

151 POLICY ADOPTION AND REVIEW

Policymaking is the primary method by which Boards exercise their statutory authority and broad powers. Therefore, the Board shall adopt written policies to guide the actions of those to whom it delegates authority, and to serve as the basis for school district operations and decision making. These policies shall be in line with the District's mission and goals and with applicable legal requirements. Board policies shall be organized according to a standard policy manual codification system.

Policy changes or additions may be proposed by any Board, staff or community member through the District Administrator. The District Administrator shall review the policy proposals and consider their merit before making any recommendation to the Policy Committee. The submission of a policy proposal does not guarantee consideration of the proposal by the full Board.

The review, adoption and revision of policy shall take place at a properly-noticed meeting. New policies and policy revisions require two readings and a vote by the Board for adoption. At the first meeting at which a new or revised policy is presented the Board may take one of the following actions:

- Give the proposed policy first-reading approval either as recommended, or with such changes as are approved by the Board in connection with the first-reading vote.
- Give the proposed policy first-reading approval, but send it back to the Policy Committee for minor changes. The revised policy will then be presented to the Board for a second reading at a subsequent meeting.
- Return the policy to the Policy Committee for substantive changes without first-reading approval. The revised policy will then be presented for a first reading at a subsequent Board meeting.
- Determine by a vote against the granting of first-reading approval (or by the failure of any motion to be made on the proposal) that the proposed new policy or policy revision shall receive no further consideration.

On matters of unusual urgency, and following a Board vote to set aside and waive the standard two-meeting adoption process, a newly proposed policy may be introduced and acted upon at the same meeting. Formal adoption of policies shall be recorded in the minutes of the Board meeting, and only those policies so recorded shall be official Board policies of the District.

The Board policy manual shall be maintained electronically and shall be accessible to Board members, administrators, staff members, parents and guardians, and other interested members of the public via the District's website. District policies are public records and shall be available for inspection and copying through the District Office. Board policies shall also be further disseminated through other appropriate means as may be required by law or determined by the District Administrator.

Board policies shall be reviewed and updated on a regular basis in order to keep them up-to-date.

Legal Reference: Section 120.13 Wisconsin Statutes
Adopted: February 20, 2013
Revised: July 20, 2016