

BYLAWS OF THE BOARD

BDA

BOARD OPERATIONS POLICY DEVELOPMENT SYSTEM

JUNE 20, 1988

The Board of Education endorses for use in this district the policy development, codification, and dissemination system herein adopted.

This system is a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, **policy dissolution**, policy dissemination, policy evaluation, and the maintenance of a continuous and easy-to-use policy manual.

System Maintenance

A member of the central office staff is to be delegated with the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or superintendent, to maintain the Board policy manual, and to serve as liaison between the Board and the Michigan School Boards Association and other sources of policy research information.

Once a valid need for a specific policy is determined, the following general systematic procedures to evaluate the issue shall be followed:

1. The Board will define the issue to be covered by the policy, establish a time schedule, and direct the superintendent to make staff assignments for research.
2. When appropriate, the Board will suggest additional sources to be contacted. Documentation of this action will be in the Board minutes and published as a solicitation for information, so that the widest possible concerned public has a chance to respond.
3. If the Board does not feel that additional information is required, they may direct the superintendent to have a draft document developed after all constituent, political, legal, and economic implications are developed.
4. After data is collected, all constituent groups and existing policy will be considered before the superintendent is directed to have a draft document developed.
5. A check and review of legality will be conducted by the legal staff or attorney.
6. The Board will review the draft.
7. If necessary, the Board will identify groups from which additional information should be

solicited and the mode of solicitation.

8. The Board will review the draft of the policy statement and make necessary revisions and then consider the final draft for adoption.