

The Policy Review Seminar Process

The Policy Review Seminar is a comprehensive audit and review of the District's local policy manual. This undertaking will ensure that your manual is a solid base that clearly communicates requirements for local district governance and management and reflects the uniqueness of your District.

The process takes several months from start to finish, depending on variables at each of the following steps:

1. Following receipt of the contract from the District, the policy consultant/analyst schedules a tentative date and sends the District an extensive questionnaire. The questionnaire addresses current demographics, practices, and statutory options the District has exercised.
2. The District returns the completed questionnaire with a copy of the District's official manual. These materials must be received within 30 days of the tentatively scheduled Policy Review Seminar or the date cannot be confirmed.
3. The consultant conducts a comprehensive manual audit, including:
 - An analysis of the completed questionnaire and the contents of the District's manual
 - A detailed review of (LOCAL) policies to assess the manual's internal consistency
 - An accuracy check of the District's official manual against the Policy Service's computer records to identify discrepancies
4. The consultant visits the District to work with administrators and the Board using the report produced by the audit as the basis for discussion.
 - The consultant meets with administrators for one full-day or two half-day sessions to explore and resolve any inconsistencies identified by the audit, to address other policy issues of importance to the administrators, and to train administrators in the use of the manual. Administrators receive training credit for this time.
 - The evening Board seminar begins with "The Fundamentals of Policy," for which the Trustees receive approximately one hour of Board training credit.
 - The training session is adjourned and, following the call to order of a special meeting, the consultant then reviews the governance section of the manual and other key policies of particular interest to the Board.
5. On returning to the office, the consultant prepares and mails a summary of the work accomplished at the staff and Board sessions. The summary includes an itemized list of the recommended policy revisions.
6. The District staff carefully reviews the summary and supplies any missing documentation. The Board reviews the recommendations.
7. The District returns the summary, along with any changes, to the consultant.
8. All unique (LOCAL) policies receive final legal review from TASB Legal Services. Any legal concerns will be expressed in a letter to the Superintendent from a TASB attorney.
9. A reprinted copy of the manual will be sent to the District.
10. The Board adopts (LOCAL) policies in the reprinted manual and repeals all previously adopted policies.
11. If using *Policy On Line*, the District will notify Policy Service that the adoption/repeal has been completed. TASB will then install or update the HTML version of the District's localized policy manual on the TASB Web Site.



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