

POLICY DEVELOPMENT, ADOPTION, REVISION AND RECISION

Adoption of new policies or the decision to revise or rescind an existing policy is solely the responsibility of the school board.

The school board will develop new policies as necessary and review existing policies on a continual basis. Policies will be updated as necessary and will, at a minimum, conform to current state statute and New Hampshire Code of Administrative rules.

The SAU 50 policy committee will introduce policy drafts for new or revised policies to the board for consideration and action.

Policy Development and Adoption

Policies with major revisions will typically be read at three (3) meetings with the final vote to adopt.

- 1) First reading- the policy shall be presented as an information item for discussion and suggested changes.
- 2) Second reading – the policy shall be presented for a second reading, discussion and any additional suggested changes.
- 3) Final reading – board will take a vote to adopt.

The board will allow an opportunity for public comment on policy proposals but the board retains the right to limit discussions and has sole discretion regarding the final policy statement.

The board may adopt, amend or rescind written policies at any meeting by a simple majority vote of board members in attendance, provided that notice of the proposed action was listed on the agenda.

On matters of unusual or unexpected urgency, the board may waive the multiple meeting limitations and take immediate action to adopt a new policy or revise an existing policy.

Adopted policy amendments will be effective immediately unless a specific effective date is provided in the adopted final policies.

In an effort to streamline the adoption procedure for policies that require minor changes and minor revisions the following steps will apply:



- 1) During the policy review process, it may be necessary for the policy committee to make minor changes which do not alter the fundamental meaning of the policy. The SAU 50 policy committee is responsible for approving any such changes which could be grammatical in nature or include the updating of references.
- 2) For revisions to a policy that are minor, the three (3) reading practice by the board is unnecessary. The board member serving on the SAU 50 Policy Committee may recommend the proposed policy revision be adopted as a consent agenda item.

Policy Manual

The superintendent and/or designees shall have the responsibility to develop and maintain a current policy manual which contains the most current policies of the district.

A policy manual will be made available to each board member and district building administrator and will be posted on the SAU 50/district websites. All policy manuals shall remain the property of the district and are subject to recall at any time.

Rescinding a Policy

A policy may be rescinded only by a majority vote of board members in attendance at a regular board meeting. Any policy to be rescinded will be noticed on the appropriate agenda.

Administrative Procedures

The superintendent shall develop administrative procedures as necessary to ensure consistent implementation of policies adopted by the board. When a written procedure is developed, the superintendent shall submit the written procedure to the board as an information item.

Such procedures need not be approved by the board, though the board may direct the administration to revise the procedures when it appears the procedures are not consistent with the board's intention as expressed in its policies.

Procedures need not be reviewed by the board prior to their issuance but the superintendent may request prior board consultation.

Adopted 1999
Revised 2011

