

## POLICY ADOPTION

### Policies

The Cooperative Board is the legislative body which determines policy for the Cooperative.

Policies are written statements which express the will and intent of the Board with regard to the operation of the Cooperative and the schools therein. These policies guide the Director and all Cooperative employees in the day-to-day administration of the Cooperative.

Policies will be adopted, amended or repealed only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for others to react, proposed policies, repeals or amendments will be presented as an agenda item to the Board in the following sequence:

1. Discussion item – first reading of proposed policy or policies; input from administration; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting.
2. Action item – second reading, discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Board so directs. In some instances, the Board may dispense with the above sequence to meet emergency conditions. Policies will be effective upon adoption by the Board, unless otherwise specified. Once approved, policies will be distributed to staff and made accessible to students, parents, and community members upon request.

### Regulations

The Director may develop administrative regulations to guide staff in adherence to Board policies. Such administrative regulations arise from Board policies and are more detailed directions that are developed to put policies into practice. The regulations specify how, by whom, where, and when things are to be done.

Policy Adopted:           October 16, 2013