

BFB: Procedure for Adopting Board Policy

When the need for a policy is suggested to the Board by the Superintendent, a board member, or someone else, the Board shall discuss the need for such a policy and, if it is the decision of the Board that such a need exists, the Superintendent shall be directed to draft a policy statement for presentation to the Board. The Superintendent may delegate the actual writing to a staff member and may involve other persons or groups in the research and development of the policy. (An exception to this procedure may occur when the Board delegates to one or more board members the responsibility for drafting certain policies, such as those concerning the duties of the Superintendent or relating to the Superintendent evaluation.)

The advice of the School District's attorney shall be sought when, in the opinion of the Superintendent or the Board, there may be a question of legality or proper legal procedure in the development of a proposed policy.

Adoption of any policy or amendment to a policy shall require two readings. Policy proposals and suggested amendments to or revisions of existing policies shall be submitted to all members of the Board and to the Superintendent in writing prior to a properly scheduled Board meeting in which such proposed policies, amendments, or revisions shall be read and discussed. The Superintendent shall be expected to make a recommendation concerning the adoption of the policy, amendment or revision. Opportunity for public comment shall be given at the meeting. Following the presentation, which shall constitute the first reading, the Board may approve the proposal, amend and approve the proposal, disapprove the proposal, or refer it back to the Superintendent for study and revision.

The approved or revised policy or policy amendment proposal shall be considered at a future meeting of the Board. Prior to this meeting the policy draft shall be disseminated to staff and others who may be affected by its adoption. At this meeting, the Superintendent shall present the approved or revised proposal for second reading with a recommendation. Board action on the proposal shall be final if the proposal is approved in an identical form as passed at the previous meeting. If a revised form of the proposal is approved, or if approval includes an amendment, the proposal shall be resubmitted for action at a future board meeting. Action shall be by majority vote of those board members present.

The Superintendent shall publish, collate, and index all adopted policies and procedures and distribute them to the following:

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| ✓ Board Members | one copy each |
| ✓ Superintendent | one copy |
| ✓ Superintendent's office | one file copy |
| ✓ Business Manager | one copy |
| ✓ Principals | one copy per building |
| ✓ School Library | one copy |

All policy manuals distributed shall remain the property of the New Town Public School District #1 and shall be considered as "on loan" to anyone, or any organization, in whose possession they

might be at any time. They are subject to recall at any time deemed necessary by the Superintendent or Board, whether for updating or other good cause.

Because the Board Policy Manual is a matter of public record, it shall be open for inspection at the School District office.