

**DEVELOPMENT, DISTRIBUTION, AND MAINTENANCE  
OF GOVERNANCE MANUAL**

Long Hill Township Board of Education (BOE) 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 School Business Administrator/Board Secretary (SBA/BS).

BOE policies shall be maintained on the school district website. Effective June 1, 2012, the BOE shall cease to prepare and maintain separate hard copy policy manuals for BOE members, district administrators, school offices and the Long Hill Township Public Library. A hard copy of the policy manual will be maintained in the Board Office and shall be made available for public inspection.

**First reading: May 14, 2012  
Second reading: May 21, 2012**