

**Burlington School District Policy
B 20: BOARD POLICY DEVELOPMENT**

Former Policy BF

Adoption of new policies and the revision or deletion of existing policies is solely the responsibility of the Board.

Proposals for new policies and revisions or deletions of current policies may be initiated in writing by anyone interested in or connected with the district and presented to the Superintendent and Board Chairperson. The Board will review the proposal and either approve it for drafting or reject it and inform the initiator of the draft or the reason for rejection.

Except for policy actions to be taken in unusual situations as determined by the majority vote of all Board members, the adoption, revision or deletion of policies by the Board will follow the sequence below. The sequence may not be concluded in less than two public meetings of the Board conducted at least a month apart.

1. The need for a new policy or policy revision may be brought to the Board's attention by members, school system personnel, or school system constituents.
2. The Superintendent will discuss the proposed policy with the Board, will gather additional data, may hold public hearings, or conduct inquiries as it deems necessary, to establish the need for the policy or policy change and to frame the policy in suitable language.
3. When the policy is in suitable form and has been recommended by the Superintendent, it will be placed on the agenda of a meeting of the entire Board for its first reading. A majority vote of those present will result in one of the following actions:
 - a) accept the policy as presented
 - b) accept the policy with suggested revisions prior to a second reading
 - c) reject the proposed policy or change.
4. Policies that are accepted will be placed on a subsequent agenda for a second reading. (Policy drafts may be revised between first and second readings.) A majority vote of those present in favor at the second reading will result in adoption of the policy.
5. Policy/Policies to be replaced by a new policy/policies will be referenced on the proposed policy/policies, and will be deemed deleted when the new policy/policies are adopted.
6. A policy to be deleted, but not replaced, will be submitted for two readings as described in the sequence described above.

7. At any time during this process, but prior to the second reading, a new policy, or a substantive revision to an existing policy shall be given to the School Attorney for review and comment.

Changes to a proposal after the first reading will not require repetition of the sequence unless the Board so directs by majority vote.

The formal adoption of policies will be recorded in the minutes of the Board meeting. Only those written statements so adopted and so recorded will be regarded as official policy of the Board. Policies will be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt.

Legal References: 16 V.S.A. §563 (1), Powers of School Boards.

City of Burlington Charter §169, Powers Generally; Authority to Establish Graded Schools.

City of Burlington Charter §170, Authority to Establish By-laws and Regulations.

POLICY REVIEWED: August 31, 1993
POLICY REVISED: December 17, 1996
POLICY REVIEWED: December 4, 1998 Pending Board Approval
POLICY REVISED: February 9, 1999
COMMITTEE REVIEWED: April 8, 2008