

THE BOARD OF EDUCATION OF SALT LAKE CITY SCHOOL DISTRICT

Special Board Planning Meeting
and Closed Executive Session

October 26, 2015

The Board of Education of Salt Lake City School District met in a Special Board Planning Meeting and Closed Executive Session at 5:03 p.m. on Monday, October 26, 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 Excused: Cristian Cortes, Student Member.

Also Present: Superintendent McKell Withers; Kristina Kindl, Director of Policy and Legal Services; Brian Conley, Chief School Improvement Officer; Larry Madden, Chief Operations Officer; Christine Marriott, Director, Assessment and Evaluation; Joe Bryant, Assistant Director of Purchasing; Susan McFarland, representing the Salt Lake Education Association; Flo Vincent, board legal counsel from Prince, Yeates and Geldzahler; Jason Olsen, Public Information Officer; Lisa Alleman, Superintendent's Office, and others in the audience.

In accordance with the agenda prepared for the Special Board Planning Meeting of October 26, 2015, one motion was 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

There was no closed session for Litigation, Negotiations, and/or Property

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

At 5:03 p.m. a motion was made:

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

**(Swett and Sandberg)

Special Board Planning Meeting

October 26, 2015

Present for Closed Session for Character, Professional Competence or Physical or Mental Health of an Individual were Heather Bennett, Tiffany Sandberg, J. Michael Clára, Rosemary Emery, Melissa Ford, Katherine Kennedy, Kristi Swett, McKell Withers, Kristina Kindl, and Flo 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 5:09 p.m., and returned to the Special Board Planning Meeting at 5:10 p.m.

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W Withdrawn	*Unanimous Approval		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

2. SPECIAL BOARD PLANNING MEETING

A. Establish General Timeline for Superintendent Search and Selection

President Bennett welcomed everyone to the Special Board Planning Meeting and distributed a folder with handouts that included Utah Code 53A-3-301 Superintendent of schools – Appointment – Qualifications – Term – Compensation, Discussion Draft Timeline for Superintendent Selection Process, a list from the Purchasing Department of possible RFP requirements to consider, a list of Regional Superintendent Search Firms from the New York State School Boards Association, and consultant resources used recently by other Utah districts'. A copy of each handout has been added to the official minutes. The timeline was reviewed at the end of the meeting.

B. Parameters for Superintendent Search Consultant

Joe Bryant, reviewed the list of possible RFP requirements as outlined in the handout and answered questions from board members.

Board members discussed hiring multiple consultants to fill different needs. Ms. Kindl suggested listing all the things the district needs in the RFP, followed by a statement saying any part of the process may be outsourced to different bidders. She said as part of the instructions the RFP should ask respondents to specify if they are applying for all or part of the RFP.

Board members discussed forming a subcommittee to review the RFPs, and said the committee doesn't need to be limited to board members. They noted others could be asked to be part of the subcommittee who have expertise in areas the board lacks. The board felt the ideal RFP subcommittee would have three board members, two or three stakeholders, and Mr. Bryant. Mr. Bryant clarified the cost analysis needs to be scored separately, by someone who is not a member of the committee. He said another person from the Purchasing Department could score the cost analysis. Some board members felt cost should be more heavily weighted in the scoring than proposed.

Board members discussed travel expenses for out of state consultants. Mr. Bryant said companies would be responsible for their own travel expenses for the interview, but once they are hired, the district would pay for travel. Board members discussed the travel cost savings of having a local company, but agreed they would like to do a national search to compare. Mr. Bryant said a travel allowance could be added to the RFP.

Board Members discussed how much experience they require in the RFP. They determined they would include a request for information about the success of the firm's recommendations over the past five years. They also requested the phrase "urban district experience is preferred" be included.

Mr. Bryant said he could use the draft timeline to provide a sample RFP to the board by Wednesday, October 28, 2015, for review. President Bennett asked board members to return their feedback to her by Monday, November 2, 2015, using the "track changes" feature in Microsoft Word. She said she would compile everyone's feedback into a single document to provide to Mr. Bryant for edits.

Ms. Kindl reminded the board drafts of the RFP are confidential until it is officially released.

President Bennett asked board members to let her know which part of the hiring process was of most interest to each of them and if they wanted to serve on the RFP subcommittee. Board members discussed how being on the RFP subcommittee might reduce the opportunity to be on other committees related to the superintendent search. Once a consultant is hired, more information will be available about how many subcommittees might be needed, and what the board assignments will be.

The board thanked Mr. Bryant for his time.

Board members agreed that additional special sessions would likely be needed throughout the hiring process, and discussed possibly needing a regularly recurring meeting time specifically focused on the superintendent search.

Board members thanked President Bennett for the work she has put into the timeline and compiling materials.

C. Other

No other items were discussed.

D. Adjournment

The Special Board Planning Meeting was adjourned at 6:08 p.m.

Janet M. Roberts
Business Administrator

Lba

**Salt Lake City School District
Addition to the Minutes of the Special Board Planning Meeting 10/26/2015**

*The Official Minutes of the Special Board Planning Meeting held on October 26, 2015, will be posted upon approval by the Board of Education.

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):

Utah Code-53A-3-301 Superintendent of Schools – Appointment –
Qualifications – Term – Compensation
Discussion Draft Timeline for Superintendent Selection Process
Possible RFP Requirements for Professional Search Services
for a New Superintendent of Schools
Superintendent Search Services Offerings from the New York
State School Boards Association
Consultant Resources used Recently by Utah Districts

[Agenda Item 2A](#)

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