



# Policy for Establishment of Policies

## I. Purpose

Under the PPA School charter and state law, the PPA Board is authorized and required to adopt policy to guide its own operation, including those areas where the Board can effectively carry out its responsibilities. These governing policies may be referred to as “Board policies.” Board policies are used to provide guidance, clarity, and definition of purpose and intent, and to ensure that the PPA organization as a whole adheres to the mission and vision of the organization.

The Board is also responsible for the adoption of policy for the safe and effective operation of the School. Policies relating to the general administration of PPA School may be referred to as “School policies”. Because of the special training of PPA staff and their general responsibility for the daily operation of the School and teaching of students, School policies should be developed primarily by the PPA staff, with support from the board as needed.

Board policies generally focus on “what” while School policies generally focus on the “how.” Board policies should enable PPA Staff to accomplish the mission of the School while School policies, which must correspond to the Charter and to Board policies, should provide effective tools for the administration of the School.

Currently, there is no specifically defined process for adoption of policy, and this “policy adoption process” policy is designed to provide a process consistent with the Charter and applicable law.

## II. Policy

As part of the policy adoption process, the views of the all stakeholders shall be considered. When considering the adoption of a new policy, the Board shall adhere to the following procedures, except where the Board unanimously determines such process is not required by exigent circumstances.

### New policies:

New policies shall be developed and adopted as follows.

First, a PPA Board member may propose a new policy when the Board or such member concludes that a new policy is necessary to adequately define and support the PPA mission and vision. Recommendation for policies from committees shall generally be provided through a committee chair or representative.

Each policy shall contain the following items, at minimum:

- Description of policy purpose
- PPA Logo
- Details of policy content
- Date of board approval
- Signature of board secretary

For the development and drafting of policy, in particular School policies, the Board or a proposing Board member shall confer with the Executive Director or designee regarding the content of a proposed policy. However, the form and content of any proposed policy shall be the prerogative and responsibility of the proposing Board member, except for the specific requirements described above.

Each proposed policy shall then be provided to the full Board and PPA staff for review. PPA staff comments shall generally be provided through the Principal or designee.

Thereafter, a proposed policy may be presented for a first reading and discussion at a PPA Board meeting. The actual reading of a policy shall be at the discretion of the Board. Following such reading, the proposed policy shall be published for a period no less than 30 days on PPA's website to allow for comment by other PPA stakeholders. PPA shall ensure that adequate processes exist for receipt and consideration of stakeholder comments.

At a subsequent Board meeting, the proposed policy may be presented for a second reading, discussion, and final vote.

Amendment or revision of existing policy:

Any proposed revision or repeal of an existing policy shall be presented by a Board member at a Board meeting for a first reading, discussion, and final vote, which may be completed during the same Board meeting, unless a Board majority request further consideration of such proposed amendment.

Approved by PPA School Board on \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Board Secretary