

## **BOARD OF EDUCATION**

### **2:240 Board Policy Development**

The Board of Education 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.

#### Policy Development

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

A Superintendent's Committee consisting of two Board members along with members of the administrative team Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent or designee 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 or designee shall seek the counsel of the Board Attorney when appropriate.

#### Policy Adoption and Dissemination

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 may be given at a subsequent meeting(s) and after an opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Board policies are available for public inspection in the District's main office during regular office hours and on the District website. Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*, or via a Freedom of Information Act request.

#### Board Policy Review and Monitoring

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.

### Words Importing Gender

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender-neutral/inclusive pronouns.

### Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent or designee. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

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

### 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.

### District Policy Compliance

The Superintendent or designee shall work with the Board Policy Committee to identify all obligations imposed on any member of the Administration, any member of the faculty, or on the District, whether pursuant to a District policy or any federal or state law, rule, or regulation, to (a) establish any procedure; (b) engage in any actions; or (c) adopt and implement any policies concerning students, student families, faculty, administrators, or staff. The Superintendent or designee shall develop and implement an institutional framework that assures all such procedures are implemented, actions are taken, and policies are in place. The Superintendent or designee shall provide the Board with both written notice of the institutional framework implemented to attain the preceding compliance goals, and with quarterly reports regarding the same which are sufficient in detail to permit the Board to be fully informed of such compliance, or the lack thereof so that the Board can identify any and all compliance gaps that require Board or Administrative action.

### LEGAL REF.:

105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)