

# Policy Connection

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KSBA on the Web: [www.ksba.org](http://www.ksba.org)

Dara Bass and Steve Wilson,  
editors

## TIME FOR AN ENERGY PLAN CHECK-UP

With all Kentucky boards having adopted an energy management policy, there has been significant attention given to implementation measures. Completion of the tasks on the following checklist should ensure that your district is meeting the requirements of KRS 160.325 and your local board policy:

- The superintendent has appointed a district-level committee (district energy team).
- The district energy team has been discussing and reviewing the status of energy usage in the district to guide development of an energy management plan (EMP).
- The board of education has approved the EMP.

NOTE: Status of the EMP must be reported to the Kentucky Energy Efficiency Program for Schools (KEEPS, located at the University of Louisville) by October 1.

- The district energy team will track and monitor the energy management plan to determine progress toward managing and reducing energy costs.
- A status report on implementation of the plan in district facilities shall be provided to the board following the end of each fiscal year.

For further assistance in evaluating your district's status, contact Ron Willhite at 502-783-0058 or via e-mail at: [ron.willhite@ksba.org](mailto:ron.willhite@ksba.org)

— Policy Reference: 05.23

## WHAT'S YOUR STATUS?

No, not on Facebook, but as to your district completing its policy/procedure updates for the 2011-12 school year. As of Aug. 11, here's how the numbers look:

- Districts returning policy update to KSBA - 93/173
- Districts returning procedure update to KSBA - 81/145

Per KRS 160.340 and policy 01.5, policies shall be kept up-to-date by filing annual amendments thereto by August 15 of each year. Your district's assigned policy consultant will be glad to assist if you have questions or need help with the updating process.

— Policy Reference: 01.5

## WELCOME, NEW POLICY SERVICE MEMBERS!

*Administrative Procedure Service:* Mason County Board of Education

*Online Manual Service:* Augusta Independent and Fleming County Boards of Education

*Employee Handbook Service:* Henderson County, Livingston County, and Montgomery County Boards of Education

*Substitute Teacher Handbook Service:* Livingston County and Montgomery County Boards of Education

*Coaches' Handbook Service:* Fayette County, Livingston County, Trigg County and Montgomery County Boards of Education

*Board eMeeting Service:* Augusta Independent, Elizabethtown Independent and Shelby County Boards of Education

*Council eMeeting Service:* Collins Lane Elementary and Owen County High School councils

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.

## VOLUNTEER ORIENTATION

KRS 161.148 (5) requires each local board of education to provide orientation material to all volunteers who have contact with students on a regularly scheduled or continuing basis, including school policies, safety and emergency procedures, and other information deemed appropriate by the board. In addition, federal law (FERPA) also requires confidentiality training for employees working with students.

To assist in the orientation of volunteers, Teresa Combs, director of KSBA's Legal and Administrative Training Services, has produced a Student Records Confidentiality training PowerPoint. The PowerPoint is well suited to be viewed by volunteers on their own or under the direction of a district staff person. Districts can purchase an annual license to use this resource with district volunteers for \$200. Contact Jolene Shearer at [jolene.shearer@ksba.org](mailto:jolene.shearer@ksba.org) for more information.

— Policy Reference 03.6

## MARK YOUR CALENDARS . . . PROFESSIONAL DEVELOPMENT AWAITS!

*Certified Evaluation Update Training* - Reorient yourself to the do's and don'ts of evaluating certified personnel and where this process is headed in the future. KSBA staff are partnering with several co-ops to provide this update training. Check your local co-op website for additional information.

- Sept. 7, GRREC
- Sept. 20, OVEC
- Sept. 28, NKCES

— Policy Reference 03.18

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260 Democrat Drive • Frankfort, KY 40601

800-372-2962 • [www.ksba.org](http://www.ksba.org)

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

*Sept. 14-15, Section 504 Coordinator and Section 504 Team Chair Training* - Learn how to implement new ADA regulations. As part of the 2011 Policy/Procedure Update, policy service members received both model policy and procedure language regarding new responsibilities to accommodate the public and staff under the Americans With Disabilities Act (ADA). Two new sets of federal regulations that became effective May 24, 2011 require major changes in implementation requirements in ADA/Section 504 accommodations to staff and to the public. KSBA will provide legal and practical guidance on your new responsibilities during a Sept. 14 and 15 training in Lexington. These regulations are lengthy and complex. It is imperative that your district administrators learn this information. Some new responsibilities include:

- providing a number of companion event tickets next to wheelchair seating in arenas and auditoriums;
- allowing miniature service horses into your events/activities in most situations;
- making accommodation due to a staff member's past disability;
- limiting questions that you can ask individuals with disabilities regarding use of service animals, or their medical information; and
- accommodating staff disabilities that are not severe.

These are just a few of the changes brought about by the new regulations. For more information, contact Jolene Shearer at [jolene.shearer@ksba.org](mailto:jolene.shearer@ksba.org) or (502) 783-0060.

— *Policy Reference: 03.113/03.212, 10.21*

*Sept. 23, Family Education Rights Privacy Act (FERPA) Conference* - Ensure that you and your staff understand how to comply with student records confidentiality and the Kentucky Open Records Act. Breaches of confidentiality can be harmful to students and may result in civil liability damages if not handled properly. Because the Family Educational Rights and Privacy Act (FERPA) is federal law,

federal funding can be withheld for failure to comply. To avoid monetary penalties and negative publicity, district administrators must understand how to manage public records requests and the protection of confidential information.

— *Policy References 09.14, 10.1, 10.11*

*Oct. 27, Student Discipline Conference* - Learn what public school leaders need to know about addressing student discipline, including student harassment, cyberbullying, special education and Section 504 issues and updates on the latest edition of the KSBA Student Discipline Desk Reference. Each attendee will receive a copy of the KSBA statute-student discipline policy crosswalk.

— *Policy References - Various Chapter 09 policies*

*Dec. 2, Supervisors of Classified Personnel* - Do you understand how to effectively investigate, evaluate, discipline and document actions concerning classified workers you supervise? It is crucial to avoid legal pitfalls that can land you in the middle of litigation. Learn effective legal and practical tips from experienced attorneys and managers.

— *Policy References 03.232, 03.27*

Find out more information about these featured events at [www.ksba.org](http://www.ksba.org).

## POLICY Q & A

**Q.** Our policy on access to public records refers to a "custodian of records"; who will that individual be in our district?

**A.** In most school districts, the superintendent is the official records custodian. To confirm, please check with the central office in your district. Also see KRS 160.440, which says that the board secretary shall keep the records of the board.

— *Policy Reference 10.11*

### 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](mailto: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

