

# Policy Connection

OCTOBER 2012

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

Dara Bass and Katrina Kinman,  
Co-Editors

## KOSAA Regional Meetings

We are pleased to announce that the KSBA fall regional meeting schedule includes concurrent KOSAA (Kentucky Organization of Superintendents' Administrative Assistants) meetings. The tentative KOSAA meeting schedule is:

Region	Host	Place	Date/Time	KSBA Contact
Northern Ky.	Gallatin Co.	Triple Crown Country Club	Oct. 2/5:30	<a href="mailto:janet.jeanes@ksba.org">janet.jeanes@ksba.org</a>
Eastern Ky. North	Menifee Co.	Morehead University	Oct. 16/5:30	<a href="mailto:kim.barker@ksba.org">kim.barker@ksba.org</a>
Upper Cumberland	East Bernstadt	East Bernstadt Ind. School	Oct. 22/5:30	<a href="mailto:donna.brockman@ksba.org">donna.brockman@ksba.org</a>
Third	Warren Co.	Jody Richards Elementary	Oct. 23/5:30	<a href="mailto:katrina.kinman@ksba.org">katrina.kinman@ksba.org</a>
First	Hickman Co.	First United Methodist Church	Oct. 29/5:30	<a href="mailto:katrina.kinman@ksba.org">katrina.kinman@ksba.org</a>
Second	Webster Co.	Webster Co. High School	Oct. 30/5:30	<a href="mailto:katrina.kinman@ksba.org">katrina.kinman@ksba.org</a>
Fourth	West Point	Historic State Theater	Nov. 1/5:30	<a href="mailto:janet.jeanes@ksba.org">janet.jeanes@ksba.org</a>
Fifth	Trimble Co.	Bedford Elementary	Nov. 8/5:30	<a href="mailto:janet.jeanes@ksba.org">janet.jeanes@ksba.org</a>

If one of these is your KSBA region, please make sure your board secretary/superintendent's assistant attends. Just include her/his name in the meal count for the dinner and notify the lead KSBA policy person as noted.

KOSAA attendees will enjoy an informative and interactive program of their own. Current and prospective members are welcome to attend.

## Welcome, new policy service members!

*Online Manual Service:* Bracken County Board of Education  
*Employee, Coaches' and Substitute Teacher Handbook Services:*  
McCreary County High School

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.

## Update reminder

With schools now in session, it is vital that your Board complete the 2012 policy (and procedure) updates that were sent to districts in late May. If your board has not yet begun the update process and you need assistance, please contact your district's assigned policy consultant.

As of the date of this publication, 157 of the 173 members of the KSBA Policy Service have completed their 2012 update. Has your Board completed its annual update?

— *Policy Reference 01.5*

## Get the latest on bullying

Join KSBA legal and policy staff on Friday, Oct. 26 at the Clarion Hotel in Lexington for an informative and timely six-hour EILA qualifying training: From Bullying to Harassment:

Are You Prepared? Topics will include basic legal requirements that all staff must follow to protect students from bullying. Attendees will receive a crosswalk of related board of education policies and procedures that address these issues. Board members will receive six hours of board training credits.

Registration is open on the KSBA website or simply click on the following link:

[www.ksba.org/protected/EventView.aspx?id=7GII3I00](http://www.ksba.org/protected/EventView.aspx?id=7GII3I00)

— *Policy Reference 08.2323, 09.2211, 09.422, 09.42811 and related procedures*

## Policy Q & A

**Q.** If the board has a work session, must the meeting be called to order and adjourned?

**A.** If a quorum of the board gathers and discusses the public's business, the gathering is considered a "meeting" under Kentucky's Open Meetings Act. This means that usual meeting procedures should be observed and the minutes must be kept (KRS 61.835) even if no action is taken. If the "work session" is not included as part of the regular meeting schedule, special meeting notice/posting requirements would also need to be followed.

(over)



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

## Federal posting requirements

All districts need to be aware of two federally required posting requirements:

Because school districts employ personnel who are subject to Fair Labor Standards Act (FLSA) minimum-wage provisions, they must post a permanent notice explaining the FLSA in a conspicuous place in all schools and other work sites easily accessed by employees. The content of the notice is prescribed by the Wage and Hour Division of the Department of Labor.

Access a recommended poster at the following link:

[www.dol.gov/whd/regs/compliance/posters/flsa.htm](http://www.dol.gov/whd/regs/compliance/posters/flsa.htm)

— *Policy Reference 03.221*

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), districts must provide notice to affected employees of certain rights, benefits and obligations. The notice requirement may be met by posting the notice where employers customarily place notices for employees. Following is a link to a recommended poster:

[www.dol.gov/vets/programs/userra/USERRA\\_Federal.pdf](http://www.dol.gov/vets/programs/userra/USERRA_Federal.pdf)

— *Policy Reference 03.1238/03.2238*

## Alert! Preparing for policy audits

If your district has scheduled an upcoming audit, contact your assigned policy consultant before that date for assistance with locating policies/procedures related to the audit subject.

## 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

