

# Policy 101

Executive Administrative Assistants Training

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# What is Policy?

The Governing Rules  
of a School District

# Board Policy

Provides the framework for the day-to-day operations of the district.



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

Helps keep the Board focused on governance and Board business

# Lead through Policy

Understand the policy process

Review policy on a regular basis

Link policy to major agenda items

Know where to find your policies

Ask the questions

Most questions AASB receives can be answered by referencing the District's policy manual!

# Policy vs. AR

- **Board Policy (BP) is the WHAT**
  - Adopted by the Board
  - Tells the what
- **Administrative Regulation (AR) is the HOW**
  - Developed by the Superintendent
  - Doesn't require Board Adoption
  - Tells the how



# Anatomy of a Policy

## BP 3280 SALE OR LEASE OF SCHOOL FACILITIES OR REAL PROPERTY

The School Board shall dispose of, or recommend to the state the disposal of, school facilities or real property whenever it is apparent the district will have no future use for it. If unused property will be needed at some future time, the School Board may lease, or recommend to the state the lease of, such property. Any sale or lease of school facilities or real property will conform to the provisions of law.

*(cf. 1330 - Use of School Facilities)*

The School Board encourages public participation in the determination of school facility needs.

*(cf. 1220 - Citizen Advisory Committees)*

*Legal Reference:*

### ALASKA STATUTES

14.07.030 Powers of state department

14.08.101 Powers (Regional school boards)

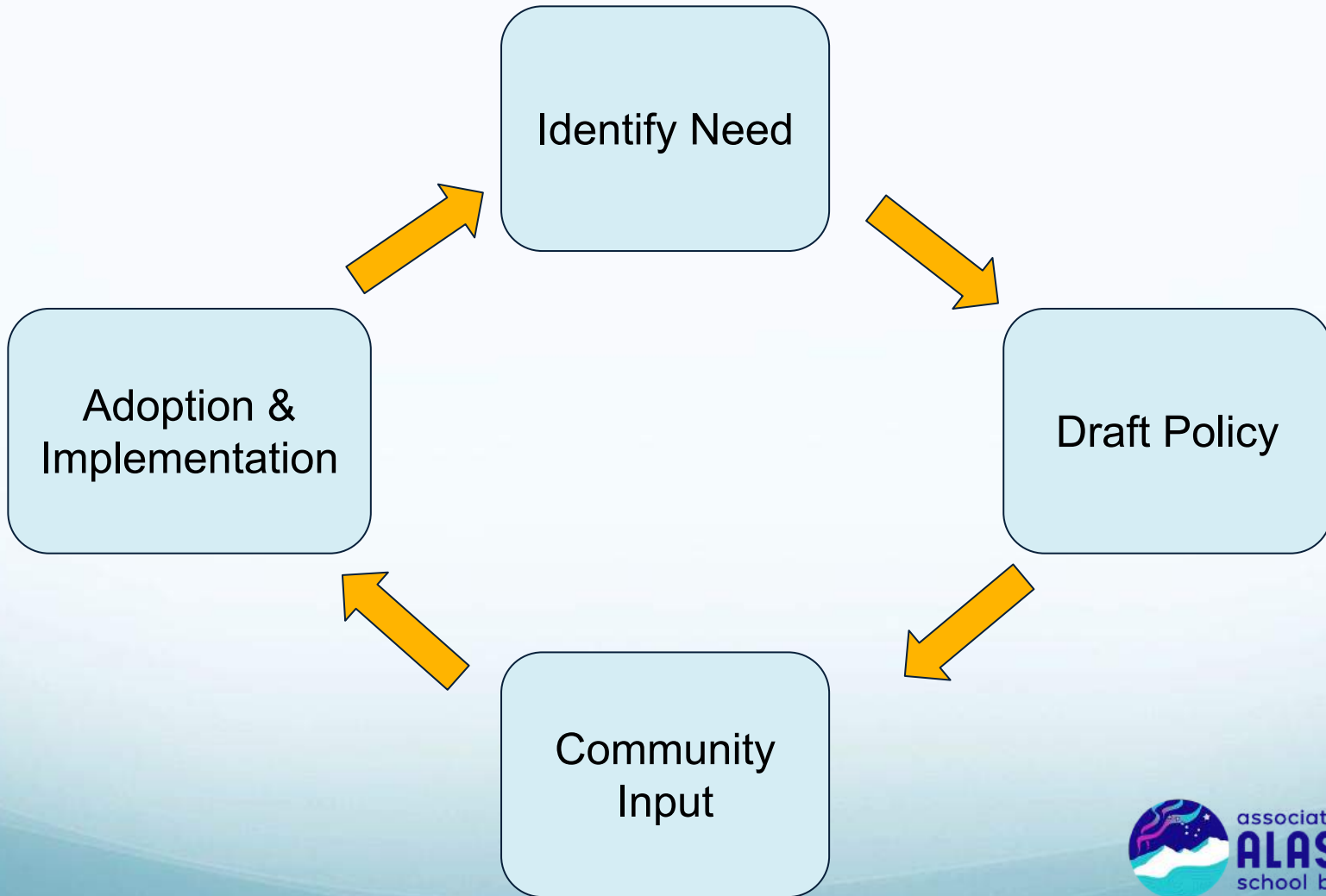
14.08.151 Land and buildings

### ALASKA ADMINISTRATIVE CODE

4 AAC 01.005 Disposal of abandoned or obsolete property

cf. is an abbreviation  
for a Latin term,  
*conferre* meaning  
**compare**

# Policy Development Process





## Who Can Identify A Policy Need?

- School Board Members
- Superintendent
- Staff
- Parents
- Students
- Community Members
- Stakeholders/Partners
- Other Governmental Agencies



# Drafting Policy

Superintendent

Possibly with  
support from:

Legal Counsel

Professionals in  
Field

Community  
Partners

# Community Input

## *Development - Process - Implementation*

- Seek input – who may have key information or opinions on the policy?
- Take inventory of community partners. Have they been involved or invited to provide input or testimony?
- How do you make getting community input more systemic?

# Adoption & Implementation

Analysis

Community Input

Implementation

Typically at least 2 readings

- Could be more
- Could be less

1st Reading

Adoption

Policies living document

- Situations may change
- Needs may change

Community Input

Community Input

2nd Reading

# Steps in Policy Adoption

## Meeting 1

- Motion and second to put policy on table for 1<sup>st</sup> reading
  - Processed like a regular motion

## Meeting 2

- Motion and second to put policy on table for 2<sup>nd</sup> reading
  - Processed like a regular motion
- Motion and second to adopt policy
  - Processed like a regular motion

# A New Policy Is Adopted, Now What....

# Update Your Policy Manual

- If you have printed copies of your manual, pull the old version and replace with the new version
- For Policy Online Subscribers:
  - Email updated policy to:
    - Ryan Aguilar at [raguilar@aab.org](mailto:raguilar@aab.org)
    - Tiffany Jackson at [tjackson@aab.org](mailto:tjackson@aab.org)
  - Be sure to include the adoption date!

# Where Might You Have a Role in the Process?

- Ensuring policy review is on the board calendar
- Preparing policy related materials for the Board Packet
- Tracking motions during the meeting
- Updating the policy manual
- Communicating policy updates to AASB for online updates
- Educating community on policy
- What else?

# Need Help With Policy?

- <https://aasb.org/policy-services/>
  - Comprehensive Policy Assistance for School Boards
  - Policy Online
  - Policy Reference Manual
  - Annual Policy Updates
  - Custom Policy Development
  - Policy Audits
  - Policy Library





# Questions?

Email Tiffany Jackson at  
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