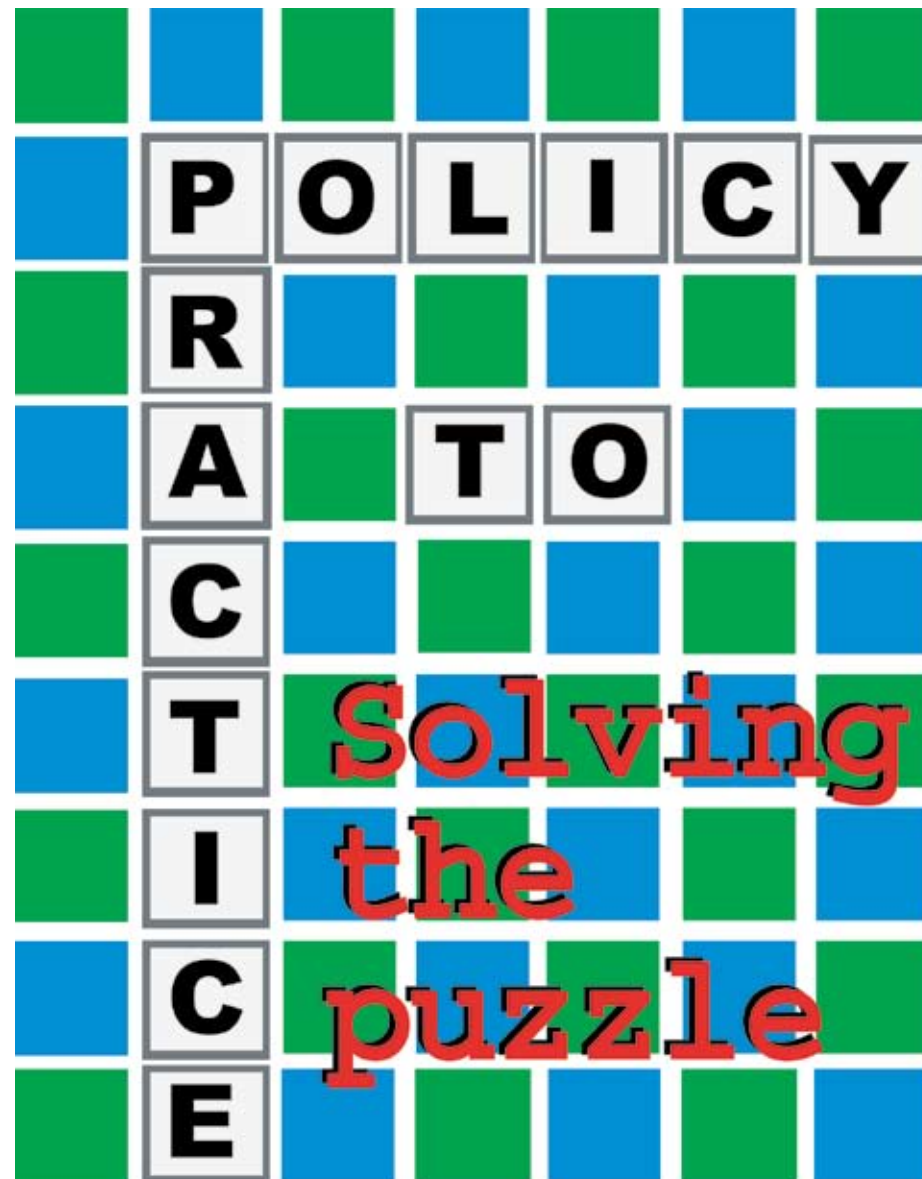


Want a development fee quote?
Have questions about the process?
We are only a phone call, FAX,
or e-mail message away.
Contact Dara Bass at:
800-372-2962,
FAX: 502-695-2991 or
dbass@ksba.org



260 Democrat Drive
Frankfort, KY 40602
800-372-2962 Fax 502-695-5451
www.ksba.org



KENTUCKY SCHOOL BOARDS ASSOCIATION

The board of education has adopted its policies. What is the next step for putting those policies into action?

**Procedural documents? Processes? Forms? Deadlines?
Verification? Informing employees? Staff training?
Supervision of implementation? Documentation?**

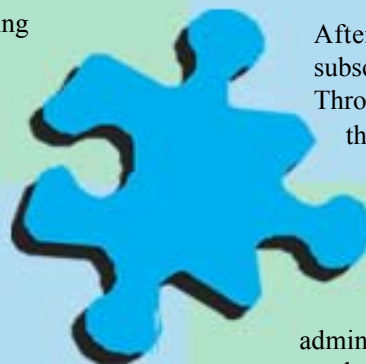
Don't let this important task puzzle you.

The KSBA Procedure Development and Maintenance Service can help your administration develop procedures directed by board policy and/or legal requirements.

KSBA will work with your staff in designing, formatting and publishing procedures custom-tailored to fit policy directives and district needs.

WHAT KSBA WILL PROVIDE

1. Customized local procedures based on the board's policy requirements.
2. Procedures cross-coded to related policy.
3. Drafts for administrative and board review.
4. Finalized documents in paper/electronic formats.
5. Maintenance assistance throughout the school year.
 - Scanning of minutes for procedural implications
 - Cross-checking of procedures when related policy is revised
 - Samples
 - Research
 - Implementation assistance
 - Draft revision preparation
 - Revised copies when changes are finalized
6. Annual customized update forwarded to district.



THE DEVELOPMENT PROCESS

Your district's KSBA consultant will oversee procedures development for your district. This includes:

- ☐ Determining whether your current policies or other legal sources require localized administrative procedures.
- ☐ Editing, word processing, and proofreading of procedures to make sure they reflect the needs of the district.
- ☐ Assisting your board team in organizing your procedures to ensure they are cross-coded to the appropriate policy.
- ☐ Providing you with procedures that assist with risk management and liability concerns.

The consultant will work with your superintendent and administrators to ensure local preferences are reflected in your administrative procedures.

PROCEDURE UPDATE AND MAINTENANCE

After your district completes procedure development, your board can subscribe to the KSBA Procedure Updating and Maintenance Service. Through an annual customized update and drafts provided at district request, this service will help you keep your procedures current.

YOUR POLICY AND PROCEDURE STAFF

The KSBA Policy and Procedure Services staff provides educational, administrative, organizational and legal expertise to address your district's needs.

Our professional research and writing capability will support your board team by providing statements of policy and procedure that are uniformly consistent, effective and current.

Our staff is comprised of the director and policy and procedure consultants, supported by an administrative assistant and update/production coordinator, with assistance from KSBA legal staff and other resources within the association.

NOTE: KSBA offers its procedure service only to those districts that have completed the policy development process.

Would you like to see a sample procedure?