

Board File: BG

POLICY PROCESS

State law authorizes the Board to adopt, revise and repeal policies to serve as guides for its own operation and for the efficient operation of the district's schools. The Board is also authorized to delegate its policy-making responsibilities to the superintendent or superintendent's designee, to the extent consistent with state and federal law.

Board governance policies

The Board has adopted its own governance policies covering areas where the Board can most effectively carry out its responsibilities as trustees of the community. These governing policies shall be considered "Board governance policies."

District policies

Policies adopted or revised by the superintendent or superintendent's designee pursuant to the Board's delegation shall be considered "district policies."

The Board reserves the right to review district policies issued by the superintendent at its discretion, and shall bring to the superintendent's attention any district policy that is inconsistent with policies adopted by the Board. The Board shall be provided with copies of all district policies issued by the superintendent.

Although most district policies may be adopted, revised or repealed by the superintendent or superintendent's designee, there are district policies that the Board is legally required to adopt. Additionally, the Board may wish to retain authority for other district policies that are not legally required to be adopted by the Board, but where it is prudent or appropriate for the Board to do so, including but not limited to district policies that comprise the Board's bylaws.

Board retention or delegation of district policies

The superintendent or designee shall maintain an exhibit to this policy which indicates those district policies that remain under the Board's authority and those that have been delegated by the Board to the superintendent. The exhibit will be reviewed and revised as necessary to reflect changes in federal or state law and/or to reflect changes in the district's needs and circumstances.

Policy adoption – by the Board

When considering the adoption of a new Board governance policy or new district policy over which the Board has retained authority, the Board shall adhere to the following procedure:

1. First meeting - the proposal shall be presented for a first reading and discussion.

2. Second meeting - the proposal shall be presented for a second reading, discussion and vote.

Under unusual circumstances, the Board may temporarily approve a new Board governance policy or new district policy to meet emergency conditions; however, the above procedure is required before the new policy shall be considered permanent.

When considering the revision or repeal of an existing Board governance policy or existing district policy over which the Board has retained authority, such proposal shall be presented at a Board meeting for a first reading, discussion and vote, unless a second reading is requested by a majority vote of the Board.

During discussion of any policy proposal, the views of the public and staff will be considered. Amendments may be proposed by Board members. An amendment will not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and an additional reading would be desirable.

Policy adoption – by the superintendent

The superintendent shall establish a process for the adoption, revision or repeal of superintendent-adopted district policies. Such process shall ensure consistency and transparency. The process may be included as a district policy, at the superintendent's discretion.

Policy review

In an effort to keep district policies up-to-date, the Board and superintendent shall review policies on a continuous basis.

Additionally, from time to time the Board and superintendent may undertake a process to review and revise all of the district policies. The Board and superintendent may utilize an outside facilitator to conduct this review and revision process. Such process shall be in accordance with a schedule developed by the district and the outside facilitator, if applicable. The process shall include opportunities for staff, parent and community involvement. Once the review and revision process is complete, the Board and superintendent, as applicable, may choose to adopt the revised policy manual by sections or related groups of policy, or in its entirety by approval of a resolution. In this event, the policy adoption process referenced herein, including any readings, shall not apply.

Adopted: 1978

Revised: November 19, 2002

Recoded and revised by the Board: April 2, 2019

LEGAL REF.:

C.R.S. 22-32-109(1) (a-c), (y)(I) (*specific duties of board*)

CROSS REFS.:

BSL 1.1, Providing Direction and Delegation to the Superintendent
BG-E, Policy Process (Board Retention or Delegation of District Policy) - Exhibit

Douglas County School District Re-1, Castle Rock, Colorado