



Workshop - Policy 101: Back to Basics

Presented by: Policy Services

Thursday, August 24, 2017
8:30 a.m. to 12:00 p.m.

Erie 1 BOCES
Education Campus
355 Harlem Road
West Seneca, NY 14224
Room B2b



This is a free event for our
Policy Services subscribers.

Follow the attached link to
register:

[Policy 101 Workshop](#)



Webinar Option – We hope you will be able to join us in person for this session. However, if you would like to participate via webinar, please choose that option when registering through the attached link. We will provide the link prior to the presentation.

Audience: *District Clerks, Superintendents, and other District Administrators or personnel involved in Policy Development*

Topics to be covered during this workshop include:

- The importance and process of policy review and development;
- Differences between policy, regulations, and procedures;
- Best practices for processing new policy manuals and the different levels of service (Updates, Quarterlies, and Audits);
- Discussion of upcoming topics relevant to policy;
- Practical issues such as adding policies, numbering, readings, archiving, etc;
- Frequently asked questions.