

ADOPTION OF POLICIES

P7302

Adoption of new policies and revisions to existing policies are solely the responsibility of the School Committee. The Policy Subcommittee will present a written draft of any new or revised policies to the School Committee. The subcommittee may also present any reasons for the proposed adoption and/or background documentation that it deems pertinent.

To permit time for study of all policies or revisions to policies and to provide an opportunity for interested parties to react, proposed policies will be presented as an agenda item to the School Committee in the following sequence:

1. First Reading - Information item to be distributed with agenda
2. Discussion Item – Open discussion item for the School Committee and opportunity for public comment
3. Second Reading / Action Item – Further discussion as needed followed by adoption or rejection of proposed policy; or the School Committee may opt to continue discussion at a subsequent meeting

Any proposed new policy or policy revision shall be brought to the School Committee for a First Reading, but shall not be submitted to a vote for adoption until a subsequent meeting. At the First Reading, the School Committee may approve posting the policy draft to seek public comment. The School Committee may also request changes prior to posting for public comment.

The proposed policy will remain posted on the website maintained by the Westford Public Schools for a time period as designated by the School Committee, provided that such posting is for a minimum of twelve business days. Any written public comments received will be shared with the full School Committee no later than the close of the public comment period. The Policy Subcommittee shall review any public comments received and will determine whether the Subcommittee will recommend any changes to the proposed policy.

Adoption of policies shall be by a majority vote of those School Committee members present at a subsequent meeting after the First and Second Readings and after the close of the public comment period. Proposed amendments to the policy at the action item stage do not necessarily require a repetition of the above sequence, unless the School Committee so directs.

The School Committee may amend the above sequence, or shorten the public comment period, to address an emergency or urgent need upon a two-thirds vote of the School Committee.

Policies will be effective immediately upon approval of the School Committee, unless the Committee otherwise directs. If needed, the School Committee may elect to set a future date for the policy to take effect to allow affected parties an opportunity to become familiar with the policy's requirements prior to implementation.

Massachusetts Association of School Committee References:

BGB

Policy Adopted: April 9, 2001
Policy Revised: March 26, 2018

WESTFORD PUBLIC SCHOOLS
Westford, Massachusetts