

Changes in Board Meeting Procedures, November 2017

Purpose: 1. To more clearly delineate *work that is that of the Board of Education and not administrative work*. 2. To continue to communicate *important and relevant information* to the Board of Education, but in a venue that is less confusing to the members of the Board of Education and administration. 3. To establish communication protocols that align with the Trust Cycle to develop a *shared understanding and shared expectations* as it relates to questions/critiques of specific bills and checks; especially with *respect to timelines and methods of questions and responses*.

Consent Agenda: Continue to place the Board Financials in the Consent Agenda. The Financial Report will be exactly the same format as before with two exceptions:

- a. Add the ProjectLEAF Expenditures that has been part of the Operations Report previously
- b. Add the Budget Variance Report for Expenditures that has been part of the Operations Report.

Board Work: The first item on the agenda under *Board Work* shall be labeled "After Action Review of the Financial Summary", which will be a short report that focuses in on a few key components of the larger financial report. It shall be labeled as such since the Board of Education would have already approved these expenditures. This Summary for review shall contain the following:

- a. The Financial Report Summary, which is now the overview to the Board financial report (and it will also remain there).
- b. A listing of the Accounts from our General Ledger which will show expenses of more than \$5,000 for the month. We will also attempt to provide some description for the goods and services included in those expenses.
- c. A revenues report for the month, which will be broken down by Local, State, and Federal income.
- d. Each month we will also try to include some other component of the District's finances for board review. For example, activity accounts, or student lunch/breakfast info, etc. We will also make this available in paper format for members of the community who may attend the meeting, as well as post online on SchoolBoardNet. This will not be an action item, since all of the information is already posted in the Consent Agenda, albeit in a different format.
- e. The administration and business office will strive to have all of the bills and accounting information available by the end of the day on the Friday preceding the regular board meeting. If a board member wishes to ask questions related to specific checks or accounts, and wants an answer to these questions prior to approving the Financial portion of the meeting agenda, it would be helpful if those questions could be submitted prior to noon on Wednesday (the day before the meeting). The administration will

endeavor to prepare responses to be shared with all board members, whether the questions are presented orally or in writing. Where possible the responses will be provided to all board members prior to the meeting to make the vote more efficient and to inform all board members of the question(s) and the answer(s).

There will no longer be any reports by the Superintendent or Chief School Business Official separate from those listed under board work. During the weeks between meetings we will distribute to you a report of other activities throughout the District. We will also make such an administrative report available online at the District website and social media outlets. This will also attempt to try to keep a clear delineation between what is board work and what is administrative work. We hope that this will help provide more meaningful information to the board in a format that re-aligns the integrity of the intended purpose of public board meetings.