
FORMULATION, ADOPTION AND AMENDMENT OF POLICIES

One of the primary responsibilities of the Board of Education is to develop and adopt policies for the administration of the school, for the guidance of the Superintendent of Schools, the staff and students. The Board recognizes that the adoption of written policies constitutes the basic method by which the Board exercises its leadership in the operation of the district. Policies may be proposed for adoption, change, or repeal at any regular or special Board meeting. The Board delegates to the Superintendent the responsibility and authority to establish any and all rules, regulations, and/or procedures necessary to implement and maintain its policies.

Accordingly, the Superintendent is directed to initiate a program of Board policy revision to include the following items:

1. Periodic review and evaluation of all current Board policies;
 2. Preparation of additional policies as needed;
 3. Consultation with district staff and community members on an advisory basis;
 4. Presentation of a proposed policy in draft form to the Board for consideration prior to action;
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In view of its fundamental nature of governing the school district, establishing or changing policies should be undertaken deliberately and thoughtfully. To ensure such full consideration, the following procedure shall be used in developing Board policy:

1. Board policy shall be established or changed only following presentation of a proposed policy at a regular Board meeting as presented by the Policy Committee, the Superintendent of Schools or otherwise as an agenda item;
2. An initial written draft of the proposed policy shall be presented to the Board, discussed and tabled or referred to the Policy Committee.
3. A final draft, incorporating any revisions made at the first meeting, will be made available to the public at the second meeting.
4. Policy changed shall be adopted in accordance with the procedure outlined above, except that only a quorum of the Board shall be required to vote approval.

No official Board vote shall take place on a policy adoption, change, or repeal at the meeting during which it is first presented to the Board for consideration, unless a quorum of the Board determines that it is necessary to do so.

Policies shall be effective immediately upon adoption, unless a specific effective date is provided in a Board-adopted resolution.

Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in

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conformance with the codification system used in the Board policy manual and, insofar as possible, be limited to one subject.

Superintendent's rules and regulations shall not become effective until after presentation at a Board Meeting and are subject to modification by Board action at any meeting.

The formal adoption of policies and presentation of rules and regulation shall be recorded in Board minutes. Only those written statements presented for Board review and, where applicable, Board action shall be regarded as official Board policy. Every Board and staff member shall have access to the Board policy manual.

Ref: Education Law §§1604(9); 1709(1); 1804

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