Board of Trustees

BP 2410   BOARD POLICY AND ADMINISTRATIVE PROCEDURE

References:
Education Code Sections 70902;
ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5

The Board of Trustees may adopt policies as are authorized by law and comply with accreditation standards or determined by the Board to be necessary for the efficient operation of the district. Board Policies (BPs) are intended to be statements of intent by the Board on a specific issue within its jurisdiction.

Administrative Procedures (APs) are to be issued by the Chancellor as statements of method to be used in implementing BPs. Such APs shall be consistent with and operationalize the intent of the BPs. APs may be revised as deemed necessary by the Chancellor.

The BPs and APs have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

BPs may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. The BPs shall normally be introduced first for information followed by a second meeting for action. In unusual circumstances, the Board may change, amend, or add to BPs at the same meeting at which they are introduced. Technical revisions (e.g. a Title 5 section reference change) mandated by law are not subject to the review process and shall be sent directly to the Chancellor for implementation and will appear on the board agenda for information.

To ensure regular review of BPs and APs, the district subscribes to a Policy and Procedure Service, which provides bi-annual/annual updates. In addition, a documented cycle for review of policies and procedures shall occur every ten years.

Copies of all BPs and APs shall be readily available to district employees through the Chancellor's Office and the district's website.

Adopted: April 16, 2013
Board Reviewed: December 13, 2022; December 14, 2021; April 21, 2020