

# Multnomah Education Service District

Code: **BFCA-AR**  
Adopted: 12/21/10  
Amended:  
Reviewed:

## Development of Administrative Regulations and Department Rules, Regulations and Procedures

### Administrative Regulations

Administrative Regulations are developed and approved by the Superintendent and Cabinet to provide for the implementation of adopted Board policies and shall be applicable to all functions and persons covered by such regulation; and

1. Be coded in reference to applicable Board policy;
2. Specify the date of adoption which will be the effective date of implementation.

Administrative Policy Review Team is the Superintendent, Chief Program Officer, and Board Secretary.

If a Board Member, Cabinet Director, Supervisor, or staff member requests an administrative regulation be created or amended, or if notice of Administrative Regulation change comes from OSBA Policy Update, the following procedure shall be followed:

### Process

1. **Draft 1 - Board Secretary:**
  - a. Prepares individual files that include:
    - (1) Board Policy Review Check off List - which is used to track the Administrative Regulation from first draft through submission to OSBA for upload to web;
    - (2) Written request or OSBA Policy Update Summary - which provides background and proposed language changes;
    - (3) MESD current Policy/Administrative Regulation; and
    - (4) First draft of amended Administrative Regulation reflecting changes.
2. **Administrative Policy Review Team:**
  - a. Reviews and prioritizes Administrative Regulation based on:
    - (1) whether they are required, highly recommended, conditionally recommended or optional;
    - (2) non-compliance issues;
  - b. Reviews first draft for additional edits (Draft 2)

- c. Identifies Cabinet Director(s) impacted by the changes and provides copies to review with their staff for additional impacts, changes in language, etc
- d. Sets deadline for return to Board Secretary

3. **Draft 2 -Cabinet Directors:**

Review second draft and submit to Board Secretary any additional impacts, changes in language, etc.

4. **Draft 3 - Board Secretary**

- a. Incorporates changes from Director(s).
- b. Reviews changes with Administrative Policy Review Team
- c. Sends to Legal Services for review of:
  - (1) ORS and OAR References(s)
  - (2) Legal Citation(s)
  - (3) MESD Policy Cross Reference(s)
  - (4) Administrative Regulation Language Review

5. **Draft 4- Board Secretary**

- a. Incorporates any additional changes from Legal Services and prepares for Cabinet review
- b. Sends notice to all Cabinet Directors to review Administrative Regulation changes prior to Board Packet cut off date

6. **Cabinet Approval**

- a. Final draft will be presented to the Cabinet Directors for approval either at the next Cabinet meeting or through electronic email with a deadline for response.
- b. If no further input is received after the set deadline, the Administrative Regulation will be prepared for final approval.

7. **Upon Approval - Board Secretary:**

- a. Prepare approved Administrative Regulations/table of contents for the MESD Master electronic file, hard copy file and OSBA Policy Department
- b. The Board Secretary shall:
  - (1) Code the Administrative Regulation to applicable Board policy; and
  - (2) Specify the date of adoption which will be the effective date of implementation.
- c. Maintain/retain a record of all Administrative Regulations updates for future reference in the Superintendent's office and update the matrix
- d. Review OSBA web for accuracy and notify OSBA of any discrepancies
- e. Once OSBA web is approved, notification of Administrative Regulation changes shall be sent to the Board, Directors, Supervisors, and secretaries.

## **Department Level Rules, Regulations and Procedures**

Department level rules, regulations and procedures are the responsibility of the appropriate Cabinet Director(s). With the exception of routine business procedures, all such department level rules, regulations and procedures are subject to approval by the Superintendent and Cabinet and subject to any applicable collective bargaining agreement.

Department level rules, regulations and procedures developed for a section or unit within a department are considered, for purposes of this regulation, department level.

### **Process**

1. Chief Program Officer shall:
  - a. Determine which MESD organization components have a need for department level rules, regulations and procedures regulations.
  - b. Where such department level rules, regulations and procedures regulations are needed, the Chief Program Officer will work with the appropriate Cabinet Director(s) in developing the regulations.
  - c. Once developed, shall submit a written proposal to the Superintendent and Cabinet Directors for their approval.
  
2. Cabinet Directors shall:

Submit proposed department level rules, regulations or procedures to the Superintendent or Chief Program Officer for consideration
  
3. Superintendent or Chief Program Officer shall:

Review and submit to Cabinet for approval or amendment.
  
4. Upon approval  

Chief Program Officer shall notify Cabinet Director of approval