

NJSBA Policy Services

IT ALL STARTS WITH A WELLNESS CHECK

CUSTOMIZED POLICY WRITING SERVICES

If your district policy manual needs review, repair or even a complete overhaul, NJSBA can help. Call us for a complimentary policy manual "Wellness Check." We'll conduct a quick assessment to determine if your policy manual is complete and evaluate its overall quality.

- The Wellness Check first looks at how well your manual is organized by reviewing the table of contents or index. Are your policies easy to locate? Are they coded according to the NJSBA file code numbering system? If not, is there another logical numbering system? Are policies cross-referenced to related policies in the manual?
- Next, the Wellness Check examines style issues. Are policies formatted consistently? Are policies clearly written? Is the manual free of ambiguous or contradictory language and policies?
- Third, we examine the relevance of the manual. Have policies been adopted, revised or reviewed to coincide with recent changes? Do policies contain adoption and revision dates?
- Fourth, we examine the completeness of your manual. Is there an updated policy for each topic required by law/code? Are the legal references current or obsolete?
- Fifth, we address board oversight. Is your policy committee active? Does the manual contain policies (by-laws) addressing board governance and operations?
- Finally, we analyze strengths and weaknesses of your policy manual. Do policies accurately reflect the board's beliefs, expectations or aspirations and the board's concern for children, teaching and the learning process?

Following our wellness check, we will recommend next steps for updating your policy manual. If your manual needs significant revisions or a total rewrite consider using our customized policy manual writing service.

Times are tough. If your district is still using a policy writing service that charges an annual fee for policy updates, it's time to convert your manual to NJSBA's file code system. NJSBA's affordable, Customized Policy Writing Service includes free update alert e-mails as new policies become available. Our file code system makes it easy to access and use our dues-based policy services, including our Critical Policy Reference Manual (CPRM).

NJSBA will evaluate all manuals. All existing policies and legal references will be reviewed to determine those in need of updating. Additionally, manuals will be evaluated to ensure they contain the 200 plus state and federally mandated policies.

Other benefits of our Customized Policy Writing Service include:

File Code System - To ensure easy access to and use of NJSBA's general policy services, manuals will be codified with the NJSBA codification system.

Manual Updating - All outdated policies, regulations and legal references will be reviewed and updated for compliance with federal and state statute and code.

New Policies - If your manual is missing any policies that are mandated by federal or state statutes or code, the NJSBA will write new policies to keep you compliant.

Preserving History - NJSBA will retain your policy history as well as preserve your policy and regulation content that is specific to your district.

No Hidden or Future Cost - NJSBA offers three levels of service to fit your district's needs. There is no annual subscription or maintenance fee once services are rendered.

FREE Updates - Policy consultants e-mail free, standard policy updates as they become available. Updates are also available free on the password protected area of the NJSBA Web site. Policy consultants are available to instruct on using these updates. Competitor policy writing services charge a fee for policy updates.

Experience - Over 95 years of experience providing policy services to boards of education.

Expertise - Policy services are backed by our Legal, Policy and Labor Relations professional services.

The end result is a policy manual that communicates your board's vision, goals and expectations for your district.

Customized Policy Writing Services

NJSBA Policy Services Fee Schedule

NJSBA serves the policy needs of all 611 New Jersey school districts, charter schools and vocational and technical schools. A key benefit to using NJSBA's Customized Policy Writing Service is that it coordinates

your manual with the dues-based policy resources available to all NJSBA members. This enables your board to easily apply all policy updates and fully access all the resources we offer at no additional cost

NO ANNUAL MAINTENANCE FEE

All updates, inquiries, sample policies and regulations are part of your dues-based services with no additional charges or fees.

POLICY UPDATE ALERTS

E-Mail Policy Update Alerts sent to the district in word format.

Policy Updates are also available free on the password-protected area of the NJSBA Web site.

OTHER SERVICES

Unlimited access to policy consultants by both email or phone

Unlimited access to legal, labor and field services consultants

Access to the Critical Policy Reference Manual online

Access to sample policies and regulations
Online access to all current legal information that concerns your board

	Level 1	Level 2	Level 3
Suitable for:	District wants an updated manual that meets all legal requirements Existing manual is outdated with relatively few unique policies or regulations that require scanning or formatting District wants to complete process quickly	District wants an updated manual that meets all legal requirements Existing manual is outdated but the board wants some portions of policy manual retained There will be some district-specific policies and/or regulations Manual requires conversion from another file code system	District wants an updated manual that meets all legal requirements Existing manual is outdated but the board wants a significant portion of the manual retained The manual contains many discretionary policies and/or regulations to be reviewed, scanned and reformatted into a new manual Board wishes to have policy consultant meet with board to advise about process and progress Board wishes to debate the contents of certain individual policies in the first draft and recommend changes
Services Provided:	NJSBA agrees to deliver completed manual within six months of executed contract Contents of manual will be mostly or entirely new Missing required policies and content added Outdated content updated Summary of changes to the manual supplied Policy delivered on CD and in paper copy, requiring board approval CD of customized sample regulations supplied	NJSBA agrees to deliver completed manual within six months of executed contract Contents of manual will include both new policy text and the district specific policies and content Missing required policies and content added Outdated content updated Summary of changes to the manual supplied District specific policies, policy language, and regulations reviewed and retained where appropriate Policy delivered on CD and in paper copy, requiring board approval CD of customized sample regulations supplied	NJSBA agrees to deliver a first draft of the manual within six months of executed contract; final delivery date is flexible to allow for district input Contents of manual will be mostly or entirely new and will include significant number of discretionary policies and/or regulations Missing required policies and content added Outdated content updated Summary of changes to the manual supplied District specific policies, policy language, and regulations reviewed and retained where appropriate Redrafts and revisions will be supplied at board request for committee review Policy delivered on CD and in paper copy, requiring board approval CD of customized sample regulations supplied Flexibility to spread cost over two budget cycles
Customization Fee <small>Includes printing, binding, and postage</small>	\$6,000	\$8,500	\$15,000
Online Set-up Fee	\$2,000* optional	\$2,000* optional	Included
ONLINE POLICY SERVICES**			
<ul style="list-style-type: none"> Interactive links from each policy to related New Jersey codes and statutes Allows district to free up IT personnel 	<ul style="list-style-type: none"> Search engines designed to locate specific policy language within seconds Reduce your administrative costs 	<ul style="list-style-type: none"> Faster turnaround on policy updates 24/7 access to board policy on your district website for all to view, not just administration 	

* Saves \$1,200 off the first year of online posting and set-up fees, if bundled with the writing service. Unbundled online post fee is \$3,200.

to codes and statutes, and the basic upkeep of the system and servers. This fee has just been reduced to \$2,500 per year.

** This service requires a renewal fee that includes the unlimited flexibility for your district to update and change your policies online, current links

Note that the purchase of this service in no way alters our agreement with you to provide lifetime e-mail Policy Alerts.