

## Policy Adoption

No. 151  
(A) 1-14-85  
(R) 4-13-92  
(R) 12-12-11  
(R) 6-10-13  
(R) 10-14-13

1. The Board will adopt policies to guide the actions of those to whom it delegates authority. These policies will be recorded in writing and organized according to a standard policy classification system. The policy committee shall review policy drafts and make recommendations for Board action to review (1<sup>st</sup> reading) or approve the new policy or policy revision.
2. In formulating policies, the Board will adopt general principles and statements of intent. The Superintendent will, when directed by the Board, prepare written regulations to ensure the implementation of Board policy. The Superintendent shall ensure timely distribution of policies and supporting guidelines.
3. Policies and/or revisions to existing policies may be proposed by any member of the Board, by any group or organization in the School District of Lodi, or by any resident of the District. The Superintendent, in cooperation with staff and Board, may recommend policies for adoption and recommend revision of existing policies.
4. The School Board adopts and revises its policies by a majority vote of a quorum of the Board at a properly-noticed meeting.

New policies and policy revisions (including proposals to repeal an existing policy) will normally be presented for two readings (i.e., at two separate meetings). The Board will normally vote on a motion to approve a proposed change in policy at the second such meeting. The Policy committee may in some policy revision or mandated policy change situations recommend the Board review and approve a policy as part of their first reading review process. The full Board will have final decision ultimately on such a committee recommendation.

At the first meeting at which a new or revised policy is presented to the Board, the Board may:

- Give the proposed policy first-reading approval as recommended/presented;
- Give the proposed policy first-reading approval with such changes as are approved by the Board in connection with the first-reading vote;
- Give the proposed policy change first-reading approval, but refer it to a Board committee or to the administration with direction to make some modifications, with the expectation that the modified policy proposal

will then be presented to the Board for a second reading at a subsequent meeting;

- Refer the proposed policy change to a Board committee or to the administration for substantive modifications or reconsideration without first-reading approval, with the expectations that any modified proposal will be presented for another first reading at a subsequent Board meeting;
- Vote to indefinitely postpone consideration of the proposal, with the intent that the proposed new policy or policy revision will receive no further consideration; or
- Take such other action as the Board determines is prudent.

A policy change that receives first-reading approval will be presented at a subsequent Board meeting for a second reading and possible adoption vote. The Board may grant first-reading approval to a proposed change in policy by a showing of unanimous consent (i.e., without a formal motion and vote) to move the proposal forward for a second reading.

The administration, on its own initiative, may recommend amendments to a policy proposal that is being presented for a second reading, provided that such recommended changes to the proposal are clearly identified for the Board. Further, the Board may amend a proposed policy in connection with its review of the proposal at the second reading, and the Board may either (1) adopt the proposed policy as amended at that meeting, or (2) defer any adoption vote until a subsequent meeting.

Circumstances may arise in which the Board determines that the expedited approval and implementation of a change in policy is in the best interests of the District. In such circumstances the Board may set aside and waive any specific requirements of this policy by *[the vote of the majority of the Board members present at a duly posted regular or special Board Meeting]*, and the Board may then take immediate action to adopt a new policy or to revise or repeal an existing policy. In this fashion, a proposed change in policy may be introduced for the first time and acted upon at the same meeting.

Unless clear from the overall context of the approved change in policy, or unless the Board specifies otherwise in connection with its decision to approve a change to Board policy, a change to Board policy shall be assumed to take effect immediately upon approval.

Following the Board's approval of a change to Board policy, the policy shall be included in (or removed from) the District's official School Board Policy Manual, unless the Board has expressly directed otherwise. The administration shall be responsible for formatting the final policy document and for appending (and modifying as needed) legal references and internal cross-references.

5. In cases where action must be taken within the school system where the Board has provided no guides for administrative action, the Superintendent shall have the power to act. His/her decisions, however, shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the board promptly of such action and of the need for policy.
6. The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.
7. The Board will reappraise its policies and bylaws annually in view of the changing needs of the community and schools.

Legal References:     s.120.12  
                              s.120.13