

# Policy Connection

APRIL, 2008

**Dara Bass, Editor**

With the conclusion of the 2008 General Assembly, the KSBA Policy Staff will be working on update recommendations for your policies and procedures, based on statutory changes and best practice recommendations. This year, the following areas are scheduled to be addressed in the annual update to be sent to your district by early June:

Tuberculosis Screening (staff and students)	03.111/03.211/09.211
Optional Salary Reductions (401K, Flexible Spending Account, etc.)	03.1211/03.2211
Family and Medical Leave	03.12322/03.22322
Staff Meetings	03.1335
Records Retention	04.81
Harassment/Discrimination Procedures	03.162/09.42811 APs

Please make a note on the summer portion of your board meeting calendar to include consideration of proposed update changes. If there has been a recent change in your superintendent and/or policy contact to whom the update should be sent, please notify KSBA as soon as possible by calling Carol Ann Jehnsen (1-800-372-2962, ext. 221).

*Policy/Procedure Reference 01.5*

## **EMPLOYEE HANDBOOKS - A KEY COMMUNICATION TOOL**

All policies of the Board are binding on employees of the District . . .

*Policy/Procedure Reference 01.5*

As your Central Office staff prepares for the 2008-2009 school year, be sure to consider how policy requirements and other vital personnel information will be conveyed to your staff. Because not every employee will read every policy adopted by your Board, a paper or electronic copy of a handbook can be a valuable tool for communicating basic personnel-related policy information. Handbooks also can support training efforts and help avoid misunderstandings. KSBA can help your district with developing a customized employee handbook and keeping it current in future years.

Contact your district's KSBA Consultant or Dara Bass at [dara.bass@ksba.org](mailto:dara.bass@ksba.org) for more information.

## **KSBA SECOND ANNUAL FEDERAL & STATE LAW UPDATE**

The 2008 legislative session - New Law Impact

Annual Policy and Procedure Update Preview

High Risk/Costly Liability Issues

Administrative and Case Law Updates

Cyber Safety for Our Children in the Classroom and at Home (presented by Todd Leatherman, Executive Director of the Kentucky Consumer Protection Division)

These are the policy-related topics to be addressed at a training set for May 16, 2008 at the Lexington Holiday Inn North (1950 Newtown Pike).

For further information, click on the following link on the KSBA website ([www.ksba.org](http://www.ksba.org)):

### **Registration for KSBA Federal and State Law Update Seminar**

Individuals scheduled to attend the conference, but planning to register on site, should notify Jolene Shearer ([jolene.shearer@ksba.org](mailto:jolene.shearer@ksba.org) or 1-800-372-2962, ext. 107) so that we can make sure we have an accurate lunch count. The registration fee is \$200.

## **KOSAA SUMMER CONFERENCE**

KOSAA current and prospective members, mark your calendar now! In June, registration information for the next meeting of the Kentucky Organization of Superintendents' Administrative Assistants will be available on the KSBA web site. That meeting is set for Friday, July 11 at the Marriott Griffin Gate Resort, beginning at 8:30 a.m., and will include an invitation for your superintendent to dine with you at lunch.

## **MILEAGE RATE UPDATE**

If your district reimburses for mileage at the state rate, be advised that the rate per mile effective April 1 through June 30, 2008 will be 45 cents per mile.

This information should be reviewed quarterly and can be obtained via this link:

<http://finance.ky.gov/NR/rdonlyres/984756BD-B59C-49DC-9BA7-75476E6D6C20/0/Mileagerateforwebsite0308.pdf>

*Policy/Procedure Reference 03.125/03.225*

## **CONGRATULATIONS TO DRAWING WINNERS**

Congratulations to the following winners of a \$250 eMeeting Gift Certificate at the KSBA Annual Conference:

Charlotte Whittaker, Ohio County Board Member  
Marlene Coursey, Caldwell County Board Member  
Bernard Miles, Marion County Board Member

## **WELCOME, NEW EMEETING MEMBERS**

Welcome to the Boyle County and Paintsville Independent Boards of Education who recently became the 38th and 39<sup>th</sup> members of the KSBA eMeeting Service!

## **POLICY Q & A**

**Q** How long does our district need to keep the employee sign-off page from our employee handbook?

**A** According to the Records Retention/Public School District Schedule, Series No. L5343/Personnel File, a sign-off form related to an employee reading the district policies/procedures should be “destroyed five years after termination of employment.” Since the employee handbook developed with KSBA is based on the district’s policies and procedure, KSBA staff attorneys suggest the same retention guidelines be followed for the handbook sign-off page.

As far as the handbooks themselves, the retention schedule for series L5306/Publications says, “Retain one copy permanently. Destroy excess copies when no longer useful or when superseded.” Below is a link to the Records Retention/Public School District Schedule for your convenience:

<http://www.kdla.ky.gov/recmanagement/schedules/kypubschoolsdistrict.pdf>

*Policy/Procedure Reference 01.5*

## **SHARE THE CONNECTION**

If there are others you think would be interested in receiving the Policy Connection by email, please forward this to their attention. To subscribe, they can email Dara Bass and request to be added to the list. The address is:

[dara.bass@ksba.org](mailto:dara.bass@ksba.org)

## **PAST ISSUES**

View past issues of the Policy Connection (previously On Board with Policy) by going to the KSBA web site ([www.ksba.org](http://www.ksba.org)) and clicking on <Policy/KSBA eMeeting> and then on <Policy Connection> under “Catalog of Services.” Also, use the topic index provided to help you locate the appropriate edition.

