BOARD OF COMMISSIONERS POLICY DEVELOPMENT

WHAT IS POLICY?
Policies are the written principles adopted by the Board in order to manage City Schools. They answer the “what” and “why” questions.

WHAT IS AN ADMINISTRATIVE REGULATION?
An administrative regulation is a directive adopted and issued by the CEO that provides specific instructions related to the implementation of Board policy. Regulations answer the “how” and “when” questions.

WHAT TO KNOW ABOUT POLICY DEVELOPMENT
Policy Development is a collaborative effort between the Board, CEO, staff and the school community. The Board is responsible for policy adoption, review, and evaluation. The CEO is responsible for policy implementation through administrative regulations.

WHAT IS THE READER PROCESS?
Proposed policies must go through several stages of Board review before final approval. Policies are introduced at the Board’s Policy Committee meeting for presentation and feedback from the committee. The next stage is a presentation before the full Board at a public board meeting called 1st Reader. Staff then takes that feedback, makes any necessary revisions, and the policy is presented before the Board at 2nd reader for final approval. There must be no more than 8 weeks between first and second reader. The Board reserves the right to schedule a third reader if necessary. Feedback is welcome from the public at any stage of the process via public comment during Board meetings or electronically at PolicyReview@bcps.k12.md.us.

WHAT IS A PUBLIC/COMMUNITY FORUM?
The Board may hold community forums during each school year to foster dialogue between the Board and the general public on current topics at issue before the Board. The Board may also utilize community forums to encourage public participation in Board policy decisions.

WHAT IS A WORK SESSION?
The Board may schedule work sessions from time to time to provide its members with the opportunity to plan, strategize and discuss a variety of topics without taking formal action. Work sessions are for the Board to communicate directly with the staff authors.

DEVELOP
Board, CEO & Staff develop policy matrix annually.

APPROVE
Board approves policy calendar during the Annual Business meeting.

REVISE
Policy language is drafted/revised by staff and stakeholders.

PRESENT
Proposed policy language is presented to the Policy Committee.

PUBLIC COMMENT
Immediately after the presentation, a 30-day window for written public comment begins. Feedback is welcome from the public at any stage of the process via public comment during Board meetings or electronically at PolicyReview@bcps.k12.md.us.

COMPILE
Staff compiles list of issues raised through public comment submissions.

RECOMMENDATIONS
Policy language including Policy Committee recommendations and synopsis of the public comment issues are presented to the full Board during 1st reader. Feedback is welcome from the public at any stage of the process via public comment during Board meetings or electronically at PolicyReview@bcps.k12.md.us.

WORK SESSIONS
Board has option to hold a public forum or work sessions on the policy topic before vote.

PRODUCTION
Policy language and any recommendations from the full Board are presented during 2nd reader.

BOARD VOTE
The Board votes at the second reader presentation unless it decides to hold a third reader.