

# SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

## SCHOOL BOARD POWERS AND DUTIES

### BOARD POLICY ADOPTION AND REVIEW

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The School Board recognizes its responsibility to establish and modify the Board's formal, written policies by taking action as a governmental body. 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 District Administrator.

#### **Procedures for Board's Adoption and Revision of Board Policy**

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).

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.

**Suspension of the Application of a Board Policy**

Provided that the decision would be consistent with applicable law (e.g., the decision would not violate a statute, regulation, or the legal rights of any person), the Board may, at its discretion, vote to temporarily suspend, in whole or in part, the application of an established Board policy to a specific situation without amending or repealing the otherwise-applicable policy and without otherwise affecting the application of such policy to other situations. Unless an applicable law mandates the application of a different voting standard, a Board policy may be suspended as described in this paragraph by a motion that is supported by a majority of the full membership of the Board.

**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]

***First Reading of Updates: December 11, 2023***

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