

EASTON AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: SCHOOL BOARD POLICY
PROCESS

ADOPTED: June 21, 2007

REVISED:

009. SCHOOL BOARD POLICY PROCESS

Section 1. Policy Development

The Board shall reserve for itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the district. They shall be recorded in writing.

The formulation and adoption of policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the district. The study and evaluation of reports concerning the execution of policies shall constitute the basic method by which the Board shall exercise its control over the operation of the district.

The Board should recognize that while school boards are policy-making bodies, they properly delegate the execution of policy to employed professional administrators.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those policies so adopted and recorded shall be regarded as official Board policy.

Section 2. Policy Adoption

Policy adoption in the district shall be designed to encourage input from citizens and staff who are affected by such policy.

The following sequence shall be used in the adoption of Board policy:

- a. Tentative adoption of proposed new or revised policies.
- b. Opportunity for concerned groups or individuals to react.
- c. Final policy adoption at the next regularly scheduled meeting of the Board or later.

The Board reserves the right to waive the time limits established in this policy on matters of unusual urgency. When such immediate action is taken, the Superintendent shall inform concerned groups or individuals about the action and the reasons for the action.

Section 3. Policy Draft Writer

The Superintendent or designee shall be responsible for recasting group consensus about policy recommendations into acceptable written form for further deliberation and/or action by the Board.

Section 4. Solicitor Involvement In Policy Development

The Superintendent or designee, as the policy draft writer for the Board, shall seek the counsel of the district solicitor when, in the Superintendent's or Board's opinion, there may be a question of legality or proper legal procedure in the development of a proposed policy.

Section 5. Policy Implementation

The Superintendent shall be responsible for carrying out the policies established by the Board and will interpret reactions of school personnel and the public to the policies back to the Board.

The administrative staff shall be responsible for supporting the policies established by the Board and those recommended by the Superintendent.

Section 6. Policy Review

The Board shall follow through the policies it has formulated and shall evaluate how the policies have been executed by the school staff and shall weigh the results. The Board shall rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.