



# Make Your Board Policies Work For You

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OSBA leads the way to educational excellence by serving Ohio's public school board members and the diverse districts they represent through superior service, unwavering advocacy and creative solutions.



# What *is* Board Policy?

## Effective board policies:

- Are the ideas that guide the direction of the district
- Are the tools that bring about prudent change in the district
- Can help protect the district from litigation



Policy	Guidelines/ regulations	District-level policies/ handbooks
<p data-bbox="436 496 919 537"><i>“The who, what and why”</i></p> <ul data-bbox="436 597 898 992" style="list-style-type: none"><li>• Sets goals</li><li>• Resolves issues</li><li>• Defines and aligns administrative responsibilities</li><li>• Establishes oversight and evaluation procedures</li></ul>	<p data-bbox="1087 496 1283 537"><i>“The how”</i></p> <ul data-bbox="953 597 1415 1040" style="list-style-type: none"><li>• Supports and implements board policy</li><li>• Provides direction for administrative decisions and district procedures</li><li>• Involves input of administrators</li></ul>	<p data-bbox="1499 496 1898 586"><i>“Here’s how it’s done every day”</i></p> <ul data-bbox="1457 597 1919 1247" style="list-style-type: none"><li>• In line with board policies, how policies will be implemented in a practical manner</li><li>• Provides detailed direction for daily operations</li><li>• Written by the expert in that area</li><li>• Gives administration greater flexibility for revision and implementation</li></ul>



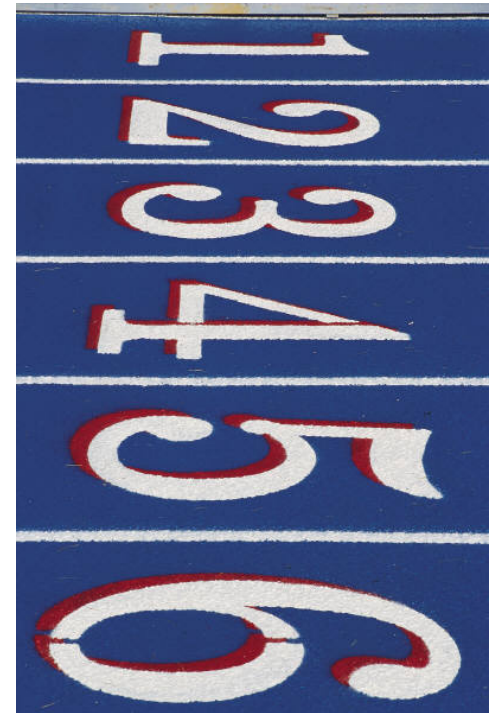
# POLICY DEVELOPMENT PROCESS

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# On Your Mark...

1. Identification of need
  - State or Federal law
  - Local need
  - Auditor's guidance
  - Attorney general
2. Analysis of policy strategies
  - New policy
  - Revise existing policy
  - Appropriate for board policy?
3. Selection of policy strategy





# Get Set...

## 4. Policy Drafting

- Solicit information from stakeholders
- Consider a policy committee
- Ask for help



## 5. Policy Adoption

- First reading at a public meeting
- Second reading at a public meeting
- Adoption by a majority vote of the board



# Go!

## 6. Policy Implementation

- Communicate
- Involve stakeholders

## 7. Review and Evaluation

- Policy effectiveness
- District compliance
- Consider legal, district and educational climate changes

## 8. Policy Revision or Removal





# PRACTICAL IMPLICATIONS

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# Define Roles

- The **board's** role is to:
  - provide direction for where the district is and where the district hopes to be in the future
  - build a consensus for the district's educational mission and philosophy
  - protect the district from litigation
  - involve appropriate stakeholders in the process
  - allow district administrators and staff to implement policies through district-level plans and procedures



# Define Roles

- The **superintendent's** role is to:
  - keep the board informed of needed policy updates
  - communicate policies to appropriate stakeholders
  - ensure district-level policies and procedures are in line with board policies



# Communicate

- Identify appropriate individuals for core policy committee
  - Board members
  - Superintendent
  - Treasurer
- Identify appropriate stakeholders for specific topics
  - Technology
  - Athletics
  - Graduation requirements
  - Kindergarten entrance age
- Communicate key changes to appropriate stakeholders



# Consider Alternatives

- Collective bargaining issue
- Handbooks
  - Employee
  - Student
- District-level policies and procedures
- Develop a plan for communicating policies
  - Webhosting
  - Administrative team meetings
- Self-evaluation



# Tips for Success

- Dust off your policy manual and read it!
- Find out when the entire manual was last reviewed
- Identify how the manual is used in the district
  - Administrators
  - Teachers
  - Community members



# Tips for Success

- Consider periodic review of key sections of policy manual
- Ensure handbooks line up with policies
- Identify a policy committee
- Identify individual primarily responsible for staying up to date on policies



# Tips for Success

- Communicate
- Evaluate
- Be proactive
- Understand difference between board policies and district-level policies
- Ask for help



# Essential Questions

- When was the entire manual last reviewed?
- How are necessary policy updates communicated to the district?
- How are policies communicated to stakeholders?
  - Webhosting option
- What is the policy adoption process?
  - Multiple readings





# Essential Questions

- Does the district have a policy committee?
  - Structure
  - Frequency of meetings
  - Role
  - If no policy committee – why not?
- Is there a process to ensure district level procedures are in line with board policy?
  - Handbooks
  - Building/department regulations



# Essential Questions

- As a board member, who should I contact if I have questions about a policy or procedure?
- Once the board adopts a policy how is the revised/new policy integrated into the overall manual and communicated to stakeholders?
- How do we know a change we want to make to a policy will not put the district out of compliance?



# Contact Information

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# Thank you!



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