

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 last fall **PRESS** Plus Update Issue before February 2.

Administrators will:

- Attend or view the September 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 8-October 31, 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 2.