



**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




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.



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



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




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**




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




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



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.

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



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



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



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)



Reference Policies

- Complete model policy manual
- Policies are legally vetted
- Annual updates
- Fixing the oops!



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



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



What's It Like On Your End?

And How Can We Help?