| | |
|---|---|
| **From:** | Weeks, George J. |
| **Sent:** | Monday, June 13, 2016 9:13 AM |
| **To:** | MacMichael, Mary |
| **Subject:** | BOE Request - Public Access to Policy Manual on Strauss Esmay |

Mary –

Please have the board approve public access to our policy manual on the Strauss-Esmay website. The cost is an additional $495 per year in addition to what we already pay them. $395 is for public access to the policies and $100 is for access to the regulations.

Thanks you
George

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George J. Weeks
Director of Technology
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**GLASSBORO PUBLIC SCHOOLS**
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560 Joseph Bowe Blvd
Glassboro, NJ 08028
T: 856-652-2700 x6605 (*NEW*)
D: 856-652-2660
F: 856-881-0884
E: gweeks@glassboroschools.us
W: www.glassboroschools.us

Go GREEN! Please think twice before printing this e-mail.

**MacMichael, Mary**

| From: | Silverstein, Mark |
|---|---|
| Sent: | Tuesday, May 31, 2016 5:30 PM |
| To: | MacMichael, Mary |
| Subject: | FW: Public Access |
| Attachments: | DISTRICTOnline Overview & Pricing 2016-2017.doc; Glassboro PublicAccessOnline Contract.doc |

Put as item under ops. thks

**From:** Weeks, George J.
**Sent:** Tuesday, May 31, 2016 4:42 PM
**To:** Silverstein, Mark
**Cc:** MacMichael, Mary
**Subject:** FW: Public Access

I spoke with Sandy at Strauss Esmay. They do now have a service to provide read only access to the general public to all policies ($395/yr), and regulations ($100/yr). They can get it set up within a few days and we provide a link on our webpage, like we do now for the board members.

Freehold TWP uses this service: http://www.freeholdtwp.k12.nj.us (link found under Board of education ) and links to here: http://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=6cd9f7f9033b49bc87090f26ef6d9803

It would cost more than $500 to a $10/hour person download and convert every policy and then upload and create a link on our website. It probably costs close to $500/year in time Betty Ann does not to download, convert and post the policy changes we do each year.

**From:** Strauss Esmay Associates [mailto:strauss.esmay@verizon.net]
**Sent:** Tuesday, May 31, 2016 4:24 PM
**To:** Weeks, George J. <gweeks@glassboroschools.us>
**Subject:** Public Access

Per our conversation, I am attaching information regarding our PUBLICACCESS*Online* service along with a contract for this service. If you are interested, please sign and return the attached contract. I will be able to issue you the URL Link within a day or two within receipt of the signed contract.
Hope all is well in Glassboro!!

Regards,

Sandy Nicastro
Strauss Esmay Associates, LLP
1886 Hinds Road – Suite 1
Toms River, NJ 08753
732-255-1500 FAX 732-255-1502

# DISTRICT*Online*

School districts have requested the option of having its Policy and Regulation Manuals on the internet. In response to this request, Strauss Esmay Associates has developed DISTRICT*Online*, the most comprehensive online policy/regulation program in the industry,

DISTRICT*Online* provides district authorized personnel access to their district's policies and regulations with links to authorizing statutes, administrative codes, and *New Jersey School Digest* cases indexed by policy number.
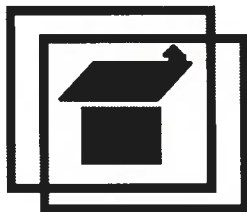
One district "editor" is authorized to revise district policies/regulations online and easily save the revised or new policies/regulations to the district manuals immediately after Board approval. There is no need to send paper copies of the new and/or revised approved policies/regulations to individual schools, staff, and/or Board members because manuals are immediately up-to-date after the editor saves the new or revised document. There is no need for central administration to collect and update school district's manuals every summer because the DISTRICT*Online* manuals are always up-to-date.

District policies and regulations can be viewed, searched, and printed by all users. School district reaction to DISTRICT*Online* has been overwhelming with special commendation to the system's ease of use, especially for the district "editor."

# PUBLICACCESS*Online*

PUBLICACCESS*Online* is an option districts can select in order to provide public access to the district's bylaws, policies, and/or regulations via a link on the school district website. Strauss Esmay Associates will provide the district with a URL address to be placed on the school district website by school district personnel. The URL will be linked to the district's bylaws and policies located on DISTRICT*Online*. The bylaws, policies, and/or regulations are searchable and printable.

PUBLICACCESS*Online* is a service available only to DISTRICT*Online* clients. PUBLICACCESS*Online* does not offer links to authorizing statutes, administrative codes, and *New Jersey School Digest* cases. There is an additional fee for PUBLICACCESS*Online*.

# ANNUAL FEES – 2016-2017

## DISTRICT*Online* Pricing Information

1.  Initial Set-Up Fee for DISTRICT*Online*                         $ 1,995.00
        (one time fee)

2.  Annual DISTRICT*Online* Fee                                     $ 1,595.00
        (pro-rated from date of installation to June 30)
        (Annual Fee includes 15 Passwords*)
        [1 Editor/14 Users]

3.  Annual PUBLICACCESS*Online* Fee – Bylaws & Policies             $   395.00
        (pro-rated from date of installation to June 30)

4.  Annual PUBLICACCESSOnline Fee – Regulations                     $   100.00
        (pro-rated from date of installation to June 30)

4.  Annual PASS Fee (2015-2016)                                     $ 2,445.00

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If district contracts with Strauss Esmay Associates
for DISTRICT*Online* and PASS –
• Annual Fee to Strauss Esmay Associates.   (#2 + #4 above)        $ 4,040.00

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If district contracts with Strauss Esmay Associates
for DISTRICT*Online*, PUBLICACCESS*Online*, and PASS
• Annual Fee to Strauss Esmay Associates.  (#2 + #3 + #4 + 5 above)  $ 4,535.00

## PASS Service Pricing Information:

2016-2017 PASS Service Fee                                          $ 2,445.00

PASS Services Includes:

- Policy Alerts (5-6 per year) that supply and explain new and revised Policy and Regulation Guides
- Monthly issues of the *New Jersey School Digest*, reporting selected Commissioner, State Board and Court decisions, new laws and Code changes
- ELAN (Education Law Access for New Jersey)
- ELAN*Online* (web version of ELAN) which includes:
        Policy and Regulation Guides linked to:
            NJ Statutes 18A, NJAC 6 & NJAC 6A, *New Jersey School Digest* cases
- Annual Educational Policy seminar
- Unlimited consultation to district on policy issues

* Additional Passwords > 15 and <= 25 Users   @  $95.00 per password
                    > 25 Users           @  $75.00 per password

**Strauss Esmay Associates, LLP**
*School Policy & Regulation Consultants*
**1886 Hinds Road – Suite 1A**
**Toms River, New Jersey  08753**

### ADDENDUM TO DISTRICT*Online* Contract - PUBLICACCESS*Online*
### Glassboro Board of Education

**PUBLICACCESS*Online***

1. SEA will provide the district with a URL address to be placed on the school district website by school district personnel.  The URL will link to the district's bylaws and policies.  The bylaws and policies will be searchable by individual sections of the policy manual and by a word search feature.

2. PUBLICACCESS*Online* is a service available only to DISTRICT*Online* clients. PUBLICACCESS*Online* does not provide links to authorizing statutes, administrative codes, and *New Jersey School Digest* cases.

3. There is an additional fee for PUBLICACCESS*Online* – Bylaws and Policies.

   The 2016-2017 annual fee for PUBLICACCESS*Online* – Bylaws and Policies is $395.00 in addition to the PASS and DISTRICT*Online* annual fees.  This fee shall be prorated the first year from the first day the district's manuals are available to the district on DISTRICT*Online* to June 30.

**Optional:  Please check if district would like Regulations available to the public along with Bylaws and Policies**

4. There is an additional fee for PUBLICACCESS*Online* – Regulations.

   The 2016-2017 annual fee for PUBLICACCESS*Online* - Regulations is $100.00 in addition to the PASS, DISTRICT*Online,* and PUBLICACCESS*Online* annual fees.  This fee shall be prorated the first year from the first day the district's manuals are available to the district on DISTRICT*Online* to June 30.

**District Acceptance of Agreement**

_____
Signature                              Title                              Date

**Strauss Esmay Associates' Acceptance of Agreement**

_____
Signature                              Title                              Date