

POLICY GUIDESHEET

July 2010

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Note: Descriptions below identify major revisions made in CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts should review the sample materials and modify their own policies accordingly.

BP 1150 - Commendations and Awards

(BP revised)

Policy revised to clarify that it applies to awards given to parents/guardians, community members, businesses, and organizations. Policy also incorporates and expands material formerly in AR re: the process for submitting recommendations for awards and the types of awards that may be given, and adds designation of a day, week, or month for special recognition of volunteers.

BP 1240 - Volunteer Assistance

(BP revised)

Updated policy and regulation reflect **NEW LAW** (AB 346) which requires any volunteer who works with students in a student activity program (not just those who supervise, direct, or coach the activity) to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing (CTC), unless the district requires the volunteer to instead clear a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal background check or the volunteer is otherwise exempted by law.

For further information, see article in the accompanying *Policy News*.

BP 1250 - Visitors/Outsiders

(BP revised)

Updated policy adds Board philosophy about the importance of parent/guardian and community involvement in school programs and activities. Policy also encourages individuals to use complaint procedures and to avoid disruptive behavior on school grounds. Reorganized regulation adds requirement to post school hours.

BP 3100 - Budget

(BP revised)

Updated policy reflects Governmental Accounting Standards Board (GASB) Statement 54, which makes changes in the way public agencies must report fund balances in the general fund and gives the Board sole authority to specify purposes of funds classified as "committed" and to express, or delegate the authority to express, intended purposes of resources that result in the "assigned" fund balance.

For further information, see article in the accompanying *Policy News*.

BP 3220.1 - Lottery Funds

(BP revised)

Policy revised to reflect **NEW LAW** (AB 142) which authorizes the state Lottery Commission to establish the percentage of revenue to be allocated at a level that maximizes revenues to public education. Policy also revised to reflect Title 5 regulations which require auditors to examine whether lottery funds have been expended for the education of students and not for a noninstructional purpose, as defined.

BP 3314.2 - Revolving Funds

(BP revised)

Updated policy reorganized to reflect various types of revolving funds authorized by law, including the purposes and limits of the funds. Policy also contains new language specifying that such funds are subject to the district's internal control procedures established for the purpose of fraud prevention and financial integrity and must be maintained in accordance with the California School Accounting Manual.

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BP 3516.5 - Emergency Schedules

(BP revised)

Updated policy adds language regarding seeking full average daily attendance reimbursement when an emergency situation prevents the district from meeting legal requirements for the minimum number of instructional days or minutes. Policy also adds examples of methods that may be used to notify students and parents/guardians of an emergency schedule.

BP 3555 - Nutrition Program Compliance

(BP added)

New **MANDATED** policy reflects state and federal law prohibitions against discrimination in the National School Lunch Program, School Breakfast Program, Special Milk Program, and other child nutrition programs as well as recent enforcement activities of CDE's Nutrition Services Division based on U.S. Department of Agriculture's Food and Nutrition Service instructions.