

## FORMULATION, ADOPTION AND AMENDMENT OF POLICIES

The Board of Education has the sole responsibility to provide guides for discretionary action of those to whom the Board delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the school system.

The Board recognizes that the formulation and 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, by any member of the school community. The Board delegates to the Superintendent of Schools 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 policy, pursuant to policy 2460, Policy Review and Evaluation;
2. preparation of additional policies as needed;
3. consultation with district staff and community members on an advisory basis; and
4. presentation of a proposed policy in draft form to the Board for consideration prior to action.

Since policies often affect the students, employees and/or citizens of the district, the Board shall make a continuing effort to try to involve as many relevant groups as reasonable during policy development. To assure these groups 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 the meeting during which it is first presented to the Board for consideration, unless a majority of the Board determines that it is necessary to do otherwise.

To adopt, change, or repeal a policy requires a majority vote of the entire Board. Such vote will not be taken until the Board has reviewed the proposed policy in at least two meetings. An exception to this is when an existing policy has to be amended to comply with the law or to clarify the intent of the policy. Such an amendment may take place when referred by the policy committee to the total Board as an agenda item according to district policy. Under these circumstances these policies can be amended on the first reading by a majority vote of the Board.

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. Every Board and staff member shall have access to the Board Policy Manual.

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

Adoption date: June 4, 2002

Effective: July 1, 2002