# Board Governance through POLICY

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Policy Services

## School boards
**GOVERN.**

Superintendents **MANAGE.**

<table>
<thead>
<tr>
<th>Board</th>
<th>Goals</th>
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<tbody>
<tr>
<td>Advocacy/Accountability</td>
<td>Policy</td>
</tr>
<tr>
<td>Operations</td>
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<tr>
<td>Personnel</td>
<td></td>
</tr>
<tr>
<td>Superintendent</td>
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</tbody>
</table>
“School Board policies are statements which set forth the purpose and prescribe in general terms the organization and program of a school system.”

National School Boards Association

“They create a framework within which the superintendent and his/her staff can discharge their assigned duties with positive direction.”

National School Boards Association

“They tell WHAT is wanted.”

National School Boards Association
### Policy AR

<table>
<thead>
<tr>
<th>Developed By</th>
<th>Board Action</th>
<th>Policy Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board</td>
<td>Adoption</td>
<td>Broad language that gives the direction to the administration.</td>
</tr>
<tr>
<td>Administration</td>
<td>Review, some must be adopted</td>
<td>Specific language that implements the direction from the policy. Detailed Direction.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Developed By</th>
<th>AR Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHAT, WHY. The end result.</td>
<td>HOW, WHO, WHEN, WHERE. The means to get to the end result.</td>
</tr>
</tbody>
</table>

### Handbooks

<table>
<thead>
<tr>
<th>Handbooks</th>
<th>Internal Procedures</th>
<th>Plans</th>
</tr>
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<tbody>
<tr>
<td>POLICY</td>
<td>AR</td>
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<tr>
<td>WHAT</td>
<td>HANDBOOKS</td>
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<td>WHY</td>
<td>INTERNAL</td>
<td></td>
</tr>
<tr>
<td>WHEN</td>
<td>PROCEDURES</td>
<td></td>
</tr>
<tr>
<td>WHERE</td>
<td>PLANS</td>
<td></td>
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</table>
Remember!

Policies are legal documents, not a Nobel prize in literature.

Phrases and words have legal meaning which may not create the perfect sentence -- be careful of word-smithing.

Policy is legally binding and creates legal liability.
Word of Caution

Be wary of special interest groups or grass root movements that are recommending (pushing) a policy for board adoption. They may not realize that a board policy is legally binding and that language in their policy may increase the district’s liability.

Not everything that is required is required to be in policy. (but somethings are)

(sometimes less is more)
REQUIRED TO DO
TO BE IN POLICY

R6/01/10 | PH

“Each school district board shall adopt policies that ...”

Image of text:

Image of text:
Oregon School Boards Association
Selected Sample Policy

Programs and Services - Talented and Gifted

A district-wide plan will be developed for programs and services beyond those normally offered by the regular school program. All required visual course sequences shall identify the students as academically talented or gifted. The plan shall include the following:

1. Definition and identification of academically talented students
2. Resource allocation for programs and services
3. Funding for programs and services
4. Evaluation and accountability

The plan will be implemented and evaluated periodically to ensure its effectiveness. The plan will be reviewed and updated annually by the district's administrative team. The district will ensure that all students have access to appropriate services that will develop their gifts and talents.
Option:

6/01/10 | PH

Laws
Remember!

When reviewing policy:
Is it legal?
Does it reflect current practice?
Is it working? What needs changed?
Do we need it?
POLICY BFC ADOPTI ON

PROVIDED 1ST READING
COMMENTS 2ND READING
ADOPTI ON

PROVIDED 1ST READING
COMMENTS 2ND READING
ADOPTI ON

PROVIDED 1ST READING
COMMENTS 2ND READING
ADOPTI ON
POLICY BFC

ADOPTION

1ST READING

COMMENTS

1ST READING

COMMENT

2ND READING

PROVIDED

4

ADOPTION

2ND READING

PROVIDED

3

ADOPTION

2ND READING
ORGANIZATION
AB Board Governance
C Administration
D Fiscal Management
E Support Services
F Facilities
G Personnel
I Instruction
J Students
KL Community Relations

MAY BE SUBJECT TO YOUR COLLECTIVE BARGAINING AGREEMENT

“PARENT” INCLUDES LEGAL GUARDIAN OR PERSON IN A PARENTAL RELATIONSHIP
[BRACKETS]

within [five] working days

to the [superintendent]
the Board [may][shall]

DOUBLE CODES
GCBDD/ GDBDD
Sick Time

Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalent Delivery Systems