



## **Policy Services of Erie 1 BOCES -- Differences between Maintenance Levels**

*This document has been prepared to assist school districts in determining which level of service might best meet their needs in keeping recently completed or existing Policy and/or Administrative Manuals up-to-date.*

- ***What is the difference between Level 1 (Monthly Policy Updates) and Level 2 (Quarterly Policy Revisions & Updates)?***

Districts that subscribe to Level 1 or Policy Updates receive a **NEW** Policy on a monthly basis, accompanied by a Cover Letter on a select topic based on the latest state and federal law, regulations, or current topics of interest. This service assists districts by providing a new policy for addition to the Policy Manuals, but generally does not provide sufficient information to districts for the purpose of revising existing district policies. On occasion, instead of providing a new Policy, we may elect to address a topic that has already been the subject of an Update or is an existing policy. This occurs when an existing policy requires significant revisions due to changes in law and/or regulation and we believe it is critical to share this information with ***all*** of our Update subscribers (e.g., the changes to the Dignity for All Student Act or revisions to the graduation requirements for students with disabilities). The cost of Level 1 or Policy Updates is \$625 per year. *This same process also applies to Monthly Administrative Updates.*

Districts that subscribe to Level 2 or Quarterly Policy Revisions receive the monthly Policy Update ***and*** a quarterly summary of recommended revisions based on review of changes in federal and state laws, Commissioner's Regulations and SED guidance impacting existing district policies. A packet of revised policies is emailed four times per year with a cover letter/chart outlining the rationale and source of the revision. The packet includes a set of Policies with the revisions highlighted in the text of the policy for ease of Board of Education review. A "clean" copy of the Policies is also provided, allowing districts to "cut and paste" the revised language into existing Policies. This service provides timely and comprehensive information to districts that update and maintain their own Policy Manuals. An instruction guide to assist districts with the process of maintaining their own Policy Manuals using the Policy Quarterly Service is also provided. The cost of Level 2 or Policy Quarterlies is \$1,650 per year. *This same process also applies to Quarterly Administrative Revisions.*

- ***What is the difference between Level 2 (Quarterly Policy Revisions & Updates) and Level 3 (Policy Audits)?***

As indicated above, districts that subscribe to Level 2 or Policy Quarterly Revisions receive the monthly Policy Update ***and*** a quarterly summary of recommended revisions based on review of changes in federal and state laws, Commissioner's Regulations and SED guidance impacting existing district policies. The most important distinction between Level 2 and Level 3 is that with Level 2, the district is completely responsible for the maintenance of the Policy Manuals. After the Policy Committee and Board of Education have reviewed and approved the recommended revisions, the district is then responsible for printing and inserting the updated pages into the existing Policy Manuals, creating updated CDs and updating the district website (if applicable). The cost of Level 2 or Policy Quarterlies is \$1,650 per year. *This same process also applies to Administrative Quarterly Revisions.*

Level 3 (Policy Audits) is similar to Level 2, in as much as districts receive a packet of recommended revisions to existing Policies, as well as the Monthly Policy Update. However, in Level 3, the assigned Policy Coordinator works directly with the school district. The Coordinator reviews the district's entire Policy Manual and recommends new and revised policies specific to that district. The second major distinction, is that packet of recommended revisions to the Policies are sent on an annual basis, rather than on a quarterly basis. Therefore, the Policy Audit includes a significantly larger number of Policies to review at one time than with the Policy Quarterly service. It contains similar revisions and information, but is provided on an annual basis rather than on a quarterly basis. Ideally, the Policy Coordinator and the school district will maintain an annual cycle for the preparation of the Audit, the review and approval of the Audit and the insertion of the completed Audit at the District. The Policy Committee and/or Board of Education should review the entire Policy Audit within approximately six-seven months. This allows Policy Services the ability to process, print, and insert the new and revised Policies into the district's Manuals in a timely fashion.

After the Policy Committee and/or Board of Education has reviewed and approved the recommended revisions, the district would return the completed Policy Audit, along with any additional revisions and the revision dates to the assigned Policy Coordinator. Policy Services is then responsible for printing and inserting the new and revised Policies into the district's Policy Manuals and providing updated CDs. An instruction guide to assist districts with the process and completion of the Policy Audit is also provided. The cost of Level 3 or Policy Audits is \$2,700 per year for 2015-2016. ***Districts may choose Level 3 only upon completion of a new Policy Manual or within three years of completion of a Manual. Ideally, this should remain an annual service to keep the Policy Manuals up-to-date. This same process also applies to Administrative Audits.***

***Important Note:***

Regardless of which level of service chosen, every school district in our service is assigned to one of our Policy Coordinators. This person is available to answer any questions that you may have regarding the maintenance of your Policy or Administrative Manuals.

*For additional questions on the differences between the three maintenance levels, or to request samples, please contact Janell Hallgren, Manager of Policy Services, at (716) 821-7084 or [jhallgren@elb.org](mailto:jhallgren@elb.org). (Document revised 2/19/15)*