

SECTION: OPERATING COMMITTEE
PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: December 19, 1996

REVISED:

ERIE COUNTY TECHNICAL SCHOOL

007.- DISTRIBUTION

The Operating Committee desires to make this Policy and Procedures Manual a useful guide for all Operating Committee members, the administration, all personnel, the students and all members of the community.

This policy manual shall be kept electronically and placed on the school's web page via the Internet and available at: www.ects.org.

~~Therefore, copies of this manual shall be given to the following: all members of the Operating Committee, Director, Operating Committee Secretary, Business Manager, appropriate administrators, Solicitor and school office~~

~~Copies of this manual shall be numbered and record maintained by the director as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made.~~

Two hard copies of the policy manual shall be kept. One copy shall be kept in the office of the Director and one copy shall be kept in the office of the Business Manager/Operating Committee Secretary.

The Policy Manual shall be considered a public record and shall be open for inspection the school offices.

The Director shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school.

The Director is designated to review existing policy and to recommend to the Operating Committee such changes as may be required to maintain the Policy Manual in a current status.

~~The Policy and Procedures Manual is the property of the Operating Committee; therefore all manuals will be returned to the Operating Committee Secretary upon termination of term of office.~~

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