



KSBA

KENTUCKY SCHOOL BOARDS
ASSOCIATION



Policy & Procedures Service

Procedural documents? Processes? Forms? Deadlines? Verification? Informing employees? Staff training? Implementation? Documentation?

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 tailored to fit policy directives and district needs.

Procedure Update and Maintenance

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 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.

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To discuss pricing, contact your assigned policy consultant or

Katrina Kinman,
KSBA Director of Policy & eMeeting Services
800-372-2962 or katrina.kinman@ksba.org
www.ksba.org

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.

