

THE BOARD OF EDUCATION OF SALT LAKE CITY SCHOOL DISTRICT

Special Board Planning Meeting

December 21, 2016

The Board of Education of Salt Lake City School District met in a Special Board Planning Meeting at 5:35 pm on Monday, December 21, 2015, 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, and Kristi Swett.

Members Absent: Christian Cortes, Student Member.

Also Present: Superintendent McKell Withers; Janet Roberts, Business Administrator; Kathleen Christy, Assistant Superintendent, Educational Equity and Advocacy; Christine Marriott, Director of Assessment and Evaluation; Michael Williams, Director of Development and External Relations; Mayor-Elect Jackie Biskupski; Matthew Rojas, Major-Elect Team; and Jason Olsen, Public Information Officer.

In accordance with the agenda prepared for the Special Board Planning Meeting of December 21, 2015, no 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. SPECIAL BOARD PLANNING MEETING

A. Welcome and Introductions

President Bennett welcomed everyone in attendance at the Special Board Planning Meeting. She introduced Jim Hager and Jim Huge from Atlantic Research Partners who will be helping the Board of Education with the superintendent search.

B. Establish superintendent search operational procedures, timelines, meeting dates, etc., to develop an understanding of board priorities, and for the consultants to advise the board based on their extensive experience.

Jim Hager distributed a handout to the board. A copy has been added to the official minutes. Jim Huge lead the board through the agenda and covered the topics in the handout. The board discussed the Announcement of Vacancy. The consultants will send a copy of a mock up to board members after the break for their review. The tentative date for the application deadline will be Friday, February 26, 2016. They said they will do targeted recruiting in addition to advertising in online resources. Some of the venues will be:

Association of School Administrators
Ed Week

National Association of Black Educators
National Association of Latino Educators
Asian Associations
Salt Lake City School District website
Atlantic Research Partners website

The consultants estimated the cost would be approximately \$2,000 for all of them.

The board and consultants talked about the need for community input. They suggested they conduct meetings with internal district groups, community groups, ethnic minority groups, School Community Councils, Community Councils in the city, legislative leaders, etc. They said they plan to have some open forums so anyone can attend. A suggestion was made to split the district into quadrants and have one meeting in each quadrant. They also talked about an online survey that will be translated into other languages. A suggestion was made to send it to the email addresses we have for families and to contact people through PowerSchool as well. In addition to an online version of the survey, there will also be a paper copy available.

Mr. Huges reviewed three concepts that are very important in the search. He said through the initial application process, applicants' names should be kept confidential. If the board were to make the information public at this time, they may lose applicants or some may not even apply. The board will be the only ones who see the applications in the first round of interviews. They will review with the districts attorneys, but anticipate this will be held in closed session.

The second concept is transparency. The consultants will do whatever they can to keep things as transparent as possible.

The third concept is to be accessible to the board throughout the process. They made their email and telephone numbers available for the board to contact them.

Mr. Huges said that when the board announces the finalists, the interview process for the finalists will be public.

The board discussed availability for meetings during the process. Some process will be used to get a list of possible meeting dates from board members.

Mayor-Elect Jackie Biskupski addressed the board. She said she would like to participate with the board through this process.

2. ADJOURN

The Board Study Session was adjourned at 7:10 p.m.

Janet M. Roberts
Business Administrator

jmr

**Salt Lake City School District
Addition to the Minutes of the Special Board Planning Meeting**

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):

Atlantic Research Partners handout

[Agenda Item B](#)