



Administrative Procedures Project

An IASB policy consultant will work with district administrative staff to produce a procedures manual that implements board policy.

Use this checklist to help you decide:

Administrative Procedures

- are available in hard copy or online in the district administrative offices and as necessary throughout the district.
- include all procedures expressly required by current board policy, state and federal law and regulations.
- are aligned with current board policy and district practices.
- have an easily identifiable coding system, alphabetical index or search engine and table of contents.
- are clear and concise.
- are coded to correspond to the board policy they implement.
- have implementation dates that are clearly stated at the end of each procedure.

Updating and Distribution

- The procedures are in an electronic format for ease of updating, use and accessibility.

IASB's Administrative Procedures Project service is available to districts that have developed and maintained or updated their current policy manual with IASB Policy Services. The process may vary to meet individual district needs. Generally, it includes the following:

The district will

- provide a contact person and/or a committee of administrative staff members to work with an IASB policy consultant in the development and editing of the administrative procedures.

The policy consultant will

- develop and provide to the district draft administrative procedures based upon sample procedures, and exhibits, as found in the IASB Policy Reference Manual and customized according to the requirements of the district's policy manual and current district practice.
- meet with the committee up to two times in the district to review and edit the draft administrative procedures, and
- provide the district with both a printed and an electronic copy of the final administrative procedures.

Contract fees for an Administrative Procedures Project are based upon district student enrollment. Contact one of the IASB Policy Services consultants listed below for current fees and the related payment schedule.

Subscribers to IASB's **School Board Policies Online** service can have their administrative procedures maintained online for no additional cost.

For more information call either IASB office:

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