SCHOOL DISTRICT OF WEBSTER
POLICY PROCESSING FLOW CHART

1 — **DISTRICT ADMINISTRATION**
THE ADMINISTRATION OFFICE REVIEWS & EDITS POLICIES BASED OFF OF NEW TEMPLATES, LEGAL CHANGES, RECOMMENDATION, OR AT THE DISCRETION OF THE DISTRICT ADMINISTRATOR

1 — **POLICY AD HOC COMMITTEE**
ONCE THE INITIAL REVIEW & EDITS ARE READY, THE DISTRICT ADMINISTRATOR WILL REQUEST AN AD HOC POLICY COMMITTEE MEETING TO REVIEW THE PRESENTED POLICIES

1 — **POLICY AD HOC COMMITTEE**
AD HOC COMMITTEE MEMBERS DECIDE TO TABLE THE POLICY. FULL BOARD IS NOTIFIED OF TABLED POLICIES AT NEXT REGULAR MONTHLY BOARD MEETING

1 — **POLICY AD HOC COMMITTEE**
AD HOC COMMITTEE MEMBERS HAVE MODIFICATIONS & SUGGESTIONS TO THE PRESENTED POLICIES

1 — **POLICY AD HOC COMMITTEE**
AD HOC COMMITTEE MEMBERS ACCEPT THE RECOMMENDED POLICY PRESENTED BY THE ADMINISTRATION

1 — **DISTRICT ADMINISTRATION**
THE ADMINISTRATION OFFICE REVIEWS & EDITS POLICIES BASED OFF OF THE POLICY AD HOC COMMITTEE RECOMMENDATIONS

1 — **PUBLIC CONSULTANT GROUP**
THE ADMINISTRATION STAFF WORKS WITH A LOCAL PUBLIC CONSULTANT GROUP TO PRESENT POLICY FOR FURTHER REVIEW

1 — **POLICY AD HOC COMMITTEE**
AD HOC COMMITTEE MEMBERS REVIEW & UPDATE POLICIES AS THEY SEE FIT BASED ON RECOMMENDATIONS FROM THE PUBLIC CONSULTANT GROUP

PHASE 1: POLICY DRAFTING

PHASE 2: FULL BOARD INITIAL REVIEW (1ST READING)

PHASE 3: BOARD ADOPTION (FINAL READINGS)

2 — **WEBSTER SCHOOL DISTRICT BOARD OF EDUCATION**
DRAFTED POLICIES ARE BROUGHT TO THE FULL BOARD FOR A 1ST READING AT A MONTHLY REGULAR SCHOOL BOARD MEETING, OR A SPECIAL BOARD MEETING AT THE DISCRETION OF THE BOARD PRESIDENT. THERE IS NO ACTION TAKEN ON 1ST READINGS OF POLICIES

2 — **PUBLIC VIEWING**
PRESENTED POLICIES WILL BE POSTED ON THE DISTRICT WEBSITE FOR PUBLIC VIEWING

2 — **WEBSTER SCHOOL DISTRICT BOARD OF EDUCATION**
THE FULL BOARD HAS THE OPPORTUNITY TO ADDRESS THE POLICY AD HOC COMMITTEE WITH ANY PROPOSED CHANGES OR RECOMMENDATIONS

2 — **POLICY AD HOC COMMITTEE**
IF THERE ARE ANY RECOMMENDATIONS FROM THE FULL BOARD, THE AD HOC COMMITTEE MEMBERS REVIEW & UPDATE POLICIES AS THEY SEE FIT BASED ON THOSE RECOMMENDATIONS

3 — **WEBSTER SCHOOL DISTRICT BOARD OF EDUCATION**
DRAFTED POLICIES ARE BROUGHT TO THE FULL BOARD FOR A 2ND READING AT A MONTHLY REGULAR SCHOOL BOARD MEETING, OR A SPECIAL BOARD MEETING AT THE DISCRETION OF THE BOARD PRESIDENT, WITH ANY REVISIONS MADE BY THE POLICY AD HOC COMMITTEE (IF APPLICABLE)

3 — **WEBSTER SCHOOL DISTRICT BOARD OF EDUCATION**
THE FULL BOARD HAS NO FURTHER QUESTIONS, REVISIONS OR RECOMMENDATIONS ON THE PRESENTED POLICIES. THE BOARD MAKES A MOTION TO APPROVE THE POLICY AT ITS' SECOND READING. THE POLICY IS NOW ADOPTED AND ADDED TO THE DISTRICT POLICY BOOK

3 — **WEBSTER SCHOOL DISTRICT BOARD OF EDUCATION**
THE FULL BOARD HAS QUESTIONS, REVISIONS OR RECOMMENDATIONS ON THE PRESENTED POLICIES. THE BOARD DECIDES TO TABLE THE POLICY IN QUESTION FOR FURTHER REVIEW

3 — **POLICY AD HOC COMMITTEE**
THE AD HOC COMMITTEE MEMBERS REVIEW & UPDATE POLICIES BASED ON FULL BOARD RECOMMENDATION

3 — **WEBSTER SCHOOL DISTRICT BOARD OF EDUCATION**
DRAFTED POLICIES ARE BROUGHT TO THE FULL BOARD FOR A 3RD READING AT A MONTHLY REGULAR SCHOOL BOARD MEETING, OR A SPECIAL BOARD MEETING AT THE DISCRETION OF THE BOARD PRESIDENT, WITH ANY REVISIONS MADE BY THE POLICY AD HOC COMMITTEE

3 — **WEBSTER SCHOOL DISTRICT BOARD OF EDUCATION**
THE FULL BOARD HAS NO FURTHER QUESTIONS, REVISIONS OR RECOMMENDATIONS ON THE PRESENTED POLICIES. THE BOARD MAKES A MOTION TO APPROVE THE POLICY AT ITS' 3RD READING. THE POLICY IS NOW ADOPTED AND ADDED TO THE DISTRICT POLICY BOOK

3 — **WEBSTER SCHOOL DISTRICT BOARD OF EDUCATION**
THE FULL BOARD REACHES THE DECISION TO TABLE THE PRESENTED POLICIES UNTIL FURTHER NOTICE

3 — **WEBSTER SCHOOL DISTRICT BOARD OF EDUCATION**
THE FULL BOARD HAS QUESTIONS, REVISIONS OR RECOMMENDATIONS ON THE PRESENTED POLICIES. THE BOARD DECIDES TO TABLE THE POLICY IN QUESTION, AND RECOMMENDS THEY PROCEED THROUGH PHASE 2 STEPS UNTIL THE POLICY HAS REACHED FULL AGREEMENT AND IS ADOPTED. POLICIES CAN GO THROUGH 4+ READINGS AS NECESSARY.