Administrative Procedures Project
An IASB service that aligns
Administrative Procedures with Board Policy

POLICY SERVICES
Illinois Association
of School Boards

IASB
ILLINOIS ASSOCIATION
OF SCHOOL BOARDS

What is an administrative procedures project?

An IASB policy consultant will work with your district staff to develop new and up-to-date administrative procedures to implement the board policy manual. These administrative procedures will be based upon the sample procedures and exhibits contained in the IASB Policy Reference Manual and your district's current practices.

What is the process involved in an administrative procedures project?

The process may vary to meet individual district needs. Generally, it includes the following:

The district will

- provide a contact person and/or a committee of administrative staff members to work with an IASB policy consultant in the development and editing of the administrative procedures.

The policy consultant will

- develop and provide to the district draft administrative procedures based upon sample procedures, and exhibits, as found in the IASB Policy Reference Manual and customized according to the requirements of the district's policy manual and current district practice.

- meet with the committee up to two times in the district to review and edit the draft administrative procedures, and

- provide the district with both a printed and an electronic copy of the final administrative procedures (in Word for Windows.)

Use of **PRESS**, the IASB **P**olicy **R**eference **E**ducation **S**ubscription **S**ervice, or **PRESS Plus**, will assist the district to keep the manual current. Subscribers to IASB's School Board Policies Online service can have their administrative procedures maintained online for no additional cost.

What will it cost? Contract Fees & Payment Schedule

Student Enrollment	*Contract Fee	50% Due Upon Signing of Contract	40% Due Upon Delivery of Draft Manual	10% Final Payment
0-500	$4,600	2,300	1,840	460
501-1,000	5,400	2,700	2,160	540
1,001-2500	6,200	3,100	2,480	620
2,501-5,000	7,800	3,900	3,120	780
5,001-10,000	9,200	4,600	3,680	920
Over 10,000	Proposal			

* This contract fee will be reduced by 10% if the Administrative Procedures Project immediately follows an IASB Policy Manual Customization.

For more information call:

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e-mail: *bzumpf@iasb.com*

Springfield Office:
(217) 528-9688, ext. 1125
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Does your District need an administrative procedures project?
Use the following checklist to help you decide.

Administrative Procedures

- ❏ are available in hard copy or online in the district administrative offices and as necessary throughout the district.
- ❏ include all procedures expressly required by current board policy, state and federal law and regulations.
- ❏ are aligned with current board policy and district practices.
- ❏ have an easily identifiable coding system, alphabetical index or search engine and table of contents.

- ❏ are clear and concise.
- ❏ are coded to correspond to the board policy they implement.
- ❏ have implementation dates that are clearly stated at the end of each procedure.

Updating and Distribution

- ❏ The procedures are in an electronic format for ease of updating, use and accessibility.

Who can benefit?

This service is available to districts that have developed and maintained or updated their current policy manual with IASB Policy Services. An Administrative Procedures Project results in procedures that implement the board policy manual and provide for alignment of board policy, administrative procedures and district practices. Clear administrative procedures allow the board to effectively monitor the implementation of its board policy.