

**Governance Process Monitoring Document
2016-17**

Policy Type: Governance Culture

**GC-1
Board Purpose**

| In compliance | Out of Compliance |
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| X | |

The Board of Education of Hutchinson USD 308 School District represents, leads and serves the district's patrons and holds itself accountable to them by committing to act in their best interests and by ensuring that all Board and organizational action is consistent with law and the Board's policies.

The Board's purpose is to assure that the organization achieves the results described in the board's **Results** policies and that it operates according to the values expressed in the Board's **Operational Expectations** policies.

If "Out of Compliance" is marked, note reasons:

GC-2 Governing Commitments

The Board will govern lawfully with primary emphasis on Results for students; encourage full exploration of diverse viewpoints; focus on governance matters rather than administrative issues; observe clear separation of Board and Superintendent roles; make all official decisions by formal vote of the Board; and govern with long-term vision.

Accordingly:

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1. The Board will function as a single unit. The opinions and personal strengths of individual members will be used to the Board's best advantage, but the Board faithfully will make decisions as a group, by formal vote. No officer, individual, or committee of the Board will be permitted to limit the Board's performance or prevent the Board from fulfilling its commitments.

If "Out of Compliance" is marked, note reasons:

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| X | |

2. The Board is responsible for its own performance, and commits itself to continuous improvement. The Board will assure that its members are provided with training and professional support necessary to govern effectively. As a means to assure continuous improvement, the Board regularly and systematically will monitor all policies in this section, and will assess the quality of each meeting by debriefing the meeting following its conclusion.

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3. To ensure that the Board's business meetings are conducted with maximum effectiveness and efficiency, members will:
 - a. come to meetings adequately prepared
 - b. speak only when recognized
 - c. not interrupt each other
 - d. not engage in side conversations
 - e. not repeat what has already been said
 - f. not "play to the audience" or monopolize the discussion
 - g. support the president's efforts to facilitate an orderly meeting
 - h. communicate openly and actively in discussion and dialog to avoid surprises
 - i. encourage equal participation of all members
 - j. practice respectful body language

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4. The Board will use a consent agenda as a means to expedite the disposition of routine matters and take action on other items of business it chooses not to discuss. All administrative matters delegated to the Superintendent that are required to be approved by the Board will be acted upon by the Board via the consent agenda.

If “Out of Compliance” is marked, note reasons:

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|---------------|-------------------|
| X | |

5. An item may be removed from the consent agenda upon approval of a majority of the Board members present.

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|---------------|-------------------|
| X | |

6. After the first full cycle of monitoring, the monitoring of ***Operational Expectations*** policies will be included on the agenda for separate discussion if the Superintendent reports indicate non-compliance, if a majority of the Board has questions about Superintendent compliance or reasonable interpretation, or if policy content is to be debated. **OE** monitoring reports may be included in the consent agenda if the report is not substantially changed from the prior year.

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| X | |

7. The Board will direct the organization through policy. The Board’s major focus will be on the results expected to be achieved by students, rather than on the strategic choices made by the Superintendent and staff to achieve those results.

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| X | |

8. The Board, by majority vote of the full Board, may revise or amend its policies at any time. However, as a customary practice, a proposed policy revision will be discussed at one session of the Board prior to being approved at a subsequent Board meeting.

If “Out of Compliance” is marked, note reasons:

Policy Type: Governance Culture**Board Job Description**

The Board's job is to represent, lead and serve the patrons and to govern the district by establishing expectations for organizational results, expectations for quality operational performance, and monitoring actual performance against those expectations.

The Board will:

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| In compliance | Out of Compliance |
| X | |

1. Ensure that the **Results** are the dominant focus of organizational performance.

If "Out of Compliance" is marked, note reasons:

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| X | |

2. Advocate for the district and the students it serves.

If "Out of Compliance" is marked, note reasons:

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| | X |

3. Initiate and maintain constructive two-way dialogue with students, staff, parents and the citizens as a means to engage all stakeholders in the work of the Board and the district.

If "Out of Compliance" is marked, note reasons:

Improvement needed and ideas for increasing dialogue and contact with parents and community.

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4. Develop written governing policies that address:
 - a. **Results:** The intended outcomes for the students served by the district;
 - b. **Operational Expectations:** Statements of the Board's values about operational matters delegated to the Superintendent, including both actions and conditions to be accomplished and those prohibited;

- c. **Governance Culture:** Definition of the Board’s own work, the processes it will employ and conditions within which it will accomplish that work;
- d. **Board/Superintendent Relationship:** The role relationship of the Superintendent and the Board, including the specified authority of the Superintendent and the process for monitoring district and Superintendent performance.

If “Out of Compliance” is marked, note reasons:

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| X | |

- 5. Ensure acceptable Superintendent performance through effective monitoring of **Results** and **Operational Expectations** policies.

If “Out of Compliance” is marked, note reasons:

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|---------------|-------------------|
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| X | |

- 6. Ensure acceptable Board performance through effective evaluation of Board actions and processes.

If “Out of Compliance” is marked, note reasons:

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|---------------|-------------------|
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| X | |

- 7. Appoint an independent auditor to conduct an annual external review of the district’s financial condition and report directly to the Board.

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