

Policy/Governance Committee 2019

Members

Susan Gandara (Chair), Mary Ann Gray, Stephen Quagliani

Mission

The Board of Education's Policy/Governance Committee is responsible for ensuring compliance with state and federal laws, mandates and guidelines, policy development and recommending District policy changes while ensuring the betterment and safety of the students.

Scope of responsibilities include:

In conjunction with Legal Counsel (where applicable):

Review existing policies in the Upper Saddle River District Policy Manual as part of the BOE's continuous effort to update and monitor District policies.

Ensure adequate Policy & Governance framework to:

- Assess and address emerging issues and meet changes in state and federal laws, mandates and guidelines
- Monitor and comply with approved policies/regulation
- Communicate proposed revisions or adoptions to Board for approval

Meetings

Proposed meeting frequency/timing:

- Work sessions – every two months, one hour, to review and agree tasks and milestones towards goal
- Board updates – monthly, 15 minutes (when appropriate)
- Off-sites – quarterly, two hour sessions to develop materials

Proposed dates: All meetings to be held at USR BOE Office

Work Sessions (Scheduled on dates of BOE meetings): Report and monitor progress of meeting goals and deliverables

March 18, 2019 (6 – 7 PM): Administrative involvement and delegation of policy areas

May 13, 2019 (6 – 7 PM): Establish and share criteria to review policies

Nov 18, 2019 (6 – 7 PM): Progress update on all 2019 goals/objectives

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Quarterly: Focus on development of goals and deliverables
February 6, 2019 (7 – 9 PM):
High level overview for training; yearly policy review process

Wednesday, June 12, 2019 (5 - 7PM):
Debrief Strauss Esmay training; conduct model policy review

October 16, 2019 (7 – 9 PM):
Discuss and review Code of Conduct and student handbook

Dec 4, 2019 (7 – 9 PM):
Review all recommendations and outcomes related to full policy review

2019 Goals and Objectives:

- District policies are clear and align and relevant to practice and values
- Regular legal updates and potential impact to policies /regulations
- Timely drafting and submission of proposed new policies and proposed revised policies
- Code of Conduct & Student Handbook align with policies and regulations
- New Board members are adequately trained on District policies and regulations

Deliverables/Dates:

- Document high level overview for training – Q1 2019
- Perform full review of policies and regulations to assess relevance to practice, values and clarity – Q4 2019
- Reconcile existing policies/regulations vs. Annual Code of Conduct & Student Handbook to ensure alignment – Q3 2019
- Formalize policy lifecycle process inclusive of :
 - Governance – ownership & oversight
 - Policy Management -drafting, reviewing, approval and retirement
 - Compliance – Assessment & Exception Management &KPIs
 - Documentation, Communication & Training