

## BOARD POLICIES

### I. Role of the Board in Policy Development

- A. The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the District, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians, and the community.
- B. Board policies are binding on the District to the extent that they do not conflict with federal or state law and are consistent with the District's collective bargaining agreements.

### II. Policy Development and Adoption Process

The District's policy development process shall include the following basic steps:

- A. The adoption of policy shall conform to Board bylaws, governing agendas, meetings, and voting. Only those written statements adopted by a majority vote of the Board and recorded in the minutes shall constitute official Board policy.
- B. Before adoption, policies shall normally be given two (2) readings by the Board, even though a second reading is not required by law. 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.
- C. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new District vision statement, new goals in the Local Control and Accountability Plan, educational research or trends, or a change in the superintendency or Board membership. The need may also occur as a result of an incident that has arisen in the District or a recommendation or request from staff, a parent/guardian, or other interested persons.
- D. As needed, the Superintendent or designee shall gather fiscal and other data, staff and public input, related District policies, sample policies from other organizations or agencies, and other useful information to fully inform the Board about the issue.
- E. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent. The discussion may include, but not be limited to, community expectations, staff recommendations, the expected impact of the policy on student learning and well-being, equity, governance, the District's fiscal resources, and operational efficiency.
- F. The Board or Superintendent may request that legal counsel review the draft policy, as appropriate.
- G. The District's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or to provide greater opportunities for consultation and public input.
- H. Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

### III. Policy Revision and Review

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law.

- A. The Superintendent or designee shall present drafts or suggestions for new policy revisions when changes in law occur and when specific needs arise.
- B. The Superintendent or designee shall provide for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings.
- C. The Board encourages members of the community to contribute information and opinions for the Board's consideration and to propose revisions to policy. When drafting or revising policies which affect other governmental agencies, the Board welcomes input from these agencies and will cooperate with them in addressing matters of mutual concern.
- D. The Board shall review certain policies annually, as required by law. Education Code 35160.5 requires that district policies pertaining to intradistrict open enrollment and extracurricular/co-curricular activities be reviewed annually. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.
- E. If, upon policy review, no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted and the policy reaffirmed.
- F. 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.

### IV. Administrative Regulations

- A. The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the District. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of District goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other provisions. When Board policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.
- B. The Board may review and/or approve administrative regulations for the purpose of ensuring conformity with the intent of Board policy.
- C. The Superintendent or designee may also develop procedural manuals, handbooks, or other guides to carry out the intent of Board policy.

### V. Monitoring and Evaluation

At the time a policy is adopted, the Board and Superintendent or designee shall determine whether an evaluation of the policy should be scheduled and, if so, shall agree upon a timeline and measures for evaluating the effectiveness of the policy in achieving its purpose.

## VI. Access to Policies

- A. The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. A public copy of the policy manual shall be maintained at the district central office and at each school site. These copies shall be maintained either electronically or by paper copy.
- B. As necessary, the Superintendent or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. The Superintendent or designee may determine the appropriate communications strategy depending on the issue.

## VII. Suspension of Policies

No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

## VIII. Board Bylaws

- A. The Board shall prescribe and enforce rules for its own government consistent with state law and regulations. (Education Code 35010)
- B. Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

### Legal Reference:

#### Education Code

- 35010 Control of district; prescription and enforcement of rules
- 35160 Authority of governing boards
- 35160.5 Annual review of school district policies
- 35163 Official actions, minutes and journal
- 35164 Vote requirements

### Management Resources

#### WEB SITES

CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online<sup>TM</sup>), Policy Review Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance: <http://www.csba.org/ps>

ADOPTED: 02/09/05

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