

## Prior to signing an Administrative Procedures Project (APP) Contract:

### The Board will:

- ☐ Subscribe to **PRESS Plus**.
- ☐ Take action on all **PRESS Plus** Update Issues prior to the fall legislative Issue.
- ☐ Agree to adopt the fall **PRESS Plus** Update Issue before February 1.

### Administrators will:

- ☐ Attend or view the August Administrative Procedures Project (APP) Webinar
- ☐ Attend a one-on-one call with a Policy Services Director to go over specifics of the project for the individual district. This call, held between September 1 and November 1, will cover:
  - The current status of the district's administrative procedures manual, including up-to-date district-unique procedures, which must be ready to submit to IASB in Microsoft Word format.
  - Establishing an APP Point of Contact who is responsible and accountable for the ongoing progress of the APP.
  - The goals of the project, including planning for post-project updating and communication of the implemented manual.
- ☐ Agree to attend a second one-on-one call with a Policy Services Director in January to discuss specifics of the Project Timeline, including setting dates for the project editing meetings.
- ☐ Agree to submit to IASB the Board's response to the last fall **PRESS Plus** Update Issue by February 1.