



**District of Columbia State Board of Education
DCSBOE**



To: Members, State Board of Education

From: Jesse B Rauch, Executive Director

Date: March 27, 2015

Subject: Proposed Policy Review and Adoption Process

On October 1, 2014, the State Board was provided with a draft policy review and adoption process. Such a process would improve efficiency as well ensure that members of the State Board have clear expectations of the status for any policy matter under review.

In addition to a clear policy review and adoption process, the State Board should consider several additional activities to ensure a smooth procedure.

These additional activities include:

- Meet semiannually with OSSE leadership to discuss shared goals, issues, and opportunities to collaborate;
- Meet semiannually with the Deputy Mayor for Education to discuss shared goals, issues, and opportunities to collaborate;
- Develop a twelve-month timeline and review it biannually in February and July; and
- Establish a 3-5 year strategic plan for the agency.

Step 1

- Matter Brought to the State Board by Either a Member, the State Board, or Requested by OSSE

Step 2

- President Refers Matter to Committee for Consideration or Retains in Committee of the Whole

Step 3

- Committee Receives Initial Briefing and/or Memo from Board Staff with Suggested Questions or Areas of Needed Research

Step 4

- Committee Transmits Questions to Relevant Agencies by Date Certain

Step 5

- Committee Schedules Public Roundtable on the Matter or Requests Agendizement at Next Public Meeting

Step 6

- Board Staff Continues Research and Develops Draft Report with Recommend Action(s) to be Transmitted to State Board Committee

Step 7

- Committee Members Review Draft Report and Submit Edits/Comments to Board Staff

10 Days Prior to Working Session

- Committee Chair Requests Agendizement of Committee Report at Working Session and Submits Draft Report to State Board for Discussion

10 Days Prior to Public Meeting

- Committee Chair Requests Agendizement of Committee Report at Public Meeting and Submits Draft Report with Approving Resolution to State Board for Review

Next Public Meeting

- Committee Presents Draft Report at Public Meeting
- State Board Votes to Adopt Report and Underlying Measure (If Applicable)

- Committee Report is Published on State Board Website
- State Board Establishes Review Period for Matter