

Browning Public Schools

Policy #1310

Policy Name: *Adoption and Amendment of Policies*

Regulation: -----

The formulation, adoption and revision of clearly articulated written policy will constitute the basic method by which the Board of Education of School District # 9 will exercise its leadership in the operation of the school system. The formal adoption of policies will be recorded in the minutes of the Board. Only those written statements so adopted and so recorded will be regarded as official Board policy.

General Principles:

The Board endorses for use in this district the policy codification system of the Montana School Board Association. This system is to serve as a general guideline for policy dissemination and maintenance of the manual.

All policies will be written, clearly defined and based on the Board's educational priorities.

Final policy decisions will be made only in open meetings conducted by the Board of Education.

Policy statements, where appropriate, must include pertinent extracts from judicial decisions, legislation or collective bargaining agreements, as may affect the intent of the Board's direction.

The views of the administration, staff and community will be considered.

Policy Development Process:

The Superintendent has an ongoing responsibility to advise the Board on policy matters and therefore will initiate policy statements for the Board's consideration, as s/he may deem appropriate.

Any Board member, by a carried motion, may initiate the preparation and/or amendment of a policy statement.

The initiation motion must contain at least the main concepts that should be addressed in the subsequent policy statement that will be prepared by the superintendent.

The Superintendent or his/her designee will conduct the necessary research to assure the integrity and legality of the resultant policy statement. S/he will also ensure that any proposed policy formulation is carried out through a systematic coordinated process that encourages involvement of the staff, community and external agencies. Proposed new policies and proposed changes in existing policies must be presented in writing for reading, discussion and adoption.

Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all new policies, amendments to policies, or repeal of policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as agenda items to the Board in the following sequence:

1. Information item-distribution with agenda;

2. Discussion item-first reading of proposed policy or policies; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting;
3. Action item - second reading; discussion and adoption.

Amendments may be proposed by Board members. An amendment will not require that the policy go through an additional reading except as the Board determines that the amendment needs further study and that an additional reading would be desirable.

Policies will be effective upon the date set by the Board. The date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

Repeal or adoption of new or revised policies that are required, or have required language changes based on State or Federal law, or are required changes by administrative rule, may be adopted after the first (1st) reading if sufficient notice has been given through the board agenda.

Under unusual circumstances, the Board may temporarily approve a policy to meet emergency conditions. However, policy which is not created in conformance with the procedure outlined above may not be extended beyond the minimum timeline required to satisfy all aspects of the Board's policy adoption process.

The Board may formulate and revise policy continually throughout the year. All policy will be reviewed on a regular basis by the Board of Trustees.

The Superintendent will maintain a policy manual to be maintained containing all the written policies of the Board. Every administrator, as well as staff, students, and other residents, shall have ready access to District policies.

Suspension / Repeal of Policy

~~Under circumstances, which require waiver of a policy, the policy may be suspended by a majority vote of the members present; provided however, that all trustees received written notice of the meeting and the notice includes a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such proposal is not made in writing in advance of the meeting, the policies may be suspended only by a unanimous vote of all Trustees present.~~

~~The Bylaws of the Board (i.e., those board policies which pertain to the internal operations of the Board) are subject to suspension/repeal only upon a three-fourths vote of all members of the Board at a meeting in which the call for the proposed suspension has been described in writing, or upon a unanimous vote of the entire board membership when such written notice has been not given.~~

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item.

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Legal Reference: 20-3-323 MCA District Policy and Record of Acts
10.55.701 ARM Board of Trustees

Policy History:
Adopted on: 8/28/96
Amended on: 6/30/97, 1/12/99, 3/26/14, 2/26/20, 3/9/21