

Willamette Education Service District

Code: **BFC**
Adopted: 7/8/03
Readopted: 3/8/05; 6/08/10; 1/11/11

Adoption, Revision, and Implementation of Policies

Board policies will be subject to alteration, addition, or deletion only upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition, or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular meeting.

A proposed change in policy will not be made at the meeting in which the change is proposed unless an emergency arises.

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

Any formal motion or action of the Board which, as a revision of existing policy, creates, amends, or supplements policy will be called to the attention of the Board when reviewing the minutes for formal adoption.

All new or amended policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

Board policy documents will be posted on the ESD website. When additions, deletions, or amendments are made to Board policy, the addition, deletion, or amendment will carry the adoption date and the corrected copy will be published on the ESD website at the earliest opportunity.

The Superintendent and administrative staff will implement Board policies. The Superintendent may formulate administrative regulations and procedures to assist policy implementation.

Each employee will be specifically notified of the existence and availability of personnel policies. The Board's policy manual will be considered a public record, accessible, and open for inspection to staff and the public at the ESD office during regular office hours and on the ESD Web site.

The Superintendent will provide channels for disseminating policies to the staff and others, as appropriate.

The operation of any section or sections of policies not established by law or specifically listed in current ESD labor agreements may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

It will be the Board's duty to evaluate the effectiveness of the policy and the effectiveness of the administration's implementation of the policy.

The Board will from time to time review and consider policy changes and adoptions.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)

Cross Reference(s):

BCE - Board Committees

CA/CAA - Administration Goals and Objectives