

## **School Board Policy**

### **Policy Adoption**

Proposed new policies and proposed changes in existing policies will be presented in writing for reading and discussion. Unless it is deemed by the board that immediate action would be in the best interests of the district, the final vote for adoption will take place not earlier than the next succeeding regular or special board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the board secretary prior to the second reading. The board may invite oral statements from staff members or community members as an order of business.

All new policies and amendments to existing policies will appear on the agenda of a regular or special meeting. The board of directors will provide an opportunity for public written and oral comment on such policies before adoption or amendment.

In the event that immediate action on a proposed policy is necessary, the motion for its adoption will provide that immediate adoption is in the best interest of the district. No further action is required. All new or amended policies will become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended will be made a part of the minutes of the meeting at which action was taken and will also be included in the district's policy manual.

Non-substantive editorial revisions and changes in administrative, legal and/or cross references need not be approved by the board. The superintendent will notify the Board of these revisions and changes.

### **Policy Manuals**

The superintendent will develop and maintain a current electronic policy manual which contains the policies of the district.

The manual is intended as both a tool for district management as well as a source of information to community members, staff and others about how the district operates. To that end the electronic policy manual will be accessible to all staff, students, and community members online through the woodlandschools.org website.

### **Administrative Procedures**

The superintendent will develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the board. These procedures will be published online with the policy manual.

When a written procedure is developed, the superintendent will submit it to the board as an information item. Such procedures need not be approved by the board, though the board may request a revision when it appears that they are not consistent with the board's intentions as expressed in its policies. Procedures need not be reviewed by the board prior to their issuance;

however, on controversial topics, the superintendent may request prior board consultation.

**Suspension of a Policy**

A policy of the board shall be subject to suspension by a majority vote of the members present, provided all board members have received notice of the meeting and the notice included a proposal to suspend the policy and an explanation of the purpose. If such proposal is not made in writing in advance of the meeting, a policy may be suspended only by a unanimous vote of all board members present.

**Administration in the Absence of Policy or Administrative Procedure**

The superintendent and other staff to whom administrative or supervisory authority has been delegated will be authorized to use their best judgment in the absence of a specific policy or procedure, provided that such action will not be in conflict with the general aims and objectives of the district or with any local, state or national ordinances, statutes, regulations or directives. In the event there is doubt as to the appropriate course of action or if it is apparent that the consequences could be serious, the staff member is expected to contact the superintendent or other administrator who could provide appropriate assistance.

Whenever action in the absence of specific policy has been taken by a staff member that creates a potential for controversy or a potential for the incurring of district financial obligation, or where the situation is likely to recur frequently, then such action will be brought to the attention of the board at its next regular meeting. In situations where a reasonable person could determine that the above actions taken by a staff member should be brought to the immediate attention of the board, the superintendent will be notified and he/she will immediately consult with the board President as to the advisability of calling a special board meeting to review the staff member's action.

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Legal References:	RCW 28A.320.010	Corporate powers
	RCW 28A.320.040	Bylaws for board and school government
	RCW 42.30.060	Ordinances, rules, resolutions, regulations, etc., adopted at public meetings — Notice— Secret voting prohibited