

(ATTACHMENT 1) UPDATE WITH POSSIBLE ACTION ON THE DISTRICT’S POLICY REVIEW PROCESS

Background

At its meeting of August 31, 2023, the Board directed the Office of Board Governance, with the Administration and the Office of Accountability and Efficiency, to bring to the Board a comprehensive plan for policy review.

Since that time, the three offices have met to determine which policies are up-to-date and which are in need of review.

MPS has 335 policies, procedures, and rules that make up its policy manual. It should also be noted that some policies don’t have a procedure and, instead, have a separate handbook, manual, or guidebook, which will need to be considered in the review process, in order to ensure consistency.

Considerations

The pace at which we are able to complete this work will depend on the following of factors:

- Staffing – The involvement of in-house experts from all Offices will be key. Some work areas are short-staffed.
- Legal review – Many policies will need to be reviewed by the Office of the City Attorney and we cannot control their workflow.
- Meeting frequency– Per the Board’s Rules, all policy changes are required to go through the Committee on Legislation, Rules and Policies, which currently meets at the call of the Chair. The pace of the work will depend on frequency with which the Committee meets.

To mitigate these factors, we will proceed by:

- Exploring a possible partnership with a provider for assistance (Wisconsin Association of School Boards, NEOLA, Council of Great City Schools, etc.)
- Balancing the review work across all offices so as not to overburden any one team
- Balancing policies that need extensive review with those that do not
- Bringing an item in the March cycle for consideration of the Board’s committee structure and meeting frequency

Review Criteria

To ensure a thorough examination of policies and procedures, the review will include, but not be limited to:

1. Ensuring alignment to current federal, state, and/or local laws and requirements of oversight agencies.
2. Ensuring alignment with the Strategic Plan.
3. Ensuring alignment to best practices within the corresponding subject matter area.
4. Consistency with other rules, policies, and procedures or District guidelines/handbooks as well as elimination of any redundancies.
5. Confirming whether the policy still meets the current needs or mission/focus of the District or that the policy is no longer necessary and may be rescinded.
6. Reviewing the extent to which a non-expert would understand the directives or expectations within the policy and ensuring that word choices are up-to-date.

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7. Building a monitoring and evaluation function into each policy
8. Ensuring that each policy describes who is responsible for its administration.
9. Determining if a corresponding procedure need to be updated or created.

Project Management

The Board is the policy-making body of the district. As the Board's business office, the Office of Board Governance will track the progress of this work and will monitor the five-year review process moving forward.

Future Considerations

The Board has expressed a desire to make policies more accessible. As we proceed with this work we will:

- Explore the possibility of having policies available in other languages
- Research web-based platforms that allow the policy manual to be searchable