

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

SCHOOL BOARD POWERS AND DUTIES

POLICY DEVELOPMENT ADOPTION, REVISION, MAINTENANCE, AND DISSEMINATION OF BOARD POLICIES

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Board Policies are adopted by the Board to clearly establish the position of the Board for the general public, students, and staff, to guide the actions to whom responsibility is delegated. The establishment of Policy is one of the major responsibilities of the Board. The role of the staff is to execute Board Policy. The Board, the District Administrator, and the District's other administrators and designees share a continuing responsibility to review and evaluate policies and to recommend possible additions and/or modifications as may be beneficial or required.

The Board will make every effort to assure that its policies conform to State and Federal Laws, including the related provisions of the State and U.S. Constitution. Questions regarding the legality of any policy should be addressed to the office of the School Superintendent District Administrator.

~~Board Policy may be developed, amended, or suspended by a majority vote of those members in attendance at a regular or properly called special Board meeting. All such policy proposals shall be submitted in writing to the School Superintendent for referral to the Board. The policy proposal shall include a statement of reason and necessity for such policy. While reserving onto itself the responsibility and authority to determine District Policy, the Board is earnest in its desire to seek out the judgment of citizens, students, and staff members before the final adoption of a policy proposal. School Board Policies shall reflect the District's educational philosophy, mission, and goals.~~

~~When the Board determines that any policy proposal is acceptable, a final draft shall be prepared by the School Superintendent, along with any appropriate administrative procedures and submitted to the Board for approval or modification.~~

The Board may adopt a change in policy, including adopting a new policy, revising an existing policy, and/or repealing an existing policy, by a standard majority vote at any properly-noticed Board meeting. Any change to Board policy normally takes effect immediately upon adoption by the Board unless either the Board designates a specific effective date or the context clearly requires otherwise (e.g., a policy is adopted that is applicable to a program that is starting in the future).

Proposed changes to the policies that are included in the Board's formal policy manual (i.e., via adoption, revision, or repeal) will normally be brought before the Board for consideration at two separate Board meetings.

- At the first meeting at which a policy proposal is presented to the Board, the Board will normally discuss the proposal. The Board may also offer amendments or refer the proposal for further analysis and development.
- At the second or any later meeting, the Board may vote on a motion to approve the proposed policy change, including any amendments to the proposal as may be approved by the Board at such meeting.

As an exception to the normal procedures identified above, the Board may, at its discretion and to the extent consistent with the open meetings law, proceed to vote to approve a proposed policy change at its first presentation. Examples of reasons that the Board may consider approval of a policy change without requiring a second presentation of the proposed change include the following:

- The policy change is necessary for purposes of legal compliance and does not involve making substantial discretionary decisions;
- A proposed policy revision involves only stylistic changes and/or minor substantive changes or clarifications;
- An existing policy is proposed for repeal because it is obsolete;
- Other special circumstances exist which cause the Board to consider expedited approval of a proposed policy change (e.g., there is a need or preference for immediate implementation).

Board-Adopted Rules/Procedures

Using the same process applicable to Board policies, the Board may also adopt and periodically revise written rules to accompany Board policies. Such rules generally serve to clarify a policy or provide procedures or additional guidance for implementing a policy. When such rules are initially adopted by a vote of the Board, and unless the Board expressly delegates to the administration the authority to make future revisions to a particular rule, Board rules shall have the same status and effect as Board policy, and any future revisions shall be subject to Board approval. However, if the Board expressly delegates to the administration the authority to make future revisions to a rule that was initially adopted by the Board, then, thereafter, the rule shall be considered and have the status of an administrative rule (i.e., treated as though the rule was originally created pursuant to administrative authority).

Exhibits Related to Board Policy

Unless the Board expressly directs that it is retaining authority to make future revisions to a specific exhibit (i.e., forms, notices, etc.), all exhibits related to specific policies shall be created, maintained, and updated under administrative authority, even if they are maintained within the official Board policy manual for purposes of organization.

Policy Maintenance and Dissemination

Board policies adopted for inclusion in the Board's formal policy manual shall be systematically coded and made available through the District's website. Board policies shall be further disseminated through other appropriate means as required by law, as directed by the Board, or as determined at the discretion of the District Administrator.

LEGAL REFERENCES:

Wisconsin Statutes

Section 120.13 [board power to do all things reasonable for the cause of education, including making rules for the organization, gradation, and government of the schools]

~~*Adopted: February 9, 1987*~~

~~*Revised: October 13, 2003*~~

First Reading of Updates: March 8, 2021

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