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 his/her 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	The WHO, HOW, WHERE & WHEN Detailed Directions
	Charts a course of action	Puts policy into action
	Specific for	
	Broad for clear guidance administrative	
	discretion	
WHAT IT IS NOT	Detailed direction	Handbook
	Restatements of the law	Plan
	Forms	Job description
	Job descriptions	
WHY IT IS	Direction	Assigns detail needed to implement
IMPORTANT	Informs public, Board, staff & students	Informs
IIVII OKIAIVI	Accountability	Compliance indicator
	Legal record	
	May be required by law	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?

REQUIRED

R6/01/10 | PH

Required by law to be in policy.

HIGHLY RECOMMENDED

HR6/01/10 | RS

You are required to do it, and it is highly litigious in nature; not required to be in policy.

OPTIONAL

6/01/10 | LF

CONDITIONALLY REQUIRED

CR6/01/10 | SL

If you offer the program involved, you are required to have a policy on it.

For charter schools, depending on charter agreement and bylaws.

What LAW?

Federal Statute (US Code)
Federal Regulation (CFR)
U.S. Supreme Court
Federal District Court

Oregon Statute (ORS)
Oregon Administrative Rules (OAR)
Oregon Supreme Court

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

- Policies are provided to Board members in the Board packet. Policies can be information items, no action is required.
- 2. Policies have first reading at the Board meeting.
- 3. Any comments or suggested changes are brought to the Board's attention.
- 4. Second reading and adoption at the next meeting. If there are no comments or suggested changes, the adoption can be done on the consent agenda. There is no statutory requirement for multiple readings. Boards can adopt at the meeting when first introduced. Check your policy BFC for additional guidance.

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

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

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		