

Policy Connection

JUNE 2010

KSBA on the Web: www.ksba.org

Dara Bass and Steve Wilson,
co-editors

GOT UPDATE?

The week of May 24, the policy staff e-mailed member districts their 2010 policy/procedure updates. This year's update covered 40-plus policy areas and 40-plus administrative procedure areas involving review of approximately 3,600 documents. We recommend that the information sent to your district be added to the agenda of the next meeting to enable the board to complete action on them prior to the start of school. (KSBA has requested a checklist return date of September 1.)

If your district has questions about the update, please contact your KSBA policy consultant.

— *Policy/Procedure Reference 01.5*

EFFECTIVE DATE OF 2010 LEGISLATION

The effective date for legislation enacted during the 2010 Regular Session of the General Assembly will be the first moment of Thursday, July 15, 2010 except for measures containing emergency provisions or specifying a different effective date.

POLICY-DRIVEN SAFETY PROGRAMS

In several district policies, your board of education may require development and implementation of programs and plans in the areas of health and safety. Those programs and plans are designed to safeguard employee and student health, maintain employee readiness, and minimize occupational risk.

Summer is the ideal time for district leaders and supervisors to review local plans and evaluate them using guidance disseminated by OSHA, Kentucky Department of Public Health, Centers for Disease Control and Prevention, Kentucky Labor Cabinet and your district's insurance carrier. Among the specific programs and plans that may be referenced in your board policies are:

- Hazard communication
- Chemical hygiene
- Bloodborne pathogen control
- Lockout/tagout
- Personal Protective Equipment (PPE)/hazard assessment
- Early return to work

— *Policy/Procedure Reference 03.14/03.24, 03.124/03.224*

WELCOME, NEW POLICY SERVICE MEMBERS!

- *Administrative Procedure Development* - Fulton Independent, Grant County, Eminence Independent and Green County boards of education
- *Online Manual Service* - Eminence Independent Board of Education
- *Employee Handbook Development* - Fayette County, Knox County, Owsley County, Eminence Independent and Todd County boards of education
- *Substitute Teacher Handbook Development* - Bell County, Carroll County, Casey County, Carlisle County, Muhlenberg County, Ohio County and Russellville Independent boards of education
- *eMeeting Service* - Union County Board of Education

LAST CALL!

KOSAA Summer Conference

Current and prospective KOSAA members, mark your calendar now! Registration information for the next meeting of the Kentucky Organization of Superintendents' Administrative Assistants is on the KSBA website. The meeting will be held on Friday, July 9 at the Marriott Griffin Gate Resort, beginning at 8:30 a.m. and includes an invitation for your superintendent or other individuals to dine with you at lunch. Our Program Planning Committee has planned another exciting program, which will contain these topics and activities:

- Basics of public speaking
- "Taking it to the next level" in your district
- Latest on records and retention
- The KSBA Portal - agency administrator how-to's
- Latest on using Outlook
- KOSAA lab options (Outlook, the ASAP process, what's new with policy services, policy updating v. maintenance, KSBA regional meeting toolkits, KSBA School Law Resources, and new member roundtable)
- Your professional best - 10 ways to look younger!

Once again, there will be a Silent Auction table, plus, for the first time, a "Bling-Bling" table. Bring your unwanted jewelry and find "name your own price" bargains.

Our theme this year is a "KOSAA Garden Party" so plan to join us as we plant the seeds of professional support and personal growth!

(over)



260 Democrat Drive • Frankfort, KY 40601

800-372-2962 • www.ksba.org

Delmar Mahan, Whitley County, President • Tom Blankenship, Lincoln County, President elect • Bill Scott, Executive Director

ARE YOUR POLICIES ONLINE?

From the paper used and the cost for printing and mailing to the staff time involved in changing out pages, maintaining hard copies of policy manuals can be a costly task for school districts. One hundred and forty-six districts have chosen to be more cost efficient by putting their policies online. This decision also provides the following benefits:

- Expanded access to policies/procedures for board members, staff, students and community members.
- User ability to search the online manual by word or phrase and print copies of a document.
- Hyperlinked access to Kentucky Revised Statutes (KRS) and Kentucky Administrative Regulations (KAR) cited in each policy.

If your district is ready to make the move to online policy access, contact your district's policy consultant at KSBA at 1-800-372-2962 or via e-mail at firstname.lastname@ksba.org or Dara Bass at dara.bass@ksba.org for more information.

MILEAGE RATE UPDATE

If your district reimburses for mileage at the state rate, on July 1st be sure to check the state rate per mile as of July 1, as it may change on that date. That information can be reviewed quarterly via this link:

<http://finance.ky.gov/NR/rdonlyres/E7118AB1-A205-4C35-8BCC-E1F267E58D03/0/Mileagerateforwebsite0310.pdf>

Your online connection

If you receive a paper edition of this newsletter, but would prefer to get it exclusively 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.

260 Democrat Dr.
Frankfort, KY 40601

