

**DEVELOPMENT AND ADOPTION OF BOARD POLICY**

Adoption of new policies or the change or repeal of existing policies is solely the responsibility of the Board of Education. Proposals for policies will be initiated in writing by the Superintendent. The Board especially encourages employees to engage in activities to influence the development of policies.

Except for policy action to be taken on emergency measures, the adoption of policies by the Board will follow the sequence below:

1. "First Reading" - At a Board meeting the proposal shall be presented to the Board in a codified form. Board members may seek clarification of intent, but will normally not engage in discussions on the merit or substance of the proposal.
2. "Second Reading" - At the next regular meeting(s), where the proposal appears on the agenda, the Board may engage in discussion and may invite other interested parties to comment on the proposal. "Second Reading" status may extend to additional regular or other announced meetings of the Board.
3. "Third Reading" - At the next regular Board meeting following "First and Second Readings," the Board will vote for adoption or rejection of the proposed policy change. In lieu of a vote on the proposal, the Board may move to refer the proposal to the Superintendent for further study.

In the event of extraordinary circumstances, such as the pandemic caused by the Coronavirus, the Board may amend a Policy without the necessity of three (3) readers. Such an amendment will occur during an Open Meeting of the Board. The amended Policy will be for a period of one (1) year or until the Board acts to reinstate or again amend the Policy, whichever comes first. The waiver may continue beyond the one (1) year period, but only upon a vote of the Board during an Open Meeting. When amending a Policy, the Board will state why the amendment is necessary and justifiable under the circumstances.

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