

**Policy Type: Results Based**

**Management Oversight Policy**

**Management Oversight**

The purpose of this policy is to guide the Lake County Board of Education as it fulfills its responsibility of overseeing management of the school district’s major systems. The Lake County Board of Education acts as a body in accordance with applicable state and federal law to govern Lake County Public Schools and serve the interests of the people of Lake County. The Board of Education and Superintendent understand that management oversight is the responsibility of the Board as a whole, not of individual Board members. While holding the Superintendent accountable for the performance of these systems, the Board will not interfere with the Superintendent’s management of the district. The Superintendent will be responsible for ensuring that all procedures, controls, checks and balances and codes of ethics are in place and are being executed properly.

The Board of Education is responsible for management oversight of all major systems of the Lake County Public Schools including, but not limited to, finances, curriculum, human resources, safety and security, construction management, facilities maintenance, transportation, custodial services, food services and technology, in addition to students’ academic performance. The Board of Education’s role in management oversight is to review the performance of all major systems through formal reports, audits, workshop presentations and any other reporting method deemed appropriate by the Board of Education through the Superintendent.

The Board of Education will receive performance reports – either as written reports or presentations—during regularly scheduled meetings and workshops as outlined in the Oversight Calendar and will identify any other periodic reporting required.

By overseeing the annual external financial audit process, ensuring that the Superintendent acts on the auditor’s recommendations and reviewing the integrity and performance of the district’s major management systems as per the Oversight Calendar, the Board of Education will fulfill its duty to assure the public that school district resources are being used efficiently and effectively and that the district’s mission is being fulfilled.

**Guidelines for Board Oversight of District Management Systems**

**Oversight Calendar**

The Board of Education will review all major management systems per its Oversight Calendar. The Oversight Calendar will outline how and when the Board reviews the following in order to exercise its

obligation to ensure that the District is making progress toward its goals and that any deficiencies are being addressed. During the workshop, the designated district administrator will provide a thorough and comprehensive presentation that will provide a “look under the hood” perspective for the Board. The presentation will include, but is not limited to, the following:

1. What are we trying to do?
2. How are we trying to do it?
3. At any given moment, how will we know if we’re on track?
4. If we’re not on track, what are we going to do about it?

The Board will submit any additional information requests/questions to the Superintendent at the work session prior to the scheduled workshop. The Board will receive final workshop presentation documents in the Board packet no less than four days prior to the scheduled workshop. Presentations containing extensive data will also include executive summaries. The workshop presentations will be conducted according to the Oversight Calendar.

During the first year of implementation of this policy, the Board of Education may want to debrief the meetings and keep a list of changes or additional information requests for the next time – and change the instructions that are given to staff accordingly.

**Additional Tools**

Where there has been a pattern of inconsistency, or where interest is high, the Board can use additional tools for management oversight, including external reviews of systems integrity and performance from audit firms, task forces comprised of experts or community members.

**Management Areas**

- Finance
- Food Service
- Technology
- Construction Management, Facilities Maintenance and Custodial Service
- Transportation
- Human Resources
- Communications
- Safety and Security
- Focus on Schools

**Review Date**

Every year, the Board of Education and the Superintendent will review the progress made in meeting the goals of the management Oversight Calendar and oversight and Results Based policies for the current year and make needed changes for the upcoming year.

This policy describes processes. It is the intention of the Board of Education to follow these processes, but from time to time, by decision of the Board, processes and timelines may vary. The processes are not intended to be overly restrictive or become issues of dispute, but rather to provide guidelines for effective Board workshops.