

Salt Lake City School District

Administrative Guidelines for Board Policy B – 2

Title: Presentation of Information to the Salt Lake City School District Board of Education
Index: B = Board Policies

Reference: [Salt Lake City School District Board Policy B-2](#)

The Salt Lake City School District Board of Education strives to create policies and decisions that best meet the needs of the student it serves. The board relies on clear, high-quality information from district staff and others in order to achieve this goal. The board also wishes to conduct its meetings in a time-efficient manner, and to accomplish the greatest amount of work possible during each meeting.

For these reasons, the Salt Lake City District Board of Education has issued the following guidelines for information presented to the board at its meetings:

1. Any written information (including PowerPoint slide shows) that will be presented to the Salt Lake City School District Board of Education during a Tuesday board meeting should be submitted to the Office of the Superintendent by Thursday afternoon prior to the Tuesday meeting of the board. The information will be reproduced and included in materials sent to board members each Friday. When possible, the electronic PowerPoint file should be submitted as well, so it may be e-mailed to board members. Presenters may amend or update information between the time of information submission and the actual date of presentation.
2. All information should be concise, meaningful, and clear as possible. By submitting information to the board before the meeting, presenters are encouraged to focus on the most important aspects of their report, referring to other materials previously sent to the board as needed.
3. When numerical data is presented, care should be taken to follow accepted rules of statistical rigor. For example, trends over time should be shown, and the sample size made evident.

The Salt Lake City School District Board of Education would like individuals, providing information at its meetings, to address the following questions over the course of their presentation:

1. Why is this information important to students in the district?
2. Who else in the district is receiving or has received this information and in what context? How will such communication help students?
3. What changes in district school policies or procedures would you suggest, based on your knowledge of the topic under discussion?
4. How does this information fit into the overall priorities of your department and the goals of the Salt Lake City School District?

The citizens of the Salt Lake City School District have a right to expect their Board of Education to make decisions based on careful consideration of accurate information. By issuing these guidelines, the board intends to insure the information it receives will be carefully considered and discussed in the meeting at which it is presented. These are guidelines, not absolute rules. The board realizes that in unusual circumstances information may have to be amended or modified, prior to the presentation, especially during any State Legislative Session.

Approved by: McKell Withers, Superintendent
Date: 1/6/06