

SAU 83 Fremont School District

The Process for the Adoption of School District Policies

1. A policy required by law, desired by a stakeholder, and/or a policy in review shall be submitted to the School Board Policy Subcommittee and included on a posted agenda of the Policy Subcommittee by any interested party as per Policy BGB.
2. Copies of the matching New Hampshire School Boards Association (NHSBA) sample policy shall be reviewed and the district draft policy created or recreated by the Policy Subcommittee in conjunction with the appropriate stakeholders.
3. When the Policy Subcommittee is satisfied with the draft policy, it will be submitted to the NHSBA for vetting.
4. If the draft policy passes vetting by the NHSBA, it will be placed on the agenda for the regularly scheduled second School Board meeting of the month for a first reading. If it does not pass vetting by the NHSBA, it goes back to the Policy Subcommittee for review.
5. The draft policy will be discussed in public session, amended or not, accepted as a first reading by a vote of the Board (It can only be “adopted” upon a first reading by a vote of the School Board to waive the two week wait requirement as per Policy BGB.), or sent back to the Policy Subcommittee.
6. The action on the draft policy will be continued into a future agenda for the regularly scheduled second School Board meeting of the month, amended or not, and accepted as a second reading, or a second and final reading by a vote the Board, or sent back to the Policy Subcommittee.
7. If needed, the draft policy will continue to a third future agenda for the regularly scheduled second School Board meeting of the month for the final reading and be adopted, abandoned, or sent back to the Policy Subcommittee.
8. The adopted version of the policy will be extracted from the minutes of the School Board meeting where the third and final reading and adoption took place. This will be done by the superintendent or superintendent’s designee.
9. The adopted policy will be added to the SAU online database of adopted policies by the superintendent or superintendent’s designee, where it will wait until the approval of the meeting minutes from the School Board where it was adopted. Once those minutes are approved and the policy finalized, the newly adopted/revised policy will be posted on the district website by the webmaster in the School Board Policy section.
10. The Superintendent’s Policy book will be updated with the new policy by the superintendent or superintendent’s designee.
11. The newly adopted policy will also be distributed to the staff and School Board via electronic means by the superintendent or superintendent’s designee.

14.02.10

BGB - POLICY ADOPTION

Category R

Except for policy actions to be taken on emergency measures, the adoption of New Board policies may follow a sequence which will take place at least at two regular or special meetings of the Board:

1. Announcement and publication of proposed new policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

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

Amended or Reaffirmed Policy

A Policy which is amended or reaffirmed may be approved in a single meeting by vote of the Board.

First Reading 11/27/2007

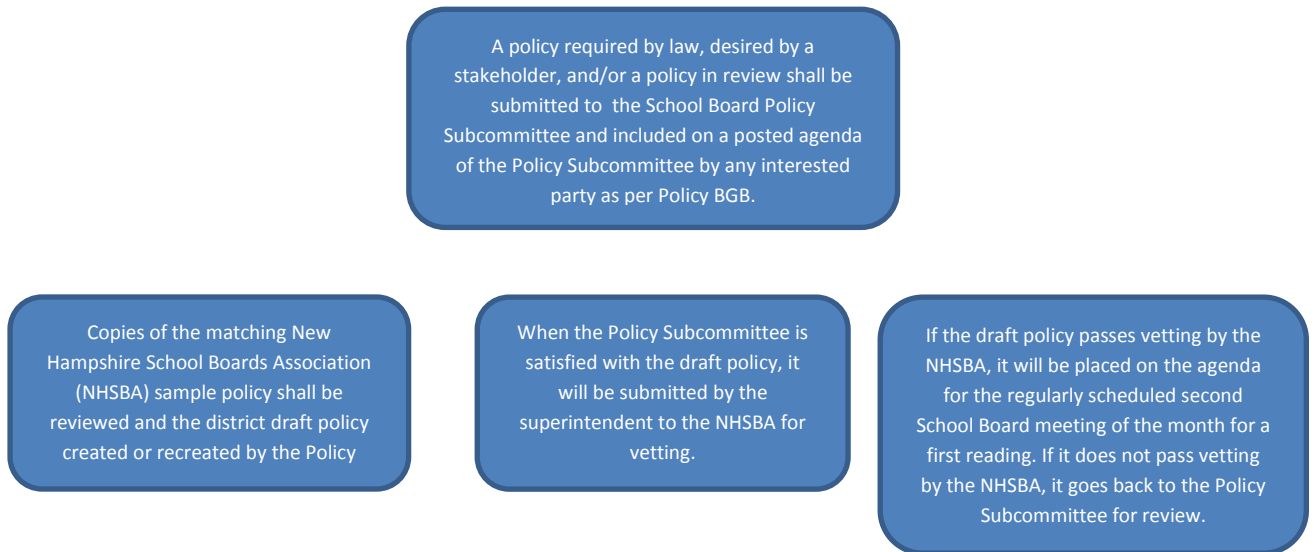
Second Reading 1/22/2008

Adopted 3/25/2008

Reviewed 9/27/11

Amended 10/25/11

POLICY ADOPTION PROCESS FLOW CHART



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