

- ( ) Required  
 (X) **Local**  
 (X) Notice

### **POLICY DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW**

The BOCES Board is responsible for adopting and assessing the effectiveness of the written policies by which the BOCES is governed. The Board recognizes that written policies are essential to BOCES governance in that they:

- Govern effectively and efficiently across time, situations, and individuals.
- Provide the foundation and guidance for administrative action.
- Publicize the federal, state, and local rules that govern the BOCES.
- Help to evaluate progress by including measurable outcomes.

#### ***Development***

The Board is committed to developing written policies which:

- Clearly define the BOCES' goals and objectives and reflect the Board's vision.
- Define roles and responsibilities and identify who is responsible for what.
- Provide the District Superintendent and BOCES staff with clear guidance regarding expected BOCES administration.
- Allow for flexibility that is needed for day-to-day operations.
- Include measurable outcomes.

Any member of the Board, BOCES staff, students, parents, community residents or other member of the public may identify policy issues. Such issues shall be identified to the District Superintendent. The District Superintendent shall be responsible for submitting policy issues to the Board for consideration and for keeping a record of all policy initiatives submitted to the Board.

Before acting on any proposed policy, the Board will assemble the relevant facts, evaluate recommendations from individuals and groups who will be affected by the policy (if any), and discuss, debate and decide on the substance of the policy in open meeting.

The District Superintendent and or his/her designee shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

- Is within the scope of the Board's authority.
- Is consistent with state and federal law and the state and federal Constitutions.
- Supports the BOCES' goals and objectives.
- Reflects good practice (e.g., educational, personnel, business, etc.).
- Is reasonable and not arbitrary or discriminatory.

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- Adequately covers the subject.
- Is consistent with the Board's existing policies.
- Can be administered in a practical, cost effective manner.

### Adoption

Once a proposed policy has been drafted, it shall be placed on the Board's agenda for a first reading, giving all persons interested in it an opportunity to express their views. The Board will not take any official action on any policy on first reading, unless a majority of the Board decides that it is necessary to do so.

If the draft policy is acceptable or if it is not acted upon out of necessity after the first reading, the draft policy will be placed on the Board's agenda for a second reading, at which time the Board will officially act. New policies shall only be adopted, or existing policies amended or revoked, when acted upon by a majority of the total Board.

The District Superintendent and/or his/her designee shall consult with the school attorney, as necessary, prior to the adoption or revision of any policy.

Policies adopted or revised by the Board shall take effect upon the date of adoption, and shall supersede policies not in accordance therewith. If any provisions of Board policies are determined to be unconstitutional, illegal, or contractually barred, the remaining provisions of such policies, not so determined, shall remain in full force and effect.

### Implementation

The District Superintendent and/or his/her designee shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the board policy manual, and publicizing the policy as necessary to ensure that persons affected by the policy are aware of it.

In the absence of applicable policy, law or regulation, the Board authorizes the District Superintendent to make such decisions as are felt to be in the best interest of the BOCES. The District Superintendent shall bring to the Board's attention any areas where he/she feels a policy is necessary.

A copy of the BOCES Policy Manual and its additions and amendments will be available to all Board members, Board members-elect, central office administrators, division directors, Building Principals, and the President of the SAS Faculty Association and Program Associates Organization.

The board policy manual shall be administered in the BOCES Central Administration Office and made available to the public upon request during normal working hours, from the District Clerk.

### Review

The Superintendent and/or his/her designee shall be responsible for informing the Board of any policies that are out-of-date or in need of revision. In addition, the Board Policy Committee will review the policy manual on a periodic basis and will make recommendations to the full board regarding updates as necessary to ensure that the policies are consistent with board goals and district practices.

The Board will also review each year those policies requiring annual review (5300, Code of Conduct; 6240, Investments; and 6770, Personal Property Procurement and Accountability).

Ref: Education Law §1950(4)

Adoption date: June 15, 2009