

**SPRINGFIELD PUBLIC SCHOOLS  
Springfield, New Jersey 07081**

**FORMULATION, ADOPTION AND AMENDMENT OF POLICY**

The Policy Committee, upon the suggestion of the Superintendent or any Board member, shall consider new policies, and/or amendments to existing policies. If recommended by the Policy Committee, the proposed policy or amendment shall be presented to the full Board for a first reading. A majority vote of the full Board membership shall be necessary to approve the proposed policy or amendment with any modifications thereto, if made, for the first reading and for referral to a second reading. At least four (4) weeks later, the policy or amendment, with any modifications approved at the first reading, shall be presented to the full Board for a second reading and formal adoption which shall require a majority vote of the full Board membership.

The formal adoption of policies shall be recorded in the official minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official Board policy and shall become effective immediately regardless of whether or not they have been officially recorded yet.

The proposed policy in its final form shall be made available to Board members for inspection and review at least 10 days prior to the second reading.

The Board Attorney may be consulted to advise the board as to the legality of the policy and for assistance in preparing the final format of the policy or regulation.

**Legal References:**

N.J.S.A. 10:4-6 et seq Open Public Meetings Act  
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement;  
adjournment, etc., for lack of quorum  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:17-20 Superintendent; general powers and duties  
N.J.S.A. 18A:54-20 Powers of the Board attorney (county vocational schools)

**Cross References:**

9000 Role of the Board of Education  
9314 Suspension of policies  
9322 Public and executive sessions  
9323/9324 Agenda preparation/advance delivery of meeting material

Approved: November 17, 1986  
Revised: August 28, 1989

Revised: June 30, 1997

Revised: May 5, 2008