

Policy Connection

KSBA on the Web: www.ksba.org

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editors

POLICY Q & A

Q. Some districts are turning to electronic systems such as AESOP (Automated Substitute Placement and Absence Management) and SUBFINDER to track employee absences. Since the employee uses such programs to enter the absence electronically, is a personal affidavit, such as is required by KRS 161.155, still needed?

A. If employees are merely entering data into the system, but not providing at least an electronic signature, this does not constitute providing a sick leave affidavit as required by KRS 161.155. Electronic signatures may be accepted if the district so chooses. KRS Chapter 369, which addresses use of electronic signatures, may be applied to the affidavit requirements of KRS 161.155. KRS 369.111 allows for an electronic signature to substitute for an affidavit requirement.

— *Policy Reference 03.1232/03.2232*

MEAL CHARGE POLICY

School Nutrition audits conducted by the Kentucky Department of Education have found that many districts are in the red when it comes to meal charges, often losing thousands of dollars in unpaid debts, some of which are incurred by employees. School Nutrition auditors require districts to have charge policies/procedures in place for both students and adults. With that in mind, KSBA has worked with the KDE Division of School and Community Nutrition to develop suggested language for districts not already addressing meal charges in their policy/procedures. The language that KSBA recommends includes the following:

- Limiting the number of charges a student can incur;
- Prohibiting students from charging a la carte items; and
- Prohibiting adults from charging any meal or a la carte item.

As part of the 2011 Policy Update, KSBA is addressing meal charges in policy 07.1. However, some districts may have related language in another policy or procedure area that may need to be reconsidered. Your KSBA policy consultant will be glad to answer questions and work with you to revise any language addressing meal charges. Call 1-800-372-2962 for more information.

— *Policy Reference 07.1*

CONGRATULATIONS!

The Early Bird Award goes to the following districts for completing their 2011 updates and returning their checklists:

Burgin Independent and Paintsville Independent - Policy
Lincoln County and Simpson County - Administrative Procedure

SUMMER KOSAA MEETING — LAST CALL!

KOSAA Summer Conference

Current and prospective KOSAA members, register now for the summer meeting of the Kentucky Organization of Superintendents' Administrative Assistants on Friday, July 8 at the Marriott Griffin Gate Resort, beginning at 8:30 a.m. Our Program Planning Committee has prepared another outstanding program, which will contain the following topics and activities:

- FISH: Boosting Office Morale
- Energy Management for the Central Office
- Designing a Secretarial Retreat
- Central Office Celebrations
- Latest on using Outlook

KOSAA lab options include New Superintendent? Making the Transition, Policy 101, the ASAP Process, KSBA Portal - Conference Registration, KSBA Regional Meeting Toolkits, KSBA School Law Resources, New Superintendent Evaluation Process, New Coaches' Handbook Service, Brainstorming for Next Meeting, New Member Orientation, and eMeeting for Boards and Councils.

There also will be Christmas in July Silent Auction and Make an Offer tables.

Our theme this year is "Fishing for Success," so register now for a chance to bring home a big catch of fresh ideas!

WELCOME, NEW POLICY SERVICE MEMBERS!

Administrative Procedure Service: Clay County Board of Education

Online Manual Service: Clay County and Morgan County Boards of Education (Administrative Procedures)

Employee Handbook Service: Jenkins Independent, Johnson County, Lawrence County, McCracken County, Paintsville Independent and Shelby County Boards of Education

Substitute Teacher Handbook Service: Jenkins Independent, Lawrence County, and McCracken County Boards of Education

Coaches' Handbook Service: Bellevue Independent, Carroll County, Jenkins Independent, McCracken County, Nelson County, Paintsville Independent and Russellville Independent Boards of Education

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.

(over)



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

WHERE'S WALDO (AND YOUR UPDATE)?

The KSBA Policy Service has now sent all 173 members of the service their 2011 policy update. As noted in the update cover letter sent to each superintendent:

- Please be aware that because your District's policies belong to your Board of Education, the choice of language to be adopted rests solely with the Board.
- KSBA encourages each district to return the completed update checklist(s) to the KSBA Policy Service by September 1 so that final copies can be returned to your district for use during the upcoming school year.

— *Policy Reference 01.5*

NEW ADA REGULATIONS

As part of the 2011 update, you received both model policy and procedure language regarding new responsibilities to accommodate the public. Under the Americans With Disabilities Act (ADA), these new rules, requiring major changes, were created by two new sets of federal regulations that became effective May 24.

- Do your staff members understand how to address requests for accommodation, such as companion seating and sale of companion tickets next to wheelchair seating in

arenas and auditoriums; how to address a request to bring in a service miniature horse to assist an individual with a disability; and what kind of documentation can be requested in such situations?

- Do your administrators understand the intricate mix of requirements related to an employee request for disability accommodation under the ADA, and the ADA regulations governing the hiring and interview processes?

Failure of your district to properly address such situations can result in sanctions from the U. S. Office of Civil Rights and the U. S. Department of Justice, damages from civil litigation and negative publicity for your district and its leaders. KSBA provides a monthly newsletter that features a series of articles on these topics, as well as information on requirements to accommodate personnel under the new ADA personnel regulations.

If you are interested in this ADA Newsletter written by Teresa T. Combs, KSBA's director of Legal and Administrative Training Services, contact Jolene Shearer at jolene.shearer@ksba.org or call her at 502-783-0060.

Combs has nearly 27 years of experience in defending, advising, and training school district staff on school law and employment issues.

— *Policy Reference 10.5*

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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