PROPOSAL #1 FOR KSBA POLICY AND PROCEDURE CONSULTING SERVICES

PROJECTED TIMELINE:

The proposed policy and procedure review and revision process is projected to take place in fiscal year 2024.

The Kentucky School Boards Association proposes to provide the following services and products to the Oldham County Board of Education:

PHASE I:

1. KSBA will assign the current KSBA model policies and procedures to OCS using the KSBA 10-chapter numerical coding system prior to the start of the 2023-2024 school year.

2. For review purposes, KSBA requests that the District provide information on certain topics (e.g. MPC vs. Bid Law Statute, F/R vs. CEP, # of personal, sick and emergency [if applicable] days). During this process, the KSBA Director of Policy Services will consult and coordinate with the project coordinator designated by the OCS Board as questions arise.

3. On completion of each chapter of the draft manual, or as otherwise directed by the project coordinator, KSBA will provide that section for review/first reading by the OCS Board of Education. The District also has the option to present more than one chapter at a time or to present the entire draft manual for first reading.

4. Once the OCS Board has had first reading of the entire policy and procedure manual (and specified any further changes to be made), KSBA will provide one (1) paper/copy-ready edition of the completed draft manual for second reading/adoption by the OCS Board of Education.

5. Following adoption of the policy and procedure manual, KSBA will provide one (1) copy-ready edition of the newly adopted manual, with the date of adoption and order number printed at the bottom of each policy and review date of each procedure.

6. KSBA will develop an online policy and procedure manual that will contain all OCS policies and procedures. OCS may post a link to the manual on their web site and/or on the KSBA web site.

PHASE II (FOLLOWING ASSIGNMENT OF THE KSBA MODEL POLICIES AND PROCEDURES):

1. For review purposes, KSBA requests that the District provide one (1) copy of the current policy and procedure manual in electronic format with documents in WORD to facilitate the coding/formatting process.

2. KSBA requests that the District strike any language it does not wish to include.

3. KSBA will recode current OCS policies using the KSBA 10-chapter numerical coding system which will enable future tracking for updating purposes.

4. KSBA will review the policies and procedures and identify omissions, redundancies, inconsistencies, provisions suggested for deletion, and those recommended for relocation to another policy and procedure area. During this process, the KSBA Director of Policy Services will consult and coordinate with the project coordinator designated by the OCS Board as questions arise.

5. Following review of each chapter, KSBA will provide customized drafts to the project coordinator, along with a composite listing of any concerns and suggestions. After receiving policy and procedure drafts from KSBA, the project coordinator will notify the KSBA Director of Policy Services of any further changes that are needed.

6. As long as Oldham County remains a member of the KSBA Policy Services, KSBA will maintain a record for each policy and procedure of the adoption or revision date and order number, based on information provided by the District.

Projected total KSBA work hours: 300-350 hours, plus state mileage rate to and from OCS when KSBA staff members are asked to attend meetings.

Fee for service: $22,500, plus mileage.

PHASE III (FOLLOWING COMPLETION OF THE POLICY AND PROCEDURE REVIEW PROCESS):

KSBA will provide policy and procedure update and maintenance support to include:

1. An annual policy and procedure update in electronic form sent to the project coordinator in late May annually containing proposed changes based on new/revised state and federal laws/regulations and suggested best practice recommendations. At the top of each draft will be the legal and/or recommended rationale for the proposed change. In the body of the policy and procedure, additional or new language will be underlined. Language with ~~strike throughs~~ will be recommended for deletion.

2. Formatting and coding of drafts for new/revised policies as requested by OCS.

3. Policy and procedure samples used by other subscribing Kentucky boards on request.

4. Location of policy and procedure samples used by boards in other states via contacts in the American Association of State Policy Services.

Annual Update and Maintenance Fee for service and products: $5,000 ($2,500 policy, $1,500 procedure, $1,000 online manual) per year, plus $65 (copying/mailing) for each paper set OCS wishes KSBA to support.
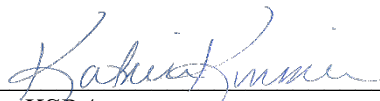
The following shall be the responsibility of OCS:

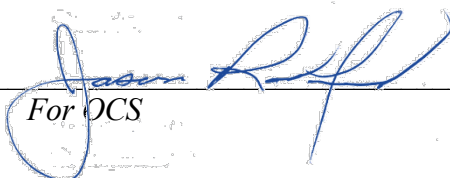| |
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| • **Coordination of policy and procedure provisions with bargaining agreements (if applicable;** |
| • **Initial drafting of policy and procedure language during Phases I and II; and** |
| • **Final legal approval/review of policy and procedure language (all phases).** |

NOTE: Update/maintenance fees are subject to change when KSBA experiences increased materials and production costs, such as mailing and paper expenses. In such cases, KSBA will provide advance notice to the District.

KSBA makes no warranty, express or implied, not expressly set out within this proposal.

In witness of the Agreement, the parties have subscribed their names.

_____   3/16/23
For KSBA   *Date*

_____   _3/28/2023
For OCS   *Date*