POLICY DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW

The Board of the Somers Central School District of Education is responsible for adopting and assessing the effectiveness of the written policies by which the district is governed. 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. 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. annual review and evaluation of all present Board policy;
2. preparation of additional policies as needed;
3. consultation with district staff and community members on an advisory basis;
4. presentation of proposed policy in draft form to the Board for consideration prior to action; and
5. continuation of the New York State School Boards Policy Codification System.

Development

The Board is committed to developing written policies which:

- Clearly support the district’s goals and objectives and reflect the Board’s vision.
- Define roles and responsibilities and identify who is responsible for what.
- Provide the Superintendent and district staff with clear guidance regarding expected district administration.
- Allow for flexibility that is needed for day-to-day operations.
- Include measurable outcomes.

Since policies often affect the students, employees and/or citizens of the district, it shall be a continuing effort to try to involve as many relevant groups as reasonable during policy development.

The Superintendent shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

- Is within the scope of the Board’s authority.
- Is consistent with state and federal law and the state and federal Constitutions.
- Supports the district’s goals and objectives.
- Reflects good practice (e.g., educational, personnel, business, etc.).
- Is reasonable and not arbitrary or discriminatory.
- Adequately covers the subject.
- Is consistent with the Board’s existing policies.
- Can be administered in a practical, cost effective manner.
Adoption

Once a proposed policy has been drafted, it shall be placed on the Board’s agenda for a first reading, giving all interested persons interested an opportunity to express their views. The Board will not take any official action on any policy on first reading, unless a majority of the Board decides that it is necessary to do so.

If the draft policy is acceptable or if it is not acted upon out of necessity after the first reading, the draft policy will be placed on the Board’s agenda for a second reading, at which time the Board will officially act.

The Superintendent shall consult with the school attorney, as necessary, prior to the adoption or revision of any policy.

To adopt, change, or repeal a policy requires a majority vote of the entire Board.

Rules and regulations are subject to modification by Board action at any meeting. The initiative for change normally comes from the Superintendent.

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.

Implementation

The Superintendent shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the board policy manual, and publicizing the policy as necessary to ensure that persons affected by the policy are aware of it.

The Board policy manual shall be kept in the district office and on the district website, and accessible to the public, every Board and staff member.

Review

The Superintendent shall be responsible for informing the Board of any policies that are out-of-date or in need of revision. In addition, the Board Policy Committee will review the policy manual on a regular basis and will make recommendations to the full board regarding updates as necessary to ensure that the policies are consistent with board goals and district practices.

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

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