

**Policy Committee Plan
2007-2008**

Superintendent: Dr. Christine Johnson
Business Admin: Mrs. Pamela Ranco
Chair: Dr. Carter Abel
Member: Mr. Mark Ford

Policy Committee Communication Protocol

The Policy Committee will meet on the first Tuesday of every month at 7:30 p.m. The Superintendent, Business Administrator and Committee Chair will collaboratively develop the agenda for each meeting during the week preceding the meeting. The meeting agenda will be e-mailed to all committee members and the Board President one day prior to the meeting.

Minutes will be taken at each meeting and sent to the entire board of education via the board packet/binder sent for each month's work session.

At each board meeting, the Policy Committee Chair will report out to the full Board of Education and community topics that were discussed, accomplishments, and action to be taken. The Policy Committee Chair, Superintendent, and Business Administrator will provide the full board with a written document and report out on progress toward committee goals at the following established meeting dates:

- October 23, 2007 (In conjunction with the QAAR Presentation at the Regular Meeting)
- January 15, 2008 (Work Session)
- March 4, 2008 (Work Session)

The Policy Committee Chair, Superintendent, and Business Administrator will communicate weekly and commit to contacting each board member when accomplishments are to be recognized or serious issues need to be addressed.

Ford@shamrocklax.com (973) 543-5594 or (908) 966-1121
Cga7@columbia.edu (973) 540-9494 or (908) 268-9001
cjohnson@mendhamtp.org (973) 543-7107 ext. 232 or (201) 207-8717
pranco@mendhamtp.org (973) 543-7107 ext. 240 or (973) 476-2178

**Policy Committee Goals
2007-2008**

1. To engage all Board of Education Committees in the policy revision, renewal and adoption process;
2. To design and communicate a streamlined process for the revision and adoption of Board of Education policies;
3. To digitize all district policies and warehouse an on-line policy manual database so that revisions and new adoptions are made in an efficient and expeditious manner;
4. To categorize and publish through a variety of venues, district policies related to all stakeholder groups;
5. To revise and adopt the following critical policies identified in the NJSBA's Wellness Check of the Mendham Township Board of Education's policy manual:
 - Policy # 1010 Goals and Objectives [Curriculum]
 - Policy # 1200 Participation by the Public [Operations]
 - Policy # 1410 Local Units [Personnel]
 - Policy # 2000 Concepts and Roles in Administration [Personnel]
 - Policy # 3270 Sale, Licensing, and Rental of Property [Operations]
 - Policy # 3542.1 Local Wellness/Nutrition [Operations]
 - Policy # 5131.7 Weapons and Dangerous Instruments [Personnel]
 - Policy # 5142.1 Safety Patrols [Operations]
 - Policy # 5145.6 Pupil Grievance Procedure [Curriculum]
 - Policy # 6115 Ceremonies and Observances [Curriculum]
 - Policy # 6178 Early Childhood Education/Preschool [Curriculum]
 - Policy # 6200 Adult/Community Education [Curriculum]
 - Policy # 7110 Long Range Facilities Planning [Operations]
 - Policy # 9400 Board Self Evaluation [Personnel]

Steps	Procedures for Policy Development, Revision, and Adoption
Step One:	The Policy Committee will educate all committee chairs on the process for policy revision and adoption.
Step Two:	The Policy Committee will assign the fourteen (14) critical policies in need of development and/or adoption, as identified in the NJSBA’s Policy Wellness Check, to the appropriate board committees. Corresponding NJSBA sample policies will be provided for reference.
Step Three:	Each committee will review the critical policies assigned and determine priority.
	<p>The following steps will be followed when a policy is selected for development or revision based on any of the reasons stated below:</p> <ul style="list-style-type: none"> • Policy Committee assignment; • Legislation and/or federal or state mandate(s); • Administrative functioning; • Board and/or community needs.
Step Four:	The Superintendent and/or Business Administrator, in conjunction with a committee, will discuss the need to revise a specific policy, review the existing policy and the sample NJSBA policy, and make necessary modifications in red ink or font. If it is a policy that does not exist, it is recommended that the sample NJSBA policy along with at least three other districts’ policies is reviewed.
Step Five:	The committee chair will complete the policy form and attach the proposed, new or revised policy. The completed form and proposed, new or revised policy should be sent to the Superintendent for distribution to all Policy Committee members prior to the committee’s first Tuesday of the month meeting.
Step Six:	The policy committee will review the form and proposed, new or revised policy. The committee will provide feedback and return the packet to the committee in which the policy originated.
Step Seven:	The Superintendent or Business Administrator, in conjunction with the committee chair and/or members, will make the necessary revisions and submit a recommendation for first reading at the work session.
Step Eight:	A copy of the policy will be sent to all Board of Education members in the work session binder for each member to review. At this point, five board members and the Superintendent and Business Administrator have been intimately involved in reviewing the policy.
Step Nine:	The first reading of all policies at work session meetings will be placed on the agenda as action items. Upon input from the entire Board of Education in public, additional revisions will be made if necessary.
Step Ten:	Second reading and adoption of policies will take place at the following Regular Meeting.