

THE BOARD OF EDUCATION OF SALT LAKE CITY SCHOOL DISTRICT

Board Study Session
and Closed Executive Session

May 21, 2013

The Board of Education of Salt Lake City School District met in a Board Study Session and Closed Executive Session at 5:37 p.m. on Tuesday, May 21, 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, J. Michael Clára, Rosemary Emery, Dr. Douglas Nelson, Tiffany Sandberg (excused at 8:32 p.m.), and Laurel H. Young.

Members Excused: Martine Cao, Student Member.

Also Present: Superintendent McKell Withers; Janet Roberts, Business Administrator; Dorothy Cosgrove, Associate Superintendent; Alan Kearsley, Director of Finance; Michael Williams, Director of Development and External Relations; Laurie Lacy, Director Title One and Elementary School Support; Kenneth Grover, Director, Career and Technology Education and Secondary School Support; ; Shauna Olson, Elementary School Support; Joann Price, ELP Supervisor and Elementary School Support; Sue Parker, Elementary School Support; Principal James Martin, Mountain View Elementary; Rebecca Mathis, Assistant Principal, Whittier Elementary School; Susan McFarland, President, Salt Lake Teachers Association; Cindy Mills, representing the Salt Lake Educational Office Personnel Association; Jason Olsen, Public Information Officer; Ray Parker, *Salt Lake Tribune*; Whitney Evans, KUER; Tina Hatch, Business Administration Office; and others in the audience.

In accordance with the agenda prepared for the Board Study Session of May 21, 2013, two 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 5:37 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.

** (Young and Emery)

Present for Closed Session were Kristi Swett, Heather Bennett, J. Michael Clára, Rosemary Emery, Dr. Douglas Nelson, Tiffany Sandberg, Laurel H. Young, McKell Withers, Janet Roberts, Dorothy Cosgrove, and Patrick Garcia.

Board members adjourned from the Closed Executive Session at 6:30 p.m. and returned to the Board Study Session at 6:35 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 STUDY SESSION

- President Swett welcomed everyone in the audience. She excused Martine Cao, Student Member. She recognized the presence of Susan McFarland, President, Salt Lake Teachers Association, and Cindy Mills, representing the Salt Lake Educational Office Personnel Association.

- Shauna Olson led the audience in reciting the Pledge of Allegiance to the Flag.

Limited Consent Agenda

*(2) A motion was made that the board approve the items included in the Limited Consent Agenda. These items are listed below.

** (Nelson and Young)

- a. Purchasing Report dated May 21, 2013, included a change order and items costing over and under \$50,000.

A. STUDY TOPICS

1. Student Achievement Plan – Family and School Collaboration. Laurie Lacy and Jessica Vidal provided an update on the Family and School Collaboration Essential of the Student Achievement Plan. Ms. Lacy introduced Ms. Vidal, Title I Coordinator; Peggy Lowe, 1st grade teacher, Whittier Elementary School; Rebecca Mathis, Assistant Principal, Whittier Elementary School; Kim Hill, parent, Whittier Elementary School; and Matt Okabe and Megan Hilton, 4th grade teachers, Mountain View Elementary School.

Ms. Lacy reminded the board of the goals for the first three years of the Student Achievement Plan. She said the first year's goal was to redefine Family and School Collaboration, to involve parents in the education of their children at school and at home, to incorporate collaboration fully into the School Improvement Plan (SIP), and to set standards for communication that would be available to parents at every school. One important step to improving communication was to set guidelines for school Web pages. She said the second year's goal was to create tools for schools to reach out to parents, inviting them into the schools and also providing tools for use at home. The goal of the third year was to provide technical assistance to use the tools

provided in year two. Ms. Lacy said the goal for this, the fourth year, will be refining the message and evaluating what is working.

Ms. Lacy said Jessica Vidal has reviewed the Web sites and created a chart noting which of the required elements were present at each school, and showing areas with room for improvement. She said School Community Council (SCC) agendas and minutes, as well as translations of these documents, are one area that needs improvement. Ms. Lacy said technological limitations are no longer an issue in providing information, but personnel availability to update sites is an issue. Ms. Vidal is available to help schools post information to their Web sites if they are unable, and there has been training for those responsible for updating the Web pages. Ms. Lacy also reviewed a chart of visits to the school Web sites from internal and external sources, noting the sites are being used by teachers, students, and parents.

Ms. Lacy discussed the tools created in year two, including the *Family and School Collaboration Communication Idea Book*, and technological tools, including parent e-mails, messenger, cell phones, online registration, PowerSchool, and text messages to parents. She talked about the Facebook pages at each school and teachers using Twitter as a method of communicating with parents. She noted each is a powerful tool, but they don't have the reach of other methods of communication. She shared a chart with the percentage of parental contact information, comparing 2010 and 2013, and discussed how the increase in information assists schools in communicating with parents.

Ms. Vidal discussed technical assistance offered in year three for the *Idea Book*. In addition to posting it online, Ms. Vidal attended faculty meetings at nearly every school to share the *Idea Book* with teachers and administrators, sending a link by email after her visit. She was able to receive feedback from those she spoke with, and recently conducted a survey of teachers and parents in the district to obtain more feedback on the *Idea Book* and methods of communication. She reviewed the survey and talked about ways to increase two-way communication between teachers and families, as well as ways to increase the value placed on this type of communication.

Ms. Lacy asked the representatives from Whittier and Mountain View to share their experiences with the communication ideas. Ms. Mathis explained how Whittier Elementary is using collaboration, including a specific day to send notes and a newsletter home to parents. She discussed the Web site, including the calendar and current events on the home page, and using messenger, a Facebook page, and Twitter, noting these methods will be expanded next year. Ms. Lowe described the benefits of having resources compiled in one place, and her excitement at using more of the resources from the *Idea Book* next year, including the data folder she intends to send with homework folders, and student newsletters about what is happening in school. Ms. Hill talked about the benefits of the school Web site and Facebook, and is excited about the possibility of a data folder. She said as a parent, she likes to know what is happening at the school, and is happy to have these resources available. Mr. Okabe and Ms. Hilton discussed the CRT night at Mountain View Elementary, which helped parents understand the preparation for the CRT testing their students would be involved in. Advertisements were sent in English and Spanish, as well as an automated phone message. The night was well attended, and was engaging and informative.

Ms. Lacy answered questions from board members about how they will evaluate and improve Family and School Collaboration by increasing parent involvement and engaging parents more. She said each school community is unique, and different activities and times are used to get the most participation and build traditions. She explained the process to be used in year four, as they evaluate the goals and tools from the first three years of the Student Achievement Plan. They will create a matrix of information, provide onsite technical assistance for Web sites and technical tools, provide ideas for volunteering, and create and distribute quarterly communication. A suggestion from the board to add a link to the contact page on each school's home page will be considered.

The board thanked Ms. Lacy for her report. They restated the expectation that teachers communicate weekly with parents, and asked that shortcomings be addressed through training and support. They also thanked Dr. Martin, Principal of Mountain View Elementary, for attending the meeting to show his support. Superintendent Withers said this report is a great example of the importance of annual reports, to understand the progress we have made. Copies of Ms. Lacy's report and handouts have been included in the official minutes.

2. 2013-2014 School Improvement and LAND Trust Plans. School Support Team members Laurie Lacy, Sue Parker, Shauna Olson, Ken Grover and Joanne Price presented the 2013-2014 School Improvement and LAND Trust Plans to the board. They answered questions about the posting of SCC agendas and minutes on school Web sites, with a suggestion being made to add this item to the accountability checklist and calendar for SCC chairs. There was also discussion about the timeline for submission of plans to the board, and the importance of each school remaining on a consistent cycle. The School Support Team and the board agreed the document should be a 'living' document which is referred to through the school year, monitoring implementation and noting shifts in priorities and goals. They noted how the document ties to the budget, allowing schools to see when priorities change.

Ms. Lacy explained the difference between Adequate Yearly Progress (AYP) and the measure that is replacing it, Annual Measurable Objectives (AMO), noting that long term goals will remain consistent with the new measure. She said this will enable schools to set more realistic yearly goals.

The board addressed a concern that complete reports for the high schools are not visible. Dorothy Cosgrove said it will be addressed immediately.

The Support Team addressed ways the document can be improved and shortened, and would like to see specific measurable goals for the SIP that are similar to the Student Achievement Plan. Mr. Grover said the use of Illuminate software will give users more real time data, making the SIPs more powerful. The Support Team is excited about the potential for progress in the schools. They will meet over the summer to discuss improvements.

The board thanked the team for their report, and will place the School Improvement Plans and LAND Trust Plans on the Action Agenda for the June 4, 2013 Board Business Meeting. Upon approval, SIPs will be available on the district Web site.

3. 2013-2014 Budget Development. Janet Roberts introduced Alan Kearsley, Director of Finance, and distributed a budget development document to the board. The document has been included in the official minutes.

Ms. Roberts said the first two points on her handout are corrections to misinformation that was included in a newspaper article, regarding retirement rate increases and budget discussions in the district. She said she included this information so board members could answer constituent questions correctly. The remainder of the information on the handout is a summary of the 2013-14 Budget.

Ms. Roberts and Superintendent Withers answered questions regarding the 2013-14 Budget, including information about the cost of the increase in the retirement rate and the shortfall of the WPU increase. They explained the equalization of funding in the state, and how it impacts the district.

Ms. Emery raised a concern regarding spending for CTE programs, and handed out a graph. Her handout has been included in the official minutes. President Swett said her concern tied in to the larger concern of graduation rates, and will be addressed at a later meeting.

Ms. Roberts explained the requirements for posting a public notice regarding the Budget Hearing ten days prior to the date of the hearing, and asked the board for direction on how to proceed. She was instructed to post the notice for the Budget Hearing to be held on June 4, 2013. The notice will be in the Salt Lake Tribune on May 24, 2013.

President Swett asked board members to contact Ms. Roberts with any additional questions regarding the budget prior to the June 4 meeting, and asked board members to bring copies of any documents in question so the board will be able to follow the discussion.

B. SUPERINTENDENT'S REPORT

1. Miscellaneous Updates:

UCAS/SAGE and School Grading: Superintendent Withers said Utah's most recent law for measuring teachers and students will not reconcile with the Utah Comprehensive Accountability System (UCAS) and Student Assessment of Growth and Excellence (SAGE) system. The Utah State Office of Education must follow the law. A formal recommendation from the state requested running both systems and finding a mean score. Superintendent Withers said two separate scores for each school would be preferable, stating the other method would not count growth scores. He said a special session of the legislature would be necessary in order to change the requirement, but is not being considered at this time.

Legislators Educational Task Force: Superintendent Withers said the Legislators Educational Task Force will meet on May 22, 2013. The morning session will focus on data, and the afternoon session will be presented by several groups, including the Utah State Board of Education. The meeting will be streamed online for those who would like to listen.

2. Other Superintendent Reports:

Federal Lands Article: Superintendent Withers distributed an article about legislation passed to sue the Federal government for Federal lands. It has been included in the official minutes.

Vice President Bennett said she will be representing a group called For Kids and Lands at a press conference on May 22, 2013, at Liberty Park. She will address the issues stated in the article Superintendent Withers distributed to board members.

C. BOARD MEMBER NSBA CONFERENCE REPORTS

Ms. Young gave an overview of the National School Board Association Conference board members attended. She shared ideas that would be useful to the district, such as using name badges to check in and out of Professional Development courses, one computer to one student, and the creation of a Board Improvement Plan. President Swett said she attended several helpful technology workshops. Board members agreed the conference was well worth the time for Professional Development.

D. ADJOURNMENT

The Board Study Session was adjourned at 9:00 p.m.

Janet M. Roberts
Business Administrator

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