



New Mexico School Boards Association

October 5, 2006

POLICY REVIEW PROCEDURE

The following is a summary of the activities and actions in the review of the Gadsden Independent School District Policy Manual for compliance with state and federal laws and regulations.

The review procedure

- The Superintendent, Mr. Ronald Haugen, was present during the review of the Board and administrative sections. Deputy Superintendent Cynthia Nava, Barbara Browder and Carolyn Lyndow reviewed the remainder of the recommended policy models from the New Mexico School Boards Association and discussed any needed policies with the consultant during the review held on October 2, 3 and 4.
- The NMSBA Consultant pointed out policy that might change the way the school does business.

Standard modifications made during the review

- The codes provided by the National School Boards Association were applied to all policies as a standard procedure.
- A code finder index was provided to make finding changed policy easier.
- Policies recommended contained both new compliance recommendations and current Gadsden policy where the current policy complied with State and Federal Laws and Rules.
- A document cross referencing many of the Gadsden current policies with the NEPN and EPS coding systems of the National School Boards Association was provided to show the relative coding system and provide a means of finding the intent of the Gadsden policies in the new coding system.
- A copy of the rough draft, in Pdf format, was left with the Deputy Superintendent.

Draft copies to be provided

Twelve (12) proof copies of the Draft are provided for the administrator and board members to review prior to adoption of the policies.

I would suggest the following procedure after review of the documents:

- Present the manual for review to the School Board at a board meeting. This will constitute first notice of possible changes to the school stake-holders if the meeting is posted and the policy is listed in the agenda properly.
- Provide copies of the policies for review in the School office.
- Establish a reasonable date in the near future at which time board members and stake-holders may submit questions in writing regarding specific policies to the Superintendent.
- Aggregate the questions by policy and establish the time for a study session to review the policies and items being questioned or clarified.
- Upon completion of the discussion about policies at a study session, confer with the NMSBA consultant regarding any suggested modifications that might be considered by the Board.
- If the modifications and changes are satisfactory and meet legal requirement, the policy consultant will recommend to the Superintendent that a board meeting be established at which time the manual may be adopted.

Once the Manual is adopted, NMSBA will provide you with a final copy of the manual at our cost of \$45. You may then make as many copies of the manual as you wish. The Code finder, divider and index are furnished at a cost of \$12.50 per set. These are NSBA copyrighted materials necessary to the use of the coding system. If you wish, NMSBA can provide complete policy manuals in colored vinyl covers with the School name on the cover and containing all inclusions in a two volume sets at a cost of \$85 each set.

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