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IASB Policy Manual Customization Project Overview

Purpose

The purpose of this report is to provide the Board of Education with an informational overview regarding the launch of our comprehensive Policy Manual Customization Project in partnership with the Illinois Association of School Boards (IASB). This project establishes a structured timeline and framework to systematically review, update, and modernize our district's governing board policies.

Background and Information

As part of our ongoing commitment to improving operational systems, procedures, and protocols district-wide, the administration has allocated \$3,835 to initiate this essential policy work. Written board policies serve as the foundational pillar of a school district, communicating organizational goals, defining how the Board and Superintendent collaborate, and outlining how the district monitors operational progress. These core board policies must accurately drive our day-to-day administrative procedures and systems.

Over recent years, the district has experienced turnover in the superintendent position. These leadership transitions can naturally create gaps in the continuous, routine maintenance required to keep local board policies seamlessly aligned with evolving best practices and legislative changes. In educational governance, allowing a policy manual to become stagnant or heavily reliant on fragmented historical updates can inadvertently weaken administrative clarity and operational consistency.

To address this proactively, the district is moving forward with a full manual customization project and transitioning to the **PRESS Plus** service. Shifting to this full-maintenance platform ensures our policies remain structurally sound, continuously updated, and perfectly positioned to guide the district's administrative regulations. This project will also serve as a vital baseline for updating student and parent handbooks moving forward, ensuring school guidelines are transparent and easily identifiable.

The complete, customized review process will follow a structured nine-step sequence detailed below:

- The IASB Policy Director will meet in the district with the Board representative and administrators for an initial two-hour consultation to review local operations and current practices.
- IASB will execute a thorough review of collective bargaining agreements, handbooks, and existing policies to generate a customized first draft manual within 14 to 90 days.
- Board members and administration will have a 60-day window to review the preliminary draft and note localized edits using the Policy Edits Worksheet.
- The district and an IASB consultant will hold up to three designated work sessions of up to four hours each to systematically customize policy sections 1 through 8.
- Following the final work session, an updated, comprehensive draft will be delivered to the Board preparing it for formal action.
- The Board will take official action at a regular meeting to adopt the completed policy manual, which will formally supersede all previous individual policies.
- The Board will confirm the final adoption date and communicate any final localized adjustments to the association.
- IASB will deliver the final adopted manual in an accessible PDF format along with editable versions of the policies.
- IASB will convert the final adopted manual into the online PRESS Plus system and provide secure administrative login credentials to the district office within two weeks.

Timeline and Statutory Process

The administration will coordinate directly with IASB to establish and lock in the exact dates for the work sessions over the coming months. The target goal is to complete the review cycle and present the final customized manual to the full Board of Education for formal adoption during the 2026-2027 school year.

Administrative Recommendation

This report is provided for informational purposes only, and no formal legislative action is required at tonight's meeting. To facilitate a process-driven workflow, the administration requests one Board of Education member to volunteer to serve on the project committee. This volunteer will meet alongside the administration and the IASB Policy Director during the designated customization work sessions. Progress updates will be brought back regularly, and the full Board will be fully engaged for input and review milestones whenever needed.