

NCSBA POLICY SERVICES

Adopting school board policies is one of the most important duties of a school board as it works to provide direction and guidance to the school system. NCSBA has staff, services and tools to help local boards fulfill their policy-making responsibilities.

MEMBERSHIP POLICY SERVICES

The NCSBA legal/policy staff is available to answer policy-related questions by phone or e-mail and provide sample policies. This service is provided free of charge to boards that are NCSBA members.

POLICIES TO LEAD THE SCHOOLS

Policies to Lead the Schools (PLS) is a web-based policy reference manual developed by NCSBA. PLS may be used as a reference for legal and policy issues; as a source for legally compliant model policies; and as a base to revise an entire policy manual. PLS contains:

- sample required policies;
- sample policies that set standards and establish means of accountability;
- an advanced search engine, made possible by a Folio® Infobase, that permits searching for complex terms;
- downloadable copies of every policy in a word-processing format;
- annotations that further explain the policies and identify provisions that may be modified based on local board and school system practices;
- extensive legal references to state and federal laws, regulations and guidelines to enable the board, staff and board attorney to conduct further research on the subject of the policy; and
- a clear numerical coding system.

PLS is offered on the Internet to provide easy access to users.

One-Time Fee: \$2,500

Continued access after the first year requires an annual subscription to the PLS Update Service. (See below.)

For boards that prefer not to continue with the PLS Update Service, we will provide a CD-ROM of the current manual at the end of the subscription year.

PLS UPDATE SERVICE

PLS Update Service is an annual subscription service, accessible on-line, that provides policies and policy revisions reflecting changes in legal requirements or educational trends.

2011 Fee: \$700

POLICY MANUAL CUSTOMIZATION

For a full customization, PLS is used as the basis for a board's newly revised policy manual. NCSBA will analyze a board's current policies and incorporate local practices and goals into policies recommended for the school system. This process provides a customized manual that is up to date and based on NCSBA's legally compliant PLS manual.

2011-2012 Fee: \$22,900

For more information, contact the NCSBA Legal Policy staff:

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WEB HOSTING SERVICE

Posting Local Board Policies on the Internet

School board members and personnel responsible for implementing school board policies need to have quick, easy access to the most up-to-date version of the policies. Posting a school board policy manual on the Internet through NCSBA and its associate, MicroScribe Publishing, enables this access—from any computer with Internet capability.

Folio® Infobase, a powerful electronic publishing tool, provides various features to local boards and policy manual users.

Local boards can:

- Distribute the board policy manual to employees, administrators and the public in a user-friendly medium;
- Quickly update the manual after a board meeting;
- Reduce the secretarial workload and paper costs for board policies; and
- Reduce potential liability associated with using inaccurate, outdated manuals.

Policy manual users can:

- Easily locate and print school board policies;
- Search the entire manual for terms or phrases on a particular topic and "jump" to such terms in all relevant policies;
- "Jump" to external legal references for a particular policy; and
- View the entire board manual from any computer with Internet access.

Initial Development Fee: \$1,000

(plus additional fees if the manual is not in electronic format.)

2011-2012 Annual Web Hosting Fee: \$2,950 (This price includes unlimited uploads to the board policy manual each year to accommodate the board's changes. The Annual Web Hosting Fee will be prorated for the year of initial development.)