

NCSBA Policy Services

Membership Policy Services

NCSBA policy services are designed to provide your school board with the resources it needs to maintain a legally compliant policy manual to govern your school system. Our legal/policy staff is available to discuss policy-related issues and provide sample board policies on various topics. This service is free to NCSBA members.

Policies to Lead the Schools

PLS is NCSBA's web-based policy manual.

One-Time Fee: \$2,500 Continued access requires an annual PLS Update subscription

PLS Update Service

The PLS Update Service is an annual subscription designed to keep board policies up to date. Subscribers receive periodic updates with:

- new policies as they are developed by NCSBA to address current issues
- updates to existing policies to reflect changes to law, agency guidance, and best practices
- a description of the reasons and applicable law behind required or recommended policy changes

2018-2019 PLS Update Fee: \$2,000

Webhosting Service

NCSBA's webhosting service is an easy, economical way for boards to provide 24/7 policy manual access. This service allows local boards to:

- distribute the board policy manual to employees and the public in a user-friendly electronic medium
- update the manual as soon as a policy is adopted, revised, or repealed
- reduce the workload of the central office staff

Initial Development Fee: \$1,250

2018-2019 Webhosting Fee: \$3,450

For more information, contact:

Janine Murphy: jmurphy@ncsba.org, 919-747-6699

Policy Manual Services

Compliance Reviews: NCSBA staff will review PLS-based board policy manuals to determine if the manual has been kept up to date and contains all mandated policies.

One-Time Fee: \$10,000

Policy Manual Conversion: NCSBA staff will assist the board in a step-by-step conversion to a PLS-based manual.

One-Time Fee: \$15,000

Custom Manual Project: NCSBA staff works with the board to develop a PLS-based policy manual customized to reflect the local board's goals and practices. This option includes assistance with the project-related administrative tasks.

One-Time Fee: \$29,900

Split into 3 payments

Custom Updates: For school systems that have completed a custom policy manual, NCSBA staff will handle the revision work needed to keep those policies up to date.

Annual Fee: \$6,800

Select Services: NCSBA is happy to tailor policy services to meet individual school system needs. Contact us to discuss how we can help.

Administrative Regulations Manual

NCSBA's Administrative Regulations Manual (ARM) complements the PLS manual by providing sample administrative regulations for many policies. This low-cost service helps administrators quickly produce compliant, comprehensive, and effective documents. ARM features include:

- consistency between board policy and administrative practices, while allowing flexibility for local preferences
- in-text templates and special instructions to guide the adaptation of regulations to local practices and ensure efficiency
- regulations tailored to North Carolina's specific requirements, including applicable State Board of Education rules and guidance

Each ARM section comes with a one-time fee.

3000 Section: Curriculum – \$300

4000 Section: Students – \$400

5000 Section: Community Relationships – \$400

6000 Section: Support Services – \$400

7000 Section: Personnel – \$400

1000, 8000, 9000 Sections: Governing Principles, Fiscal Management, and Facilities – \$400

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