

THE BOARD OF EDUCATION OF SALT LAKE CITY SCHOOL DISTRICT

Board Study Session
and Closed Executive Session

September 17, 2013

The Board of Education of Salt Lake City School District met in a Board Study Session and Closed Executive Session at 5:35 p.m. on Tuesday, September 17, 2013, in the Board Room of the Administration Building, 440 East 100 South, Salt Lake City, Utah.

ROLL CALL

Members Present: President Kristi Swett (arriving at 6:35 p.m.), Vice President Heather Bennett, J. Michael Clára, Rosemary Emery, Dr. Douglas Nelson, Tiffany Sandberg, Laurel H. Young, and Lavenita Vaitai, Student Member.

Also Present: Superintendent McKell Withers; Janet Roberts, Business Administrator; Patrick Garcia, Associate Superintendent School Support; Craig Ruesch, Interim Executive Director Human Resources; Michael Williams, Director of Development and External Relations; Heidi Clark, Community Education After School Coordinator; John Robson, the board's legal counsel from Fabian & Clendenin; Susan McFarland, President, Salt Lake Teachers Association; Cindy Mills, representing the Salt Lake Educational Office Personnel Association; Jason Olsen, Public Information Officer; Allison Sisam, Business Administration Office; and others in the audience.

In accordance with the agenda prepared for the Board Study Session of September 17, 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 Vice President Bennett, who presided until the arrival of President Swett at 6:35 p.m.

1. CLOSED EXECUTIVE SESSION

At 5:35 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, property, and personnel items. Approval was given to the motion on a vote of 6 to 0 with President Swett absent at the time of the vote.

** (Sandberg and Young)

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

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	2		1
SANDBERG	X		
YOUNG	X		
A Absent	Ab Abstent	F Failed	
N "No" Vote	NA No Acti	T Tabled	
W Withdrawn	*Unanimous Approval		
**Members Making Motion			

2. BOARD STUDY SESSION

- President Swett welcomed everyone in the audience.
- Allison Sisam 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 two items included in the Limited Consent Agenda. These items are listed below.

** (Young and Sandberg)

- a. The Purchasing Report dated September 17, 2013, included a breakdown of items costing over and under \$50,000, and increases to existing purchase orders.
- b. Joint Educator Evaluation Committee change to one Parent and one Administrator member. Aimee Horman, Nibley Park parent, will replace Michelle Tuitupou, and Pam Pedersen, Northwest Middle School Assistant Principal, will replace Logan Hall, who has accepted the role as facilitator of the Committee.

A. STUDY TOPICS

1. Student Achievement Plan – Internal Communications and External Relations. Mike Williams and Jason Olsen thanked the board for the opportunity to come and provide them with an update on Internal Communications and External Relations. A copy of the report and the presentation have been added to the official minutes.

Jason Olsen called the board's attention to the goals outlined in the report. He spoke briefly about the reasons communication is changing, the direction communications in the district is moving, and noted the changing trend in how people are getting news. He said, as an example, in the past he would send faxes to members of the media informing them of events and stories, now most reporters receive automatic updates via twitter and other social medial sites. He said the public no longer has to wait for the evening news or newspapers, they can read

about news as soon as it is posted. He cited statistics including: an 80% Internet penetration in Utah, 86% of adults in Salt Lake City were online in the last 30 days, and Salt Lake City is a Top Ten city for social medial use and the numbers for young people are even higher.

Mr. Olsen said the Communications Department is working to design tools for schools that will create strong connections with the public and make communication easier for parents. Teams at the schools are continuing to receiving training for updating school Web sites. He noted translation tools are available for most of the district's Web pages, and while they aren't perfect, the option is available. Upgrades have been made to the School Messenger System, and efforts to obtain e-mail addresses from parents are continuing. He noted there are approximately 16,000 e-mail addresses on file. He said new methods of communication are not meant to replace printed school newsletters, phone calls, or face-to-face communications. The goal to make sure the tools are available, and district personnel know which tools to use and how to use them. He said at the schools the principal is key. The principal's attitude for maintaining and updating the school's Web site is typically reflected in the entire school, and their buy-in is of the utmost importance to the communications within their school community. He said it is their goal to transition from Adobe Contribute to Microsoft's Sharepoint as the main tool for editing and maintaining both school and district Web sites

Board members thanked Mr. Olsen for the report, noted the continued importance of school newsletters for those who do not have Internet access, and questioned the possibility of determining which parents do not have Internet access in order to ensure they continue to receive printed information. President Swett noted the Salt Lake City School District and Board of Education have made a strong commitment by continuing to make sure each school has a Library/Media Teacher. She noted many of them serve as their school's webmaster and should be of support to the district's efforts. Board members also briefly discussed the move to Sharepoint, expressed concern that in the past some Microsoft programs have had issues between computer platforms, and their desire the decision be completely explored.

Michael Williams continued the report with an update on the Salt Lake Education Foundation's efforts. He said over 1,300 check requests have been processed in the past year, \$1,474,302 has been disbursed, and more than \$1,100,000 Gifts in Kind have been received. He said they have instituted the use of "Square Devices" for onsite financial transactions and have processed more than 536 requests totaling \$23,939. He briefly talked about some of the things being done to provide family support, including gift cards, vouchers, eye exams, and volunteer hours, and he highlighted some of the Foundation's major partners.

At the close of the presentation, board members viewed a 3 minute video of Salt Lake Education Foundation events and activities. Mr. Williams thanked the board for their support and said he has a great staff that is focused on taking care of kids so they can come prepared to school to learn.

On behalf of the board, President Swett expressed appreciation to Mr. Williams and his staff for all their hard work and efforts, and for the report. Board members said the Community Learning Center Open House was a wonderful event, and noted the importance of the eye exams and dental exams being provided to students.

2. Beyond School Day Services (after school, summer school, online, etc.). Heidi Clark thanked the board and Superintendent for giving Community Education the opportunity to come and talk about what is happening beyond the school day. She introduced Suzanne Hammond, Highland High Community Center Manager, Cynthia Ainge, Community Education Program Specialist, and Sharon Adamson, Language Arts Coordinator, who were present to help with the report.

Suzanne Hammond reported on the traditional Community Education Catalog Classes. She said classes are offered at the three traditional high schools. There are three sessions each year – fall, winter, and spring. A catalog is sent to homes within the district and is also available online. She said 175 classes are being offered this session, including food handlers classes and tutor school. Fees are charged for the classes, vary by class, and are non-waivable. She said classes offered are continually changing, new classes are being offered, and the majority of classes are taught by community members. She said at the end of the classes surveys are conducted to let them know how they are doing, what could be done better, and what other classes they might be interested in. She said the catalog classes give community members the opportunity to learn new skills, meet others within their community, and continue to pursue life-long learning. She noted classes are self-sustaining in the schools. She also briefly reported on the Tutor School program that provides support for academic skills of K-12 students and adults.

Heidi Clark reported on the Kindergarten Enrichment program. She said the program is fully funded by participation fees and is currently being offered at five schools. She said the program is available based on principal request and adequate enrollment to sustain the program. The program is coordinated with the kindergarten at each school, so they do not reteach what the kindergarten teachers are teaching, rather they supplement the teaching, and offer a lot of hands-on experiences.

Ms. Clark then updated board members on the After School program. The program provides academic, social, and developmental support to schools, students, families, and the community. She said over 6,000 students participated in the program during the 2012-13 school year. She said the program at Title I schools can serve about 90 students each day. She said they have been successful in being awarded 8 grants that will be able to serve students at all Title I schools for the 2013-14 year. The program at the Title I schools offers academic help, tier 2/3 intervention, math and language arts, and enrichment activities. She said the program at Title I schools is 70% academic and 30% enrichment and they work with the curriculum department to make sure the program enhances what students are learning during the day. The after school teams work with teachers to make sure homework is being done, and in some cases students can turn in their homework so it doesn't get lost. The program at the non-Title I schools is fee based, the structure of the program is similar to what is done in the Title I schools, and also offers optional experiences that all students can participate in, not just those students enrolled in the after school program. She

said a large number of the instructors are university students, and the kids thoroughly enjoy them.

Ms. Clark and Ms. Adamson reported on the Summer School component. Ms. Clark said non-Title I summer school is a full day program four days a week, typically 20 days, and is housed in two sites. The morning focuses on the academic component, and the afternoon on enrichment activities. Ms. Adamson reported on the Title I Summer School component. She expressed appreciation to Superintendent Withers for his support of the program, and spoke of the increased need for more academics for students below grade level. She said classes are taught by highly qualified teachers. Students receive triple the volume of reading on a daily basis, math is focused on two essential concepts for that grade level, which results in more time and more instruction. The program is built on core programs, consistent curriculum, and effective instructional practices. She said schools are very diligent in seeing that students in the Summer School program are those who really need the extra help. She said data is used to measure growth at the end of the session and students who attend 10 days or more do better. Ms. Adamson thanked the board for their support and said the partnership with Community Education has been very productive.

Board members expressed their appreciation for the report and for everything being done to support students.

3. Board Legal Counsel in Public Meetings. President Swett addressed the issue of having the board's legal counsel, John Robson, in attendance at board meetings. She said a lot of questions were being asked and having him at the meetings enabled the issues to be resolved immediately. Vice President Bennett said having him present also enables the board to do things in a more consistent and defensible manner. Mr. Robson said it is not uncommon across the country for attorneys to be present at school board meetings. Following a brief discussion by the board relative to decisions by board leadership based on discussion and consensus, it was requested that the question of Board Legal Counsel in Public Meetings be placed on an agenda in the future.
4. USBA Master Board Training (Roberts Rules). President Swett distributed a handout from Level 1 and Level 2 Master Board Requirements. A copy has been added to the official minutes. She said each month they would like the board to have some training on the Master Board Requirements. She said she and Vice President Bennett would like the board to have a discussion on whether they would like to adopt more formal procedures as to Roberts Rules, and she referenced the handbook they had received at the previous meeting. She said the board has become comfortable with the informal procedures but if members would like to move towards more formal procedures, meetings would look a little different. Board members discussed the issue. Some of the frustrations that board members have been feeling were noted, the importance of civil debate, and that board members be allowed to share their comments and not be cut off. Some board members also expressed their desire that some discussions need to be open and include input from others, such as the Superintendent, Business Administrator, and other knowledgeable staff. President Swett acknowledged there are issues board members are passionate about. She said the question is whether the board wants

more formal meetings or some flexibility. She said an understanding of how the board is going to operate going forward will be helpful to everyone and enable them to move forward more efficiently. Following the discussion it was agreed the School Board Meetings Administrative Procedures will go back to the Board Policy Subcommittee and then come back to the board for further discussion.

B. SUPERINTENDENT'S REPORT

1. Miscellaneous Updates:

Utah Comprehensive Accountability System (UCAS) Scores. Superintendent Withers reported the UCAS scores will be available on the 30th of September.

Race to the Top. Superintendent Withers distributed a copy of the outline for the Salt Lake City School District's Race to the Top proposal. A copy has been added to the official minutes. He said proposals are due October 3. Funding would be for four years and the district's request is for \$20 million.

During the discussion it was again requested that if board members will be referencing documents, copies be provided to the entire board.

2. Other Reports. Superintendent Withers distributed a letter inviting the district to participate in the 2013 Governor's Education Summit live broadcast on Wednesday, October 9, 2013, from 3:30 to 4:30 p.m. A room will be set up to receive the broadcast at the Administration Building.

Superintendent Withers distributed a copy of a press release, dated September 17, 2013, entitled "Governor Announces 2013 Revenue Surplus." A copy of the press release has been added to the official minutes.

Superintendent Withers distributed a copy of an article entitled "Utah's Funding for Schools Still Lower Than Before Recession." A copy of the article has been added to the official minutes.

Heather Bennett and Dr. Nelson reported on the Equality Utah event held Monday, September 16, at which the district had been recognized.

C. ADJOURNMENT

The Board Study Session was adjourned at 9:18 p.m.

Janet M. Roberts
Business Administrator

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