

	<p style="text-align: center;">BOARD OVERSIGHT OF MANAGEMENT</p>	<p style="text-align: center;">Policy No. 1010 October 7, 2020 Page 1 of 6</p>
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Purpose

The purpose of this policy is to establish the roles and responsibilities of the School Board and the Superintendent in the oversight of the district and the policies to carry out these roles and responsibilities.

Oversight Roles and Responsibilities

The School Board is responsible for governance and oversight of all departments and major program areas of the district, both academic and operational (referred to below collectively as “Oversight Areas”). The School Board’s role in the oversight of management is to review and evaluate the performance of all Oversight Areas, at least annually, through formal reports, audits and any other reporting method deemed appropriate by the School Board through the Superintendent.

The School Board and the Superintendent understand that oversight of management is the responsibility of the Board as a whole, not of individual Board members. The Board shall hold the Superintendent accountable (in part through periodic evaluation) for the performance of these systems.

In addition to the oversight of management responsibility, the Board also has oversight responsibility for academic performance.

Goals

The goals for this Board Oversight of Management policy are to:

- Evaluate each Oversight Area’s implementation plans, goals and objectives.
- Enable the Board to perform appropriate oversight of management of each Oversight Area by monitoring progress toward performance indicators.
- Ensure the district has qualified personnel overseeing its programs.
- Ensure compliance with state law and Board policies and procedures.

Oversight Actions

1. The Board will develop and use a **District Annual Operations Data Dashboard**. The operations data dashboard shall consist of a limited number of carefully selected key performance indicators¹ that communicate the operational health of the district in alignment with the district's strategic plan.

- The Superintendent will prepare and present to the Board a report on the District Annual Operations Data Dashboard each year.
- The Superintendent shall annually review the dashboard contents and propose any changes to the dashboard to the Board for its review and approval.

2. The Board will conduct at least four **Oversight Work Sessions** each year for the purpose of reviewing overall system integrity for Oversight Areas. The Superintendent and the Executive Committee shall work together to identify the departments and major program areas to give presentations each year.

Each oversight presentation shall at a minimum address:

- The functions of the department or program area, stakeholders, and relationship to academic outcomes
- Organizational structure, names and qualifications of key personnel
- Budget and staffing overview
- Evidence of key internal controls
- Department goals & objectives and major initiatives in process and linkage to strategic plan goals
- Department performance in meeting its goals and objectives, including comparing current performance to previous years
- Key Performance Indicators (KPIs) with the latest data available
- Major information technology systems necessary to this function
- Key risks, challenges to delivery of service, and opportunities associated with this function
- List of major outside service contracts, with brief description of each
- Response to Board questions submitted in advance

The Board will receive final Oversight Area work session presentation materials and documents not less than two weeks prior to the scheduled work session. The Board will submit information requests/questions to the Superintendent not less than one week prior to the scheduled work session. The Board President and Superintendent will confer to finalize the list of information requests. Staff will

¹ Key Performance Indicators (KPIs) are used to gauge an organization's progress toward achieving its goals. For Seattle Public Schools, KPIs have been selected that align with the priority goals of the strategic plan.

provide additional written materials in advance to respond to these advance questions. All work session materials will be posted online. Executive summaries will be provided for any report containing extensive data.

Oversight Areas that shall report to the Board through Oversight Work Sessions include:

- **Teaching & Learning - Academics**
 - Curriculum & Instruction
 - English Learners
- **Teaching & Learning - Schools & Continuous Improvement**
 - Schools
 - Coordinated School Health
- **Teaching & Learning - Student Supports**
 - Special Education Services
 - Highly Capable Services
 - Athletics
 - Enrollment Planning
 - Admissions
- **Business & Finance**
 - Budget
 - Contracting
 - Accounting
 - Cash handling at schools
 - Risk Management
 - Procurement
- **Human Resources**
- **Operations**
 - Nutrition Services
 - Safety & Security
 - Transportation
 - Warehouse
 - Capital Projects and Planning
 - Facilities, including:
 - Custodial Services
 - Environmental Services
 - Maintenance Services
 - Property Management
 - Stanford Center Bldg Management
- **Technology Services**
- **Internal Audit**
- **Equity, Partnerships & Engagement**
- **Public Affairs**
- **Legal**

3. In addition to the oversight work sessions, the Board may fulfill its oversight responsibilities for the district's operations by considering the matters periodically forwarded to the Board for its consideration by the **Committees** (see Board Policy No. 1240).
4. On a monthly basis, the Board shall receive a copy of the most recent available **monthly financial statements** showing the district's balance sheet and income statement for all major accounts, together with a written summary of key points, identifying any significant trends or changes from the prior period.
5. Semi-annually, the Board will receive a **capital projects report**, prepared by the district's capital and finance departments in consultation with the Operations Committee, designed to provide an overview of the status of capital programs and expenditures and show key trends. The report will include, but not be limited to, CEP, BEX and BTA program activities.
6. The Board shall also receive such **other annual program oversight & performance reports** as may be identified elsewhere in adopted Board policies or as directed by the Board from time to time. The Executive Committee will review and approve the list of annual program reporting requirements each year, including which reporting requirements should continue and which should be consolidated into oversight workshop presentations or otherwise no longer be required.
7. The Board will oversee and review **internal audits** as described in Board Policy No. 6550 and Board Procedure 6550BP.
8. The Board will periodically review the district's **code of conduct, code of ethics and whistleblower policies and programs** to ensure they are operating appropriately and effectively.
9. The Board will be apprised by the Superintendent of any **government- or management-commissioned audits, reviews or reports** of the performance of district departments, programs or the district as a whole.

Adopted: June 2011

Revised: October 2020; August 2019; December 2018; September 2015; February 2013

Cross Reference: Policy Nos. A02.00; 1005; 1240; 1310; 6550; 6550BP; Series 0000

Related Superintendent Procedure: N/A

Previous Policies:

Legal References:

Management Resources: