



## Review and Adoption Guidelines

*Policy Update* provides sample policies to subscribers. Each policy is designated by OSBA policy staff as **required**, **conditionally required**, **highly recommended** or **optional**.

OSBA provides sample policies to assist your board in its policy-making process. Sample policies can help you develop new policy or revise existing policy. These samples are best used as a starting point for discussions and guidance for policies you may decide to write.

The best policy is that which your local board develops for its particular circumstances. That's why we recommend that you do not adopt every sample policy in *Policy Update*. Whatever you decide, it is critical for policies to be up to date, legal and reflect current district practice.

Policies designated **required** are mandated by Oregon Revised Statutes, Oregon Administrative Rules or federal law and must be adopted by districts. Districts have limited discretion to change the language in sample required policy because these policies reflect required language in statute. Our sample required policies have very little bracketed language – that is, language that is optional and usually written to make the required policy more comprehensive than law requires it to be.

A few policies receive a **conditionally required** designation. These policies are only required in particular circumstances, such as kindergarten tuition, which will be explained whenever a conditionally required sample policy is sent to you.

OSBA staff designates some policies **highly recommended** because they are written in response to a current statute, legal case or hot topic – or because there is substantial potential for litigation. Districts are not required to adopt them.

Many of our policies are designated **optional**. These policy samples result from district requests, recommendations from other OSBA departments or legislative initiatives. Districts are not required to adopt them.

## Local Policy Adoption Process

Most districts' board meeting agendas include a **first reading** of proposed policy. A first reading can occur at any meeting where a quorum of the board is present. This can include work sessions or policy committee workgroups. Such meetings fall under Oregon's Public Meetings Law. It is not necessary to read the policy aloud for it to be entered into the minutes. The purpose of a first reading is to provide notice and to allow for the opportunity for input from board members and others. Comments do not need to be made or recorded at the first reading as long as someone is designated to receive any such input.

If no input is received after a first reading, districts can place a **second reading**, commonly referred to as an **adoption**, into the consent agenda to be voted on in the consent agenda motion. If the district does not use consent agenda, it can be listed as an action item; it requires a motion and majority vote of the board to adopt.

If there *is* input after the first reading, the adoption motion can be “adopt as revised.” The board need not repeat the first reading step.

There is no statutory language requiring first and second readings, only board adoption. In some circumstances, there may not be enough time for a first and second reading – especially if there are new federal or state mandates with emergency-implementation clauses. The superintendent can request and the board may grant a single-reading adoption.

If we can be of further assistance in your policy needs, please contact:

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***Policy Update* and the sample policies are not meant to replace the advice of local district legal counsel.**