

Board Policy Development

2:240-E3 Exhibit - Processing Suggested Changes to Board Policy

The Board of Education has delegated the responsibility of considering new policies, changes to policies or elimination of policies to the Policy Committee. The Policy Committee will consider policy suggestions and provide information and recommendations to the full Board. The Policy Committee will use a consensus-based decision-making process. Consensus is reached when at least a majority of the members of the Policy Committee agree on an issue.

Suggestions to Change a Policy - Suggestions from staff should be submitted and processed through the Superintendent. Suggestions from all others should be submitted and processed through the Board President or the Superintendent.

After a suggestion is submitted, the Board President or Superintendent shall place the topic on the agenda for a future Policy Committee meeting taking into consideration other work the Policy Committee is performing at future meetings.

Considering a Suggestion - Prior to drafting new policy language or considering any language that was submitted with a suggestion, the Policy Committee should answer the following questions:

1. Does IASB Policy Reference Manual provide guidance?
2. Is the request something that should be covered in policy (i.e., Board work) or is it something that should be handled by the staff (i.e., staff work)?
3. Is it already covered by policy?

Drafting Policy Language – If the Policy Committee determines that new language is needed, it shall use the following 3-step process to draft policy language:

1. The Committee will frame the question and discuss the topic.
2. The Committee will request that the Superintendent provide research, including appropriate data, and input from others, such as those who may be affected by the policy and those who will implement the policy.
3. The Committee will assign a member to draft or request the Superintendent or Board Attorney to draft language addressing the concern that aligns with the Board's mission, vision, goals, and objectives.

The Committee may elevate the issue to the full Board to seek guidance on a topic before it begins to draft new language.

Board members should not draft policy language and submit it to the full Board or the Policy Committee unless requested to do so by the Policy Committee. Draft policy language not authorized by the Policy Committee will not be posted publicly nor will it be included in BoardDocs or otherwise distributed to the full Board. The full Board and the Policy Committee will not consider any draft language submitted with a suggestion until after the Policy Committee has completed the aforementioned 3-step process.

After the Committee has reached a consensus on new language, it will determine if the language should be included in an existing policy or added as a new policy. If a new policy is added, the Committee will assign it an appropriate location and number.

Recommendations to the Board - The Policy Committee will reach a consensus when determining

recommendations made to the full Board. Consensus is reached when At least a majority of the members of the Policy Committee agree to a recommendation.

If a member of the Policy Committee does not agree with a recommendation, it will be documented and shared with the full Board. The member may also raise his/her disagreement after the second reading of the applicable policy, but before final action by the Board.

Final Board Approval – The Board will conduct a first reading of the policy that is recommended for adoption or revision by the Policy Committee. At the next regular meeting after the first reading, the Board will conduct a second reading. After the second reading, the Board will consider and take action to approve the policy at a duly convened open meeting of the full Board.

POLICY REF.: 2:240, Board Policy Development, 2:240 – E2 Exhibit, Developing Local Policy

DATED : February 11, 2025

Arlington Heights SD 25
