



## **Utah State Charter School Board**

### **Supportive Oversight Campaign Policy**

#### **Purpose and Philosophy:**

This policy is to establish a uniform approach to school oversight for the state charter school board, and to give guidance to board members and staff as to how to improve LEA performance.

The State Charter School Board directs staff to provide oversight that maintains high standards of governance and administration, holds each LEA to those high standards, and provides resources needed to achieve the high standards. For efficiency, oversight should uniformly address LEAs, and be proactive rather than reactionary, as often as is possible.

#### **Definitions**

**Campaign:** The process for correcting widespread issues; providing training, information, expectations, and deadlines to all LEAs; and conducting a review to verify that LEAs have made corrections.

**Collaboration Meeting:** A bi-monthly meeting between the SCSB Executive Director, Finance, Oversight, School Performance, and School Support.

#### **Procedure**

##### **Campaign Theme Identification**

Staff and board members are encouraged to pay attention to issues they believe are widespread or might impact multiple LEAs. These ideas are presented to staff during Collaboration Meeting. Staff decide upon which theme will be the most impactful or should be the highest priority.

##### **Campaign Planning**

Once the theme for the campaign has been identified staff conduct a thorough planning session. Important information to be planned includes, but is not limited to:

- Timelines for initial review—Because the theme can be based on a perceived widespread deficiency staff should plan to conduct a thorough preliminary review of all LEAs to refine the scope of the campaign and also to serve as benchmark data.

- Potential training topics—Once the theme has been set staff should prepare planning for potential training topics. The guiding question is “How do we help the LEAs best understand why this issue exists and how they can fix it?” These trainings should be arranged with the School Support Specialist and can be included as part of Monthly Director’s Meetings, Monthly Governing Board Meetings, or organized as their own trainings.
- Necessary staff involvement—The Oversight team will be responsible for carrying out the campaign. Other staff will be involved as is necessary. It is also important to identify any outside parties that will be important to include, such as consultants, the UAPCS, or USBE staff.
- Deadlines—The deadlines are both internal and external. Staff need to have clear internal deadlines before they can expect LEAs to meet a deadline.
- Communication—Plan for all the different ways in which information will be shared. Typically this will just be over email, but staff could also dedicate Newsletters to the theme. It is also important to know who needs to be contacted. Most cases will include just the director or the board chair, but it is also important to know if other individuals at the LEA level should be included. Staff should ask, “who is going to be responsible for making this decision, or who is going to be responsible to make the corrections?”

#### Campaign Execution

Once the plan has been created the organizer shares the plan with the necessary staff members for feedback. The organizer should then send calendar invites to each individual so staff can keep track of assignments and deadlines.