

## What Services Does NEOLA Provide?

### Bylaws and Policies Development Service

The Board Bylaws and Policies Development Service provides school districts and boards access to NEOLA templates and face-to-face consultation with a NEOLA associate to facilitate the drafting of a district bylaws and policies manual. Templates are vetted for compliance with federal and state law by in-state legal counsel. The district's NEOLA associate guides the district through the template choices to create customized materials to address local needs and wishes.

### Administrative Guidelines Development Service

NEOLA provides Administrative Guideline templates that delineate procedures to implement the intent of the school district's policies. These templates are customizable so they reflect the specific needs of the district. The NEOLA associate provides face-to-face consultation during this process. Along with the development of administrative guidelines, the district can access standard NEOLA forms that can be customized as needed.

### Electronic Publishing Service

Districts can enhance their transparency by making Board Bylaws and Policies, along with Administrative Guidelines and Forms, accessible electronically on a secure and searchable site managed and updated by NEOLA.

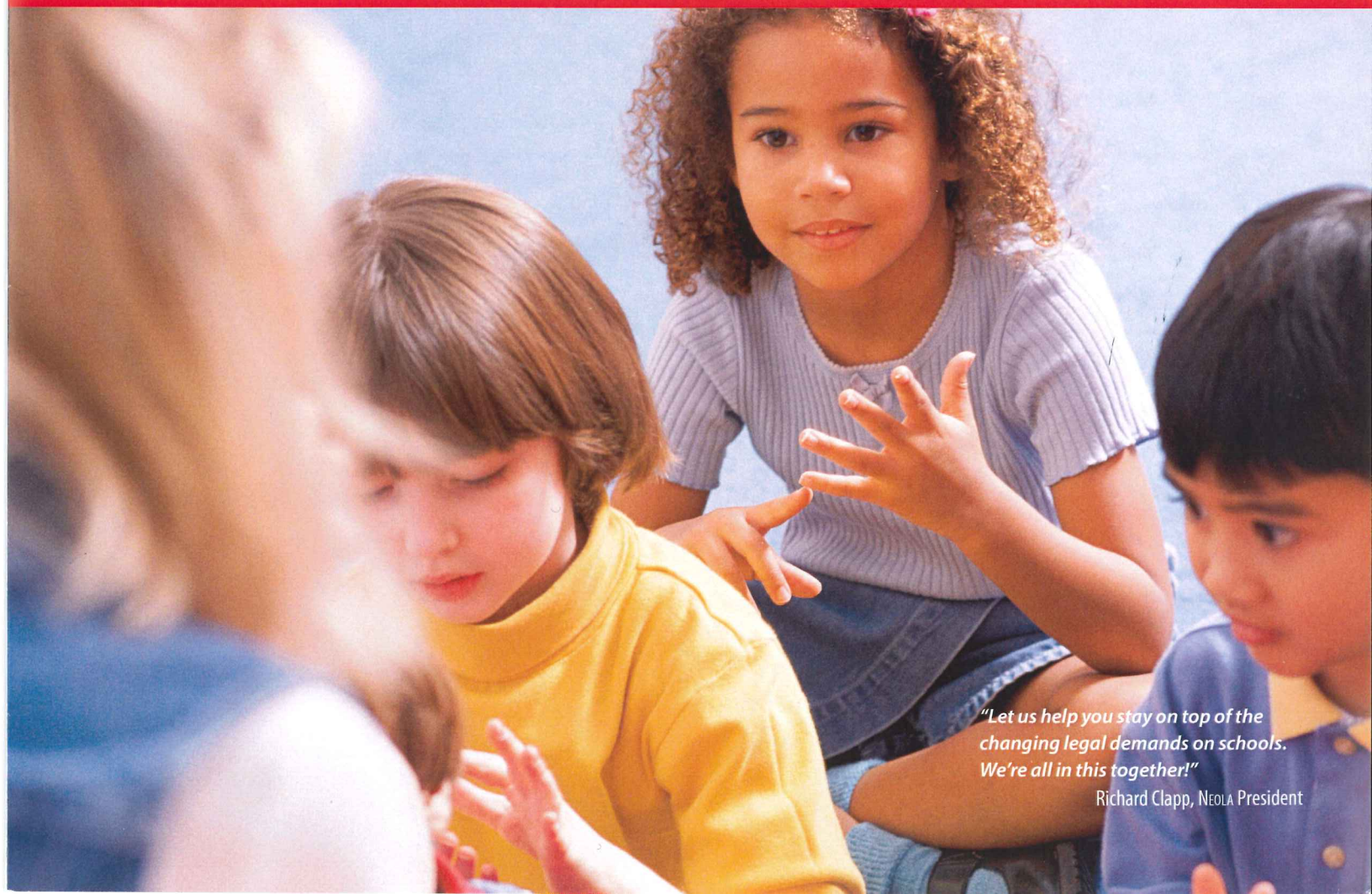
### Update Service

NEOLA provides two regular updates per year. The NEOLA associate visits the district to review and explain the rationale for the proposed changes to the regular updates so the district can make informed decisions before adopting. As circumstances require, NEOLA publishes special updates to address matters that require more urgent consideration.

### Other Related Services

NEOLA or one of its affiliate service providers can assist districts with the development, maintenance and electronic publishing of staff and student handbooks, the publication of district newsletters, the development of customized job descriptions, the monitoring of school training requirements, the implementation of paperless board meetings and much more.

**WEB** [www.neola.com](http://www.neola.com) ■ **EMAIL** [info@neola.com](mailto:info@neola.com) ■ **TOLL FREE** 1.800.407.5815



*"Let us help you stay on top of the changing legal demands on schools. We're all in this together!"*

Richard Clapp, NEOLA President