



December 18, 2014

Ms. Ruth Huck
Board Secretary
Warren County School District
6820 Market Street
Russell, PA 16345-3406

Dear Ms. Huck,

Thank you for your inquiry regarding the new PSBA Web-Based Policy System. This letter details the components of the new Web-based policy system, including information on how it will integrate with the BoardDocs Pro solution if the board approves that system, and also how the Web-based system is available to the district as a stand-alone product as a member of PSBA's Policy Service.

PSBA Web-Based Policy System Integrated With BoardDocs Pro

The new PSBA Web-based policy system would be provided within the BoardDocs Pro solution with access through the Policies tab. PSBA would convert and set up the currently adopted school board policy manual for Warren County to populate that manual into the Active Policies section—the district would need to provide PSBA with electronic copies of the currently adopted policy manual in Microsoft Word format (either via email or a USB drive mailed to PSBA). PSBA would coordinate with BoardDocs to convert and enter the data so that it is prepared as closely as possible to the time when BoardDocs integration and training is established for the district. PSBA would provide training on the policy portion of the new solution, including detailed handouts and training on the policy workflow process, Meta search process, and use of the Policy News Network updates directly through the system. Warren County will continue to pay the regular annual fee for the Policy Maintenance Program and there would be no additional conversion fee or costs if the district subscribes to the BoardDocs Pro solution.

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PSBA Web-Based Policy System Without BoardDocs Pro Service

As members of PSBA's Policy Maintenance Program, PSBA will provide Warren County School District with the policy portion only of the BoardDocs solution if the district chooses not to participate in the full BoardDocs Pro service for agenda, meeting and library management—the policy portion will include the framework for adopted, draft and retired policies, as well as customization options and search feature, including the Meta search function. PSBA will provide training and support on this policy portion, including detailed handouts and training on the policy workflow process, Meta search process, and use of the Policy News Network updates through the new system.

Since Warren County subscribes to the Policy News Network (PNN) Only service of our Policy Maintenance Program and PSBA has never done a policy development for the district, PSBA would charge a small fee for the conversion of the district's current policy documents if you would like PSBA to convert those. The fee to have PSBA convert the documents into the new system will be \$500. As noted above, this conversion fee would be waived if the board approves the BoardDocs Pro service.

The district may also convert the policies into the new system on your own; there will be no additional fee, and PSBA will gladly set up the system and provide training on how the district can convert the policies into the system (it is not a difficult process, just a bit time consuming). The district will receive all of the PSBA policy updates in the Policy News Network through the new web system, so any future policy documents the district uses from PSBA would not need to be converted.

Please let us know the board's decision regarding BoardDocs and how the district wishes to proceed; we will work on getting things set up for the district and schedule training in a mutually agreeable timeframe based on the board's decision.

Should you need any clarification or any additional information, please feel free to contact me at 717-506-2450, extension 3357 or by email at davelyn.smeltzer@psba.org.

Sincerely,



Davelyn S. Smeltzer
Director of Policy Services