

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Board of Education
Upper Marlboro, MD 20772

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Policy No.

BOARD OF EDUCATION POLICY

BASIC COMMITMENTS

Systems Oversight

Purpose

The Prince George's County Board of Education will advance the achievement of its diverse student body through community engagement, sound policy governance, accountability and fiscal management. The Board of Education will establish and practice systems oversight of all major operations to accomplish this mission. The purpose of this policy is to clarify the roles of the Board of Education and Superintendent in systems oversight.

Definition

Systems oversight is the role of the Prince George's County Board of Education in its review of the performance of all operations throughout the Prince George's County Public School system. The review will be through formal reports, audits and all reporting methods deemed appropriate by the Board of Education through the Superintendent.

Systems oversight will include reporting on goals, balanced score card measures, value added and level of service provided. The areas covered will include but not be limited to the following areas:

Finances

1. Reviewing processes used to ensure the integrity of all the major components of the district's financial systems and their interaction with other internal and external systems.
2. Receiving and reviewing the annual external financial audits of the school district'.
3. Requiring the Superintendent to follow the recommendations of the external auditors, on a time appropriate basis but, not to exceed four months, unless otherwise approved by the Board.

4. Receiving and reviewing all internal audit reports.
5. Requiring the Superintendent to make any necessary procedural changes which are based on internal audit reports.
6. Maintaining a standing audit committee comprised of the entire board (or committee of the whole).
7. Reviewing position control.

Human Resources

1. Reviewing effectiveness of professional development.
2. Requiring the Superintendent to uphold integrity and transparency in the selection process.
3. Requiring the superintendent to ensure diversity of district staffs, with respect to gender, race, national origin and professional background.
4. Reviewing customer service.
5. Reviewing recruitment and retention strategies.
6. Reviewing compensation and benefits plans.
7. Reviewing labor relations.

Operations and Supporting Services

1. Reviewing Safety and Security.
2. Reviewing the level of service and trend data.
3. Reviewing Construction Management and Facilities Maintenance
4. Reviewing 5-year plan and completed projects.
5. Reviewing School Support Services: Transportation, Custodial, Food Service.
6. Reviewing contracts and progress toward Minority Business Enterprise goals.
7. Reviewing migration plan for integrating legacy systems and completed projects.
8. Reviewing student information systems.

Information Systems

1. Receiving return on investment calculations for all major systems.
2. Requiring the Superintendent to maintain equity/equality of technology enhancements in all schools.
3. Reviewing “up” time for all systems. (Reviewing optimum performance for all systems)

Systems oversight by the Board of Education will occur through regularly scheduled System Oversight Meetings as outlined in Bylaw 9360 - Meetings of the Board.

The results of Systems Oversight Meetings will be used in the Superintendent's goal setting and evaluation, in compliance with Board Policy 8265 - Evaluating the Superintendent of Schools.

Board of Education Members and the Superintendent understand that systems oversight is the responsibility of the Board of Education, as a whole, and not that of individual Board Members or of the Superintendent by himself/herself. The Board will not interfere with the Superintendent's management of the district nor will the Superintendent interfere with the oversight responsibility of the Board.

Responsibility

Board of Education

It is the responsibility of the Board of Education, upon written request by the chair no less than annually, to have presented to the board in a public forum a presentation by the Superintendent or his/her designee a detailed report/audit of the requested department within the Prince George's County Public Schools. The Board will establish a schedule of when such reports/audits are due. This does not however, prevent the Board of Education from requesting a report/audit of a department prior to the established schedule. The Board may from time to time request that the report/audit due to confidentiality, be presented in closed session.

The Board will submit information requests/questions to the Superintendent five weeks prior to the scheduled Systems Oversight Meetings. The Board Chair and Superintendent will confer at least four weeks prior to the meeting to finalize information requests. The Board will receive final meeting documents no less than two weeks prior to the scheduled meeting. An exception to the aforementioned will be for unscheduled Systems Oversight Meetings which would be scheduled at the discretion of the Chair.

It is also the responsibility of the Board to direct the Superintendent expeditiously upon receipt of any report that warrants corrective action due to non-compliance with federal, state or local laws or established policies and procedures of the Board of Education or Prince George's County Public Schools. Direction will also be given if the report is not in keeping with the mission of the Board of Education.

This direction must be in writing with the signature by the Chair, which will include but, not be limited to the areas of concern; the laws, policies and administrative procedures that have not been adhered to if applicable and the directive must include the time in by which a response is required. The direction may be given verbally, but it must be followed up in writing no later than five (5) working days from receipt of the report.

Superintendent

It is the responsibility of the Superintendent to ensure that all scheduled meetings pertaining to systems oversight are posted on Prince George's County Public School's

website. The Superintendent will ensure that all final meeting documents are placed on the school's website one week prior to the scheduled meeting. The Superintendent shall prepare and post on the website a follow-up memo within two weeks following Systems Oversight Meetings outlining issues/questions raised in the meeting, any recommendations upon changes to policies, procedures and accountability measures and next steps.

The Superintendent shall, on an annual basis, provide a schedule of all reports required by Board policy, federal and state mandates, and other reports produced by Prince George's County Public Schools. All such reports will be provided to the Board as part of the information package for the relevant Systems Oversight Meeting. In addition to information requested by the Board, the Superintendent will provide data summaries and analyses. Reports containing extensive data will also include executive summaries.

The Superintendent will establish administrative procedures based upon the policies of the Board.

Policy Adopted
4/24/08