

Policy Connection

KSBA on the Web: www.ksba.org

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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 – Caverna Independent Board of Education
Employee Handbook – Monroe County and Covington Independent Boards of Education
Administrative Procedures – Ballard County Board of Education
eMeeting Service – Greenup County, Wayne County and Hancock County Boards of Education

CONGRATULATIONS ARE IN ORDER

Join us in congratulating Policy Consultant and eMeeting Trainer Garnett Thurman upon his completion of course work and earning a Masters of Arts in Teaching with emphasis on teaching social studies in grades 8 - 12 from the University of the Cumberlands. This accomplishment, along with Garnett's experience in working for the Franklin County Schools and the state legislature, is an asset for KSBA's Policy Service.

2015 ANNUAL UPDATE

Under law, one of the key board of education responsibilities is to adopt and maintain policies to guide governance of the school district. KRS 160.340 (4) states, "It is intended that these policies shall cover matters within the authority and discretion of the district board of education and not matters otherwise required by law or regulation. Such policies . . . shall be kept up to date by filing annual amendments thereto each August 15 . . ."

To assist boards with this task, each spring the KSBA Policy Service sends member districts customized policy/procedure updates. This edition of the Policy Connection is devoted to highlighting key features of your board's membership in the KSBA Policy Service.

— *Policy/Procedure Reference 01.5*

ANNUAL UPDATES

During the last week of May, district superintendents and policy contacts received a set of recommended policy/procedure changes that KSBA generated based on revisions in federal and state laws and regulations, along with best practice recommendations. Unless a completely new policy or procedure was involved, update drafts included changes marked in edit mode so that reviewers could see what was being added or removed. At the top of each policy was an explanatory note summarizing the reasons for the changes. Districts also received a cover letter explaining the updating process and a checklist showing all policies/procedures codes included in the update.

COMPLETING THE UPDATE CHECKLIST

Spring updates come with a checklist that must be completed and returned to the district's assigned KSBA policy consultant. The checklist includes all update drafts sent, listed by code, and spaces for the district to list other policies/procedures the board chooses to address. Next to each code are blanks and checkboxes to be used to provide approval/review information. A designated staff member will need to put the date the policy was adopted/procedure was reviewed on one blank and the order number for policy adoption, and mark the appropriate action checkbox using the guide below:

Adopt/Accept as Written – Mark this box if NO changes were made to the draft sent in the update.

Adopt with Modifications – Mark this box if ANY changes were made to the draft sent in the update.

Keep Current – Mark this box if you do not want ANY changes to the policy or procedure you currently have in place.

Rescind – Mark this box if the policy or procedure area is to be removed from your manual.

NOTE: Administrative procedures are the responsibility of the superintendent. Therefore, the board should review (not adopt) procedures in one reading with an opportunity to make comments. The superintendent must sign and date the procedure checklist before it is returned to KSBA.

When a draft is adopted with modifications, be sure to indicate the changes on a copy of the document by highlighting or marking the change by hand and return the revised draft with your checklist. Please do not retype the draft with changes, but merely note the changes by hand. Finally, the superintendent and board chair must sign and date the policy checklist before it is returned to KSBA.

MAINTENANCE THROUGHOUT THE YEAR

Each subscription to the KSBA policy/procedure service includes a maintenance component so that governance documents can be revised during the year at district request.

If a policy or procedure needs to be revised during the school year, we ask that each district follow these steps:

1. Contact the district's KSBA policy consultant.
2. Explain to the consultant what the issue is and (if possible) what language change is needed.

The consultant then will provide you with the following:

1. Samples (if requested).
2. Any concerns KSBA may have about the changes, with KSBA legal review if indicated.

(over)

3. A draft created in edit mode that shows language being removed (struck through) and/or added (underlined).

The draft then can be presented to the board. Should the board want to further revise the draft, let your policy consultant know so that a revised draft can be provided for the next meeting. Refer to your district's policies 01.5 and 01.51 for additional information about your district's adoption/review process.

Once the board has a final reading of the draft, send your policy consultant the date of adoption/review and, for policy changes, the order number. The consultant will update the system and send new copies of the policy/procedure to the district. Online manuals will be updated for districts subscribing to that service.

IN CLOSING

For topics that may pose heightened liability concerns, such as instituting a drug-testing program, the board should consult with the board attorney early in the policy revision process. To assure the updating and maintenance process runs smoothly, it is vital that each board be aware of which staff member the superintendent designates to serve as the lead contact with KSBA policy staff. In addition, the policy service should be notified whenever that duty is reassigned.

MILEAGE RATE UPDATE

If your district reimburses for mileage at the state rate, be advised that the rate per mile effective July 1 through Sept. 30, 2015, is 43 cents per mile. This information can be reviewed quarterly via this link:

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

SAVE THE DATE – UPCOMING 2015 KSBA CONFERENCES: See our website to register for these important conferences

July 10

KOSAA Summer Meeting
2015 CSBA Summer Meeting
2016 Legislative Preview
(Marriott Griffin Gate, Lexington)

July 10-11

Summer Leadership Institute
(Marriott Griffin Gate, Lexington)

Aug. 26-28, 2015

2015 Director of Special Education/Special Education Legal Update (Embassy Suites, Lexington)

Sept. 23-25, 2015

2015 Section 504/ADA Coordinator & Section 504 Team Chair Conference (Embassy Suites, Lexington)

Oct. 23, 2015

Supervisors of Classified Personnel Conference
(Embassy Suites, Lexington)

Nov. 6, 2015

Title IX Conference (Clarion Hotel, Lexington)

Dec. 4-6, 2015

KSBA Winter Symposium (Marriott East, Louisville)

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), 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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