



POLICY PROBLEM/ISSUE/NEED (PIN) FORM

Adoption of new policies or amendment of existing policies is solely the responsibility of the Board of Education, and the Board shall approve all written policies governing the operation of the district. Proposals for new or amendments to current policies may be initiated by any Board member, citizen of the district, or employee of the district. Those interested in addressing an area of concern with a proposed policy or policy amendment may do so by submitting a PIN (Problem/Issue/Need) form to the Superintendent or his/her designee. The Board will be notified of all PIN requests for new or amended polices as an information item in open session. Input regarding the Board's direction will be sought, and the Board will make the final decision on the PIN and whether to pursue policy development.

If existing policy, number and name: _____

Rationale for new policy or revision of existing policy: _____

Suggested language for new or revised policy: _____

Use reverse side of form if additional space is needed.

SUBMITTED BY:

Name: _____

Address: _____

City, State, Zip: _____

Work Phone: _____

Home Phone: _____

Employee of the district?

Yes

No

Please submit the completed form to:
Superintendent of Schools, 801 Corporate Centre Drive, O'Fallon, MO 63368