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M E M O R A N D U M

To: Superintendent Gegg
FROM: Karen Haase
DATE: May 24, 2022
RE: KSB Policy Service

This memorandum provides a description of our policy service and costs, which we believe is much simpler and cheaper than a full review of your current policy book. We also believe that the service concept allows boards and administrators to stay more current in the ever-expanding universe of policies that state and federal law require.

Writing Style. Our policies are shorter and contain more headings and numbers than most policies. We believe that careful writing, attention to detail, familiarity with school practices, and a thorough knowledge of the law are essential to creating good policies. We describe our writing style as “lean and clean.” We have seen too many instances when an employee, an NSEA representative, or a plaintiffs’ attorneys has turned flowery, loosely written, or overly complicated policies to a school district’s disadvantage. We strive to write policies that are short, clear, and useful. If no one can understand a policy provision, it’s useless.

Organization. Our policies are divided into the following six sections:

1000 Series: Mission and Belief Statements

2000 Series: The Role and Conduct of the Board of Education

3000 Series: Business Operations

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4000 Series: Employees

5000 Series: Students

6000 Series: Instruction and Extracurricular Activities

There is nothing special about this organizational system. If you have traditionally used letters rather than numbers or if you have used a numbered system that you want to retain, you can simply place our policies into the structure you prefer.

Additional Services. We want to make sure that you have all the policies you want in the form you want. As part of the service, we will write any policies that you request and will work with you to make sure that the policies incorporate the elements that you want. We will also work with you to incorporate any special existing policies that the board wants in its policy manual. We fully understand that boards often have unique local issues they like to address through policy.

Policy Updates. We will provide you with policy updates during the school year, and at the end of each school year necessitated by court decisions and changes in state and federal law and regulations. We provide the policy updates as part of the service free for a two-year period. After the initial two-year period, we will continue to provide you with updated policies for a modest annual fee (currently the annual subscription fee is \$1,000). We conduct an informational webinar and are also happy to arrange a private conference or call to review any particular questions you have about any future updates as part of that same fee.

Delivery of Policies. Most boards tackle the policies one section at a time, but, some boards do more at one time or split them out further. All of the policies, forms, indices, and cover memos for each section stay resident on our website, so you and the board can go at whatever pace you prefer. We include a memorandum with each set explaining the purpose of the policies and pointing out areas in which you might want to exercise some discretion or have to make a choice.

Board Adoption of Policies. Some boards require two readings of a policy before they may adopt it. There is no legal requirement of two readings, and we recommend against it because there are many instances when boards needed to act quickly to adopt or amend a policy.

We recommend that the board record the dates when it reviews, adopts, and revises each policy. Nebraska Department of Education representatives examine board policies for these dates when they conduct accreditation

reviews. The dates can also be useful in communicating the board's commitment to following its policies when patrons try to convince administrators to deviate from policy "just this once."

Some boards prefer to update and use our sections as they go, and other boards elect to approve them all over several months but use your existing policies until you have all of ours ready to go, then "flip the switch." We're more than happy to talk through with you and the board your options for implementation and then to help form a plan which works for you.

Administrative Regulations. Some school districts have elaborate systems of policies, administrative regulations, guidelines, or protocols. As a general rule, we prefer that the board establish written policies and that administrative practice be less formal. We much prefer only having one place to go to find answers to policy and practice questions—the policies. The danger of a system of multiple written policies, procedures and protocols is that the policies change over time, but the written protocols don't, or administrators simply overlook one set of written documents. The only written protocols we recommend, other than board policy, are your school safety plans, public comment regulations, student handbooks, and staff handbooks.

Handbooks. As part of the service, we provide you with KSB's preferred handbooks which align with our policies. In addition to annual policy updates, we update the handbooks annually, as well. Current subscribers tell them this is one of the best features of the service, because it saves so much administrative time which would otherwise be spent updating handbooks each summer. You should review these handbooks carefully at the end of every school year to be sure they comply with board policy, and again, we can help with that process.

Cost and Billing for Policy Service. The cost of the policy service is \$9,500. It includes a full set of policies and policy updates for a two-year period. We can bill you in 12 monthly installments or in a lump sum(s) according to your preference. After the initial two-year period, we do charge an additional fee to keep your subscription current so that you can receive all the updates. This year that fee was \$1,000.

We would be delighted to work with you and the board on policies. If you have questions about the service, the policies, or any other matter, please contact one of us.