

**209.00.1 PROCEDURE: BOARD MONITORING OF EXISTING POLICY AND PROCEDURES**

1. Policies and procedures of the district must be reviewed on a regular basis. The objective of the monitoring is to determine whether the policy is still consistent with best practice, strategic directions of the District and changes in local, state or federal policy and legislation and whether the policy meets the needs of students, families and staff. The review cycle may vary depending on the policy type and its scope, but three (3) years would be typical, and there must be no more than five (5) years between policy reviews. Procedures are likely to be reviewed more frequently. Review dates should be set to allow adequate time for revision and approvals processes.
2. Minor editorial updates that do *not* affect the title or substance of the policy (purpose, scope, policy statement) do not need to go through the formal approvals process. These include correction of typographical errors or changes to:
  - stakeholders
  - policy owner
  - contact person
3. The monitoring process would include use of a Board-approved template that would be consistent across all policies.

Methodology:

1. The Board's policy monitoring committee selects policies with input from the board members, the superintendent and/or constituent requests and include a range from low to high-risk policies and a cross-section of older and newer policies.
2. For each of the policies to be monitored administration will complete the attached checklist and present the findings to the Board policy committee for presentation to the COB.