Policy Communication

Policies shall be available on the School Division Web site with a hard copy maintained in the Office of the Clerk to the School Board.

The attached flow charts outline the steps followed to post (communicate) new/revised policies and regulations to the PWCS Web site and provide the Clerk with the hardcopy version.

The Associate Superintendent for Communications and Technology Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Communications and Technology Services (or designee) is responsible for reviewing this regulation in 2015.
WORK FLOW CHART – NEW/REVISED/DELETED POLICIES (AND CORRESPONDING REGULATIONS) FOR SCHOOL BOARD APPROVAL

Associate/Deputy Superintendent submits agenda item form for new/revised/deleted policy (and corresponding regulation, if applicable) accompanied by change justification form for approval at Superintendent’s Staff meeting.

If the Associate/Deputy Superintendent believes that a new/revised/deleted policy may have legal implications, then the Associate/Deputy Superintendent will forward the new/revised/deleted policy, accompanied by the change justification form, to the Division Counsel for review/signature prior to the revised policy being submitted for approval at Superintendent’s Staff meeting.

Once approved by senior staff at Superintendent’s Staff meeting, the Deputy Superintendent will coordinate the scheduling of the new/revised/deleted policy for a 1st and 2nd reading – for information and then for action, respectively. The Associate Superintendent (or assistant) submitting the new/revised/deleted policy is still responsible for posting on E-Board in accordance with the dates determined by the Deputy Superintendent.

Once approved by the School Board, the Associate/Deputy Superintendent (or assistant) sends final version of policy/corresponding regulation to Employee Newsletter Information Specialist (ENIS).

ENIS publishes in the “Division Leader” and “Communicator.”
ENIS sends to Webmaster for posting to the PWCS Web site.
ENIS sends to Superintendent’s Executive Assistant for inclusion of corresponding regulation (if applicable) in “Information Items.”
WORK FLOW CHART – REVISIONS TO POLICIES (AND CORRESPONDING REGULATIONS) WITH MINOR CHANGES

The Associate/Deputy Superintendent (or assistant) sends recommended minor policy revisions (with change justification form) to the Division Counsel for review/approval.

Once the Division Counsel confirms that changes to the policy are minor with no legal implications, he/she signs the change justification form accordingly/sends information back to the Associate/Deputy Superintendent.

The Associate/Deputy Superintendent then submits the policy with minor revisions at Superintendent’s Staff meeting for approval.

If the Division Counsel determines that changes to the policy are substantive and have legal implications, thereby requiring School Board action, then the Associate/Deputy Superintendent will submit the policy with the Division Counsel’s revisions for approval at Superintendent’s Staff meeting. Once approved by senior staff, the Associate Superintendent/Deputy Superintendent is responsible for scheduling the policy on School Board agendas to go to the School Board for first and second readings/approval.

Once approved by senior staff at Superintendent’s Staff meeting, the Associate/Deputy Superintendent (or assistant) sends final version (as submitted or with recommended revisions) of policy/corresponding regulation to the Employee Newsletter Information Specialist (ENIS).

Associate Superintendent/Deputy Superintendent (or assistant) sends the bold/strike-through versions of policies with minor revisions to the Supt.’s Executive Assistant for inclusion in “Information Items.”

ENIS publishes in the “Division Leader” and “Communicator.”

ENIS sends to Webmaster for posting to the PWCS website.

ENIS sends to Supt.’s Executive Assistant for inclusion in “Information Items.”
WORK FLOW CHART - REVISIONS TO REGULATIONS

Associate/Deputy Superintendent submits an agenda item form (include change justification form) for approval of regulation at Superintendent’s Staff meeting.

Approved by senior staff at Superintendent’s Staff meeting.

Associate/Deputy Superintendent (or assistant) sends final version to Employee Newsletter Information Specialist (ENIS).

- ENIS publishes in the “Division Leader.”
- ENIS sends to Webmaster for posting to the PWCS Web site.
- ENIS sends to Supt.’s Executive Assistant for inclusion in “Information Items.”