

2. BOARD BUSINESS MEETING

- President Swett welcomed everyone in the audience. She excused Mr. Clára. She recognized the presence of Christine Pittam, representing the Salt Lake Association of School Administrators; Mike Harman, representing the Salt Lake Teachers Association; and Mark Ruff, representing the Comprehensive Employees Association.
- Pam Pedersen led the audience in reciting the Pledge of Allegiance to the Flag.

A. CONSENT AGENDA

*(2) Approval was given to the six items included in the Consent Agenda. These items are listed below.

** (Young and Nelson)

1. The Purchasing/Accounting Report, included a breakdown of items costing over and under \$50,000, a payment voucher report that includes travel and professional expenditures, a Budget Report for October 2013, and the School's Financial Reports for elementary, middle and high schools, and Student Body Activities for East, Highland, and West High Schools for the three months ended September 30, 2013.
2. The Human Resources Department Report, included non-contract to contract employment for two employees, changes for one, and releases for eight.
3. Minutes of the Board Business Meeting held November 5, 2013.
4. Minutes of the Board Study Session held November 19, 2013.
5. Foreign Exchange Student Agencies.
6. Board Policy Revisions:
 - a. C-7, Records Management
 - b. I-17, Student Fundraising Activities
 - c. S-12, Equal Educational Opportunities for Students with Disabilities

B. REQUESTS TO SPEAK

There were no requests to speak.

C. REPORTS

1. Highlights from School Improvement Plans.
2.
 - a. Northwest Middle School. Brian Conley, Principal of Northwest Middle School, introduced Rachel Nance and Pam Pedersen, Assistant Principals; Katie Hipple and Justin Anderson, teachers; Paula Espinoza-Wells, data specialist; and Laura Cheney, math coach. Mr. Conley thanked the board for the opportunity to report on the positive changes at Northwest, and he distributed a document titled 'Northwest Middle School Effective Strategies Improve Student Outcomes'. He discussed the Northwest Middle School highlight report. A copy of both documents has been added to the official minutes.

Mr. Conley compared Northwest Middle School to other middle schools in the district and state, and said of 139 middle schools, Northwest is ranked 31. He said he feels this is because of the actions to improve the culture of learning and academic success at the school. He stated the addition of performance pay for teachers and the technology grant the school received have also been factors. He said the teachers at Northwest were challenged to change instructional practice, to improve collaboration, and to be coachable. He said effective coaching and unfailing supervision are critical to improvement. Mr. Conley asked the board to consider using 1% of the district's budget for a performance pay component districtwide, at least on the middle school or elementary feeder level.

Ms. Nance discussed the use of data in placing students in the correct courses and determining who will teach each class. She said the Master Schedule is prepared using the Cumulative Assessment Reports of the students, keeping the needs of individual students in mind, rather than setting a schedule and placing students in available classes. She said parents are taught to use Powerschool, and the use of scheduling to help students is explained. She said data is used in collaboration, and teachers work together to determine what is effective. She said teachers create an action plan based on the areas where students performed poorly, and measure success after a principle is retaught. She said the school is moving from the School Improvement Grant (SIG) to the University of Virginia Turnaround Program (UVA), and noted administration and staff are focusing on students with special needs at this time. Ms. Nance also said the school is recommending a greater number of students for honors classes at West High School.

Ms. Pedersen outlined the enrichment program at Northwest, and said it provides positive, measurable results. She said in changing school culture, students have been made aware of their GPA and class ranking, and now pay attention to their own successes. She said the staff has built relationships with the students.

Mr. Conley said he was pleased to have the opportunity to work with a group of people to put the vision created for the School Improvement Grant into practice at Northwest, and is working to ensure the school doesn't plateau. He said this requires making changes every year. He said the ability to make necessary changes is empowering and has led to double digit gains. He reemphasized performance pay, and said it is easier to accept "change that is done by us" than it is to accept "change that is done to us".

The board congratulated the staff at Northwest Middle School for their success, and thanked them for the hard work. Superintendent Withers reminded board members that Arne Duncan, U.S. Secretary of Education, will be at Northwest on Thursday, December 5, 2013.

3. CTE Background and Maintenance of Effort. Kenneth Grover, Director, Career and Technology Education and Secondary School Support, introduced Bert Steele, Innovations High School Assistant Principal; Jan Hedberg, CTE Specialist; Mary Ellen Dworshak, CTE Coordinator, West High School; Elaine Toronto, CTE Coordinator, Career and Technical Center; and Anne Martin, CTE Coordinator, East High School. Mr. Grover provided board members with several documents to detail the origins of CTE, and to explain the funding process, including Maintenance of Effort. A copy of the handouts has been included in the official minutes.

Mr. Grover said for the last six years the Salt Lake City School District has enrolled enough students in the CTE program to cover the necessary Maintenance of Effort funding and to be awarded add-on monies from the state. He said the state audits the CTE program yearly. He noted the ADM for CTE is not consistent with the ADM for regular school programs, and explained how the enrollment and Maintenance of Effort numbers are determined. He said the district's CTE program is one of the most robust in the country, and local businesses are involved in Program Advisory Committees to determine courses that will be most beneficial for students.

Ms. Emery expressed concern about the amount of money necessary for Maintenance of Effort, and the amount in excess of this goal the district expends. She expressed her desire to see monies spent to reduce the size of core classes instead. She also expressed her belief that scheduling in the district is driven by the CTE program, and site-based management is being impacted. She distributed information she put together regarding school budgets and enrollment, which has been added to the official minutes.

Mr. Grover and his staff answered questions from board members about enrollment and expenditures for CTE, and the impact on other high school classes. He said enrollment is high enough that Maintenance of Effort is never an issue, and add-on monies would not be available to the district without the minimum Maintenance of Effort. He said high school students enroll in elective classes that benefit them and keep them interested in school, and principals are able to determine which CTE classes will be available at their schools. He said his staff is trying to include more high wage, high demand courses, and are focused on offering robust content to help students track into careers, college, or both. Ms. Martin said CTE teachers are collaborating with core teachers where possible to include core principles in their teaching.

Paul Schulte, Principal of Highland High School, said he appreciates courses held at the CTE center, allowing him to stretch FTE at the school. He said CTE courses can have a similar impact on class loads as specialized courses with high or low enrollment. He said this is a complex issue, and there are many factors that contribute to class size. He invited board members to participate as his staff develops the Master Schedule for the next school year.

Several board members applauded the efforts of the CTE staff, noting the program is filling an important role in education and the public supports maintaining it.

President Swett asked if the conversation regarding the Master Schedule, the CTE program, dropout rates, and core subject class size could be continued at a future board meeting due to the lateness of the hour and the magnitude of the topic. She said the principals from all the high schools will be invited to attend and give input.

4. Illuminate Update. Gary Smith, Chief Information Officer, and JoEllen Shaeffer, Director of Performance & Accountability, introduced Adrian Bancroft, Education Specialist in the Assessment Department. They thanked the board for the opportunity to give an update on the Illuminate Software. Ms. Shaeffer provided board members with an overview of Illuminate, which has been added to the official minutes.

Ms. Shaeffer gave a demonstration of Illuminate, including how teachers can manipulate the widgets on the pages to help collect and organize significant data. She said each teacher has an Illuminate dashboard on their computer and can obtain help through the Illuminate site or the district Help Desk. She explained the security levels set in the software to protect student information, and talked about how teachers can bring their data to collaborative meetings to help improve instruction.

Mr. Bancroft distributed a short test to board members to show how answers are scanned and data is made available to teachers instantly. Ms. Shaeffer demonstrated how the software creates graphs and shows where weaknesses were exhibited in the test. She said students can also take tests online, and the results are made available to teachers immediately. Mr. Bancroft showed the list of available reports, and noted reports are created as needed for schools. He said the reports can be downloaded and used in Excel for data manipulation.

Mr. Smith said Powerschool updates demographic information in Illuminate each night, and explained which information is used. He said he created a report in Illuminate which is similar to the Cumulative Assessment Report.

Ms. Shaeffer said each school has had at least two training sessions for Illuminate. She said Professional Development is ongoing, and invited board members to observe Illuminate at work in the classroom.

The board thanked the Assessment Department for their demonstration and the work they are doing to help teachers improve outcomes.

D. ACTION AGENDA

1. Revised Policy B-1, Board of Education Legal Status, Responsibilities, and Ethics.

*(3) A motion was made that the board approve Revised Policy B1, Board of Education Legal Status, Responsibilities, and Ethics.

** (Young and Sandberg)

2. Revised Policy B-2, School Board Meetings.

*(4) A motion was made that the board approve Policy B2, School Board Meetings.

** (Young and Nelson)

Prior to approval, the board discussed the availability of audio files on the district Web site. Ms. Roberts said the audio will be available online for one year, and will be available to any interested parties for up to three years in the Business Administration office. The audio files are destroyed after three years, as per Utah State Archive Retention Schedules, Board Meeting Tape Recordings (Item 15-7).

3. Board of Education Handbook.

*(5) A motion was made that the board officially adopt the Board of Education Handbook.

**(Bennett and Young)

Prior to approval, the board discussed the handbook, noting it is a "living document". The board decided to outline the responsibilities of subcommittee members for inclusion, and said changes and corrections to the handbook will be suggested through the Policy Subcommittee and approved by the board.

E. SUPERINTENDENT'S REPORT

1. Miscellaneous Updates:

Budget Updates. Superintendent Withers said this item will be discussed in January.

USBA/USSA/UASBO Joint Legislative Committee Priorities. Superintendent Withers said this information would be shared in the Friday memo.

Education Task Force. Superintendent Withers distributed a document from the Legislative Task Force. He said the document includes the Utah State Board of Education's priorities in contributing to high student achievement. He said the second page is a Strategic Plan Framework that is has been patterned after one in Maine, and is still being developed. The document has been added to the official minutes.

Following the Superintendent's report, President Swett noted Christine Kearn, Utah Deputy for Education, is stepping down. She said the education community has an opportunity to provide input to the Governor regarding her replacement.

F. ADJOURNMENT

Following a motion by Ms. Sandberg, seconded by Ms. Young, the meeting was adjourned at 9:50 p.m.

Janet M. Roberts
Business Administrator

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