

Confidence at the board table starts with a well maintained policy manual.



Let NYSSBA help your district develop and update policies that promote effective governance and efficient administration.

You'll always receive member-focused, one-on-one support from NYSSBA's policy team.

Best of all, you can choose the level of support your district needs. Whether it's full-service policy manual development to quarterly updates, conversion to an online platform or custom-tailored services, we are here to help your board fulfill its most important function—policy.



Policy Services

Policy is your school board's single most important function.

For additional information, contact:

NYSSBA at 1-800-342-3360 or via email at info@nyssba.org.



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Policy Services

A POWERFUL TOOL
FOR EFFECTIVE SCHOOL GOVERNANCE



Policy Services



✓ POLICY MANUAL DEVELOPMENT

Leverage our expert policy consultants to develop a concise policy manual that is tailored to reflect your board's goals and priorities.

During the development process we:

- Review your district's existing policy materials
- Meet with your district's governance team
- Prepare a draft with required policies, NYSSBA recommended policies and local policies

Your new Essential Policy Manual will be streamlined, legally up-to-date, well-organized and customized to your district's specific needs.

▶ **Member Rate:** \$10,000 (payable over two budget years)

✓ QUARTERLY POLICY UPDATES

Stay ahead of key changes in law and regulations at both the state and federal level that impact your school's policies.

Your annual subscription includes:

- Advice on policy issues as they emerge
- Reviews of draft policies as requested; feedback includes edits and comments as appropriate
- Access to archived Policy Updates and "Eye On Policy" *On Board* articles

Districts that use BoardDocs can move these updates into their electronic policy manual. Even without BoardDocs, Policy Update subscribers can access all relevant communications.

▶ **Member Rate:** \$900 annually

✓ E-POLICY

Convert your paper manual into an online format that can be instantly accessed and easily maintained. Online policy manuals are accessible anytime, secured on off-site servers and can be hyperlinked to legal citations and cross-referenced policies.

E-POLICY PLATFORMS:

BoardDocs PL + Policy Services **NEW**

▶ **Member Rate:** \$2,350 annually. \$850 one-time set-up fee.

This service provides a platform for hosting policy manuals online. Subscription includes ongoing maintenance.

BoardDocs Pro or LT + Policy Services **NEW**

▶ **Member Rate:** \$850 annually. \$850 one-time set-up fee.

Maximize a new or an existing BoardDocs subscription by adding NYSSBA's Policy Services. Includes migration and ongoing maintenance.

Microscribe

▶ **Member Rate:** \$2,350 annually. \$850 one-time set-up fee.

Subscription includes ongoing maintenance.

✓ THE COMPLETE POLICY PACKAGE

Take advantage of all three of our essential policy services at a special price. The bundled services offer significant savings – to your district.

The Complete Policy Package includes:

- The Essential Policy Manual
- E-Policy using the BoardDocs or Microscribe platform
- Policy Update (during the course of the project)

▶ **Member Rate:** \$13,000 annually

✓ POLICY BY DESIGN

Design your own policy services package to best meet your district's needs — because sometimes a one-size-fits all approach isn't what you need.

For example:

- Review and update a particular section of the manual
- Complete a compliance review of the full manual to ensure it meets legal requirements
- Re-number the manual to conform to NYSSBA's codification system
- Carry out a topical review to ensure your district's code of conduct is up-to-date, complies with the Dignity Act and contains all the required components
- And more – we will work with you to match your policy needs!

▶ **Member Rate:** Determined by the scope of the project