



NDSBA POLICY UPDATE

AT A GLANCE

- 2026 Second Quarter Update
- Updating Policies on the Policy Services Website
- Updated Policy Services Membership Tiers

In Q2, NDSBA updated nine policies, five exhibits, and three regulations. These updates are part of our ongoing effort to ensure that our template policy documents remain current and compliant with legal requirements. We remain committed to providing our Policy Services members with relevant, insightful, and accessible resources to navigate the ever-changing landscape of policy services. As part of this process, NDSBA will continue updating policy templates across all tiers, introducing new relevant templates, and removing outdated ones to better serve our members. If NDSBA reviews a policy, exhibit, or regulation and makes any substantive revisions (e.g., revisions due to change in the law, change in the content, change in the title, etc.), NDSBA recommends updating your document to reflect those revisions. However, if NDSBA makes only non-substantive revisions (e.g., revisions due to formatting changes, grammatical corrections, spelling corrections, etc.), you are not required to update your document accordingly. You may choose to update any non-substantive revisions at your own discretion.

To our webhosted districts: NDSBA pushed your district the updated policies through the policy services website. To access, edit, and publish updated policies, please see the instructions emailed to your district's policy liaison by lexie.bergstrom@ndsba.org. There are additional videos and resources to help further navigate and understand this process on the ndsba.org website. You can access these resources by logging in, selecting the "Policy Services" tab across the top ribbon of the homepage, and then clicking the "Policy Updates" link.

Please note: NDSBA updated the policy services membership tiers. The Basic Membership tier was eliminated. The remaining membership tiers are: Required, Total Template, and Webhosted. NDSBA is also in the process of creating a new policy manual for our multi-district special education units. This manual will include a narrowed scope of already-existing NDSBA sample policies and supporting documents, but they will be tailored specifically to suit the function and procedures of multi-district special education units. We're very excited about this new manual, so be on the lookout for it coming soon! For more information on the membership tier structure and pricing, please contact Sheila Long at (701) 255-4127, or sheila.long@ndsba.org.

The following policies, regulations, and exhibits were updated this quarter:



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- **Administrative Regulation ABCA-AR, Computer Software**

- While policy ABCA was updated in 2025, the corresponding administrative regulation, ABCA-AR, had not been updated since 2008. Therefore, some of the information within the regulation was out of date. NDSBA made several substantive updates to the regulation to expand on safeguards districts should have in place for computer software on district-owned or -managed devices. Board action should not be taken to update administrative regulations, but NDSBA recommends reviewing these updates and recommends the policy liaison update regulation ABCA-AR at his/her earliest convenience.

- **Cognia Policy BA, School Board Ethics**

- NDSBA made several updates to the language in policy BA to better align with Cognia expectations for a school board's policy on ethics. NDSBA recommends updating your district's policy BA to reflect these updates.

- **Recommended Policy BC, Meetings of the Board**

- NDSBA expanded policy BC to include a section on special board meetings. Additionally, NDSBA added more detailed information on regular meeting schedules and agendas, and the types of gatherings that are not considered "board meetings" under North Dakota law. NDSBA recommends updating your district's policy BC to reflect these updates.

- **Board Regulation BC-BR, Procedure for Seating New Board at the Annual Meeting *Previously under the descriptor code BCAB-BR***

- NDSBA previously removed policy BCAB from its list of template policies, but BCAB-BR remained. Without a corresponding policy, BCAB needed to be removed or re-coded. The information in policy BCAB was incorporated into NDSBA's template policy BC, Meetings of the Board. Therefore, NDSBA re-coded BCAB-BR to BC-BR as the information within the regulation is still relevant and corresponds with policy BC. NDSBA also added information on when the term for a new board member begins, and inservice training workshops for new board members. NDSBA recommends updating this regulation to reflect these updates.

- **Recommended Policy CAAB, Superintendent Evaluation Procedure**

- NDSBA did a complete overhaul on policy CAAB. The policy now includes sections on establishment and monitoring of goals, formal evaluation schedule and process, distribution and completion of individual evaluations, board evaluation meeting and unanimous ratings, performance areas with divided ratings, approval of final evaluation, final report and written response, and records. The policy provides much more clarity and details about the process for Superintendent evaluations. NDSBA recommends updating your district's policy CAAB to reflect these updates.

- **Exhibit CAAB-E1, Superintendent Evaluation Template *REMOVED***

- The new NDSBA online Superintendent evaluation tool provides a customizable Superintendent valuation template. Therefore, NDSBA removed this exhibit as it is no longer necessary. NDSBA recommends removing this exhibit if your district maintains it in its policy manual.

- **Exhibit CAAB-E2, Superintendent Evaluation Worksheet *REMOVED***

- The new NDSBA online Superintendent evaluation tool provides a Superintendent evaluation worksheet. Therefore, NDSBA removed this exhibit as it is no longer necessary. NDSBA recommends removing this exhibit if your district maintains it in its policy manual.



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- **Exhibit CAAB-E3, Superintendent Evaluation Summary *REMOVED***
 - The new NDSBA online Superintendent evaluation tool provides a Superintendent evaluation summary. Therefore, NDSBA removed this exhibit as it is no longer necessary. NDSBA recommends removing this exhibit if your district currently maintains it in your policy manual.
- **Exhibit CAAB-E1, Superintendent Evaluation Motions *Previously under the descriptor code CAAB-E4***
 - NDSBA re-coded this exhibit to CAAB-E1 after removing the previous CAAB-E1 – CAAB-3 from the policy template manual (see above for further information on their removal). Additionally, NDSBA did a complete substantive overhaul of this exhibit. The exhibit now includes updates to the language for the different types of motions, as well as more detailed information on when and how to make motions on Superintendent evaluations. If your district maintains this exhibit in its policy manual, NDSBA recommends the policy liaison update this exhibit at his/her earliest convenience.
- **Exhibit CAAB-E2, Superintendent Evaluation Timeline *Previously under the descriptor code CAAB-E5***
 - NDSBA re-coded this exhibit to CAAB-E2 after removing the previous CAAB-E1 – CAAB-3 from the policy template manual (see above for further information on their removal). Additionally, NDSBA made some non-substantive edits to the exhibit. If your district maintains this exhibit in its policy manual, NDSBA recommends the policy liaison update the descriptor code at his/her earliest convenience.
- **Recommended Policy CABB, Hiring Administrative Staff**
 - NDSBA updated policy CABB because it had been over ten years since the policy was last reviewed for updates. NDSBA made both substantive and non-substantive edits to provide more clarity of some of the terms and language in the policy, as well as to remove outdated and potentially confusing language from the policy. NDSBA recommends updating your district's policy CABB to reflect these updates.
- **Recommended Policy CBAA, Administrative Regulations**
 - NDSBA updated policy CBAA because it had been over ten years since the policy was last reviewed for updates. NDSBA made a number of edits to this policy to expand on who can prepare and disseminate administrative rules for the district. NDSBA recommends updating your district's policy CABB to reflect these updates.
- **Recommended Policy CBAB, Administration in Policy Absence**
 - NDSBA updated policy CBAB because it had been over ten years since the policy was last reviewed for updates. NDSBA made several edits to provide clarity and more detail to the policy. NDSBA recommends updating your district's policy CBAB to reflect these updates.
- **Recommended Policy FAAC, Enrollment of Suspended or Expelled Students**
 - NDSBA made several substantive updates to policy FAAC to align it with compulsory attendance and free, public education laws. NDSBA also made several edits to the policy to provide clarity, and added a section on pending suspension or expulsion proceedings. NDSBA recommends updating your district's policy FAAC to reflect these changes.
- **Required Policy FDD, Education of Pregnant and Parenting Students**
 - NDSBA updated the bolded and bracketed language in policy FDD to clarify when it is a student's responsibility to inform parents/guardians of pregnancy versus when certain circumstances require a district to report a pregnancy to a third party. A number of other substantive and non-substantive edits were also made to the policy. NDSBA recommends updating your district's policy FDD, especially if it incorporates that bolded and bracketed language.



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- **Cognia Policy HCAA, Purchasing**

- NDSBA updated policy HCAA to accurately reference the corresponding administrative regulation, HCAA-AR. NDSBA recommends updating your district's policy HCAA to reflect these changes.

- **Administrative Regulation HCAA-AR, Informal Bids and Proposals Process**

- NDSBA updated administrative regulation HCAA-AR to provide clarity to the regulation regarding who has authority to oversee the informal bidding and proposals process. Additionally, the section on rejection of bids or proposals was amended to clarify that the section covers only informal bids and proposals. Several other minor edits were made to the policy. Board action should not be taken to update administrative regulations, but NDSBA recommends reviewing these updates and recommends the policy liaison update regulation HCAA-AR at his/her earliest convenience.

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You can download and/or print policies via the NDSBA Policy Services website. To access the Policy Services website: 1. Log in to ndsba.org; 2. Hover over the "BoardBook" tab located across the top ribbon of the web page and click on the "BoardBook Online Policies" drop-down option. Once on the BoardBook website, you'll see the policy manual(s) available to your district based on your membership tier.