

Board Bylaws

BOARD POLICIES

Development and Adoption Process

The Governing Board recognizes that its most important function is to establish policies which communicate its direction for the operation of the schools. 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.

(cf. 2210 - Administrative Leeway in Absence of Board Policy)

The Board encourages members of the community to contribute information and opinions for the Board's consideration and propose revisions to policy. The Board desires the community and all district employees to have access to Board policies electronically.

When drafting or revising Board policies which affect other governmental agencies or areas of common interest, the Superintendent or designee shall seek input from these agencies and shall express the Board's desire to cooperate with them in addressing matters of mutual concern.

The adoption of policy shall conform with Board bylaws governing agenda, meetings, and voting. The district's policy development process shall include the following basic steps:

1. 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 or goals, 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 or other interested persons.
2. 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.

(cf. 1220 Citizen Advisory Committees)

3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include but not be limited to, how the proposed policy may affect student learning, community expectations, staff recommendations, fiscal impact, as well as the policy's impact on governance and operational efficiency.
4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.

Board Bylaws

BOARD POLICIES

5. The superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

(cf. 9311 – Policies) (cf. 9312 – Bylaws)

(cf. 9313 – Administrative Regulations)

(cf. 9323 – Meeting Conduct)

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323.2 – Actions by the Board)

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.

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

Policies not amended shall be officially readopted by the Board. 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.

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

(cf. 9320 – Meetings and Notices)

(cf. 9322 – Agendas/ Meeting Materials)

(cf. 9323.1 - Order of Business)

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

Board Bylaws

BOARD POLICIES

Management Resources:

CSBA PUBLICATIONS:

Targeting Student learning: The School Board's Role as Policymaker, 2005

Maximizing School Board leadership: Policy, 1996

WEB SITES:

CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT6 ONLINE) Policy Audit Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance: <http://www.csba.org/ps>

National School Boards Association: <http://www.nsba.org>

Bylaw Adopted: July 5, 1990
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WESTMINSTER SCHOOL DISTRICT
Westminster, California