

PROCEDURES TO SUBMIT BOARD POLICES AND ADMINISTRATIVE REGULATIONS FOR APPROVAL AND POSTING

BOARD POLICY (BP):

Requires Board Approval

1. Notify the administrator of the Office of Constituent Services that a Board Policy is in the process of being revised and provide the rationale for the revision.
2. The administrator of the Office of Constituent Services will provide relevant information from CSBA related to the policy being revised and will provide technical assistance if requested.
3. The administrator will provide the adopted “color key” to show the appropriate revisions.
4. The department head of the division responsible for this Board Policy must also be notified that a revision is being processed and the rationale for the revision.
5. Review and discuss the revised policy at a meeting within the department owning the BP. The purpose of this review is to anticipate questions that may be raised. Due to the narrow focus and labor intensity of revising a policy, it is good for people not involved in the revision process to read the BP for clarity. Revise materials as a result of the discussion and feedback.
6. Follow the same process as above with your department head at a department heads meeting. Revise materials as a result of the discussion and feedback.
7. If the department head deems it appropriate to seek legal advice on the revised Board Policy, it should be done prior to being presented to the Superintendent’s executive cabinet.
8. Department head provides the final revised copy to your executive cabinet representative for review at the Superintendent’s executive cabinet.
9. At the department’s head/executive cabinet representative direction, prepare materials for submission for placement on the Board agenda following appropriate timelines and protocol. There is a two-step process for placing BP’s on the Board agenda:
 - a. Step One: Submit BP for placement as a RECEIVE item.
 - b. Step Two: Resubmit BP for placement for ADOPTION.
10. Provide the board secretary with an electronic version of the final BP for posting to the district’s website.
11. Upon approval by the Board the board secretary will provide department head with copy of approved policy. Additionally, board secretary will submit approved policy to webmaster for posting on district website.
12. Department head/EC member is responsible for working with communications department on notifications to district stakeholders about the adoption of a revised or new policy.

ADMINISTRATIVE REGULATION (AR):

Requires Superintendent's Executive Cabinet Approval Only

1. Notify the administrator of the Office of Constituent Services that an Administrative Regulation is in the process of being revised and provide the rationale for the revision.
2. The administrator of the Office of Constituent Services will provide relevant information from CSBA related to the AR being revised and will provide technical assistance if requested.
3. The administrator will provide the adopted "color key" to show the appropriate revisions.
4. The department head of the division responsible for this Administrative Regulation must also be notified that a revision is being processed and the rationale for the revision.
5. Review and discuss the revised regulation at a meeting within the department owning the document. The purpose of this review is to anticipate questions that may be raised. Due to the narrow focus and labor intensity of revising a regulation, it is good for people not involved in the revision process to read the AR for clarity. Revise materials as a result of the discussion and feedback.
6. Follow the same process as above with your department head at a department heads meeting. Revise materials as a result of the discussion and feedback.
7. Department head provides the final revised copy to your executive cabinet representative for review at the Superintendent's executive cabinet.
8. Provide an electronic copy of the Administrative Regulation approved by the Superintendent's Executive Cabinet and containing the date of EC approval to the Administrator of Constituent Centers to be submitted to webmaster for posting on the district's website.
9. Department head/EC member is responsible for working with communications department on notifications to district stakeholders about the revised administrative regulation.