

## **Adoption and Amendment of Policies**

### **Purpose**

This policy establishes the authority and manner in which district policies and procedures may be developed, amended and adopted.

### **Scope**

This policy applies to the Board of Directors, the Superintendent, Executive Assistant, administrators, staff, students, parents or guardians, and community members.

### **Policy**

#### **1. POLICY ADOPTION**

- 1.1. Proposed new policies and proposed changes in existing policies will be presented to the Superintendent and Board of Directors in writing for reading and discussion prior to and/or at a regular or special Board meeting. Unless it is deemed by the Board that immediate action would be in the best interest of the district, the final vote for adoption will take place not earlier than the next succeeding regular or special Board meeting.
- 1.2. Any written statement by any person relative to a proposed new policy or amendment should be directed to the Superintendent (Secretary of the Board) prior to the second reading preparatory to adoption by the Board. The Board may invite oral statements from staff members or interested citizens as an order of business.
- 1.3. In the event that immediate action on a proposed policy is necessary, the motion for its adoption will provide that immediate adoption is in the best interest of the district. No further action is required.
- 1.4. When the Board of Directors is considering a new district policy or amendment to policy that is not expressly or by implication authorized by state or federal law, but which will promote the education of kindergarten through twelfth grade students in public schools or will promote the effective, efficient or safe management and operation of the district, a summary of the proposed policy will be included in any notice of the meetings at which the policy will be considered, if the notice is issued pursuant to the Open Public Meetings Act, Chapter 42.30 RCW. The Board of Directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.
- 1.5. All new or amended policies will become effective upon adoption unless a specific date is provided in the motion for adoption.
- 1.6. Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the Board.
- 1.7. Policies as adopted or amended will be made a part of the minutes of the meeting at which action was taken and will also be included in the district's policy manual.

## **2. ADMINISTRATIVE PROCEDURES**

- 2.1. The Superintendent or designee(s) will develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.
- 2.2. When a written procedure is developed, the Superintendent will submit it to the Board as an information item. Such procedures need not be approved by the Board, though the Board may request a revision when it appears that they are not consistent with the Board's intentions as expressed in its policies.
- 2.3. Procedures need not be reviewed by the Board prior to their issuance; however, on controversial topics, the Superintendent may request prior Board consultation.

## **3. SUSPENSION, RESCINDMENT OR RETIREMENT OF A POLICY**

- 3.1. A policy of the Board will be subject to suspension, rescindment or retirement by a majority vote of the members present, provided all Board members have received notice of the meeting and the notice included a proposal to suspend, rescind or retire the policy and an explanation. If such proposal is not made in writing in advance of the meeting, a policy may be suspended, rescinded or retired only by a unanimous vote of all Board members present.

## **4. POLICY MANUAL**

- 4.1. The Superintendent or designee will develop and maintain a current policy manual comprised of the policies and procedures of the district.
- 4.2. The manual is intended as both a tool for district management as well as a source of information to community members, staff and others about how the district operates. To that end, the Superintendent will be responsible for providing ready access to the manual for the use of staff, students and community members as appropriate.
- 4.3. All policy manuals distributed to anyone will remain the property of the district and will be subject to recall at any time.

### **Related Procedures**

1312P1-Policy and Procedure Development Guidelines

1400P1-Meeting Conduct

### **Policy Cross References**

1001-District Board of Directors: Legal Status and Operation

1400-Meeting Conduct, Order of Business and Quorum

1440-Meeting Minutes

1620-The Board/Superintendent Relationship

1633-Superintendent Duties and Responsibilities

**Policy Legal References**

RCW 28A.320.010 – Corporate powers

RCW 28A.320.040 – Bylaws for board and school government

RCW 42.30.060 – Ordinances, rules, resolutions, regulations, etc., adopted at public meetings —  
Notice— Secret voting prohibited

**Management Resources**

N/A

**Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	Unknown
Revised	April 19, 2017
Revised	
Revised	

Previous Policy Number: 2013