**Bylaws of the Board** BB 9310(a)

**BOARD POLICIES**

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in College and Career Advantage (CCA) Regional Occupational Program (ROP), clarify roles and responsibilities of the Board and Executive Director, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community. Board policies are binding on the district to the extent that they do not conflict with federal or state law.

*(cf. 0000 - Mission/Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 9000 - Role of the Board)*

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agendas/Meeting Materials)*

Policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or CCA circumstances.

**Policy Development and Adoption Process**

CCA’s policy development process shall include the following basic steps:

1. The Board and/or Executive Director shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new CCA vision or goals, educational research or trends, or a change in the Executive Director or Board membership. The need may also occur as a result of an incident that has arisen in CCA or a recommendation or request from staff or other interested persons.

2. As needed, the Executive Director shall gather fiscal and other data, staff and public input, related CCA policies, sample policies from other organizations or agencies, and other useful information to fully inform the Board about the issue.

*(cf. 1220 - Citizen Advisory Committees)*

3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Executive Director. The discussion may include, but not be limited to, how the proposed policy may affect student learning, community expectations, staff recommendations, fiscal impact, as well as the policy's impact on governance and operational efficiency.

BB 9310(b)

**BOARD POLICIES** (continued)

4. The Board or Executive Director may request that legal counsel review the draft policy as appropriate.

5. The Executive Director shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

*(cf. 9323 - Meeting Conduct)*

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9323.2 - Actions by the Board)*

CCA’s policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

**Board Bylaws**

The Board shall prescribe and enforce rules for its own government consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

**Administrative Regulations**

The Executive Director shall be responsible for developing and enforcing administrative regulations for the operation of CCA. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of CCA goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other necessary provisions. The Executive Director also may develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Executive Director shall review corresponding regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

BB 9310(c)

**BOARD POLICIES** (continued)

The Board may review and/or approve regulations for the purpose of ensuring conformity with the intent of Board policy.

**Monitoring and Evaluation**

At the time a policy is adopted, the Board and Executive Director shall determine whether an evaluation of the policy should be scheduled and, if so, shall agree upon a timeline and measures for evaluating the effectiveness of the policy in achieving its purpose.

*(cf. 0500 - Accountability)*

**Access to Policies**

The Executive Director shall ensure that all CCA employees and the public have access to an up-to-date CCA policy manual. A public copy of the policy manual shall be maintained at CCA’s administration office. This copy shall be maintained either electronically or by paper copy.

*(cf. 1113 - District and School Web Sites)*

*(cf. 1340 - Access to District Records)*

As necessary, the Executive Director shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communications strategy depending on the issue.

*(cf. 1112 - Media Relations)*

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

*(cf. 5145.6 - Parental Notifications)*

*(cf. 6020 - Parent Involvement)*

**Suspension of Policies**

No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

*(cf. 2210 - Administrative Leeway in Absence of Governing Board Policy)*

*Legal Reference:*

*EDUCATION CODE*

*35010 Control of district; prescription and enforcement of rules*

*35160 Authority of governing boards*

*35160.5 Annual review of school district policies*

*35163 Official actions, minutes and journal*

*35164 Vote requirements*

BB 9310(d)

**BOARD POLICIES** (continued)

*Management Resources:*

*CSBA PUBLICATIONS*

*Targeting Student Learning: The School Board's Role as Policymaker, 2005*

*Maximizing School Board Leadership: Policy, 1996*

*WEB SITES*

*CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT OnlineTM), Policy Audit Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance:* [*http://www.csba.org/ps*](http://www.csba.org/ps)

*National School Boards Association:* [*http://www.nsba.org*](http://www.nsba.org/)

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| Bylaw  adopted: October 25, 2007  revised: January 8, 2024 | **COLLEGE AND CAREER ADVANTAGE**  San Juan Capistrano, California |