1.   What is "PRESS"?

PRESS stands for **P**olicy **R**eference **E**ducation **S**ubscription **S**ervice. It includes the **P**olicy **R**efence **M**anual (PRM), an encyclopedia of footnoted sample board policies, administrative procedures, and exhibits as well as the updates to the PRM, which are released through a **PRESS** Issue at **PRESS** Online, accessible at www.iasb.com. A **PRESS** Issue includes: (1) the revisions to the PRM materials and (2) a **PRESS** Update Memo, which describes the legal updates within topic "bundles" and the reason(s) each piece of material was updated. The redline revisions to the PRM materials (also known as "Tracked Changes" and referred to in the past as "Yellow Sheets") for the most recent **PRESS** Issues are found in the Committee Worksheets, which along with the **PRESS** Update Memos, are available to subscribers at **PRESS** Online.

2.   How do I know if a policy is required by law?

In general, the first footnote in any policy will contain information about whether the policy is required (in whole or in part), controlled or governed by federal and/or State law, or optional. If the first footnote in a policy only states its content is controlled by federal or State law, then the policy itself is not required, but its contents align with legal requirements. If subscribers have a question about whether a policy is required by law, they should contact a Policy Director or an Assistant **PRESS** Editor.

3.   Do I really need to read all those footnotes?

We highly recommend it! The footnotes are an important part of **PRESS**. They are used to: (1) provide boards with options for alternate policy language, (2) provide important background information, (3) highlight unsettled legal issues that may require consultation with the board attorney, (4) refer to additional resources and best practices, and (5) cross reference other relevant materials in the PRM. Footnotes are only intended as information for subscribers; remove them before adoption of a policy or implementation of an administrative procedure.

4.   How do I find out why a particular change was made to a policy, administrative procedure, or exhibit?

Detailed information about why changes were made to pieces of PRM material in a **PRESS** Issue is included in each **PRESS** Update Memo in the table titled "Revisions to Policies, Administrative Procedures, and Exhibits." The table appears in the last section of the **PRESS** Update Memo. For policies, the information in the table will indicate if the policy, its Legal References, footnotes, and/or Cross References are updated (or created, if new) and why they are being updated. For administrative procedures and exhibits, there will be information about why the procedure or exhibit was updated (or created, if new).

5.   How do I know if the board needs to act to adopt changes to a policy?

A policy includes the policy text itself and its Legal References; any substantive changes to either of these components of a policy require board action because only a board can change its own policies. In contrast, the footnotes and Cross References are not part of a board policy and do not require board action to change; they are purely informational, and footnotes should never be included in a board's locally adopted policy. Finally, unlike policies, boards do not take any action on administrative procedures because the district administration develops and implements the procedures aligned to and necessary to carry out board policy.

6.   What is the difference between a board exhibit and an administrative procedure exhibit?

Board exhibits include forms and other information that a board may wish to use or consult to support their implementation of board policies. For example, there are a number of sample exhibits to policy 2:220, *School Board Meeting Procedure*, which are designed to assist boards with some of their obligations under the Open Meetings Act. It is at a board's discretion whether or not to include such exhibits in its board policy manual. If a board chooses to include them, rather than adopting the exhibits, a board should date them for implementation. The only exception to this general rule is that a board needs to include an adoption date (rather than implementation date) on those board exhibits that are presented as resolutions for board adoption (e.g., sample board exhibit 2:125-E3, *Resolution to Regulate Expense Reimbursements*).

Administrative procedure exhibits support the work of the administration in its implementation of board policy, and they should be dated by the appropriate administrative staff for implementation.

7.   How do I know if policy or administrative procedure changes should be reviewed by the board attorney?

Whether to consult the board attorney on any issue is at the board's discretion. Board policy may address when to contact the board attorney and which board members and administrators are authorized to speak with the board attorney. When a specific issue in the law is unsettled, the footnotes will include language recommending that boards consult their attorney for guidance or advice on the issue, since there may be legal risk involved.

8.   Is it ok if my board always adopts the default updates made to the sample policies?

It depends. In practicing good board governance, boards should always review their policies to ensure they align with local conditions and to determine if any custom changes are needed. For example, certain updates may apply to unit and high school districts, but not apply to elementary districts. Boards should also review any options presented in the footnotes to determine if they want to adopt any optional language.

9.   Can I offer suggestions about PRESS materials?

Absolutely! We welcome and consider feedback from the field about **PRESS** materials. You can email suggestions by clicking on the "Have PRESS Feedback? Click here" button located in the header of **PRESS** Online, or you can directly contact one of the **PRESS** Editors. The Editors' email addresses are available at **PRESS** Online by clicking on "CONTACT INFORMATION," the last item listed in the Table of Contents.

10.   How many PRESS Issues can I expect in a year?

The number of **PRESS** Issues released in a year varies and is primarily driven by the pace of legal updates, including laws passed by the General Assembly, rules adopted by federal and State agencies, and case law. The number of **PRESS** Issues generally ranges from two to five Issues per year, with the average being three Issues per year.