

MEMORANDUM

TO: Board Members
FROM: Julie Oost
DATE: January 15, 2024
SUBJECT: Update to the Board Policy Committee

The following is provides suggested next steps and a format for review and monitoring for the the Policy Committee. I will bring this up at the meeting on Wednesday.

| Standing Committee | Participants | Meeting Schedule | Goal/Work Product |
|-------------------------------|---|---|--|
| Board Policy Committee | <ul style="list-style-type: none">- Board members, two of which would serve as Chair and Vice Chair- Superintendent- Appropriate administrator (Superintendent, Assistant Superintendent, CBO, Principals) to assist with the review- Parent/Community input received via the Parent-Teacher Advisory Committee and/or surveys, when necessary | First review and work product - monthly | Develop a Planning Document for each policy manual section. |
| | | After the initial review and product produced - quarterly or twice yearly (e.g., Fall and Spring) | Review the D.159 policies and PRESS revisions. Written memo outlining the change(s), reason for change(s) |

Next steps:

1. **February** meeting - nominate and vote on Chair and Vice-Chair
2. **March** meeting - Chair and Vice-Chair provide suggested calendar (see sample calendar for consideration after the BOE's initial review).

Possible format for the review/monitoring:

Planning Document (one for each policy manual section)

| Policy Manual Section: | Section 6: Instruction | Date: |
|--|------------------------|-------|
| <u>Reports and Monitoring Data/Evidence/indicators:</u> [to be provided by Superintendent or appropriate admin] | | |
| <ul style="list-style-type: none">- District Strategic Plan- District Report Card- School Improvement Plan- Curriculum mapsEtc. | | |
| <u>Monitoring questions:</u> [BOE analysis] <ul style="list-style-type: none">- Is the policy having the effect we intended?- Are we getting the results we wanted?- Do we need more or different information to answer these questions?- If so, are we compliant?- Are our directions/goals/priorities being implemented through district practice?- Are there any administrative procedures aligned with this board policy?- Are there any specific monitoring requirements written into the policy? | | |
| Additional notes: | | |
| Recommendations: | | |

Goals/things to keep in mind:

1. Team effort
2. Continuous improvement (not finding fault or blame)
3. Ensures board expectations are being met (i.e., are the policies effective)
4. Fulfill governance responsibilities
5. Building trust amongst BOE, staff, community

Policy Committee will:

1. Adhere to OMA;
2. Make recommendations and cannot take any final action on behalf of the Board;
3. Report directly to the Board; and
4. include both Board members and non-Board members (depending on the committee's purpose).

Sample calendar:

| | Option 1: 1-Year Plan | Option 2: 2-year plan |
|------|---|---|
| July | Section 4: Operational Services** | Year 1 – Policy 4:170 (Safety)* Section 2: Board Process Policies**** |
| Aug | | |
| Sept | Section 2: Board Process Policies**** | Year 2 – Section 4: Operational Services – Fiscal and Business Policies** |
| Oct | | Year 1 – Section 6: Instruction |
| Nov | Section 6: Instruction | |
| Dec | | Year 2 – Policy 6:50 (School Wellness)* Section 4: Operational Services – Operations, Safety and Security Policies |
| Jan | Section 1: School District Organization Section 3: General School Administration*** Section 8: Community Relations | Year 1 – Section 1: School District Organization & Section 3: General School Administration*** |
| Feb | | |
| Mar | Section 5: Personnel | Year 2 – Section 5: Personnel |
| Apr | | Year 1 – Section 7: Students (Note: State law requires monitoring Policy 7:180 – Bullying Policy – every two years) |
| May | Section 7: Students | |
| June | | Year 2 – Section 8: Community Relations |