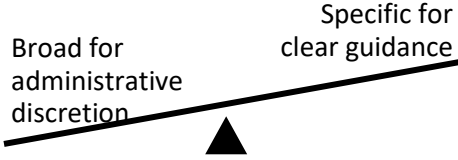


Policy 101: Board Governance through Policy

What is policy?

School Board policies are statements which set forth the purpose and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and staff can discharge their assigned duties with positive direction. They tell what is wanted.

National School Boards Association

	POLICY	ADMINISTRATIVE REGULATION (AR)
WHAT IT IS	The WHAT and WHY Guideline Charts a course of action Broad for administrative discretion 	The WHO, HOW, WHERE & WHEN Detailed Directions Puts policy into action
WHAT IT IS NOT	Detailed direction Forms Job descriptions	Handbook Plan Job description
WHY IT IS IMPORTANT	Direction Informs public, Board, staff & students Accountability Legal record May be required by law	Assigns detail needed to implement Informs Compliance indicator Satisfies laws
BOARD'S ROLE	Review, amend, adopt	Review after administrator development. Generally, the board does not have to adopt.

Not everything that is required is required to be in policy!

Sometimes less is more!

NOTES _____

What does it mean if OSBA says it's REQUIRED?

<p>REQUIRED</p> <p>R7/01/20 SL</p> <p>Required by law to be in policy.</p>	<p>HIGHLY RECOMMENDED</p> <p>HR7/01/20 RS</p> <p>Required to do it and/or it is litigious or controversial in nature; not required to be in policy.</p>	<p>CONDITIONALLY REQUIRED</p> <p>CR7/01/20 LF</p> <p>If you offer this program or service, this policy is required.</p>	<p>OPTIONAL</p> <p>7/01/20 SL</p> <p>Not required, but can be beneficial.</p>
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Special Policies

1. Board conversations. The conversation may be the most beneficial part.
2. Identify objectives. What are you seeking to accomplishment with this policy.
3. Involve stakeholders. Have you involved staff, community and students?
4. Look at options. Is policy the best place for this? Would it be better in a vision or mission statement, goals, resolution, internal document? Are there legal implications?

What LAW?

Federal Statute (USC)

Federal Regulation (CFR)

U.S. Supreme Court

Federal District Court

Public Law

Oregon Statute (ORS)

Oregon Administrative Rules (OAR)

Oregon Supreme Court

Adopted Bills that haven't been put into statute (HB, SB)

When reviewing policy, ask yourself:

- Is it legal?
- Does it reflect current practice?
- Is it working? What needs changed?
- Do we need it?

NOTES

General adoption process

1. Policies are recommended to the board. This is generally done by the superintendent or policy committee. These recommended policies are often provided to the board in the board packet.
2. First Reading. This needs to be at a board meeting, but the board does NOT need to read through every policy at the meeting.
3. Comments.
4. Second Reading and Adoption. The board incorporates any new changes and adopts the policies. The board does NOT need to read though every policy at the meeting. Often on the consent agenda, but individual policies can be pulled out for discussion.

Policy Organization	
AB	Board Governance
C	Administration
D	Fiscal Management
E	Support Services
F	Facilities
G	Personnel
H	Negotiations
I	Instructions
J	Students
KL	Community Relations

Review policy BFC for your district’s adoption procedures. May be collective bargaining impacts.

- Single Asterisk*** May be subject to collective bargaining agreement
- Double Asterisks**** “Parent” includes legal guardian or person in a parental relationship
- [Brackets]** You need to select language to put in the brackets
- Double Codes** Same policy included in multiple sections. Should be identical.

Policy Services

- Rewrite, including charters, ESDs and community colleges
- Desk Rewrite
- Policy Update
- Manual Maintenance
- Online Policy Manual
- Policy Plus
- Handbooks, including staff, students and key dates
- Special Projects
- General Information and Workshops

NOTES
