

# Policy Services



Illinois Association  
of School Boards

Lighting the Way to Excellence in School Governance



The vision of the Illinois Association of School Boards  
is excellence in local school board governance  
supporting quality public education.

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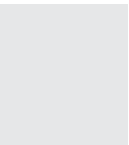
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In effective school districts,  
every part of the organization  
is aligned with the ends  
articulated by the school board  
in written board policy.

– *IASB Foundational Principles  
of Effective Governance*



# SUBSCRIPTION SERVICES AT A GLANCE

	PRESS	PRESS Plus	School Board Policies Online	Administrative Procedures Online
Access to IASB's Policy Reference Manual (PRM)	x			
Email Notifications of updates to the PRM and access to PRESS Update Memo	x			
Requires a Policy Manual Customization to be completed immediately preceding subscription		x		
Customized suggested updates to the board's adopted policies based on updates to the PRM		x		
Board-adopted updates incorporated into the board's policy manual on an ongoing basis		x	x	
Web-published board-adopted policy manual for community access			x	
Web-published administrative procedures manual for administrator access, with updates incorporated on an ongoing basis				x
Built-in search engine designed especially for school board policy manuals and administrative procedures manuals	x		x	x
Interactive links to Legal References and Cross References	x		x	x
Archiving of older versions of policies or procedures for district access			x	x

# SAMPLE POLICY SERVICES SEQUENCE

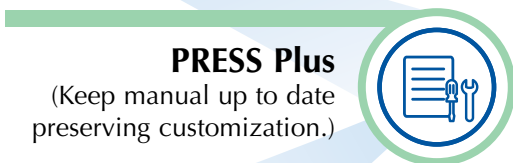


**PRESS**



## **Policy Manual Customization**

(Bring manual up to date and fully customize for individual district needs.)



## **PRESS Plus**

(Keep manual up to date preserving customization.)



## **School Board Policies Online**

(Make policy manual available online for community access.)

## **Administrative Procedures Project**

(Customize administrative procedures.)



## **Administrative Procedures Online**

(Publish administrative procedures manual online.)

# PRESS

## Policy Reference Education Subscription Service

*(Annual Subscription Service)*

**PRESS** is the foundational service of IASB Policy Services' subscription and one-time service offerings. As an annual subscription service, it is an online resource for school board members, administrators, and school attorneys looking for well-reasoned sample policies, exhibits, and procedures, plus their legal rationale and legal references supporting them.

**PRESS** is published through **PRESS Online** at [www.iasb.com](http://www.iasb.com) and has two components:

1. A Policy Reference Manual (PRM) that serves as an encyclopedia of 1500+ pages of sample materials. The PRM helps the board address questions such as:
  - *What are appropriate policy subjects?*
  - *What is the impact of state or federal law?*
  - *What should be addressed in administrative procedures?*
2. **PRESS** Issues, each with an Update Memo, that contain periodic updates and revisions to the PRM based upon changes in the law and best practices.

The PRM and **PRESS** Update Memos are written by IASB's Office of General Counsel with valuable input and suggestions from the PRESS Advisory Board (PAB). PAB members are a group of distinguished individuals from the legal and education fields.

**PRESS**  
Policy Reference Education Subscription Service  
Policy Reference Manual



## Sample page from the Policy Reference Manual

The Policy Reference Manual has eight separate sections.

Each **PRESS** policy is dated.

Applicable legal references and policy cross-references are listed.

Explanations, analysis, rationale, options, and legal references are contained in footnotes; these are for reference purposes and must not be adopted as part of a policy.

June 2021
2:10

### School Board

**School District Governance** <sup>1</sup>

The District is governed by a School Board consisting of seven members.<sup>2</sup> The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.<sup>3</sup>

Official action by the Board may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, a quorum must be physically present at the meeting.<sup>4</sup>

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.<sup>5</sup>

LEGAL REF.: 5 ILCS 120/, Open Meetings Act, 105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the School Board; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of School Board Meetings), 2:220 (School Board Meeting Procedure)

**The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.**

<sup>1</sup> State law controls this policy's content. IASB sample policies are aligned with the IASB *Foundational Principles of Effective Governance*, [www.iasb.com/principles\\_perspn.cfm](http://www.iasb.com/principles_perspn.cfm).

Sample policy 2:120, *Board Member Development*, contains the board member training requirements.

<sup>2</sup> School districts having a population between 1,000 and 500,000 inhabitants are governed by a seven-member board of education. 105 ILCS 5/10-10. School districts having a population of less than 1,000 are governed by a three-member board of school directors, unless it is governed by a special act, or is a consolidated district, or a district in which the membership was increased by the passage of a proposition. 105 ILCS 5/10-1.

<sup>3</sup> 105 ILCS 5/10-16.7 and 5/10-20.

<sup>4</sup> 5 ILCS 120/2.01 and 120/7(c)(1)-(10), amended by P.A. 101-640; see also 105 ILCS 5/10-12.

The Open Meetings Act (OMA) defines *meeting* as "any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business." 5 ILCS 120/1.02. A quorum must be physically present for all meetings, except under limited circumstances during a public health emergency. 5 ILCS 120/2.01 and 120/7(e). During the COVID-19 pandemic, the Open Meetings Act was amended to give public bodies the flexibility to meet without the presence of a physical quorum during a disaster declaration related to a public health emergency. See fn 32 of policy 2:220, *School Board Meeting Procedure*, and its subhead **No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration**.

<sup>5</sup> The oath is found in 105 ILCS 5/10-16.5. Specific board officers may have individual authority; for example, the president may call a special meeting. 105 ILCS 5/10-16.

2:10
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 Please review this material with your school board attorney before use.



## Sample pages from the PRESS Update Memo

**ISSUE 117**  
October 2024  
**Update Memo**

Please distribute to board members and appropriate staff.

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Need Issues Veto and Lame Duck Sessions

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**Online Instructions**

Please follow these four easy steps to log in to PRESS:

- Go to [www.isab.com](http://www.isab.com) and click on the **Log In** button on the top navigation.
- Enter your email address and password.
- If you do not know your password, do not create a new account; reset your password using your district email address. Use the "Forgot your password?" link. Make sure to check your spam folder for an email from [info@isab.com](mailto:info@isab.com). If you do not see it in your email inbox.
- If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District's roster.
- If you continue to have difficulty logging on to [www.isab.com](http://www.isab.com), please contact Michael Rowlett at [mrowlett@isab.com](mailto:mrowlett@isab.com).
- Click the **Log In** button on the top navigation bar. This will bring you to your account page.
- Under "My Account Links," click on "PRESS Login."

**IASB** Illinois Association of School Boards  
Lighting the Way to Excellence in School Governance

# PRESS

## Policy Reference Education Subscription Service

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This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Debra Jacobson, Associate General Counsel and PRESS Editor, 630/629-3776, ext. 1031; James Doherty, IASB Deputy Executive Director General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1236; Maryann Bratton, Associate General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1270; or Megan Mitchell, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1215.

Please share this PRESS Update Memo with all board members and appropriate staff.

Two other important components of PRESS may be viewed and downloaded from PRESS Online: Committee Worksheets and the updated Policy Reference Manual (PRM) pages.

The Committee Worksheets, found by selecting a PRESS issue at the top of the PRESS Online Table of Contents, show suggested changes to PRESS material by striking out deleted words and underscoring new words, a.k.a. "tracked changes."

Updated PRM pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download and use PRM pages to update your policy manual, please go to [www.isab.com/policy](http://www.isab.com/policy) to view the PRESS video tutorial located under the header entitled: PRESS – Policy Reference Education Subscription Service.

**Have feedback on PRESS materials? Click on the PRESS Feedback Button, located on the header bar of PRESS Online. For answers to more immediate questions about PRESS content, please contact a PRESS editor directly.**

For answers to common questions about using PRESS, see Q&A: Getting the Most Out of Your PRESS Subscription, now available on IASB's website.

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**PRESS Bundles**

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, PRESS Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the Revisions to Policies, Administrative Procedures, and Exhibits table beginning on p. 7.

Please spend time reviewing the PRESS online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the PRESS Editors when necessary.

**PRESS "Bundles"** summarize the global reasons for changes to all materials listed.

**Revisions to Policies, Administrative Procedures, and Exhibits – continued**

7:190-E2, Student Handbook Checklist	<p>The exhibit is updated to reflect:</p> <p>105 ILCS 5/27-2.3.1, added by P.A. 100-1056 (make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling); and</p> <p>Ashley's Law, 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCS 1307, amended by P.A. 100-660 (allows students to be given medical cannabis infused products at school or on the school bus subject to certain conditions).</p>	<input type="checkbox"/>
7:190-E3, Memorandum of Understanding	<p>The exhibit and footnotes are updated to reflect 105 ILCS 5/10-20-67 (final citation pending), added by P.A. 100-984, eff. 1-1-19 (abolition of school resource officer and certification requirements). In addition, information about including a district's largest school violence prevention program in the MOU is added. Other minor continuous improvement updates are made.</p>	<input type="checkbox"/>
100-1056, Student Handbook Checklist	<p>The exhibit and footnotes are updated to reflect 105 ILCS 5/27-2.3.1, added by P.A. 100-1056 (make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling); and</p>	<input type="checkbox"/>

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order.

## PRESS Plus

*(Annual Subscription Service)*

**PRESS Plus** is IASB's customized, full-maintenance policy update service for school boards that have completed an IASB Policy Manual Customization ([see page 10](#)).



**PRESS Plus** is based on **PRESS**, IASB's sample policy and procedures information and update service. **PRESS Plus** provides assistance to help the board keep its policy manual current by:

- Providing **PRESS** Update Issue-based changes, specific to the board's needs, to the board's customized policies through a password-protected online site dedicated to the board's adopted policy manual
- Clearly identifying suggested updates and options in an easy-to-understand format for board review
- Incorporating board-adopted changes into the policy manual

### Combine Services for Added Features

Subscribe to both **PRESS Plus** and School Board Policies Online (SBPOL) (online publication of the board policy manual, [see pages 6-7](#)) to get additional features including policy archiving, keyword search functionality, interactive links directly to the statutes, available regulations, and/or case law related to the policy, and adopted policies automatically published to the SBPOL-hosted board policy manual for public viewing.

## Screenshots from **PRESS Plus**

The screenshot displays the 'PRESS Plus Sample Manual' interface. On the left, a sidebar lists the 'Policy manual table of contents' with sections 1 through 5. The main area shows 'Documents currently under review' with a table listing various documents and their statuses. A callout box highlights 'Documents currently under review'. Another callout box points to the 'Recent revisions' section, which lists updates like '8.96 Parental Involvement' and '1.30 School District Philosophy'.

## Edit mode

The screenshot shows the 'PRESS Plus Sample Manual' in 'Edit mode'. The main content area displays 'Curriculum Content' with a list of subjects and their descriptions. A callout box highlights that 'Edits are highlighted and include comment bubbles providing additional information, and may include questions for the board to answer regarding additional customization needs.' The interface includes a sidebar with the table of contents and a top navigation bar.

A Video tutorial, Online User Guide, and link to sign up for one-on-one webinar training are available at [www.iasb.com/policy](http://www.iasb.com/policy)

# School Board Policies Online (SBPOL)

*(Annual Subscription Service)*

Web-publish the board's policy manual at a publicly available link. IASB publishes the manual on the same service platform used for the **PRESS** and **PRESS Plus** services.

## The Board Policy Manual Accessed via the District Website

The primary work of the board is governing through written board policy, and the best way to communicate the board's good work to its community is to publish it online. Publishing the policy manual with SBPOL via a link on the district website facilitates online access to the board's governing document with an easy-to-use interface. This increases board transparency and keeps staff, students, parents, and the community informed about the board's current policy directives.



A School Board Policies Online subscription includes:

- Conversion and online publication of the board's current adopted policy manual
- Interactive links from each of the policies directly to legal references, cross-references, and external websites
- Branding of the district's SBPOL webpage with district-specific logo and color scheme
- Rapid updating of submitted updates
- Unlimited access, storage, and updates
- A search engine designed especially for school board policy manuals
- District administration login credentials providing access to an archiving feature and multi-district searching capability

### **Combine Services for Added Features**

Subscribe to both SBPOL and PRESS Plus (IASB's customized, full-maintenance policy update service, [see page 4](#)) to get instant updates to your web-published board policy manual any time board-adopted edits are processed through the PRESS Plus service.

SBPOL subscribers have the option to also web-publish the district's administrative procedures manual through the Administrative Procedures Online (APOL) service at a separate link for administrator use. [See pages 8-9](#).

**Webinar demonstration available by emailing [sbpol@iasb.com](mailto:sbpol@iasb.com).**

# Administrative Procedures Online (APOL)

*(Annual Subscription Service)*

Web-publish the district's administrative procedures manual at a separate link from the Board policy manual. This allows administrators to efficiently communicate the procedures that implement board policy to appropriate district staff.

A subscription to School Board Policies Online (SBPOL) is required prior to subscribing to APOL.



**An Administrative Procedures Online subscription includes:**

- Conversion and online publication of the district's current implemented administrative procedures manual
- Interactive links from each of the procedures directly to legal references, cross-references, and external websites
- Branding of the district's APOL webpage with district-specific logo and color scheme
- Rapid updating of submitted updates
- Unlimited access, storage, and updates
- A search engine designed especially for school board policy and administrative procedures manuals
- District administration login credentials providing access to an archiving feature

# Policy Manual Customization

*(One-Time Fee)*

A Policy Manual Customization is the board's first step toward governing the district through written policy and a required step for boards that want to subscribe to **PRESS Plus** (IASB's customized, full-maintenance policy update service, [see page 4](#)).

## **A Policy Manual developed as part of a Policy Manual Customization:**

- Contains clear and concisely written policies that:
  - include up-to-date district goals
  - delegate authority to the superintendent
  - define operating limits
  - ensure legal compliance
  - establish board processes
  - and provide for monitoring of district progress.
- Includes all policies required by state and federal law and regulations.
- Has an easily identifiable coding system, legal references, and cross references to related policies.
- Displays adoption dates at the end of each policy.

## **Board Involvement**

During a Policy Manual Customization, an IASB policy director will work with the board and superintendent to develop a new and up-to-date local school board policy manual. This policy manual will be based upon IASB's Policy Reference Manual and will be customized to include the board's local policies and practices, as appropriate.

## **Professional Development**

The board will benefit from in-district board development on the topics of effective board governance, the policymaking role of the board, and board/superintendent roles and responsibilities.



## The Process

The customization process may vary to meet individual preferences and needs of the board.

Generally, it proceeds as follows:

1. The policy director, board members, and superintendent meet in the district to outline the process and meeting dates, and to review board and district operations and current practices.
2. The policy director prepares and delivers a draft policy manual based upon IASB's Policy Reference Manual, input from the first meeting, and current district documents.
3. Board members and administrators review the draft manual.
4. The policy director, board members, and superintendent meet up to three times in the district to review, edit, and further customize the policy manual. Additional meetings may be requested by the board at a per-visit fee.
5. The policy director prepares and delivers an edited manual ready for review and board adoption.
6. Adoption dates are added by IASB, and the board receives a final copy of the manual.

## Updating the Manual Following Adoption

[See page 1](#) for information about **PRESS**, and [page 4](#) for **PRESS Plus**.

## Communicating the Adopted Manual

[See page 6](#) for information about School Board Policies Online (SBPOL).



# Administrative Procedures Project

*(One-Time Fee)*

An Administrative Procedures Project aids administrators in their implementation of the board policy manual's directives, so the board can fulfill its monitoring role. An Administrative Procedures Project is available to districts that subscribe to PRESS Plus and meet other [eligibility criteria](#).

## **An Administrative Procedures Manual Developed as Part of an Administrative Procedures Project:**

- Includes all procedures expressly required by current board policy, and state and federal law and regulations.
- Is aligned with current board policy and district practices and is based upon the Policy Reference Manual (PRM).
- Contains individual administrative procedures and exhibits that are clear and concise, with legal references and cross-references to related materials.
- Is coded to correspond to the board policies it implements.
- Has implementation dates that are clearly stated at the end of each procedure and exhibit.

## **The Process**

An overview of the process is as follows:

1. The enrollment period ends November 1 of each year.
2. The district provides a point of contact and administrative team committee members to work with an IASB policy director in the development and editing of the administrative procedures manual.
3. Following the board's adoption of all draft policy updates presented to it by IASB, the policy director prepares and delivers to the district a draft administrative procedures manual based

upon IASB's Policy Reference Manual, and customized according to the requirements of the board's adopted policy manual.

4. The administrative team committee reviews the draft manual, noting possible changes.
5. The policy director and administrative team committee members meet for up to eight hours to answer questions and review, edit, and further customize the administrative procedures manual.
6. The policy director prepares and delivers an edited manual ready for review.
7. Implementation dates are added by IASB, and the district receives a final copy of the manual.

### **Updating the Manual Following Implementation**

See [page 1](#) for information about PRESS.

### **Communicating the Implemented Manual**

See [page 8](#) for information about Administrative Procedures Online (APOL).



# IASB Policy Services

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An IASB Policy Services representative would be happy to speak with you about the benefits and pricing of each of its offerings.



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[www.iasb.com](http://www.iasb.com)