

# School Board Policy

With Tiffany Jackson



# What is Policy?

Policies are written statements adopted by the Board which communicate the guidelines and limits within which the Superintendent or designee and staff may take discretionary action.

Did You Know...

“The School Board recognizes that its most important function is to establish policies which communicate its direction for the management and control of the schools.”

# The Anatomy of a Policy

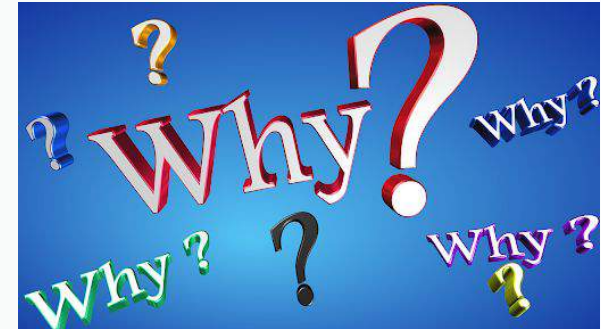
# Policy Composition

- **Board Policy (BP) is the WHY**

- Policy tells us why and what needs to be done

- **Administrative Regulation (AR) is the HOW**

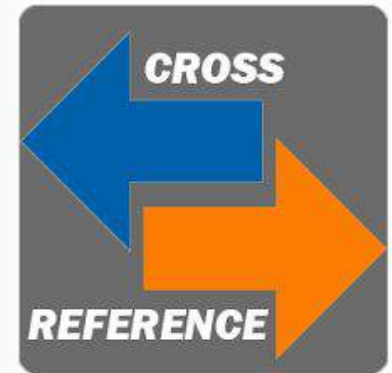
- Developed by the Superintendent
- Tells us how the policy is implemented



# Policy Composition

**cf:**

Abbreviation for confer/conferatur  
Cross reference to related policies



## Legal Reference:

Laws and statutes which guide the content of the policy





Number

**BB 9260 LEGAL PROTECTION**

Title

The School Board shall provide insurance necessary to protect Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the Board. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings

Policy

(cf. [3530](#) - Risk Management)

Cross Reference

*Legal Reference:*

ALASKA STATUTES

Legal Reference

[14.12.115](#) Indemnification

Adoption or Revision Date

*Adoption Date: May 23, 1995*



# How Does AASB Support The District With Policy?

- Comprehensive Policy Assistance for School Boards
- Policy Online
- Policy Reference Manual
- Annual Policy Updates
- Custom Policy Development
- Policy Audits
- Policy Library



# How We Most Commonly Interact With Policy

# Annual Policy Updates

## Annual Policy Updates

Once a year, Annual Policy Update subscribers receive updates reflecting new and changing laws and educational trends to supplement the AASB Policy Reference Manual. AASB provides legally vetted, and expertly reviewed policy updates for Boards to consider and adopt. This service prevents each district from having to legally vet each of their policies on their own, saving Districts thousands of dollars every year. In addition, AASB strives to stay abreast of the latest trends in educational policy through its network of other state association policy experts.

This service is automatically included for Policy Online subscribers.

Want more information on the annual policy updates? Please contact [Tiffany Jackson](#) or [Lon Garrison](#) at 907-463-1660

### Resources and links:

- [2022 Policy Manual Updates: May](#)
- [2022 Policy Manual Updates: April](#)
- [2022 Policy Manual Updates: January](#)
- [2021 Policy Manual Updates](#)
- [2020 Policy Manual Updates](#)
- [2019 Policy Manual Updates](#)
- [2018 Policy Manual Updates](#)
- [2017 Policy Manual Updates](#)
- [2016 Policy Manual Updates](#)



Board Standard Related to:

Structure



association of  
**ALASKA**  
school boards

# AASB Released Updates, Now What?



# Superintendent

- “presenting drafts or suggestions for new policy and policy revisions when changes in law occur or when a specific need arises” (BB 9311)
- Reviews policy update
- Identifies which are required by law, and which may be optional
- Makes recommendations to the Board

# How You May See Recommendations

## **BOARD MEMBERS (continued)**

BB 9200(b)

3. Complaints regarding personnel. Board members may have their own complaints regarding District personnel or may hear such complaints from the community. These concerns should be privately communicated to the Superintendent.

*(cf. 6162.8 - Research)*

*(cf. 9322 - Agenda/Meeting Materials)*

### **Obligations of Members**

Members of the Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain.

The Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

*(cf. 9230 - Meetings)*



# You Have A Recommendation From the Superintendent, Now What?



# Options:

- Process them through a policy committee first
- Adopt recommendations as is
- Review recommendations, and make amendments
- Create a 'lens' through which to review policy



# Processing Through a Policy Committee

- Common
- Committee provides recommendations to the board
- Committee also subject to Open Meetings Act
- Committee should utilize Robert's Rules to help process recommendations/amendments to policies



# What This Looks Like In Practice (after 2 readings)

- Committee Chair: Next on the agenda are the AASB May 2022 Policy Updates, Superintendent Jones, would you like to speak to your recommendation
- Superintendent: Yes Mr. Chair. Included in your packet are my recommendations based on the policy updates received from AASB in May of 2022. You'll see there are a number of policies which are required to be adopted due to law or regulation changes. Others are also good practice.

# What This Looks Like In Practice Continued

- Committee Member A: I'd like to move to recommend to the school board the Superintendents Recommendations regarding the AASB May 2022 Policy Updates
- Committee Member B: Second
- Committee Chair: Thank you, we have a motion to recommend to the school board the Superintendents Recommendations regarding the AASB May 2022 Policy Updates. Member A, would you like to speak towards your motion first?
- Member A: (their comments)

# What This Looks Like In Practice Continued

- Chair: Thank you, is there any further debate
- (debate)
- Chair: It sounds like debate has come to a close. The motion on the floor is to recommend to the school board the Superintendents Recommendations regarding the AASB May 2022 Policy Updates. All those in favor say Aye, (vote), all those oppose say Nay (vote).
- Chair: The Ayes have it, the motion carries

# Board Adopts Recommendation As Presented

- Very common
- Easy way to keep policy manual up to date
- Can make personalizing the policy to the district *easier* if the Superintendent includes those in their recommendation



# What This Looks Like In Practice (after 2 readings)

- Chair: Next on the agenda are the AASB May 2022 Policy Updates, Superintendent Jones, would you like to speak to your recommendation
- Superintendent: Yes Madam Chair. Included in your packet are my recommendations based on the policy updates received from AASB in May of 2022. You'll see there are a number of policies which are required to be adopted due to law or regulation changes. Others are also good practice.



# What This Looks Like In Practice Continued

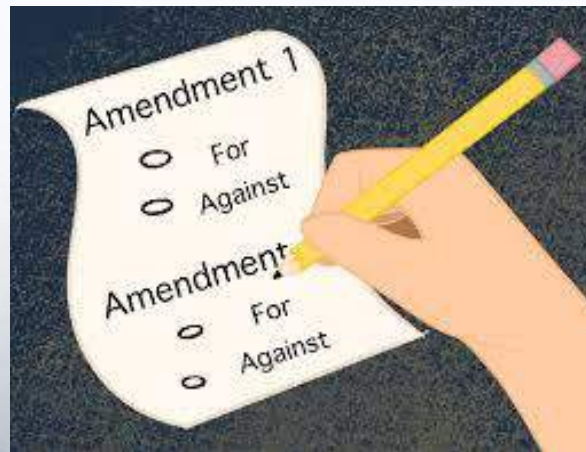
- Member A: I'd like to move to adopt the Superintendents Recommendations regarding the AASB May 2022 Policy Updates
- Member B: Second
- Chair: Thank you, we have a motion to adopt the Superintendents Recommendations regarding the AASB May 2022 Policy Updates. Member A, would you like to speak towards your motion first?
- Member A: (their comments)

# What This Looks Like In Practice Continued

- Chair: Thank you, is there any further debate
- (debate)
- Chair: It sounds like debate has come to a close. The motion on the floor is to adopt the Superintendents Recommendations regarding the AASB May 2022 Policy Updates. All those in favor say Aye, (vote), all those oppose say Nay (vote).
- Chair: The Ayes have it, the motion carries

# Reviewing Recommendations and Making Amendments

- Common
- Allows for additional personalization of the policy manual through board member input
- Allows board to incorporate considerations from public comment if desired



# What This Looks Like In Practice (after 2 readings)

- Chair: Next on the agenda are the AASB May 2022 Policy Updates, Superintendent Jones, would you like to speak to your recommendation
- Superintendent: Yes Madam Chair. Included in your packet are my recommendations based on the policy updates received from AASB in May of 2022. You'll see there are a number of policies which are required to be adopted due to law or regulation changes. Others are also good practice.
- Chair: Thank you, we'll take these one at a time

# What This Looks Like In Practice Continued

- Member A: I'd like to move to adopt the Superintendents Recommendations regarding policy 3513.3
- Member B: Second
- Chair: Thank you, we have a motion to adopt the Superintendents Recommendations regarding policy 3513.3. Member A, would you like to speak to your motion?
- Member A: (their comments)

# What This Looks Like In Practice Continued

- Chair: Thank you, is there any further debate
- Member C: I'd like to amend the motion by adding the words "or nicotine delivery devices" after the word tobacco in the 5<sup>th</sup> line.
- Member D: Second
- Chair: There is a motion the amend the motion by adding the words "or nicotine delivery devices" after the word tobacco in the 5<sup>th</sup> line. Is there any debate
- (debate)

# What This Looks Like In Practice Continued

- Chair: It sounds like debate has come to a close. All those in favor of the amendment to the motion please say Aye, (vote), all those oppose say Nay (vote).
- Chair: The Ayes have it, the motion carries. We're back to the main motion
- (continues until amendments are done, ready to vote on main motion).

# Create Lens to Review Policy

- The Superintendent and the Board may decide its in the best interest of the district to create a ‘lens’ through which to review policy.
- This could be an trauma engagement, professional boundaries, family engagement, equity, really anything



# What This Looks Like In Practice

- Hold a workshop to develop the lens/criteria for reviewing policy
  - AASB Can help facilitate this
- Superintendent keeps criteria in mind while making recommendations regarding policy updates, and possible new policies
- Board keeps criteria in mind when reviewing their packet, and the Superintendents recommendations regarding policy updates/new policies.
- Board Processes policy updates



# How Often Should We Do This?

the Superintendent or designee, shall maintain procedures for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings

# AR 9311

## Regular Policy Review

To insure that policies are updated to meet changing conditions and legal requirements, all policies will be subject to regular review and revision.

Sections of the policy manual shall be reviewed on the following continuous rotating schedule:

Year 1 - Chapters 0 through 3

Year 2 - Chapters 4 through 5

Year 3 - Chapters 6 through 7

Year 4 - Chapters 8 through 9

# When to Update Policy

- When new policy updates are released
- When the Superintendent identifies policy needs for the school board
- When the School Board identifies policy needs



# Other Policy Info to Keep In Mind

- The Board encourages members of the community to contribute information and opinions for the Board's consideration and propose revisions to policy.
- Prior to adoption, policies shall normally be given two readings by the Board. At its second reading, the policy may be adopted by a majority vote of all members of the Board. The Board may waive the second reading or may require additional readings.

# Other Policy Info to Keep In Mind

- When policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy



# What Happens After the Board Does Its Work

- The Superintendent works on any administrative regulations or exhibits
- The policy gets sent to AASB to update the Districts Policy Online website
- The Superintendent shares with staff, students, and the public the new policy, and what that means for stakeholders.

# Now Lets Dig In

- Pair off
- Have a device ready to search

Find the Policy!



What is this policy trying to accomplish?

How does this policy, or could this policy impact your district?

# BP 1340 Access to District Records

What is this policy trying to accomplish?

How does this policy, or could this policy impact your district?

# BB 9324 School Board Minutes

What is this policy trying to accomplish?

How does this policy, or could this policy impact your district?

# BP 3523 Electronic Mail (e-mail)

What is this policy trying to accomplish?

How does this policy, or could this policy impact your district?



**Any Questions**



association of  
**ALASKA**  
school boards

*Thank You!*

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