

BOARD POLICY DEVELOPMENT

The Board of Education of the Berlin Central School District hereby affirms that policies adopted by the Board, together with applicable State and Federal Law shall provide the foundation upon which the Superintendent of Schools shall administer and manage the District. The adoption of board policies shall be the sole responsibility of, and constitute the basic means by which, the Board of Education shall exercise its authority and responsibility.

The Board of Education encourages the full participation of community members, parents, students, school employees and school officials in the formulation, adoption and revision of board policies.

POLICY DEVELOPMENT PROCESS

Proposals for new policies or revisions of current policies may be initiated in writing by anyone interested in or connected with the district. The Superintendent shall review proposals and either approve for drafting or reject the proposal and inform the Board of the proposal and the reasons for rejection.

In formulation of its policies, the Board may request opinions of members of the public, parents, students, school employees, school officials and outside experts.

To permit time for study of all new policies, or amendments to existing policies, and to promote public understanding of and participation in the policy making process, proposed policies or amendments shall be presented as agenda items to the Board in the following sequence:

- I. First Reading - The proposed policy is to be distributed with the board agenda for a board meeting. This shall provide notice that the Board is considering the formulation of a new policy in a specific area or the revision of a specifically identified existing policy. The Board may receive public comment concerning the proposal, discuss it and offer amendments to it. The Board may not adopt the proposed policy on first reading.
- II. Second Reading - This represents another opportunity for the Board to solicit public comment concerning the proposed policy and to discuss and amend it. The Board may adopt the proposal on second reading. Prior to adoption the Board shall receive a recommendation concerning the proposed policy from the Superintendent; reports and recommendations from any Board or advisory committee assigned responsibility to study the proposed policy.

III. Third Reading - If necessary or desired, the Board may defer action on a proposed policy until such time as the Board is prepared to dispose of the matter. Disposition of the matter shall be through adoption, rejection or tabling of the matter.

The Board may, however, by majority vote or upon the recommendation of the superintendent, suspend the usual procedures to meet emergency conditions or needs. Unless the Board so directs, amendments to the policy at the action stage shall not require repetition of the policy adoption process.

Policies shall be adopted or revised at regular or special meetings of the Board by a majority vote of the members. The formal adoption of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and so recorded shall be regarded as official policy of the Board. Policies shall be effective immediately upon adoption unless otherwise provided in the motion to adopt.