

## Mt. Abraham Unified School District Board Policy Governance Monitoring Report

Policy Area: Board Operations A3

Policy Subject: Board Management - Delegation

### **Monitoring Report for Policy A3.1 - Unity of Control**

Reporting Period: January 23, 2018 - September 25, 2018

Reporting Responsibility: School Board Directors for the Public Record

Report Submitted By: Stephen Rooney, MAUSD School Director, Starksboro

### **Policy Language:**

- **Only officially passed motions of the board are binding on the Superintendent**

**Board Adopted Interpretation:** We interpret “*officially passed motions*” as specific actions or directives that are voted and passed by the Board and are reflected in Board meeting minutes. We interpret “*binding on the Superintendent*” to mean a response to Board actions or directives that is required and expected of the Superintendent.

### **Evidence:**

1. Board/committee meeting minutes, providing evidence of:
  - a. Actions or directives passed by the Board/Committee.
  - b. Example: [2018-03-27 minutes \(attached\)](#):
    - i. Motion to request the Superintendent to share Board work plan electronically in a more accessible location.
2. Evidence of corresponding Superintendent’s actions.
  - a. Example: [2018-03-27 minutes \(attached\)](#):
    - i. Board Work Plan link now provided at the top of each board meeting agenda.
3. Superintendent’s action requests on agenda and advice during meetings assisting with this process, by articulating when an official action by the Board is needed and if the directions in the action are clear and timely.
  - a. Example: [2018-03-27 minutes \(attached\)](#):
    - i. Action taken by the Board on Executive Limitations requests made by the Superintendent.
    - ii. Renovation bond discussion regarding the Board’s responsibilities and action timing.

**Conclusion:** We report compliance.

### **Policy Language:**

- **Accordingly:**

**1. Decisions or instructions of individual board members, officers or committees are not binding on the Superintendent except in rare instances when the board has specifically authorized such exercise of authority.**

**Board Adopted Interpretation:** We interpret “*specifically authorized*” as a discrete and specific action that is voted, passed, and reflected in Board meeting minutes. Such specific authorization and delegation should not be a common occurrence.

**Evidence:**

1. See Meeting minutes for examples of:
  - a. Subcommittee recommendations and updates reported to the Board for action, not to the Superintendent.
  - b. Board authorizing individuals to sign documents for the Board, typically the Chair, or monitoring reports assigned to individual Directors. These are not typically requests for action by the Superintendent.
  - c. Superintendent notes that the Board needs to make a motion on an action item to provide official Board direction.

**Conclusion:** We report compliance.

**Policy Language:**

**2. In the case of board members or committees requesting information or assistance without board authorization, the Superintendent can refuse such requests that require, in the Superintendent’s opinion, a material amount of staff time or funds or is disruptive.**

**Board Adopted Interpretation:** We interpret “*Board authorization*” to mean the same as “*specifically authorized*” (as defined above). The Board acknowledges that, in the course of Board work, requests or inquiries not specifically authorized by the Board are sometimes directed to the Superintendent by Board members or committees. The Superintendent should consider these requests as non-binding. We interpret “*material amount of staff time or funds or is disruptive*” as a test and judgement that the Superintendent alone should apply to these occasional requests not authorized by the Board. The Superintendent is at liberty to refuse, comply, or partially-comply with such requests on the basis of said test and at his/her discretion.

**Evidence:**

1. Meeting minutes provide evidence of:
  - a. Board members utilizing the practice of using a formal motion to direct the Superintendent.
  - b. The Superintendent being consistent and helpful with the Board in discerning non-authorized requests and is comfortable reminding Board members about requests coming forward in the form of a motion.
2. No complaints have been noted during the report period by the Superintendent or Board Directors of the Superintendent's interpretation of this policy and willingness to provide information based on this language.

**Conclusion:** We report compliance

**END OF MONITORING REPORT**