

TO: Warren County Board of School Directors
FROM: Robert Terrill
RE: Options for Reviewing, Revising, & Developing Board Policies
DATE: January 22, 2009

OPTIONS	PROCESS DESCRIPTION	COST	ADVANTAGES	DISADVANTAGES
PSBA Policy Manual Development Service and PSBA Maintenance Program	<input type="checkbox"/> Analysis of BOE minutes for past 6 years <input type="checkbox"/> Review of district documents <input type="checkbox"/> Writing, printing, of customized 1 st draft (legal citations) <input type="checkbox"/> BOE work sessions by PSBA consultant <input type="checkbox"/> Typing, printing and collation of final manual <input type="checkbox"/> Supplying proper divider tabs for various sections <input type="checkbox"/> 35 copies of completed manual in personalized binders <input type="checkbox"/> Participation in PSBA's Maintenance Program <ul style="list-style-type: none"> ✓ Individualized monthly policy updates ✓ Monthly review of BOE minutes ✓ Review of all new policy adoptions & revisions ✓ Monthly newsletter of recommendations for new policies and updates of existing policies based on new federal and state laws 	\$7,800 Development 1/3 due at completion of research 1/3 due at completion of 1 st draft 1/3 due at completion of final draft \$950 Annual Maintenance Fee (free for first year)	<ul style="list-style-type: none"> ✓ PSBA has the resources and expertise to analyze the BOE minutes, existing policies, negotiated agreements, etc. ✓ PSBA has the resources to monitor federal and state legislation that impacts board policies. ✓ PSBA has the resources to type, compose, collate, print and bind the draft and final policy manuals. ✓ PSBA has extensive experience and resources to review, revise, and development board policy. ✓ Provides administrators and board members time to review policies and not be overwhelmed with legislative monitoring, and the business of typing and composing policy language. 	
In-house policy development	<input type="checkbox"/> Designate an administrator (probably Director of Human Resources) to: <ul style="list-style-type: none"> ✓ compile sample policies each month ✓ monitor federal and state legislation impacting policies ✓ plan and prepare for the monthly BOE Policy meetings ✓ coordinate reviews with the Board Attorney ✓ coordinate the typing, collating, dissemination, etc. of policies 	Cost of paper stock and binders Cost of Board attorney review time	<ul style="list-style-type: none"> ✓ Economical 	<ul style="list-style-type: none"> ✓ Diminishes the effectiveness of an administrative staff already overwhelmed by reductions in the central office. ✓ No third party review capabilities. ✓ Limited resources for monitoring federal and state legislation. ✓ Board attorney research and review time will be increased significantly.