

# Policy Consulting Services

## LEVEL I: Policy Manual Audit\*

The WSSDA Policy Program Specialist will:

- Check your district policy manual policy-by-policy.
- Prepare an electronic report identifying missing and obsolete policies, and policies in need of revision.
- Identify policies according to their classification (essential, priority, and discretionary).
- Provide suggestions for future policy work.

Recommended as a first step for districts looking for an initial assessment of their policy manual.

## LEVEL II: Full-Service Policy Manual Review\*

The WSSDA Policy Program Specialist will:

- Perform a policy-by-policy language analysis of the district policies with the WSSDA Model Policies.
- Identify inconsistencies, missing and obsolete policies, as well as policies in need of updated language, legal references and management resources.
- Prepare a comprehensive digital file of your district's policy manual with suggested changes identified with Microsoft Word's "track changes" feature.
- Be available to answer questions about suggested language and process through final adoption.

Recommended for districts with policy manuals that have not been updated in several years, are incomplete or are inconsistent with current practices.

## Policy & Legal News Update Service\*

The WSSDA Policy Program Specialist will:

- Request electronic copies of appropriate district policies for each issue of *Policy and Legal News*.
- Suggest updates to policies identified with Microsoft Word's "track changes" feature.

Recommended for districts who temporarily or permanently find themselves without policy staff to maintain their district policy manuals.

This service assures that districts with well-maintained policy manuals will remain current with WSSDA-recommended updates.

## Customized Policy Guidance\*

Receive guidance on adding language to policies/procedures from an expert in district operations and policy customization.

Recommended for districts who would like policy guidance on an as needed basis as part of Level I or II services.

## ? Frequently Asked Questions

### Why are policies important?

Policy is the vehicle through which your district is governed. Policies that comply with state and federal law and best practices, yet also reflect your district's priorities and values, are the key to optimal governance and student achievement.

### What are our options?

Your district can choose to begin with a policy manual audit or dive right in to the full-service policy manual review. In the review process, you can choose to review by series (any order), by classification (essential/priority/discretionary) or by district priority. Alternatively, each board member can work with a group of administrative staff on a particular series.

### Can we do it ourselves?

Yes. If the time isn't right for a full review, your district can choose a policy manual audit. The audit includes a full report on the status of your policy manual and recommendations on how to proceed with updating. We believe, however, that our service is so efficient and helpful that once you've experienced the audit, you'll want to take the next step and engage WSSDA for a full-service policy manual review. We'll even give you a discount on the full review if you contract with us within 30 days of audit completion.

### How much does it cost?

Price is determined by the status of your district's current policy manual and several other factors. Please call for an estimate.



POLICY AND LEGAL SERVICES



WSSDA  
Policy Consulting

WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION

\*Pricing is tailored to each individual district.



# How can we help your school district?



## Save time

District administrative staff often bear the task of maintaining the policy manual. Why spend hundreds of hours of FTE time reviewing your district's policy manual when WSSDA can do it for you?



## Save money

WSSDA pricing for policy consultation services is far below the national average for comparable services. Plus, your district saves FTE costs and utilizes resources for maximum efficiency by delegating the audit or revision of your district's policy manual to WSSDA.



## Get current and stay current

Keeping up with all the changes in education law is increasingly challenging. WSSDA will guide you toward achieving a current policy manual, and advise your staff on how to maintain it.



## Support each step

Reviewing and updating the district policy manual is time-consuming and complex, but WSSDA can help. WSSDA will be with you from project inception until final adoption to answer questions about revisions and process.



## Learn more

For questions or more information, contact Policy and Legal Services at 360.252.3018.

