

## What is an administrative procedures manual project?

An IASB policy consultant will work with your district to develop a new and up-to-date administrative procedures manual to implement the board policy manual. This administrative procedures manual will be based upon the sample procedures contained in the IASB Policy Reference Manual and your district's current procedures and practices.

## What is the process involved in an administrative procedures project?

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 a policy consultant in the development of the administrative procedures manual and
- provide copies of any existing written administrative procedures, exhibits and forms.

### The policy consultant will

- develop and provide to the district a draft administrative procedures manual based upon the IASB sample procedures, exhibits, and forms as found in the IASB Policy Reference Manual and integrating the district's current procedures, exhibits, and forms,

- meet with the district committee in the district administrative offices to review and edit the draft administrative procedures manual, and
- provide the district with one printed copy of a final administrative procedures manual and a copy on a CD (Word for Windows).

Use of **PRESS**, the IASB Policy Reference Education Subscription Service, will assist the District to keep the manual current. Subscribers to IASB's School Board Policies Online can have their administrative procedures manual maintained online for no additional cost.

## What will it cost? Contract Fees & Payment Schedule

Student Enrollment	*Contract Fee	50% Due Upon Signing of Contract	40% Due Upon Delivery of Draft Manual	10% Final Payment
0 - 500	\$6,600	\$3,300	\$2,640	\$660
501 - 1,000	\$7,800	\$3,900	\$3,120	\$780
1,001 - 2,500	\$9,000	\$4,500	\$3,600	\$900
2,501 - 5,000	\$11,100	\$5,550	\$4,440	\$1,110
5,001 -10,000	\$12,900	\$6,450	\$5,160	\$1,290
Over 10,000	Proposal			

\* This contract fee will be reduced by 10% if the Administrative Procedures Project immediately follows an IASB Policy Manual Customization.

## For more information call:

### Lombard Office:

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e-mail: [ldiprima@iasb.com](mailto:ldiprima@iasb.com)

### Springfield Office:

(217) 528-9688, ext. 1125  
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## Does your District need an administrative procedures project?

Use the following checklist to help you decide.

### The Administrative Procedures Manual

- is available in hard copy or online in the district administrative offices and as necessary throughout the district.
- includes all procedures expressly required by current board policy, state and federal law and regulations.
- includes all district-wide administrative procedures.
- has an easily identifiable coding system, alphabetical index or search engine and table of contents.

### Individual Procedures

- Each procedure is clear and concise.
- Each procedure is coded to correspond to the board policy it implements.
- Effective dates are clearly stated at the end of each procedure.

### Updating

- The manual is in an electronic format for ease of updating.

## Who Can Benefit?

This service is available to districts that have recently completed an IASB Policy Manual Customization or update. An Administrative Procedures Project results in procedures that enhance proper policy implementation.