



## POLICY SERVICES SUMMARY 2017-2018

### NEW MANUALS

#### **Policy Manual Development**

This service offers a process tailored to the special needs of a school district to achieve a well-organized board of education policy manual. If desired, a member of the Policy Services staff will make a presentation or video conference to the board of education. Board members and administrative staff are involved in the formulation and review of multiple drafts in consultation with an assigned policy coordinator. This coordinator is available to answer questions, discuss the process and assist the district with the customization of the policy manual at each stage of development. Multiple copies of the final policy manual will be prepared in binders and on CDs. Districts will also receive a complimentary subscription of the Monthly Policy Updates (Level 1) during the development of the Policy Manual.

**Cost: \$8,600 (usually split over two academic years)**

1<sup>st</sup> Year of Development = \$4,300 (659.405.01)

2<sup>nd</sup> Year of Development = \$4,300 (659.405.02)

Extension Year = \$2,200 (if necessary) (659.405.03)

#### **Administrative Manual Development**

As a complementary service to the Policy Manual, the Administrative Manual is usually developed upon completion of the Policy Manual and defines the areas for which administrators are responsible. This manual may also be developed in conjunction with the development of the Policy Manual. The manual contains regulations, procedures and forms related to policies developed by the board and the administration in consultation with an assigned policy coordinator. This coordinator is available to answer questions, discuss the process and assist the district with the customization of the administrative manual at each stage of development. Multiple copies of the final administrative manual will be prepared in binders and on CDs. Districts will also receive a complimentary subscription of the Monthly Administrative Updates (Level 1) during the development of the Administrative Manual.

**Cost: \$8,600 (usually split over two academic years)**

1<sup>st</sup> Year of Development = \$4,300 (659.410.01)

2<sup>nd</sup> Year of Development = \$4,300 (659.410.02)

Extension Year = \$2,200 (if necessary) (659.410.03)

#### **Online Policy Manual**

This service allows districts to place their policy manual in a secure online document library which will be maintained by Policy Services. The Online Policy Manual will be linked to the district's existing website to allow access by the public. The Online Policy Manual is fully searchable by policy topic. Districts will contract for an initial one-time set up fee for Policy Services to place the new or recently completed Policy Manual into the document library. In the following year (and subsequent years), the district will be charged an annual fee for Policy Services to maintain the Policy Manual in the Document Library. The annual fee will be in addition to one of the existing Policy Services maintenance options (Level 2 or Level 3).

**Cost: \$2,400 (initial one-time set up fee to place the Policy Manual online) (659.408)**

#### **Online Policy Manual Maintenance**

This service provides for the continued maintenance of the Online Policy Manual in the year (and subsequent years) after a district has placed their Policy Manual into the secure online document library. The Online Policy Manual will continue to be linked to the district's existing website to allow access by the public to be fully searchable by policy topic. Once the Online Policy Manual is up and running in the document library, districts will contract for an annual fee to maintain the Online Policy Manual. The

annual fee will be in addition to one of the existing Policy Services maintenance options (Level 2 or Level 3).

**Cost: \$1,500 (each year *after* the initial one-time set up fee to place the Policy Manual online)**  
(659.409)

### **Coming Soon - BoardDocs**

BoardDocs is a cloud-based service that enables districts to upload, display, distribute and house board of education business documents. Developed specifically for governing bodies, such as School Districts, BoardDocs provides a means of immediately publishing and revising agenda items, supporting documents, policies and procedures via the Internet. Districts are able to hold virtually paperless meetings with preparation time and effort greatly reduced. Information can be made public or kept confidential, accessible only to users with sufficient privileges. The service allows for archiving items and metasearch capabilities for anything stored by BoardDocs' secure server. Two different versions are available. With BoardDocs Pro, board members can use an online voting feature, distribute confidential newsletters, and use other library features. BoardDocs LT is an economical solution for districts working to stay within a budget.

*Final details and costs to be determined.*

### **Specialized Policy Projects**

This service provides individualized Policy Services to districts to address unique situations or needs related to policy issues. The service includes an assessment meeting to determine the needs and goals of the district, followed by consulting support, as requested, to achieve the district's goals. The service would consist of strategic planning meetings with the district team to determine the needs of the district and implications on policy. The cost would be determined and billed per project depending on the size of the district and scope of the project (plus expenses).

Examples of Specialized Policy Projects include:

- An "Extended Policy Audit" may be used to fully update a Policy Manual that was developed more than one year ago. (Policy manuals that were completed less than one year ago are eligible for the traditional Policy Audit [Level 3]). This service is intended for policy manuals that are in need of extensive revisions, but do not yet warrant the full development of a new Policy Manual to bring it into full legal compliance. Upon completion of the Extended Policy Audit, the district would contract for either the Policy Audits (Level 3) or the Quarterly Policy Revision and Updates (Level 2) in the subsequent year as the means to keep their manuals updated in a consistent manner. This process is also available for the Administrative Manuals.
- Consultation prior to or in anticipation of a district merger to explore and discuss how the consolidation or re-figuration of the merged districts would affect the policy and/or administrative regulations.
- The development of a combined policy manual following the merger of two school districts.
- Review and update a specific section of the Policy and/or Administrative Manual, such as Non-Instructional/Business Operations or Special Education.

**Cost: As determined by the scope of the project, plus expenses (659.481)**

### **Policy Manual Review**

A comprehensive review of your current policy or administrative manual is performed to determine if the development of a new manual is necessary or recommended. Following the review, if the district decides to pursue the development of a new manual, the cost of the special project will be deducted from the cost of the new manual if the new manual is contracted for within the same fiscal year. The cost is determined by the scope of the project, plus expenses.

This service has been created for districts that are unsure of the status of their policy or administrative manual and wish to determine how many policies (or regulations, procedures and forms) may be out of date or missing from their manuals. For manuals more than about eight to ten years old, the development of a new manual is usually strongly recommended. For those manuals that may be about four to seven years old, a policy manual review will provide the data necessary for the district and board to make an informed decision on the best course of action.

**Cost: As determined by the scope of the project, plus expenses (659.482)**

## MAINTENANCE OF THE POLICY AND/OR ADMINISTRATIVE MANUALS

*Note: We offer three levels of service to maintain your Policy and/or Administrative Manual. Refer to Level 1, Level 2 or Level 3. Policy/Administrative Updates (Level 1) and Quarterly Policy/Administrative Revisions (Level 2) may be purchased without previously subscribing to the Manual Development Service.*

### Monthly Policy Updates (Level 1)

On a monthly basis, participating districts are provided with either a Policy Update or Special Alert. The Policy Update includes an informational cover letter and a recommended sample policy based on the latest state and federal laws, regulations or other educational guidance. A Special Alert provides pertinent information and guidance on a current topic of importance to districts, but generally does not include a sample policy. These Monthly Updates and Alerts provide general information that is applicable and of interest to all districts, whether they have recently developed a Policy Manual or currently have a Policy Manual from another source.

**Cost: \$650** (659.420)

### Monthly Administrative Updates (Level 1)

On a monthly basis, participating districts are provided with an Administrative Update, which includes an informational cover letter and one or more recommended sample regulations, procedures and/or forms based on the latest state and federal laws, regulations or other educational guidance. Typically, the topic of the Administrative Update corresponds to the Monthly Policy Update.

**Cost: \$650** (659.425)

### Quarterly Policy Revisions & Monthly Policy Updates (Level 2)

In addition to receiving Policy Updates, districts will receive 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. New/revised policies will be included with the quarterly summary with changes highlighted in the text of the policy for ease of board of education review. Materials will be provided electronically. This service will provide timely and comprehensive information to ensure districts are able to revise and maintain their own policy manuals.

**Cost: \$1,700** (659.430)

### Quarterly Administrative Revisions & Monthly Administrative Updates (Level 2)

In addition to receiving Administrative Updates, districts will receive 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 regulations. Revised regulations will be included with the quarterly summary with changes highlighted in the text of the regulation. Changes may also be recommended for procedures or forms. Materials will be provided electronically. This service will provide timely and comprehensive information to districts that revise and maintain their own administrative manuals.

**Cost: \$1,700** (659.435)

### Annual Policy Audits (Level 3)

For policy manuals developed recently by Erie 1 BOCES, this service provides districts with customized updating of the policy manuals to reflect the many changes in legislative mandates and regulations. Due to the numerous changes in various mandates and the increased responsibility for the board of education and district to ensure compliance, it is critical that policies are reviewed periodically. Proposed changes will be annually sent to the district in a highlighted fashion for ease of board of education review. Once the recommended revisions are adopted by the board, the changes are prepared in multiple copies for insertion into the policy manuals. New CDs of the completely revised manual will also be provided to the district. This process ensures that all manuals contain the same information, that policies are current and accurately reflect any of the policy actions taken by the board at its meetings. Additionally, districts will receive the Monthly Policy Updates.

**Cost: \$2,800** (659.440)

### Annual Administrative Audits (Level 3)

For administrative manuals developed recently by Erie 1 BOCES, this service provides districts with annually customized updating of the administrative manuals to reflect the many changes in law and regulations. Due to the numerous changes in various mandates and the increased responsibility for the superintendent to ensure compliance, it is critical that administrative regulations are reviewed periodically. Proposed changes will be annually sent to the district in a highlighted fashion for ease of district and administrative review. Changes may also be recommended for procedures or forms. Once the recommended revisions are accepted by the district, the changes are prepared in multiple copies for insertion into the administrative manuals. New CDs of the completely revised manual will also be provided to the district. This process ensures that all manuals contain the same information, that regulations/procedures/forms are current and accurately reflect any changes in the operations of the district, changes in board policies, and/or changes in federal or state mandates. Additionally, districts will receive the Monthly Administrative Updates.

**Cost: \$2,800** (659.445)

## **OTHER HANDBOOKS AND SERVICES AVAILABLE**

### Employee Handbook

Service Code: 659.490

**Cost: \$4,995 (plus the cost of printing, depending on quantity)**

### Teacher Handbook

Service Code: 659.495

**Cost: \$3,995 (plus the cost of printing, depending on quantity)**

### Job Description Handbook

Service Code: 659.500

**Cost: \$2,995**

### Athletic Handbook

Service Code: 659.505

**Cost: \$2,995**

### Code of Conduct Review

Service Code: 659.442

**Cost: \$600/up to 6 hours of BOCES facilitation/preparation time**

### Professional Development Seminars

Service Code: 659.470

**Cost: \$600/seminar (three hours maximum) plus expenses**

### Additional Binders

Service Code: 659.401

**Cost: \$50 for Policy paper/\$35 for plain white paper**

*For further information, please contact: Janell Hallgren, Manager of Policy Services at (716) 821-7084 or [jhallgren@e1b.org](mailto:jhallgren@e1b.org)*