

Updating District Policy

Presented By: Rebecca Duben, Director of Policy Services



Anatomy of NDSBA Policy Templates



Policy Services Templates

- **Policy**
 - A policy is a general statement adopted by the board that provides guidance, structure, and vision for the district to chart a course of action. Policy should tell what is wanted or not wanted, why, or how much.
- **Board and Administrative Regulations**
 - Regulations are methods or steps for carrying out a policy. They are procedures used to put policy into practice indicating how, by whom, where, and when processes are to be achieved. When regulations are not approved by a board, they are termed administrative regulations (-AR) and are meant as a quick reference for administrators.
- **Exhibits**
 - Exhibits are helpful tools, which may be used by administrators during policy implementation. These quick reference tools may include forms, charts, checklists, laws, or other advisory documents.



NDSBA Resource



Policy Services

NORTH DAKOTA SCHOOL BOARDS ASSOCIATION



P.O. BOX 7128
BISMARCK, ND 58507-7128
1-800-932-8791 • (701) 255-4127 • FAX (701) 258-7992

DIFFERENCES BETWEEN A POLICY, REGULATION, AND EXHIBIT

Setting board policy is a primary job of school boards and a key board responsibility. NDSBA Policy Services has created this resource to explain the differences between a policy, board and administrative regulation, and exhibit, and why these templates are important for successful district operations.

Policy

A policy is a general statement adopted by the board that provides guidance, structure, and vision for the district to chart a course of action. Policy should tell what is wanted or not wanted, why, or how much. It is the voice of the school board which carries echoes of past board decision-making, but also provides guideposts for the future. Policy should generally not contain specifics; detailed direction; restatements or paraphrases of state or federal law; or forms, job descriptions, etc. Policies are not meant to take the place of your attorney nor can they address every potential situation that may arise. The NDSBA encourages districts to contact their school attorney, our office, or other agency when additional guidance is needed.

Additional reasons why board policies are important include:

- Provides consistency, stability and continuity;
- Conserves time and effort, freeing the board from routine action;
- Provides a roadmap for healthy board and district operations for the superintendent, staff and students;
- Informs the public;
- Establishes a legal record as well as a legal basis for board actions;
- Aids orientation of new board members and staff;
- Provides a sound basis for appraisal and accountability;
- Meets requirements as prescribed by state and federal laws and regulations; and
- Minimizes liability to the district, board members, administration and staff.

Board and Administrative Regulations

Regulations are methods or steps for carrying out a policy. They are procedures used to put policy into practice indicating how, by whom, where, and when processes are to be achieved. They serve as instruction manuals for policy implementation. If not consistent with board policy, regulations become the unofficial policies of a district.



Policy Notice

NOTICE

This is a policy template. This template must be compared to your existing policy. If the Board wants to adopt the template in its entirety, they must make a motion to rescind the District's existing policy first (one reading) and then adopt the template. Policy adoption requires two readings unless an expedited process is deemed necessary by the Board per policy BDA. If your board wishes to adopt portions of this template, they must incorporate those changes into their existing policy prior to review. The Board must make a motion to amend the template. Amendments require two readings unless an expedited process is deemed necessary by the Board per policy BDA. More information on the Policy Adoption Process can be found on the Policy Services website or by contacting the NDSBA office at 1-800-932-8791.

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Policy Descriptors

RECOMMENDED
Cognia

Descriptor Code: BDA

PROCEDURE FOR ADOPTING BOARD POLICY

The Board is the policy-making body for the District. The policies of the Board shall be within the framework of state and federal laws, and regulations.

It is the board's intention that the written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for individuals interested in or affected by the district schools.

Development

Policies may be proposed by a school board member, employee, student or resident of the District. Proposed policies or ideas shall be submitted to the Superintendent for review prior to possible placement on the board agenda. The Board shall determine if a need exists and shall direct the Superintendent or board policy committee to draft a policy statement for presentation to the Board.

The Superintendent and policy committee are authorized to seek expert assistance with policy development within financial parameters as directed by the Board.

When no board policy exists that provides guidance on a matter, the Superintendent is authorized to act appropriately under the circumstances, keeping in mind the educational philosophy and financial condition of the District. Under these circumstances, the Superintendent will advise the Board of the need for a policy and may present a recommended policy to the Board for approval.

Adoption

The Board shall adopt new policies and delete/modify existing policies when appropriate or required by law. Proposed policies and policy amendments shall be supplied to all board members and administration prior to a properly scheduled meeting at which the policy revision/draft will be discussed.

Adoption of any policy or substantive amendment to a policy shall require two readings. If an expedited process is deemed necessary, the Board may waive, by a **[2/3rds]** majority of the Board, the second reading by citing this policy in the motion. Thus, the policy is adopted or amended with one reading and the procedure below shall not apply.

Substantive amendments and new policies cannot undergo more than one reading at any meeting of the Board. During the second reading of a new policy or substantive amendment, board action on the proposal shall be final if the proposal is approved in an identical form as passed at the previous meeting. If a revised form of the proposal is approved, or if approval includes an amendment, the proposal shall be resubmitted for action at a future board meeting. Action shall be by majority vote of those board members present.

The Board shall repeal or reaffirm existing board policy in one reading. Past practice shall govern district operations, covered by the former policy, until the Board adopts a new policy.



Policy Categories

- **Required policy**
 - Is this policy mandated by state or federal law?
- **Recommended policy**
 - Even though not mandated by law, should this policy be adopted to protect the district from liability or litigation?
- **Supplementary**
 - Will districts have a genuine need for this template?



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POLICY ADOPTION PROCESS FREQUENTLY ASKED QUESTIONS

What are the recommended steps for the District's policy adoption process?

1. Board appoints a Policy Liaison¹
2. Board appoints a Policy Reviewer² or Board Policy Committee
3. Board and staff familiarize themselves with District policies
4. Policy Reviewer/Board Policy Committee review District policy
5. Policy Reviewer/Board Policy Committee recommend policy changes to the Board
6. Board takes policy action
7. Business Manager documents policy changes in the Board minutes
8. Policy Liaison updates District policies
9. Board continually evaluates policies

This is a general checklist for the policy adoption process. This is not an all-inclusive list and the order is best practice. The checklist can be modified to fit your district's needs.

What are the categories of the NDSBA policy templates?

Required policies: Required policies are mandated by state or federal law. These policies require two readings by the Board, unless an expedited process is deemed necessary citing policy BDA.

Recommended policies: Recommended policies are not mandated by law but are meant to protect the district from liability and litigation. NDSBA recommends that they be reviewed for district relevance and adopted as needed. These policies require two readings by the Board, unless an expedited process is deemed necessary citing policy BDA.

Cognia (formerly AdvancED): Cognia requires districts to have specific policies on policy adoption, fiscal oversight, curriculum, instruction, and assessment; staff development, board ethics, and conflicts of interest to remain accredited. NDSBA recommend these policies be adopted based on accreditation standards. These policies are included in the Required and Total Template Manuals. Cognia policy documents are noted on the NDSBA reference manual found on the policy services website at: <http://policy.ndsba.org/>.

¹ Typically, the Superintendent or Business Manager.

² Typically, the Superintendent or other administrator



Policy Descriptor Codes

RECOMMENDED
Cognia

Descriptor Code: BDA

PROCEDURE FOR ADOPTING BOARD POLICY

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It is the board's intention that the written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for individuals interested in or affected by the district schools.

Development

Policies may be proposed by a school board member, employee, student or resident of the District. Proposed policies or ideas shall be submitted to the Superintendent for review prior to possible placement on the board agenda. The Board shall determine if a need exists and shall direct the Superintendent or board policy committee to draft a policy statement for presentation to the Board.

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When no board policy exists that provides guidance on a matter, the Superintendent is authorized to act appropriately under the circumstances, keeping in mind the educational philosophy and financial condition of the District. Under these circumstances, the Superintendent will advise the Board of the need for a policy and may present a recommended policy to the Board for approval.

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Policy Descriptor Code Definitions



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POLICY TEMPLATES DESCRIPTOR CODE DEFINITIONS

| If Descriptor Code Begins With: | Addresses Policies Regarding: |
|---------------------------------|-------------------------------|
| A | School District |
| B | School Board |
| C | Administration |
| D | Personnel |
| F | Students |
| G | Instruction |
| H | Fiscal Management |
| I | General Operational Programs |
| J | Facility Development |
| K | Public Relations |
| L | Organizational Relations |

| If Descriptor Code is Followed With: | Description: |
|--------------------------------------|---|
| -BR | Board Regulations are methods or steps for carrying out a policy. The Board approves Board Regulations with one reading. |
| -AR | Administrative Regulations are used to implement policy and as a quick reference for administrators. The Board never approves Administrative Regulations. |
| -E | Exhibits are used as quick reference tools by administration. The Board never approves Exhibits. |



NDSBA Resource

Updated 03/21

TABLE OF CONTENTS

A SCHOOL DISTRICT

* Indicates a categorical heading; there are not policies associated with such headings.
Indicates policies needed for Cognia (AdvancEd) Accreditation

AA* GENERAL OPERATIONS PHILOSOPHIES

AAA Philosophy of Public Schools (Recommended, 06/16)

AAB District Goals & Objectives (Recommended, 06/16)

AAC Nondiscrimination & Anti-Harassment Policy (Required, 09/20)

AAC-BR1 Discrimination & Harassment Grievance Procedure (Required, 07/20)

AAC-BR2, Title IX Sexual Harassment Grievance Procedure (Required, 11/20)

AAC-E1 Filing a State or Federal Discrimination & Harassment Complaint (11/20)

AAC-E2 Discrimination/Harassment Complaint Confidentiality Assessment (01/17)

AAC-E3 Discrimination and Harassment Training Requirements for Employees (07/20)

AAC-E4 Reasonable Accommodation Request Physician Form (03/15)

AAC-E5 Notice of Title IX Sexual Harassment Complaint (11/20)

AAC-E6 Sample Website Posting for Title IX Compliance

AACA Section 504 of the Rehabilitation Act of 1973 Policy (Required, 11/20)

AACA-AR Section 504 Evaluation Standards and Procedures (11/20)

AACA-E Section 504 Notice of Parent/Guardian and Student Rights (11/20)

AB* GENERAL OPERATIONS & ORGANIZATION

ABA* Organization

ABAA School District Organization Plan (Recommended, 03/08)

ABAB School Year & Calendar (Recommended, 07/19)

ABAB-AR Extracurricular Scheduling Regulation (04/07)

ABABA Religious Observances (Recommended, 11/09)

ABB* Facility Access & Use

ABBA North Dakota's Comprehensive Model School Policy for Tobacco Use (Recommended, 07/20)

ABBA-BR Violations by the Public (07/20)

ABBB Non-curricular Use of District Property (Recommended, 03/09)

ABBC Non-curricular Use of District Equipment (Supplementary, 10/08)

ABBD Commercial & Political Use of Schools (Supplementary, 03/09)

ABBD-A Political Activities (Recommended, 07/11)

ABBE Displays of Religious Objects or Documents (Required, 11/09)

ABBF Ticket Sales for Accessible Seating (Recommended, 02/11)

ABBF-E ADA Regulations: Ticket Sales for Accessible Seating (02/11)

ABC* Miscellaneous Operations Policies

ABCA Copyrighted Material & Intellectual Property (Recommended, 12/11)

ABCA-AR Computer Software (12/08)

ABCB Sportsmanship (Recommended, 01/10)

1

Polices labeled with the suffix –AR or –E are administrative regulations and exhibits. They should not be adopted by the board. Polices labeled with suffix –BR are board regulations, which should be adopted with one reading.



Bold and Bracketed Language

RECOMMENDED

Descriptor Code: BBC

METHOD OF FILLING A BOARD VACANCY

The **[Name of District]** School Board must fill by appointment or special election any vacant seat on the board. A vacancy may exist for any reason set forth in NDCC § 44-02-01 and must be filled within 60 days from the time the vacancy occurs. Upon receiving notice that a vacancy exists, the Business Manager shall notify the County Superintendent.

The Board may fill the vacancy through the selection process outlined herein. If the Board chooses not to utilize this selection process, it must either appoint an individual to fill the vacancy by taking action at a regular or special meeting with a **[simple majority] [2/3rds majority]** vote or call for a special election to fill the vacancy. The Business Manager shall certify any appointment made by the Board to the County Superintendent of Schools.

Notice

If the Board chooses to fill the vacancy through a selection process, the Superintendent shall publish notice of the vacancy and information on the application process as directed by the Board. The Board shall establish an application period, which shall not be less than **[#]** weeks nor more than **[#]** weeks and shall have clearly stated beginning and closing dates. **[The Board shall select a {designee} {committee} to review applications and make recommendations to the Board at the next regular or special meeting called for that purpose.]**

Interested individuals shall be required to complete an Application for Board Position. This application is subject to North Dakota open records laws and will be supplied to each board member.

Should the Board fail to receive any qualified applications for the board vacancy by the application deadline, the **[Board President] [Superintendent]** shall identify a candidate or candidates for board appointment, and the Board shall convene at an open meeting to select the finalist using the procedure below.

Selection Process

At the next regular meeting of the Board or at a special meeting called for that purpose, the Business Manager shall report all candidates by name. **[The Board shall narrow the pool of applicants to [#] through a roll call vote, if necessary.]** The Board shall vote on the final pool of candidates through a roll call vote. The candidate receiving the **[simple majority] [2/3rds majority]** of votes shall fill the board vacancy.

In the event of a tie, the Board will recast their votes by roll call vote, voting only on the candidates who were tied. Should a stalemate exist after the Board has voted **[#]** times, the Board shall table the appointment process until the next regular or special meeting called for that purpose. Should a stalemate exist after **[# (must be less than 60)]** days, the Board shall initiate the proceedings for holding a special election to fill the board vacancy.



Complementary Documents

REQUIRED

Descriptor Code: AAC

2. The handling of complaints under the Discrimination and Harassment Grievance Procedure (AAC-BR1); and
3. The applicability of confidentiality requirements.

In addition, the Title IX Coordinator(s), investigators, decision-makers, and those facilitating an informal resolution process, if applicable, under Title IX shall receive training in a number of areas specified in board regulation AAC-BR2.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC-BR1, Discrimination and Harassment Grievance Procedure
- AAC-BR2, Title IX Sexual Harassment Grievance Procedure
- AAC-E1, Filing a State or Federal Discrimination and/or Harassment Complaint
- AAC-E2, Discrimination and/or Harassment Complaint Confidentiality Assessment
- AAC-E3, Discrimination and/or Harassment Training Requirements for Employees
- AAC-E4, Reasonable Accommodation Request Physician Form
- AAC-E5, Notice of Title IX Sexual Harassment Complaint
- ABBB, Non-Curricular Use of District Property
- DE, Staff Code of Conduct
- FGDB, Student Handbooks

End of [Name of District] Policy AAC Adopted:

[09/20]



Adoption/
Implementation
Date

**POLICY AND BOARD REGULATION ADOPTION
DATE**

End of [Name of District] [Policy or Board Regulation] [Descriptor Code] Adopted:
[Month/Day/Year]

**ADMINISTRATIVE REGULATION AND EXHIBIT
IMPLEMENTATION DATE**

End of [Name of District] [Administrative Regulation or Exhibit] [Descriptor Code]
[Month/Day/Year]



Updating District Policy Process



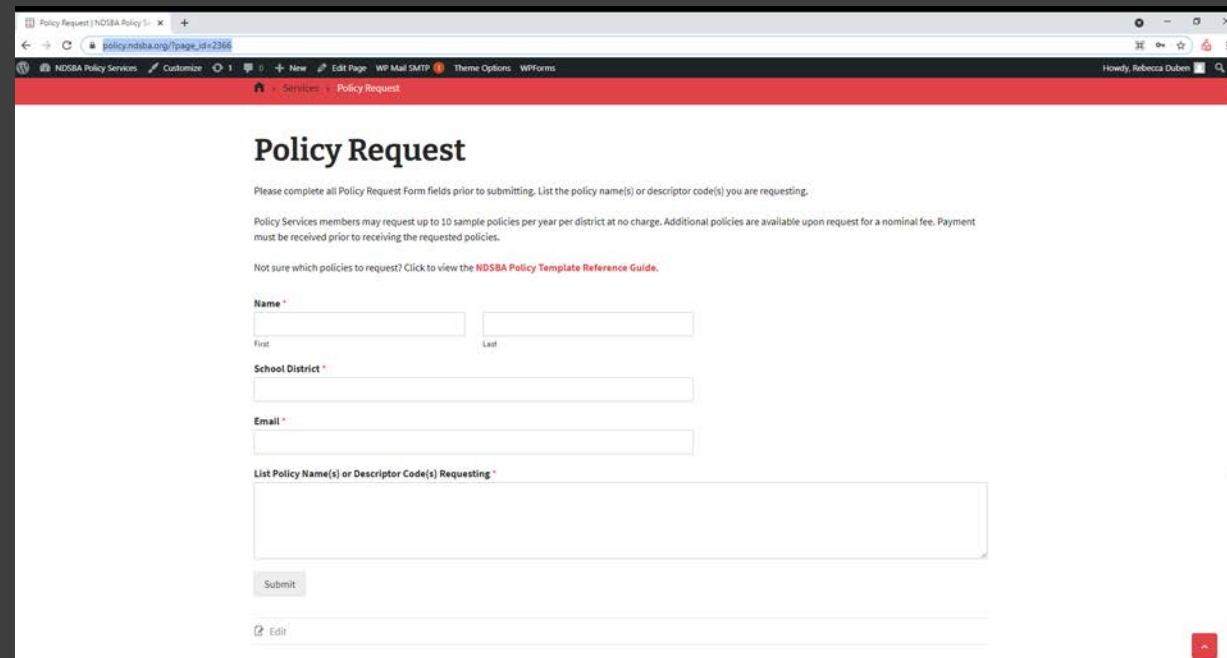
Steps to Updating Policy

- Retrieve policy
- Compare current and new policy templates
- Review bold or bracketed language
- Add policy to the board agenda
- Adopt policy
- Finalize policy
- Email updated policy to NDSBA (Maintenance Members)
- Save policy
- Update board policy manuals, handbooks, website, etc.



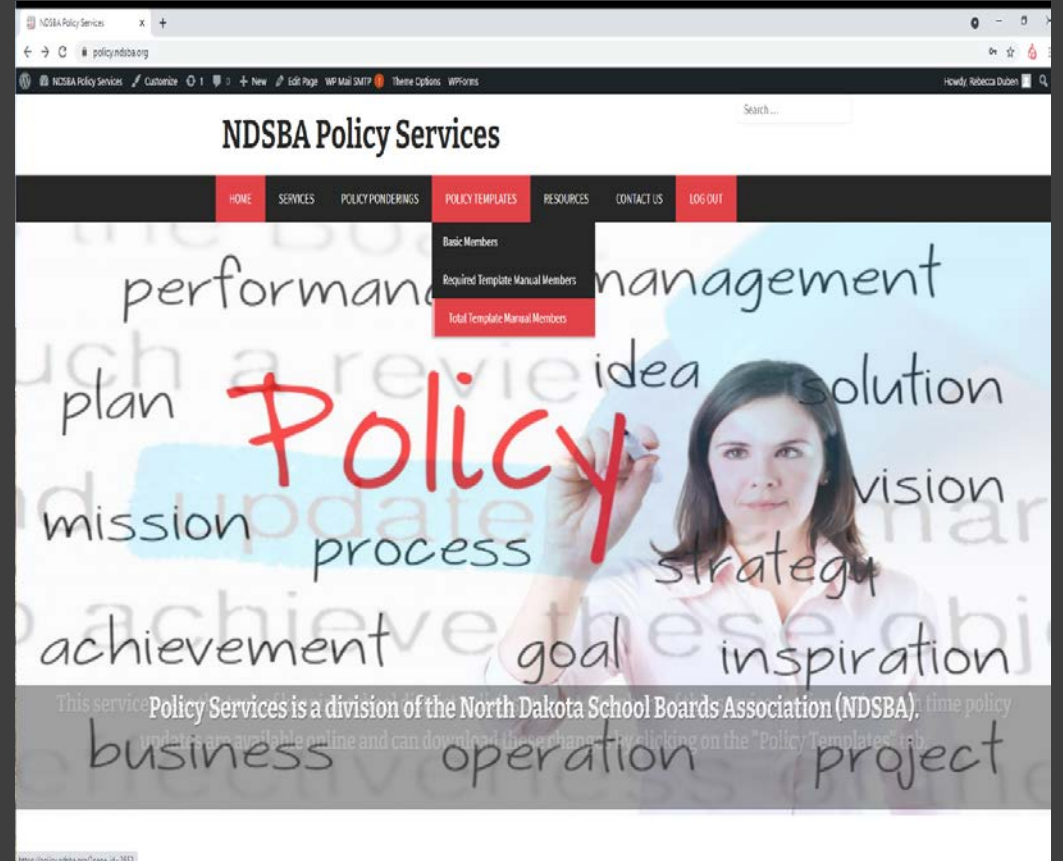
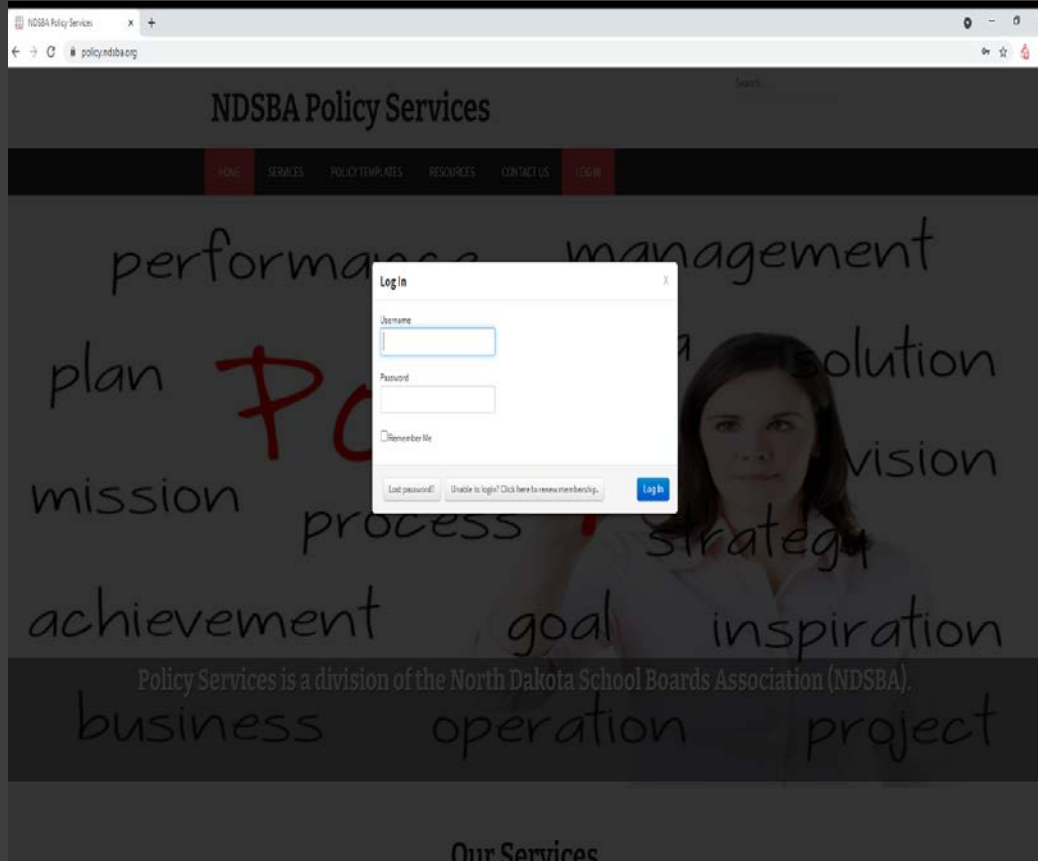
Step 1: Retrieve Policy

- Contact NDSBA office at 1-800-932-8791
- Complete Policy Request Form at https://policy.ndsba.org/?page_id=2366
- Download policy template from Policy Services website



The screenshot shows a web browser window displaying the 'Policy Request' form on the NDSBA website. The browser's address bar shows the URL https://policy.ndsba.org/?page_id=2366. The page title is 'Policy Request'. Below the title, there is a heading 'Policy Request' and a sub-heading 'Please complete all Policy Request Form fields prior to submitting. List the policy name(s) or descriptor code(s) you are requesting.' Below this, there is a paragraph of text: 'Policy Services members may request up to 10 sample policies per year per district at no charge. Additional policies are available upon request for a nominal fee. Payment must be received prior to receiving the requested policies.' Below this, there is a link: 'Not sure which policies to request? Click to view the [NDSBA Policy Template Reference Guide](#).' The form fields include: 'Name *' with 'First' and 'Last' sub-fields; 'School District *'; 'Email *'; and 'List Policy Name(s) or Descriptor Code(s) Requesting *'. Below the form fields, there is a 'Submit' button and an 'Edit' link.





policy.ndsba.org/?page_id=2653

NDsBA Policy Services Customize 1 New Edit Page WP Mail SMTP Theme Options WPForms Howdy Rebecca Dohen

Policy Templates Total Template Manual Members

Total Template Manual Members

POLICY UPDATING INSTRUCTIONS

If your board wants to use the updated templates, it must first:
Make a motion to rescind your existing policy (only one reading needed) and then adopt the template (adoption requires two readings). These motions can be made at the same meeting.

If your board wishes to adopt portions of the template, you must **compare** it to your existing policy template. Copy those portions to your existing policy and make a motion to amend (amendments require two readings). Review our recommended [policy motions](#).

The following policies require a **first and second reading** by your School Board:

- Required policies
- Recommended policies
- Supplementary Policies
- Cognia (Advanced) Policies

Per policy EDA, Procedure for Adopting Board Policy, the second reading may be waived for any of the above listed policies if a motion is made by your board. Please see [Motion for Waiving Second Reading of Policy](#) below.

The following actions require only **one reading** by your School Board:

- Approving Board Regulations (-BR)
- Rescinding a policy
- Reaffirming a policy

The Board may review the following, **but no motions should be made**. These are meant as quick reference for administrators.

- Administrative Regulations (-AR)
- Exhibits (-E)

For maintenance members: Policy updates and minutes showing adoption must be emailed to julie.mcclellan@ndsba.org with all changes clearly marked.



policy.ndsba.org/?page_id=2653

NDsBA Policy Services Customize 1 New Edit Page WP Mail SMTP Theme Options WPForms Howdy Rebecca Dohen

HOME SERVICES POLICY PONDERINGS **POLICY TEMPLATES** RESOURCES CONTACT US LOG OUT

REQUIRED POLICIES

This page contains all policies required by state and federal law. Access to this page is limited to school districts that have purchased the required policy update service.

Print Excel CSV Copy

Show 25 entries Search:

| Descriptor Code | Title | Date Updated | Revised Version | Final Version | Legal Reference |
|-----------------|--|--------------|--------------------------|----------------------|---|
| AAC | Non-Discrimination and Anti-Harassment | 2020-09 | AAC.rev | AAC | Civil Rights Act of 1964; Equal Employment Opportunity; 1972 Educational Amendment, Title IX; 1973 Rehabilitation Act, Section 504; 34 C.F.R. Part 106 Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial As |
| AACA | Section 504 of the Rehabilitation Act of 1973 Policy | 2020-11 | AACA.rev | AACA | 1964 Civil Rights Act, Title VI; 1972 Educational Amendments, Title IX; 45 CFR Part 86 Regulations Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance |

Opening AAC.0020require... Show all



Step 2: Compare Policy Templates



Policy Services

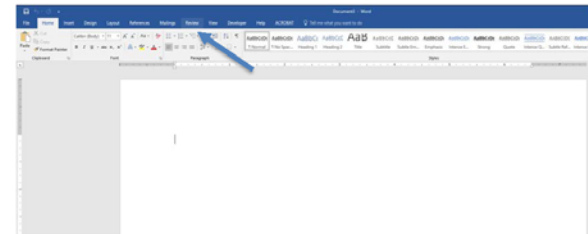
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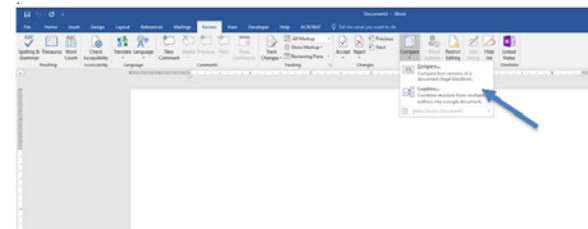
COMPARING MULTIPLE POLICY TEMPLATES WITH MICROSOFT WORD

Comparing your current district policy to NDSBA's policy by eye can be laborious task and prone to error. Microsoft Word offers a quick and simple way of tackling this monotonous task and assuring that all changes are successfully tracked. NDSBA Policy Services recommends following these steps anytime you want to update your current district policy with NDSBA's template.

1. Open a new document in Microsoft Word
2. Click the **Review** tab at the top of the screen in the Ribbon



3. Click the **Compare** drop-down button in the **Compare** button group
4. Select the "**Compare...**" command. The **Compare Documents** dialog box appears



Step 2: Compare Policy Templates cont.

RECOMMENDED

Descriptor Code: ABBA

NORTH DAKOTA'S COMPREHENSIVE MODEL SCHOOL POLICY FOR TOBACCO USE

Definitions

For purposes of this policy:

- Electronic smoking device means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, e-hookahs, mods, tank systems, Juul, Suorin, or under any other product name or descriptor. Electronic smoking device also includes any component part of a product, whether or not marketed or sold separately, including, but not limited to, e-liquids, e-juice, cartridges, or pods, any device that can be used to deliver aerosolized or vaporized nicotine to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen or e-hookah.
- Imitation tobacco product means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco product includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.
- Lighter means a mechanical or electrical device typically used for lighting tobacco products.
- Possession of tobacco products means:
 - a. Actual physical possession of the tobacco product while on school property;
 - b. Use or consumption of the tobacco product while on school property;
 - c. Tobacco product located in the student's locker, car, handbag, backpack, or other belongings while on school property; or
 - d. Appearance by a student on school property after having consumed or ingested the tobacco product that is noticeable by breath odor.
- Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine, or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. "Smoking" also includes the use of an electronic smoking device. This excludes any FDA-approved nicotine replacement therapy.
- School property is defined in NDCC 15.1-19-10 (6)(b) as all land within the perimeter of the school site and all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.
- ~~Smokeless tobacco means any snuff or chewing tobacco.~~



Step 2: Compare Policy Templates

- What if there are substantial edits to the policy?
 - Compare policies by following step-by-step instructions
- OR
- Board makes a motion to rescind the districts current policy and adopt the new policy
- Remember to rescind old policy!
- This can be done in the same motion or two separate motions
- Policy Services Resource: *Policy Motions for Substantive and Non-Substantive Changes*



3: Review Bold or Bracketed Language

- Complete the bold and bracketed language prior to adopting or implementing
- Failure to do this will prolong the adoption process



4: Add Policy to Board Agenda

- Superintendent works with Board President and Business Manager to add policies to board agenda
- NDSBA Policy: **BCAA, Board Meeting Agenda and Pre-Meeting Preparation**
- Administrative regulations and exhibits generally do not get added to the Board agenda unless the Board has asked to previously review these



5: Adopt Policy

- Adopting, amending, reaffirming or rescinding new or existing policies or board regulations is the board's sole responsibility
- Policy actions can only be executed by an affirmative roll call vote of the majority of the board
- NDSBA Policy: **BDA, Procedure for Adopting Board Policy**
- Policy BDA allows the Board to expediate the policy process and adopt or amend policy on first reading when the Board deems this action necessary
- Policy Services Resource: *Sample Motions for Policy Adoption*



5: Adopt Policy cont.

- Administrative regulations and exhibits should never be adopted by the board but may be reviewed
- These templates should always be implemented by the Superintendent
- Board does reserve the right to review and veto any administrative regulations or exhibits should they, in their judgment, be inconsistent with the policies adopted by the board
- Policy Services Resource: *Sample Motions for Policy Adoption*
- NDSBA Policy: **CBAA, Administrative Regulations**



6: Finalize Template

- Policy liaison will need to finalize the policy and accept all board approved changes
- Policy Services Resource: *Policy Finalization Process video*
- Remove watermark
- Make sure all bold and bracketed language is complete
- Update the adoption or implementation date
- Best practice to include the month/day/year when the Board took final action on a policy or board regulation
- Administrative regulations or exhibits should include an implementation date



7: Maintenance Members Email Policy to NDSBA

- Maintenance Members must email all board approved policies and board regulations to Julie Steidler at julie.steidler@ndsba.org
- Changes can be shown via track changes or handwritten in template
- Send in board minutes (either unofficial or official) documenting the policy or board regulation approval
- Be punctual when sending in approved templates
- Julie will send you an updated, ADA compliant policy
- NDSBA is not responsible for updating districts administrative regulations and exhibits or uploading them to the web, but districts may send updates to Julie to be included in the District's policy file



8: Save Policy

- Save templates electronically in secure location
- Take precautions that the file(s) cannot be modified or deleted by anyone other than designated individuals
- NDSBA does maintain an electronic file of current policies for Maintenance Members



9: Update District Policy Manuals, Handbooks, Website, etc.

- Remember to update the District's policy manuals, student and employee handbooks, and website with new or updated policies, regulations, or exhibits
- Students, teachers and parents should be made aware of changes to applicable policies especially when changed mid year
- Policy changes can be shared via email, website, inter-office mail, or snail mail
- Some policies require notification of these policy updates; usually noted within the policy
- Policy Services Resource: *Policy Dissemination Guide*



Things to Remember

- Boards should always be mindful **WHEN** amending certain policies, particularly those policies pertaining to employees
- The Board should review policies at least once every few years.
- Policies are not meant to take the place of your attorney nor can they address every potential situation that may arise. NDSBA strongly encourages districts to contact their school attorney, our office, or other agency when additional guidance is needed.
- Remember to check out the NDSBA resources mentioned throughout presentation



Policy Services Membership

- Policy Services membership new year starts July 1
- Membership dues will be mailed out in mid June to district's policy liaison
- Policy liaison complete SurveyMonkey form requesting contact information for those board members or employees you want to receive policy update notifications
- Include the contact information for administration, board members or business managers serving for the upcoming school year
- Contact rebecca.duben@ndsba.org if these names ever change during the school year
- Membership dues and district contact information due August 13



Questions



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NDSBA Lunch and Learn

2021 Legislative Session Recap

June 16 at 12 p.m. CT

https://zoom.us/webinar/register/6916165172571/WN_5KgmnXwKQxy_aUWf3AnSJQ



LEGISLATIVE
UPDATE 2021

Update No. 17

April 30, 2021

The 67th Legislative Assembly came to a close just past midnight on April 30th. Lawmakers were able to complete their work in 76 days, a few days short of the 80 days allotted by the ND Constitution. This means the Legislature will be able to use the remaining 4 days later this year for the legislative redistricting process. This legislative session was one for the books, to say the least. Not only did it result in the largest state budget in state history, but lawmakers also briefly paused their work in order to expel a House member for the first time.

The following are the key education-related bills impacting school boards that passed this session and will become effective on August 1st (unless otherwise noted):

HB 1388: One of the final issues to get resolved in the last few days of the session was K-12 public school funding. The Conference Committee for HB 1388 finally resolved their differences mid-week and were able to come to an agreement on the final language of the bill. HB 1388 is likely the most significant piece of education-related legislation passed this session as it establishes changes to the policy for implementing the K-12 funding formula and was the “catch-all” bill for issues germane to education. The sticking point for the conference committee came down to whether there should be an increase in the per pupil payment over the next biennium. The agreement came after several days of back and forth between the Senate members (who were pushing for a 1/1 increase in the per pupil payment) and the House members (who did not support any increase in the per pupil payment). Senate members persisted and were able to convince the House members to agree to the 1/1 increase (\$10,136/\$10,237). You can watch a short clip of Senator Schaible, a former school board member from Mott-Regent and the current chair of the Senate Education Committee, explaining the need for the increase [here](#).

In addition to the increase in the per pupil payment, HB 1388 does the following:

- Adjusts the small school district size weighting factors. School districts that do not operate a high school will have their average daily membership divided by .6 to impute an average daily membership to be on the same scale as high school district. The bill also establishes a new weighting factor for districts that have reorganized that operate 2 physical plants over 19 miles apart.
- Provides the ability of a school district to meet instructional time requirements through a virtual instruction program that meets certain criteria (established through administrative rules to be adopted by DPI). It also includes provisions to account for virtual instruction in the ADM calculation. The bill also includes an emergency clause regarding the virtual instruction provisions so that districts currently providing virtual learning may continue to do so through the end of the current school year and also meet instructional time requirements.
- Adds a reading competency component to the teacher licensure requirements, as well as additional requirements to reading curriculum.
- Adjusts the timing for the phase-out of moving transition maximum school districts onto the K-12 funding formula.
- Provides for a legislative management study of K-12 funding, including transition minimum reduction impacts on reorganized and consolidated school districts.

HB 1013: This is the DPI appropriation bill and includes the per pupil payment appropriation provisions based on the policy provisions in HB 1388. HB 1013 also includes a provision requiring that during the 2021-23 biennium, school boards must use an amount equal to at least 70% of all new money received by the district resulting from the 1/1 increase in the base integrated formula payment rate, to increase the compensation paid to non-administrative personnel.

HB 1027: This bill codifies the required transportation aid payments to school districts. For the 2021-22 and 2022-23 school years, transportation state aid will be calculated based on the greater of the 2018-19 mileage and rider data or previous year mileage and rider data. In subsequent school years, DPI will use the latest available student enrollment count in each school



Thank You

