

What is a policy manual customization?

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

Don't forget!! Board members earn Master Board Member points when they participate in an IASB Board Policy Editing Session – 5 points for up to 4 hours, and 10 points for more than 4 hours.

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, 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 integrating the district's current policy and practices.
- The policy consultant, board, and superintendent meet up to three times in the district to edit the draft. Additional meetings may be requested at \$300 per visit. Board members participating receive IASB Leadership and Development points.

- 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 a hard copy of the manual and a copy of the manual on CD (Word for Windows.)
- The policy consultant, board, superintendent, and superintendent's secretary meet in the district to discuss policy manual maintenance.

Use of the IASB Policy Reference Education Subscription Service, **PRESS**, will enable the board to keep its manual current.

Does our District need a policy manual customization?

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

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

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	\$4,400	\$2,200	\$1,760	\$440
501-1,000	\$5,200	\$2,600	\$2,080	\$520
1,001-2,500	\$6,000	\$3,000	\$2,400	\$600
2,501-5,000	\$7,600	\$3,800	\$3,040	\$760
5,001-10,000	\$8,800	\$4,400	\$3,520	\$880
Over 10,000	Proposal			

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.

For more information call:

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