

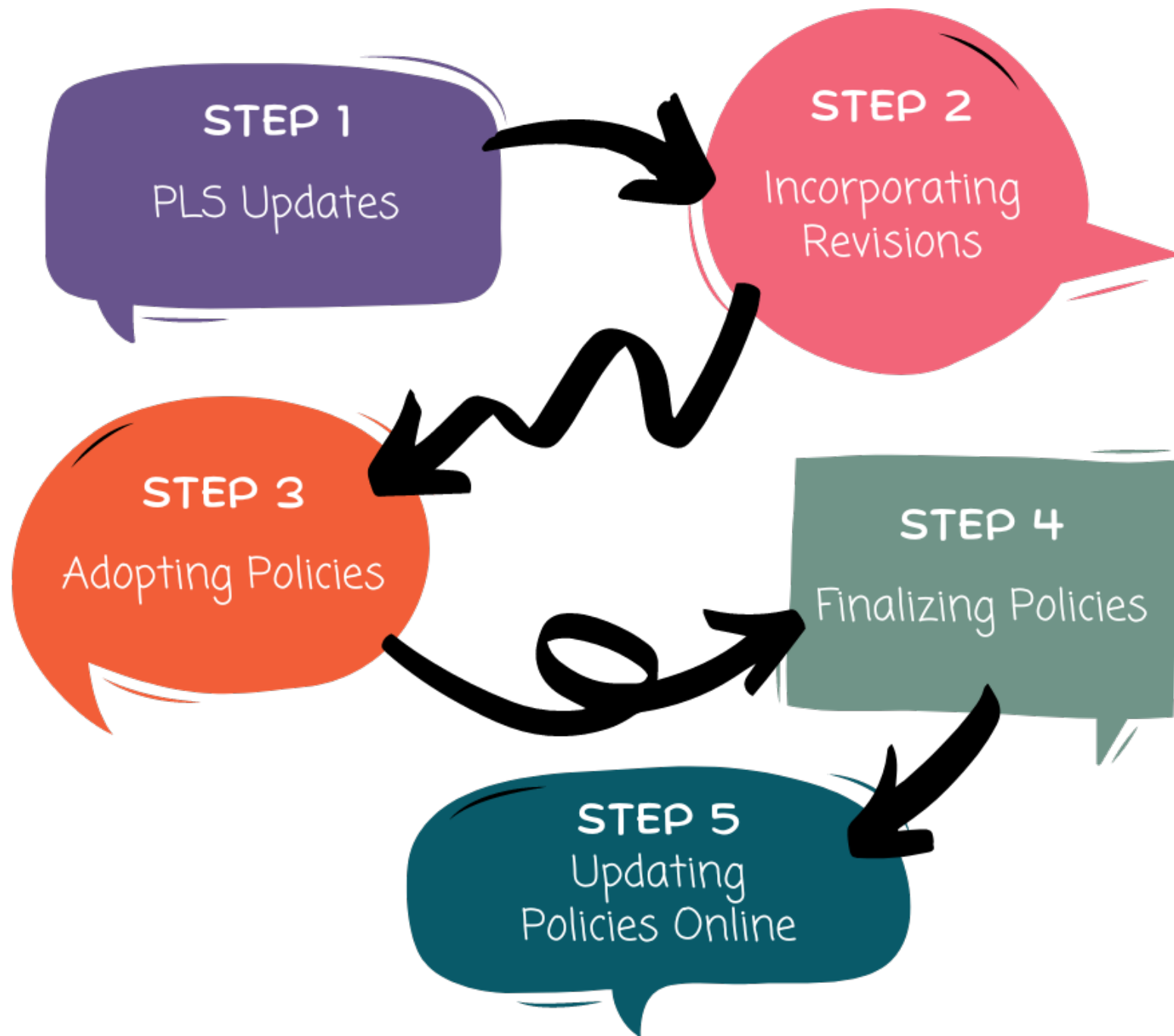


Policy Basics for Board Assistants

Chelsea Sutton

North Carolina School Boards Association

Editorial Coordinator



PLS Manual

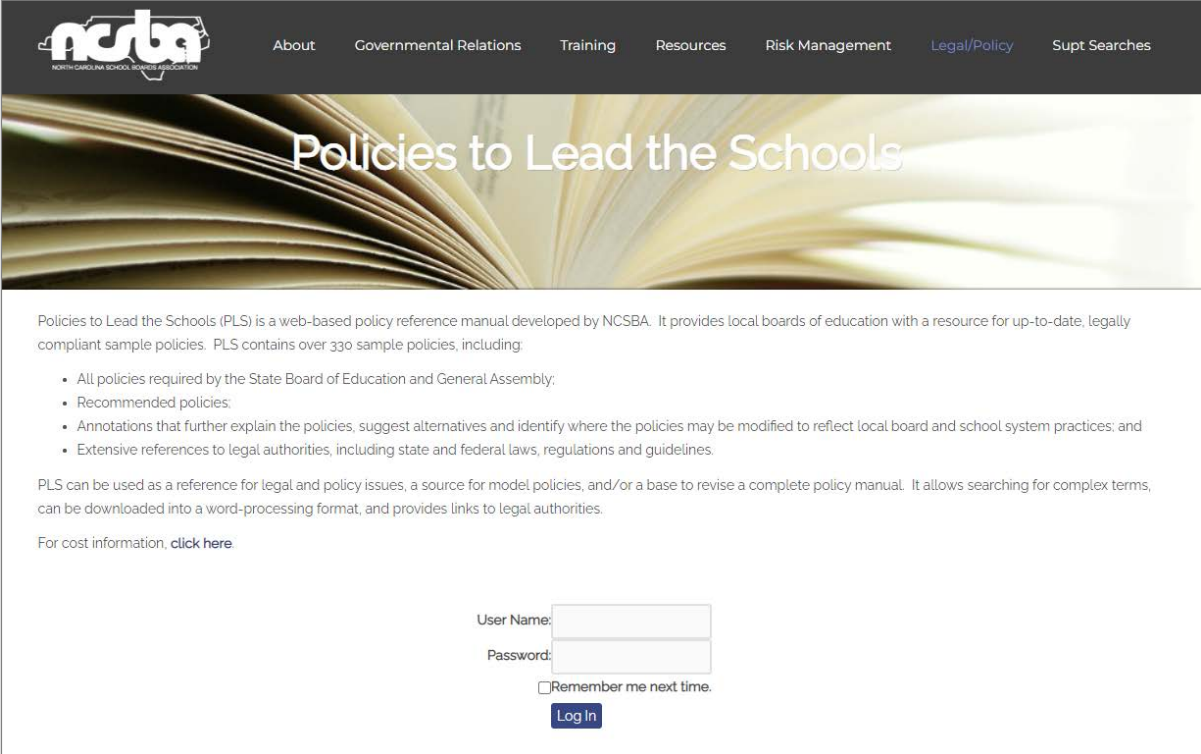
- Sample policy manual developed by NCSBA
- Consists of 300+ sample policies
- Includes policies required by law as well as recommended policies
- Policies used as a guide to develop local policies

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



The screenshot shows the website for the Policies to Lead the Schools (PLS) manual. At the top, there is a navigation bar with the NCSBA logo and links for About, Governmental Relations, Training, Resources, Risk Management, Legal/Policy, and Supt Searches. Below the navigation bar is a banner with the title "Policies to Lead the Schools" over a background of an open book. The main content area contains a description of the PLS manual, a bulleted list of policy types, and a login form. The login form includes fields for "User Name:" and "Password:", a checkbox for "Remember me next time.", and a "Log In" button.

ncsba
NORTH CAROLINA SCHOOL BOARDS ASSOCIATION

About Governmental Relations Training Resources Risk Management [Legal/Policy](#) Supt Searches

Policies to Lead the Schools

Policies to Lead the Schools (PLS) is a web-based policy reference manual developed by NCSBA. It provides local boards of education with a resource for up-to-date, legally compliant sample policies. PLS contains over 330 sample policies, including:

- All policies required by the State Board of Education and General Assembly;
- Recommended policies;
- Annotations that further explain the policies, suggest alternatives and identify where the policies may be modified to reflect local board and school system practices; and
- Extensive references to legal authorities, including state and federal laws, regulations and guidelines.

PLS can be used as a reference for legal and policy issues, a source for model policies, and/or a base to revise a complete policy manual. It allows searching for complex terms, can be downloaded into a word-processing format, and provides links to legal authorities.

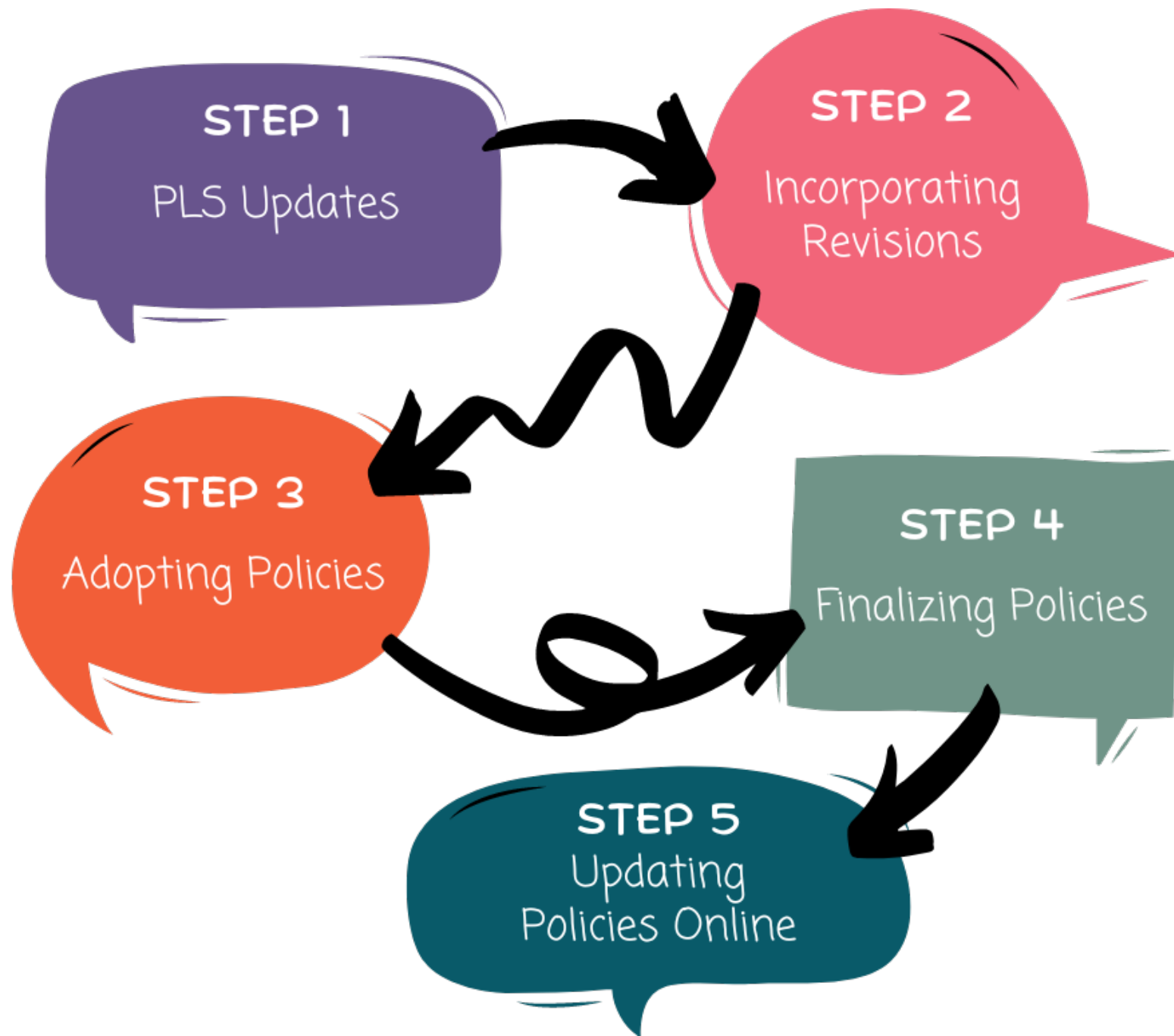
For cost information, [click here](#).

User Name:

Password:

Remember me next time.

[Log In](#)




- 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








PLS Subscription


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


Spring 2022 PLS Update

 Cynthia Moore
To

 Reply  Reply All  Forward  

Thu 3/31/2022 11:22 AM

 You forwarded this message on 7/14/2022 10:59 AM.

 Subscriber Notice Spring 2022 PLS Update.docx
94 KB

If you have received this email and you are not the primary or secondary policy contact, the school board attorney, or the superintendent, please notify us immediately.

March 31, 2022

Dear PLS Update Subscriber:

Today we are sending you our Spring 2022 PLS Update. The attached "Subscriber Notice" contains information about the update. We recommend that you print the subscriber notice for future reference.

You can access and download the policies in this update using the following Dropbox link:
<https://www.dropbox.com/sh/w99t73v1g36uak/AAAcIQlwMKFrcBIT3xHvj6pa?dl=0>

If you experience any difficulties accessing the policies through this link, please contact Cynthia Moore at 919.747.6696.

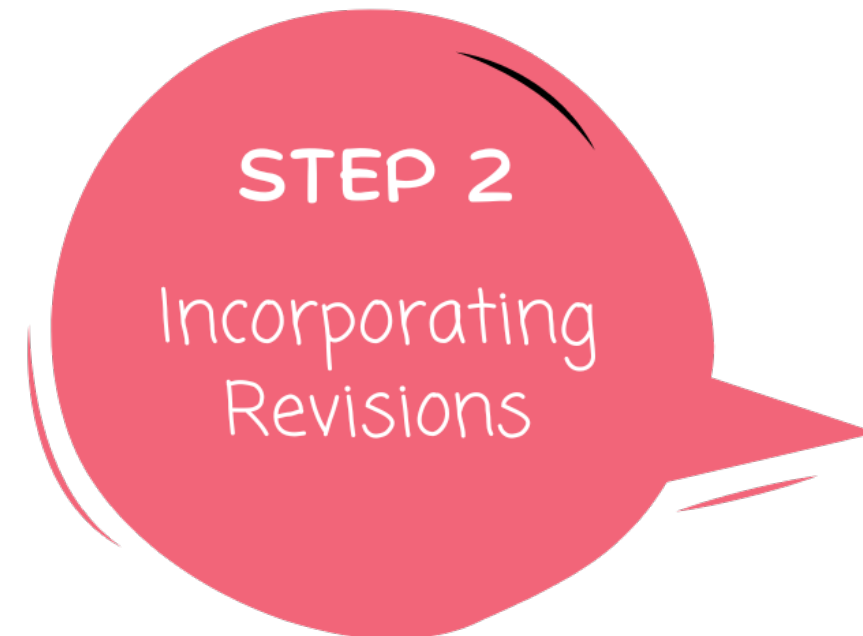
With regards,

Your North Carolina School Boards Association PLS Update Team



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



PLS Strikeout Without Footnoted Word Doc

Your Local Policy

AutoSave Off 2121... Chelsea Sutton CS

File Home Insert Design Layout Referer Mailing Review View Develo Help ACROB

Undo Clipboard Paste Font Paragraph Styles Editing Dictate Sensitivity Editor

BOARD MEMBER CONFLICT OF INTEREST Policy Code: 2121

The board and each member of the board recognize that they are subject to North Carolina's criminal laws related to conflicts of interest in public office and that a board member may not use his or her office for personal benefit. The board and each member of the board further recognize that they are subject to the standards established by the federal government for recipients of federal grants as specified in policy 8305, Federal Grant Administration. The board and each member of the board understand that violation of state and federal laws and regulations on conflicts of interest may result in conviction of a crime, may render a contract of the board void, or may result in loss of federal funds. In keeping with the ethical duties specified in policy 2120, Code of Ethics for School Board Members, board members will not let any personal or business interest interfere with their duties as public officials.

All board members will abide by the following conflict of interest rules.

- ~~1.~~ A board member will not solicit or receive personal financial gain from the school system by means of intimidation, undue influence, or misuse of school system employees in violation of G.S. 14-234.2.
- ~~1-2.~~ A board member will not derive a personal benefit from a contract with the school system in violation of ~~state law~~ G.S. 14-234. Specifically, a board member will not:
 - obtain a direct benefit from a contract that he or she is involved in making or administering on behalf of the board, unless an exception is allowed pursuant to G.S. 14-234 or other law;
 - influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board when the board member will obtain a direct benefit from the contract;

Page 1 of 3 1261 words Focus 70%

2121 1.5.21 Saved to H: Drive Chelsea Sutton CS

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Proofing Read Aloud Check Accessibility Language Comments Tracking Changes Compare

Track Changes Tracking

BOARD MEMBER CONFLICT OF INTERES

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All board members will abide by the following conflict of interest rules.

- A board member will not derive a personal benefit from a contract with the school system in violation of state law G.S. 14-234. Specifically, a board member will not:
 - obtain a direct benefit from a contract that he or she is involved in making or administering on behalf of the board, unless an exception is allowed pursuant to G.S. 14-234 or other law.
 - influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board when the board member will obtain a direct benefit from the contract; or
 - solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract.

Page 1 of 3 1142 words Focus 70%

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



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

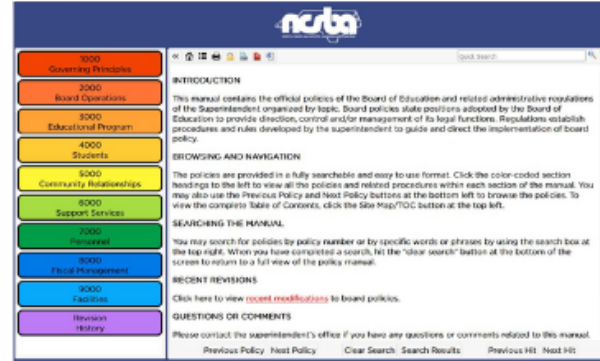
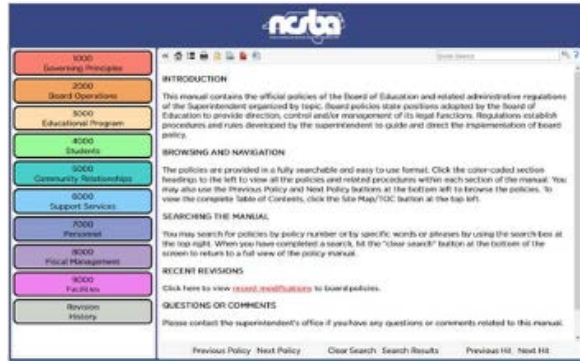
Adopted: September 26, 2011

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

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

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



- 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

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?

Chelsea Sutton

csutton@ncsba.org

919-747-6713