

## VENTURA COUNTY BOARD OF EDUCATION

**ADMINISTRATION  
REGULATION NO. 9300**

**ADOPTED: 02/24/97**

**CLASSIFICATION: Board Bylaws**

**REVISED:**

**SUBJECT: Development of Policies and Procedures**

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Policies are statements of intent which are adopted by the Board. They serve as guides to the Board, administration and Office staff.

The Board is responsible for the development and adoption of policy pertaining to functions within its sphere of responsibility. The Superintendent is responsible for policy development and adoption relative to functions outside the Board's authority, including but not limited to personnel, and administration of the Office. With the exception of personnel, the Board is the policy making entity and the Superintendent is the administrator of that policy.

The Superintendent is encouraged to take the leadership in the policy-making process by recognizing the need for specific policies and giving the Board proposed policy statements for consideration, modification and adoption or rejection. The Board may originate a request for a needed policy through the Superintendent. The Board members may also propose appropriate Board policies which the Board may consider, modify, and adopt or reject.

The Board supports adoption or revision of Board policies under any of the following circumstances:

1. Current law requires the adoption of a local policy.
2. Current law gives options or provides local flexibility and it is advantageous to select one of the options or exercise allowed flexibility.
3. It is advisable or desirable to adopt a policy for a specific matter.

Policies may be adopted, rescinded or amended by majority vote at any meeting of the Board, provided notice has been given by inclusion on the Agenda.

Upon formal adoption by the Board, policies shall become effective immediately, unless a specific effective date is defined.