

# DEVELOPING AND IMPLEMENTING STANDARD OPERATING PROCEDURES

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Juneau School District

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# DEVELOPMENT

Board  
Policies

Admin  
Regs

SOPs



## STANDARD OPERATING PROCEDURES

Procedures that effectively communicate district goals as presented in Board Policies (BP) and Administrative Regulations (AR) by providing clear and concise instructions.

# RESEARCH

Gather raw data

## Your District

- BP and AR
- Negotiated Agreements
- Existing procedures

## ALASBO

- SOP Templates
- AIM Document
- Iowa Small Schools Guide
- EdConnector and ASBO GSN

## Other

- Fed “Green Book”
- 2 CFR 200 “Uniform Guidance”
- Other districts

# ORGANIZE

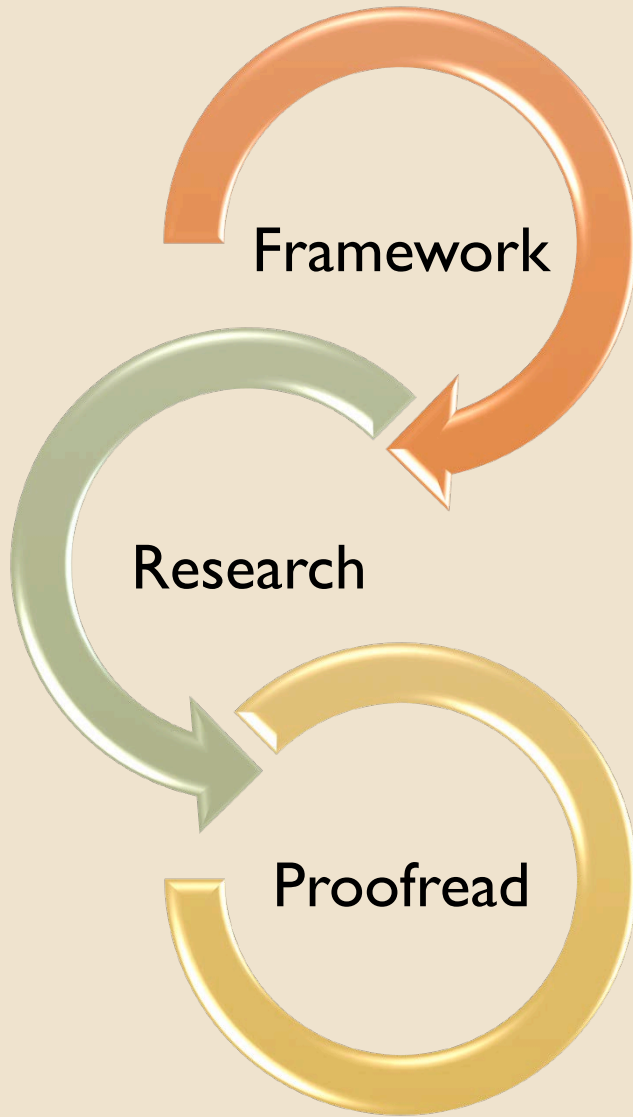
Cull the herd and be aware of rabbit holes.



**COMPILE**

Build your empire!

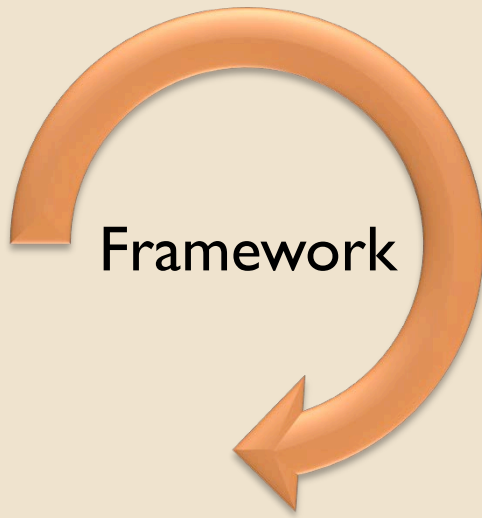




Lay a good foundation

Flesh it out

Define and refine



TITLE	• What?
PURPOSE	• Why?
AUTHORITY	• Who? (Part 1, Make it so)
RESPONSIBILITY	• Who? (Part 2, Get 'er done)
PROCEDURES	• How?
REFERENCES, REVISION DATE, EXHIBITS	• Where, when, and what?

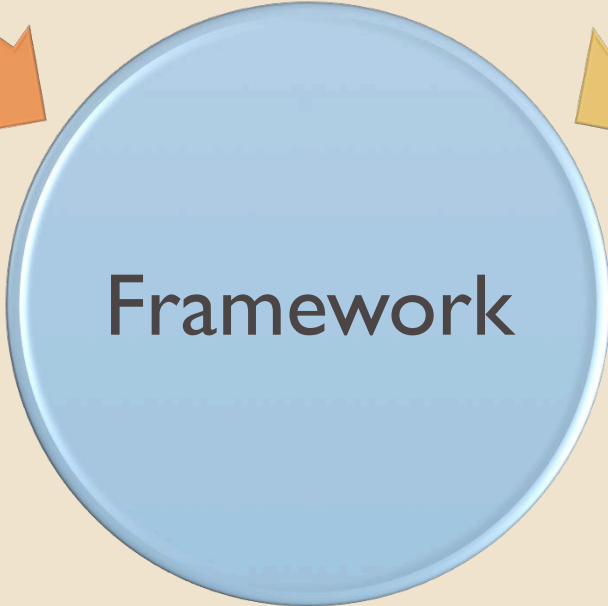
Internal Controls



BP/AR



Effectiveness  
Efficiency



Framework



Research

Letter regarding contract  
arrangements between parties:



Parties agree to add oral stimulations to the contract as discussed during the meeting on Wednesday, October 2<sup>nd</sup>...

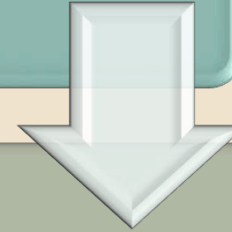
**PROOFREAD, PROOFREAD, PROOFREAD!!**

**SHARING IS CARING**

Share the love!

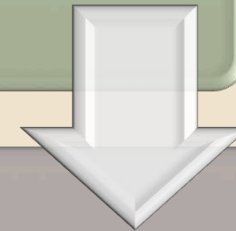
## Colleagues

- Experts and novices



## District Administration

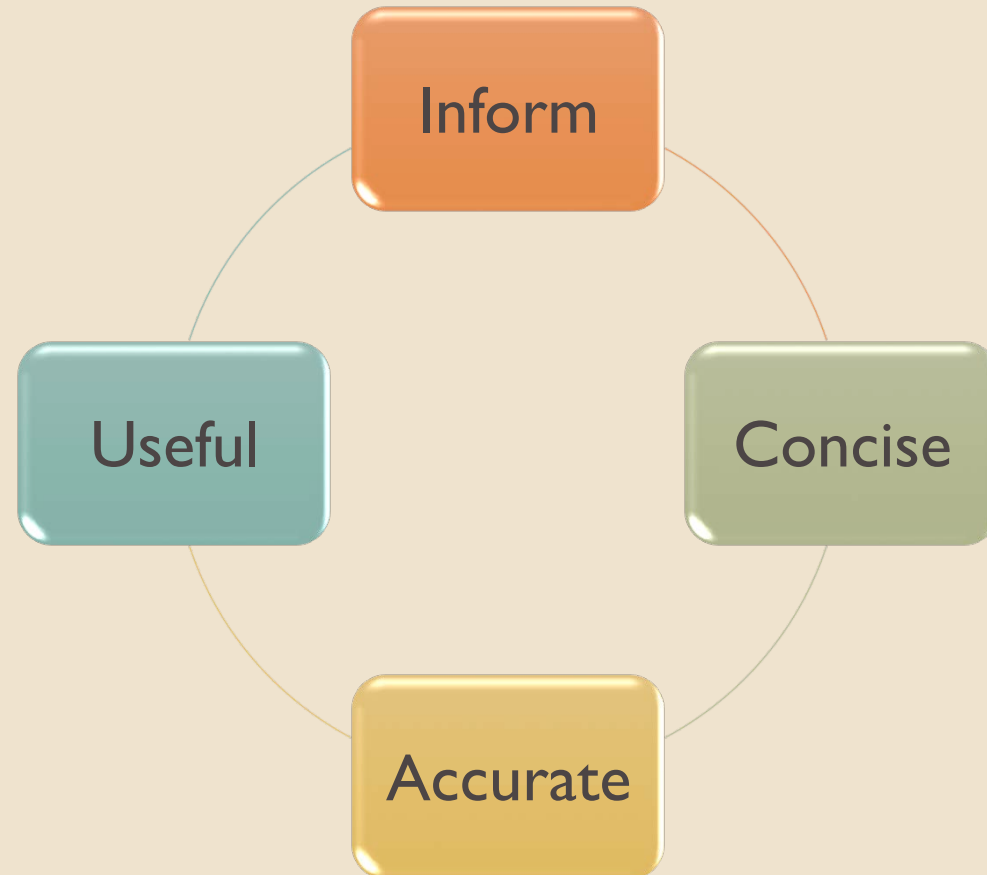
- Approval



## Staff

- Share 'til it hurts

# SHARING WITH COLLEAGUES & DISTRICT ADMIN



# SHARING WITH STAFF

Website

Training

New  
Hires

Refresh

Updates



# SHARING WITH YOUR AUDITORS



QUESTIONS?

## REFERENCES

- [ALASBO SOP Template](#)
- [ALASBO Improvement Model \(AIM\)](#)
- **EdConnector and [ASBO School Business Network](#)**
- **Federal [Green Book](#) on internal controls**
- [Uniform Guidance](#) – 2 CFR Part 200