

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Formulation of Policy Process

Series: A02

Reference: 126 CSR 18-2

Issued: 03.17.1988

Revised: 01.21.1993; 05.20.2004

Revision Number: 2

- 2.01 Philosophy.** The Kanawha County Board of Education believes policy to be a statement of the District's philosophy and goals, and is viewed as an expression of overall intentions and a formal authorization to accomplish a task or specific ongoing program. The Board recognizes the need to create a policy environment that promotes educational excellence through the empowerment of all members of the school community.
- 2.02 Proposals by the Board.** The Board may propose and shall move the adoption of a new policy or the amendment of an existing policy. The Superintendent shall provide drafting services in connection with policy proposals upon the request of the Board.
- 2.03 Proposals by the Superintendent.** The Superintendent may propose new policies or the amendment of existing policies.
- 2.04 Proposals by the Public and Employees.** All persons and groups are encouraged to communicate any perceived need for the promulgation of new policy or the amendment of existing policy to the Superintendent for consideration.
- 2.05 Ad Hoc Advisory Committees.** The Superintendent is authorized to appoint ad hoc advisory committees for the purpose of providing advice on any proposed policy, or amendment of existing policy, which is under consideration for submission to the Board or development of rules, regulations, and arrangements for the operation of the school system. Organizations which represent sizable numbers of employees will be invited to appoint representatives to ad hoc committees where the ad hoc committee will be dealing with any proposal which will affect employees.
- 2.06 Public Comment.** All policy proposals shall be placed on first reading at a regularly scheduled or special meeting,. The Board shall not take action upon such proposals until the next regularly scheduled or special meeting. Between the time a proposal is placed on first reading and the following regularly scheduled or special meeting, the Superintendent shall accept written comments upon the merits of policy proposals. All policy proposals and revisions shall be published on the Kanawha County Schools web site for at least 30 days, and the Superintendent shall cause the proposals or revisions to be e-mailed to all board employees via the Kanawha County Schools e-mail

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system. The Superintendent shall prepare for the Board a summary of all written comments along with copies of all written comments.

2.07 Amendment Prior to Second Reading. In response to written comments that are received pursuant to Section 2.06 of this Policy, the Superintendent may recommend amendment of a policy proposed to be considered for passage by the Board on second reading. If the proposed amendments substantially alter the original submission, the Board may require the proposed policy to be held for a third reading to allow further public comments.

2.08 Waiver of Rules. Upon a four-fifths vote of all members present and eligible to vote, the Board may waive any of the provisions of Section 2.06 of this Policy and take immediate action upon a policy proposal if it is determined that delay would constitute a substantial detriment to the school system or if the proposal or revision is such that comment is not required, i.e. changes required by state policy, etc.. A statement of the reason or reasons should be included in any motion to waive the rules.

2.09 Review of Policies. The Board of Education will review all policies at least triennially in order to determine if any changes are necessary to make the Kanawha County School system more efficient and effective.