

POLICY ADOPTION, ADMINISTRATIVE PROCEDURES, AND MANUALS

Policies

The Board shall be the policy-forming body of the NWESD 189. With the assistance of the Superintendent and staff and the counsel of the local superintendents in the NWESD 189, the Board shall establish general policies governing its operation.

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion. Unless the Board deems that immediate action would be in the best interests of the NWESD 189, the final vote for new policy adoption shall take place not earlier than the next succeeding regular or special Board meeting. Any written statement by any person relative to a proposed policy or amendment should be directed to the Board secretary, prior to the second reading. The Board may invite oral statements from staff members or patrons as an order of business.

On adoption of these policies, the Board shall delegate to its chief executive officer (Superintendent) the authority to carry them out, and shall require such reports as are necessary to determine the manner in which they have been administered.

In the event immediate action on a proposed policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the NWESD 189. No further action is required. All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption and shall supersede all other policies.

The Superintendent, as the policy draft writer for the Board, shall seek the advice of legal counsel when, in his/her opinion or the Board's, there may be a question of legality or proper legal procedure in the development of a proposed school Board policy.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the NWESD 189 policy manual.

Administrative Procedures

The Board of Directors delegates to the Superintendent the function of specifying required actions and designating the detailed arrangements for administration of the NWESD 189, according to the written policies of the Board under which the NWESD 189 will be operated.

When a written procedure is developed, the Superintendent shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though it may direct the administration to revise them when it appears that they are not consistent with the Board's intentions as expressed in its policies. Procedures need not be reviewed by the Board prior to their issuance; though on controversial topics, the Superintendent may request prior Board consultation.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual that contains the policies and written procedures of the NWESD 189.

The manual is intended both as a tool for NWESD 189 management as well as a source of information to patrons, staff, and others about how the NWESD 189 operates. To that end, manuals shall be provided to:

- 1) each NWESD 189 program administrator;
- 2) the NWESD 189 Board chair and vice chair;
- 3) the NWESD 189 fiscal department for internal control purposes, and
- 4) the NWESD 189 main office receptionist’s desk for the use of staff, students, and patrons.

In addition, manuals should be provided to other NWESD 189 Board members who request them.

All policy manuals distributed to anyone shall remain the property of the NWESD 189. They shall be subject to recall at any time.

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board.

First Reading:	02/09/77 (as 8210, 8220, 8230)	Reference:
Second Reading:	04/22/92 (as 8210, 8220, 8230)	RCW 28A.310.200
Reviewed:	09/27/00	RCW 28A.310.220
Revised:	10/25/00 (recodified 1310)	RCW 28A.310.290
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