



Colorado Association  
of School Boards

2025 85th Annual CASB Convention | December 11-13 | The Broadmoor

#CASBEvents

# POLICY 201

Policy 201: A Deeper Dive  
Who is this session for: General Governance



## PRESENTER

***Kristina Gutierrez***

***CASB Senior Policy Specialist***

***Previously worked in the public school system, within elementary, secondary and administration for over 10 years.***

***6th year in CASB***

***Certified in Policy Governance***



## CASB POLICY TEAM

- Holly Burg – Policy Specialist
- Diana Calderon – Policy Specialist
- Kristina Gutierrez – Senior Policy Specialist



# AGENDA

- What is Policy – Refresher
- Leading with Policy
- How Well Do You Know Policy?
- Policy Process



# WHY SHOULD THE BOARD LEAD BY POLICY?

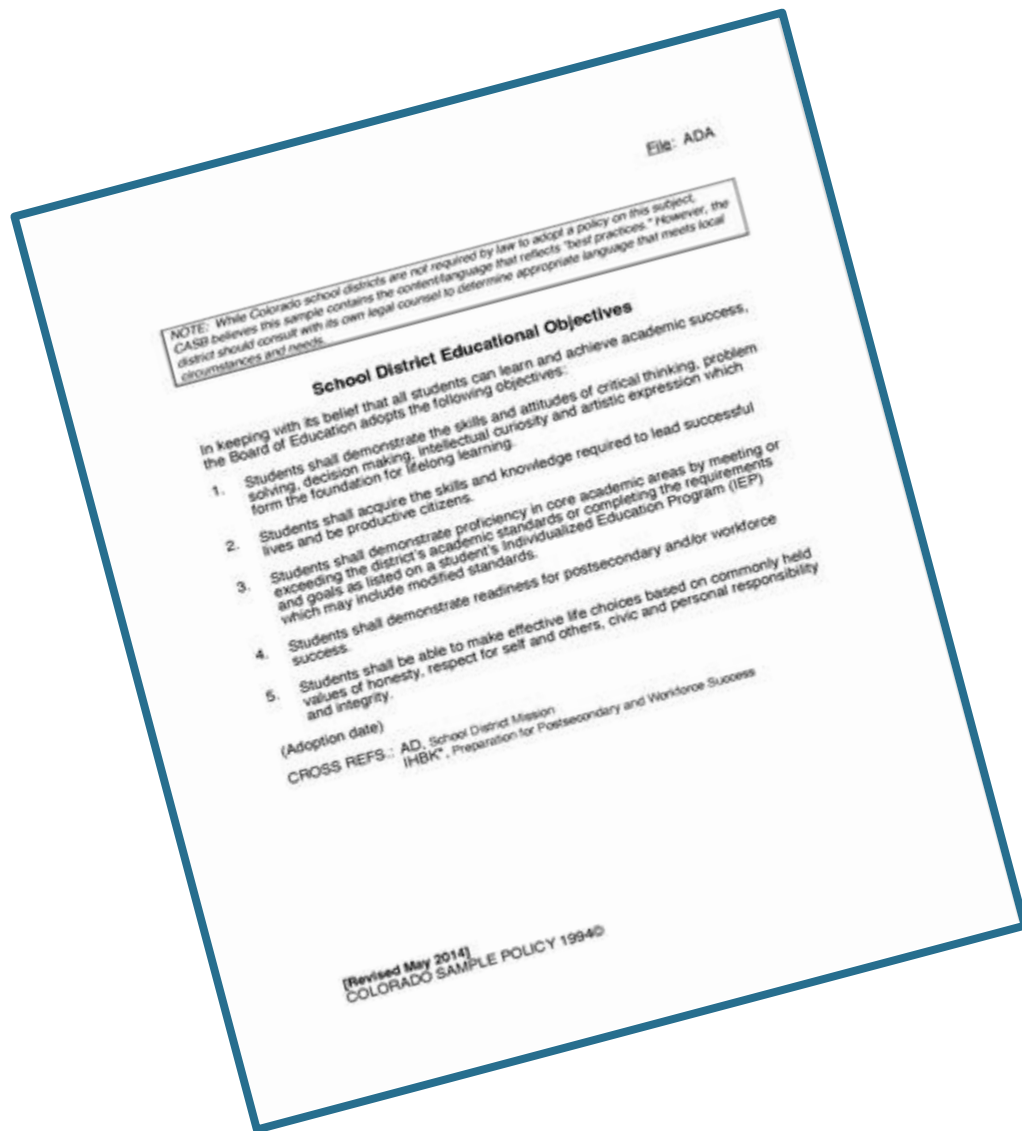
- Under state law, one of the board's most important duties is to adopt policies to govern the school district
- C.R.S. 22-32-109(1)(b): School boards must adopt policies and prescribe regulations necessary for the efficient administration of the district



# CASB SAMPLE POLICIES

- **Required by Law** - state or federal law requires the district to have a policy on the specific subject and the law may direct some or all of the policy's content.
- **Not Required by Law** - sample policy contains the content/language that reflects “best practices” and/or are often requested from districts.
- **Highly Recommended (1)** - policies are comprised of the Board's bylaws.  
(2) - to protect the district from legal liability, give adequate notice of rights and responsibilities to employees and students.





## Adopted Policy includes:

- Legal requirements
- Cross references
- Administrative policy
- Board policy





## CASB SAMPLE POLICIES

- **Regulations** - Detailed directions about how a policy will be put into practice. Describe how, by whom, where and when actions are to be taken. Commonly developed by the school administration and are often called procedures.
- **Exhibits** - Exhibits are explanatory materials or forms that assist in the understanding of the Board's policies. They are maintained by the administration and should be given to the Board as informational items.



**File: BG-R - Policy Adoption**

NOTE: While Colorado school districts are not required by law to adopt a regulation on this subject, CASB believes this sample contains the content/language that reflects "best practices." However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

**(Waiver Requests)**

School-level accountability committees may request a waiver of Board policy to facilitate attainment of a school-level goal by submitting a written application to the Board of Education. The request for waiver or renewal of an existing waiver must be supported by a majority of committee members and the building principal.

Waivers will be good for two years and may be renewed without limit for additional two-year periods after review by the Board.

The waiver or waiver renewal request must include:

1. Coding and title of the policy to be waived.
2. Specific documentation demonstrating how the policy prohibits the school from achieving a school goal.
3. Expected outcome of the waiver or waiver renewal.
4. Duration requested for the waiver or waiver renewal.
5. Explanation of how the waiver or waiver renewal would assist the school in reaching its goal.
6. Financial impact of the waiver.

The written request for a waiver or waiver renewal must be received by the Board at least \_\_\_\_\_ days prior to proposed implementation.

The waiver or waiver renewal will be granted if the Board determines that the school has clearly demonstrated that the waiver or waiver renewal will result in the school's accomplishing its goal.

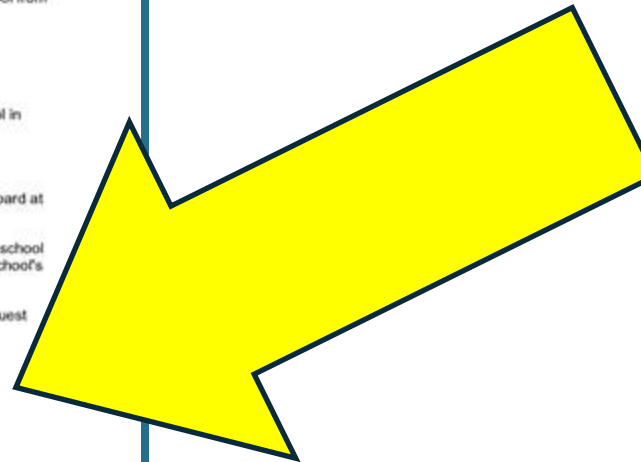
The Board will provide a written response to the waiver or waiver renewal request within \_\_\_\_\_ days of receipt of the request.

(Approval date)

**[Revised January 2008]**

COLORADO SAMPLE REGULATION 1992

Information to update when a policy is adopted



# CASB SAMPLE POLICY MANUAL

- Section A: Foundations and Basic Commitments
- Section B: School Board Governance and Operations
- Section C: General School Administration
- Section D: Fiscal Management
- Section E: Support Services
- Section F: Facilities Planning and Development
- Section G: Personnel
- Section H: Negotiations
- Section I: Instruction
- Section J: Students
- Section K: School/Community/Home Relations
- Section L: Education Agency Relations



# POLICY ROLES

## The School Board

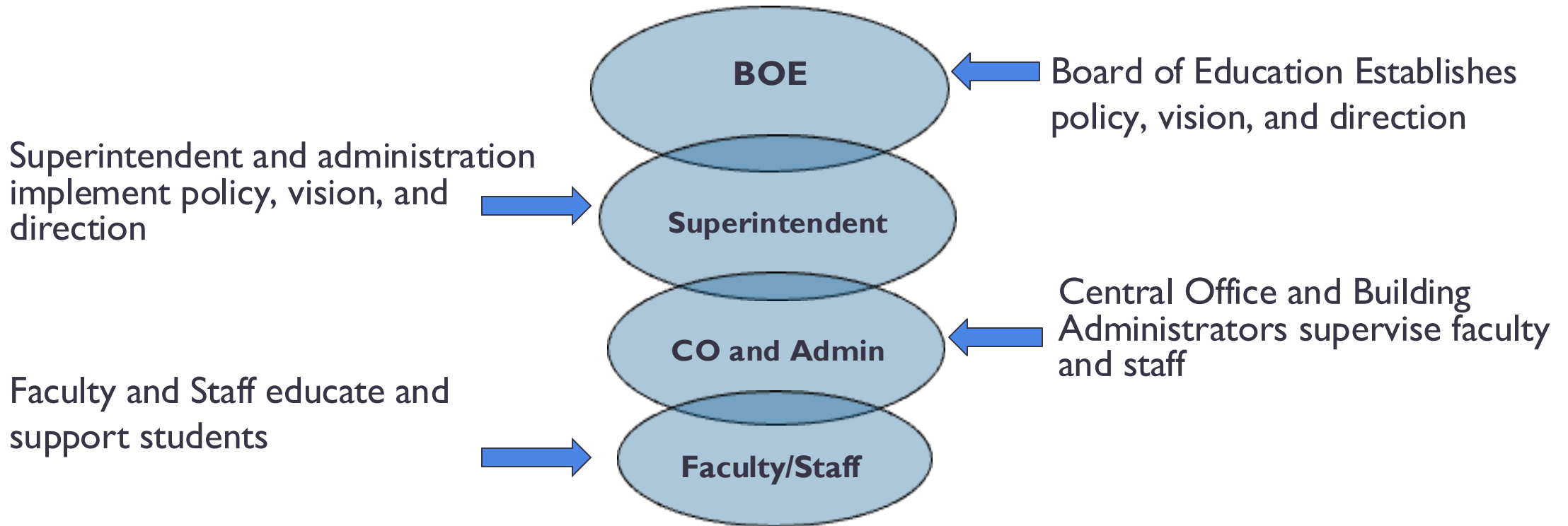
- Is a legislative body
- Establishes written policies for the administration of the District
- Reviews, evaluates, and adopts Board policy

## The Superintendent

- Advisor to the board
- Administers the affairs of the District in conformity with the policies adopted by the Board
- Conducts studies and investigations necessary to development of policy
- Recommends appointment of personnel



# CHAIN OF COMMAND



# TABLE TALK



How could conflict arise from unclear understanding of roles?

How would you resolve that issue?



## HOW WELL DO YOU KNOW POLICY?

**How many readings/meetings are required to adopt/revise a policy in your district?**



## HOW WELL DO YOU KNOW POLICY?

**Can a board merely remove obsolete policies from its manual, or is a formal process required?**





## HOW WELL DO YOU KNOW POLICY?

**Does an amendment to a policy require an additional reading?**



## HOW WELL DO YOU KNOW POLICY?

**What happens if an emergency occurs and the board needs a policy it does not have?**



## HOW WELL DO YOU KNOW POLICY?

**Is a board allowed to temporarily suspend a policy?**



# HOW WELL DO YOU KNOW POLICY?

**Must a board adopt regulations?**



## HOW WELL DO YOU KNOW POLICY?

**What happens if you don't adopt a legally required policy?**



## HOW WELL DO YOU KNOW POLICY?

**Is a board required to allow the public to inspect  
its policies?**



# BOARD POLICY PROCESS

## **BG - School Board Policy Process - Policy Adoption:**

1. First meeting—the proposal shall be presented as an information item.
2. Second meeting—the proposal shall be presented for a first reading, discussion and first vote.
3. Third meeting—the proposal shall be presented for a second reading, discussion and final vote.

-OR-



# BOARD POLICY PROCESS

## **BG - School Board Policy Process - Policy Adoption:**

1. First Meeting – the proposal shall be presented for a first reading, discussion and first vote.
2. Second meeting – the proposal shall be presented for a second reading, discussion and final vote.





# BOARD POLICY PROCESS

## **BG - School Board Policy Process - Policy Revision and Review:**

- Board shall review in continuous process
- Superintendent is responsible for calling out of date policies to the board. Process will be the same as policy adoption.

\*Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. Policy adoption procedure required before the policy is considered permanent.



# POLICY AUDIT

- **CASB'S Audit**
  - Legally Required Policies
  - Highly Recommended
  - General Overview
- **District's Own Review**
  - SPU Review
  - Section Review
  - Utilizing the Legally Required Document
  - Side-by-side (date-by-date) Comparison



# REVIEW PROCESS SUGGESTIONS

## ■ **Whole Board Review**

- receives recommend changes with as much time possible before a set meeting.
- review recommended changes at a board retreat or a board meeting.
- during meeting board members will discuss questions, concerns or additional recommendations



# REVIEW PROCESS SUGGESTIONS

## ■ Committee Review

- committee of individuals (e.g., board members, employees, community members, students, etc.) complete initial review.
- following committee review, all updated/changed policies will be forwarded to board for review
- board makes final decision on accepting/amending or rejecting updates



# REVIEW PROCESS SUGGESTIONS

## ■ Administration Review

- chosen superintendent and/or group of administrators meet to complete initial review of changes/updates
- following administrator review, all updated/changed policies will be forwarded to board for review
- board makes final decision on accepting/amending or rejecting updates



# REVIEW PROCESS SUGGESTIONS

## ■ Considerations for all options:

- review all proposed policies prior to meeting
- alignment with the mission, vision, and goals of the district
  - *AD, School District Mission*
- understand how change in policy may impact implementation
  - Superintendent communication
- communicate policy review with community
  - post on website



## TABLE TALK

### **How will you use what you have learned?**

- **What is one thing you will take back to your fellow Board members to work on?**
- **What is something you now know that you did not know before this session?**

### **What additional questions do you have?**

- **How will you use the CASB Guidebook to answer your questions?**
- **How will you access the resources you need that are provided by your CASB Staff?**





Contact us:

- Holly Burg, Policy Specialist, [hburg@casb.org](mailto:hburg@casb.org)
- Kristina Gutierrez, Senior Policy Specialist, [kgutierrez@casb.org](mailto:kgutierrez@casb.org)
- Diana Calderon, Policy Specialist, [dcalderon@casb.org](mailto:dcalderon@casb.org)

