

Colorado Springs School District Eleven Board of Education Policy Manual Development and Revision Process

The Board of Education Policy manual can be very intimidating to persons who are not familiar with its structure or processes. It is considered a living document as it continuously changes to meet the needs of the district.

The Policy Process

Policy making is much more than approving a curriculum or adopting a budget. Developing and adopting policies occurs within the context of listening, acting and responding to a variety of groups who are interested in what our community's children learn and how that learning takes place. In recent years, the number of groups has increased as business and industry, state legislatures, federal agencies, and other groups have entered the local educational arena, thus joining the traditional school constituencies of parents, school employees, taxpayers, and local political officials. There are two methods used for policy development and revision.

A. The Board of Education identifies a need and follows through on their own or with the administration.

B. The Administration identifies a need and goes through the following process.

When a need to revise or develop a policy is identified, the individual(s) responsible for the area(s) most impacted by the policy will be assigned as the Administrator (or "owner") of the policy. The administrator is responsible for development of the revised or new policy as well as the executive summary to be provided to the BOE upon presentation.

This document was prepared to help the Administrator through the process of policy development and revision. The Custodian of Records maintains the master copy of BOE policies and will work with the Administrator, providing administrative support as well as assistance in navigating through the process.

Step 1 - Gather Background Information Call Records Management Center X 2075 for assistance

Resources Available

First, you will need the facts. Start by asking yourself the following questions: How will state law control our actions and decisions on the issue? What costs are involved? How has this problem been solved in other school systems? Additionally, you will want suggestions from those persons who will administer the policy and from those whom the policy will affect.

The National School Board Association's (NSBA) Educational Policy Reference Manual is an excellent starting point. Also the Colorado Association of School Boards (CASB) Demonstration Policy Manual contains policies that have been developed within Colorado. A complete and up to date copy of each is in the Records Management Center (RMC). We will provide copies of policies relating to your issue upon request.

Sometimes the issue is new and previously written policies are not available. The Custodian of Records is able to conduct research through a network of policy managers across the nation by using the internet and other methods, to find out if other school districts have done some background work that may be of assistance to you.

Step 2 – Notify Policy Subcommittee

Notify the Custodian of Records that there is a need for a new/revised policy. The Custodian of Records will place the Administrator on the Policy Subcommittee meeting agenda to present information supporting the need to create a new policy or revise an existing policy.

Step 3 - Prepare Draft

The method used to develop or revise a policy is at the discretion of the Administrator and his/her Division Head. In the event that a policy affects several stakeholders, the Policy Subcommittee may direct the Administrator to convene a subcommittee to develop the policy and/or revisions. Working drafts should always be numbered and dated. The standards for setup are as indicated below. The developed policy or policy revision document must be formatted in a standardized manner prior to its placement in the Board Agenda packet.

Mark-up Standards
Font = Universal 12
Line Spacing = 1.5
No page numbering
Deleted text - Strike out
Added text = <u>Bold and Underlined</u>
Add Adopted or Revised Date - Month, year at the end of the document
Add Date in the Footer - Month, year

Step 4 - Submit Draft Document to Custodian of Records

Give the draft to Custodian of Records on paper and in electronic form. You may e-mail, place the document on a shared network drive, or on a PC formatted disc. The Custodian of Records will put the new/revised policy through a proofing process, which includes both general and technical checks. The draft will also be sent to the D11 attorneys, Holmes, Roberts and Owen, LLC (HRO) for review if necessary.

Step 5 - Present Draft Policy to Policy Subcommittee

Once the drafts of the policy and executive summary have been finalized, the Custodian of Records will place the Administrator on the Policy Subcommittee meeting agenda to present them for review and approval. Please note that the Custodian of Records must send both documents to the Policy Subcommittee members one week prior to the meeting.

Step 6 - Present Draft Policy to Superintendent's Cabinet for Review

Once the Policy Subcommittee has approved the new/revised policy and the executive summary, the documents must be presented to Superintendent's cabinet for review and approval. The Custodian of Records will contact the Superintendent's office to have the policy placed on the agenda. The administrator will present the drafts to the Superintendent's Cabinet. Cabinet may suggest further revisions. If so, the newly marked up draft must go back to Custodian of Records, where the revisions will be incorporated into the first draft and a new draft will be prepared. Depending upon instructions from Cabinet this draft may go to the Policy Subcommittee for review or may return to Cabinet for further review.

Step 7 - Review and Finalize Draft

After receiving approval from the Policy Subcommittee and Superintendent's Cabinet, the Custodian of Records may submit the draft policy to HRO for a final review. After the draft policy is finalized by the Custodian of Records, it will be sent to the Administrator.

Step 8- Board of Education Agenda - Non-Action

The Custodian of Records will notify the Administrator when the draft policy is placed on the BOE agenda for non-action and will provide a copy of the draft policy and executive summary to the Superintendent's office for the Board Agenda packet. The administrator is responsible for presenting the executive summary and draft policy to the BOE.

BOE TIMELINES

The Board of Education meetings have a structure that includes timelines for providing documents that are to be on the agenda. Policy revisions are scheduled for BOE "regular" meetings. All documents and board notes must be in the Superintendent's Office by noon on the Wednesday before the meeting for which they are scheduled. All policy revisions appear on the board agenda twice, first as a non-action item, then as an action item.

Step 9 - Board of Education Agenda - Action

The Administrator must notify the Custodian of Records if there are changes that need to be made as a result of the Non-Action board discussion.

1. If there are no changes, the policy will be placed on the BOE agenda for Action. The Custodian of Records will notify the Administrator when it has been placed on the BOE agenda.
2. If the revisions are minor corrections that do not have a significant impact on the meaning or spirit of the policy, the Custodian of Records will make the changes and provide a new draft to the Superintendent's office for the next Board Agenda packet.
3. If the revisions are significant, the Custodian of Records will make the changes, provide a new draft to the Administrator and place the policy on the Policy Subcommittee meeting agenda for further review/action.

After the Board of Education has approved the draft, the Custodian of Records will put the document into its final format. A copy will be sent to the Administrator. The Custodian of Records will have the policy posted on the D11 website and notify stakeholders that the policy has been adopted.

Please note that this process takes time. At a minimum, it will take two months to get a new policy or policy revisions through the entire process. A typical timeline follows:

Policy Subcommittee – meets the 2nd and 4th Friday of each month (Introduction, Review, Approval)

Introduction, review and approval will take a minimum of three meetings (1 ½ months)

- Agenda items must be submitted the Friday before the meeting

Superintendent's Cabinet – meets every Monday (Review/Approval)

The review/approval will take a minimum of one meeting

- Because this meeting takes place on a Monday, the draft policy will not be placed on the agenda until at least one week after receiving approval from the Policy Subcommittee

Board of Education – meets on Wednesdays (Non-action/Action)

This process will take a minimum of two meetings (2 weeks depending on BOE meeting schedule)

- The executive summary and draft policy will have to be submitted to the BOE secretary no later than the Wednesday before it is placed on the BOE agenda for presentation (1 week after Cabinet approval)