

## FORMULATION, ADOPTION AND AMENDMENT OF POLICIES

The Board of Education of the Spencer-Van Etten Central School District recognizes that the adoption of written policies constitutes the basic method by which the Board exercises its leadership in the operation of the district. Policies may be proposed for adoption, changes, or repeal at any regular or special Board meeting, by any member of the school community.

The Board delegates to the Superintendent of Schools the responsibility and authority to establish any and all rules, regulations, and/or procedures necessary to implement and maintain its policies.

Accordingly, the Superintendent is directed to initiate a program of Board policy revision to include the following items:

1. review and evaluation of Board policy;
2. preparation of additional policies as needed;
3. consultation with district staff and others on an advisory basis;
4. presentation of proposed policy in draft form to the Board for consideration prior to action; and
5. continuation of the New York State School Boards Policy Codification System.

Since policies often affect the students, employees and/or citizens of the district, it shall be a continuing effort to try to involve as many relevant groups as reasonable during policy development. To assure these groups a reasonable opportunity to advise the Board of their reactions to and feelings about proposed policies, no official Board vote shall take place on a policy adoption, change, or repeal at the meeting during which it is first presented to the Board for consideration.

To adopt, change, or repeal a policy requires a majority vote of the entire Board at two meetings held not less than fourteen days apart and only when the proposed policy statement or amendment appears in writing on the agenda at both meetings.

The above procedures do not restrain the Board from taking action in a specific matter which may appear before the Board preceding the adoption of governing policy, nor does it permit the Board to take action contrary to established policy until such policy is changed in accordance with the provisions of the above.

Every Board and staff member shall have access to a copy of the Board's Policy Manual. The master copy shall be maintained by the District Clerk and retained at the District Office.

### Position Statements and Resolutions

The Board on occasion may adopt a resolution or publish a position statement for the purpose of immediate clarification of a particular issue, concept, or existing policy. Position statements and resolutions are recorded in the official record of the District Clerk, and may be filed as exhibits in the Board Policy Manual.

Ref: Education Law §§1604(a); 1709(1); 1804

First Reading 5/23/00  
Second Reading 6/13/00

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