

VENTURA COUNTY BOARD OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 2200**

ADOPTED: 02/24/97

CLASSIFICATION: Administration

REVISED: 10/24/05

SUBJECT: Establishment of Policies, Administrative Regulations and Bylaws

The Board adopts this administrative regulation to maintain a system accessible to staff that preserves and maintains the board policies, administrative regulations, and bylaws established for the Office.

The Superintendent directs that written recommendations from staff for new or revised policies or administrative regulations have the prior approval of the appropriate Associate Superintendent.

A draft will be prepared by the appropriate Associate Superintendent to submit to Superintendent's Council for review and tentative approval. The Associate Superintendent is responsible for editing, posting, and distributing proposed new or revised policies and administrative regulations.

The Board may also submit recommendations for new or revised policies or administrative regulations. Any member may submit a proposal to the Superintendent for processing. The Superintendent will prepare a draft policy and regulation, if needed, and present to the Board with staff recommendations.

If requested, the Superintendent will prepare an issue paper to present to the Board for action on board policies, and on administrative regulations affecting the Board's areas of responsibility.

When a proposed board policy or regulation has had its first presentation to the Board or when a proposed administrative regulation has been developed with the tentative approval of the Superintendent, it shall be circulated to all manual holders, employee organizations, and posted on bulletin boards located in each section of the Office.

The Superintendent welcomes written recommendations from staff to the proposed new or revised policy or administrative regulation. Responses to the posted, proposed policy or administrative regulation must be in writing and submitted to the responsible Associate Superintendent within ten (10) working days from the date of posting.

In emergency situations, the ten (10) day posting period, for administrative regulations only, may be suspended by the Superintendent or the Board.

Responses to the posted proposed policy or administrative regulation received by the deadline shall be considered by Cabinet before:

1. The proposed administrative regulation is formally adopted by the Superintendent, or
2. The proposed policy and/or administrative regulation is formally adopted by the Board in accordance with Board Bylaw No. 9300.

Formal policies, administrative regulations, and bylaws shall reflect the date of adoption and revision, and be printed in the Board Policies and Administrative Regulations Manual. Only statements so adopted shall be regarded as official.

Staff shall be notified of final disposition of the proposed new or revised policy or administrative regulation within thirty (30) days.

After final adoption of the policy or administrative regulation, copies shall be distributed by the Superintendent to each position or unit that is assigned a manual and shall be posted for staff information. The adopted version shall remain posted on bulletin boards for ten (10) working days.

A manual shall be maintained in the Superintendent's Conference Room.

Manuals are assigned to designated positions and/or programs, not to individual employees. Employees leaving the employment of the Superintendent shall return their copy of the manual to their division assistant superintendent.

The Associate Superintendent or his/her designee shall orient new employees concerning the manual and its use.