

REVERE LOCAL SCHOOL DISTRICT
Summit County, Ohio

December 15, 2015

ADDENDUM

RHS Library

I. SUPERINTENDENT'S REPORT

Other Business

A. Board Policy Services – 2015/2016 School Year

It is recommended that the Board of Education approve a resolution to retain Pebble & Waggoner, Ltd. to provide Board Policy services to the District as referenced in **Attachment A-1**.

Mrs. Appel _____ Mrs. Hower _____ Mr. Kelley _____ Mrs. Sabitsch _____ Mr. Seifert _____

Pepple & Waggoner, Ltd.

ATTORNEYS AT LAW

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September 24, 2015

VIA ELECTRONIC AND REGULAR U.S. MAIL

Mr. Matthew Montgomery
Superintendent
Revere Local School District
P.O. Box 340
Bath, OH 44210

Re: Board Policy Service
Our File No. 900-119-02

Dear Mr. Montgomery:

This letter is in response to your inquiry regarding the possible review, revision, and development of the Revere Local School District Board of Education's policies. It is my understanding that the Board is considering revising its Board Policy Manual.

Our general philosophy is that no policy is needed if a particular matter is already adequately covered by state or federal laws or regulations, unless a statute or regulation specifically requires that a school board adopt a policy. Therefore, your Board policies will be streamlined and will be easier to understand and use.

We will supply the Board with a standardized Board Policy Manual which is then modified to meet your District's needs. However, my experience is that most of the policies need little modification.

Although it is a standardized Board Policy Manual, we will help you develop and present a Policy Manual that is designed to represent the unique perspective and philosophy of your District. In short, it is our intent to develop a Policy Manual that is truly yours.

The policies are prepared by attorneys who are experienced in board policy preparation. Therefore, not only will the policies comply with state and federal law, but the attorneys preparing the policies have first-hand knowledge of any problems faced by other school districts and will prepare policies which reduce or eliminate the potential for problems.

Additionally, the policies will not refer to administrative regulations which are to be created by the Superintendent, or even contain separate regulations. Policies adopted by the Board will be comprehensive on a particular subject. Therefore, there will be no need to maintain two several

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Mr. Matthew Montgomery

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hundred page documents or to refer to a separate section in the Manual to understand the Board's policy on a particular matter.

The Board will also be notified by letter of any changes in the law which may necessitate amending Board policy. Further, we will provide you with any changes you request based on the individual needs of the District.

The board policy service is provided on an hourly rate basis. The current hourly rate for our attorneys is from \$170.00 to \$275.00. However, I will be performing most of the District's board policy services, and my hourly rate is \$205.00. The cost of the services will vary according to need. Therefore, it is not possible to provide an exact cost because the number of revisions and meetings requested by the Board and Administration will ultimately determine the final cost. However, based on normal revisions, the costs to complete the Policy Manual is typically between \$5,000.00 and \$7,000.00. You will be billed on a monthly basis for any policy services. There is no extra charge for supplying you with an electronic Policy Manual that you can place on your own website. The electronic version will be in Word or converted to PDF and will not be searchable.

The length of time it takes to complete the entire Board policy depends in large measure on the District and the speed with which it reviews the draft chapters. The District can receive the chapters one at a time, or two or three at a time. The chapters can then be reviewed by the District and once the review is completed, you can request the next set of chapters. The District can also ask to receive a chapter or two every few months until completed. Alternatively, the District can ask to receive the entire Board policy manual at once. In short, we can tailor a method by which the District receives the draft policies which best fits its need.

Once your Policy Manual is completed, updates to your policies required by changes in law will be billed to you as they are completed. However, since we have multiple board policy clients, and the policies are often similar, the cost of the changes to update policies can usually be spread out among each of the board policy clients.

If you are interested in our assistance in reviewing, revising, and updating selected policies or your entire current Board Policy Manual, or desire further information regarding this service, please contact me.

Very truly yours,



Daniel L. Lautar

DLL/dlm

cc: Kevin J. Locke, Esq.