



## POLICY MANUAL CUSTOMIZATION

### **What is a policy manual customization?**

An IASB policy consultant will work with the Board and superintendent to develop a new and up-to-date local school board policy manual. This policy manual will be based upon IASB's Policy Reference Manual and will be customized to include your district's current policy and practices, as appropriate.

### *Does our District need a policy manual customization?*

Use this checklist to help you decide.

#### **The Policy Manual**

- contains written policies that
  - include up-to-date district goals,
  - delegate authority to the superintendent,
  - define operating limits, ensure legal compliance,
  - establish board processes, and
  - provide for monitoring of district progress.
- includes all policies required by state and federal law and regulations.
- has an easily identifiable coding system, alphabetical index or search engine and table of contents.
- is available in the district administrative offices and, as appropriate, for Board, staff, students, parents and the community.

#### **Individual Policies**

- Each policy is clear and concise.
- Policies are legally referenced.
- Policies have cross-references to related policies.
- Adoption dates are clearly stated.

#### **Updating and Distribution**

- The manual is provided in an electronic format for ease of updating, use and accessibility.

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### ***What are the benefits of working with an IASB policy consultant?***

In addition to an up-to-date board policy manual, the board will benefit from in-district board development on the topics of effective board governance, the policymaking role of the board, and board-superintendent roles and responsibilities.

### ***What are the steps involved in a customization?***

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

- The policy consultant, board members and superintendent meet in the district to discuss the board's needs, to agree upon process, and to gather information and documents.
- The policy consultant prepares a draft based upon the IASB Policy Reference Manual and input from the first meeting.
- The policy consultant, board members and superintendent meet up to three times in the district to edit the draft. Additional meetings may be requested by the Board at \$350 per visit.
- A final manual is delivered to the district ready for review and board adoption.
- Adoption dates are added to the manual and the board receives both a hard copy of the manual and an electronic copy of the manual.
- The policy consultant, board, superintendent, and superintendent's secretary meet in the district to discuss policy manual maintenance.

Use of IASB's policy and procedures information and updating service, **PRESS**, or **PRESS Plus**, IASB's full-maintenance policy updating service, will enable the board to keep its manual current.

### ***What will it cost?***

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

#### **For more information call either IASB office:**

Lombard: 630/629-3776 Springfield: 217/528-9688

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