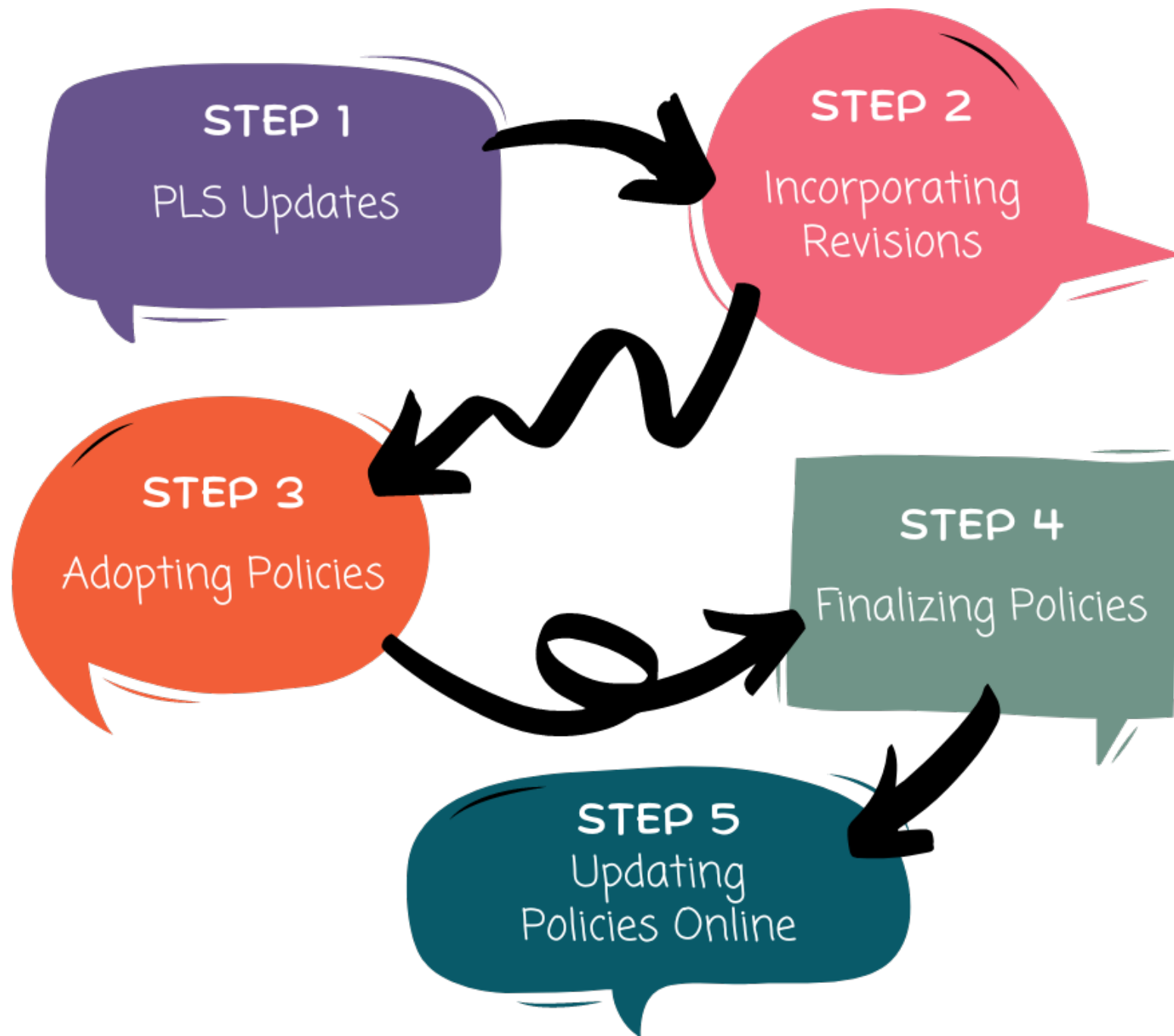# Policy Basics
for Board Assistants

Chelsea Sutton

North Carolina School Boards Association
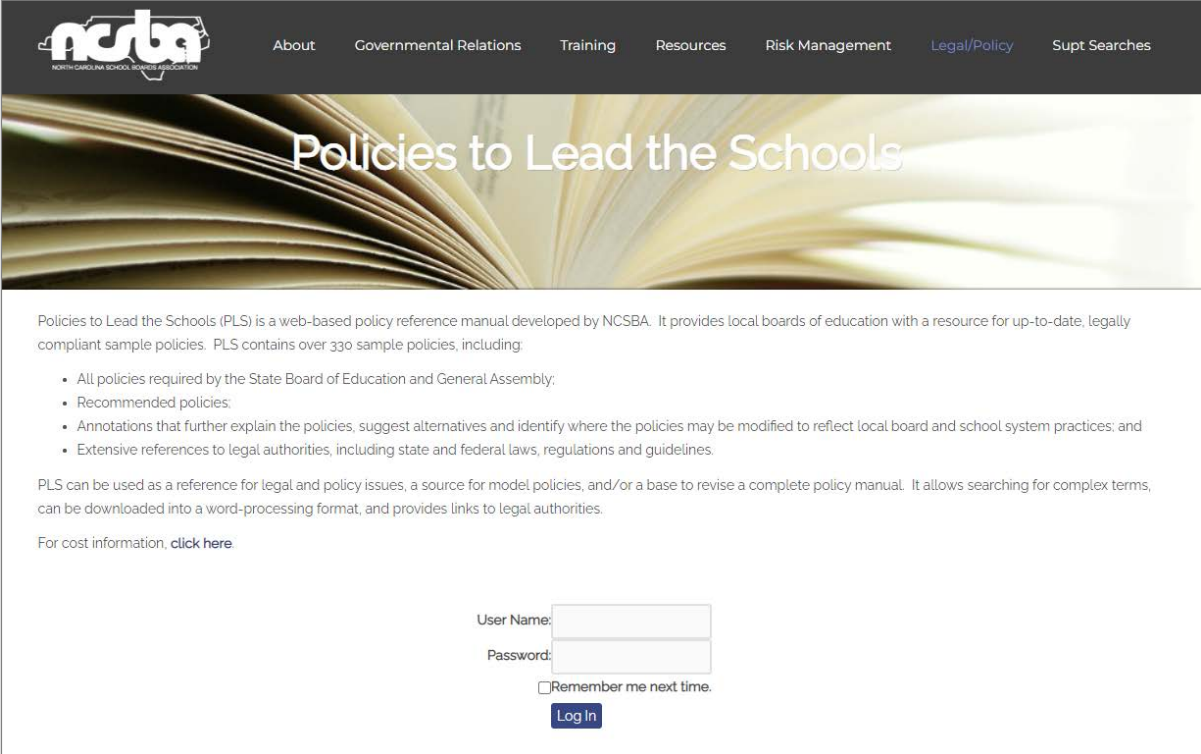
Editorial Coordinator

PLS Manual

- Sample policy manual developed by NCSBA
- Consists of 300+ sample policies
- Includes policies required by law as well as recommended policies
- Policies used as a guide to develop local policies

NCSBA's Policy Services

- PLS Subscription
- Custom Policy Updates
- Custom Policy Manual Project

PLS Manual

- The PLS manual is available online: https://www.ncsba.org/legal/policies-to-lead-the-schools/
- Sign in using your district's login credentials

- NCSBA issues two primary PLS Updates per year
- May issue additional updates at other times
- A PLS Update will include existing policies
- May also include new policies

STEP 1

PLS Updates

PLS Subscription

- Packets are sent via email to the superintendent, other school administrators, and/or board assistant

STEP 1

PLS Updates

PLS Subscription

- Someone in your district will incorporate PLS revisions into your local policies

- Often the board assistant's responsibility

- Revisions may need to be reviewed by senior administrator or board attorney

STEP 2

Incorporating Revisions
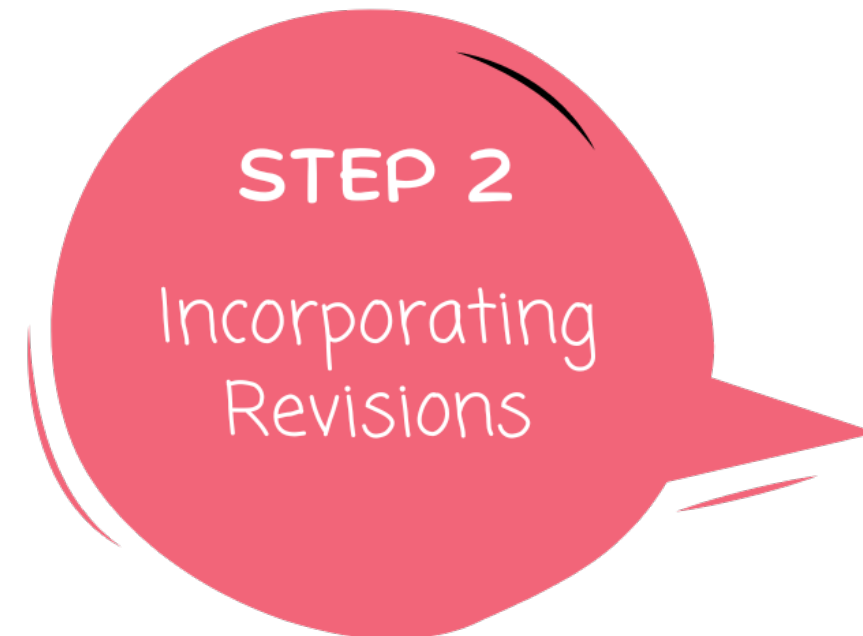
PLS Strikeout Without Footnoted Word Doc

Your Local Policy

Custom Policy Updates & Custom Policy Manual Project

- NCSBA staff incorporates changes

- Update packet is sent via email to the superintendent, other school administrators, and/or board assistant

- Revisions may need to be reviewed by senior administrator or board attorney

All Policy Services

- Policies presented to board for first reading

- Policies presented to board for second reading

- Board will adopt or not adopt policies

- Action must be recorded in meeting minutes

- Board may consider policies not part of PLS Update

STEP 3

Adopting Policies

NCSBA
NORTH CAROLINA SCHOOL BOARDS ASSOCIATION

PLS Subscription

- After adoption, someone in district will finalize policies

- Often the board assistant's responsibility

- Finalizing includes:
  - Incorporating amendments
  - Accepting revisions
  - Adding adoption or revision date

STEP 4

Finalizing Policies

- Maintaining a record of adoption and revision dates is important

Adopted: September 26, 2011

Revised: July 31, 2017; December 17, 2018; November 23, 2020

- Finalized policies should be saved to your district's files

NORTH CAROLINA SCHOOL BOARDS ASSOCIATION

Custom Policy Updates & Custom Policy Manual Project

- After adoption, alert NCSBA staff of:
  - What policies were adopted
  - Any amendments
  - Date of adoption
- We will finalize policies and send you a copy

STEP 4

Finalizing Policies
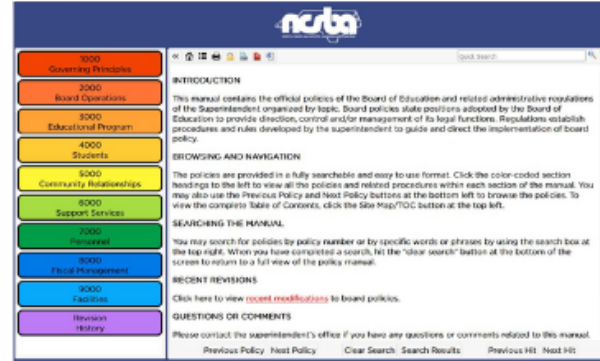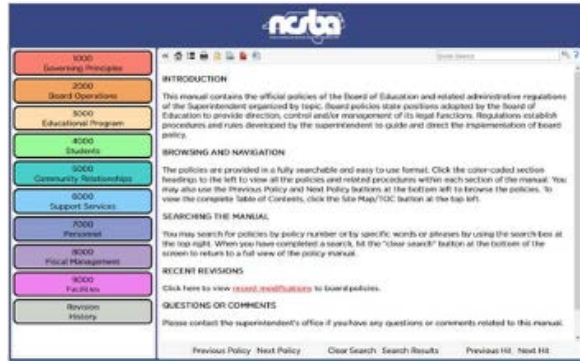
- Your online policy manual needs to be updated
- Your district may or may not use NCSBA's webhosting service

STEP 5
Updating Policies Online

PLS Subscription

Webhosting Subscribers:

• Send finalized policies to policyupdates@ncsba.org

Non-Webhosting Subscribers:

• Send finalized policies to district website administrator

STEP 5
Updating
Policies Online

Custom Policy Updates & Custom Policy Manual Project

Webhosting Subscribers:

• NCSBA staff will handle posting

Non-Webhosting Subscribers:

• Send finalized policies to district website administrator

Questions?

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