

# NDSBA TOTAL TEMPLATE MANUAL



## AT A CROSSROAD WITH YOUR POLICY MANUAL?

Many North Dakota school districts have policy manuals that are outdated five or more years. With unprecedented state-wide growth placing new demands on school districts, many boards simply do not have time to dedicate to policy updates. The NDSBA Total Template Manual helps simplify this process. This manual includes all the policy templates North Dakota school districts need to meet the needs of today and prepare for the road ahead. This manual also includes detailed instructions for adopting the template policies to assist school boards with completing updates in a timely manner.

After enrolling in the program, districts may elect to participate in our Policy Access Service for an annual fee. This service eases administrative challenges associated with keeping a policy manual current. Subscribing districts receive access to all policies, regulations and exhibits updated by NDSBA Policy Services.

## PRICING\*

**\$4,500**      **Total Template Manual**  
(Districts that are currently Required Template Manual members receive an \$800 discount)

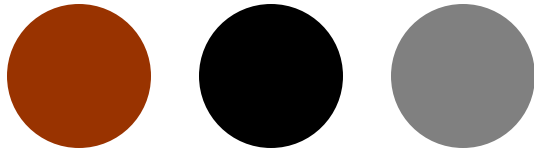
**\$500**      **Policy Access Service**  
(annual fee)

\*School districts must be members of NDSBA and Policy Services to participate in this program



## NDSBA Policy Services

1224 West Owens Ave, PO Box 7128, Bismarck, ND 58507-7128  
800-932-8791, <http://policy.ndsba.org>



# TOTAL TEMPLATE MANUAL INVOICE\*

# NDSBA Policy Services

## Bill To:

Name: \_\_\_\_\_

School District: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Item/Service Description	Price	Quantity	Line Total
2017-18 Total Template Manual	\$4500.00	1	\$4500.00
If your district has NDSBA's Required Template Manual, subtract \$800 from this invoice	(\$800.00)		( )
		Subtotal	
		<b>Balance Due</b>	

\*Fillable form available online at <http://policy.ndsba.org/wp-content/uploads/2017/06/Policy-Services-Membership-17-18.pdf>

Please remit payment to the address below



1224 West Owens Ave      PO Box 7128      Bismarck, ND 58507-7128  
 Phone: (701) 255-4127      Fax: (701) 258-7992      E-mail: [julie.steidler@ndsba.org](mailto:julie.steidler@ndsba.org)      Web site: [www.ndsba.org](http://www.ndsba.org)



# Policy Services



NORTH DAKOTA SCHOOL BOARDS ASSOCIATION

P.O. BOX 7128  
BISMARCK, ND 58507-7128

1-800-932-8791 • (701) 255-4127 • FAX (701) 258-7992

## TOTAL TEMPLATE MANUAL SERVICE AGREEMENT

Enrollment fee: \$4500 (\$800 discount applied if district subscribed, at the time of enrollment, to NDSBA's Required Template Program). Subscribing districts must be NDSBA and Policy Services members.

Annual policy access fee: \$500 (billed annually in July)

### **NDSBA agrees to:**

1. Provide a flash drive, on a one-time basis, containing all documents listed on the NDSBA Policy Services Table of Contents upon receipt of enrollment fee. If a subscribing district requests a replacement flash drive, NDSBA will provide this at an additional fee of \$25.
2. Provide instructions on the policy adoption process.
3. Provide online access to policy updates. Access is provided on an annual basis subject to payment of the annual policy access fee.
4. Send notice via email when NDSBA posts policies to the policy update website.

### **The District agrees to:**

1. Maintain membership in NDSBA and Policy Services.
2. Designate a policy liaison to receive all policy correspondence from NDSBA. If a new liaison is designated by the district, the liaison's name, phone number, email address, and mailing address should be submitted to NDSBA in writing within 30 days.
3. Pay the program enrollment fee and annual policy access fee. The payment must be received by NDSBA within 45 days of the date NDSBA issues an invoice unless NDSBA determines that the district had good cause for delay in payment. Districts that choose to withdraw participation in the annual Policy Access Service and request to rejoin will be required to pay 25% of the program enrollment fee for each year that the district was not a member of the Policy Access Service. After four years or more of non-participation, districts requesting to rejoin the program shall pay the entire enrollment fee.
4. Be responsible for downloading new and revised policies from the NDSBA policy updates website and adopting policies in a timely manner.
5. Indemnify and hold harmless NDSBA from any claim, loss, liability, damage, or costs, including court costs and attorneys' fees, that the district may incur due to modification of any policy, regulation, or exhibit template issued by NDSBA.
6. Comply with copyright disclaimers on NDSBA policies, regulations, and exhibits

**Services Not Included**

The NDSBA Total Template Manual does not include any comments, suggestions, or recommendations from NDSBA Policy Services regarding:

- 1. New policies, regulations, and exhibits developed by a subscribing district.
- 2. Amendments made by the subscribing district to NDSBA sample policies, regulations, and exhibits.
- 3. Any other document produced by the subscribing district such as, but not limited to: student or faculty handbooks, school manuals, improvement plans, emergency response plans, master or individual contracts.

**Other Terms & Conditions**

- 1. NDSBA is an independent contractor, providing services under this agreement in order to promote the economy and efficiency of subscribing district's operations. Neither party shall be responsible to any third party, have authority to bind the other, or otherwise be authorized to act in any way as a representative of the other unless otherwise expressly agreed to in writing, and signed by both parties.
- 2. NDSBA's liability for damages to the subscribing district for any cause whatsoever, and regardless of the form of action, whether in contract or in tort (including negligence), shall be limited to the price of the services to be performed under this agreement.
- 3. This agreement constitutes the entire agreement between the parties in relation to this subject matter and supersedes any and all prior understandings and agreements, oral or written. NDSBA reserves the right to amend or terminate this agreement. Any amendment to this agreement by NDSBA will be sent to the subscribing district in writing prior to implementation. The subscribing district may terminate this agreement at any time but shall not be entitled to a refund for any fees paid hereunder.

Signatures of the duly authorized representatives of the NDSBA and the District indicate that this agreement has been ratified by their respective governing boards.

**North Dakota Schools Boards Association, Inc.**

**School District**

\_\_\_\_\_  
Director of Policy Services

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date