

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of December 13, 2022

**ITEM: AGREEMENT WITH CALIFORNIA SCHOOL BOARDS ASSOCIATION
FOR POLICY DEVELOPMENT WORKSHOP AND POLICY MANUAL
DEVELOPMENT**

PREPARED BY: DEB BRILL, EXECUTIVE DIRECTOR STUDENT SERVICES

TYPE OF ITEM: REVIEW AND ACTION

PURPOSE: The purpose of this item is for the Board of Trustees to review and approve the Agreement with California School Boards Association for Policy Development Workshop and Policy Manual Development.

BACKGROUND INFORMATION: Due to changes in Ed Code over time, board policies need to be continually updated. AUSD has a large number of policies that need to be updated to be brought into legal compliance. CSBA offers a service where they work with school districts to achieve this large task, drawing on their large database and experience in this area. They have provided us with a contract to achieve this goal, and will look to schedule us once the contract has been board approved.

DETAILS: After contract approval, CSBA would schedule a time to come to AUSD and work with several members of the Executive Cabinet in a structured 2-3 day workshop to make the needed changes to update our board policies to be in line with Ed Code. Following is their workshop description.

Policy Development Workshop (PDW):

GAMUT Policy subscribers can participate in a comprehensive Policy Development Workshop (PDW) to develop a new policy manual or have comprehensive updates to their existing policy manual to help address key issues and achieve compliance with state and federal mandates. The 2-3 day on-site workshop pairs the knowledge and experience of district administrators and board members with the expertise of a CSBA consultant to generate a clear, user-friendly policy manual that complies with state and federal law and meets local needs.

Fees and Payment

Per the contract, the District agrees to pay CSBA the sum of \$9,470 for the services described under this Agreement. District also agrees to reimburse CSBA for the travel expenses and direct costs incurred as a result of the workshop, including expenses for transportation, lodging, food, and shipping costs, if any. Reimbursement for mileage and meals shall be at the IRS rates in effect on the date of travel. Lodging and other costs, excluding personal expenses, shall be reimbursed in their entirety. Reasonable lodging accommodations shall be selected and booked by CSBA. In addition to the three (3) days described in section 1(b), above, District may request additional onsite consultation at a rate of \$100 per hour. District agrees to pay CSBA for any additional costs or travel expenses for additional onsite consultation. Payment for the services and fees described in this Agreement shall be due in full upon receipt of invoice from CSBA following the completion of the Policy Development Workshop.

FINANCIAL INFORMATION:

• Policy Development Workshop:	\$ 9,470
• Additional Costs (for expenses described above), Not To Exceed:	<u>\$ 5,000</u>
• TOTAL:	\$14,470

STRATEGIC OBJECTIVES ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*



Objective #3: *Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.*

<p>RECOMMENDATION: APPROVE AGREEMENT WITH CALIFORNIA SCHOOL BOARDS ASSOCIATION FOR POLICY DEVELOPMENT WORKSHOP AND POLICY MANUAL DEVELOPMENT</p>
