CALIFORNIA SCHOOL BOARDS ASSOCIATION

Policy Services

CSBA TRANSITION AGREEMENT[1]

I. CSBA RESPONSIBILITIES

CSBA agrees to produce a policy manual for the SAN LEANDRO UNIFIED SCHOOL DISTRICT. The following services will be provided as part of the basic cost structure:

A. Three (3) copies of workbook of approximately eight hundred (800) model policies and regulations which reflect requirements of state and federal law.[2]

B. On-site consultation not to exceed three (3) days.

C. Consultant guidance in selection of optional language (provided in the models referred to in A above) and incorporating district language to best represent the philosophy, goals, objectives and mandates of the district.

D. Typing, editing, proofreading, and producing one (1) draft of the policy manual developed at the workshop.

E. Typing and producing one (1) final camera ready copy which contains adoption date(s) and corrections, if adopted within one year of workshop.

F. CD-Rom containing the manual referred to in E above, or if manual is not adopted within one year of workshop, manual referred to in (D) above.

II. DISTRICT RESPONSIBILITIES

Under the direction of the policy consultant, the district will develop a custom policy manual based on the CSBA developmental services manual and local school district philosophy and operation. To be eligible for this developmental services program the district must be a member in good standing of CSBA.

With CSBA consultant assistance, the district agrees to:

A. Identify policy statements contained in district documents (and areas where district lacks policies). Edit them for consistent language and compliance with current law.

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[1] TRANSITION SERVICE - the process of developing a local policy manual based on the CSBA policy system. With assistance from the Policy Services Consultant, district representatives incorporate selected CSBA policies and local policy-related materials, appropriate to the specific district.

[2] Cases and laws on which the policies and regulations are based are constantly changing and are frequently subject to more than one interpretation. Technical points of law and similar matters may receive only partial reference or may be omitted altogether for the sake of administrative convenience or for other reasons not appearing on the face of the CSBA policies and regulations. Since subtle variations in facts and underlying circumstances from case to case can produce divergent results under the law, the district is cautioned to seek the advice of its legal counsel when confronted with particular situations as this service is not intended to be a substitute for legal advice.

B. Where necessary, revise district policy to conform to current law and collective bargaining agreements.

C. Review and modify or delete CSBA model policies from the developmental services manual and incorporate district policies when appropriate.

D. Present draft manual to Board for adoption.

District agrees to provide workshop facility.

III. COST

The CSBA charge is $5,747.50 for this Transition Agreement. This fee represents a 50% discount to you as a GAMUT Online subscriber. In addition, district agrees to pay CSBA consultant travel expenses (transportation, lodging, food) and a $7.00 per page typing fee for inclusion of local material in excess of 50 pages. Signature of a district official on this agreement signifies district's authorization to CSBA to carry out this agreement. Any additional services performed by a CSBA consultant after the workshop will be charged separately at the rate of $75 per hour.

The full amount of the contract is payable upon completion of the workshop.

IV. COPYRIGHT

All electronic copies created from and including the CD-Rom are for the sole use of the school district and shall not be made available for use outside of the school district.

SIGNATURES FOR:

California School Boards Association	School District Office
Name of Official **MARTIN GONZALEZ**	Name of Official
Assistant Executive Director Title of Official	Title of Official
Date	Date

Please sign both copies of this Agreement. One copy is to be retained by the district and one copy is to be returned to CSBA Policy Services, 3100 Beacon Boulevard, P.O. Box 1660, West Sacramento, CA 95691.