



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **October 4, 2011**

TITLE: **Review of Policies Contained in Board Policy Classifications K (Community Relations) and L (Education Agency Relations)**

BACKGROUND:

Purpose

The Arizona School Boards Association ("ASBA") recommends periodic review of all district policies on a comprehensive and collective basis to ensure policies are updated as new legislation is enacted, and to reflect the intentions of the Governing Board over time.

Manual Format

As the Board is aware, the policy manual is organized according to the classification system of the National School Boards Association. This system provides an efficient means of coding, filing, and finding policies. The manual is divided into the following sections:

- A FOUNDATIONS AND BASIC COMMITMENTS
- B SCHOOL BOARD GOVERNANCE AND OPERATIONS
- C GENERAL SCHOOL ADMINISTRATION
- D FISCAL MANAGEMENT
- E SUPPORT SERVICES
- F FACILITIES DEVELOPMENT
- G PERSONNEL
- H MEET AND CONFER
- I INSTRUCTIONAL PROGRAM
- J STUDENTS
- K SCHOOL - COMMUNITY RELATIONS
- L EDUCATION AGENCY RELATIONS

The Governing Board's policies are, of course, intended to be broad, overall direction for the operation of the District. Implementation of policy is through administrative function, including the administrative regulations approved by the Superintendent. (Regulations are denoted by a "-R", "-RA" or similar designation; exhibits are denoted by "-E" or "-EA", etc.). The Board is only required to approve changes to policies, not regulations or exhibits. Simply put, policies are "theory and intention"; Regulations are those procedural steps necessary to affect the theory; and Exhibits are the forms needed to implement the Policy's Regulation(s).

Process – Identification of Necessary Revisions

The process to facilitate identification of necessary changes has been initiated with staff working with the District's ASBA policy consultant to review each page (literally) of every policy/regulative document to identify the following:

1. Suggestions (or needs) for substantive changes (including adoption of entirely new policies or deletions of superfluous, duplicative or outdated ones);
2. Style or language changes (e.g., "pupil" to "student" or "parent" to "parental"); or
3. Reference updates (wherein we change a statutory reference or modify a policy cross-reference).

Through this review, a significant number of policies have been identified where some type of updating is recommended. Many policies, however, do not require change or require changes of little significance – such as the style changes.

Process – Policy Forms

The draft of changes to these sections is provided in two formats: first, a “redline” version which shows all the detail of the changes made in traditional editing format; second, a “final” version showing all the proposed changes incorporated into one “clean” document.

As the redline and final drafts are reviewed, there are a few clarification statements which the Board may find helpful:

- District identifying information, including name, county, mission statement, district legal status, etc. are not included in the ASBA model package; therefore, they sometimes appear as strikethroughs in red, which would normally suggest deletions. That is simply a function of current ASBA formatting; that language will not be deleted.
- Otherwise, all recommended deletions are indicated in red/strikethrough.
- Recommended additions/changes are in blue/underlined.
- All sections of the draft which match the current policy language appear in black.
- Many documents have only minor or technical changes that are not substantive. Typically such changes or corrections are made to enhance sentence structure, improve grammatical presentation, correct semantics, accommodate statutory codification adjustments, and so forth.
- Many of the documents have no changes at all.
- If a policy, regulation, or exhibit has substantive changes, these should be reviewed closely since the potential revisions may materially alter an expectation, a practice, or a procedure of the District. These revisions may be the result of changes to federal laws or state statutes, alterations to the rules of regulatory agencies, findings in case law, attorney general opinions, et cetera. In some cases, the changes are the outcome of efforts to clarify the contents of a document or to more adequately synchronize the District's policies and practices with one another.
- Documents which do not carry the ASBA copyright are either district creations or do not strictly conform to the ASBA proposed model.

RECOMMENDATION: This item is presented for the Board's study at this time. The policy revisions will be brought back for the Board's approval.

INITIATED BY:



Todd A. Jaeger, Associate to the Superintendent

Date: September 28, 2011



Vicki Balentine, Ph.D., Superintendent