

THE BOARD OF EDUCATION OF SALT LAKE CITY SCHOOL DISTRICT

Board Business Meeting  
and Closed Executive Session

January 5, 2016

The Board of Education of Salt Lake City School District met in a Board Business Meeting and Closed Executive Session at 6:00 p.m. on Tuesday, January 5, 2016, in the Board Room of the Administration Building, 440 East 100 South, Salt Lake City, Utah.

ROLL CALL

Members Present: President Heather Bennett, Vice President Tiffany Sandberg, J. Michael Clára, Rosemary Emery, Melissa Ford, Katherine Kennedy, Kristi Swett, and Cristian Cortes, Student Member.

Also Present: Superintendent McKell Withers; Janet Roberts, Business Administrator; Kathleen Christy, Assistant Superintendent, Educational Equity and Advocacy; Kristina Kindl, Director of Policy and Legal Services; Craig Ruesch, Interim Executive Director, Human Resources; Brian Conley, Chief School Improvement Officer; Larry Madden, Chief Operations Officer; Julie Atwood, Director of Educational Technology and Elementary School Leadership Support; Alan Kearsley, Director of Finance; Michael Williams, Director of Development and External Relations; Tiffany Hall, Supervisor of Professional Development and Library Technology; Principals Earl Arnoldson, Indian Hills Elementary School, and Jared Wright, Dilworth Elementary School; Susan McFarland, President, Salt Lake Education Association; Janet Clark, representing the Child Nutrition Employees Association; Cindy Mills, representing the Salt Lake Educational Office Personnel Association; David Litvack, Deputy Chief of Staff Salt Lake City Mayor's Office; Florence Vincent, board legal counsel from Prince, Yeates and Geldzahler; Jason Olsen, Public Information Officer; Allison Sisam, Business Administration Office; and others in the audience.

In accordance with the agenda prepared for the Board Business Meeting of January 5, 2016, 14 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 Bennett, who presided.

1. CLOSED EXECUTIVE SESSION

A. Litigation, Negotiations, and/or Property

At 6:00 p.m. a motion was made, after which members excused the audience and remained in the board room:

Board Business Meeting

January 5, 2016

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

\*\* (Swett and Sandberg)

Present for Closed Session for litigation, negotiations, and/or property were Heather Bennett, Tiffany Sandberg, J. Michael Clára, Rosemary Emery, Melissa Ford, Katherine Kennedy, Kristi Swett, McKell Withers, Janet Roberts, Kristina Kindl, and Florence Vincent, board legal counsel from Prince, Yeates and Geldzahler.

Board members adjourned from the Closed Executive Session for litigation, negotiations, and/or property at 6:05 p.m.

VOTE RECORD	AYE	NAY	ABSENT
BENNETT	X		
CLÁRA	1,2,3,7 &12	5,6,9 &14	
EMERY	X	14	
FORD	X		
KENNEDY	X		
SANDBERG	X	12	
SWETT	X		
A Absent	Ab Abstention	F Failed	
N "No" Vote	NA No Action	T Tabled	
W Withdrawn	*Unanimous Approval		
**Members Making Motion			

B. Character, Professional Competence, or Physical or Mental Health of an Individual

At 6:05 p.m. a motion was made:

\*(2) That the board meet in Closed Executive Session to consider character, professional competence, or physical or mental health of an individual.

\*\* (Kennedy and Sandberg)

Present for Closed Session were Heather Bennett, Tiffany Sandberg, J. Michael Clára, Rosemary Emery, Melissa Ford, Katherine Kennedy, Kristi Swett, McKell Withers, Janet Roberts, Kristina Kindl, and Florence Vincent, board legal counsel from Prince, Yeates and Geldzahler.

Board members adjourned from the Closed Executive Session for character, professional competence, or physical or mental health of an individual at 6:20 p.m. and returned to the Board Business Meeting at 6:34 p.m.

2. BOARD BUSINESS MEETING

- President Bennett welcomed everyone to the Board Business Meeting. She said in anticipation of the New Year, the Board of Education is looking forward to the best decisions and future for the district and the City. Later in the evening she recognized the presence of David Litvack, Deputy Chief of Staff Salt Lake City Mayor’s Office; Susan McFarland, President, Salt Lake Education Association; Janet Clark, representing the Child Nutrition Employees Association; and Cindy Mills, representing the Salt Lake Educational Office Personnel Association.
- Indian Hills Elementary School Principal Earl Arnoldson led the audience in reciting the Pledge of Allegiance to the Flag.

- President Bennett's recognized Dessie Olsen and Laura Cheney, Education Specialists. Ms. Olsen briefly described the National Board Certification program, the hard work required from teachers going through the process, and the tremendous accomplishment National Board Certification represents. She noted National Board Certification is the highest certification available for teachers, and said the process allows teachers to measure their skills against nationally set standards and skills. She thanked the board for their support of the program and recognized Linda Houtz, Lincoln Elementary library technology teacher, and Stephanie Kinneberg, Indian Hills Elementary kindergarten teacher. Ms. Cheney recognized Dessie Olsen for her ten year National Board Recertification. Ms. Houtz and Ms. Kinneberg told the board it was a very challenging process and self-reflective allowing them to really look at how they teach and work with students. They expressed appreciation to Ms. Olson and Ms. Cheney for their guidance through the process. President Bennett congratulated them on the accomplishment and their commitment and thanked all of them for everything they do for the students of the district.

A. CONSENT AGENDA6a

\*(3) A motion was made that the board approve Consent Agenda Items #5a, Purchase of Property, 1063 and 1067 South Roberta Street, Salt Lake City, UT 84111; #5b, Purchase of Property, 1071 and 1075 South Roberta Street, Salt Lake City, UT 84111; #6a, Board Policy C-2, Visitors to the School; and #6d, Board Policy P-1, Ethical Standards.

\*\* (Kennedy and Ford)

1. The Purchasing/Accounting Report, included a breakdown of items costing over and under \$50,000, increases to existing purchase orders, a payment voucher report that includes travel and professional expenditures, and a Budget Report for November 2015. *This item was moved to the Action Agenda.*
2. The Human Resources Department Report, included new contract employment for seven employees, changes for ten, and releases for eight. *This item was moved to the Action Agenda.*
3. Minutes of the Board Business Meeting held December 1, 2015. *This item was moved to the Action Agenda.*
4. Reappointment of Business Administrator. *This item was moved to the Action Agenda.*
5. Purchases of Property:
  - a. 1063 and 1067 South Roberta Street, Salt Lake City, UT 84111
  - b. 1071 and 1075 South Roberts Street, Salt Lake City, UT 84111
6. Board Policies:
  - a. Policy C-2, Visitors to the School.
  - b. Policy F-3, Conference Attendance and Travel Expense Reimbursement. *This item was moved to the Action Agenda.*
  - c. Policy G-1, District Leadership Team. *This item was moved to the Action Agenda.*
  - d. Policy P-1, Ethical Standards.
  - e. Policy P-7, Searches and Inspections. *This item was moved to the Action Agenda.*

- f. Policy S-10, Student Fees, Fee Waivers, and Fines. *This item was moved to the Action Agenda.*

B. REQUESTS TO SPEAK

There were no requests to speak.

C. REPORTS

1. Comprehensive Annual Financial Report. Ms. Roberts introduced Alan Kearsley, Director of Finance, and David Brown and Matt Geddes from Squire & Co. Ms. Roberts said the district is required by law to have an external audit performed each year, and Squire & Co. performed the audit for the district. She said the auditors met with the Board Audit Subcommittee in December to provide a report to them and are present tonight to give a brief report to the entire board.

Mr. Brown briefly explained the audit process and stated government standards and Generally Accepted Accounting Principles are followed. He told the board the audit findings are outlined in the Management's Discussion and Analysis provided to the board in the agenda. He said Squire & Company has issued an unmodified or clean opinion for the district's basic financial statements, the federal programs audit or single audit, and the state compliance guidelines as outlined by the State Auditor's Office. He said this year they looked at the Child Nutrition Program for the federal program audit. He said the unmodified or clean opinion is the best grade that can be given to an audit. He encouraged board members to read through the Management's Discussion and Analysis. He said the district's Comprehensive Annual Financial Report (CAFR) presents fairly the financial position of the district as of June 30, 2015. Mr. Brown noted the district has received the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for 38 years and the Association of School Business Officials (ASBO) for 36 years. Mr. Geddes and Mr. Brown thanked Mr. Kearsley and his staff for the hard work they do to assist the auditors. The CAFR is available on the district's website and a copy has been added to the official minutes.

2. Highlights from School Improvement Plans:

Dilworth Elementary School – Jared Wright, Dilworth Elementary School Principal, introduced Mike Hight, SCC Chair, Victoria Saley, PTA President, Cathy Johnson, 6<sup>th</sup> grade teacher, and Kathy Barker, 3<sup>rd</sup> grade teacher, and he recognized other members of the Dilworth community who were present to show their support.

Mr. Wright provided the board with a report on Dilworth Elementary School. He briefly highlighted SAGE data saying the school is strong in a number of areas and needs improvement in others. He said one thing they have identified is the need to work with students on test taking skills, notably those problems with multiple step answers. He said the school plans to use more interim assessments available through Illuminate. He discussed Tier 3 instruction and said last year the school came together and developed a master schedule that would not interfere with Tier 3 instruction. He noted every grade level was willing to make concessions and were committed to making the schedule work. He told

board members the math and language arts coaches have been invaluable, teachers have been able to work with the coaches after receiving professional development to help reinforce the training. He said the School Improvement and LAND Trust funds will be focused on para professional support for reading. He noted out of 82 sixth grade students, 65 of them have been at Dilworth since first grade and 96% are reading on grade level. He said they have seen tremendous results from the Next Steps program and noted the program is fairly tutoring intensive. He said Beverley Taylor Sorenson funds have played a big part at the school and Dilworth's PTA has been a major financial support to expand resources for the program.

Mr. Wright told the board Dilworth has a very proactive SCC. Last year the SCC voted to set aside funds to pay teachers to come in over the summer so they would be ready to implement the new Wonders Program. He said Dilworth has amazing parental support and volunteers. Parents come into the school and ask what they can do to help. He said the community has provided input on kindergarten options and said the school has been able to accommodate most requests. He noted the Dilworth school community sees value in both half and full day kindergarten options. Not only are community members involved with the school, they are involved in the community and what is happening in the neighborhood. He said Dilworth is an amazing school with a dedicated, hardworking staff that is flexible, open to new ideas, and willing to make any changes warranted. He said parents are always welcome in the school and students feel safe and are excited to be there.

Following the report, they answered questions from the board. On behalf of the board, President Bennett thanked them for the report, for all their efforts with students, and for being so welcoming to parents and the community.

#### D. DISCUSSION AGENDA

1. Professional Development Options and Priorities. Tiffany Hall, Supervisor of Professional Development and Library Technology, provided the board with an update on professional development in the district. The update focused on professional development currently being done and what is planned. She told the board the needs of teachers vary based on a variety of factors and professional development is focused on the needs of students.

Ms. Hall outlined the priorities: Student Learning Objectives, *Wonders* curriculum, English language development, cultural competence, Professional Learning Communities, and school-based coaching and support. She provided a brief update on each. She said opportunities for professional development include the district conference in August, non-student days, and after school, and she reported on some of the professional development opportunities offered at each. She told the board they will be sending a survey out in January, holding focus groups, and will develop a strategic plan on where professional development efforts should be focused in the future. She also provided the board with an update on endorsement opportunities available to teachers, and said they have created a District Professional Development Calendar that is available online. She updated the board on the District Professional Development Committee, which is a partnership with the Salt Lake Education Association. She reported on the Office Professional Conference and training that was provided. She noted after each professional development, participants are surveyed in order to determine how valuable the training was to the participants. Ms. Hall

told the board professional development participation is increasing, 90% of teachers have attended at least one hour of professional development since July 1, and to date the average time per teacher is greater than for the entire last year.

In closing, Ms. Hall thanked the board for their support of professional development and answered questions. During their discussion, board members expressed their desire to see additional professional development focused toward Cultural Competence and it was noted teachers want training that will help them reach students they are having difficulty reaching. President Bennett thanked her for the report and said it is exciting to see the partnership with the Salt Lake Education Association.

E. ACTION AGENDA

1. Announcement and Advertising Options for Superintendent Search.

President Bennett said a Draft Announcement for Superintendent, including a list of four places the consultants recommend placing the announcement, was included in the agenda. She noted some minor editorial changes were made, including correcting the number of students the district serves. She said she felt some additional information on the district's demographics would be helpful.

<sup>NA</sup> (4) A motion was made that the board accept the Draft Announcement for Superintendent as distributed. No action was taken due to approval of Motion #6.  
\*\*(Kennedy and Swett)

Mr. Clára said he had talked with members of his community regarding the "Draft Announcement" and he shared some of their suggestions. He would like the announcement to identify the district as a majority ethnic minority population, include language that the district follows site based decision making, and feels it is short on qualification of what the district is looking for. Board members expressed their views, said it is only an announcement to be sent out for people to look at the district and determine their interest. It was noted the board has not developed the criteria by which they will choose the new superintendent.

<sup>N</sup> (5) A motion was made to call for the question and close debate. Approval was given to the motion on a vote of 6 to 1 with Mr. Clára voting "No".  
\*\*(Kennedy and Swett)

<sup>N</sup> (6) A motion was made to amend Motion #4 to include a link to the district's demographics on the website. Approval was given to the amended motion on a vote of 6 to 1 with Mr. Clára voting "No".  
\*\*(Kennedy and Swett)

Mr. Clára said he would not support the motion to accept the "Draft Announcement" as is. He said the process needs to be transparent, and feels input from the communities should be included. He provided a copy of the comments he had compiled from his community and requested they be part of the record. The copy has been added to the official minutes. Board members said they appreciated the opportunity they were given to read and respond

back on the draft and said it is difficult to respond to comments they are just now hearing. It was noted the board hired Atlantic Research Partners because they are experts in the field and it is important for the board to move forward in a timely manner with the announcement.

\* (7) A motion was made that the board accept the four venues, with highlighted placement, for advertising as outlined in the Draft Announcement.

\*\* (Swett and Emery)

2. Action Items transferred from the Consent Agenda.

Reappointment of Business Administrator.

<sup>NA</sup> (8) A motion was made that the board re-appoint Janet M. Roberts as the Business Administrator for the Salt Lake City School District for the term July 1, 2016 to June 30, 2018. No action was taken due to approval of Motion #9.

\*\* (Swett and Sandberg)

<sup>N</sup> (9) A motion was made to amend Motion #8 that the board re-appoint Janet M. Roberts as the Business Administrator for the Salt Lake City School District for the term July 1, 2016, to June 30, 2018, and the employment contract for the same time period. Approval was given to the motion on a vote of 6 to 1 with Mr. Clára voting "No".

\*\* (Kennedy and Swett)

Prior to approval of the motion, board members discussed the reappointment of the Business Administrator. Mr. Clára said he had requested the item be moved to the Action Agenda because he did not know why the board would make the reappointment without the employment contract. Board members also discussed the employment contract and it was noted board members had the opportunity to review the existing contract and no changes were being proposed. It was noted the board entered into an evaluation with the Business Administrator, and by law the board must vote in a public meeting to reappoint the Business Administrator. A copy of the employment contract has been added to the official minutes.

Board Policy G-1, District Leadership Team.

<sup>NA</sup> (10) A motion was made that the board accept Policy G-1, District Leadership Team, as outlined in Exhibit A6c. No action was taken due to approval of Substitute Motion #12.

\*\* (Sandberg and Swett)

<sup>NA</sup> (11) A motion was made to amend Motion #10 that the board accept Policy G-1, District Leadership Team, with language added to the last paragraph saying subject to board approval. No action was taken due to approval of Substitute Motion #12.

\*\* (Emery and Clara)

Prior to the motions, board member Emery said she was one of the board members requesting Policy G-1, District Leadership Team, be moved to the Action Agenda. She said it was her recollection from the previous discussion that the revision to the policy would include language that formation of committees would be subject to board approval. Board members discussed Policy G-1, and which committees would be required to be brought to

the board for approval. Ms. Kindl told the board there are many statutes that require the formation of district committees and noted concerns that had been shared with her having their work delayed waiting for board approval. Board members continued their discussion about committees, noting their desire to be informed of committees the board should be aware of, but not hinder timely work.

<sup>N</sup> (12) A substitute motion was made that Policy G-1, District Leadership Team, be sent back to the Board Policy Subcommittee, and that the revisions incorporate the recommendations and the discussion tonight. Approval was given to the Substitute Motion on a vote of 6 to 1 with Ms. Sandberg voting “No”.

\*\* (Emery and Clara)

Purchasing/Accounting Report.

Human Resources Department Report.

Minutes for the Board Business Meeting, December 1, 2015.

Board Policy F-3, Conference Attendance and Travel Expense Reimbursement.

Board Policy 8 S-10, Student Fees, Fee Waivers, and Fines.

\* (13) A motion was made that the board approve the Purchasing/Accounting Report; the Human Resources Department Report; the Minutes for the Board Business Meeting held December 1, 2015; Board Policy F-3, Conference Attendance and Travel Expense Reimbursement; and Board Policy S-10, Student Fees, Fee Waivers, and Fines.

\*\* (Sandberg and Swett)

Board Policy P-7, Searches and Inspections.

<sup>N</sup> (14) A motion was made that the board approve Board Policy P-7, Searches and Inspections, as outlined in Exhibit A6e. Approval was given to the motion on a vote of 5 to 2 with Mr. Clára and Ms. Emery voting “No”.

\*\* (Sandberg and Swett)

Ms. Emery said she is very opposed to a district administrator being able to search personal property, such as a vehicle or backpack. She said she feels if it comes to the point of searching someone’s personal property, the police should be called to perform those searches. Prior to voting on the motion, board members discussed Policy P-7, Searches and Inspection, and the concerns raised. Ms. Kindl spoke to the concerns. She said a search has to be reasonable and limited in scope, you must be searching for an item that can be clearly identified, and a reasonable suspicion it is where you are looking. She said the policy also gives notice to employees their possessions can be searched and serves as protection for the district.

## F. SUPERINTENDENT’S REPORT

### 1. Miscellaneous Updates:

Legislative Priorities. Superintendent Withers distributed a handout entitled “Salt Lake City School District 2016 Legislative Priorities.” A copy has been added to the official minutes.



Proposed Legislation. Superintendent Withers reported as of today there are 70 bills, of which, 23 have been given numbers.

Organizational Responsibilities. Superintendent Withers distributed a handout dated 1/05/16 entitled "District Leadership Reorganization (Transitional Plan)". He expressed his appreciation to Ms. Christy, Ms. Kuehl, Mr. Conley, and Mr. Madden for their continued work on updating the Transitional Plan. Ms. Christy said they had worked collaboratively together to make the modifications to the Plan and she outlined the changes. A copy has been added to the official minutes. Superintendent Withers also distributed a memorandum addressed to the Board of Education, Superintendent, and District Administrators from the subcommittee established to inform and advocate. He said they have outlined some additional recommendations for the board's consideration. He said he felt the recommendations were very thoughtful. He said they would like to distribute the memo to the administrators tomorrow at General Administrators Meeting and he wanted board members to have a copy prior to its distribution. A copy has been added to the official minutes.

Superintendent Withers said a pedestrian bridge over the railroad tracks on 300 North is being considered and he has sent a letter of support to the City. He also reminded board members of the USBA Conference scheduled for later this week.

2. Other Reports. President Bennett distributed a copy of an email she received this afternoon from Laura Hugel from Atlantic Research Partners. She said they have proposed the week of February 8 to 12 to hold meetings with internal and external stakeholders. She asked board members if they would look at their calendars, and the list of stakeholders they are proposing be included, and respond back to her. A copy of the email has been added to the official minutes.

Board member Ford said she has heard from community members regarding the district's policies on field use and rentals. She said she would like to be responsive and meet with them. Board members Ford, Kennedy, and Swett will meet with the groups and they asked Business Administrator Roberts to join them.

#### G. ADJOURNMENT

Following a motion by Ms. Swett, seconded by Ms. Sandberg, the meeting was adjourned at 10:10 p.m.

---

Janet M. Roberts  
Business Administrator

aps

**Salt Lake City School District**  
**Addition to the Minutes of the Board Business Meeting 1/05/2016**

**OFFICIAL EXHIBITS OF BOARD MEETING**

Official exhibits provided to the board and made available to the public as part of the meeting agenda can be found [here](#).

**ADDITION TO THE MINUTES**

The Board of Education of Salt Lake City School District acts by vote of a majority of the board members in an open and public meeting. Statements by individual board members, in or out of board meetings, written, oral or in social media, do not necessarily represent the views of the majority of the board or any other board member. Nevertheless, out of respect to the elected office that each board member holds and consistent with state law and board policy, the board allows its members to attach to board meeting minutes any other information that any member requests. When the board votes to approve minutes, that vote signifies that the minutes are a correct record of what occurred and what was asked to be included in the minutes. It does not signify any individual board member's agreement with the substance of the content.

The following information was distributed in the public meeting of the board, and has been included in the minutes at the request of the board member(s):

Employment Contract	<a href="#">Agenda Item A4</a>
Comprehensive Annual Financial Report (CAFR)	<a href="#">Agenda Item C1</a>
Comments distributed by Board Member Clára	<a href="#">Agenda Item E1</a>
Salt Lake City School District 2016 Legislative Priorities	<a href="#">Agenda Item F1a</a>
District Leadership Reorganization (Transitional Plan)	<a href="#">Agenda Item F1b</a>
Memo to Board of Education, Superintendent, and District Administrators re: District Reorganization Update	<a href="#">Agenda Item F1c</a>
Email from Laura Huges, Atlantic Research Partners	<a href="#">Agenda Item F2</a>