

**Grosse Pointe Public School System
Board of Education
Policy Based Governance Model for Core District Services**

Core District Services Policy Execution Process, Responsibilities, and Controls	Governing Policies
Board Establishes Policies, Selects Superintendent to Administer Policies	0132.1, 1210, 1220
Superintendent and Board Jointly Establish Annual District Goals	1110
Board Establishes Annual Superintendent Goals and Evaluation Criteria	1240

Administrative Responsibilities	Board Approvals and Controls	
<u>Academic Program Management</u>		
Develop, Execute School Improvement Plans	Approval of School Improvement Plans	2120
Create Academic Assessment Program	Approval/Review of Assessment Program/Results	2605, 2623, 2700
Development of Curriculum	Approval of Curriculum and Revisions	2210, 2250, 2220, 2230
Recommend Instructional Materials	Approval of Textbooks and Instructional Equipment	2521
Hire Professional Staff and Development	Approval of Recommendations, Staff Evaluation Reports	3120, 3242, 3220, 6510
<u>Financial Management</u>		
Recommendation of Tax Levy Rates	Approval of Tax Levy Rates	State Law
Development of Financial Projections	Review of Financial Projections	6210
	Approval of Budget Development Parameters	6231
Development of Budget	Approval of Budget	6220
Negotiation of Bargaining Unit Contracts	Approval of Bargaining Unit Contracts	1210
Implementation of Budget	Review of Financial Reports, Purchase Approvals	6231, 6320, 6470
	Review of Independent Financial Audit	6830
<u>Learning Environment Management</u>		
Determine Facilities Requirements	Approval of Construction Projects	7100, 6320, 6321
Develop Facilities Maintenance Program	Review of Maintenance Program Plans	6210, 7410
Create School Safety and Security Program	Review of Safety and Security Programs	7440, 8400
Enforce Code of Conduct and Discipline	Approval of Student Behavior Policies	5500, 5530, 5600, 5610
Perform Annual Learning Environment Report	Review Learning Environment Survey/Evaluate Policy	5500

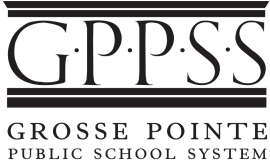
Board Evaluates Progress Toward Annual District Goals	1110
Board Evaluates Superintendent's Performance Based on Established Goals/Criteria	1210, 1240

Review of progress informs development of ensuing year's goals

Actions Requiring Board Approval ¹	When ²	Governing Policy
Board Organizational Meeting - Designate depository of school funds - Designate persons authorized to sign checks, contracts, agreements, PO's - Elect Board officers - Adopt monthly meeting schedule - Designate authorized users of safe deposit box - Set fee for meeting notices - Designate employee to assume responsibilities of treasurer/secretary	January	0154
Direct Administration to Commence Budget Preparation	January	6220
Approval of School Year Calendar	February	8210
Approval of Resolution on Schools of Choice	May	5113
Approval of State Aid Cash Flow Borrowing	June	6145
Approval of the Budget	June	6220
Approval of Food Services Program	June	8500
Designate Electronic Funds Transfer Agent	July	6144
Approval of Tuition Rates	July	6150
Approval of Use of District Credit/Debit Cards	July	6423
Approval of Human Sexuality Board Co-Chairs	July	State Law
Establish Superintendent Goals and Evaluation Criteria	August	1240
Approval of Tax Rates	September	State Law
Approve / Prioritize Annual District Goals	October	1110
Approval of School Improvement Plans	October	2120
Approval of Extended Day Kindergarten Rates	December	8510
Approval of Minutes	Monthly	0168.1
Adopt, Modify, or Suspend Bylaws and Policies	As Needed	0131.1
Approval of District Legal Counsel	As Needed	0171
Approval of Candidate to Fill a Board Vacancy	As Needed	0142.5
Approval to Meet in Closed Session and Return to Open Session	As Needed	0167.2
Approval of Board Action on a Disciplinary Matter	As Needed	0169.2
Approval of Curriculum Revisions, Adoption or Elimination of Courses	As Needed	2219, 2220
Approval of Textbooks	As Needed	2510
Approval of Instructional Materials	As Needed	2521
Approval of Program Accountability and Student Assessment Plans/Modifications	As Needed	2623
Approval of Creation of New Positions	As Needed	3111
Approval of Employment of Professional Staff	As Needed	3120
Termination or Suspension of Employment Contracts	As Needed	3140
Granting of Tenure to Probationary Teachers	As Needed	3370
Approval of Employment of Support Staff	As Needed	4120
Board decisions on recommendations for long term suspensions, expulsions, and appeals	As Needed	5610.01
Approval of Purchases above State of Michigan Required Threshold	As Needed	6320
Approval of Construction or Renovation Projects	As Needed	6321
Approval of Employment of all District Personnel	As Needed	6510
Approval of Receipt of Gifts (if acceptance affects district action)	As Needed	7230
Approval of Acquisition of Real Property	As Needed	7240
Approval of Commemoration or Naming Rights	As Needed	7250
Approval of Sale of Land or Buildings	As Needed	7300
Approvals of or those required by Bargaining Unit Contracts	As Needed	Contract Specific

¹ Document should not be interpreted as policy itself. Please refer to actual policy itself for complete details.

² When month listed, policy prescribes annual action. Policy usually does not prescribe a date. This document offers likely date of Board action. Please refer to Board Meeting Planning Calendar or specific meeting agendas for verification.



The Board's oversight of the administration's management of the district requires frequent delivery of a variety of reports spanning all district operations. Board Policy dictates that the following reports will be delivered to the Board typically annually or as needed. The reports do not require Board approval, but they do inform Board decisions.

Reports or Notifications Administration is required to deliver to the Board¹	When²	Governing Policy
Monthly Financial Reports (listing of expenditures, appropriate reports, budget comparisons)	Monthly	6231
Fiscal Planning Reports: short and long range financial projections	Perpetually	6210
Security and Video Surveillance Program	July	7440
Facility audit with capital projects costs, priorities, timelines	July	7410
PA 25 Report	October	2700
Report of the Calendar of Assessment Activities	October	2605
Independent Financial Audit	November	6830
Report on the Effectiveness of the District's Wellness Policy	December	8510
Learning Environment Assessment Report	Annually	5500
List of all courses of study offered by the district (Programs of Studies)	Annually	2220
Enrollment Updates (enrollment report by grade and projection report)	Annually and as needed	7100
Notification of all Pilot Projects preceding Curriculum Adoption Requests	As Needed	2219
Report of staff disciplinary matters resulting in loss of pay or suspension	As Needed	3139
Report of significant vandalism, theft, personal safety, other security risk	As Needed	7440
Report on Proposed Revisions to School Safety Policy Agreement	As Needed	8400
Report on student suspensions 5 days or longer	As Needed	5500
Report expulsion of student	As Needed	5610.01
Review of District's Instructional Materials and Equipment	Periodically	2521

Most district policies require an accompanying Administrative Guideline, required to be developed by the Superintendent. Not all Policies or Guidelines require reports to the Board, but the Board and public should be cognizant of the guideline to evaluate for themselves the practical implementation of the associated policy.

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