



Section: B: Board Operations

Title: Developing, ~~and~~ Adopting, Amending, and Repealing Board Policy

Number: BDA

Status: Active

Adopted: 1/9/1997

Revised: 4/6/2004; 7/20/2010; 8/2/16; 7/19/22

The board shall adopt all ~~new~~ policies, regulations, and handbooks, all of which are deemed to be board policy and delete or modify existing policies. Board policies, ~~rules and~~ regulations, and handbooks may be amended or repealed at any board meeting by a majority vote of the board. ~~All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.~~

#### Drafting Policy

The superintendent shall recommend ~~draft all recommended~~ policy changes, ~~including new policy recommendations.~~ The superintendent may involve appropriate staff members, patrons, community members, or students when revising or drafting new policy.

#### Attorney Involvement

Board policies or recommended changes thereto ~~and rules~~ may be submitted to ~~the~~ legal counsel to determine their legality before they are submitted to the board.

#### Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall ~~develop a procedure~~ to ensure appropriate dissemination of current policy and ~~the destruction or~~ removal of obsolete policies from the board's policy system. At least one ~~One current hard copy~~ policy manual ~~book~~ shall be accessible ~~kept~~ in the central business office. ~~If appropriate, the superintendent may also designate additional staff members who shall be furnished a policy book.~~ Current board-approved policies may be posted on the district website, or other website

designated by the board. Board members, district staff, patrons and others will be encouraged to use the web site to access current board policy.

### Historical Policy Files

The clerk shall keep an historical set of board policies which will reflect all revisions; ~~amendments~~ or other actions pertaining to every policy.

### Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

### Action Allowed When No Policy Exists

In an emergency, when action must be taken but present policy does not dictate appropriate action, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident may have created.