



PRESS Plus & Policy Development & Maintenance Service

This service is a full-maintenance, customized policy service. First, an IASB policy consultant will work with you to develop an up-to-date local school board policy manual based upon IASB's Policy Reference Manual, and customized to include your district's current policy and practices, as appropriate. Once your manual's initial development is complete, this service continues by helping you keep your manual up to date.

Who is eligible for this service?

If your district has completed a Policy Manual Customization with a representative from IASB within the past 20 years, but your district is not currently a **PRESS Plus** subscriber, you may be eligible.

What are the steps involved?

The development process may vary to meet individual board preferences and needs. Generally, it proceeds as follows:

1. An IASB policy consultant, board members, and superintendent meet in the district to gather information.
2. The policy consultant prepares a draft based upon the IASB Policy Reference Manual and input from the meeting.
3. The policy consultant, board members, and superintendent meet a second and final time in the district to edit the draft. (Additional meetings may be requested by the board at a per visit fee.) Board members participating receive Master Board Member points.
4. A final manual is delivered to the district ready for review and adoption.
5. Adoption dates are added to the manual and the board receives both a hard and an electronic copy of the manual. Your customized policy manual will contain written policies that: provide a statement to the community of up-to-date district goals; delegate authority to the superintendent; define operating limits; include all policies required by state and federal law and regulations; establish board processes; provide for monitoring of district progress; are clear and concise; are legally referenced; contain cross-references to related policies; contain clearly stated adoption dates; have an easily identifiable coding system, alphabetical index, and table of contents.
6. Following adoption of the manual, the district begins to receive **PRESS Plus** mailings. The **Press Plus** Maintenance Service will provide additional assistance by: keeping your board policy manual up to date with changes in law, regulations, and local conditions; identifying suggested policy changes that apply to your unique district; clearly identifying suggested changes by providing strike-through and underlining on your district policies; maintaining cross references, legal citations, tables of contents, and indexes; providing the word processing support necessary to incorporate revisions into your local board policy manual; saving your staff valuable time.

What does it cost?

Development fees are based upon student enrollment. Contact one of the IASB Policy Services consultants listed below for current contract fees and the related payment schedule

PRESS Plus
Maintenance Service
Annual Subscription: **PRESS Plus**

The annual subscription fee will be prorated for a partial calendar year according to the quarter in which the policy manual is adopted, and it will be billed upon adoption of the customized manual. Thereafter, the annual fee will be payable in January of each year. If you choose to additionally use the School Board Policies Online service to Web-publish your manual, Press Plus will be offered at a discounted annual subscription fee. Contact one of the IASB Policy Services consultants listed below for current fees.

For more information call either IASB office:

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