

School Board Policy Service

The Kansas Association of School Boards provides members with a time-efficient and cost-effective way to update policies and handbooks and ensure compliance with the most current case law, statutes, and regulations. This comprehensive assistance in policy development is provided to Kansas school boards, member community colleges, educational service centers, interlocals, cooperatives, and technical colleges.

A school board's policy book includes hundreds of pages of material. Ensuring board policies and handbooks comply with applicable laws is a formidable but essential board task. KASB's policy and legal staff have the knowledge and skills to help your staff and board update and write sound policies that comply with law as well as best practice procedures. Updated and current board policies support you as you work to provide a quality educational program.

Developing and adopting policy is one of the board's most important roles. School board policy establishes broad principles and goals to guide educational programs in each community.

Well written policy

- Ensures compliance with federal and state law,
- Sets a foundation for fair, efficient school governance,
- Ensures continuity,
- Directs the staff,
- Informs the public,
- Saves time, and
- Defines the board's position and expectations in managing and operating local public schools.

Federal and state laws require school boards to have policies in many areas, and the areas of law affecting public education increase yearly. Lawful, explanatory policy aids the board and staff in their efforts to manage and operate schools, while antiquated policy language works against the board and staff and can expose the district to legal liability and/or jeopardize receipt of federal funding.



**KANSAS ASSOCIATION
OF SCHOOL BOARDS**

Serving Educational Leaders, Inspiring Student Success

1420 SW Arrowhead Road • Topeka, KS 66604-4024

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KANSAS ASSOCIATION OF SCHOOL BOARDS - FEBRUARY 2017

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**LEGAL/POLICY
KASB SERVICES**

The relationship between policies, regulations, and handbooks.

Any written documentation that establishes rules or expectations can be considered board policy. However, most boards separate these issues into three areas: policy, regulations, and handbooks.

Board policies are principles adopted by the board to chart a course of action. They express what the board wants and may include directions telling administrators how much or what type of action is needed in specified circumstances. In some cases, board policies also tell why the action must be taken. Properly written policies are broad enough to give administrators general direction yet flexible enough to allow school staff a range of options in moving forward with an appropriate response to the situation.

Regulations are developed to give administrators more detailed directions for putting policy into practice. They often tell how, why, where and by whom tasks are to be performed.

Handbooks contain detailed rules for staff and students. Handbooks are developed by administrators with the assistance of other staff and are presented to the board for approval. After annual board approval, handbooks take on the force and effect of law and are distributed and used as guiding principles for the next school year.

KASB provides model policies covering 13 critical areas of school district governance.

KASB model policies comply with Kansas statutes and regulations, applicable Federal laws, and best-practice recommendations for boards and staff. KASB attorneys update policy recommendations during the year to reflect changes in law, statute and court decisions.

KASB model policies are organized in the following categories:

- School District Organization
- School Board Operations
- General School Administration
- Fiscal Management
- Business Management
- Facility Expansion Program
- Personnel
- Negotiations
- Instructional Program
- Students
- General Public Relations
- Interorganizational Relations
- Relations with Other Education Organizations



Which service is the right one?

Policy Review

The KASB policy review includes a thorough review of your board policy manual with a focus on the last three years of policy updates developed by KASB. In addition, our legal staff ensures district policies include recent changes in state and federal laws and regulations and resolves conflicts in personnel policies and negotiated language. This service does not include a full rewrite of the policy manual, but districts would receive various sample policies as recommended by KASB staff and documentation of why the changes are being recommended.

ENROLLMENT	CONTRACT FEE
up to 499	\$1,500
500 to 700	\$1,875
701 to 900	\$2,250
901 to 1,999	\$2,625
2,000 to 2,999	\$3,000
3,000 +	Negotiable

Full Audit

A KASB custom audit and rewrite of a district's current board policy involves a complete overhaul of the board policy manual, including review and revision of student and staff handbooks. The audit of the board policy manual is performed over the course of two drafts.

ENROLLMENT	CONTRACT FEE
up to 499	\$5,500
500 to 700	\$6,500
701 to 900	\$7,500
901 to 1,999	\$8,500
2,000 to 2,999	\$9,500
3,000 +	Negotiable

At both the first and second draft stages, the district receives a completely revised board policy manual (notebook) in print as well as an electronic copy. The contract fee includes (if requested) three visits to the district by a KASB attorney with the district paying only mileage and out-of-pocket expenses. Additional visits are available at the current rate of \$175 per hour as established by the KASB Board of Directors. Additional copies, including a binder and dividers, of the final policy book are available for \$100 each.

After the first paper or electronic draft of the policies are provided to the district, the following steps are recommended:

1. The superintendent reviews the draft policies with other district administrators.
2. The superintendent schedules sectional reviews by various persons or stakeholder groups. These groups may include:
 - a. Personnel - a representative from the teachers' association and a classified employee spokesperson;
 - b. Students - one or more student council members or parents;
 - c. Public Relations - PTA or site council members or a group of patrons;
 - d. Board Operations - the board president;
 - e. Business Management - clerk/business manager and treasurer;
 - f. Instructional - teachers' representative and district administrators.
3. The board, either as a group or working in small groups of three or less, reviews the entire book or sections of the book and recommends changes to the whole board.
4. A KASB staff member conducts a policy inservice or policy work session in the district, if desired. This is included in the contract cost.

5. The draft book marked with desired changes or Microsoft Word documents containing the entirety of the edits proposed by the board using the "track changes" function are returned to KASB for additional editing.
6. The final draft will reflect the desired changes in a clean print and electronic copy for district use.
7. The board formally adopts the new policy book and instructs the clerk to distribute copies or files as necessary.

Partial Audit

KASB also offers a hybrid service to boards whose policy manual is in critical need of updating, but the board is unwilling or unable to invest in the full audit service. A partial audit, like the full audit, involves a complete rewrite of your board policy manual over the course of two drafts and includes print and electronic copies of the new board policy manual at each draft stage. However, a partial audit does not include review and revision of all district handbooks.

Pricing for this service is provided at a reduced rate. For consistency in pricing, \$200 will be taken off of what would have been the full audit price per handbook which is not reviewed pursuant to the partial audit, up to a maximum \$2,000 reduction of the full audit price. For example, a district utilizing a total of five handbooks will receive \$1,000 off the price of a full audit with this option (5x\$200=\$1,000). A district which has 15 handbooks in use would get the maximum \$2,000 reduction taken off the full audit price.

Additional Policy Services

- Staff/Student Handbook Review
\$175 per hour
- Crisis Plan Review
\$175 per hour

Why not take it to the next step?



BoardDocs is the paperless governance solution endorsed by KASB. As the pioneer of eGovernance, BoardDocs give districts affordable options for efficient management, preparation, approval and distribution of agendas, policies, and documents. There is no expensive equipment to purchase, no local servers to manage, and no time consuming processes for your IT staff to implement or maintain.

BoardDocs Pro provides a remarkably intuitive, lightning-fast eGovernance solution for managing every aspect of the preparation, approval, and distribution of documents associated with eGovernance.

BoardDocs LT has been designed for smaller organizations that want an easy-to-use and reliable paperless agenda service at an affordable cost. This option is also good for larger organizations seeking a powerful entry level solution.

And for the power users, new BoardDocs Plus This new service enhancement enables organizations with multiple public governing bodies to leverage BoardDocs to provide a separate, distinct and comprehensive suite of services to each group.

Contact KASB to learn more about BoardDocs and what it can do for your district!