

Governing Board Procedure for Policy Adoption

The successful operation of the CMP Network requires that the actions of the Board and administrative staff be known and understood by students, employees, and members of the community.

The process for adoption and publication of policies for the CMP Network includes the following elements:

I. Raising a Policy Issue

Any person within the community, including board members, teachers, administrative staff, other staff members, students, parents and interested community members, may raise a potential policy issue. If the individual raising the policy issue is associated with a certain school, the individual shall communicate that policy issue to the site Principal. The Principal shall then communicate the policy issue to the Superintendent. If the individual raising the policy issue is not associated with a certain school, the individual shall communicate that policy issue to the Superintendent. The Superintendent will communicate the policy issue, either related to him/her directly or via a Principal, to the Administrative Team (consisting of Site Principals, pertinent Central Administrative Staff and other CMP staff as necessary) for discussion. After discussing the policy issue with the Administrative Team, the Superintendent will debrief with the Governing Board Chairperson and will bring the policy issue to the next regularly scheduled board meeting.

II. Investigating a Policy Issue

Once the Administrative Team receives notification of a policy issue, the Administrative Team shall determine the appropriate means to investigate the policy issue. The Superintendent will bring the Board a recommendation on the future proceedings of the policy issue (i.e. adopt a new policy, revise an existing policy, repeal an existing policy, or no action necessary).

III. Policy Drafting or Revising

Once the Administrative Team has investigated the policy issue and if future proceedings were determined necessary, the Administrative Team shall then undertake to draft or revise the policy itself, or delegate the drafting or revising to an appropriate person or group of persons.

IV. Adoption, Revision and Repeal of Policies

Policies shall ordinarily be submitted by the Administration Team to the Board at a regular board meeting and shall be adopted, revised or repealed by a majority vote.

The adoption, revision or repeal of policy shall be made in an open and public manner at a regular charter school board meeting.



Unless the policy is of a safety or liability nature, any policies adopted, revised or repealed during the middle of a school year will not be in effect until the following school year.

V. Communication and Public Involvement in Policy Adoption

An opportunity for interested parties to be heard before adoption, revision or repeal of policy shall be made.

Retention and organization of adopted policies, rules, regulations and procedures shall be made in a policy binder maintained by the Secretary of the Board with the assistance of school staff.

Publication and availability of all policies, currently in effect within the Network, shall be made to any interested person during the regular business hours of the school or central administration office. To ensure a basic level awareness and institutional understanding, a copy of the policy binder shall be provided to all new members of the board who shall be personally briefed on key aspects of the policies by a member of the school's staff.

VI. Review and/or Revision of Existing Policies

It is recommended practice that the Administration Team complete a review of all of the existing policies of the network on an annual basis. Preferably, this review should occur no later than September 30 of the current school year. Upon completion of the review, the Executive Director shall notify the Board of Directors at its next regular meeting of the policies that require revision. The Administrative Team shall follow the procedures required for policy creation in the revision of existing policies. The Administrative Team may receive assistance of individuals or groups of individuals, as it deems necessary, in reviewing the existing policies of the network to determine whether a policy requires revision.