MERCHANTVILLE BOARD OF EDUCATION 130 South Centre Street **Merchantville, New Jersey 08109**	**FILE CODE: 9311** **Proposed: 07/19/83** **Adopted: 08/16/83** **Revised: 03/26/02** **Reviewed: 02/05/2024**

Formulation, Adoption, Amendment of Policies

It is the desire of the Merchantville School Board to develop policies so that they may serve as guidelines and goals toward providing a thorough and efficient education for the pupils of the Merchantville School.

The board considers policy development its primary responsibility; policy is to guide the allocation of resources such as personnel, building, materials, and equipment for the successful administration, application, and functioning of the educational system. Therefore, the board shall establish a careful process to ensure:

A. Development of clear, workable, legal policies which reflect mature considerations of the will and needs of the community and

B. Timely, accurate evaluation of the effectiveness of the policies in the achievement of district objectives and progress toward goals.

In order to ensure that the total policy process is implemented effectively, the board appoints the Chief School Administrator as policy coordinator. In cooperation with the board, he/she shall establish procedures which shall include an action plan for the rational development of policies and their regular review; appropriate policy goal-setting; a process for evaluation of district and school progress toward achievement of policy goals; appropriate standards of measurement and criteria for judging such progress.

The procedures shall provide a means whereby all interested parties in the school community may submit proposals for additions and amendments to the school district governance manual, and may contribute opinions and information for the board's consideration.

The policy coordinator shall ascertain any conflicts between proposed and existing policies and bring them to the attention of the board at the first reading of the draft. Policies may be adopted on second reading by a majority vote of the members of the board present and voting or may be further revised until consensus is reached. **NOTE: First reading means the first time the policy is presented, not the first time a policy is approved in its final form.**

In the interest of efficient administration, the Chief School Administrator shall have the power to decide all matters of detail that may arise for which no specific provision is made in the policies adopted by the board, but no emergency action shall constitute official board policy. The Chief

School Administrator shall present the matter at the next board meeting, so the board can consider policy to deal with the situation in the future. The board reserves the right to final determination of what shall be the official policy for the school district.

All policy manuals distributed shall remain the property of the Merchantville Board of Education and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time.

The board directs the Board Secretary to recall all policy manuals during the month of August annually for the purpose of administrative updating and accuracy check.

Legal References:		
	N.J.S.A. 10:4-6 et seq.	Open Public Meetings Act
	N.J.S.A. 18A:10-6	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
	N.J.S.A. 18A:11-1	General mandatory powers and duties
	N.J.S.A. 18A:17-20	Tenured and nontenured superintendent; general powers and duties
	N.J.S.A. 18A:54-20	Powers of board (county vocational schools)

New Jersey Department of State, Division of Archives and Records Management, School District Records Retention

Matawan Teachers Assn. v. Board of Education, 223 N.J., Super. 504 (App. Div. 1988)

Possible Cross References:		
	*9000	Role of the Board
	*9314	Suspension of policies, bylaws and regulations
	*9322	Public and executive sessions
	*9323/9324	Agenda preparation/advance delivery of meeting material

* Indicates policy is included in the Critical Policy Reference Manual.