



Oak Park Elementary School District 97

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**TO: Members, Board of Education
Dr. Albert Roberts, Superintendent**

FROM: Policy Committee – James Gates, Amy Felton and Chris Jasculca

RE: Approval of change from Neola to PRESS for policy services

DATE: April 10, 2012

On March 13, 2012, the policy committee made the following recommendations to the board:

- Conduct a comprehensive review of the district's policies and administrative guidelines to ensure they are legally compliant and in alignment with our role and responsibilities to deliver a high-quality education to the children of Oak Park.
- Switch from Neola, the district's current policy service provider, to the Illinois Association of School Board's Policy Reference Education Subscription Service (PRESS).

The report detailing the reasons for these recommendations can be accessed by visiting <https://v3.boardbook.org/Public/PublicItemDownload.aspx?ik=32223199>.

The board had three contract-related questions regarding the services offered by PRESS. These questions were forwarded to Jackie Griffith, who is a policy services consultant for the Illinois Association of School Boards (IASB). Below are the questions that were submitted, along with Ms. Griffith's responses.

Q1. Does IASB only operate on/offers one-year contracts for its policy services, or are there multi-year deals available? If there are multi-year deals available, are there any price breaks associated with this option?

A1. We operate on a year-by-year basis. There is no discount for multi-year contracts.

Q2. Are contracts automatically renewed? If so, when does the automatic renewal take place (fiscal year, calendar year) and how far in advance would we need to notify you if we decide to cancel the service?

A2. The contracts for PRESS Plus and School Board Policy Online remain in effect as long as the district pays the invoice. We bill in October, and payment is due by January of each year. The district can cancel the service by returning the invoice marked "cancel." You don't need to notify us in advance.

Q3. If contracts are not automatically renewed, when does the renewal process take place and what steps are required to complete it?

A3. See last answer. Billed in October; payment due by January; the contract renews as long as the district pays the invoice.

In addition to providing the responses above, Ms. Griffith informed us that there is a one-time fee of \$950 to publish the School Board Policy Online that was not included in our original report to the board on March 13. She also said that IASB is offering to assist us with the review and revision of our administrative guidelines for

\$9,200 (same cost as for the policies) instead of the \$12,900 we were originally quoted; and that the cost for PRESS may increase by a maximum of four percent on an annual basis, not the three we were told when we met with her in February. To recap, the total costs for making the switch to PRESS include:

- Comprehensive review of the district's policies and guidelines – \$18,400.
- One-time fee to publish the School Board Policy Online – \$950.
- Annual fees of \$3,695—\$1,195 per year for PRESS Plus and \$2,500 for School Board Policy Online.

In terms of the process for drafting the new policy and administrative guideline manuals, Ms. Griffith recommends that we work on them separately instead of simultaneously. She said that this has proven to be the most effective approach in the other districts IASB works with, and believes it will enable us to produce the manuals in a more efficient, timely fashion. Our goal is to finish both manuals prior to January 1, 2013.

We will work with our Web master to identify a way to post and maintain a user-friendly version of the current policy manual on the main district site until the new one has been approved/adopted and posted online. Our options include posting a searchable pdf version of our current manual on our site, or creating our own version of an online manual using html copies of our policies.

The policy committee's recommendation to switch from Neola, the district's current policy service provider, to the Illinois Association of School Board's Policy Reference Education Subscription Service is being presented to the board tonight for its approval.