



2025-2026 Policy Presentation

Division: Office of Legal Affairs
Executive Director: Marissa Key, Esq.
January 21, 2026

CURRENT BOARD POLICY MANUAL OVERVIEW

Approximately 320 total policies, regulations, and exhibits

- ~220 policies were last reviewed 10+ years ago
- Of those, ~95 policies have not been reviewed in over 20 years
- Only ~39 policies have been reviewed within the last 5 years

GSBA MANUAL REVISION SERVICES

Policy Manual Revision

\$14,500

A comprehensive overhaul of your district's policy manual to ensure compliance with current laws and support effective governance.

Key Benefits



Full legal and regulatory compliance



GSBA codification system for easy referencing



Seamless implementation with Simbli

WHY IT MATTERS TO THE BOARD

Compliance & Risk Reduction

- Ensures all district policies comply with state and federal laws.
- Policies are reviewed for necessity. **If a policy is not legally required, it is not recommended**, reducing unnecessary risk and complexity.

Efficiency & Accuracy

- The board and GSBA **collaboratively establish a realistic timeline** to accelerate board manual completion

Governance Confidence

- **Customization process** to ensure the policy manual reflects DCSD's values, operations, and governance priorities, not a one-size-fits-all approach.

Staff Utilization

- Allows staff to focus on **regulations and operational procedures**, while the Board remains actively involved in policy direction and approval.

GSBA POLICY MANUAL REVISION FRAMEWORK

GSBA completes the policy preparation work by reviewing the current policy manual. Then, they will suggest initial recommendations and a clear, structured timeline for the revision process.

Following this, GSBA and the District will have an initial meeting to discuss and agree on the proposed timeline and recommendations.

GSBA will provide final recommendations for revision process. Staff and the Board will then conduct a section-by-section revision process.

A follow-up meeting is held at the end of each section to finalize revisions.

The recommended revisions are placed on the Board Agenda for First Read.

Following Board approval, Ms. Chappel formally updates and finalizes the policy manual in Simbli.

OUTSTANDING QUESTIONS & RESPONSES

- Question 1: GSBA policy revision services are typically structured around a six-month timeline. Given the size of the district and the length of the board policy manual, can the revision process be extended to a twelve-month timeline?
- Question 2: If an extended timeline is available, what would be the associated cost for extending the policy revision services?
- Question 3: How will public comment be addressed following first reads?