

# Board Policy Development Toolkit

*Resources to strengthen policy literacy, evaluation, and governance practices*

This toolkit has been designed to support and enhance the governance of boards, helping board members assess and improve their policy literacy, engage with community stakeholders, and create robust and equitable policies for their local educational agencies (LEAs).

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- 1) **Policy Framework 101 (Quick Reference Guide)**
- 2) **Policy Framework**
- 3) **Individual Board Member Reflection**
- 4) **Board Policy Process Evaluation**
- 5) **Policy Principles Quick Reference Guide**

Throughout the toolkit, the items above will be referred to by their assigned name and document number for consistency. Some documents can be used as standalone tools, but all items can be used as part of a more comprehensive process.

**Policy Framework** — The framework provides board members, regardless of experience, with guidance on policy development, review, and implementation. It emphasizes the importance of creating a shared governance culture, engaging community input, and maintaining legal compliance. By using this framework and adopting recommended practices, boards can create policies that foster high-quality teaching and learning environments while protecting the LEA from legal and financial risks.

**Policy Framework 101** — The 101 document serves as a simplified version of the more comprehensive framework quickly orienting members to the tools and how to use them.

**Individual Board Member Reflection** — This reflection tool is designed to help individual board members assess their own policy literacy and practices. It encourages trustees to identify areas for growth and provides structured prompts to guide their engagement with policy development. This reflection process is intended to help both novice and experienced board members consider areas where they can improve their policy literacy and resources to support their learning.

**Board Policy Process Evaluation** — This comprehensive tool is for evaluating existing board policy practices. It encourages reflection and discussion around key governance pillars such as local priorities, compliance, instructional impact, and equity. The document outlines a scoring rubric for board members to assess their practices on a spectrum from “Not Present” to “Exemplary,” supporting continuous improvement through periodic evaluations from the board as a whole.

**Policy Principles Quick Reference Guide** — The quick reference guide helps board members understand how to engage in high-quality policy review and discussion at the dais. It is based on the policy principles and includes sample questions for governance teams to consider.

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