



MEET YOUR BOARD OF EDUCATION

Legal control of the Douglas County School District is vested in the seven members of the Board of Education, elected to staggered four-year terms by District residents. Board members are elected at large, but represent a specific area of the county, their representative district. Board members are not paid; they give freely of their time to serve the community. After each School Board Director election, the Board chooses its officers for the next two years. If a vacancy occurs, the Board names an appointee to serve until the next election for that specific director district.

DISTRICT MISSION

The mission of the Douglas County School District is to provide an educational foundation that allows each student to reach his or her individual potential.

DISTRICT VISION STATEMENT

The Douglas County School District (DCSD) strives to maximize the potential of every student to pursue his or her chosen endeavor in society, including but not limited to postsecondary education, career, or military service.

DISTRICT CORE VALUES

Educational Excellence	Human Diversity
Individual Potential	Lifelong Learning
Productive Effort	Shared Responsibility
Ethical Behavior	Continuous Improvement

BOARD OF EDUCATION END STATEMENTS

I. Academic Excellence

- A. All students have equitable access to a Douglas County public school that promotes growth in their cognitive, physical, social and emotional needs and builds on their strengths.
- B. Academic expectations are clearly articulated and supported with an appropriate curriculum that includes content, scope and sequence.
- C. Every student has equitable opportunity to acquire the knowledge and skills that will ensure performance at his/her highest individual potential.
- D. A diverse set of educational options are provided which enables students to pursue different post secondary options (e.g. college, career and technology education, independent living, military or direct entrance into the workforce).
- E. Students graduate with acquired content and cultural knowledge, workforce

readiness, interpersonal skills, civic responsibility, global awareness, independent living and an understanding of the essentials for health and wellness.

II. Outstanding Educators and Staff

- A. Quality educators and staff have been recruited, developed, supported, retained and celebrated.
- B. A positive, growth-oriented performance assessment system has been identified, adopted, and implemented.
- C. Research-based professional development opportunities are consistently provided, reflect best practices, allow for innovation, and promote lifelong learning.
- D. Communication between and among students, parents, community, educators and staff is frequent, collaborative, and helpful.
- E. Educators and staff are valued and given multiple opportunities for their voices to be heard.

III. Safe, Positive Culture and Climate

- A. A purposeful focus on creating a caring, safe, fun, supportive, and positive learning and working environment for all students, district employees, parents, and community is manifest throughout the district.
- B. There is clear evidence and a common understanding of the shared belief that all students can succeed when given a safe and caring learning environment. To that end:
 - 1. District employees, parents, and community work collaboratively, proactively, and responsibly to ensure the psychological wellbeing of all students.
 - 2. A focused level of teamwork and professional development is on-going among district employees, community, and law enforcement agencies to ensure the physical safety of students, district employees and visitors.
- C. Behavior Expectations, are clearly articulated, supported, and taught.
- D. Multiple communication systems are available and used by students, district employees, parents, and community to ensure all voices are heard.

IV. Collaborative Parent, Family, and Community Relations

- A. Parents, guardians, families, and community members partner with each other and the District to empower students to maximize their individual educational experience.
- B. Collaboration with community, business, government, educational, and organizational leaders is sought to provide opportunities for students to create positive change and provide service in our community.
- C. Schools are the center of community learning, entertainment and gathering.
- D. Multiple effective pathways for communication are available to all parents, guardians, families, community members, and district employees and are conducted with respect and kindness.

V. Financial Well-being

- A. The Board of Education and all district employees are good stewards of the

- financial resources belonging to the district on behalf of students and taxpayers.
- B. All district funds and expenditures are handled equitably, efficiently, transparently, responsibly, and purposefully to maximize the benefit for all students.
 - C. All district fiscal transactions are legal, ethical, and appropriate in keeping with district regulations and goals.
 - D. Long-term financial stability and accountability has been established, maintained, and actively monitored in order to accomplish Board of Education End Goals.

LEGISLATIVE PRIORITIES

These priorities guide the interactions between the Douglas County School District and the Colorado General Assembly. It incorporates the Mission, Values and Ends statements (goals) for our district as adopted by the DCSD Board of Education. Unaddressed legislative issues that arise or issues that require additional interpretation shall involve the Board of Education determining what, if any, position DCSD will take on such issues. Pursuant to DCSD Policy Governance 1.2.4, the Board has direct responsibility to create a favorable legislative impact for our students.

DCSD recognizes that, under the Colorado Constitution, the control of public school systems is to be governed by locally elected boards of education, and not legislated at the state or federal level. Local school boards are elected by their communities to perform the essential functions of the local board of education's constitutional and statutory authority. These functions include, but are not limited to, establishing the course of curriculum and instruction, the process for determining the terms and conditions of employment for school district employees, the budget to be used to implement the local community's priorities, and the exclusive authorization authority of charter schools within our District.

Priorities are aligned to this core tenant of local governance, reviewed and updated on an annual basis. DCSD area legislators are urged to contact district leadership prior to proposing or supporting significant changes to state law concerning PK-12.

DOUGLAS COUNTY SCHOOL DISTRICT STRATEGIC PLAN

In March 2019, the strategic planning process began by gathering feedback through facilitated conversations with approximately 300 community members and 500 staff members. These responses were used to craft an online survey that dug deeper into this feedback. Over 30,000 teachers, leaders, staff, community members, and students completed the survey and their responses helped outline the priorities in this strategic plan.

These priorities were then crafted into a draft strategic plan framework. Thirty sessions were held with stakeholders including parents, students, members of the general community, and all categories of employees. Session attendees provided input on the draft strategic plan framework and offered ideas for implementation. This input was reviewed, coded and categorized by external, objective experts.

The DCSD Board of Education considered the stakeholder input, and accepted the recommended revisions to our strategic plan framework in June 2019. The following strategic themes were identified:

- Health, safety, and social-emotional supports for students
- Aligned curriculum with flexible instructional delivery
- Post-graduation guidance and preparation
- Equitable distribution of resources
- Positive and supportive culture
- Recruitment, retention and development of high-quality employees

School district teams utilized the input to craft objectives and strategic initiatives to drive the work over the next five years. During this strategy development phase, additional stakeholder input was gathered to generate and test ideas. Each strategic initiative will include a specific stakeholder engagement plan, to provide ongoing input and feedback during implementation.

CORE WORK OF SCHOOL BOARDS

The qualities needed for an effective school Board are:

- Vision and ability to see the big picture
- Excellent communication and human relations skills
- Sound judgement
- Confidence
- The ability to agreeably disagree
- A strong sense of fairness and justice
- A desire to be a leader, not a manager

Beyond these qualities, and perhaps most importantly, excellent school Board directors demonstrate a sincere love for children and concern for providing a quality education and safe environment for all.

The specific powers of the Board are outlined in Colorado Revised Statute C.R.S. § 22-32-110.

The specific duties of the Board are outlined in Colorado Revised Statute C.R.S. § 22-32-109.

All Colorado's 178 school districts are governed by a Board of education comprised of people elected by the residents of the district.

ELECTION OF SCHOOL BOARD DIRECTORS

Eligibility

A candidate for the office of school Board director must be a registered elector and a resident of the school district for at least 12 consecutive months prior to the election. Since Douglas County School District has a director district plan of representation, a person must be a resident of the director

district in which he or she is a candidate. No candidate representing a political party may run, and no person who has been convicted of a sexual offense against a child is eligible to serve on the school Board.

Term Limitations

Local school Board members are limited by the state constitution to serving two consecutive, 4-year terms.

Nomination Procedures

A person desiring to be a candidate for the office of school Board director must file a written notice of intent and a nomination petition signed by at least 50 registered electors of the school district with the secretary of the Board of Education no later than 67 days prior to the election. Nomination petitions are available at the school district office. Candidates for the office of school Board director are required to file a candidate affidavit with the Colorado Secretary of State's office as required by the Fair Campaign Practices Act and report any contributions and expenditures during the campaign.

Elections

School Board directors are elected at regular biennial school elections, which are held on the first Tuesday in November of each odd-numbered year. All school directors, including those in districts having a director district plan of representation, are elected by a vote of the electors of the entire school district. The county clerk and recorder conducts school elections in accordance with the Uniform Election Code of 1992.

RESPONSIBILITIES OF THE BOARD OF EDUCATION

An individual Board member has no legal authority. Only the Board as a whole has the power through Board action. A quorum of at least four members must be present for business to be transacted by the Board. In conducting its various functions as the legislative and policy-making authority for the district, the Board's paramount responsibilities are:

- Serve as the link between the community (“the ownership”) and the operational organization
- Hold public meetings on a regular basis
- Establish, review, monitor, and revise district goals and policies
- Establish educational goals and monitor progress in student achievement
- Assure safe schools and maintain conduct and discipline codes
- Oversee school facility needs and approve building plans to support and enhance education
- Establish parameters for and oversee the district budget
- Act on personnel recommendations and appointments recommended by the superintendent
- Evaluate the performance of the superintendent annually
- Respond to concerns and complaints from citizens

TIME COMMITMENTS

The Board of Education regularly meets the second and fourth Tuesdays of each month (with some exceptions) beginning at 5:00 p.m. and generally ending at 9:30 p.m. School Board Directors are responsible for preparing for meetings. Work Sessions, Special Board Meetings, and Off-Site Retreats are scheduled on an as needed basis. Board Directors typically serve on at least one of the Board's committees, as well as other entities as deemed beneficial. Within the School District, School Board Directors represent schools within their Director District. Having assigned schools does not preclude Board members from visiting any schools. It is an expectation that School Board Directors attend high school graduation ceremonies. Within the community, School Board Directors are encouraged to attend meetings or events that are related to education/students.

ORGANIZATION OF THE BOARD OF EDUCATION

The officers of the Board of Education shall be a president, a vice-president, a secretary, and a treasurer. The president and vice-president shall be members of the Board, shall be elected by a majority of the Board at the first meeting of a newly seated Board following a general election for which Board directors were elected, and shall each hold office for a term of two years and until a successor has been elected. If a vacancy occurs in either office, the remaining members elect a successor to serve the balance of the unexpired term.

In addition the Board designates a District staff member to serve in the capacity of assistant secretary and assistant treasurer

Most of the laws relating to school Boards and their powers and duties are found in Title 22, Article 32, Colorado Revised Statutes. This article contains laws relating to the organization of the Board, the duties of the officers, meetings of the Board, powers and duties.

Within ten days after the school district receives the official abstract of votes, the oath of office is taken by newly elected Directors. Selection of officers is either completed immediately after the oaths are taken, or during a subsequent Board meeting. The incumbent president presides until a successor is elected and qualified.

President

According to the law, the president of the Board shall preside at all meetings of the Board (C.R.S. 22-32-105). The agenda for regular meetings is set by the Board President. The president must sign any written contract to which the school district may be a party when such contracts are authorized by the Board and must sign all official reports of the district except when otherwise provided by law. The president ensures the integrity of the Board's process and normally serves as the Board's official spokesperson. The president otherwise enjoys the same privileges, responsibilities and authority as other Board members. The president ~~must vote on all issues is a voting member of the board~~ and, except for matters pertaining to the conduct of meetings, has decision-making authority no greater than that of other Board members.

Vice-President

In the absence or inability of the president, the vice president shall have and perform all of the powers and duties of the president. Delegation of other responsibilities will be determined as needed including participation on agenda planning. ~~and oversight of Board Committees.~~

Secretary

The Board Secretary drafts and sends replies on behalf of the Board in response to communications directed to the entire Board in compliance policies regarding members' ability to speak for the Board as a whole. This includes corresponding with public comment participants following public comment, attesting any formal, written documentation, and contract executions of the Board, ~~reviewing "Across the Board" draft (meeting summary communication vehicle).~~ and participating in agenda planning.

Assistant Secretary (see also BOARD OF EDUCATION OFFICE)

The assistant secretary shall cause notice to be given to each member of the Board of all special meetings of the Board, cause minutes of each meeting of the Board to be kept and preserved, serve as custodian of the seal of the district and perform other tasks as assigned by the Board and/or Superintendent (C.R.S. 22-32-106).

~~The assistant secretary is a DCSD employee who is directly supervised by the Superintendent. The assistant secretary maintains daily operations of the Board of Education Office (e.g. phone calls, department budget/bookkeeping, internal confidential communication, BOE calendar, meeting/agenda prep., BOE website, etc.). When communication intended for the Board has not been received by all Board Directors, the assistant secretary will immediately forward the communication to all Directors and acknowledge receipt of communication to the sender.~~

Treasurer

~~All warrants, orders or checks drawn in payment of lawfully incurred and properly authorized obligations of the district must bear the written or facsimile signature of the treasurer of the Board. The treasurer assists with the development of the Board Department Budget, approves Director reimbursement requests, and expenditure requests not already budgeted. The treasurer assists with the development of the Board Department Budget, approves Director reimbursement requests, and expenditure requests not already budgeted. The Treasurer will be the liaison between the Board and the FOC unless delegated to another board member.~~

Assistant Treasurer

The treasurer must account for all monies belonging to the district and submit reports as may be required by the Board (C.R.S. 2-32-107). All warrants, orders or checks drawn in payment of lawfully incurred and properly authorized obligations of the district must bear the written or facsimile signature of the assistant treasurer of the Board. The Business Services Department shall administer receipts and disbursements and take care of all accounting processes, the Assistant Treasurer, Chief Financial Officer, is legally responsible for all requirements set forth in the law.

Vacancies on the Board

Vacancies on the Board of education may occur for a variety of reasons. It is the responsibility of the Board to make an appointment to fill the vacancy. At the Board meeting following the occurrence of a condition that causes a vacancy, the Board must adopt a resolution declaring the vacancy to exist. They must then make an appointment to fill the vacancy within 60 days. If the Board fails to do so, the president of the Board shall appoint a person to fill the vacancy. How long the appointee serves depends on the number of days until the next regular biennial election and the

number of years left in the unexpired term.

MEETINGS OF THE BOARD

School Board meetings are governed by the Colorado Sunshine Act (C.R.S. 24- 6-401). Douglas County School District meetings are detailed in Board File: BE, BEAA, BEC, BEDA, BEDD, BEDF, BEDG, AND BEDH . Board of Education members are subject to Colorado's Sunshine Law which means any meeting of three or more Board members at which any public business is discussed or at which any formal action may be taken could be considered a public meeting open to the public. This also includes any kind of gathering, convened to discuss public business, in person, by telephone or by other means of communication. The open meeting requirements do not apply to chance meetings or social gatherings at which discussion of public business is not the central purpose.

Voting

All voting shall be by roll call with each member present voting "aye" or "nay" alphabetically. A member may abstain from voting only if excused by the Board for good cause or in the case of a conflict of interest.

Board members have access to all school records at all times pursuant to C.R.S. § 22- 32-103(2). Requests for records shall be made to the Superintendent or the custodian of the record.

Regular Meeting

Regular meetings of the Board shall be held on the first and third Tuesdays of each calendar month (with some exceptions as deemed necessary) , commencing at 5:00 p.m. unless otherwise designated by the Board president. The regular session commencing at 6:00 p.m. may be preceded and/or followed by an Executive Session and/or Work Session. The Board shall make a recording of each regular and special meeting of the Board at which votes are taken and recorded and shall make the recording available to the public for a minimum of 90 days.

All meetings of three or more School Board Directors at which any public business is discussed or at which any formal action may be taken are to be officially noticed and open to the public. Chance meetings or social gatherings at which discussion of public business is not the central purpose are not considered meetings. Meeting includes work sessions, retreats and other gatherings of the Board where public business is discussed or formal action may be taken.

Special Meeting

Special meetings may be called by the Board president at any time and may be called upon the written request of a majority of Board members. The assistant secretary shall notify Board members at least 24 hours in advance (unless waived) of the time, place, and purpose of a special meeting. No other business other than that stated in the notice may be transacted unless all Board members are present and consent to consider and transact other business

Regular Session

Regular sessions provide the Board an opportunity to conduct its formal business and are open to the public.

Executive Session, A Closed Session

At any regular or special meeting, the Board may proceed into executive session upon a two-thirds vote of the quorum present. Only those persons invited by the Board may attend the executive session. Topics to be considered in an executive session shall be limited to those authorized by law. The Board shall not make any final policy decisions nor shall any resolution, policy, or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session. All matters discussed in executive session shall remain confidential.

The purpose for entering executive session must fall within one of the following:

1. The purchase, acquisition, lease, transfer or sale of any real, personal or other property interest. [C.R.S. § 24-6-402(4)(a).] However, no executive session shall be held to conceal the fact that a member of the local public body has a personal interest in such property transaction.
2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. [C.R.S. § 24-6-402(4)(b).] The mere presence or participation of an attorney at an executive session is not sufficient to satisfy this requirement.
3. Matters required to be kept confidential by federal or state law or rules and regulations. [C.R.S. § 24-6-402(4)(c).] The board must announce the specific citation of the statute or rules that are the basis for such confidentiality before holding the executive session.
4. Specialized details of security arrangements or investigations. [C.R.S. § 24-6-402(4)(d).]
5. Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators. [C.R.S. § 24-6-402(4)(e).]
6. Personnel matters; except if the employee who is the subject of the session has requested an open meeting. [C.R.S. § 24-6-402(4)(f).] If the employee does not request an open meeting, the board will hold the discussion in executive session. The board may, at its discretion, invite the employee into the session. If the personnel matter involves more than one employee, all of the employees have to request an open meeting for the board to conduct the discussion in public. Discussion of personnel policies that do not require discussion of matters specific to a particular employee are not considered "personnel matters." Discussions concerning a member of the board, any elected official or the appointment of a board member are not considered personnel matters.
7. Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act, except that consideration of work product documents and documents subject to the governmental or deliberative process privilege must occur in a public meeting, unless an executive session is otherwise allowed. [C.R.S. § 24-6-402(4)(g).]
8. Discussion of individual students where public disclosure would adversely affect the person or persons involved. [C.R.S. § 24-6-402(4)(h).]

Work Session

Work sessions provide the Board an opportunity to develop strategies and tasks for accomplishing key goals and to better understand key initiatives and issues.

Board Retreat

The Board, as a decision-making body, must deal with issues that require extended time in order to provide the opportunity for thoughtful discussion. Board Retreats provide the Board an

opportunity to develop strategies and tasks for accomplishing key goals. Board Retreats may be held off-site.

Public Comment

Because the Board desires to hear the viewpoints of citizens throughout the District, and also needs to conduct its business in an orderly and efficient manner, it shall schedule one period during regular and business meetings and at other meetings when action items are on the agenda for brief comments and questions from the public. (Board File: BEDH)

Basic Parliamentary Procedure

Except as otherwise provided by state law or Board policies pertaining to its own operating procedures, the Board shall be governed by Robert's Rules of Order, Newly Revised, specifically as it pertains to "small boards." If not covered by Robert's Rules, the Board President will decide how to proceed, subject to the right of appeal by any member in accordance with Robert's Rule.

SCHOOL BOARD POLICIES AND RESOLUTIONS

Policies

State law authorizes the Board to adopt, revise and repeal policies to serve as guides for its own operation and the efficient operation of the district's schools. Policy making is one of the school Board's most important jobs. It is essential, therefore, for the Board to think through the principles by which it wants the school district to be governed and to record them in the form of comprehensive written policies. The policies of a school district set forth fundamental principles and general guidelines for the governance of the school district. Policies are adopted by the Board of Directors and provide direction to the Superintendent without micromanaging the affairs of the organization. Through policies, the Board establishes the organizational structure, educational program objectives and operational practices of the district.

Resolutions

Resolutions are drafted in a manner to identify the facts supporting the submission of the resolution (WHEREAS clauses) followed by the requested resolution (THEREFORE BE IT RESOLVED). Resolutions generally provide a request for action. For example, a suggested action may be the establishment of a task force for gathering information and making suggestions and recommendations to the Board within a specified time period. Other actions may include implementing previously identified issues that have been explored, such as implementing a program to assess the education equivalence of graduates. Resolutions must be carefully drafted to ensure that they fall within the Board of Education's End Goals and not in contradiction to any Board Policy

BOARD GOVERNANCE

The Board's governing style incorporates some of the guidelines and principles from Carver's model of Policy Governance. This includes an emphasis on outward vision rather than an internal preoccupation; diversity in viewpoints and sufficient understanding of issues; strategic leadership more than administrative detail; clear distinction between Board and Superintendent roles; a focus on future implications (e.g. "the WHAT"), and proactivity rather than reactivity.

Elements of Policy Governance are embraced in a hybrid model to include: End Goals and Subends, Executive Limitations, Governance Processes, and Board-CEO linkages. More detailed explanation of these elements can be found in the Board of Education Policy Governance Book.

FINANCE

The Board is responsible for the adoption of the annual budget, which provides a financial basis for personnel, facilities, material, and equipment to enable the District to carry out its educational mission. In April of each year, the administration submits to the Board a preliminary budget. In May of each year, the administration submits to the Board a proposed budget for adoption. In June of each year, the Board will be presented a budget for adoption effective July 1. Before the budget is formally adopted by the Board, they must hold one public meeting for public input.

Board Expenditures

~~Expenses incurred by the School Board Directors in performing duties as a Board member will be covered by the Board's Department budget. School Board Directors are reimbursed for mileage when acting in their official capacity as a Board member. Cost allowance for attending conferences and other professional development opportunities are budgeted on an annual basis.~~

All expenditures will be in accordance with Board and District policies and practices.

1. Unless approved by the Board's Assistant Secretary, all expenditures from the Board discretionary budget will be made through the Assistant Secretary so that the District's tax-exempt status is honored.

2. All documentation supporting expenditures from the discretionary budget must be submitted to the Assistant Secretary so that a permanent record is maintained by the District. The

Assistant Secretary will share the expenditures monthly with the entire Board.

3. Items purchased from the fund that do not constitute gifts are the property of the District

4. Reimbursable expenses for Board Directors, such as mileage, are those incurred while acting in their official capacity as a Board member.

5. All gifts from the discretionary fund are given on behalf of the entire Board.

6. Cost allowance for Board Directors for attending conferences and other professional development opportunities are budgeted on an annual basis.

COMMUNICATIONS/COMMUNITY RELATIONS

All personnel complaints, appropriate concerns, and criticisms received by the Board or its individual members should be directed to the appropriate level as defined in Policy KE: Public Complaints. It is not the responsibility of any Board member to resolve the concern or issue. The Board receives updates on the progress or outcome of the matter when requested.

The Board president serves as the Board's official spokesperson. School Board Directors should direct all inquiries about Board actions, and requests for interviews to the Board president who will consult with the Public Relations Officer and Superintendent. When interacting and/or interacting with others, Board directors should preface comments with, "I am speaking as only one Board Director."

Communications to, from, and among Board Members is considered public record under the public records law. The only exception is when communication is for the purpose of seeking legal counsel. This communication is attorney-client privileged and should be identified accordingly in both the subject line of an email and subtitled (e.g. "Confidential Attorney-Client Privileged Communication") in the body of the email.

1. The Assistant Secretary archives all Board correspondence and emails weekly compilations to all Board Directors.

BOARD COMMITTEES

Board committees reinforce the wholeness of the Board's job and operate with clear and specific goals, objectives, and timelines. Areas of focus for each committee are reviewed and adopted by the Board on an annual basis. Board committees will not interfere with delegation from Board to Superintendent. The Superintendent works for the full Board and, therefore, will *not* be required to obtain approval of a Board committee before an executive action. Board committees ordinarily will assist the Board by preparing policy alternatives and in-depth research on specific topics to assist with Board deliberations. Following are the current Board-charged committees:

- District Accountability Committee (DAC)
- Fiscal Oversight Committee (FOC)

- Long Range Planning Committee (LRPC)
- Bond and Mill Levy Oversight Adhoc Committee (MBOC)
- Student Advisory Group (SAG)

BOARD OF EDUCATION OFFICE/SECRETARIAL BOARD AND STAFF SERVICES

Assistant Secretary

School Board Directors have an office located in the Wilcox Administration Building at 620 Wilcox Street, Castle Rock. The Board Assistant Secretary performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office. The Board Assistant Secretary acts as a liaison between the Board, staff, students, parents, and the public. The Board Assistant Secretary arranges and attends all Board meetings and prepares agendas in consultation with the Board President and Superintendent. The Board Assistant Secretary creates and publishes materials to the Board members and public in preparation for regular and special meetings and retreats. The Board Assistant Secretary organizes Board communications for distribution to School Board Directors and forwards to Superintendent's designees for response. The Board Assistant Secretary assumes responsibilities as the Designated Election Official for elections. The Board Assistant Secretary manages the official records of the Board of Education. The Board Assistant Secretary is responsible for the Board of Education Department Budget and bookkeeping. The Board Assistant Secretary establishes and maintains a resourceful Board Room. The Board of Education Assistant Secretary serves at the pleasure of School Board Directors.

The assistant secretary is a DCSD employee who is directly supervised by the Superintendent. The assistant secretary maintains daily operations of the Board of Education Office (e.g. phone calls, department budget/bookkeeping, internal confidential communication, BOE calendar, meeting/agenda prep., BOE website, etc.). When communication intended for the Board has not been received by all Board Directors, the assistant secretary will immediately forward the communication to all Directors and acknowledge receipt of communication to the sender.

Board Meetings

The Board of Education Assistant Secretary synthesizes submittals from the Superintendent's Cabinet to prepare agendas for Board President consideration. Agenda development furnishes a plan to be followed in the conduct of the meeting. The manner in which Board meetings are conducted has a significant public relations effect on the public's attitude. The Board Assistant Secretary publishes the Board packet of materials to School Board Directors 72 hours in advance of regularly scheduled meetings to ensure there is adequate time to study before taking formal action.

Board Packet (Electronic School Board Software)

Electronic School Board software (ESB) is a web-based, secure application designed to allow School Board Directors to electronically view all agenda items prior to and during a meeting. ESB compiles, approves, distributes and archives agenda items. The Information Technology Department has created eTrainings for users. The Board Assistant Secretary has the expertise to maintain and train ESB software criteria.

Board Correspondence

School Board Directors receive communications in various formats. Correspondence received from the Superintendent or that is time sensitive is directed to Board members through an immediate email and/or phone call. All other correspondence is archived and shared in a weekly report to the Board - "Weekly Correspondence Report." Board members' calendars/schedules are maintained in a shared Google calendar (DCSD Board calendar) and emailed weekly in a report - "Board of Education Calendar-at-a-Glance ."

Board of Education Department Budget

The Board Assistant Secretary manages the Board of Education Department Budget, maintains bookkeeping records, and creates a monthly report for School Board Directors.

Custodian of Records

The Board Assistant Secretary serves as the recording secretary at meetings and maintains the official records of Board of Education meetings.

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