

School District Organization

Exhibit – Policy Reference Education Subscription Service (PRESS) Issue Updates

Actor	Action
Superintendent	Receives PRESS issue. Replaces current sample policies in the Policy Reference Manual with revised versions. Directs designated support staff to copy memo (blue sheets), working sheets (yellow sheets), and current district policy in those areas, and distribute them to policy committee. In the case of clean-up language (no content change), directs designated support staff to make changes to district policy manual on computer file.
Policy Committee (or Committee of the Whole)	Meets and considers recommended updates. Decides which changes require Board discussion and which do not (consent agenda items.) Policies recommended for revision are submitted to the district's legal counsel for review.
Superintendent	Directs designated support staff to include copies of recommended changes and copies of the blue memo sheets from PRESS in the monthly Board packets.
Policy Committee (or Committee of the Whole)	Presents changes to the Board at a regularly scheduled meeting.
Full Board	Discusses changes which require discussion and announces first reading of the policy updates. All interested parties, the Board, staff, parents, students, and community members have a month to consider the recommended changes. At the next regular meeting, votes to revise existing policy, delete existing policy, or add new policy per the committee's recommendation.
Superintendent	May need to change existing administrative procedures or create new ones to implement policy changes.
Superintendent	Directs designated support staff to update district policy manual on computer file, add revision date or adoption date for new policies, make copies of new policy for each manual copy, prepare update sheet with return form, and send packet to those responsible for keeping a manual updated.
Persons responsible for keeping copies of manual updated	Follow the directions on the update sheet – adding the new, replacing the revised, and removing any deleted policies. Date, sign, and send the return forms to the support staff designated to receive them.
Superintendent	Directs designated support staff to follow up on any return forms not received within a set time frame (e.g., 2 weeks).

CROSS REF.: 2:240 (Board Policy Development)

DATED: August 31, 2004