

## FORMULATION, ADOPTION AND AMENDMENT OF POLICIES

The Board of Education determines, by its actions, the policies and bylaws to be employed in the conduct of the district schools. Formulation of policies and bylaws and the evaluation of results are the principal means by which the Board exercises its leadership in the operation of the district.

### *Adoption Process*

The Superintendent of Schools will be responsible for preparing draft policies or bylaws for Board review. It is the intent of the Board that proposed policies be given careful and deliberate attention prior to adoption. The adoption process shall be as follows:

1. When the content of a policy has been delineated, the Superintendent will have a preliminary draft of the proposed policy prepared.
2. Preliminary drafts will be submitted to all Board members and will be reviewed in committee session(s).
3. A draft of the proposed policy as accepted by the Board committee will be submitted at the next regular meeting of the Board for review and comment. To assure that interested individual or groups are given a reasonable opportunity to advise the Board of their reactions to and feelings about proposed policies, no official Board vote shall take place on a policy adoption, change, or repeal at this meeting.
4. The proposed policy may be considered for adoption at any subsequent meeting of the Board.
5. After due deliberation and formal adoption by the Board, the policy and by-law statements will be maintained in usable form in the Board Policy Manual and will be available for review.
6. Current Board policy will be reviewed and evaluated periodically, pursuant to policy 2460, Policy Review and Evaluation;

### *Voting*

A majority vote of the entire board is required whenever the Board votes to adopt, amend, waive or reject any by-law or policy. Moreover, proper notice of the meeting at which the Board will adopt, amend, waive or reject any by-law or policy must be provided to all Board members.

A majority vote of all Board members is required to change or waive a policy or by-law.

*Public Participation*

Opportunities will be afforded to persons or groups to make their positions and statements known to the Board on the adoption of any policy or by-law. The Board encourages community members, district employees and students to participate in policy development. The Board directs the Superintendent to establish and maintain procedures to maintain communication among various groups and persons and to consult with district staff and community members on an advisory basis concerning policy development and adoption.

The formal adoption of policies shall be recorded in Board minutes. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Cross-ref: 2460, Policy Review and Evaluation

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

1<sup>st</sup> Reading December 18, 2001

2<sup>nd</sup> Reading & Adoption January 29, 2002