

March 5, 2013

Dr. Sophia Jones-Redmond, Director of Special Services
Harvey School District 152
16001 S. Lincoln Avenue
Harvey, Illinois 60426

Re: Policy Manual Customization

Dear Dr. Jones-Redmond:

Thank you for your interest in our Policy Manual Customization service.

Enclosed are two copies of the Agreement for Policy Customization Services. Please have the contracts signed and return both copies to me at the Lombard office, along with a district check in an amount equal to fifty percent of the total contract amount. I will obtain the signature of our Deputy Executive Director and will return a completed contract for your file.

Upon receipt of your executed contract and payment, I will contact you to schedule an initial meeting. At this meeting, I would like to pick up copies of your current Board policy manual, any policies in progress, collective bargaining or other relevant contractual agreements, handbooks, and any other written material that you believe to contain necessary or helpful information about your district. ***Please note that these items will not be returned to the District.***

Please contact me at 630/629-3776 ext. 1214 or email bzumpf@iasb.com with any questions. We look forward to working with you and your Board.

Sincerely,



Brian Zumpf
Policy Consultant

cc: Janet M. Rogers, Board President (letter only)

enclosures: Agreement for Policy Customization Services (2)

PLEASE REPLY TO:

☐ 2921 Baker Drive
Springfield, Illinois
62703-5929
217/528-9688
Fax: 217/528-2831

☐ One Imperial Place
1 East 22nd Street
Suite 20
Lombard, Illinois
60148-6120
630/629-3776
Fax: 630/629-3940

OFFICERS

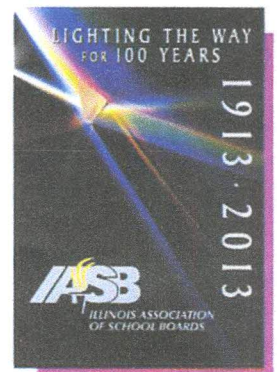
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Frequently Asked Questions About An IASB Policy Manual Customization

What is a policy manual customization?

An IASB policy consultant will work with your district to develop a new and up-to-date local school board policy manual. This policy manual will be based upon IASB's Policy Reference Manual, and will be customized to include your district's current policy and practices, as appropriate.

Don't forget! Board members earn Master Board Member points when they participate in an IASB Board Policy Editing Session – 5 points for up to 4 hours, and 10 points for more than 4 hours.

What are the steps involved in a customization?

The customization process may vary to meet individual board preferences and needs. Generally it proceeds as follows:

- The policy consultant, board members and superintendent meet in the district to discuss the board's needs, to agree upon process, and to gather information and documents.
- The policy consultant prepares a draft based upon the IASB Policy Reference Manual and input from the first meeting.
- The policy consultant, board members and superintendent meet up to three times in the district to edit the draft. Additional meetings may be requested by the Board at \$325 per visit. Board members participating receive IASB Master Board Member points.

- A final manual is delivered to the district ready for review and board adoption.
- Adoption dates are added to the manual and the board receives both a hard copy of the manual and an electronic copy of the manual (MS Word format).
- The policy consultant, board, superintendent, and superintendent's secretary meet in the district to discuss policy manual maintenance.

Use of IASB's **Policy Reference Education Subscription Service, PRESS** or **PRESS Plus**, IASB's full-maintenance service, will enable the board to keep its manual current.

Does our District need a policy manual customization?

The Policy Manual

- contains written policies that
 - include up-to-date district goals,
 - delegate authority to the superintendent,
 - define operating limits,
 - ensure legal compliance,
 - establish board processes, and
 - provide for monitoring of district progress.
- includes all policies required by state and federal law and regulations.
- has an easily identifiable coding system, alphabetical index or search engine and table of contents.
- is available in the district administrative offices and, as appropriate, for Board, staff, students, parents and the community.

Individual Policies

- Each policy is clear and concise.
- Policies are legally referenced.
- Policies have cross-references to related policies.
- Adoption dates are clearly stated.

Updating and Distribution

- The manual is provided in an electronic format for ease of updating, use and accessibility.

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
1,001-2,500	\$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			

What are the benefits of working with an IASB policy consultant?

In addition to an up-to-date board policy manual, the board will benefit from **in-district board development** on the topics of effective board governance, the policymaking role of the board, and board-superintendent roles and responsibilities.

For more information call:

Lombard Office:

(630) 629-3776, ext. 1214
e-mail: bzumpf@iasb.com

Springfield Office:

(217) 528-9688, ext. 1125
e-mail: alovern@iasb.com

AGREEMENT FOR POLICY CUSTOMIZATION SERVICES

This Agreement is entered into by and between the **Illinois Association of School Boards, a Not-for-Profit Corporation (IASB)** and **Harvey School District 152 (Board)** for policy customization services. In consideration of the mutual promises contained herein, and other good and valuable consideration, the **IASB** and **Harvey School District 152 (Board)** agree as follows:

The IASB agrees to provide the Board with the services of a policy consultant who will develop with the Board a customized board policy manual. The policy consultant will, to the extent he or she deems necessary:

- Review existing Board policies, as well as other School District documents and contracts. The review of School District documents and contracts is solely for the purpose of ensuring consistency and no analysis shall be provided.
- Meet in the district up to five times. The first meeting will be to gather information. The second, third, and fourth meetings will be to edit the draft manual. The final meeting will be to discuss manual maintenance. Additional visits may be requested at \$325 per visit.
- Customize sample board policies and board exhibits from IASB's Policy Reference Manual according to the Board's needs and desires.
- Provide the Board with one draft copy of the policy manual 90 days after receiving all material requested by the policy consultant or 90 days after the date of the first meeting, whichever is later.
- Perform editing services on the policy manual for 90 days following delivery of the draft copy of the policy manual. Such services shall be performed in an IASB office.
- Provide one print copy and one CD of the final policy manual in Microsoft Word.

The Board agrees that it will:

- Provide the IASB policy consultant with the Board's existing policies, as well as other materials as requested, within 30 days after the policy consultant makes a written request.
- Meet with the policy consultant in the District in a timely manner to provide information and to edit the District's policy manual.
- Furnish administrative assistance and information to the policy consultant during the policy manual development as requested and in a timely manner.
- Indemnify, defend, and hold harmless IASB, its Board of Directors, employees, agents, and attorneys against any claims, causes of action, damages, costs, and expenses of every kind and description, including attorney fees, whether in tort or in contract, caused by any policy, contract, advice, or other consulting services rendered pursuant to this Agreement.

The Board further agrees to pay to IASB the sum of **\$7,800** according to the following schedule:

50% due upon return of this Agreement	\$3,900
40% due upon receipt of the draft manual	\$3,120
10% due upon completion of the edited manual	\$780

In witness whereof, the parties hereto have executed this Agreement as of the date below.

Harvey School District 152

**Illinois Association of School Boards,
A Not-for-Profit Corporation**

By: _____

By: _____

Name: _____

Benjamin S. Schwarm,
Deputy Executive Director

Title: _____

Date: _____