

Title: Process for Documenting Board Review of Policies and Procedures

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	Procedure00010a
Supersedes	None
File Location	www.bethanycharter.org
Board approval date	February 5, 2007

Revision History

Revision	Date	Revision Description	Originator
A	Feb 2007	Initial release	Karyn Buchheit

1.1. Objective:

The objective of this policy is the following:

1. Explain the purpose for this document.
2. Define the process for documenting the review.
3. Define accountability map.

1.2. Purpose of this Document:

The purpose of this document is to ensure that all Bethany Charter School policies and procedures are reviewed every two (2) years. This review is to ensure that policies and procedures are up to date. The review is to be done by the school administrator and a designated board member.

1.3. Process for Documenting the Review Process:

1. Each policy or procedure is to be read.
2. Any amendments suggested will be written and brought to the board for review and possible amendment of document.
3. A form to be kept with the hard copies of the policies and procedures in the Bethany Charter School office will be filled out indicating the following:
 - a. Policy or procedure name and number
 - b. Date reviewed
 - c. Signature of reviewer
 - d. Any suggested action to be taken.
 - e. Date suggested action taken.
4. Report brought to the board upon completion of review of policies and procedures.