

# PENN MANOR SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED:

## 003-BOG-1. BOARD PROCEDURE/POLICY DEVELOPMENT PROCESS

Board procedures and policy guide the actions of the Board, administration, district employees, students, parents/guardians, community members, and others. Therefore, the process for developing Board procedures and policy should include opportunities for input from Board members, administrators, and those affected by a policy, as well as providing opportunities for the Board members to study and consider potential implications of a proposed Board procedure or policy.

The following process will be used for development/revision, approval and implementation of a Board procedure or policy:

1. Recognition of Need – Board and/or administration determines existing/identified circumstances or requirements for new or revised Board procedure or policy and the relationship to Board goals.
2. Collection of Data – Administration gathers information, research, and data needed for the Board to make a good decision, such as reason for the Board procedure or policy, facts surrounding the issue, statutory requirements, alternatives and rationale.
3. Formulation of Draft – Administration prepares a written draft copy of proposed Board procedure or policy.
4. Review of Draft – Administration reviews content, wording, intent, implications; consults with solicitor and other resources as necessary.
5. Formalization of Policy – Administration prepares proposed Board procedure or policy in the established format, with rationale and relevant information.
6. Presentation to Board – Administration includes proposed Board procedure or policy in Board meeting packet, with rationale and pertinent information for review by individual Board members.
7. Presentation at Board Meeting – Proposed Board procedure or policy is listed on agenda and presented and discussed at a public Board meeting.
8. Official Action by Board – Board adopts, amends, rejects or tables proposed Board procedure or policy, in accordance with Board Policy 003.

9. Dissemination of Policy – Administration distributes copies to holders of Board Policy Manual and includes in other publications where necessary, such as student handbooks, employee handbooks, letters to parents/guardians, community publications, district web site.
10. Development and Implementation of Administrative Regulations – Superintendent and administrative team develop, disseminate and participate in training on specific administrative regulations that implement the Board policy.
11. Evaluation of Policy – Administration provides feedback to Board on implementation and effectiveness of policy, and suggestions for revisions when needed for Board consideration.