

CREATION AND PROMULGATION OF ADMINISTRATIVE REGULATIONS

Creation and regular updating of Administrative Regulations (AR) is essential to the smooth, efficient and legal operating of the Monterey County Office of Education (MCOE).

It is the responsibility of each Cabinet member to initiate the creation and updating of the AR's that are under that manager's area of responsibility.

MCOE will use the CSBA numbering system for any AR. If the AR is unique to MCOE, and no CSBA equivalent, the AR will be placed in a logical sequence of existing ARs and numbered accordingly. An AR used to supplement a Board Policy will use the same number as assigned to the corresponding Board Policy.

When updating an AR, criteria considered should include the following:

- New laws pertaining to the regulation
- Past and current practice
- Practices in other county offices

After the AR is updated or created, the responsible Cabinet member will present the proposed AR in a cabinet meeting and brief the Cabinet on the purpose of the new AR, and if updating an existing AR, explanation on why the change needs to be made.

After creating or updating an AR, the Deputy Superintendent will send the draft to the Leadership Team. If after two weeks no changes have been suggested by the Leadership Team, the regulation will become approved. If there have been changes suggested by the Leadership Team, the draft will be taken to Cabinet for review and final approval. Once reviewed and finalized by Cabinet the draft will become a regulation of the Monterey County Office of Education and the Deputy Superintendent will post the new/updated AR on the website. Following approval, the AR will be included with the regular quarterly policy/regulation updates for distribution.

Division and department heads are responsible for assuring the new AR is communicated and effectively implemented throughout their respective departments or divisions.

Approved: 07/18/11