

PRELIMINARY DEVELOPMENT OF POLICIES

1. Topic: _____
2. Why policy is needed: _____

3. Controlling Factors: State laws related to topic, budget limitations, etc.

4. Key points to be covered in policy:
 - A. _____
 - B. _____
 - C. _____
 - D. _____
 - E. _____
 - F. _____
 - G. _____
 - H. _____
 - I. _____
5. Date of: First Reading _____ Second Reading _____ Adoption _____