

POLICY NO. 1200
Adopted: 3-24-82
Revised: 11-8-00

POLICY DEVELOPMENT, ADOPTION, AND ADMINISTRATIVE PROCEDURES

POLICY:

A board policy is a formal expression of the judgment of the Board of Directors providing guidance or regulations for subsequent administrative action. Legislation of new policies and the periodic review of existing policies are primary functions of the Board of Directors.

The only policies recognized as district policies are those adopted by board action. All policies shall become effective on the date the minutes are approved unless otherwise directed at the time of adoption. All policies shall remain in effect until rescinded or suspended by subsequent board action.

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless it is deemed by the Board that immediate action would be in the best interests of the District, the final vote for adoption shall take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the Board Secretary prior to the Second Reading.

The Board may invite oral statements from staff members or patrons as an order of business. When the Board of Directors is considering a 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, the proposed policy shall be described 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, Ch. 42.30 RCW. The Board of Directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption. Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's Policy Manual. The Superintendent is

authorized to act on behalf of the District in areas where there is no applicable statute or board policy. The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

Legal References:

RCW 28A.320.010 Corporate powers

RCW 28A.320.040 Directors--Bylaws

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PROCEDURES:

1. Development

The Board, staff, community, and students may initiate policy proposals. All such proposals shall be referred to the Superintendent for study and recommendation. The Board Secretary shall submit all policy proposals and amendments to revisions of existing policies to the Board of Directors with the agenda prior to the regularly scheduled board meeting at which they are to be read and discussed. Policy proposals and proposals for amendments or revisions to existing policies shall be read and discussed in no less than one regular or special meeting at which the Board considers any proposals for adoption. The Board may adopt any such proposal without a prior reading upon the declaration of an emergency. The adoption of any policy or amendment or revision to any existing policy shall be by the vote of not less than a majority of a quorum of the Board.

2. Dissemination

A copy of the current policies shall be available for inspection by the staff, the public, and the students.

3. Implementation

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. Such procedures need not be approved by the Board, though it may revise them when it appears that they are not consistent with the Board's intentions as expressed in its policies. Procedures need not be reviewed by the Board prior to their issuance; though on controversial topics, the Superintendent may request prior board consultation.