

Windham School District	BGB
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POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the School Board. Policies will be adopted and/or amended by the affirmative vote of a majority of the School Board and scheduled on the agenda of a regular or special meeting.

To permit time for study of new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the School Board in the following sequence:

1. Information Item: Announcement and publication of proposed new or revised policies as an item of information. This item will be listed as information on a meeting agenda and included in the public packet.
2. Discussion Item: Opportunity offered to concerned groups or individuals to react to policy proposals. This item may include, for example, response from superintendent, report from advisory committee assigned responsibility in the area, School Board discussion, direction and/or redrafting. The proposed policy will be read aloud into the meeting minutes OR The proposed policy will be attached to the meeting minutes.
3. Action Item: Discussion and final action (i.e. approval or rejection) by the Board on proposed policy. This item may include further board discussion and/or public input. Amendments to the policy at the action stage will not require repetition of the sequence unless directed by the Board. Discussion may take place if it is the will of the Board.

The final vote taken during “Action Item” should follow by at least two weeks from the meeting at which policy proposals are first placed as “Information Item” in the public packet and/or agenda.

Further Guidance:

- 1) Policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.

Legal References:

Windham School Board	Policy Code: BGB
Revised: July, 1998 Revised: November, 1999 Revised: June 5, 2018	

- 2) Effort will be made to ensure each policy statement shall be limited to one subject
- 3) Policies and amendments adopted by the Board shall be included in the meeting minutes at which they are adopted.
- 4) Newly adopted policies and amendments will be included in the policy manual of the District and marked with the date of adoption and/or amendment.
- 5) Newly adopted polices and amendments shall be effective immediately upon adoption unless a specific effective date is provided in the adoption resolution.

Emergency Procedure:

On matters of unusual urgency, the Board may waive this policy or parts of this policy and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Board Chair or designee shall inform concerned groups or individuals about the reasons for this necessity.

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