Development of Board Policies and Administrative Issue raised Superintendent appoints leadership Information disseminated to **Procedural Directives** team member schools/departments/ responsible if one is not community already identified Upon adoption, web editor posts new material to the website Leadership member & policy analyst identify and an alert is placed on the homepage about current district information on issue new material Procedural directive placed on leadership agenda ASAP for adoption following board approval - include cction memo and tracked changes Leadership member appoints committee of relevant individuals minimum committee includes leadership member and policy analyst document **Board discussion and** action - any changes voted Committee meetings -discuss necessary subjects to include in policy/procedural directive on by the majority of the board will be authored by the policy analyst & completed prior to final BOE vote Placement of policy on policy committee agenda by the policy analyst - include action Leadership member designates individual to memo and tracked changes author initial drafts document Policy analyst acts as liaison between the district and the Policy analyst acts as liaison with other departments that may be affected by district and the district and the district's attorney - any changes will be taken to leadership member and authored by the policy analyst policy/procedural directive for input and comment to be brought to committee Leadership member & policy analyst take draft to leadership team for Policy analyst works with web editor for review and comment website public input changes authored by the if appropriate policy analyst Drafts distributed no later **Policy analyst authors** than 72 hours prior to any changes suggested committee meetings - each by the superintendent Leadership member & individual on the policy analyst take final with the leadership committee edits drafts for member committee draft to their area of expertise superintendent, or his/her designee, for