

Policy Connection

OCTOBER 2009

KSBA on the Web: www.ksba.org

Dara Bass, editor

GOT UPDATE?

KRS 160.340 (4) requires board of education policies to be “kept up to date by filing annual amendments thereto each August 15. . . .”

KSBA sends each member of its policy service a customized policy update each May. As of the date of this newsletter, 148 of the 172 members of that service have completed their annual policy update. With school in full swing, it is imperative that policies be updated to reflect the most recent legal and local requirements. If your district has not returned its update checklist and you need assistance in completing the policy updating process, please call KSBA and ask to speak to your district’s policy consultant. We’ll be glad to assist you.

— *Policy/Procedure Reference 01.5*

SPEAKING OF UPDATES . . .

An employee handbook can be a vital communication and guidance tool for supervisors, especially when it comes to keeping employees up-to-date on key policies related to their job responsibilities. Just as your policies and procedures need to be updated each year, your employee handbook also needs to be reviewed and revised annually. If you work with KSBA to maintain your employee handbook, please make sure it has been updated for the 2009-10 school year. If you do not currently provide a handbook to your employees (either in paper or electronic format), KSBA will be glad to assist with that process. For more information, please contact your district’s assigned consultant.

REVISING ACCEPTABLE USE POLICIES

Because technology is constantly changing, district technology coordinators often are charged with keeping acceptable use policies current. Before adopting any new language associated with such policies and related procedures, KSBA highly recommends you send proposed AUP revisions to your KSBA consultant before taking them to the board. Your consultant will suggest proper placement of new language, prepare needed drafts, and, if indicated, request review by KSBA legal staff to augment review by your local attorney.

Thanks to Senior Policy Consultant Janet Jeanes for preparing this information.

— *Policy/Procedure Reference 08.2323*

POLICY TO PRACTICE: HOUSE BILL 91 TRAINING

As noted in the 2008 House Bill 91/the “bullying bill” (KRS 158.148), districts are required to train all school district staff members on mandated reporting of certain incidents. Thus, as new employees are hired, districts must document that this training has been provided. It is important to comply with this statutory directive; a district could incur liability if an untrained staff member does not make the required report to local law enforcement, Kentucky State Police, or the county attorney per KRS 158.156, and a student is then hurt when the criminal behavior is repeated.

To assist with this legal requirement, KSBA Senior Attorney Teresa T. Combs has prepared a PowerPoint that can be used to train staff. It may be ordered by going to the KSBA Web site and looking under “Publications Order Forms” on the Legal or Special Education pages. A number of other useful, up-to-date publications and training materials also are listed on that form. Districts also may contact Jolene Shearer (1-800-372-2962) to place an order. Combs also provides this training onsite in districts.

— *Policy/Procedure Reference 09.2211, 09.422, 09.438*

WELCOME, NEW POLICY SERVICE MEMBERS!

Administrative Procedure Development - Fleming County Board of Education

Online Manual Service - Breathitt County and Livingston County Boards of Education

Employee Handbook Development - Carlisle County, Cloverport Independent, Danville Independent, Harlan County, Lee County, Lincoln County and Mercer County Boards of Education

eMeeting Service - Covington Independent, Gallatin County, Lawrence County and Taylor County Boards of Education

FREE FLSA POSTERS

Districts are required to post in a conspicuous place in all of their work sites a notice explaining minimum wage provisions of the Fair Labor Standards Act. The Wage and Hour Division of the U.S. Department of Labor (DOL) has recently revised the notice to reflect the new federal minimum wage of \$7.25

(over)



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

per hour that became effective July 24, 2009. To download a free copy of the notice, visit this web site:

www.dol.gov/esa/whd/regs/compliance/posters/flsa.htm
— *Policy/Procedure Reference 03.221*

MILEAGE RATE UPDATE

If your district reimburses mileage at the state rate, be advised that the rate per mile effective Oct. 1 through Dec. 31, 2009 is 41 cents per mile. This information can be reviewed quarterly via this link:

<http://finance.ky.gov/NR/rdonlyres/B38C1C8D-C7B2-48F3-AF7E-ABF077A9F1DD/0/MileageRateUpdate.pdf>
— *Policy/Procedure Reference 03.125/03.225*

POLICY-RELATED TRAINING OPPORTUNITY

Register now to join us Nov. 13 at the Lexington Holiday Inn North for a popular training event - the KSBA Classified Supervisors Institute. KSBA legal, policy and risk management staff will lead this training, and district personnel and board

members attending will earn EILA or board member in-service training credit.

To register for this training online, click on the related link on the KSBA Web site (www.ksba.org). Registration links will be available approximately one month prior to the training. Individuals planning to register on site should notify Jolene Shearer (jolene.shearer@ksba.org or 1-800-372-2962, ext. 1107) to help provide for sufficient training materials and meals. The registration fee is \$200, which includes lunch and beverages.

— *Policy/Procedure Reference 03.2*

POLICY Q & A

Q. If the board chooses to grant emergency leave to certified personnel, must it also be granted to classified personnel?

A. Although KRS 161.152 does not require the board to grant emergency leave to its employees, once that leave is granted, it must be given to both certified and classified personnel per Office of the Attorney General 76-427.

— *Policy/Procedure Reference 03.1236/03.2236*

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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