



**District
Mission:**

**To ignite a
passion for
learning.**

**Board
Priorities:**

Ensure all students stay on or above grade level each year and graduate prepared to successfully implement a plan for college or career.

Every day, we are college or career ready.

Provide all students with engaging learning opportunities.

Rigor and engagement are everywhere.

Create a space that is safe, inclusive and welcoming for all.

Diversity and culture make us better.

Plan and execute the capital and human capital investments that will make our district better.

We plan for the future.

Lake County School District Board of Education
Oct. 9, 2018 7:00pm Regular Meeting
Location: District office—328 West 5th St-Room 11

Regular Meeting

1. 7:00 Call to order
2. 7:01 Pledge of Allegiance
3. 7:02 Roll Call
4. 7:03 Preview Agenda
5. 7:04 Reading/Energize item-Jeff Fiedler
6. 7:05 Public Participation

Members of the public who wish to address the board on non-agenda items are welcome to do so at this time. Please sign up on the clipboard at the front. We ask you to please observe the following guidelines:

- Confine your comments to matters that are germane to the business of the School District.
 - Recognize that students often attend or view our meetings. Speaker's remarks, therefore, should be suitable for an audience that includes kindergarten through twelfth grade students.
 - Understand that the board cannot discuss specific personnel matters or specific students in a public forum.
7. 7:10 Approve Consent Agenda:
 - a. Regular Meeting Minutes Sept. 11, 2018
 - b. Personnel recommendations
 - c. Head Start-Community Complaint Policy
 8. 7:12 Action Item
 - a. SP-2 (Strategic Policy) Mission-Second Reading and Adoption
 9. 7:30 Student Reports
 10. 7:40 Break
 11. 8:00 Oversight Calendar
 - a. Student Achievement-Wendy Wyman
 12. 8:25 Superintendent Update
 - a. Enrollment numbers
 13. 8:30 Discussion Item
 - a. Policy Review SP-1, SP-3, SP-4, SP-4C-1, SP-4C-2 and SP-5 (Strategic Policies)
 14. 8:45 Board Reports
 15. 8:50 Agenda Planning
 - a. Reading/Energize item for next meeting –Ellie Solomon will do in Nov.
 - b. Work Shop planning- College & Career Readiness
 - c. Next Meeting or event:
 - i. Oct. 23, 2018 6:30 pm-Special Meeting & Work Session
 16. Reminder-Please bring your Sept./Oct. Board Work Sheets to the Oct. Work Session
 17. Meeting Debrief
 - a. How did we do on time?
 - b. Did we do our most important work first?
 18. Adjournment

Estimated duration of meeting is 2.5 to 3 hours **Updated 10/4/2018

A few welcoming notes:

The board's meeting time is dedicated to its strategic mission and top priorities. • The "consent agenda" has items which have either been discussed prior or are highly routine. By not discussing these issues, we are able to spend time on our most important priorities. • "Public participation" is an opportunity to present brief comments or pose questions to the board for consideration or follow-up. Each person is asked to focus comments to five minutes. The boundaries are designed to help keep the strategic meeting focused and in no way limits conversations beyond the board meeting. • Your insights are needed and welcomed and the board encourages you to request a meeting with any board member, should you have something to discuss. • If you are interested in helping the district's achievement effort, please talk with any member of the leadership team or call the district office at 719-486-6800. Opportunities abound. Your participation is highly desired.

SCHOOL BOARD MINUTES

Regular Meeting

Sept. 11, 2018

Pledge of Allegiance –Director Solomon led the pledge of allegiance.

Roll Call of Members - The regular meeting of the Board of Directors for Lake County School District R-1 was called to order on Sept. 11, 2018 at 8:00 p.m. and was held at the District Office. Directors Contreras, Fiedler, McBride, Solomon and Superintendent Wyman were present. Director Frykholm was absent and excused. Student representative Emma Dallas was present and Michaela Sanchez was present but came in late coming from volleyball.

Preview Agenda –No changes were needed.

Reading or Energize item- Eudelia Contreras shared the new Nike Ad with the board.

Public Participation- N/A

Approval of consent agenda items- It was moved by Director Fiedler to approve consent agenda. Director McBride seconded the motion;

	Contreras	Fiedler	Frykholm	McBride	Solomon
Aye	X	X		X	X
Nay					
Absent			X		

motion carried 4-0.

Discussion Item: Lisa Hemann from Chadwick, Steinkirchner, Davis & CO., P.C. was present and spoke to the board regarding their firm being the new auditors and what they

should expect and answered questions from the board. The Cultural Responsiveness training that was provided by CDE (Colorado Department of Education) was reviewed.

Action Item: It was moved by Director Fiedler to approve the first reading of policy SP-2 (Strategic Policy-2). Director Contreras seconded the motion;

	Contreras	Fiedler	Frykholm	McBride	Solomon
Aye	X	X		X	X
Nay					
Absent			X		

motion carried 4-0.

It was moved by Director McBride to approve Resolution NO. 19-03-Support of Amendment 73 . Director Contreras seconded the motion;

	Contreras	Fiedler	Frykholm	McBride	Solomon
Aye	X	X		X	X
Nay					
Absent			X		

motion carried 4-0.

Student Representative Report: Student representative Dallas spoke of working on homecoming and working with Mr. Jump to do a student summit. Student representative Sanchez spoke of working on homecoming and the student summits.

A short break was taken, the student representatives were dismissed and the meeting resumed.

Oversight Calendar-Superintendent Wyman spoke of the district performance and went of state testing results and shared her updated Strategic Plan. The board went over their board goals and how to complete the worksheet.

Superintendent Update: Superintendent Wyman gave a brief overview of the of the process that will happen around Amendment 73 and about visiting community groups around the community.

Board Reports- Director McBride spoke of the URA and attending the housing coalition meeting. Director Fiedler spoke of the Master Plan. Director Contreras spoke of going to the CASB training in Leadville and a community event this past weekend. Director Solomon spoke of going to the CASB training in Leadville and attending Policy Council for the Center and the upcoming Family Fun Night.

Agenda Planning- Jeff Fiedler will do the energizer for next regular meeting. The next meeting will be the work session on Sept. 25, 2018 at 6:30 am in the board room.

Meeting was debriefed and it was moved by Director Mc bride to adjourn the meeting.

Director Fiedler seconded the motion; motion carried.

Meeting adjourned at 9:13pm.

ATTEST:

Jeff Fiedler, Secretary

Amy Frykholm, President

Lake County School District R-1
Employee Status Report
October 9, 2018

10/3/2018

Certified Staff

Recommended for Hire

<u>Name</u>	<u>Assignment</u>	<u>Degree</u>	<u>License</u>	<u>Experience</u>
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Transfers

<u>Name</u>	<u>Current Assignment</u>	<u>Transfer Assignment</u>	<u>Location</u>	<u>Effective</u>
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Resignations/Terminations

Lake County School District R-1
Employee Status Report
October 9, 2018

10/3/2018

Support Staff/Classified

Recommended for Hire

Barrett, Laruen	Substitute Teacher	District
Dixon, Sarah	Substitute Teacher	District
Golden, Brianna	Substitute Teacher & Afterschool Program	District
Gurrola-Perez, Analy	Interpretor	District
Kurth, Andrea	Afterschool Program	District
Mudge, Sterling	Afterschool Program	District
Rodriguez, Adriana	Part-Time/Permanent Cook	West Park
Stock, McKenzie	Substitute Teacher	District
Trelka, Taylor	Afterschool Program	District
White, Michelle	Substitute Teacher	District

Transfers

Resignations/Terminations

Finn, Hannah	Assistant PreK Teacher	Center Program
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Lake County School District R-1
Employee Status Report
October 9, 2018

10/3/2018

Certified/Staff

Classified/Support Staff

Assistant PreK Teacher
Part-Time Kindergarten Paraprofessional
Recess and Activity Coach

Center Program
West Park
West Park

Coaches/Athletics

MS Soccer
MS Assistant Track



The Center
Early Childhood Programs
Lake County School District R-1

315 West 6th Street
Leadville, CO 80461

Phone 719 486-6928
Fax 719 486-9992

Head Start, Colorado Preschool Program, Tuition-Based Preschool and School Age Programs, Services for Children with Special Needs

Head Start Approval Items for Governing Board

Contents:

Approval Items:

1. Community Complaint Policy – there are no recommended changes

**Lake County School District R-1
Head Start Program**

Community Complaint Policy

Policy: Lake County School District Head Start will hear and attempt to resolve community grievances regarding programs and projects sponsored by Lake County School District Head Start in a timely manner.

Purpose: To provide a forum for the community to express complaints against the Lake County School District Head Start program.

Performance Standard: 1304.50(d) (2) (v)

Procedure:

When a Head Start staff member, Policy Council or School Board member is contacted by a community member with a complaint, the individual will be referred to the Head Start Director or Family and Community Partnership Manager.

A verbal complaint will be summarized in writing by the complainant. The Director, FCPM or appropriate Manager will meet with the complainant to discuss the concern. If necessary, a plan is proposed to correct the situation. A copy of the complaint and proposed correction will be filed in the Community Complaint file.

If resolution is reached, the plan will be submitted to the appropriate staff and action taken to correct the situation

If a resolution is not reached, the following steps will be followed:

1. The Director/FCPM will take the complaint to the Policy Council.
2. A response is made by motion of the Policy Council. The Council may:
 - A. Resolve to take no action on the matter
 - B. Develop a plan to resolve the issue
 - C. Refer the matter to the School Board

If the matter requires a change in policy, the policy will be presented to the Leadership Team and the Executive Director for review. With their input the policy change will be presented to the Policy Council and the Lake County School Board for approval.

The Director implements the action as approved and informs the complainant of action taken.



Date approved by Policy Council: October 1, 2018
Governing Board Approval October 31, 2017

**Lake County School District Head Start R-1
Community Complaint Process Form**

Date: _____

Description of complaint:

Name of Complainant: _____

Address: _____

Telephone: _____

By: _____

Signature

Process initiated by: _____

1. Action taken: _____ **Date:** _____

2. Action taken: _____ **Date:** _____

3. Result of action taken: _____ **Date:** _____

4. Notification of: _____ **Date:** _____

By: _____

Policy Type: District Priorities

Mission

LCSD challenges students to reach their fullest potential through personal, engaged and rigorous learning in the classroom and beyond.

Simultaneously focus our efforts on the following:

1. Ensure all students stay on or above grade level each year and graduate prepared to successfully implement a plan for college or career (“Every day, we are college and career ready”).
2. Provide all students with engaging learning opportunities (“Rigor and engagement are everywhere”).
3. Create a space that is safe, inclusive and welcoming for all (“Diversity and culture make us better”).
4. Plan and execute the capital and human capital investments that will make our district better (“We plan for the future”).

Core Commitments

- Inspire all students to be life-long problem-solvers;
- Create a culture of academic achievement;
- Build on the strengths of every individual;
- Provide opportunities for risk-taking in learning;
- Respect the whole person: physical, mental, emotional;
- Empower all community members to be active participants in our schools;
- Foster a safe environment for all students and staff;
- Honor cultural difference
- Partner with families and community members

[Revised October 2018]
LAKE COUNTY SCHOOL DISTRICT R-1, LEADVILLE, COLORADO

LCSD Board Work Session – DIBELS Beginning of year 2018-19

The attached DIBELS data shows our beginning of year (BOY) data for this school year as well as historical data from the previous three years for beginning, middle and end of year benchmarks. DIBELS measures foundational reading skills. Our hope is that students are at least in the green; it is even better if they are in the blue.



Segment Results by: Grade
Report Level: Account
Grade Divider: Off
Bar Length: Percentage



Population

Grade: Grade K, Grade 1...



Time

School Year: 2015-2016...
Period: 15-16 BOY...
Show Students Enrolled: On Test Day



Measure

Measure: Composite Score
Performance Measurement: Levels
Level Filter: All Levels

Grade	Well Below Be...	Below Benchm...	Benchmark	Above Bench...	Total Students		
Lake County School District R-1							
	Reference Point: Account						
15-16	BOY	97 (42%)	34 (15%)	29 (13%)	68 (30%)	228	
	MOY	81 (36%)	23 (10%)	45 (20%)	77 (34%)	226	
	EOY	62 (28%)	36 (16%)	40 (18%)	82 (38%)	220	
	16-17	MOY	67 (32%)	31 (16%)	41 (21%)	61 (31%)	200
		EOY	45 (23%)	31 (16%)	60 (30%)	64 (31%)	200
		BOY	54 (28%)	30 (15%)	42 (22%)	68 (35%)	194
	17-18	MOY	52 (27%)	29 (15%)	40 (21%)	70 (37%)	191
		EOY	39 (20%)	29 (15%)	40 (21%)	87 (44%)	195
		BOY	69 (35%)	26 (13%)	42 (21%)	61 (31%)	198
	Grade K	15-16 BOY	27 (36%)	15 (19%)	11 (14%)	24 (31%)	77
		15-16 MOY	11 (15%)	7 (9%)	13 (17%)	44 (59%)	75
		15-16 EOY	7 (10%)	8 (11%)	16 (23%)	39 (56%)	70
16-17 MOY		18 (30%)	12 (20%)	8 (13%)	23 (37%)	61	
16-17 EOY		9 (15%)	9 (15%)	18 (30%)	25 (40%)	61	
17-18 BOY		14 (24%)	13 (22%)	10 (17%)	21 (37%)	58	
17-18 MOY		9 (16%)	13 (22%)	14 (24%)	22 (38%)	58	
17-18 EOY		6 (10%)	8 (14%)	16 (27%)	29 (49%)	59	
18-19 BOY		29 (39%)	17 (23%)	11 (15%)	17 (23%)	74	



Segment Results by: Grade
Report Level: Account
Grade Divider: Off
Bar Length: Percentage



Population

Grade: Grade K, Grade 1...



Time

School Year: 2015-2016...
Period: 15-16 BOY...
Show Students Enrolled: On Test Day



Measure

Measure: Composite Score
Performance Measurement: Levels
Level Filter: All Levels

Grade	Well Below Be...	Below Benchm...	Benchmark	Above Bench...	Total Students		
Lake County School District R-1 (continued)							
Reference Point: Account							
Grade 1	15-16 BOY	30 (43%)	10 (14%)	5 (7%)	25 (36%)	70	
	15-16 MOY	35 (48%)	10 (14%)	12 (17%)	15 (21%)	72	
	15-16 EOY	29 (41%)	12 (17%)	12 (17%)	18 (25%)	71	
	16-17 MOY	17 (24%)	12 (17%)	20 (29%)	21 (30%)	70	
	16-17 EOY	13 (18%)	9 (13%)	27 (38%)	22 (31%)	71	
	17-18 BOY	24 (38%)	8 (13%)	6 (10%)	25 (39%)	63	
	17-18 MOY	26 (41%)	8 (13%)	9 (15%)	19 (31%)	62	
	17-18 EOY	20 (32%)	11 (17%)	10 (16%)	22 (35%)	63	
	18-19 BOY	20 (34%)	5 (9%)	10 (17%)	23 (40%)	58	
	Grade 2	15-16 BOY	40 (50%)	9 (11%)	13 (16%)	19 (23%)	81
		15-16 MOY	35 (44%)	6 (8%)	20 (25%)	18 (23%)	79
15-16 EOY		26 (33%)	16 (20%)	12 (15%)	25 (32%)	79	
16-17 MOY		32 (46%)	7 (10%)	13 (19%)	17 (25%)	69	
16-17 EOY		23 (34%)	13 (19%)	15 (22%)	17 (25%)	68	
17-18 BOY		16 (22%)	9 (12%)	26 (36%)	22 (30%)	73	
17-18 MOY		17 (24%)	8 (11%)	17 (24%)	29 (41%)	71	
17-18 EOY		13 (18%)	10 (14%)	14 (19%)	36 (49%)	73	
18-19 BOY		20 (30%)	4 (6%)	21 (32%)	21 (32%)	66	

View

Population

Time

Measure

Segment Results by: Grade
Report Level: Account
Grade Divider: Off
Bar Length: Percentage

Grade: Grade 3, Grade 4

School Year: 2015-2016...
Period: 15-16 BOY...
Show Students Enrolled: On Test Day

Measure: Composite Score
Performance Measurement: Levels
Level Filter: All Levels

Grade

Well Below Be...

Below Benchm...

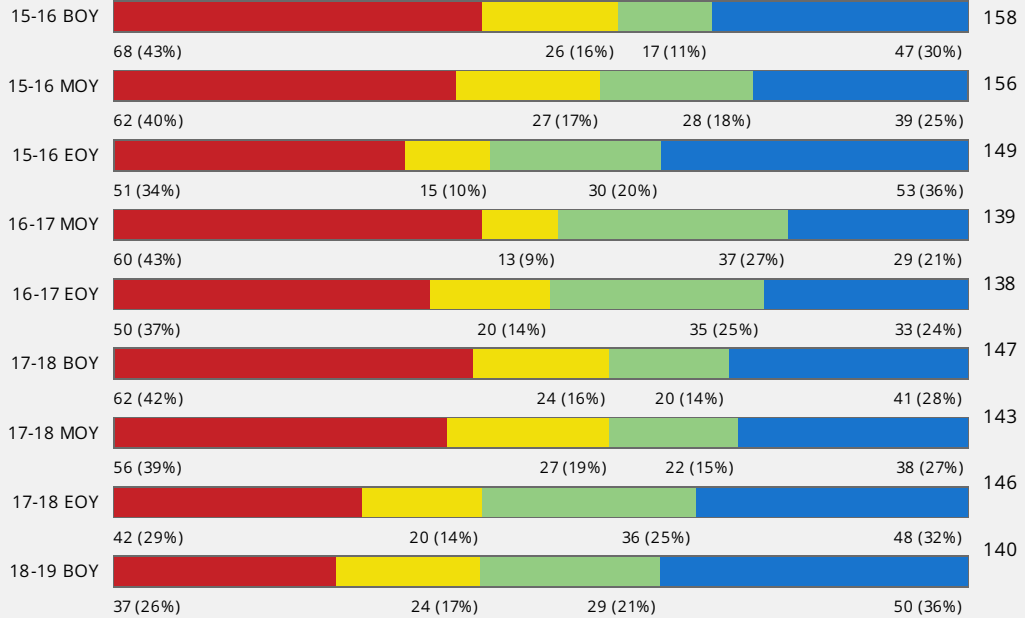
Benchmark

Above Bench...

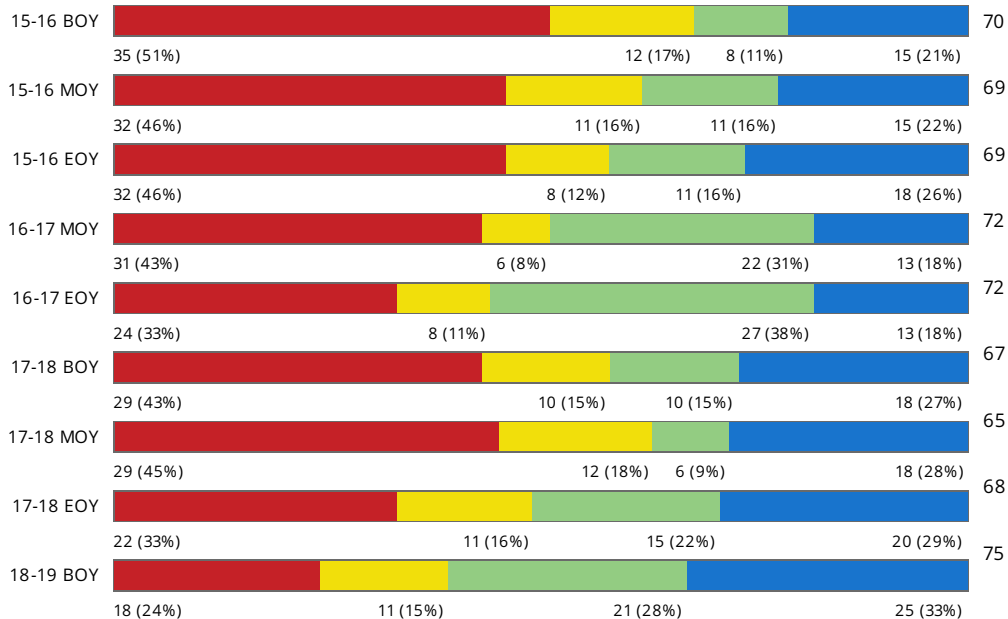
Total Students

Lake County School District R-1

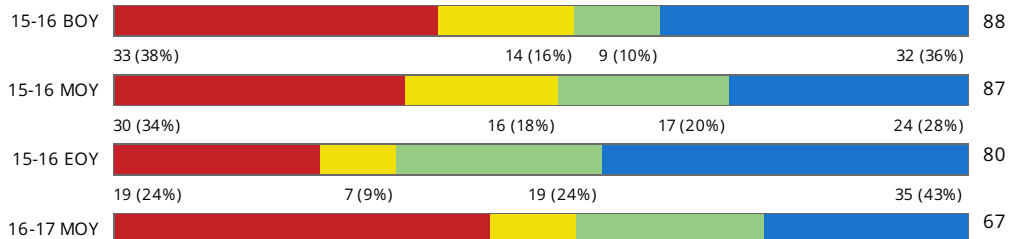
Reference Point: Account

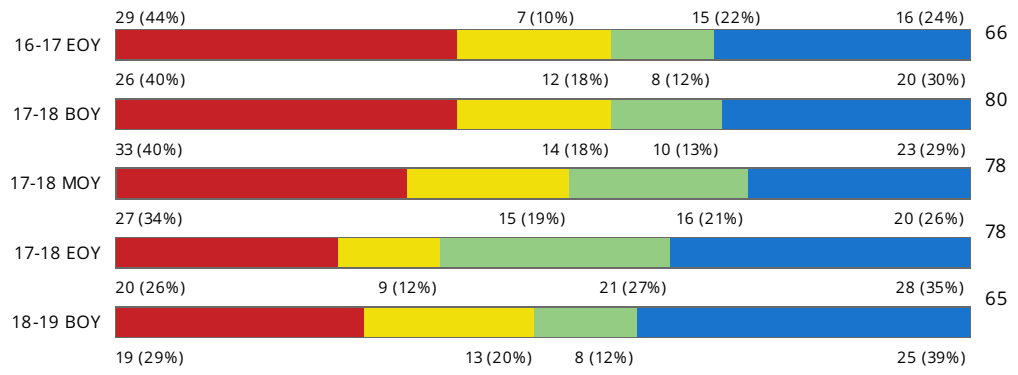


Grade 3



Grade 4





LCSD Enrollment Update at of 9-7-2018

These numbers are still **preliminary and changing**.

Warm seats K-12 – Number of students in PowerSchool and coded as funded: **968.5** (does not count students who are homeschooled and who attend part of the day – they aren't funded)

Funded count K-12 – Does not count students who don't attend full time, does not count half of Kindergarten: **934.5** (FY18 final: 906) – Current increase would be 28.5 FTEs

Funded count K-12 – Budget: 906

The numbers below are current *unofficial* counts of students "out" and "in." A student is counted as "out" if we expected them to enroll and they didn't. A student is counted as "in" if they enrolled but we did not expect them. Both the outs and the ins include a combination of students whose families geographically moved in or out of Leadville, and students who are exercising their right to school choice. A student is considered choice in if (to our best knowledge) they already lived in Leadville but attended a different school or district. A student is considered choice out if (to our best knowledge) they are choosing a new school or district but not moving out of Leadville.

West Park

Students out: 5 -- Of these, choice out: 3 (3 to BV)

Students in: 20 -- Of these, choice in: 4 (4 from Greater Heights)

LCIS

Students out: 23 -- Of these, choice out: 8 (1 homeschool, 7 to BV)

Students in: 36 -- Of these, choice in: 16 (7 from Greater Heights, 3 from homeschool, 1 from Eagle, 4 from Summit, 1 from BV)

LCHS

Students out: 44 -- Of these, choice out: 9 (5 homeschool, 4 to BV)

Students in: 65 -- Of these, choice in: 18 (6 from Greater Heights, 4 from BV, 1 from homeschool, 3 from Eagle, 4 from Summit)

TOTAL FY19

Students out: 72 – Of these, choice out: 20 (27%)

Students in: 121 – Of these, choice in: 38 (31%)

NET Ins vs. Outs: +49

TOTAL FY18 – one year ago

Students out: 60 -- Of these, choice out: 11 (18%)

Students in: 71 -- Of these, choice in: 28 (39%)

NET Ins vs. Outs: +11

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STRATEGIC POLICIES

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- SP-2 Mission
- SP-3 Results Based Governance Policy
- SP-4 Management Oversight Policy
- SP-4C-1 Management Oversight Calendar
- SP-4C-2 Calendar of Oversight Workshops

- SP-5 District Instruction and Learning Policy

Policy Type: Strategic Policies

Board Policy Introduction

This is the Lake County School District Board Policy Manual. This document, along with Colorado law and the Board's minutes, serve as our basic governing documents. The District and Board exist and operate through the Colorado Constitution and state law, which also describe the powers of the Board, its members, and the District. Board minutes are a legal record of the Board's meetings, actions, and decisions. Board policy records those largest, most general decisions upon which subsequent behavior is based.

These policies are the written statements of the Board of Education as a whole that define the expectations, values or perspectives which underlie and guide the decisions and actions of the Board, Superintendent and staff. To distinguish these decisions as Board decisions, we call them Board Policies. The Superintendent further establishes policies, procedures, practices and makes decisions consistent with Board policy.

There are four categories of Board Policy:

1. **Strategic Policies:** These describe the mission, organizational products, impacts, benefits, results, recipients and their relative priority, worth or cost (what end result is desired for whom and at what cost); these are primarily descriptions about what good our District should create in the lives of students.
2. **Governance Process:** These describe how the Board will conceive, carry out and monitor its own work.
3. **Board/Superintendent Relationship:** Since the Board has delegated all executive authority to its Superintendent, these policies describe the Superintendent's role, authority, accountability and how the District's and the Superintendent's performance will be monitored or evaluated.
4. **Staff/Superintendent Guidelines:** These describe the constraints on executive authority which establish the practical, ethical and legal boundaries within which all executive and staff activity and decision-making will take place.

Within each category, these policies are written from the most general to the more specific. Each smaller level is also a more specific interpretation of some of the concepts in the next higher level. Therefore, whatever is written at the larger levels also pertains to each smaller level. This results in policies that are concise and complete.

For example, at the largest or most general level Staff/Superintendent Guideline policies, the Board has stated that the "...Superintendent shall not cause or allow any...organizational circumstance which is unlawful..." Since this concept is embedded in all further policies, it is unnecessary for the other policies to further describe areas where the District must follow the law.

The Board also has a focus on Results Based Governance, so its policies are formulated to encourage results, particularly results for students. This focus is more specifically described in the documents which follow in this introductory section.

Policy Type: Strategic Policies

Results Based Governance Policy

In 2014, the Lake County School District Board of Education (“Board”) adopted a Mission Statement and Core Commitments that outlined new expectations for learning, climate and culture in the Lake County School District. Subsequently, it began an exploration of a results-based governance model in which the following would be aligned:

- Mission Statement and Core Commitments
- Priorities, Strategies and Metrics
- District Strategic Plan
- School-Level Work Plans
- Oversight Calendar
- Budget
- Board Policies
- Superintendent’s Evaluation

The Board believes it can best play a role in ensuring ongoing strong results in the Lake County School District by aligning the District’s work and resources to its beliefs about learning, culture and climate—and by monitoring that work in a disciplined way. The Board recognizes its responsibility to oversee systems and procedures to implement those beliefs.

Purpose

The purpose of this introductory document is to set forth in policy a Results Based Governance Model, systems and procedures for implementing this model and a system of accountability for monitoring the progress of work in the District.

Policy Statement

Aligned Mission Statement, Core Commitments, Priorities and Strategic Plan

The work of the District is directed by the District’s Mission Statement and Core Commitments, which are supported by a set of Priorities developed by the board. The Strategic Plan for the District further develops these Priorities and is written by the Superintendent and approved by the Board. Each portion of the strategic plan supports a District Priority and is comprised of one or two strategies each accompanied by a metric to monitor progress.

The Board sets forth in policy the following Theory of Action:

To become a district that truly “ignites a passion for learning,” we must simultaneously focus our efforts on the following priorities:

1. Ensuring all students stay on or above grade level each year and graduate prepared to successfully implement a plan for college or career (“Every day, we are college and career-ready”)
2. Providing all students with engaging learning opportunities (“Rigor and engagement are everywhere”)
3. Creating a space that is safe, inclusive and welcoming for all (“Diversity and culture make us better”)
4. Planning and executing the capital and human capital investments that will make our district better (“We plan for the future”)

Commitment to Results Based Governance to implement the Priorities and Strategic Plan

The Board also sets forth in policy its commitment to results based governance to implement the District’s Priorities and Strategic Plan and acknowledges the following responsibilities:

- The work of the District is underpinned by a Board-adopted Mission Statement and Core Commitments that reflect the deeply held foundational beliefs of the District.
- The District’s Priorities are Board-developed and adopted direction statements that serve to focus the District’s work in the immediate future. The Superintendent’s Strategic Plan turns the District’s Priorities into action. The Strategic Plan is comprised of strategies, each with a metric to track progress.
- It is the Superintendent’s responsibility to write a Strategic Plan that outlines the work that will be undertaken around the District’s Priorities. Each Priority should contain one or two key strategies. Every key strategy should have a metric to measure progress. The Superintendent shall bring this Strategic Plan annually to the Board for review, discussion and adoption. The schedule for this annual review shall be outlined in the Board’s Calendar Policy.
- It is the Superintendent’s responsibility to communicate the District’s Priorities to schools, and to ensure that school-level plans demonstrate alignment with the District’s Priorities and the key strategies in the Strategic Plan.
- It is the Superintendent’s responsibility to annually develop a strategic budget that prioritizes work around the District’s Priorities and the key strategies of the Strategic Plan. The

Superintendent shall bring this strategic budget to the Board annually for review, discussion and adoption. The schedule for this annual review shall be outlined in the Board's Calendar Policy.

Accountability Structure to Monitor the Strategic Plan

- It is the Superintendent's responsibility to use metrics to measure progress on the strategies in the Strategic Plan. Each of the strategies should have a metric. The Superintendent shall bring these metrics annually to the Board for review, discussion and adoption. The schedule by which this is done shall be outlined in the Board's Calendar Policy. Taken together, these metrics shall:
 1. Measure system-level change.
 2. Measure change over time.
 3. Measure Lake County Public Schools in comparison to other similar districts.
 4. Measure change from the perspective of multiple stakeholders (students, parents, teachers).
 5. Be accompanied by a clearly-agreed upon methodology.
- It is the Board's responsibility to work with the Superintendent to develop a schedule by which it can review progress on the chosen metrics. The schedule for this review shall be outlined in the Board's Calendar Policy. The Superintendent's evaluation, which will occur annually as per the Oversight Calendar, will include a review of metrics and results. However, each metric should also be reviewed at least once during the year, so that the Board and Superintendent can discuss interim progress.

Review Date

This policy shall be reviewed annually according to the Oversight Calendar.

Policy Type: Strategic Policies

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.

As the board continues 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.

Policy Type: Strategic Policies

Month	Focus Area	Person	Reports and Activities	On Boarding Activities
August	District Preparedness Overview: Facilities, Transportation, Hiring, Safety	Superintendent		
Work session	Workshop 1: Food Service	Food Service Director		
September	District Performance	Superintendent	State Assessment Enrollment update	
	Strategic Plan Review	Superintendent	Strategic Plan	
Work session	Workshop 2: Safety and Security	CFO		
October	Student Achievement Overview; College and Career Readiness	Superintendent	College and career readiness data Enrollment numbers Update on ICAP Graduation Rollout	
	Policy Review		SP-0 to SP-3 and DP-1	
Work session	Workshop 3: Technology	CFO/Tech		
November	Audit	CFO/Auditor	Audit	
	Early Childhood Update	Early Childhood Director	The Center School Plan, goals, data specific to school	
	Student Achievement Overview Part 2; Rigor and Engagement	Superintendent	School Performance Framework	
	Accreditation of Schools(Resolution)			

Policy Type: Strategic Policies

Month	Focus Area	Person	Reports and Activities	On Boarding Activities
Work session	Holiday Break			
December	Certify Mill Levy School Culture Overview; Diversity and Inclusion	CFO Superintendent		
Work session	Holiday Break			
January	Superintendent Evaluation Policy Review	Superintendent	Data related to engagement and rigor: i.e. walk through data, EL updates, ANet updates GP-1 to GP-9	
Work session	Work Shop 4: Facilities	Facilities Director		Legal Training Red line scenarios Where do we have power or not?

Policy Type: Strategic Policies

Month	Focus Area	Person	Reports and Activities	On Boarding Activities
February	High School Update Capital Plan Overview; Master Plan Enrollment: Choice in/out	Principal Superintendent /CFO Superintendent	PM Tool - LCHS School plan, goals, data specific to school, curriculum updates LCHS Walkthroughs Master Plan	
Work session				Unwritten expectations Acronyms CASB Handbook
March	LCIS Update	Principal	PM Tool - LCIS School plan, goals, data specific to school, curriculum updates LCIS Walkthroughs	
Work session				

Policy Type: Strategic Policies

Month	Focus Area	Person	Reports and Activities	On Boarding Activities
April	West Park Elementary Update Student Health & Wellness Policy Review	Principal Health & Well-ness Coordinator	PM Tool - WPE School plan, goals, data specific to school, curriculum updates WPE Walkthroughs Data Specific to SBHC GP-10 to GP-13 and BRS-1 to BRS-5E	
Work session				
May	Celebrations Leaving student representative celebration Student Representative Approval	Superintendent	Celebrations Data related to progress	
Work session	Work Shop 5: Finance Work Shop 6: Human Resource	CFO HR Director	Draft Budget	Finance (unless this is too much together, in which case, April)

Policy Type: Strategic Policies

Month	Focus Area	Person	Reports and Activities	On Boarding Activities
June	Budget approval/Capital strategic plan approval Master Plan Update Policy Review Interest Free Loan Approval	Superintendent Superintendent/CFO	Community satisfaction measures SSG-1 to SSG-9	
Work session	Board Retreat Board Evaluation Goal setting			
July	Holiday			
Work session	Holiday			

Policy Type: Strategic Policies

Calendar of Oversight Workshops

Year	Work Session (see oversight calendar)	Workshop	Person	On-Boarding work
2015- 2016	1	Facilities	Facilities Director	
	2	Safety and Security	Chief Financial Officer	
	3	Technology	Chief Financial Officer	
	4	Food service	Food service Director	
	5	Finance	Business Director	
	6	Human Resources	Human Resources Director	
2016- 2017	1	Transportation	Transportation Director	
	2	Safety and Security	Superintendent	
	3	TBD	TBD	
	4	Communications	Business Director	
	5	Finance	Business Director	
	6	Human Resources	Human Resources Director	
2017- 2018	1	Food service	Food Service Director	
	2	Safety and Security	Superintendent	
	3	Technology	Business Director	
	4	Facilities	Facilities Director	Legal Training, Red Line Scenarios, Board power
	5	Finance	Business Director	How to read a financial report (Keith Moffet) State Law on school

				finance
	6	Human Resources	Human Resources Director	
2018-2019	1	Transportation	Transportation Director	
	2	Safety and Security	Superintendent	
	3	TBD	TBD	
	4	Communications	Business Director	
	5	Finance	Business Director	
	6	Human Resources	Human Resources Director	

Policy Type: Strategic Policies

District Instruction and Learning Policy

Purpose

The purpose of this policy is to provide a unified vision, a strong foundation, and common educational values for the Lake County School District. This policy seeks to ensure that all Lake County learners can give and receive feedback, revise and confidently present their work, and strongly engage their community.

Accordingly:

1. Student learning and instruction is grounded in the following habits:

- Responsibility
- Perseverance
- Respect
- Collaboration with peers, teachers, family members, and the community
- Craftsmanship
- Compassion through empathy, caring, and service
- Curiosity and critical thinking

2. Learning is understood to be:

- Active
- Challenging
- Authentic
- Creative
- Continuous and life-long
- Shared and celebrated

3. Rigorous instruction is designed to lead students to meet and exceed grade level expectations.

4. Students learn in such a way that fosters diversity and inclusion among peers and community members. Students are guided in, and held responsible for, creating a school community that is equitable as well as physically and emotionally safe.

5. Learning connects students to the natural world.

6. Students are encouraged to:

- Take meaningful risks
- Grapple with situations, lessons, and problems that may be difficult for the individual learner
- Be adventurous inside and outside of school
- Make discoveries, overcome obstacles, and celebrate victories

- 7. The school community fosters time for reflection so that teachers and students may continuously learn, grow, and improve.
- 8. We educate the whole person—intellectual, emotional, social, and physical.

This policy will be reviewed annually according to the Lake County School Board’s oversight calendar.