

**Board of Education**

**Board Policy Development**

The formulation and adoption of written policies is the basic method by which the Board exercises its leadership. A “policy” is a statement adopted by the Board providing general guidance on a specific topic which can be implemented by administrative action or procedures.

The Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

**Preliminary Development**

Anyone may propose new policies or changes to existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

The Superintendent and/or Board members shall, when appropriate, have General Counsel review draft policies or policy changes prior to submitting policy changes to the Board for consideration and/or action.

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the General Counsel when appropriate.

**Policy Adoption**

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The Board may grant temporary approval to meet emergency conditions of special events which may occur before formal action can be taken. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

**Policy Dissemination**

The Board policies are available for public inspection in the administrative office during regular office hours. Copy requests can be made under the District’s access to Public Records Policy. The Superintendent may draft, develop and implement administrative regulations necessary to implement Board Policy.

Administration in Policy Absence

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Board Policy Review and Evaluation

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150, 2:250, 3.40

Adopted: January 14, 1997

Revised July 10, 2012