



New Mexico School Boards Association

POLICY SERVICES ALERT

To: All Superintendents and Board Members

Date: June 8, 2016

Each school board is required by the code to annually review and revise as needed their current policies (6.29.1.9[6] NMAC). The New Mexico School Boards Association Policy Services (NMSBA Policy Services) *has been contracted by your district to provide services to assist in this requirement by furnishing your district with updates as changes in the Federal and State laws and Administrative Code affect your policies.*

If your district has adopted all of the advisories since your original adoption of the NMSBA Policy Services recommended policy manual, the manual should be in compliance with required Federal and State laws and regulations. If not, please read the remainder of this alert for details on how to update your manual.

As a part of the budget instructions, the Public Education Department (PED) is requiring each district to post their annually reviewed and revised policies in .pdf format on the State's Sunshine Portal. Though there is a question as to whether this posting is a valid interpretation of the use of the Sunshine Portal, NMSBA Executive Director Joe Guillen was able to get this requirement suspended by PED for those districts subscribing to the NMSBA Policy Services in favor of the district providing a web link reference to the district's policies rather than a .pdf formatted copy of district policies.

Unfortunately **many members of NMSBA Policy Services are not maintaining their on line policy manuals** by sending corrected or adopted policies with adoption dates to Policy Services. Almost forty districts are not following through with adoption of policies or inclusion of regulations or exhibits recommended by Policy Services through Policy Advisories. The advisories are sent to update policies or provide new policies, regulations and exhibits when Federal or State laws or Administrative Codes are changed by legislative action.

Below is a step by step way of updating your policy manual. It can be used to identify advisories that have not been adopted or to do a complete review of all advisories sent to your district since the district manual was adopted.

How to Update Now

1. Find the adoption date of your policy manual on the fifth (5th) page of the manual introduction.

2. Download the "Policy Advisory Complete Check List" from nmsba.org/policy services.
3. Download from www.nmsba.org/policysvc.htm the Archive of Policy Services Advisories dated after the date of your manual adoption.
4. Use the archived policies to compare the actual advisories with your policies, **by code**, to determine if the district has updated in accordance with the Advisories or otherwise at the Boards discretion. Mark those advisories needed for update using the check list.
5. Start your search with the advisory dated just before your manual date of adoption. If you have already updated with that advisory policy, a specific adoption date will be on the page of the policy manual. Mark the Policy Advisory Check List box when it is determined a policy has not been updated.
6. Using the titles from the marked check list, print those Advisories that need to be considered for adoption from the advisories and take them to the Board for adoption or review. For information on the adoption process refer to policies BG, BGB, BGC, and BGD in your policy manual.
7. After adoption, send to:

Donn Williams Ed.D., J.D.
Policy Services Director
New Mexico School Boards Assn.
18426 N Conquistador Dr.
Sun City West, AZ 85375
nmsbapolicy@cox.net
505-469-0193

If there are changes to the model(s), either interlineate the changes on the hard copy and mail OR, using the .pdf formatted documents, strike through to delete and underline or highlight additions, including the date of adoption and e-mail to the above address.

Policy Services will type and print the policy, regulation or exhibit sending a hard copy to your attention and place the newly adopted or approved materials in your on line manual. Your technology person should be able to provide a web link reference to the technicians at the Sunshine Portal by going to <http://lp.ctspublish.com/nm/>.

Please call or email if you have any questions regarding this Policy Alert.

Dr. Donn Williams/Policy Services Director
nmsbapolicy@cox.net
505-469-0193