



## **BP 2410 Policy and Administrative Procedure**

### **Reference:**

Education Code Section 70902;

Accreditation Standard IV.C.7, IV.D.4, I.B.7, and I.C.5

1. The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.
2. The policies 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.
3. Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced.
4. Administrative procedures are to be issued by the CEO as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the CEO.
5. The CEO shall ensure that each member of the Board has online access to all board policies and administrative procedures, and will provide Board members with copies of these documents upon request. The Board reserves the right to develop revisions of their own administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.
6. Every three (3) years, the Board shall assess its own 2000 series policies for effectiveness in fulfilling the District's mission and assess the relevant administrative procedures for consistency with the policies.
7. Copies of all policies and administrative procedures shall be readily available to District employees through the CEO and are available on the internet.

**See Administrative Procedure AP 2410**

**Board Approved: 06/15/2022**

**Next Review Date: Spring 2025**