

1.7 PROCEDURE FOR ADOPTION OF A PROPOSED POLICY OR POLICY REVISION BY THE BOARD

The Board must explicitly address the fundamental values of Scholars Academy. These values must center around the students at Scholars Academy. All policy and procedure decisions must address how they will affect the intellectual, social and emotional needs of our students. To that end, it is essential that the Board have some structured guidelines with which to operate. Below are the procedures on which the Board must use to adopt new policies or revising existing policies.

1. The Board and/or the Executive Director may direct the Policy Committee of the Board to draft a policy or policy revision. The Board may also call upon a Board member or another individual with a particular expertise to draft a policy for consideration by the Policy Committee and/or the Board. If a policy or policy revision is recommended by other stakeholders, the Policy Committee will inform the Board. The Board will then determine whether to direct the Policy Committee of the Board to draft a policy or policy revision based on such recommendation.
2. The Policy Committee of the Board will seek input from each of the following stakeholders on all policies and policy revisions unless the Board concludes that stakeholder input is not necessary (as reflected in a Board meeting decision):
 - a. Teachers and administrative staff of Scholars Academy will be notified by the Executive Director
 - b. Parents of students currently enrolled at Scholars Academy via posting of the Policy Committee agenda on the Scholars Academy website
 - c. Any other stakeholders deemed appropriate by the Executive Director, the Policy Committee of the Board or the Board
3. The Policy Committee of the Board will draft the policy or policy revision based research, a review of best practices, and stakeholder input.
4. The policy or policy revision will be placed on the agenda of a Board meeting. Notice of the first review of the policy or policy revision will be provided on the Scholars Academy website through inclusion of the policy title on the agenda. This will allow for community comment at the Board meeting when the policy or policy revision is reviewed.
5. On this first review, the Board will consider the proposed policy or policy revision, as well as input on stakeholder feedback, to agree upon the framework of the policy. No action will be taken at the meeting of the first review; provided, by affirmative vote of two-thirds of the total number of the Board members present at the meeting, the Board may waive this requirement and take action on the policy after the first review.
6. The Policy Committee of the Board will incorporate any revisions determined by the Board during the first review and consider any feedback received from community comment at the Board meeting when the policy or policy revision was reviewed.
7. The updated policy or policy revision will be placed on the agenda of a subsequent Board meeting. The presenter will provide information on any significant changes to the policy or policy revision since the first review, as well as any significant new feedback received from non-Board stakeholders. Notice of this

second review of the policy or policy revision will be provided on the Scholars Academy website through inclusion of the policy title on the agenda. This will allow for community comment at the Board meeting when the policy or policy revision is reviewed.

8. The Board may adopt the policy upon the second review unless proposed changes to the draft reviewed at that time are so numerous that the Board elects to require a third review. Steps 6 and 7 will be repeated prior to a third review, or additional subsequent reviews, until the policy is adopted, denied, or removed from consideration by the Board. The Board may also amend a proposed policy and approve the amended version at a Board meeting without subsequent review by the Policy Committee. Adoption of new policies or revisions of existing policies requires a vote of the majority of the board members present at a meeting.
9. For the avoidance of doubt, the Board can waive the remaining review requirements by an affirmative vote of two-thirds of the total number of the Board members present at any meeting, which vote shall also be deemed a waiver of any requirement to obtain further stakeholder review of a policy.

Adopted: February 23, 2015