

<p style="text-align: center;">Woods Charter School Board Procedure (adopted 11/17/2011)</p>	<p style="text-align: center;">Procedure for Requesting Board Action in Adopting Policy</p>	<p style="text-align: center;">Procedure</p>
<p>Purpose</p> <p>To provide a process for the administration of Woods Charter School or a member (as defined in the Bylaws of WCS) to request that the School Board adopt or revise policies as needed to ensure that the practices and procedures of WCS are informed by adopted policies of the School Board.</p> <p>Procedure for Administration Requests</p> <p>When the administration identifies a gap in existing or a need for additional policies to guide the day to day practices and procedures of Woods Chart School, the Head of School shall communicate the need to (i) the standing committee that oversees the area of administration in question or, if no such committee exists, (ii) the Board Development Committee.</p> <p>Upon receipt of this request, the standing committee or Board Development Committee shall, in cooperation with the administration, draft a policy for the Board's review.</p> <p>The Head of School may consult with the Board Chair when determining to which committee a policy request should be made. The attached form may be used for purposes of making such a request.</p> <p>Procedure for Member Requests</p> <p>When a member of WCS desires that the School Board adopt or revise policy, such a request shall be made during the public comment portion of any regularly scheduled School Board meeting. If, having received the request, the School Board determines that a new policy should be created or an existing policy should be revised, the School Board shall refer the request to the standing committee that oversees the area of administration in question or, if no such committee exists, (ii) the Board Development Committee.</p> <p>Upon receipt of this request, the standing committee or Board Development Committee shall draft a policy for the Board's review.</p> <p>As of November 17, 2011, the Standing Committees of the Board include: Finance Personnel Communications (formerly Marketing/PR) Vision Board Development</p>		

Request for New or Revised School Board Policy

November 15, 2011

Request for _____NEW _____REVISED Policy

Summary of need:

Budget Implications (if any):

Possible Stakeholders:

Referred to (indicate Board committee to whom the request has been referred):