

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 0700

PAGE: 1 OF 4

CATEGORY: Board of Education, Legislation

EFFECTIVE: 1-05-72

SUBJECT: District Legislative Services

REVISED: 11-16-99

A. PURPOSE AND SCOPE

1. To implement board policy relating to the district’s legislative and regulatory information and advocacy program.
2. This procedure includes initiation, coordination and establishment of official district position with regard to specific legislation and regulatory actions.
3. **Related procedure:**
Lobbying 0705

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy B-7000; Legislative Policy Statement.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Administrative and Legislative Services Office, Office of the Superintendent.
2. **Administrative Responsibility.** Legislation has a profound effect on district programs and costs. District managers who are directly accountable and responsible for specific programs shall keep informed of existing and proposed legislation pertaining to their respective areas of responsibility. The Administrative and Legislative Services Program Manager, with the approval of the superintendent, coordinates the initiation of district-sponsored legislation and any other district legislative activity. Official district positions on legislation and district sponsorship of legislation shall be consistent with the Board Policy, the Legislative Policy Statement, Legislative Priorities, and the mission of the district. Executive Committee Members shall identify key staff to provide reactions on legislation to the Administrative and Legislative Services Program Manager on proposals that are in the critical stages of the legislative process.
3. **Legislative Policy.** In accordance with Board Policy B-7000, each legislative session the Board of Education approves the Legislative Policy Statement of the district on major legislative issues that directs the activities of the superintendent, contracted legislative advocates, and the Administrative and Legislative Services Program Manager on federal and state legislative and regulatory advocacy matters. In addition, the district annually develops a list of specific legislative and regulatory priorities that are consistent with the Legislative Policy Statement.

4. **District Position on Legislation.** The *Legislative Policy Statement* guides the district's position on proposed and sponsored legislation. The superintendent's legislative priorities, which must be consistent with the board's policy, are submitted to the board annually for approval. The Legislative Policy Statement shall be submitted to the Board of Education for approval in October prior to the beginning of the two-year state and federal legislative session. A draft district statement of legislative priorities will be distributed to the board in early October and submitted for annual approval in late January. Similarly, proposed district-sponsored legislation will be contained in the legislative priorities, or will be brought separately to the Board of Education for approval.

5. **Legislative Policy Standing Council.** The council is composed of the superintendent or designee, a representative from the Institute for Learning, a representative from Administrative/Operational Support, a representative from Legal Services, the Administrative and Legislative Services Program Manager, and a Board Policy Analyst. The Administrative and Legislative Services Program Manager schedules six (6) meetings of the council during the year. Its primary functions on legislative matters are:
 - a. To review and recommend revisions to the draft *Legislative Policy Statement* of the Board of Education and the district's legislative priorities prior to submission of the statement to the Executive Committee, superintendent, and the Board of Education for approval.
 - b. To review proposals for district-sponsored legislation and make recommendations to the Executive Committee on which proposals should be taken to state and federal legislators for authorship and introduction.
 - c. To review major legislative issues and recommend a district position to the Executive Committee. In order to reassess the district position, progress of major legislation is reported to the standing council by the Administrative and Legislative Services Program Manager as these bills move through the legislative process.
 - d. To resolve interdivisional differences to the district's position on particular legislative proposals.

6. **District-Sponsored Legislation.** The process for the initiation of district sponsored legislation is:
 - a. Completion of a "district sponsored legislation proposal" form and submission to the Administrative and Legislative Services Office with the approval signature of an Executive Committee Member.
 - b. The Executive Committee, in conjunction with the Administrative and Legislative Services Program Manager, recommends to the superintendent the proposals that the district should sponsor.
 - c. The Legal Services Office, in coordination with the Administrative and Legislative Services Office, prepares the legislative language for any proposed legislation that the superintendent has determined the district should sponsor.

7. **Board Member Request for Action or Information on Legislation**
 - a. Requests by individual board members for information or action on a specific legislative proposal shall be directed to the Administrative and Legislative Services Program Manager. Responses to information and action requests will be forwarded to all board members via the Chief of Staff, Office of the Superintendent.

8. **Legislative Reports and Communications**
 - a. The Administrative and Legislative Services Program Manager provides notification of legislative positions taken by the district in accordance with the Legislative Policy Statement and Legislative Priorities, to the Board of Education, superintendent and affected department(s) on specific legislative proposals.
 - b. The superintendent or designee presents legislative reports twice annually specifying the legislative advocacy activities undertaken by district staff during that period. An oral report by the district advocate is required annually to the Board of Education. Additional reports will be delivered periodically on major legislative issues as they proceed through the legislative and regulatory process.
 - c. Appropriate staff is provided with a copy of enacted legislation for district implementation.

SUBJECT: **District Legislative Services**

NO: **0700**

PAGE: **4 OF 4**

EFFECTIVE: **1-05-72**

REVISED: **11-16-99**

- d. An annual report describing legislative issues impacting the district for the year is prepared and distributed to the Board of Education, superintendent, Executive Committee, and senior managers.
- e. A legislative directory is published and distributed annually.

D. IMPLEMENTATION (See Section C.)

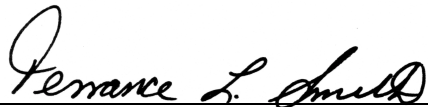
E. FORMS AND AUXILIARY REFERENCES (Available from the Administrative and Legislative Services Office.)

- 1. Reaction to Legislation
- 2. Notification of New Law
- 3. Proposal for Legislation

F. REPORTS AND RECORDS

- 1. Annual Enacted Legislation Report
- 2. Legislative Policy Statement
- 3. Legislative Priorities
- 4. Legislative Directory

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education