

# The NMSBA Policy Service

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# NMSBA Policy Service

- + **Features of the Policy Services Program include:**
- + A national system for coding and retrieving policy, developed by the National School Boards Association.
- + On call or e-mail communications to discuss policy related issues and possible revisions. With appropriate topically-related information, Policy Services will write personalized policies for the District.
- + Secured Internet access to the District Policy Manual for the public and staff using browsers commonly available on computers.
- + The assistance provided by the Policy Services Program reduces the amount of time devoted to review and documentation of state and federal compliance issues.
- + Paperless access to school policy available at any internet connected computer.

# NMSBA POLICY SERVICE

- + Administrators have legal citations and updated procedures at their fingertips.
- + The Superintendent will spend less time finding and interpreting legal requirements.
- + The Superintendent accesses the consultant to determine and clarify information in need of referral to legal counsel, reducing legal expenses.
- + The Manual is secure and cannot be changed without proper documentation.

# NMSBA Policy Service

## **Costs** and **expenses:**

- The monthly cost is \$385, approximately the monthly cost of a new employee's fringe benefits package. This translates into \$4,620 on an annual basis.
- **The District is responsible for initial expenses and preparation, which include travel, lodging, food and the preparation of the draft copies**
- **Expenses generally cost about \$1,000, depending on travel.**
- **Preparation is a flat \$1,000 for up to 10 draft copies and 6 final copies of the policy manual. An exception to this is if the Draft is viewed as a protected pdf and no hard copies are required for the review and adoption, the final copies are \$100 each in vinyl covers with dividers and indicies.**

# NMSBA and Policy Service Contacts

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