

# Greetings from



ASBA Policy Services

# ASBA Policy Services

## Comprehensive Manual Review

### Types of Documents in the Manual

#### GOVERNANCE

##### Policies

Global statements stating what the *governing board* expects and requires. Once adopted, they continue in perpetuity, as written, until revised or rescinded.

#### ADMINISTRATIVE

##### Regulations

*Administrative* documents describing how the superintendent intends to implement the board's policies. Regulations set out the administrative procedures to accomplish policy expectations and requirements. They are subject to modification as the superintendent determines it to be desirable and necessary.

##### Exhibits

Informational documents that either give or request *information*. Exhibits are subject to more frequent revision to accommodate needs to change the type, form, and content of documents for presenting or gathering information.

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### Objectives

- **Review the contents of the existing Manual.**
- **Compare the current Manual documents with Policy Services models to ascertain when modifications, additions, or deletions are necessary to synchronize document contents with changes in state and federal laws, agency rules and regulations, attorney general opinions, case law findings, and so forth.**
- **Locate 'internal conflicts' within and between Manual documents.**
- **Discover instances where existing practices are inconsistent with recorded policies and procedures.**

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When there is an inconsistency between what is set out in policy or administrative regulation and what is actually being practiced, document language, the practice, or both should be adjusted to achieve agreement.

If not, there is a higher probability of complications that will erode confidence and waste time, energy, and resources.

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### Comparison Process

- Characters in BLACK indicate a verbatim agreement between language in both the **district** document and the (1) document **model**.
- Characters in BLUE indicate language in the **model** document but not in the **district** document.
- Characters in RED indicate language in the **district** document but not in the **model** document.

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**BBBA ©**  
**BOARD MEMBER QUALIFICATIONS**  
**(Governing Board Membership)**

A person who is a registered voter of this state and has been a resident of the District for one (1) year immediately preceding the day of election is eligible for election to the office of Governing Board member.

No employee of the District, including a person who directly provides certificated or support services to the District as an employee of a third-party contractor, or the spouse of such employee may hold membership on the Governing Board of this District.

A Governing Board member is ineligible to serve simultaneously as a member of any other ~~Governing Board~~ school district governing board, except that a Governing Board member may be a candidate for nomination or election for any other ~~Governing Board~~ governing board if serving in the last year of a term of office.

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### Comparison Process (continued)

*The appearance of **red** and **blue** characters are not to be perceived as value statements, but as decisions points.*

**Unless an administrative decision is made to retain characters appearing in **red**, the **blue** characters will appear in the Manual documents.**

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### Considerations

- Upon board adoption or administrative approval, documents in the Policy Manual are the District's — not ASBA's.

- Document models have been researched, drafted, and updated to assist the District in complying with laws, rules and regulations that impact districts. Policy Services will advise the district on the potential effects and the advisability of deviating from document models.

*However, it is the district's prerogative and responsibility to modify and adopt policies and regulations the board and administration believe best meet the needs of the district.*

- Policy Services controls the titles, indexing, codification, and format of documents to retain consistency with the National Educational Policy Network (NEPN) system which is important for research and the retrieval of policy information.



# *ASBA Policy Services*

## *Comprehensive Manual Review*

**The ASBA copyright may be removed from a document that:**

- **is not Policy Services intellectual property,**
- **contains a substantial content modification Policy Services does not want represented as being the ASBA copyrighted work, or**
- **is a document about which Policy Services has a concern or has not performed an assessment to determine content compliance with applicable laws, rules, regulations, and judicial decisions.**

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### Following the Review

- Policy Services presents documents in an electronic format
- Policy Services provides a listing of new documents and adjusted documents
- Each board member should have an opportunity to review Manual documents prior to a presentation at a meeting of the board
- Board members should identify any document about which the member has questions or believes should be discussed during review
- The governing board (1) rescinds existing policies and (2) adopts the new Manual, including administration approved regulations and exhibits
- Transmit any revision(s) of document(s) to ASBA Policy Services via PolicyBridge

***Date of Manual Adoption*** appears at the end of the Manual *Introduction*.  
Subsequent changes to policies display a date certain.

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Questions