



Responsible Office: Office of the Chief of Staff

BOARD POLICY 9070

BOARD POLICY – ADOPTION AND REVISION

PURPOSE

The Board of Trustees (“Board”) functions as the governing body responsible for establishing the District’s vision for student learning, setting policy for carrying out that vision, and monitoring progress. Board governance and District operations, as well as the duties and authority of the Superintendent, are primarily governed by policy. In creating Board policies, the Board shall administer its affairs in accordance with federal, state, and local laws and regulations.

POLICY

1. Governing Principles

- a. The Board exercises its powers and fulfills its responsibilities through the policies it establishes. Such policies set the foundation and basic commitments of the District.
- b. The Board is specifically charged with the duty of adopting policies for the effective governance of the District.
- c. The Board believes that policies:
 - i. should be high level and directional, and enable a shared understanding with clear expectations about the goals, values, mission and vision of the District with the Superintendent, faculty and staff, students and their families, and members of the community ;
 - ii. are a key governance tool to be used in making decisions related to financial oversight, superintendent evaluation, and development of a District strategic plan;
 - iii. guide the Superintendent in the creation of administrative regulations and procedures to direct and hold staff accountable; and
 - iv. Should be aspirational and implementable.

2. Governing Practices

- a. The development of policy is a dynamic process that addresses the evolving issues and needs of the District. New policies shall be developed and current policies reviewed and revised as necessary.
- b. Board Policy Committee (“Committee”)
 - i. The Board does hereby establish the Board Policy Committee as a standing advisory committee of the Board, consisting of all seven members of the Board and using the same format as the Board with respect to duties and responsibilities of the President, Vice-President, Clerk and Members.
 - ii. The Committee may take action to evaluate and review policies and take action to recommend them to the Board.
 - iii. During the exercise of duties and responsibilities, the Committee shall adhere to the requirements of Nevada’s Open Meeting Law.
- c. Action to approve new policies and changes to existing policies shall be taken upon over the course of no less than two meetings of the Board:
 - i. Consideration of Preliminary Approval and initiation of the public comment period;
 - ii. Consideration of Final Approval.
- d. All new or revised policies shall become effective upon adoption, unless a specific effective date is provided.
- e. Non-Substantive Changes to Policy
 - i. Understanding that the District is continually evolving and that policies must reflect the current state of the District, the following changes to existing policies are delegated to the Superintendent and shall not require specific Board approval:
 - 1. updating the header or footer, titles of staff or departments, and legal or cross references in the “implementation guidelines and associated documents” section that have changed since policy adoption; and
 - 2. Formatting changes, to include correction of spelling, grammatical, capitalization and punctuation errors.

- ii. Such changes shall be documented in the “Revision History” section of the policy.
- f. Implementing Documents
 - i. The Board of Trustees, through this policy, delegates to the Superintendent administrative responsibility for the development, maintenance, and dissemination of administrative regulations, procedures and any other associated documents necessary for the implementation of Board policy.
 - 1. Administrative Regulations are detailed directions developed by the Superintendent to put policy into practice allowing the Board of Trustees to focus on broad issues.
 - 2. Administrative Procedures and/or Manuals reflect an expressed purpose and consistent implementation of a practice and represent a consensus of the department heads and/or school administrators.
 - g. Storage and Maintenance of Governing Documents. The Superintendent shall develop and maintain a current online policy database which contains the policies, regulations, procedures, forms and manuals of the District. The database is intended both as a tool for district leadership as well as a source of information to staff and the community about how the District operates. Policies shall be maintained on the District’s website so that each administrator shall have ready access.
 - h. The Superintendent or Designee, generally the Office of the Chief of Staff, shall facilitate the review and adoption of Board policies, administrative regulations and administrative procedures.

DESIRED OUTCOMES

- 1. Through this policy, the Board of Trustees and District seek to maintain a high level of transparency in its governance practices while ensuring that policies and associated documents are accurate and current.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This policy reflects the goals of the District’s Strategic Plan and aligns/complies with the governing documents of the District, to include
 - a. Board Policy 9050, Board of Trustees’ Governing Mission
 - b. Board Policy 9051, Board Conduct, Ethics and Operational Protocols

- c. Board Policy 9055, Officers and Duties of the Board of Trustees
- d. Board Policy 9085, Delegation to the Superintendent

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.

REVISION HISTORY

Date	Revision	Modification
5/09/2017	1.0	Adopted upon the deletion of Board Policy 9037, Board Policy Committee