

Board Policy BCBK: Executive Sessions

Status: ADOPTED

Original Adopted Date: 06/10/2008 | **Last Revised Date:** 03/21/2019 | **Last Reviewed Date:** 03/21/2019

Executive Sessions

All Board of Education ("Board") meetings as defined in the Open Meetings Act of Georgia("the Act"), shall be conducted in accordance with the Act.

When any Board meeting is closed to the public pursuant to the Act, each Board member attending the meeting shall execute a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception. This affidavit shall be filed with the official minutes of the meeting .

Board Policy BD: Policy Development

Status: ADOPTED

Original Adopted Date: 12/12/2006 | **Last Revised Date:** 03/21/2019 | **Last Reviewed Date:** 03/21/2019

Policy Development

The Gilmer Board of Education ("Board") seeks to promote a positive educational environment in which there is an awareness of, involvement in, and support for the System and its educational mission. Recognizing that open channels of communication are essential in fulfilling its role as a legislative body, the Board invites parents, students, staff and others, to offer suggestions on policies by submitting in writing suggested additions, changes or deletions-- along with the rationale for same-- to the Superintendent for consideration.

The development of policies by the Board of Education is a continuous process. Policies may be recommended by the Superintendent and individual Board members may initiate consideration of policies. Board members shall adopt and revise the policies by majority vote.

Final vote on any policy revision or adoption will be set at a monthly board meeting following: A first read of policy changes under consideration at a monthly work session and a second read at the next month's work session.

Beginning with the first read and continuing through the second read, the public will be given ample time to make comments and for those comments to be communicated to the Board.

In matters of unusual urgency, the Board may waive the two meeting limitation for policy revisions, by majority vote of the board, if it determines that immediate action is needed to adopt policies or revise existing policies. When such immediate action is necessary, the superintendent shall inform concerned groups or individuals about the reasons for this necessity.

The Superintendent and administrative staff will annually review policies and make recommendations to the Board of Education. Updates and/or changes in the wording of a policy of an editorial nature, such as corrections of grammar, changes of personnel titles, wording clarifications, which do not alter the intent or substance of the original policy may be made by the Superintendent or designee.

The board authorizes the superintendent to develop administrative rules to implement this policy.

Regulation BD-R(1): Policy Development

Status: ADOPTED

Original Adopted Date: 10/16/2014 | **Last Revised Date:** 03/21/2019 | **Last Reviewed Date:** 03/21/2019

Policy Development

RATIONALE

In the development of policies, the superintendent or designee may seek the judgment and counsel of appropriate staff before adopting policies. The intent and spirit of this policy development process is to gain the most complete and reliable information on which to base decisions and to provide for the maximum practical interaction by way of regular administrative channels.

A. POLICY DEVELOPMENT

1. General

- a. All policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
- b. Insofar as possible, each policy statement shall be limited to one subject.
- c. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall be included in the policy manual of the system.
- d. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.
- e. In all cases, proposed new or amended policies shall be submitted in writing to the Superintendent explicitly stating their potential contribution, either direct or intermediary, in furthering the stated goals of the school system as adopted by the Board.
- f. The Superintendent is authorized to establish and maintain such administrative processes to ensure that full and adequate deliberation by all interested parties or their representatives precedes any recommendation by the Superintendent to the Board regarding a proposed policy or policy amendment.

2. New Policy

- a. New policy from eligible proposers ("proposers") must be submitted to the Superintendent in a Microsoft Word document at least three weeks in advance of the board meeting date at which the policy is to be initially presented.
- b. The superintendent or designee will submit the proposed policy for review and input from GSBA and/or counsel.
 1. If after input, changes are required, policy will go back to the policy holder for corrections.
 2. If no changes are necessary, the proposer will be notified and the superintendent or designee will submit to the Board secretary for placement on Board agenda.
- c. Proposer may be asked to present new policy to the Board at an agreed upon Board meeting and ask for the Superintendent's recommendation for the policy to lay on the table for community input.
- d. The Superintendent or designee will place policy on website for community input.
 1. After input from community, the superintendent or designee will submit new policy to the Board Assistant for placement on board agenda at approved upon Board meeting for approval.
- e. The final vote to adopt or not to adopt shall take place at the appropriate regular business meeting of the Board.

3. Revising Policy

- a. Requests for policy revision should be placed at least three weeks in advance of the Board meeting date at which the policy revision is to be presented. Requests for revisions are addressed to the Superintendent or designee.
- b. The Superintendent's designee will provide a Microsoft Word file of the existing policy that should be edited:
 1. Deleted text will be struck through.
 2. New text should be in bold.
- c. The designee will submit to GSBA for review.
 1. If after input from GSBA, changes are required, policy will be edited for corrections.
 2. If no changes are necessary, the designee will submit to the Board Assistant for placement on board agenda.
- d. The designee will place policy on website for community input.
- e. After input from community, the designee will submit revised policy to the Board Assistant for placement on agreed upon board agenda for approval.
- f. Appropriate staff may be responsible for asking the Superintendent to recommend the approval of the policy (if not placed on the consent agenda).
- g. The final vote to adopt or not to adopt shall take place at the appropriate regular business meeting of the Board.
- h. The repeal of a policy shall follow the same procedures as for the adoption of a new policy or revisions of an existing policy.

B. PARENT INVOLVEMENT

1. Georgia Law requires certain policies be developed and/or updated with parental input. This may be accomplished by a variety of means, including, but not limited to:
 - a. Utilizing School Governance Teams;
 - b. Appointing an ad hoc parent committee/task force for the system and/or for each school;
 - c. Using existing parent organizations (i.e. PTA/PTO) to provide required input;
 - d. Utilizing a questionnaire, e-mail, or other form of mass communication method to solicit input or ideas from parents; or
 - e. Scheduling community meetings for parents to come and provide input.
2. The Superintendent shall determine which method of parental input to pursue when developing said policy.

C. EMERGENCY PROCEDURE

1. On matters of unusual urgency, the superintendent or designee will develop/revise needed policy.
2. The Superintendent will recommend the Board waive the two meeting limitation and take immediate action to adopt newly developed/revise needed policy.
3. When such immediate action is necessary, the Superintendent shall state at the Board meeting the reasons for this necessity.

Adopted: 12/12/2006

Revised: 6/10/2008, 9/15/2014, 3/20/2017, 3/21/2019
