

Policy analysis

An analysis is a review and assessment of a board's policy manual. On a Microsoft Excel spreadsheet, policies and administrative regulations (procedures) are listed along with of the following findings:

- Policy/administrative regulation is adequate
- Recommend policy/administrative regulation be reviewed and/or revised
- Policy/administrative regulation is missing and is required by state or federal law
- Policy/administrative regulation is missing and is highly recommended
- Recommend deleting policy/administrative regulation

The spreadsheet file generated allows sorting and filtering in the analysis matrix. Information can be quickly filtered to see how many required policies or administrative regulations are missing or how many policies and administrative regulations need to be reviewed.

An OSBA specialist is prepared to discuss the analysis results with the board and administrators by highlighting major strengths and areas of concern and may be done at a board meeting. An analysis includes the option to request up to 25 OSBA model sample board policies/administrative regulations which were identified in the analysis.

If the analysis indicates the need for additional policy work, the specialist can discuss options, exploring OSBA rewrite services.

Fifty percent of the fee for the analysis will be credited toward a rewrite fee if the district (i.e., school district, ESD, public charter school or community college) pursues OSBA's full policy manual rewrite within one year of the completion of the analysis.

An analysis is a perfect way to document the current status and needs of the board's policy manual.

[Contact OSBA Policy Staff](#)

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