

# Shelby County Board of Education

0027

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## BOARD GOVERNANCE – BUSINESS SYSTEMS REVIEW

### I. PURPOSE

To describe the Shelby County Board of Education’s governing responsibility to review major business systems of the district for integrity and performance and to provide guidelines for conducting Business Systems Review Conferences.

### II. SCOPE

This policy applies to the Shelby County Schools Board of Education (the Board).

### III. POLICY STATEMENT

The Board is the corporate body that governs the business of the Shelby County Schools<sup>1</sup>. The Board employs the Superintendent to manage the school system and recognizes that the Superintendent has the responsibility to conduct the daily operations of the district in accordance with Board governance and state law<sup>1(Legal Reference)</sup>. The Board is responsible for ensuring efficient and effective governance of the district through policy development and oversight,<sup>2 (Legal Reference)</sup> educational planning,<sup>3 (Legal Reference)</sup> provision of financial resources,<sup>1, 4, 5 (Legal Reference)</sup> representation of district constituents, and other Board responsibilities outlined in local, state, and federal law. The Board is responsible for reviewing the performance of major district business systems annually, using matrices proposed by the Superintendent and approved by the Board. The high-level review is designed to

assist the Board in fulfilling its responsibility for ensuring efficient and effective governance of the district.

#### **IV. PROCEDURES**

To accomplish its annual review of the district's business systems, the Board shall conduct Business Systems Review Conferences periodically during each year. In preparation to effectively perform its' governance function, prior to conducting the annual Business Systems Review Conferences, the Board will participate in annual Board governance training to ensure adherence with applicable state law, board policy and generally accepted school board governance doctrines.<sup>3, 4 (Cross Reference)</sup> The Board and Superintendent shall collaborate to determine yearly topics for review and to schedule Business Systems Review Conferences. Annual Business Systems Review Conferences shall be scheduled by December for the next year. Topics for Business Systems Review Conferences include, but are not limited to:

- (1) Finance;
- (2) Contracts, Purchasing, and Procurement;
- (3) Communications;
- (4) Transportation;
- (5) Real Estate, Construction, and Facilities Management; and
- (6) Human Resources; and
- (7) School Health Services, which includes Nutrition Services, Exceptional Children and Health Services, Wellness, and Health Clinics.

Each topic shall be scheduled for review at least every other year.

Business Systems Review Conferences shall include a report from the Superintendent addressing the Board-approved matrices. Additionally, the Conferences shall include, but are not limited to, a review of the following:

- (1) operations performance data and score cards;
- (2) strategic plan goals and outcomes;

- (3) audits;
- (4) school performance data;
- (5) research reports;
- (6) major program initiatives; and
- (7) system integrity.

The Board will incorporate the results of the business systems review into the goal-setting and score card processes referenced above and utilize the results to:

- (1) make or request policy recommendations;
- (2) request internal and/or external audits of business systems; and/or
- (3) request follow-up reports and/or updates to the results presented during the business systems review.

In addition to annual business systems reviews, the Board and Superintendent may conduct Business Systems Briefings, as needed, to provide an update and overview of systems that are not scheduled for a full review within a fiscal year.

The Board Chairman (or designee) shall be responsible for coordinating the annual Board Governance training. Additionally, the Board Chairman shall chair Business Systems Review Conferences, but may appoint another board member, as needed. The time and place of Business Systems Review Conferences shall be determined by the Board Chairman. Except in emergencies, advance notice of at least five (5) days must be given to the Board members, the public, and the media.

### **Broadcasting of Business Systems Review Conferences**

All Business Systems Review Conferences subject to Tennessee's Open Meetings Laws shall be broadcast live or tape-delayed on Shelby County Schools' radio and television stations.

## **V. RESPONSIBILITY**

- A. The Board is responsible for governance of Shelby County Schools.
- B. The Superintendent is responsible for managing the operations of Shelby County Schools.

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Legal References:

1. T.C.A. 49-2-201;T.C.A. 49-2-203
2. T.C.A. 49-2-207
3. T.C.A. 49-1-302(a)(3); TRR/MS 0520-2-1-.01
4. T.C.A. 49-2-203(10)(A)(i)
5. OP Tenn. Atty. Gen. 93-66 (Nov. 29, 1993)

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Cross References:

1. 0001 School Board Legal Status and Authority
2. 0004 Board Officers and Duties
3. *Responsibilities of Local School Boards*, Article II, Section 1, Beliefs and Policies, National School Board Association
4. *Mission and Goals*, Tennessee School Board Association