

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: September 23, 2013

AGENDA ITEM No. 13-09-(2)-10

ACTION ITEM: (Y/N) Y

SUBJECT: North Carolina School Boards Association Customized Policy Manual Agreement

INFO. CONTACT: Dr. Marcie Holland **PHONE:** 919-732-8126

ATTACHMENTS:

1. Proposal prepared and presented by Janine Murphy, Assistant Legal Counsel, NC School Boards Association
2. NCSBA Policy Services
3. Draft Customized Policy Manual Agreement

PURPOSE: The purpose of this agenda item is to provide the board an opportunity to consider a proposal from the North Carolina School Boards Association (NCSBA) regarding a review of and update to the Orange County Schools Board of Education Policy Manual.

BACKGROUND: The Orange County Schools Board of Education Policy Subcommittee met on September 13, 2013. Members of the Subcommittee Donna Coffey, Brenda Stephens, Debbie Piscitelli are supported by the board attorney and administrative staff. Also present was Janine Murphy, Assistant Legal Counsel, NCSBA.

Board of Education Policy #2410 states "It is through the development and adoption of written policies that the Board shall exercise its leadership in the operation of the school system; it is through the study and evaluation of reports concerning the execution of its written policies that the Board shall exercise its control over school operations." The last policy manual review/update was in 2004.

During the September 13, 2013, Board Policy Subcommittee meeting, Janine Murphy presented a proposal to the Subcommittee that outlined three (3) options offered by the NCSBA with respect to assisting boards of education maintain their policies. Policy Subcommittee members discussed each of the options and felt that the third option, a Customized Policy Manual, would be the best option for Orange County Schools. Board members felt that this option would be most efficient and would be complete and thorough. The cost of the customized policy manual is \$22,900.00 and can be invoiced over one, two, or three fiscal years. Section B.5. Fees in the attached Agreement has the option to pay in three (3) payments listed, but the Board may choose to pay the full amount at the beginning of the project or half at the beginning and the remainder at the end.

Additionally, the NCSBA offers a custom update service for districts with a customized policy manual that is at a cost of \$5,500.00 per year. This service means that the NCSBA updates all policies as needed when laws and/or policies change that impact boards of education and their policies. The Board Policy Subcommittee also believes that this service would be efficient once the manual is completed.

Finally, the Board Policy Subcommittee discussed and is still considering the option for the NCSBA to host the Board's policies on their website. This service costs \$3,950 the first year, including a \$1,000 initial set up fee and a \$2,950 annual web hosting fee. Each subsequent year is at a cost of \$2,950 for the annual hosting fee.

FINANCIAL IMPACT: Initially, the cost will be \$22,900.00 for the customized policy manual, which may be invoiced in one, two, or three payments across up to three fiscal years. Additionally, a \$5,500.00 fee per year would be required if the Board chose a custom update service. Potential cost savings may be realized with this option as opposed to staff and/or attorney review.

RECOMMENDATION: The Superintendent recommends the Board of Education approve the Board Policy Subcommittee's recommendation to contract with the NCSBA to complete a customized policy manual at a cost of \$22,900.00. The Superintendent recommends that the Board of Education pay the contract amount over three (3) fiscal years. Additionally, the Superintendent recommends that the Board of Education agree to the NCSBA's custom manual update service at a cost of \$5,500.00 each year once the customized manual is completed.

TO: Ms. Donna Coffey, Board Chair
Orange County Schools
Dr. Marcie Holland
Assistant Superintendent for Human Resources and
District Title IX Coordinator

FROM: Janine Murphy, Assistant Legal Counsel
North Carolina School Boards Association

RE: **Requested Policy Manual Review Proposal**

DATE: August 20, 2013

As per my communications with Dr. Marcie Holland during the past several weeks, I have prepared a **Policy Manual Review Proposal** for Orange County school officials.

It is my understanding that Orange County Schools (OCS) recognizes that while some policies and policy sections of its current manual have been revised regularly, other policies and policy sections perhaps may not been reviewed or revised since 2004. This raises several questions:

- Are policies that have not been reviewed or revised since 2004 in compliance with current legal standards?
- Are existing policies aligned with the board's goals and priorities going forward into the 2013-2014 school year and beyond?
- Are current practices in the school system aligned with board policies? If not, should the policy be revised to reflect current practices or do current practices need to be changed to align with board policy?
- Are there obsolete or unnecessary policies that should be repealed?
- Are there "contradictions" within existing policies that need to be resolved?
- Is there information currently "in policy" that might be more appropriately addressed in a "procedure" or a "regulation?"
- Are there ways that the policy manual could be revised that would make it easier for the board and OCS employees to keep the manual up-to-date?

In order to prepare this proposal I have conducted a preliminary review of the OCS policy manual based on what is posted on the OCS website. Here are several observations.

- The current OCS policy manual is "based" on the NCSBA's Policies to Lead the Schools (PLS) manual. This means that the OCS manual uses the NCSBA number coding system (nine sections, based on "thousands) and contains policies based on the titles and content of a number of NCSBA policies.

- It appears that OCS converted from an earlier “alphabetic coding” system to the NCSBA coding system in 2004.
- As a rule the OCS manual does not include double coded and triple coded of policies. However, the current OCS manual does contain four technology policy oriented policies that are double coded and listed in both the 3000 section and the 7000 section. By way of comparison, the NCSBA manual contains 31 policies that are either double or triple coded into more than one policy section. (Double and triple coded policies are used when a specific policy would be relevant in more than one policy section. For example, the NCSBA “Technology Acceptable Use” policy is triple coded as an educational program policy (3000 section), a student policy (4000 section) and personnel policy (7000 section).
- The OCS online “board policy” site has approximately 392 items. Most of the posted items are “policies” (362). In addition, the online site contains “21 P’s,” (procedures); “7 F’s,” (forms); and “2 R’s” (regulations). By way of comparison, the NCSBA model policy manual contains 298 policies. Simply put, the OCS manual contains 64 more policies than the NCSBA model policy manual.
- A spot check of a sample of policies indicates that many OCS policies contain basic information drawn from the NCSBA version of the same policy. However, a fair number of these policies have been customized with additional provisions that are not included in the standard NCSBA version of the same policy.

In sum, while the OCS policy manual is based on the framework of the NCSBA model policy manual, the policies within the current manual have been customized to reflect the specific goals, needs and priorities of OCS. With this in mind, this proposal outlines several ways the NCSBA legal/policy attorneys and staff might be able to assist OCS with a policy manual review and revision project. If OCS decides that it would like to have NCSBA assist with a policy manual revision project, we will need to have further discussions with the board or the board policy committee to determine what types of changes or improvements the board would like to see as a result of the policy manual revision project.

Option 1. Correlation Table

With **Option 1** NCSBA staff will take the current OCS policy manual and develop a correlation table (chart) of the contents of the manual.

- The chart would list every current OCS policy and distinguish between policies that are based on standard NCSBA policies and policies that are unique to OCS. For each NCSBA policy that is found in the OCS manual the chart would indicate if the OCS version is the most recent version of the policy. For policies that are not based on a NCSBA model

policy, the chart would indicate if the subject matter of the policy is covered by an existing NCSBA model policy.

- The chart would indicate if the OCS manual is missing any policies that are legally required by law.
- **Cost for Option 1: \$3000. Time Frame for delivery. NCSBA generally is able to deliver this chart to a school system within 8 work weeks. However, given scheduling commitments of NCSBA during October and November (Fall Law Conference and NCSBA Annual Conference) and December holidays, the exact delivery date would need to be discussed with the board if the board decides to pursue this option.**

Analysis of Option 1. Option 1 would only be the “first step” if the board is interested in a thorough review of all the policies in its existing manual. In order to do a complete review of the OCS policy manual, OCS staff working in conjunction with the OCS board attorney, would need to review the “customized” language in OCS policies that are based on NCSBA policies and also review all policies that are unique to OCS. It is possible that many OCS policies will not raise “legal compliance” issues, but OCS may still want to consider whether an existing policy is aligned with the board’s current goals and whether board policy and current school practice are aligned.

Option 2 Compliance Review

With **Option 2**, NCSBA attorneys will provide OCS with the same correlation table (chart) as in Option 1 above. **In addition, with the Option 2 Compliance Review, NCSBA attorneys will review each OCS policy, and indicate in the chart if the policy is legally acceptable or needs revision in some respect.** If, in our opinion, specific policy language is of serious legal concern, the notation in the chart will advise OCS to discuss the issue with the OCS board attorney. The notes for consideration with Option 2 also will provide limited explanation of certain policy provisions where additional explanation of the policy requirement may be helpful.

- **Cost for Option 2: \$10,500. Time Frame for delivery. NCSBA generally delivers one policy manual section to the school system every six weeks during a period of twelve to fifteen months. The section by section delivery process gives NCSBA attorneys time to review each policy and also gives the school board policy committee time to review each policy section and determine if the committee wants to recommend policy changes to the board.**

Analysis of this Option 2: Option 2 would provide OCS with a structured process for reviewing and revising the entire manual over the course of a year or 15 months. With this option, NCSBA attorneys would be doing a preliminary review of the substantive

content of each policy in the OCS manual. This information would provide the OCS policy committee with basic legal information about the substantive content of each policy as the committee works to determine if a specific policy needs to be revised or repealed.

Option 3 Customized Policy Manual

With **Option 3**, NCSBA legal/policy staff would perform all the tasks included in Option 1 and 2 above. In addition, working in conjunction with the OCS policy committee, NCSBA legal/policy staff would assist OCS officials with the step by step drafting and revising of individual policies. Also, with Option 3, NCSBA administrative staff would perform the administrative tasks associated with preparing policies for review by the policy committee. After the policy committee does a preliminary review of each policy, NCSBA attorneys would review proposed changes for legal compliance and NCSBA administrative staff would incorporate changes into the draft policies. These “revised” documents would then be returned to OCS ready for consideration by the OCS board. After the board has considered the policy in its first reading, if further changes are desired, NCSBA administrative staff would incorporate these additional changes into the draft document and return the document to the board in time for the final vote by the board.

- **Cost for Option 3: \$22,900. Time Frame for Delivery: NCSBA generally delivers one policy manual section to the school system every six weeks during a period of twelve to fifteen months. The section by section delivery is timed to give the school board policy committee time to review and discuss each policy section and prepare the section for consideration by the board before receiving the next section of policies from NCSBA.**

Analysis of Option 3. Option 3 is designed for school systems that want to create a customized policy manual that is based on the NCSBA policy manual. It seems to me that OCS already has a manual that is a customized version of the NCSBA manual. Therefore, Option 3 may not be an attractive choice for OCS unless OCS would like to have NCSBA attorneys available for ongoing consultation about various policies as the committee considers revisions to the policies in its manual. Also, Option 3 might be attractive if OCS would like to have NCSBA administrative staff perform the clerical work of preparing draft documents for consideration by the committee and the board.

Conclusion: I hope this proposal is responsive to the request of the Orange County School Board. Please note that none of the options includes a commitment by NCSBA to review or make recommendations to the board with regard to school system administrative procedures or regulations. I would be happy to attend a board policy meeting at some date in the future to provide a more detailed explanation of the various options. In the meantime, if you have any questions, please do not hesitate to get in touch with me.

CUSTOMIZED POLICY MANUAL AGREEMENT

THIS AGREEMENT is made and entered into as of the _____ day of _____, 2013 by and between the North Carolina School Boards Association, Inc. (hereinafter referred to as "NCSBA") and the Orange County Board of Education (hereinafter referred to as the "Board").

WITNESSETH:

WHEREAS, it is the mission of NCSBA to assist local school boards in delivering educational services to school systems in the most efficient and effective manner and, in particular, to assist local boards of education with policy development; and

WHEREAS, NCSBA is engaged in the business of providing professional services to assist local public school systems to draft, revise and regularly update school board policy manuals; and

WHEREAS, the Board desires to have NCSBA revise its policy manual.

NOW THEREFORE, in consideration of the foregoing, the mutual undertakings and benefits to accrue to the parties and to the public, the parties hereto agree as follows:

A. DUTIES OF NCSBA

1. **Policy Manual Customization.** NCSBA will develop a customized policy manual (hereinafter, the "Customized Manual") that, through input of the Board and its staff, will be tailored to reflect the Board's specific goals and practices. The Customized Manual will incorporate:

- a. all legally-mandated or recommended policies;
- b. all NCSBA-recommended policies as desired by the Board; and
- c. other discretionary policies as desired by the Board.

2. **Use of Policies to Lead the Schools.** In creating the Customized Manual, NCSBA will use its Policies to Lead the Schools ("PLS") sample policy manual as the basis for the Customized Manual. During the period of custom policy development, NCSBA will provide the Board with on-line access to the current PLS manual.

3. **Developing the Customized Manual.** To develop the Customized Manual, NCSBA agrees to complete the following tasks:

- a. NCSBA will review all policies identified by the Board/staff as current board policies;
- b. NCSBA will correlate the Board's current policy manual to the PLS manual;

- c. NCSBA will develop customized policies that are based on NCSBA's PLS manual and that incorporate information from the Board's existing policy manual, as appropriate;
- d. NCSBA will make additional policy recommendations to reflect the current law and/or suggest policy options that may be better suited for the Board;
- e. NCSBA will send the Board written guidelines as to the recommended process for reviewing and revising the policy manual; and
- f. NCSBA will provide an index to the policy manual.

4. Information and Communications Regarding the Customized Policy Manual.

At the beginning of the customized manual project, a member of the NCSBA legal department will meet with the school board for up to two hours to provide the board with information about the process NCSBA will follow when customizing the Board's policy manual. This training session will be provided free of charge, but the Board will be billed for the cost of travel. In addition, throughout the customization process, NCSBA will provide unlimited telephone support and provide unlimited electronic mail communication to discuss policy drafts.

5. Drafts or Revisions to Policies. NCSBA agrees to send an electronic copy (zip files) of each set of draft policies or revisions to policies to the Board. NCSBA will include with the copy of the policies NCSBA's recommendation as to the draft or revised policies and, when necessary, other comments about the draft or revised policies.

6. Work Processing Schedule. The Board, as the policy-making body for the school system, should endeavor to thoughtfully consider each policy that is presented to the Board for adoption. In general, NCSBA will send for review by the Board no more than one policy section every six weeks. Because Section 4000 and Section 7000 each contain over 60 policies, each will be sent to the Board in a minimum of two separate parts. At times, due to scheduling obligations and other time constraints, NCSBA may need up to eight weeks to complete a policy section. The NCSBA staff will work with school system staff to coordinate the time when policy sections will be sent for initial review and later revisions. Within 90 days after the Board receives the final section of draft policies for consideration from NCSBA, the Board will provide NCSBA with a copy of all policies as finally adopted by the Board, along with the adoption date of each policy. After receiving this information NCSBA will assist the Board with completing the manual by creating a final correlation table indicating the status of each policy that has been adopted by the board during the customization process. NCSBA will also check the policies for accuracy of cross references and create a final index of all the policies. NCSBA will make every effort to provide updates of each NCSBA policy that is updated during the term of the custom policy contract. However, after NCSBA has completed the customization of each policy, NCSBA will only provide NCSBA-initiated updates to that policy after that time. Unless otherwise agreed, NCSBA's commitment to provide custom policy services terminates 120 days after the last section of draft policies are sent to the Board for consideration. After 120 days, NCSBA may, in its sole discretion offer to bill the Board by the hour for all additional policy work performed under the custom policy manual contract. The hourly rate for attorney time shall be offered at \$80.00 an hour and at a rate of \$30.00 an hour for administrative staff time.

7. **Regulations or Administrative Procedures.** As NCSBA reviews existing policies, NCSBA may find detailed material that is more appropriately included in school system regulations or administrative procedures. Review and revision of material for regulations or administrative procedures are beyond the scope of this contract. However, NCSBA will provide correlation tables that will specify which material should be included in Board policy and which material should be moved into regulations or procedures.

8. **Copy of Completed Customized Policy Manual.** NCSBA agrees to provide the Board, if the board so desires, with a CD copy of the completed policy manual with all policies contained therein, provided NCSBA receives notice within 120 days after the last section of draft policies are sent to the board for consideration, of Board action on all policies sent to the Board under this contract.

B. DUTIES OF THE BOARD

1. **Copies of Current Policy Manual.** The Board agrees to provide NCSBA with a copy of all of the Board's current policies.

2. **Assistance with Revision of Manual.** The Board/staff agrees to assist with the revision of the policy manual and to provide input as requested by NCSBA. As part of its assistance, the Board shall provide NCSBA with regular reports of its progress on policy revisions and shall give NCSBA timely notice of suggested changes to policies drafted by NCSBA. The Board shall designate one administrator and one support staff member to serve as the contact persons with NCSBA regarding policy revisions as requested. As requested, the Board shall make available, as necessary, other staff to serve as a resource to NCSBA during the revision process.

3. **Time Frames.** The Board shall notify NCSBA each month as to the status of the policy revision process and of the anticipated time when the Board or policy committee would like to begin initial review of the next policy section. In general, the Board or policy committee should complete the initial review of one policy section and schedule that section for a first reading by the Board before expecting to receive the next policy section. The Board agrees to use its best efforts to review, vote upon and return each draft policy section to NCSBA with 90 days from the time that NCSBA sends the section to the Board.

4. **Duplication of Effort.** In order to make the customization process as efficient as possible, the Board/staff agrees that during the time that NCSBA is creating the Customized Policy Manual for the Board, the Board and school administrators will not undertake to create new policies or to revise existing policies without first contacting NCSBA staff to make sure that the process is completed without duplication of effort by school staff and NCSBA attorneys.

5. **Costs.** The Board agrees to pay to NCSBA a fee of \$22,900 for reviewing the Board's policy manual. Access to PLC's policies is included in the cost of the custom policy manual. The cost of reviewing the Board's policy manual will be billed to three equal payments with one third due at the time the proposal begins, one third due on or before July 17, 2018, and the final third due on or before July 17, 2019. As an alternative, the Board may either pay the full \$22,900 at the beginning of the proposal or the Board may elect to pay one half of the fee at the

beginning of the project and the remainder of the fee when NCSBA sends the board the last section of draft policies for consideration].

C. TIME FRAME OF POLICY REVISION

NCSBA and the Board agree that NCSBA will begin the revision process no earlier than December 1, 2013 and that the first section of draft policies will be sent to the board on or around January 17, 2014. The parties understand that a thorough review and revision of Board policies generally takes between one and two years from the date the review actually begins. The time frame is dependent upon a reasonable turnaround time on changes made by the Board/staff on draft policies. In addition, additional time may be needed to ensure that any new laws, cases, policies or the like that are changed during the revision process are reflected in the completed version of the Customized Policy Manual. The parties agree that NCSBA may modify the review schedule as needed, with notice to the Board or its designee.

D. ADDITIONAL SERVICES AND COSTS

1. Visits to the system to discuss policy drafts or to provide additional training beyond the initial two-hour training for the board will be at a cost of \$80.00 per hour for attorney travel and meeting time. The school system will be billed for the cost of travel.

2. Review of administrative procedures or other supplemental materials and the cost for such review shall be pursuant to a separate agreement between NCSBA and the Board.

3. Paper copies of the policy manual will not be provided by NCSBA. However, NCSBA will provide the Board with copies of all policies in a format that that would enable the board to print a notebook copy of the manual upon the board's request.

E. TERM

The dates and terms of this agreement will be for the period beginning with the signing of this document until completion of the Customized Policy Manual, which shall be defined as 120 days after the final draft section of policies is delivered by NCSBA to the Board or termination by either party.

F. TERMINATION

1. **For-Cause Termination by the Board.** NCSBA agrees that the Board has the right to terminate this Agreement immediately in cases of fraud or dishonesty by NCSBA. In cases of a material breach, the Board shall give written notice to NCSBA of the breach and NCSBA shall have a minimum of thirty (30) days to correct the deficiency. If, after the cure period, the breach is not cured, the Board may give written notice of termination, said notice to be effective immediately or as otherwise indicated by the Board.

2. **For-Cause Termination by NCSBA.** The Board agrees that NCSBA has the right to terminate this Agreement immediately in cases of fraud or dishonesty by the Board. In

cases of material breach, NCSBA shall give written notice to the Board of the breach and the Board shall have a minimum of thirty (30) days to correct the deficiency. If, after the cure period, the breach is not cured, NCSBA may give written notice of termination, said notice to be effective immediately or as otherwise indicated by NCSBA.

3. **Effect of Termination.** Termination of this agreement shall not cancel the Board's responsibility for payment of any applicable fees for services rendered prior to termination or for any other products or services of any kind provided by NCSBA, subsidiaries or affiliated companies. Upon termination, NCSBA agrees to provide to the Board an electronic version of the draft or revised policies completed as of the date of termination. Upon termination, the Board agrees to provide to NCSBA payment for services rendered as of the date of termination, as calculated on a prorated basis, plus the cost of any additional services provided pursuant to paragraph D. In the event of a termination under paragraph F.2, the Board further agrees that the Board forgoes the right to online access to Policies to Lead the Schools.

G. COMPLIANCE WITH APPLICABLE LAWS AND REQUIREMENTS

Each party hereto shall comply with all federal, state and local laws applicable to the conduct of their businesses.

H. ENTIRE AGREEMENT/MODIFICATIONS

This Agreement constitutes the entire understanding between the parties concerning the subject matter hereof. It supersedes any prior understanding or agreement between them respecting the subject matter. There are no representations, arrangements, understandings or agreements, oral or written, relating to the subject matter of this agreement, except those fully expressed herein. No changes, amendments, alterations, modifications, additions or qualifications to the terms of this agreement shall be made or be binding unless made in writing and signed by each of the parties.

I. GOVERNING LAWS

The parties agree that the place of the contract, its situs and forum, will be Wake County, North Carolina, and all matters, whether resounding in contract or tort relating to the validity, construction, interpretation and enforcement of this contract, will be determined in said county and state. This agreement shall be governed by the laws of the State of North Carolina (without giving effect to any choice of law principles thereof which may direct the application of the laws of another jurisdiction).

J. BINDING EFFECT

All provisions of this agreement shall be binding upon and inure to the benefit of, and be enforceable by and against the parties and their respective successors and assigns.

IN WITNESS WHEREOF, each party has caused this Agreement to be signed and executed by a duly authorized person on the day and year first above written.

North Carolina School Boards Association, Inc.

By: _____
Dr. Ed Dunlap, Executive Director

Orange County Board of Education

By: _____
Donna Coffey, Board Chairperson

Attest: _____
Dr. Del Burns, Interim Superintendent

(Corporate Seal)

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

Donna Brinkley
Orange County Schools Finance Officer

Date

NCSBA POLICY SERVICES

NCSBA Policy Services are designed to provide your school board with the policy resources and services that it needs to maintain a legally compliant, up-to-date, easily accessible policy manual to govern your school system.

MEMBERSHIP POLICY SERVICES

Our legal/policy staff is available to discuss policy-related issues and provide sample board policies on various topics. This service is provided free of charge to school systems that are NCSBA members.

POLICIES TO LEAD THE SCHOOLS

Policies to Lead the Schools (PLS) is a web-based policy manual developed by NCSBA. The manual contains sample policies that may be used as a source of current, legally compliant policies or as a base to revise an entire policy manual. PLS provides:

- samples of legally required policies;
- samples of recommended policies pertaining to board oversight and good governance;
- a search engine that permits users to locate policies on specific topics;
- downloadable copies of all sample policies in a word-processing format;
- footnotes that provide additional explanation of policy requirements and identify provisions that may be modified based on local practices;
- legal references to state and federal laws that enable additional research on the contents of a policy; and
- an easy to understand, flexible numerical coding system.

One-Time Fee: \$2,500

Continued access after the first year requires an annual subscription to the PLS Update Service.

PLS UPDATE SERVICE

The PLS Update Service is an annual subscription that provides your school board with newly developed sample policies on current issues of concern and revisions to existing PLS policies that are necessary to reflect changes in legal requirements or educational trend

2013-2014 Fee: \$950

POLICY MANUAL SERVICES

NCSBA provides a range of policy services to meet a variety of policy needs. Our standard menu of services includes:

- **Compliance Reviews.** NCSBA staff will review PLS-based board policy manuals to determine if the manual has been kept up-to-date and contains all mandated policies;
- **Policy Manual Conversion.** NCSBA staff will assist the board in a step-by-step conversion to a PLS-based manual); and
- **Custom Manual Project.** NCSBA staff works with the board to develop a PLS-based policy manual that is customized to reflect the local board's goals and practices. This option includes NCSBA staff assistance with the administrative tasks associated with the project.

For more information, contact the NCSBA Legal Policy staff:

Allison Schafer,
Legal Counsel/Director of Policy
Janine Murphy,
Assistant Legal Counsel
Kathy Boyd,
Senior Staff Attorney
McKenna Osborn,
Staff Attorney
Tanya Giovanni,
Staff Attorney
Nancy F. Black,
Staff Attorney
Scott Murray,
Staff Attorney
Christine Scheef,
Staff Attorney
Katherine Asaro,
Staff Attorney
Debbie Shinbara, Legal Assistant
Christina Miller, Policy Assistant
Cynthia Moore, Policy Assistant
Haley Hepburn, Communications Specialist



(919) 841-4040

Fees for policy manual services vary based on the complexity of the work required and the needs of the individual school system. Contact our policy staff to discuss our policy service options and to receive a policy manual proposal designed to meet the unique needs of your school system.

WEB HOSTING SERVICE

NCSBA provides an easy, economical way for the board to provide 24/7 access to its online policy manual using NCSBA's web hosting service. Using a Folio® Infobase, this service allows local boards to:

- distribute the board policy manual to employees and the public in a user-friendly electronic medium;
- update the manual as soon as a policy is adopted, revised or repealed; and
- reduce the workload of the central office staff who are responsible for maintaining the policy manual.

Initial Development Fee: \$1,000

(plus additional fees if the manual is not in electronic format.)

2013-2014 Annual Web Hosting Fee: \$2,950

(This price includes unlimited uploads to the board policy manual each year to accommodate policy changes. The Annual Web Hosting Fee will be prorated for the year of initial development.)