

DEVELOPMENT, DISTRIBUTION AND MAINTENANCE OF GOVERNANCE MANUAL

Board policy is an ever changing statement of district educational, operational and managerial needs. New policies will be necessary and existing policies will require revision. Governance manual maintenance shall be the responsibility of the Superintendent.

The Superintendent shall ensure that copies of the district policies are available via the district website.

The master copy of the district governance manual will be kept in the business office. Printed copies will also be made available at the Superintendent's office, Principal's office and Neeta Library.

The Superintendent shall develop procedures for distributing copies of new or amended policies as they are adopted. The Superintendent shall arrange to have all governance manuals brought up to date periodically.

The manual of bylaws and policies is a public record and shall be open for inspection in the business administrator/board secretary's office.

**Date Reviewed: 10/6/2004; 12/14/2011**

**Date Adopted: 10/18/2000; 11/17/2004; 02/08/2012**

**Legal Reference:**

N.J.S.A. 18A:11-1 General mandatory powers and duties.