School Board

Exhibit - PRESS Issue Updates

This procedure is for **PRESS** subscribers. For subscribers to **PRESS Plus**, IASB's full-maintenance policy update service, the update instructions that arrive with a paid **PRESS Plus** subscription provide further guidance.

Actor	Action
Superintendent	Manages the process for the Board to receive **PRESS** updates to policies. Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and School Board include discussion and list action to consider, adopt, or revise Board policies and Board exhibits. Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks. Communicates all policy and administrative procedure revisions or adoptions, as appropriate, to staff members, parents, students, and community members.
Superintendent or Superintendent's Secretary	Updates District's *Roster* as follows: 1. Go to www.iasb.com and click on ***MY ACCOUNT***. 2. Log in using your email address and password: • If you are signing in for the first time, your password is the 7-digit IASB ID number beginning with "2" that appears on all IASB mailing labels. • If you have already changed your password, use the unique password you created. • If you do not know your password, use the ***forgot password*** link. 3. Click on ***districts you manage*** and then the District name. 4. Review and verify or change the District's existing records. Ensure that all current board members, administrators, and anyone else on staff who accesses **PRESS** are listed with their current email addresses.
Designated support staff	**To each member of the Policy Committee (or full Board):** Emails or otherwise distributes the following: 1. **PRESS Online Information and Instructions** card; 2. **PRESS Update Memo**; 3. **PRESS** Tutorial video link at: www.iasb.com/policy; 4. Committee worksheets and 5. Current District policy in relevant areas. **To any other Board member or interested school official:** Emails or otherwise distributes numbers 1 through 5, above. As appropriate, includes new and revised policies in the Board meeting packets. After a policy is adopted or revised, updates the District's policy

Actor	Action
	manual master electronic file and adds or updates adoption dates.
	Archives old policy.
	Follows district process for updating paper and online manuals.
	Considers distributing **PRESS Update Memo** to Building Principals.
Policy Committee (or Full Board)	Considers each **PRESS** update. Reviews all footnote changes.
	Decides which changes require School Board discussion and which are appropriate as consent agenda items.
	The following are appropriate for the consent agenda: changes to the Legal References and Cross References, and minor policy edits that do not require Board discussion.
	Requests review of recommended revisions by the Board Attorney, as appropriate.
	Presents recommendations regarding **PRESS** updates to the Board at a regularly scheduled meeting.
Full Board	Conducts a first reading of the policies that are recommended to be updated.
	During the next regular meeting, conducts a second reading.
	A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.
	After the second reading, consider and take action to approve the policies at a duly convened open meeting.
Assistant Superintendents, Directors, Building Principals, and supervisory employees	Reads **PRESS Update Memo (if applicable)**, adopted policies and follows the Superintendent's process for updating administrative procedures, and changes to employee and student handbooks within their assigned building(s).
Anyone	For further clarification, view the online tutorial for **PRESS**, available at www.iasb.com/policy.

[March 2017]

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