

## POLICY TO PROMOTE SCHOOL BOARD EFFECTIVENESS

### 1.0 Purpose

Enacted in 1993 and amended in 2003, West Virginia Code §18-5-14 places school boards in the forefront of citizen-inspired public education leadership, policy and decision-making. In order to fulfill the requirements of the statute, the Board adopts this policy.

### 2.0 Direct Links Between the Board and Local School Improvement Councils.

To enable the Board to receive information, comments, and suggestions directly from local school improvement councils regarding broad guidelines for oversight procedures, standards of accountability, and planning for future needs, the following direct links are established between the Board and its local school improvement councils:

- 2.1 **Scheduled Annual Meetings.** The Board shall meet at least annually with a quorum of members from each local school improvement council. The meeting schedule for the year shall be established by the Board at its regularly scheduled September meeting.
- 2.2 **Annual Meeting Agenda.** At least 30 days before a local school improvement council's annual meeting with the Board, the Board shall develop and submit to the local school improvement council an agenda for the meeting. The agenda shall identify the items which the council chair or the chair's designee is to address at the meeting. The items shall include, but need not be limited to, items designated by the Board from the report created for the State Board under part 2.5 of this policy, as well as one or more of the following issues: school performance, curriculum, status of the school in meeting the unified school improvement plan, and status of the school in meeting the county plan.
- 2.3 **Requests for Information.** Throughout the year, the Board may make written requests for information from local school improvement councils or hold community forums to receive input from the affected community as the Board considers necessary.
- 2.4 **Additional Meetings.** At its discretion, the Board may hold additional meetings with any local school improvement council. In particular, the Board may schedule additional meetings with the local school improvement council for any low performing school.

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- 2.5 **Annual Report.** At the conclusion of each school year, the Superintendent shall prepare, for adoption by the Board, a report concerning the meeting or meetings held with the local school improvement councils during the school year. In drafting the report, the Superintendent shall consult with the councils and may request their assistance. Upon approval by the Board, and no later than September 1 of each year, the report, including any amendments made by the Board, shall be delivered by the Superintendent to the State Board of Education.
- 2.6 **Additional Links Between the Board and Local School Improvement Councils.** The Board may utilize other strategies to communicate with Local School Improvement Councils as the need arises. These strategies may include, but need not be limited to, a) input sessions in addition to the annual meeting b) surveys of councils , c) distribution of specific information items to Local School Improvement Councils, and d) distribution of proposed policies for comment.

**3.0 Direct Links Between the Board and Faculty Senates.**

To enable the Board to receive information, comments, and suggestions directly from faculty senates regarding broad guidelines for oversight procedures, standards of accountability, and planning for future needs, the following direct links are established between the Board and its faculty senates.

- 3.1 **Channels for written input.**
- a) Copies of all proposed policies will be sent to the Chair of each Faculty Senate for comments and suggestions.
  - b) Surveys may be used by the Board to elicit input on specific topics.
- 3.2 **Board Meeting Involving Faculty Senates.** A portion or portions of regular or special meetings may be devoted to hearing from faculty senates, particular faculty senates or representatives of faculty senates. In order to manage the meeting effectively, the Board and/or Superintendent shall communicate the purpose of the session to the Faculty Senate chair and principal prior to the scheduled meeting

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**4.0 Direct Links Between the Board and the Community at Large.**

The following steps shall be taken to develop direct links between the Board and the community at large, allow for community involvement at regular board meetings, and regularly communicate with the public regarding important issues:

- 4.1 **Surveys of the Community.** Surveys may be used by the Board to obtain information, to evaluate board programs, or to study issues. Various types of surveys may be used. The type of survey will be determined by the Board based upon the particular need.
- 4.2 **Forums.** The Board may convene forums to address specific topics. Those attending are usually invited by the Board and represent various constituents, based upon the specific issue.
- 4.3 **Individual Citizen Input.** The Board will also consider input by individuals desiring to address specific policies, oversight procedures, the development and implementation of standards of accountability, and long-range planning. Individuals desiring to speak to the Board on these issues are requested, but not required, to provide their name, address and subject matter at least five (5) days prior to the meeting. However, if such notice is not possible, the required notice is five (5) minutes prior to the scheduled meeting. Each speaker will be allowed no more than three (3) minutes to address the Board unless additional time is allowed by the Board chair (reference Policy B-1 and BDDH).

**5.0 Periodic review of Personnel Policies.**

The following procedures shall be followed to ensure that the Board's personnel policies are periodically reviewed to determine their effectiveness.

- 5.1 **Annual Review of Existing Policies.** Annually the Director of Human Resources will review new legislation to determine necessary policy changes. He/she will advise the superintendent of such changes and prepare revisions for consideration by the Board. This review process shall be completed as soon as possible after legislative action.

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**6.0 Broad Guidelines for the School District.**

The Board recognizes its responsibility to provide broad guidelines for the school district, including the establishment of specific oversight procedures, development and implementation of standards of accountability, and development of long-range plans to meet future needs.

- 6.1 **Record; Annual Review.** The procedures required by the previous sections of this policy are all intended to meet these ends. A record shall be kept of all suggestions made under the previous sections by local school improvement councils, faculty senates, and the community at large regarding broad guidelines for oversight procedures, standards of accountability, and planning for future needs. At least annually, the record shall be considered by the Board to identify suggestions worthy of further consideration.
- 6.2 **Existing Policies.** Additionally, the Board confirms that any of its existing policies and resolutions regarding the school district's vision, mission, planning procedures, and goals shall, until withdrawn or amended, be interpreted and applied as specific oversight procedures, standards of accountability, and long-range plans to meet future needs.

**7.0 Use of School-Based Accreditation and Performance Data.**

To meet the education goals of the State of West Virginia and such other goals as the Board may establish, the Board shall use school-based accreditation and performance data provided by the State Board of Education, as well as other available data, in Board decision making. To that end:

- 7.1 **State Goals.** The Superintendent shall compile and share with the Board, at least annually, the education goals of the State of West Virginia.
- 7.2 **Performance Data.** Performance data will be provided to the Board during regular meetings. These items will be provided as information items to be used in making decisions to meet the education goals of the State and the other such goals as the Board may establish. This data may consist of, but need not be limited to:
  - a) school and county report cards
  - b) accreditation information
  - c) results of monitoring teams such as Special Education and Title I.

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**8.0 Policy Review**

The Board shall at least annually, before August 1, review the provisions of this policy and make such amendments as the Board finds necessary to effectuate the requirements of West Virginia Code §18-5-14.

Source: Board of Education Minutes

Date: 10/28/03