

# Policy Connection

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Editor

*Policy Connection* is a free quarterly publication provided by the KSBA Policy Service that is sent to all board members, superintendents, and others who request to receive it.

## WELCOME TO OUR NEW SUBSCRIBERS!

**Online Manual** – Ballard County Procedures Online, Jackson County Procedures Online

**Coaches' Handbook** – Simpson County, Estill County, Lee County, Wayne County and Raceland-Worthington Independent Boards of Education

**Substitute Teacher Handbook** – Lee County and Raceland-Worthington Independent Boards of Education

**Employee Handbook** – Middlesboro Independent and Raceland-Worthington Independent Boards of Education

**eMeeting** – Woodford County and Floyd County Boards of Education

## ANNUAL POLICY UPDATE/ STUDENT DISCIPLINE CODE

KSBA Policy staff will be sending the annual updates to districts by the end of May to provide time for the board to have two readings before school starts. In addition, there will be three policies that impact the Student Discipline Code – **09.123 – Absences and Excuses**, **09.422 – Bullying/Hazing** and **09.438 – Code of Conduct**.

*Policy References 01.5, 09.422, 09.438*

## SCHOOL MEALS - FREE/REDUCED (FR) OR COMMUNITY ELIGIBILITY PROVISION (CEP)

Contact your assigned policy consultant if your district makes changes from FR to the CEP model for student meals as this may impact your administrative procedures.

*Procedure Reference 07.11 AP.1*

## INSTRUCTIONAL ORGANIZATION

If your district makes changes to the instructional organization and/or moves student grade levels from one school to another in the district, please notify your policy consultant to create a draft policy for the board's approval.

*Policy Reference 8.12*

## IS THERE A REQUIREMENT TO RECORD BOARD PROCEEDINGS?

While there is not a statutory requirement to audiotape or videotape board or council meetings, some agencies choose to do so to assist with recording of the minutes. If audio or videotapes of meetings are made at the direction of the district,

*(continued on next page)*



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then the recording becomes a record governed by the Kentucky Department for Libraries and Archives Records Retention Schedule:

<http://kdla.ky.gov/records/retentionschedules>

Note: The Kentucky Attorney General has said that if a public employee records a meeting: 1) on his or her initiative (NOT at direction of the agency or agency supervisors); 2) at his or her own expense; and 3) personally retains the recording instead of same being maintained by the agency, the resulting recording is personally owned and is not considered a "public record." - 06-ORD-195

*Policy Reference 01.61*

## **KRS 161.195 REQUIRES NOTICE TO STAFF OF STUDENTS WITH A DOCUMENTED HISTORY OF STAFF ABUSE/WEAPONS VIOLATIONS**

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other official who has knowledge of the student's behavior prior to the assignment or contact.

*Policy Reference 09.425*

## **MILEAGE RATE UPDATE**

If your district reimburses for mileage at the state rate, be advised that the rate per mile effective April 1 through July 31, 2016, is 39 cents per mile. This information can be reviewed quarterly via this link:

<http://finance.ky.gov/services/statewideacct/Pages/travel.aspx>

*Policy References 03.125/03.225*

## **SAVE THE DATE – UPCOMING KSBA 2016 CONFERENCES: SEE OUR WEBSITE TO REGISTER FOR THESE IMPORTANT CONFERENCES.**

**May 10, 2016**

*Student Records Confidentiality Update - Marriott Griffin Gate (Lexington) – make-up date*

**May 12, 2016**

*Restraint & Seclusion Regulation – Embassy Suites (Lexington)*

**May 12-14, 2016**

*10th Annual Federal & State Law Update – Embassy Suites (Lexington) – with special board member session on May 14*

**July 8, 2016**

*KOSAA Summer Meeting (Marriott Griffin Gate, Lexington)*

**July 8-9, 2016**

*Summer Leadership Institute (Marriott Griffin Gate, Lexington)*

## **Your online connection**

If you currently receive a paper edition of this newsletter, but would prefer to get it via email ONLY, please send your request to Katrina Kinman ([katrina.kinman@ksba.org](mailto:katrina.kinman@ksba.org)), along with your school district and position (employee, board member, etc.). We appreciate your helping KSBA save printing and mailing costs.

