

# Policy Connection

SEPTEMBER 2010

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

Dara Bass and Steve Wilson,  
editors

## Updates coming fast and furious

Kudos to the 122 boards of education that have completed the annual policy and procedure updating process as of August 23. According to Update Coordinator Carol Ann Jehnsen, this year has been the best ever in terms of early update returns. Our hats are off to you!

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

— *Policy/Procedure Reference 01.5*

## Superintendent Evaluation Policy and Procedure

As the KSBA Policy Service processes changes to each board's superintendent evaluation policy and procedure, districts are being reminded to send a copy of those documents to Larry Stinson at the Kentucky Department of Education (KDE). Based on newly revised KRS 156.557, which took effect on July 15, "Each superintendent shall be evaluated according to a policy and procedures developed by the local board of education and approved by the department."

The Policy Service will notify each district we work with whether their policy and/or procedure is consistent with the KSBA model and, if it is, the notification to KDE should note that. KDE has indicated documents built on the KSBA models will be approved.

— *Policy/Procedure Reference 02.14*

## Suicide Prevention Training

SB 65 - Suicide Prevention Education for Middle and High School Staff was signed by Gov. Steve Beshear on April 13. This bill amended KRS 158.070 to require all high school and middle school principals, guidance counselors and teachers to complete a minimum of two hours of self-study review of suicide prevention materials each school year. It also amends KRS 161.011 to permit suicide prevention training for classified employees.

Note: Although SB 65 does not designate a deadline for the mandatory training, the Department for Behavioral Health, Developmental and Intellectual Disabilities and the Kentucky Department of Education recommend that staff training be completed prior to dissemination of suicide prevention materials to students.

HB 51 - Suicide Prevention Information for Middle and High School Students was signed by Governor Beshear on March 4, 2010. This bill amended KRS 156.095 to require the Cabinet for Health and Family Services to post suicide prevention awareness and training information on its website by Aug. 1, and to require every public middle and high school administrator to disseminate suicide prevention awareness information to all middle and high school

students by Sept. 1, 2010, and Sept. 1 of each year thereafter.

The Cabinet for Health and Family Services' website provides resources for local districts to use in training educators, staff and communities and information on programs for middle and high school students: <http://mhmr.ky.gov/mhsas/sped.asp>

— *Policy/Procedure Reference 3.19, 09.22*

## Welcome, New Policy Service Members!

*Administrative Procedure Development* - Campbell County and Hopkins County boards of education  
*Employee Handbook Development* - East Bernstadt Independent, Science Hill Independent and Todd County boards of education

*Substitute Teacher Handbook Development* - Beechwood Independent, Berea Independent, Breathitt County and East Bernstadt Independent boards of education

## Policy Q & A

**Q.** Does the superintendent's evaluation have to be "adopted" and acted upon during a board meeting?

**A.** Yes. New language in KRS 156.557, which was amended by the 2010 General Assembly and took effect July 15 requires that: "The summative evaluation of the superintendent shall be discussed and adopted in an open meeting of the board and reflected in the minutes." Adoption requires taking action with a motion, second and vote.

— *Policy/Procedure Reference 02.14*

## Policy-Related Training Opportunities

Register now to join us on Oct. 29 at the Hilton Lexington Green for our Certified Evaluation Update Training. Attorney Teresa Combs will head up the KSBA legal and policy staff who will lead this training. Attendees will earn 6 of EILA evaluation update training credit.

Also coming up on Nov. 12 is the KSBA Student Discipline Conference to be held at the same location. Attendees will be able to earn up to 6 hours of EILA or board member credit.

To register for either training online, click on the related link on the KSBA website ([www.ksba.org](http://www.ksba.org)). Registration links will be available approximately one month prior to the training. Anyone planning to register on site should notify Jolene Shearer ([jolene.shearer@ksba.org](mailto:jolene.shearer@ksba.org) or 1-800-372-2962, ext. 1107) so that sufficient training materials and meals can be provided. The registration fee is \$200 for either event, which includes lunch and beverages.

— *Policy/Procedure Reference 03.18/09.43*

(over)



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

## Budget Tight?

Funding continues to be a challenge for school districts across the state. If you are looking for money-saving ideas, the KSBA policy staff suggest the following:

- *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.
- *Use your online manual service* from KSBA, rather than making paper copies for use during discussions by the board or student/staff/parent orientation and training sessions.
- *Free up staff time and promote awareness of board policy provisions by subscribing to the KSBA Employee and/or Substitute Teacher Handbook Service*, which will provide you with an electronic copy of your district's handbook(s) to be posted on your school/district website.
- *Free up even more staff time and also save money over time through the KSBA eMeeting Service*, rather than rely-

ing solely on paper board-meeting packets.

For more information on these services 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

Kim Barker\*, ext. 1223

Janet Jeanes, ext. 1217

Katrina Kinman\*, ext. 1219

Steve Wilson, ext. 1216

\* eMeeting contacts

## Mileage Rate Update

If your district reimburses for mileage at the state rate, on Oct. 1 be sure to check for any update on the rate on Oct. 1. Through Sept. 30, the reimbursement rate is 42 cents a mile. The rate can be reviewed quarterly via this link:

<http://finance.ky.gov/NR/rdonlyres/3E72872A-9644-48F6-A4C4-A7EE041D5A88/0/Mileagerateforwebsite0610.pdf>

## 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.

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