

To: Dixie School District Board of Trustees  
Fr: Jason Yamashiro, Superintendent  
Re: Policy Update Recommendation  
4.5.19

Board policies are principles and guidelines adopted by the Board in support of school system goals and guide administrative decisions. Policies convey standards and set parameters for compliance with legal requirements. Board Policies (BP) and Administrative Regulations (AR) help guide areas such as community relations, business operations, personnel, instruction, and bylaws. Board members have expressed an interest in updating many of the Dixie School District policies.

The process of updating policies within a school district can be accomplished in several different ways:

- A Board subcommittee can review policies on a monthly or a quarterly basis and bring them back to the full Board for discussion and possible approval.
- The Board can contract with CSBA for a policy review that reviews and updates all policies and then brings these back for review, discussion and possible approval in chunks. The estimated cost of a policy review is \$5,000-\$8,000.
- The Board can contract with another legal firm to review all policies and work with the district to customize. We do not have a quote on this but based on hourly fees at our legal firm it would be tens of thousands of dollars.
- The Board can have staff use the CSBA sample policies and regulations to run a similar process as the CSBA policy review, but without the expert support.
- The Board can utilize a combination of strategies to update the policies.

If the Board chooses to move forward with the policy update, my recommendation is that the Board use a combination of strategies. A Board subcommittee can be established to help dig deeper into the needs, strategies and timeline for a policy update, and can take the lead in identifying priority policies for updates, as well as ongoing updates and monitoring. The CSBA policy review can be an invaluable service when a large number of policies have been identified to be updated. The CSBA's expertise can also be invaluable in a number of ways. There likely are policies that the board will desire to customize therefore, it should be expected that there will be some support from district legal. The superintendent and staff play a key role in both the updates and ongoing work to support the Board.