

NOAH WEBSTER EDUCATIONAL FOUNDATION MODEL POLICY

TO: TBD

FROM: Noah Webster Educational Foundation

RE: Policy Relevancy Review Committee

DATE: TBD

This model policy aims to reduce administrative overload for schools and teachers and help districts manage outdated policies so they stay relevant.

POLICY RELEVANCY REVIEW COMMITTEE

AUTHORS:

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BACKGROUND: School boards implement policies to stay relevant to topics affecting today's classrooms, but policies on technology and other constantly evolving topics can become outdated. School boards may also implement overlapping policies that are similar in nature and content but differ in focus, such as a general anti-bullying policy and a narrower cyberbullying policy. Both policies could be combined, but they remain separate. Examples like these overburden teachers and make it harder for a school board to stay relevant and organized. This model policy seeks to resolve both of these issues by establishing a committee to periodically review policies for relevance and necessity. For more information on why this policy is recommended and how it relates to classroom management, please see the Noah Webster Educational Foundations resource "Classroom Management Techniques" at this link: [Classroom Management Training](#). The specific training session related to this policy is session two, "[Campus Culture from a Board Member Viewpoint](#)."

LEGAL ADVISORY: Noah Webster Educational Foundation is not a law firm, and it does not claim any legal expertise. Please consult with your school district's attorney and state laws and codes when evaluating model policies from Noah Webster Educational Foundation.

Subject: Policy Relevancy Review Committee

I. Description of Program

This School Board/School will create a new standing committee dedicated to reviewing policies to ensure quality and relevancy and reduce administrative burden on schools and teachers. The committee will use a two-tier structure to best represent all stakeholders and achieve the most favorable outcomes. The two tiers are as follows:

- A. Policy Review Advisory Committee composed of parents, teachers, and community members; and
- B. Board Policy Review Committee composed of three school board members.

This Policy Review Committee will meet every two years to review the effectiveness and relevance of policies.

II. Definitions

The following terms are defined as they will be used throughout this policy:

- A. Parents - Any legal guardian of a student within the district.
- B. Community Members - An individual who does not have a child actively being educated within the district, is not an employee of the district, and is not under contract to provide any goods or services to the district.
- C. Teacher Representative - Teacher representatives are teachers currently teaching within the district who are selected by their peers (other teachers and school administrators) to serve on the advisory committee.

III. Policy Review Board Structure

This Policy Review Committee will be instituted and will act in accordance with the school board's bylaws and procedures, such as:

- A. A committee is advisory in nature and has only such authority as specified by the school board.
- B. The school board will receive committee reports or recommendations for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.

The Community Advisory Board

The first tier of the **[District Name]** Policy Review, the Community Advisory Board will be a voluntary committee. The board will choose the members of the volunteer committee whose responsibilities are the following:

- A. Evaluating which school policies remain relevant to students, parents, and employees in the local schools, and which are no longer applicable.

- B. Providing the Policy Review Committee board members with policy observations and recommendations to present to the entire school board.

The Community Advisory Board will consist of three parents,¹ two community members, and two teacher representatives. Each member should serve voluntarily. These members will meet regularly to discuss and provide insight into the relevance of active school board policies.

To ensure the Community Advisory Board can effectively carry out its responsibilities, the Superintendent of the School Board must disclose all known policies to the Community Advisory Board. Additionally, the Community Advisory Board may request and review all policy documents, board policies, and handbooks.

The Policy Review Committee

The second tier of the [District Name] Policy Review, the Policy Review Committee, will be composed of three elected school board members. The School Board Chair will appoint the committee chair, who will be responsible for leading all policy review meetings.

Each Policy Review Committee member will listen to the Community Advisory Board's recommendations and bring them before the entire school board for a vote. The Committee will be responsible for facilitating meetings, keeping accurate notes and records, and fostering a positive environment/relationship with members of the Community Advisory Board.

The school board appoints the Policy Review Committee to work with the Superintendent and/or designee(s) in the review of District policies. The Committee shall recommend proposed changes to the entire Board for consideration and approval.²

IV. Maintenance of Meeting Records

This Advisory Board and Policy Committee will maintain a record of each meeting, including attendance, stored in a secure location with access granted according to the [School Board Name] charter and bylaws. The retention of committee procedures and core records of each meeting will be the responsibility of the recording secretary.³

¹ The parent members on the community board should not have any sort of active relationship with each other that involves the same student (i.e. spouses, ex-spouses/co-parents, or any relationship of similar nature).

² “213 Policy: School Board Committees,” School Board, Stillwater Area Public Schools, last modified May 26, 2022, <https://www.stillwaterschools.org/our-district/school-board/district-policies/individual-policy/~board/school-board-policies/post/213-school-board-committees>

³ “Committee Establishment and Management Policy,” Policy Library, Pacific Northwest University, last modified January 9, 2024, <https://www.pnwu.edu/about/policy-library/committee-establishment-and-management-policy/>

Core records of meetings include meeting agenda; minutes, notes, or reports of meetings; papers or reports presented to the committee; annual reports; terms of reference; correspondence where committee decisions or actions are taken instead of a meeting; requests for a proxy vote assignment.⁴

⁴ “Committee Establishment and Management Policy”