

DOUGLAS COUNTY SCHOOL DISTRICT BOARD ITEM
BOE Meeting: May 28, 2024

Subject: GP 1.5, Agenda Planning

Recommended Action: The Board of Education may submit comments, ask for clarification, and request additional information to assist the Board in the compliance ruling for this policy, which will occur June 18, 2024 as recommended by Director Susan Meek, Douglas County School District Board of Education.

Pertaining to Governance Policy: Governance Process 1.5, Agenda Planning. Complete GP 1.5 policy language is attached to this Board item as well.

Background: The Douglas County School Board is beginning a routine and systematic process of self-evaluation where it regularly reviews its Board-Superintendent Linkage and Board Process policies. The review is meant to be positive, constructive, and educational.

Rationale/Objective: The objective of monitoring Governance Process 1.5, Agenda Planning is three-fold:

1. To ensure that Douglas County School District (DCSD) Board of Education is in compliance with this policy;
2. To hold itself accountable to the public for its performance; and
3. To review policy wording.

Cost/Benefit Analysis: NA

Alternatives: The Board of Education may:

- a) Accept the report as is and adopt a resolution at the June 18, 2024 meeting, indicating that the Board is in compliance;
- b) Not accept the report and ask that changes to the report be made and brought back for further discussion; or,
- c) Accept the report as is and adopt a resolution at the June 18, 2024 meeting stating that the Board is non-compliant.

Submitted by: Director Susan Meek, DCSD Board of Education

Date: May 28, 2024

GP 1.5 Agenda Planning

The Board will prepare and follow an annual agenda plan that includes (1) a complete re-exploration of Ends policies annually and (2) continuous improvement in Board performance through Board education, enriched input, and deliberation.

Accordingly:

1.5.1 The Board's annual planning cycle will conclude each year on the last day of October, so that administrative planning and budgeting can be based on accomplishing a one-year segment of long-term Ends.

1.5.2 The cycle will start with the Board's development of its agenda for the next year.

1.5.2.1 The Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role. This may include consultations with selected groups in the ownership, other methods of gaining ownership input, governance education, and other education related to Ends issues, (e.g. presentations by advocacy groups, demographers, other providers, staff, etc.).

1.5.2.2 The President will, at the commencement of the Board's annual planning cycle, prepare for the Board's consideration a tentative agenda plan for the following year's meetings.

1.5.3 The President will determine the agenda for any particular meeting, although Board members may request or recommend any appropriate matters for Board consideration.

1.5.3.1 A Board member may recommend or request a matter for Board discussion by submitting the item to the President no later than the regularly scheduled agenda planning session.

1.5.3.2 The meeting agenda will be finalized at a regular agenda planning session by the President. Any other Board member and the Superintendent are welcome to attend. The President shall ensure that Board meeting agendas:

1.5.3.2.1 Reflect the need for monitoring and revision of all Board policies, and for monitoring performance of the Superintendent relative to the Board's Ends and Executive Limitations policies.

1.5.3.2.1.1 Responsibility for Board self-evaluation will rotate each meeting to a different Board member.

1.5.3.2.1.2 While material violations of Board policies may be noted immediately during a meeting of the Board, self-evaluation will normally occur at the end of each meeting prior to adjournment.

1.5.3.2.2 Reflect the need for timely decision-making and community feedback.

1.5.3.2.3 The President may delegate this authority to other Board members when appropriate, but is ultimately accountable for the Board's meeting agendas.

1.5.3.3 The meeting agenda and packet are to be received by Board members at least four days prior to the scheduled Board meeting.

1.5.3.4 By an affirmative vote of a majority of the members of the Board present at a regular meeting, additional matters may be added to the agenda of any such Board meeting.

1.5.4 The Board will attend to Consent Agenda items (those items delegated to the Superintendent yet required by law or contract to be Board-approved) as expeditiously as possible.

1.5.5 Monitoring reports due and/or submitted will be on the agenda for acceptance by the Board. Discussion of the reports will be only for indication of policy violations or if the Board does not consider the Monitoring Reports to be reasonable. Other discussion of operational activities and performance will be included on the agenda only if other data indicate policy violations, if policy criteria are to be debated, or if the Board for any reason chooses to amend its monitoring schedule.

1.5.6 Superintendent evaluation summary and compensation will be decided annually (to be effective July 1) after a review of monitoring reports received during the past year.

Date Adopted/Last Revised: 12.13.22

Date Reviewed: 05.28.24

Memorandum

TO: Board of Education
FROM: Director Susan Meek, DCSD Board of Education
DATE: June 18, 2024
SUBJECT: Monitoring Report for Governance Process 1.5, Agenda Planning

I certify that, to the best of my knowledge, this information is accurate as of May 28, 2024

Period Monitored: January 1, 2023 through May 28, 2024

Monitoring Report Status: Non-compliant

Evidence: The evidence used in monitoring this policy is as follows:

- [Board agendas;](#)
- [Board meeting minutes;](#)
- [Community Connections Plan;](#) and
- [Superintendent evaluation.](#)

All evidence is available through the Board Assistant Secretary.

After reviewing all evidence, the Board is **non-compliant** in that it has not operated with a pre-determined annual agenda plan that is prepared by the Board President and presented to the entire Board for consideration.

That being said, much of the evidence reviewed reflects that the Board is working to address many of the elements highlighted in the policy, specifically:

- (1) a complete re-exploration of Ends policies annually and
- (2) continuous improvement in Board performance through Board education, enriched input, and deliberation.

However, in order for the Board to become compliant with Policy 1.5, Agenda Planning, the President needs to create an annual agenda plan, share it with the Board, and follow the agenda planning cycle as described in the policy.

Specific compliance ratings for policy statements are provided below:

GP 1.5 Agenda Planning

The Board will prepare and follow an annual agenda plan that includes (1) a complete re-exploration of Ends policies annually and (2) continuous improvement in Board performance through Board education, enriched input, and deliberation.

1.5.1 The Board’s annual planning cycle will conclude each year on the last day of October, so that administrative planning and budgeting can be based on accomplishing a one-year segment of long-term Ends.

NON-COMPLIANT — There is no evidence supporting an annual planning cycle, as described in this policy and in accordance with Policy Governance standards.

1.5.2 The cycle will start with the Board’s development of its agenda for the next year.

NON-COMPLIANT — Again, there is no evidence supporting an annual planning cycle. Over the monitoring period (January 2023 through May 2024), the Board President has not prepared an “annual agenda plan”. A sample annual agenda plan is attached for the Board’s consideration as a template for the next planning cycle. To become in compliance with the Board’s policy, the Board President needs to prepare for the Board’s consideration a tentative agenda plan.

1.5.2.1 The Board will identify its priorities for Ends and other issues to be resolved in the coming year, and will identify information gathering necessary to fulfill its role. This may include consultations with selected groups in the ownership, other methods of gaining ownership input, governance education, and other education related to Ends issues (e.g., presentations by advocacy groups, demographers, other providers, staff, etc.).

COMPLIANT — The Board identifies its priorities for Ends and other issues through its perpetual Community Connections Plan, where it identifies selected groups to engage with predetermined questions. In addition, the Board has received enriched input that refers to information and perspectives that go beyond the typical or routine. “Enriched input” is designed to enhance the Board’s understanding and decision-making process. Over this monitoring period, evidence is available to support the following areas:

External Experts: Presentations have been made by experts on polling, demographics, legislation and lobbying, and litigation efforts regarding the effects of social media.

Data Analysis: In addition to the above presentations, staff have presented on key topics, including student achievement, education policy, school operations, growth and decline issues.

Stakeholder Feedback: In addition to the Community Connections Plan, the Board has received presentations from the Student Advisory Group, District Accountability Committee, Mill Bond Oversight Ad Hoc Committee, and Long Range Planning Committee. Other evidence would be memos provided by the Fiscal Oversight Committee to the Board of Directors on relevant topics. Public comment was held at every meeting where Board action was taken.

Benchmarking: Through the regular and routine monitoring cycle of Ends and Executive Limitations, the Board is focused on comparing the District’s performance to other schools or districts to identify areas for celebration and improvement.

Scenario Planning: Evidence exists to support that the Board is also exploring potential future challenges and opportunities through its Community Connections Plan and Growth & Decline presentations to help the Board make strategic decisions.

By incorporating "enriched input," the Board aims to move beyond simply reviewing policies and procedures. It is looking for a more comprehensive understanding of the issues at hand, considering diverse perspectives, and making informed decisions based on a richer set of information.

1.5.2.2 The President will, at the commencement of the Board's annual planning cycle, prepare for the Board's consideration a tentative agenda plan for the following year's meetings.

NON-COMPLIANT — There is no evidence of a tentative agenda plan prepared nor presented to the Board for consideration.

1.5.3 The President will determine the agenda for any particular meeting, although Board members may request or recommend any appropriate matters for Board consideration.

COMPLIANT — As reflected on the Board calendar, the Board President regularly holds an agenda planning meeting on the Thursday morning following each Board meeting for the next regularly scheduled Board meeting. The planning meeting is open to all Board members and is publicly noticed.

1.5.3.1 A Board member may recommend or request a matter for Board discussion by submitting the item to the President no later than the regularly scheduled agenda planning session.

1.5.3.2 The meeting agenda will be finalized at a regular agenda planning session by the President. Any other Board member and the Superintendent are welcome to attend. The President shall ensure that Board meeting agendas:

COMPLIANT

1.5.3.2.1 Reflect the need for monitoring and revision of all Board policies, and for monitoring performance of the Superintendent relative to the Board's Ends and Executive Limitations policies.

1.5.3.2.1.1 Responsibility for Board self-evaluation will rotate each meeting to a different Board member.

NON-COMPLIANT — The Board does not conduct self-evaluations at each meeting.

1.5.3.2.1.2 While material violations of Board policies may be noted immediately during a meeting of the Board, self-evaluation will normally occur at the end of each meeting prior to adjournment.

1.5.3.2.2 Reflect the need for timely decision-making and community feedback.

1.5.3.2.3 The President may delegate this authority to other Board members when appropriate, but is ultimately accountable for the Board's meeting agendas.

1.5.3.3 The meeting agenda and packet are to be received by Board members at least four days prior to the scheduled Board meeting.

PARTIALLY COMPLIANT — Board packets are posted by 5:00 pm on Fridays preceding Tuesday Board meetings. However, all Board packet materials are not routinely uploaded until Monday or Tuesday.

1.5.3.4 By an affirmative vote of a majority of the members of the Board present at a regular meeting, additional matters may be added to the agenda of any such Board meeting.

1.5.4 The Board will attend to Consent Agenda items (those items delegated to the Superintendent yet required by law or contract to be Board-approved) as expeditiously as possible.

1.5.5 Monitoring reports due and/or submitted will be on the agenda for acceptance by the Board. Discussion of the reports will be only for indication of policy violations or if the Board does not consider the Monitoring Reports to be reasonable. Other discussion of operational activities and performance will be included on the agenda only if other data indicate policy violations, if policy criteria are to be debated, or if the Board for any reason chooses to amend its monitoring schedule.

PARTIALLY COMPLIANT — As the Board is reinstating routine and regularly scheduled monitoring reports, the process is still under development requiring discussion at meetings.

1.5.6 Superintendent evaluation summary and compensation will be decided annually (to be effective July 1) after a review of monitoring reports received during the past year.

COMPLIANT — On June 20, 2023, the Board completed its annual evaluation of the Superintendent. The [Superintendent evaluation](#) summary document provides evidence the evaluation was conducted.

Conclusion: To the best of my knowledge this information is accurate as of May 28, 2024. This report should reflect that the Board is **non-compliant** with Governance Process 1.5, Agenda Planning.

SAMPLE BOE Agenda Planning Calendar

Month	Board Education &				Board Self-Eval	Required Approvals / Other Items
	Planned Connections	Professional Development	Ends and EL Decisions	Monitoring CEO		
9-Jan-24	<ul style="list-style-type: none"> • <i>Connections Plan discussion</i> 	<ul style="list-style-type: none"> • <i>Presentation by staff on social media challenges</i> 				
23-Jan-24		<ul style="list-style-type: none"> • <i>Presentation by legal experts on social media litigation</i> 		<ul style="list-style-type: none"> • <i>End #1, Academic Excellence</i> • <i>EL5, Commitment to Accomplishment and Accountability</i> • <i>EL6, Educational Program</i> • <i>E6, Instructional Materials Selection & Adoption</i> 		<ul style="list-style-type: none"> • <i>Notice of Meetings of BOE</i> • <i>Charter renewals</i> • <i>Budget revision</i>
13-Feb-24		<ul style="list-style-type: none"> • <i>Capital needs recommendations by staff</i> 				<ul style="list-style-type: none"> • <i>Supt. Mid-year feedback (per motion)</i>
24-Feb-24	<ul style="list-style-type: none"> • <i>Board Committee linkage at retreat</i> 	<ul style="list-style-type: none"> • <i>Discussion on Board Self-evaluation process</i> 	<ul style="list-style-type: none"> • <i>Begin discussion on updates to Ends and ELs</i> 			
27-Feb-24		<ul style="list-style-type: none"> • <i>CASB Student Day at the Capital</i> 		<ul style="list-style-type: none"> • <i>End #5, Financial Well-being</i> • <i>EL14, Budgeting</i> • <i>EL15, Financial Administration</i> • <i>E16, Asset Protection</i> 		<ul style="list-style-type: none"> • <i>Approve Q2 Financial Report</i> • <i>Comp & Benefits</i>
12-Mar-24	<ul style="list-style-type: none"> • <i>Connections Plan discussion</i> 			<ul style="list-style-type: none"> • <i>End #2, Outstanding Educators & Staff</i> • <i>EL11, Staff Treatment</i> • <i>EL12, Staff Compensation</i> • <i>E13, Staff Evaluation</i> 	<ul style="list-style-type: none"> • <i>BSL 1.0, Governance-Management Connection</i> • <i>BSL 1.1, Providing Direction & Delegation to the Superintendent</i> • <i>BSL 1.2, Unity of Control</i> • <i>BSL 1.3, Accountability of the Superintendent</i> • <i>BSL 1.4, Monitoring the Superintendent Performance</i> <p><i>[For approval at Apr 24 meeting]</i></p>	<ul style="list-style-type: none"> • <i>Supt. summative evaluation (per contract -- motion in Sep '23 expanded to no later than June 30)</i>
2-Apr-24		<ul style="list-style-type: none"> • <i>DAC Budget Subcommittee report</i> 	<ul style="list-style-type: none"> • <i>Discuss updates to Ends and ELs</i> 			

SAMPLE BOE Agenda Planning Calendar

Month	Board Education &				Board Self-Eval	Required Approvals / Other Items
	Planned Connections	Professional Development	Ends and EL Decisions	Monitoring CEO		
23-Apr-24	<ul style="list-style-type: none"> • SAG presentations • Staff linkage on 4/24 	<ul style="list-style-type: none"> • Board work session on the Board budget 		<ul style="list-style-type: none"> • End #4, Collaborative Parent, Family, & Community Relations • EL4, Communication to the Board • EL8, Treatment of Students, Parents/Guardians, & Community Members 	<ul style="list-style-type: none"> • GP 1.1, The Board's Governing Style • GP 1.2, The Job of the Board • GP 1.9, Cost of Governance 	<ul style="list-style-type: none"> • Licensed & Cabinet Contract Templates
7-May-24						<ul style="list-style-type: none"> • BOE 2024-25 Meeting Schedule • CBA with ATU
28-May-24	<ul style="list-style-type: none"> • Young parents linkage (Date TBD) 			<ul style="list-style-type: none"> • End #3, Safe, Positive Culture & Climate • EL8, Treatment of Students, Parents/Guardians, & Community Members • EL9, Student Conduct, Discipline & Attendance • Community Members • EL10, School Safety 	<ul style="list-style-type: none"> • GP 1.3, Board President Responsibilities • GP 1.4, Other Board Officers 	<ul style="list-style-type: none"> • Approve Q3 Financial Report • Student Fee Schedule • Legal notice on proposed budget
18-Jun-24					<ul style="list-style-type: none"> • GP 1.5, Agenda Planning • GP 1.8, Board Members Code of Conduct 	<ul style="list-style-type: none"> • BOE Committee Recognitions • Budget Adoption • Master Capital Plan approved
24-Jun						
20-Jul-24	<ul style="list-style-type: none"> • Board Committee linkage at retreat 	<ul style="list-style-type: none"> • Determine Board education needs for the year 	<ul style="list-style-type: none"> • Discuss changes to Board Governance Book • Discuss monitoring for 2024-25 school year (BSL 1.4.4) 			
Aug-24			<ul style="list-style-type: none"> • Approve changes to Board Governance Book 		<ul style="list-style-type: none"> • GP 1.0, Board's Purpose • GP 1.6, Board Committee Principles • GP 1.7, Board Committee Structure 	<ul style="list-style-type: none"> • Board Committee Priorities set

SAMPLE BOE Agenda Planning Calendar

Month	Planned Connections	Board Education &			Board Self-Eval	Required
		Professional Development	Ends and EL Decisions	Monitoring CEO		Approvals / Other Items
Aug		<ul style="list-style-type: none"> • Enrollment update • Preliminary property valuation statements 				<ul style="list-style-type: none"> • Election-related IGA (if needed)
Sep						
Sep						<ul style="list-style-type: none"> • Adopt performance plan (UIP) for school district • 4Q budget update • Select CASB Voting Delegate for DA Meeting
Oct		<ul style="list-style-type: none"> • Review CASB Delegate Assembly resolutions 				<ul style="list-style-type: none"> • UIP Adoption • Supt. formative evaluation (per contract) • Board annual planning cycle updated (GP 1.5.1)
Nov						
Nov						<ul style="list-style-type: none"> • Approve Q1 Financial Report • Select CASB Voting Delegate for Business Meeting
Dec		<ul style="list-style-type: none"> • Verification of funded pupil count • Board Retreat/Work Session • CASB Annual Convention 				<ul style="list-style-type: none"> • Certify mill levy