Date & Time          September 26, 2013, 5:00 p.m.
Meeting Place       District Office
                    11645 Ridge Road
                    Grass Valley, CA. 95945

A.      CALL TO ORDER

The meeting will be brought to order by the Board President Schwarz at 5:02 p.m.

B.      ROLL CALL

Administrative Assistant Pencik called the roll of members present:
Katy Schwarz, President: Present
Richard Baker, Vice President: Present
Wayne Klauer, Clerk: Present
Georgie Coulter, Trustee: Present
Jim Adams, Trustee: Absent

ADMIN PRESENT
Johnson, Dellis, Suenram

C.      APPROVAL OF AGENDA

On a motion by Baker, seconded by Coulter, the Board voted to approve the agenda items (4-0).

Jim Adams entered the meeting at 5:03 p.m.

D.      DISCUSSION ITEM

Board Policy Manual Update

California School Boards Association (CSBA) Consultant Cindy Akin provided an overview of the policy manual update process. She reviewed the types of policies: (1) Board policies which are developed by the Board and are more broad providing an overall direction, (2) Administrative regulations which are developed by administrative team, (3) Exhibits, and (4) Board bylaws-section related solely to the Governing Board and what you do.

Additionally she reviewed the nine sections of the manual:
   Philosophy, Goals Objectives & Comprehensive Plans (0000)
   Community Relations (1000)
   Administration (2000)
   Business & Noninstructional Operations (3000)
   Personnel (4000)
   Students (5000)
   Instruction (6000)
   Facilities (7000)
   Board Bylaws (9000)
Ms. Akin reviewed the policy cycle (Need - Development - Adoption - Implementation - Review). She went through the components of a sample policy from CSBA, including the notes, cross references, legal references, and options provided. She noted that more than 80% of the policies are compliance driven and come from legal sources (most notably Education Code). CSBA typically updates policies three times per year. This year because of the amount of policies that will come out of Common Core Standards and LCFF they anticipate an additional out of cycle update.

Your administrative team has gone through the samples and customized them to your district. When this manual revision is approved there will be two CSBA updates to add and then the District will be up to date. Once the revision is approved the District will add a link to GAMUT (CSBA's online policy manual) which will have your entire policy manual online for everyone to access. Ms. Akin review the GAMUT resources available to the administration which included access to legal references, a search engine, cross referencing of policies, and access to other districts' manuals.

Discussion ensued on a few of the policies including the dress code (which many districts put in the student handbook and not in policy), parent involvement (regarding if and when it should be solicited before adopting a policy), Board member remuneration (regarding docking a member's stipend when he/she misses a meeting), and actions by the Board (related to the requirement that a majority of the Board, present or not, is required for passage of a motion).

E. **ADJOURNMENT**

1. On a motion by Klauer, seconded by Coulter, the Board voted to adjourn the meeting at 6:15 p.m. (4-0).

D. Pencik
Administrative Assistant

[Signatures]

Laure Johnson  
Secretary, Governing Board

[Signature]

President, Governing Board