Keeping Track of Policy

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For today…

- Describe the purpose of policy

- Explain the process

- Explain what AASB does

- Help you understand your role

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Policy and Regulation

Policies

- are **written statements**

- **Adopted** by the Board

- **Guidelines** for governance

- Create **limits** within which the Superintendent and staff may take discretionary action.

- Policies Tell: ***What is needed*** and ***why*** the need is important.

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Policy and Regulation

Administrative Regulations

- are detailed **instructions** related to the policy.

- Create instructions for **implementation**

- Administrative Regulations Tell: **How** to act, **who** should be involved, **where** and **when** it should occur.

- Usually *not* formally adopted by the Board. Board reviews and uses informal agreement

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Purposes of Policy

Provides the Board and administration with:

- Specific basis and guidance for governance

- Comply with and implement laws and regulations

- Create and define rights

- Create stability and continuity

- Define responsibilities and ensure accountability

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Purposes of Policy

- Inform the community, parents, employees and students

- Protect the district in case of a legal challenge

- Comply with state accreditation standards

- Provide the framework for the day-to-day operation of the district

- Keeps decision-making **situation-based and not person-based**

- Helps keep the Board focused on **governance** and **Board business**

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AASB
Policy Reference Manual

Series	
0000	Philosophy-Goals-Objectives and Comprehensive Plans
1000	Community
2000	Administration
3000	Business and Non-instructional Operations
4000	Personnel
5000	Students
6000	Instruction
7000	New Construction
8000	Advisory School Boards
9000	Bylaws of the Board

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The Policy Process

1. Identify the need (new or amend?)

2. Analysis - gather facts, identify options – may delegate to committee

3. Board study, discuss, identify basic elements – may delegate to committee

4. Draft new policy or amend existing policy

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The Policy Process

5. Board reviews, takes public input

6. Legal review

7. Board approves via 2-reading process (usually)

8. Review & amend corresponding administrative regulations

9. Disseminate and implement

Review and Approval

Board Bylaws provide for the review process (**BB 9311).** It is the Board's responsibility.

Bylaws allow for the **superintendent to provide input** to the board on the need to amend policies that occur outside the normal review process.

Polices are addressed at **public meetings** and most often have **two readings**. The public is encouraged to comment.

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Who Reviews?

The board has wide latitude on how the review occurs

Some boards do it all themselves – tends to be slow, and often does not get done

Many use committees – (recommended)

- great way to involve stakeholders and experts

- Board gives specific direction

- 1 or 2 board members participate

- Recommendations come to the board

- Board can send work back to committee

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BB 9311 School Board Policies

"Prior to adoption, policies shall **normally be given two readings** by the School Board. At its second reading, the policy may be **adopted by a majority vote** of all members of the School Board. The School Board **may waive the second reading** or may require additional readings."

AR 9311 School Board Policies

"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"

AASB's Role

- We are a Resource for you!

- Reference Policies (49 Districts use AASB)

- Policy Online (35 Districts)

- Policy audit service

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Resources

- National Policy Data Base

- Sharing policies between districts

- Multi-district policy search

- Legal vetting of all model policies

- State association policy network (NSBA)

- COSA (Council of School Attorneys)

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Reference Policies

- Complete model policy manual

- Policies are legally vetted

- Annual updates

- Fixing the oops!

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Review and Refresh

- Complete Manual Review:
  - If it has been lost
  - Totally Out Of Date
  - Coming Into The Fold - new

- Refresh
  - We Forget To Do The Update And Now We Are In Trouble
  - Refresh Only Specific Policies

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Policy Online

- 35 Districts Are Using the AASB Policy Online Service

- Searchable, downloadable, hyperlinks available for board, staff public

- Multi-district search comparison **(new feature)**

- Access to AASB model policy manual **(new feature)**

- Insert annual updates for adoption **(coming!)**

- Eliminates the need for hard copies

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What's It Like On Your End?

And How Can We Help?