

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** April 30, 2024

**NUMBER:** 24-121

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed BP  
3590 Electronic  
Signatures; Second  
Reading

**STRATEGIC PLAN/BOARD GOAL:**

Track 1: Operational Improvements  
*Initiative: Optimize Business Practices*

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to approve the second reading of the proposed BP 3590 Electronic Signatures.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the second reading of the proposed BP 3590 Electronic Signatures to be within the Business and Non-Instructional Operations series.

This new policy establishes guidelines for how to utilize and accept electronic signatures in business, noninstructional, and instructional settings.

The Board Policy Committee reviewed the new policy and recommended approval.

**ALTERNATIVES:**

1. Approve the second reading of the proposed BP 3590 Electronic Signatures as presented;
2. Do not approve the second reading of the proposed BP 3590 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the second reading of the proposed BP 3590 Electronic Signatures as presented.