



**Responsible Office:** Office of the General Counsel

## **BOARD POLICY 9070**

### **CREATION, ADOPTION, REVISION, AND DELETION OF BOARD POLICY, ADMINISTRATIVE REGULATION, AND ASSOCIATED DOCUMENTS**

#### **PURPOSE**

The Board of Trustees ("Board") adopts Board Policy as the directions to carry out the Washoe County School District's ("District") vision for student learning and the executive management of the District. The purpose of Board Policy is to attain the ends for which the public schools are established and to promote the welfare of school children, including the establishment and operation of schools and classes. Board governance and District operations, as well as the duties and authority of the Superintendent, are primarily governed by Policy.

#### **DEFINITIONS**

1. The Governing Documents of the District are as follows:
  - a. Board Policy. The Board exercises its powers and fulfills its responsibilities through the Policies it establishes. Policies:
    - i. Set the foundation and basic commitments of the District;
    - 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; and,
    - iii. Guide the Superintendent in the creation of administrative regulations and procedures to direct and hold staff accountable.
  - b. Administrative Regulation. Administrative regulations are detailed directions developed by the Superintendent to put policy into practice. They describe how, by whom, where, and when things are to be done by providing detailed requirements and/or prohibitions under which the District will be operated.
  - c. Administrative Procedures / Manuals. 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.

- d. Substantive change refers to a significant revision of a policy (e.g. the change makes a difference and/or has impact); Non substantive change refers to a correction of a spelling or grammatical error and may include:
  - i. Updating the header or footer, titles of staff or departments, and legal or cross references in the "Legal Requirements and Associated Documents" section that have changed since policy adoption; and
  - ii. Formatting changes, to include correction of spelling, grammatical, capitalization and punctuation errors.

## **POLICY**

### 1. Board Policy

- a. Policy Format. Each Board Policy shall contain the following sections:
  - i. "Purpose" shall state the reason for or objective of the Policy.
  - ii. "Definitions" state the definitions of words and/or terms needed to be defined for purposes of the Policy. All words are presumed to have their common meaning unless otherwise defined in the Policy.
  - iii. "Policy" establishes the provisions deemed necessary to carry out the purpose and intent of the Policy.
  - iv. "Legal Requirements and Associated Documents" provides references to associated governing documents, and state and federal laws and regulations.
  - v. "Revision History" consists of a record of the adoption date and any changes made to the Policy.
- b. Policy Proposals and Revision Request Process.
  - i. Prior to the creation, revision, or deletion of a Board Policy by the Responsible Office, the Board Policy Committee shall prioritize District Board Policies by taking action to direct staff to create, revise, or delete a Board Policy.
  - ii. Board Policy may be proposed for creation, revision, or deletion under the following circumstances:
    - 1) As required to comply with local, state, or federal laws or regulations;
    - 2) In accordance with the established Policy review schedule;
    - 3) A member of the Board of Trustees, through the Board President or the Superintendent, may request a potential new policy or revision of a current policy be placed on the

meeting notice for a meeting of the Board Policy Committee;  
or

- 4) The Superintendent or the Responsible Office may request a potential new policy or revision of a current policy be placed on the meeting notice for a meeting of the Board Policy Committee.
- c. The creation, adoption, revision, and/or deletion of Board Policies shall generally include, but may not be limited to, the following steps:
- i. Each Policy shall have a District Office designated as having primary responsibility for the maintenance of the document (hereafter referred to as "Responsible Office").
    - 1) This should not be interpreted to mean that the Responsible Office is solely responsible for the provisions within the policy.
  - ii. The Responsible Office shall ensure and initiate the timely review, creation, or deletion of Board Policy.
  - iii. During the process, input shall be sought through District and community stakeholders.
  - iv. Policies shall be reviewed by the Office of the General Counsel. Review shall include, but not be limited to, potential liability concerns, applicable case law, compliance with state and federal laws, etc.
    - 1) The Office of the General Counsel has authority to update the "Legal Requirements and Associated Documents" section and make clerical/non-substantive edits without following the review process outlined in this Policy. Such changes shall be documented in the "Revision History" section of the Policy.
  - v. Board Policy Committee ("Committee")
    - 1) 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.
    - 2) The Committee shall establish the District's priorities for Board Policies by taking action to direct staff to proceed with the creation, revision, and/or deletion of future Board Policies.

- 3) The Committee shall evaluate and review a new proposed Policy, changes to an existing policy, or the deletion of an existing Policy.
  - 4) During the exercise of duties and responsibilities, the Committee shall adhere to the requirements of Nevada's Open Meeting Law.
  - 5) With limited exceptions, policies shall be reviewed by the Board of the Trustees in a committee setting known as the Board Policy Committee. In addition to the purpose of the Board Policy Committee described in provision 1(b) above, at meetings of the Board Policy Committee the Board shall review new draft Policies and proposed changes to existing Policies, and either:
    - a) Take action to forward the Policy(s) to a regular meeting of the Board of Trustees; or
    - b) Provide direction to staff for additional changes to the Policy and direct the Superintendent to schedule the Policy for a future meeting of the Board Policy Committee.
- vi. Review by the Board of Trustees.
- 1) Once the policy has been forwarded to a regular meeting of the Board of Trustees by the Board Policy Committee, the Board shall consider the Policy for "preliminary approval" at a first reading of the Policy.
    - a) Prior to preliminary approval, the Board may make minor, non-substantive changes during a meeting of the Board of Trustees and still take action for "preliminary approval" to begin the 13-day public comment period.
    - b) Prior to preliminary approval, if the Board desires to make substantive changes to the proposed Policy during the meeting of the Board of Trustees, the Board must either vote to send the proposed Policy back to the Board Policy Committee for further changes, or vote to direct staff to make changes and notice for preliminary approval at a subsequent Board meeting.

2) Public Review and Comment.

- a) Upon preliminary approval of the Board, the District shall post the Policy for public review and comment for a period of 13 calendar days.
- b) If the public comment period leads the Board to make substantive changes to the Policy, the Board must preliminarily approve the policy again and send it out for another 13-day public comment period.

3) At the conclusion of the public comment period and if the Board does not make any suggested changes, the Board will conduct a second reading of the Policy and take action for final approval.

4) Final approval of the adoption of a new policy, revision to an existing Policy, or deletion of an existing Policy lies solely with the Board of Trustees.

d. All new or revised policies shall become effective upon adoption, unless a specific effective date is otherwise provided.

2. Administrative Regulations

- a. The Superintendent shall adopt administrative regulations necessary to implement and maintain the provisions established by Board Policy. This may include, but is not limited to protocols to ensure proposed policies and/or revisions to existing policies are available for review and input by staff, students, and the community.
- b. Administrative regulations must be consistent with the applicable policy. If any portion of an administrative regulation is inconsistent with the applicable policy, the remainder of the regulation is still in effect.
- d. The adoption, revision, or deletion of administrative regulations do not require approval by the Board. However, the Board shall receive notice of potential adoption, deletion, or changes.
- e. Administrative regulations contain the following sections:
  - i. "Purpose" states the reason for or objective of the document.
  - ii. "Definitions" state the definitions of words and/or terms needed to be defined for purposes of the regulation. All words are presumed to have their common meaning unless otherwise defined in the regulation.
  - iii. "Regulation" documents the provisions deemed necessary to carry out the purpose and intent of the associated policy.

- iv. "Legal Requirements and Associated Documents" shall provide references to associated District policies, regulations, procedures, and forms, and Federal and State laws and regulations.
- v. "Revision History" shall consist of a record of the adoption date and any changes made to the document.

### 3. Categories for Governing Documents

- a. 1000 Series, Communications and Community Engagement - Protocols related to community engagement, media relations, political activity, volunteers, visitors, and public complaint resolution.
- b. 2000 Series, Administration - Protocols related to administrative personnel.
- c. 3000 Series, Business and Finance - Protocols related to the management of District funds, including budgeting and the use, control, and accounting of funds.
- d. 4000 Series, Personnel – Protocols related to human resources, classifications of staff, work schedules/assignments, ethics, evaluation, health and welfare, grievance procedures, leaves and absences, and termination/retirement.
- e. 5000 Series, Students – Protocols related to students, such as enrollment, attendance, rights and responsibilities, conduct and discipline, student safety and welfare, and other student matters.
- f. 6000 Series, Academics and Instruction - Protocols related to the District's instructional program: goals, basic programs, special programs, activities programs, instructional arrangements and resources, curriculum development, guidance, academic achievement, and testing.
- g. 7000 Series, Operations – Protocols related to non-instructional services and programs such as capital projects, facilities management, transportation, nutrition services, safety/security, and information technology.
- h. 9000 Series, Governance – These are the policies of the Board of Trustees that detail governance practices.

### 4. Storage and Maintenance of Governing Documents.

- a. The Superintendent shall develop and maintain an online 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.

5. Board Policies, once adopted by the Board, and posted to the District's online database shall override any previously adopted versions.

**LEGAL REQUIREMENTS & 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

**REVISION HISTORY**

Date	Revision	Modification
5/09/2017	1.0	Adopted upon the deletion of Board Policy 9037, Board Policy Committee
12/10/2019	2.0	Revised: changed name from "Board Policy – Adoption and Revision" and added process details