



TRANSITION OF BOARD POLICY TO ADMINISTRATIVE POLICY (SLT-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for converting existing Board policies to Administrative policies.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Department Heads and Process Management Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools

4.0 DEFINITIONS:

- 4.1 Administrative Policies: Policies established to provide guidance in the administration of all CMCSS activities.
- 4.2 CMCSS: Clarksville-Montgomery County School System
- 4.3 Existing Board Policies: Board policies in effect at the time of adoption of Policy Governance by the School Board on January 13, 2004.
- 4.4 Policy Governance: The governing style of the School Board with emphasis on organizational vision rather than on interpersonal issues of the Board, encouraging diversity in viewpoints, focusing on strategic leadership rather than administrative detail, observing a clear distinction between the Board and the collective rather than individual decisions, exhibiting future orientation rather than past or present, and governing proactively rather than reactively.
- 4.5 SLT: Senior Leadership Team consists of the Director of Schools, Chief Financial Officer, Chief Academic Officer, Director of High School Education, Director of Middle School Education, Director of Elementary Education, Chief Operations Officer, Chief Human Resources Officer, Director of Communications, Chief Technology Officer and Management Representative.

5.0 PROCEDURE:

- 5.1 Existing Board policies remain in effect as previously published until such time as the specific policy is converted to an Administrative policy.
- 5.2 Policies are converted incrementally by subject area (i.e. Human Resources).
- 5.3 Policies are reviewed for needed revisions and continued applicability.
- 5.4 Priority is given to any policy during the transition process if a change to policy is required.
- 5.5 Converted policies are developed and approved pursuant to the Administrative Policy Development and Approval Procedure (ref. SLT-P001).
- 5.6 Upon completion of the conversion process as determined by the SLT, all policies not converted are considered null and void.



TRANSITION OF BOARD POLICY TO ADMINISTRATIVE POLICY (SLT-P002)

Clarksville-Montgomery County School System

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Administrative Policy Development and Approval Procedure ([SLT-P001](#))
- 6.2 Existing Board Policies
- 6.3 Administrative Policies

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Administrative Policies	Hard Copy file cabinet in Process Management Office	Indefinitely	N/A	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/03/04		Initial Release
1/17/07	A	Update 4.5

9.0 FLOWCHART:

- 9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****

Transition of Board Policy to Administrative Policy

