



# OSBA Policy Services



## Every district needs clear, concise policies to run effectively

Does your district currently have a well-organized, comprehensive, practical and up-to-date policy manual? Are your current policies set up to reflect your board's needs? Are your current policies legally compliant?

Well-written policies are a necessity for every school district. The right policies bring prudent change to your district and communicate to the school community the board's standards.

OSBA understands limited time is available to board members to draft policies and keep up with policy development, which is an ongoing process. Your association understands your challenges and time constraints and has created essential policy services with the board's perspective in mind.

## Benefits of OSBA Policy Services

To best serve your district's unique needs, OSBA offers several policy services with varying levels of assistance to ensure your success. Below are just some of the immediate benefits you receive when working with OSBA:

- experienced OSBA policy consultants offer superior service, expertise and guidance for all your policy needs;
- policy consultants are supported by the expertise of OSBA's legal, legislative, labor relations, school board services and transportation consulting staff;
- OSBA policy services are offered at competitive rates and consultants meet with your district at your board's convenience;
- OSBA policy services are always approached from the board's point of view.

## Get started today

Contact OSBA Policy Services at (614) 540-4000 or (800) 589-OSBA to learn how consultants can help you review and update your policies to keep your district legally compliant.

### *OSBA Policy Services can help you create up-to-date policies to fit your district's needs.*

"Working with OSBA to create our new district policy was incredibly easy and very rewarding from start to finish. Our policy consultant was extremely knowledgeable and worked us through every element in our policy and offered expert advisement tailored to the needs of our administration and board. The monumental task of creating new policy was made painless because of the consultant's accessibility and other valuable OSBA representatives during and after the process.

— Kevin Spicher, superintendent,  
Howland Local (Trumbull)

"There are many people and departments involved with board policy and there are many pieces that need to be brought together. These policies set the standards. They are what we stand behind as a board when we make decisions."

— Nancy Journeay, board member,  
Little Miami Local (Warren)

"Our district transitioned to OSBA's Policy Service. In partnership with the professional and knowledgeable OSBA consultants, the transition process was completed in an efficient and timely manner. I highly recommend OSBA's services."

— Dr. Traci McCaudy, former superintendent, Fremont City

# Review of OSBA Policy Services

| Service                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Consultation                                                                                                                                                                                                                |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Premium service</b>                     | <ul style="list-style-type: none"> <li>● in-depth review of existing board policy manual, handbooks, collective bargaining agreements and three years of board minutes to develop new customized policy manual</li> <li>● direct consultation with the district to review and revise proposed district policy manual</li> <li>● includes electronic and printed versions of the complete manual</li> <li>● includes the Policy Development Quarterly (PDQ) e-newsletter</li> </ul>                                              | <ul style="list-style-type: none"> <li>● 25 hours of on-site consultation</li> <li>● in-service on proper use of policy manual</li> <li>● update service for one year</li> <li>● phone consultation for one year</li> </ul> |
| <b>Standard service</b>                    | <ul style="list-style-type: none"> <li>● review of existing board policy manual, handbooks, and collective bargaining agreements as provided by the district</li> <li>● direct consultation with the district to review and revise proposed district policy manual</li> <li>● includes electronic and printed versions of the complete manual</li> <li>● includes PDQ e-newsletter</li> </ul>                                                                                                                                   | <ul style="list-style-type: none"> <li>● 15 hours of on-site consultation</li> <li>● in-service on proper use of policy manual</li> <li>● update service for one year</li> <li>● phone consultation for one year</li> </ul> |
| <b>Basic service</b>                       | <ul style="list-style-type: none"> <li>● designed to help school board develop its own policies and manual</li> <li>● provides electronic version of Ohio Policy Service (OPS) manual</li> </ul>                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>● phone consultation for one year</li> </ul>                                                                                                                                         |
| <b>Review service</b>                      | <ul style="list-style-type: none"> <li>● available to districts that have completed a Premium, Standard or Review service in the last five years</li> <li>● reviews collective bargaining agreements, employee handbooks and student handbooks</li> <li>● report of missing, incomplete, conflicting or outdated policies</li> <li>● direct consultation with the district to review recommendations</li> <li>● includes electronic and printed versions of the complete manual</li> <li>● includes PDQ e-newsletter</li> </ul> | <ul style="list-style-type: none"> <li>● 15 hours of on-site consultation</li> <li>● phone consultation for one year</li> </ul>                                                                                             |
| <b>Update service</b>                      | <ul style="list-style-type: none"> <li>● available to districts that have completed a Premium, Standard or Review service</li> <li>● reviews and modifies existing policies after board adoption</li> <li>● includes printed copies of revised policies and an electronic version of the complete manual</li> <li>● includes PDQ e-newsletter</li> </ul>                                                                                                                                                                        | <ul style="list-style-type: none"> <li>● phone consultation for one year</li> </ul>                                                                                                                                         |
| <b>OPS Web-based policy conversion</b>     | <ul style="list-style-type: none"> <li>● conversion of policy manual to online database, including keyword text search and links to legal and cross-references</li> <li>● optional documents; handbooks, negotiated agreements, etc. for additional fee</li> <li>● includes PDQ e-newsletter</li> <li>● available to OSBA policy clients</li> </ul>                                                                                                                                                                             | <ul style="list-style-type: none"> <li>● one year of policy updating</li> <li>● one year of online hosting</li> <li>● phone consultation for one year</li> </ul>                                                            |
| <b>Non-OPS Web-based policy conversion</b> | <ul style="list-style-type: none"> <li>● conversion of policy manual to online database, including keyword text search and links to legal and cross-references</li> <li>● optional documents; handbooks, negotiated agreements, etc. for additional fee</li> <li>● includes PDQ e-newsletter</li> <li>● available to non-OSBA policy clients</li> </ul>                                                                                                                                                                         | <ul style="list-style-type: none"> <li>● one year of policy updating</li> <li>● one year of online hosting</li> <li>● phone consultation for one year</li> </ul>                                                            |

## Policy Development Quarterly (PDQ)

This quarterly e-newsletter provides articles featuring new and revised laws, and rules and regulations that include policy implications. Sample policies and regulations are also available to subscribers. OSBA policy consultants host complimentary webinars to review the articles and sample policies with each PDQ issue. The webinar is designed to provide further consultation and answer subscribers' questions.