



Colorado Association of School Boards

Policy Services

1. Dues-Supported Services

As a benefit of membership, districts receive the following:

- Unlimited phone and email consultations with policy staff
- Sample policies on individual topics upon request
- Review of individual policies on request
- Comprehensive list of policies required by law or highly recommended for board adoption
- List of policies to distribute to students/parents annually
- Policy Manual Audit Service – spot check of board's policy manual for legally required policies, as well as feedback on organization and format

Dues-supported services: Free to CASB members

2. Core Sample Policy Package – School Districts

A comprehensive, attorney-reviewed sample policy manual that includes all legally required policies as well as numerous other policies addressing virtually every issue likely to arise in a public school district.

This package is recommended for boards wanting a set of policies to function as a guide to all practices. Formatted in the NSBA letter-coding system, the Core is a starting point for board policy. As with any off-the-shelf product, it is crucial that the board customize the manual. CASB will incorporate 10 local policies into the Core for you.

The manual will be provided in electronic format and in hard copy. The board will receive an orientation session upon request.

Core Package: \$5,000 (plus expenses)

3. Core Sample Policy Package - BOCES

For Boards of Cooperative Educational Services (BOCES), CASB partners with the Colorado BOCES Association to offer a modified version of the Core Sample Policy Manual, the BOCES Manual.

This comprehensive, attorney-reviewed, sample policy manual includes all legally required policies as well as numerous other policies addressing BOCES-specific issues.

This package is recommended for BOCES wanting a set of policies to function as a guide to all practices. Formatted in the NSBA letter-coding system, the BOCES Manual is a starting point for BOCES policy. As with any off-the-shelf product, it is crucial that the BOCES customize the manual.

The manual will be provided in electronic format and in hard copy.

Core Package – BOCES: \$5,000 (plus expenses)

4. Policy Manual Overhaul Project

For districts or BOCES with policy manuals that are out-of-date, incomplete or inconsistent with current practices, CASB offers the Policy Manual Overhaul Project.

CASB works with the board and staff to create a comprehensive, customized policy manual, using CASB's Core Sample Policy Manual as a starting point.

In this process, CASB will:

- review the policy manual to identify areas where policy is lacking or needs improvement
- revise policies to reflect local practices and legal requirements
- re-code policies as needed

- create a draft manual and revise it according to district feedback
- manage the project from beginning to end

At the conclusion of the project, the district will receive the final manual in electronic form.

Policy Manual Overhaul: Call for current service fees

5. Online Policy Solutions

CASB's Online Policy Solutions are designed for more effective local policy leadership and consist of the **Policy Support System** and **Online District Policy Maintenance**.

The **Policy Support System** provides a user-friendly, informative and comprehensive approach to keeping policies up-to-date and includes:

- **CASB Core Policy Online** – search CASB Core sample policies online anytime. The online policies provide links to current state statutes and regulations.
- **Policy Parameters** – a policy newsletter to inform boards and staff about changes to federal and state law and the local policy implications of such changes. The newsletter includes pertinent policy updates to the CASB Core sample policies.
- **Special Policy Updates** – a newsletter to alert boards and staff to time sensitive or hot-topic policy issues that require immediate attention. The newsletter includes pertinent policy updates to the CASB Core sample policies.

Policy Support System: \$750 per year

- The **Online District Policy Maintenance** service allows for transformation of a policy manual from a cumbersome notebook or a clunky (or high-priced) web application into a user-friendly, online policy collection. CASB hosts the manual and performs all updates at the district's request. The manual is available via the CASB Website and can also be linked to the district's website.

Online District Policy Maintenance: Cost is based on district enrollment, call for details

6. Policy Training Sessions

CASB offers half-day policy training sessions on a variety of topics, including:

- how to keep a policy manual current
- policy manual orientation
- key policy areas, and more

Policy Training: Priced according to CASB's session fee schedule

7. Policy Manual Re-coding Project

For districts not currently using the NEPN/NSBA letter codes for policies, CASB will reformat the policy manual to the current NEPN/NSBA coding system, allowing greater ease for referencing and updating. Includes new tables of contents.

Re-coding Project: Call for current service fees

8. Related Service:

Policy Governance® Services

For boards interested in a non-traditional policy approach, CASB provides comprehensive facilitation and consultation enabling the board to establish a new framework for effective governance under the Policy Governance model. The service includes development of policies in areas of executive limitations, governance process, board/superintendent relations, and "end results" for students. Training on engagement strategies and development of a community engagement plan are also available.

Policy Governance Services: Call for current service fees

CASB's Policy Services Team

For further information, contact your policy services team:

Jeri Hodgson Fleuter, deputy executive director
Corina Sepulveda, executive assistant
Lynne Hunt, policy specialist
Kathy Shannon, legal and policy counsel

Colorado Association of School Boards

1200 Grant Street, Denver, CO 80203-2306

303/832-1000 • 800/530-8430

www.casb.org