

Policy Connection

MARCH 2012

KSBA on the Web: www.ksba.org

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co-editors

Policy Team Members: Kim Barker, Janet Jeanes, Carol Ann Jehnsen

WELCOME, NEW POLICY SERVICE MEMBERS!

Online Manual Service: Walton-Verona Independent Board of Education

Employee Handbook Service: Russell County and Union County Boards of Education

Substitute Teacher Handbook Service: Russell County and Union County Boards of Education

Coaches' Handbook Service: Russell County and Union County Boards of Education

Board eMeeting Service: Crittenden County and Whitley County Boards of Education

Council eMeeting Service: Hopkinsville High School (Christian County)

Call your KSBA policy consultant today at 1-800-372-2962 for information about getting the latest time- and money-saving services for your district.

THIRD-PARTY PROVIDERS

Does your district utilize Educator's Benefit Options or another third party provider for your optional benefits plan? If so, subscribers to the KSBA Administrative Procedures Service may no longer need administrative procedures 03.1211 AP.21/03.2211 AP.2 as currently written. Please contact your policy consultant for drafts to revise or rescind those procedures.

— Policy Reference 03.1211/03.2211

TIME TO FURTHER TIGHTEN THE BUDGET BELT?

With districts being asked to do more with less, now is the time to consider money-saving ideas. Here are suggestions from the KSBA policy staff:

- Reduce the number of paper copy sets of policies and procedures that KSBA maintains for your district. In addition to saving staff time spent replacing revised pages throughout the school year, your district can save \$30 per set per year for copying/ mailing of policy sets and \$25 per year for administrative procedure sets. Because policy service invoices for 2012-2013 will be prepared shortly, please contact us now if you want to reduce the number of hard copies maintained.
- If you need reprints of your policies and procedures, request them when you return your update checklist(s) and save \$5 on each set ordered (policies

and/or procedures). This would apply when a complete manual is ordered in lieu of only update-related pages.

- Use your online manual service from KSBA during discussions by the board or student/staff/parent orientation and training sessions, rather than making paper copies.
- Free up staff time and promote awareness of board policy provisions by subscribing to one or more KSBA handbook services. Options include developing handbooks for employees, substitute teachers and coaches. Each service includes an option for an electronic copy of your district's handbook(s) to be posted on your school/district website.
- Join one-third of all public school districts in the state and free up staff time and save money through the KSBA eMeeting Service, rather than relying solely on paper board meeting packets.

For more information on these options for the budget minded, please contact any policy staff member at 1-800-372-2962. Please note the extension numbers below:

Dara Bass, ext. 1220

Carol Ann Jehnsen, ext. 1221

Janet Jeanes, ext. 1217

*Kim Barker, ext. 1223

*Katrina Kinman, ext. 1219

* eMeeting contacts

2012 FEDERAL AND STATE LAW UPDATE: IMPACT ON YOUR SCHOOL DISTRICT

Due to popular demand, this annual gathering has been expanded to an optional 1½-day conference on May 10-11 at the Lexington Marriott Griffin Gate. Board member training credit hours and a total of 9 EILA hours can be earned by attending both days.

Highlights include:

Day 1 (1 - 4:15 p.m.) - Post-legislative summary, federal/state regulation update, restraint and seclusion, and common financial pitfalls.

Day 2 (8:30 a.m. - 4:15 p.m.) - Volunteer orientation/immunity, 2012 policy and procedure update preview, case law and Attorney General Opinion update, and recognizing/reporting child abuse.

(over)



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Tom Blankenship, Lincoln County, President • Durward Narramore, Jenkins Independent, President elect • Bill Scott, Executive Director

A block of hotel rooms is available for May 10 at the rate of \$129 if reservations are made before April 19. To get this rate, please identify yourself as a member of the Kentucky School Boards Association (KSBA) group.

Registration is open on the KSBA website. Please go to www.ksba.org and click on this training under "KSBA Events" on the right side of the homepage.

POLICY Q & A

Q. Does a district school board have to meet each month?

A. Yes. KRS 160.270 states each board of education shall hold at least one (1) regular meeting each month, at a time and place fixed by the board.

— Policy Reference 01.42

Note: If the time or place of the regular meeting must be rescheduled, it generally must be treated as a special meeting.

Your online connection

If you receive a paper edition of this newsletter, but would prefer to get it only via e-mail, please send your request to Dara Bass (dara.bass@ksba.org), along with your school district and position (employee, board member, etc.). We appreciate your helping KSBA save printing and mailing costs.

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