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Oh yes, I remember doing that project for Cape a long ago! I checked and the matter was opened in 2004, but it may have been completed in 2005.

The approach we used to use in the old days was to take the manual and return it sometime later with notes/suggestions on each policy and sample policies where appropriate, and then the board would work through the manual. My experience was that boards got overwhelmed by wading through all those policies and notes. Often they got discouraged and gave up on revisions part way through.

So here is one approach that has worked well for a number of districts in the past few years:

- 1) I do a quick analysis of the policy manual to get a sense of its strengths and weaknesses; and then
- 2) I meet with the policy committee to go over the analysis, talk about required/recommended policies, talk about board priorities, suggest a plan of attack for reviewing/revising the manual and develop a timeline for the work. This part of the project (manual analysis and meeting could be done for a flat fee of \$750.

Then we could plan out the revision work and do it either on a flat fee basis or an hourly basis, depending on exactly what your needs are.

Taking this approach gives you some useful guidance without having to commit to a huge project all at once. Let me know what you think. If you prefer another approach, I am happy to give you some other options.

Ann