

**TITLE: Duval County School Board Management Oversight**

**OVERVIEW**

The school district's goal is to accelerate academic achievement and eliminate the achievement gap. The purpose of this policy is to clarify the roles of the school board and superintendent in management oversight. The school board is responsible for management oversight of all major systems of the Duval County Public Schools including but not limited to, finances, curriculum and instruction, human resources, safety and security, construction management and facilities maintenance, transportation, custodial, food and technology. The school board's role in management oversight is to review the performance of all major systems, at least annually, through formal reports, audits and any other reporting method deemed appropriate by the school board through the superintendent. The school board will develop and use a district wide annual data dashboard. The school board 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 board will schedule Management Oversight Workshops to review overall system integrity for each major system no less than bi-annually, will receive system performance reports during annually scheduled workshops, and will identify any other periodic reporting required. The Board will submit information requests/questions to the Superintendent five weeks prior to the scheduled workshop. The Board Chairman and Superintendent will confer at least four weeks prior to the workshop to finalize information requests. Board will receive final workshop documents not less than one week prior to the scheduled workshop. Superintendent will provide data summaries and analysis from Constituent Services for all major systems. Reports containing extensive data will also include executive summaries.

In addition to the Management Oversight Workshops, the board will fulfill its management oversight responsibilities for the following systems by:

**Finances**

- Reviewing processes used to ensure integrity of all major components of the district's financial systems.
- Receiving and reviewing the annual external audit of the district's finances.
- Requiring superintendent to follow up on the recommendations of the external auditors on a time appropriate basis, not to exceed six months unless otherwise approved by the Board.
- Receiving and reviewing all internal audit reports.
- Requiring superintendent to make any necessary procedural changes based on internal audit reports.
- Maintaining a standing audit committee comprised of the board (Committee of the Whole).

## **Curriculum and Instruction**

- Reviewing status of curriculum documentation and availability to teachers.
- Reviewing processes for ensuring consistency of documented curriculum and assessments.
- Reviewing processes for building or buying new curriculum materials consistent with the Aligned Instructional System Theory of Action.
- Reviewing processes and status for training all certificated staff in curriculum, standards, and Theory Of Action.

## **Human Resources**

- Reviewing effectiveness of professional development.
- Requiring superintendent to uphold integrity and transparency of selection processes.
- Requiring superintendent to ensure diversity of district staff with respect to gender, race, and professional backgrounds.
- Receiving quarterly reports on staffing.

## **Operations**

- Safety and Security
  - Review level of service and trend data
- Construction Management and Facilities Maintenance
  - Review 5 year plan and completed projects.
- School Support Services-Transportation, Custodial, Food Service
  - Review contracts annually.
  - Review value added and level of service
  - Review customer input

## **Technology**

- Receiving return on investment calculations for all major systems.
- Requiring superintendent to maintain equity of technology in all schools.
- Reviewing “up” time for all systems.

## **Superintendent**

- Requiring a clear, fair and transparent planning process.
- Reviewing annually the Superintendent’s performance targets.

This policy will be reviewed annually in June.