NEW HAVEN PUBLIC SCHOOLS

Governance Committee Policy Review Protocol

The Governance Committee recognizes that the policy review and approval process is an integral part of the Board of Education. To facilitate this review process, the Governance Committee proposes establishing a review protocol for policy edits presented before the Board.

1. **Identify the policy to be reviewed in the CABE Policy Manual**
2. **Prepare a policy review plan**
   a. The plan should outline the objectives of the review, the timeline, and the resources required to ensure that the review process is systematic and efficient.
3. **Gather all relevant information and documents**
   a. This includes reviewing previous versions of the policy, reading a template version from CABE, gathering feedback from stakeholders, and gathering any relevant legal or regulatory requirements.
4. **Analyze and assess the current policy**
   a. Analyze and assess the current policy's strengths, weaknesses, inconsistencies, or gaps. CABE templates should account for new laws or regulations.
   b. Note any inconsistencies or gaps in the policy
   c. Evaluate the effectiveness of the policy
      i. Discuss the policy's impact on the organization, identify any areas of improvement, and determine if the policy needs to be revised or updated
5. **Track edits when making changes to policy documents**
6. **Vote as a committee to send the policy to review by the Governance Committee**
   a. The Governance Committee requests **two copies**: one copy <u>must be sent as a Word document with tracked edits</u> and the <u>other copy must be cleaned</u>.
7. **The Governance Committee will review and discuss edits and vote on whether to send it for review by the Board.**
   a. The Governance Committee will present a cleaned version of policies to the Board for a first and second reading. The Committee will present tracked edits if requested.
8. **If there are issues with the policy during the first and second reading, other Committee members may vote to send a policy back to the original Committee for large edits or Governance Committee for minor edits**

9. **If sent back to the original committee, edits will made and then reviewed by Governance before resubmittal before the Board**

10. **Passed policies will be sent to CABE and uploaded to the NHPS website**