

Policy Connection

JANUARY 2013

KSBA on the Web: www.ksba.org

Katrina Kinman,
Editor

Best practices - finance policy implications

In response to district audits being conducted by State Auditor of Public Accounts Adam Edelen, KSBA is reviewing several policy areas that will be included in the spring update. Districts can expect to receive drafts containing numerous best practice recommendations in those areas. Topics will range from reimbursement for travel to use of school property.

In addition, plans are in the works to offer a session on this topic at the 2013 KSBA Annual Conference, along with additional recommendations for board oversight and administrative controls.

Energy management report reminder

Pursuant to KRS 160.325, each district will need to check its version of policy 05.23/Energy Management, which likely contains the following reporting requirement:

Effective with the 2011-2012 school year, the Superintendent/designee shall report the energy management plan (EMP) results for each fiscal year, including annual District energy usage, costs and anticipated savings to KPPC - the Kentucky Pollution Prevention Center - by Oct. 1 annually through the Kentucky Energy Efficiency Program for Schools (KEEPS).

To comply with this requirement, the report must be forwarded to the following individuals:

cam.metcalfe@louisville.edu

Eileen.Hardy@ky.gov

For questions about this information, please contact Ron Willhite at ron.willhite@ksba.org or 1-800-372-2962, ext. 1105.

— Policy Reference 05.23

Take advantage of our money saving services!

As districts are building their 2013-2014 budgets, be sure to consider several money-saving services offered by the KSBA Policy Services. Call your KSBA policy consultant at 1-800-372-2962 for information about getting the latest time- and money-saving services for your district:

Online Manual Service

From the paper used to the cost for printing and mailing to the staff time involved in changing out pages, maintaining "hard copies" of policy manuals can be a costly venture for school districts. One hundred and fifty-six (156) districts have chosen to be more cost efficient by putting their policies online. This decision also provides the following benefits:

- Expanded access to policies/procedures for board members, staff, students and community members.
- User ability to search the online manual by word or phrase and print copies of a document.
- Hyperlinked access to Kentucky Revised Statutes (KRS) and Kentucky Administrative Regulations (KAR) cited in each policy.

Employee, Coaches' and Substitute Teacher Handbook Services

Free up staff time and promote awareness of board policy provisions by subscribing to the KSBA handbook services, which will provide your district with an electronic copy of your district's handbook(s) to be printed or posted on your school/district websites. Options include handbooks for certified and/or classified employees, substitute teachers and coaches. Each customized handbook is based on board policies to which additional local information can be added. An annual update service is available to make sure your handbooks are kept up to date.

Board and Council eMeeting services

If your board and staff are ready for a user-friendly virtually paperless board meeting service, consider KSBA's eMeeting approach. eMeeting enables users to:

- reduce costs
- increase efficiency
- eliminate unnecessary paperwork
- enable members, staff and the community to utilize the latest in technology (iPad and smartphone compatible) to access meeting materials.

Welcome to our latest subscriber!

Hopkins County Board of Education - Employee, Coaches' and Substitute Teacher Handbook Services

Congratulations are in order

KSBA asks you to join us in congratulating Senior Policy Consultant and eMeeting Program Manager Katrina Kinman on her completion of course work for a master's degree in Educational Leadership at UK. This new accomplishment, along with Katrina's extensive school district experience working with board members and administrators, serves as a valuable asset to both the Policy staff and KSBA.

KOSAA Winter Conference

Superintendents' assistants and board secretaries, USS KOSAA - Building Ships is the theme for the 8th Annual Kentucky Organization of Superintendents' Administrative Assistants Winter Meeting to be held Friday, Feb. 22 at the Galt House East in Louisville.

Conference check-in begins at 8:30 a.m., and the program begins at 9 a.m., featuring sessions on the following:

- Responding to Open Records Requests
- Building Community Partnerships
- The New KEPS/MERR Reporting Processes
- Next Generation Professional Assistants - Designing Your Report Card

(over)



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Tom Blankenship, Lincoln County, President • Durward Narramore, Jenkins Independent, President elect • Bill Scott, Executive Director

Registration is \$70 (includes luncheon). Members may invite their superintendent, board members and/or others to enjoy lunch with them by purchasing additional luncheon tickets at \$35 and then notifying Kim Barker (kim.barker@ksba.org). Other questions can be directed to Kim or Donna Brockman (donna.brockman@ksba.org).

Registration information is included in the Annual Conference form that has been mailed to each district, and members also can register via the KSBA website at www.ksba.org.

Annual Conference Policy-related sessions

Be sure to attend the following policy-related sessions at the 77th KSBA Annual Conference, Feb. 22-24 at the Galt House East in Louisville:

Sat., Feb. 23 — Session B1/8-9:15 a.m., Kentucky's New Professional Growth/Effectiveness System. *Related policy: 03.18*

Sat., Feb. 23 — Session C4/1:30-2:45 p.m., What Board Members Need to Know About KHSAA. *Related policies: 09.31/09.311/09.33*

Sat., Feb. 23 — Session D9/3-4:15 p.m., eMeeting - KSBA's Paperless Board Meeting Service. *Related policies: 01.42/01.44/01.45*

Registration for the Annual Conference is now open on our website via this link:

<http://portal.ksba.org/Public/Event/Event.aspx?EventID=q3s99bACjqU=>

Or look for the link on the main page of our website under "KSBA Events."

Attendance incentives for employees

Q. If board members attend a training, but did NOT need the hours, are they still eligible to be paid a \$75 per diem?

A. Although questions about application of the pertinent law should be taken up with board counsel, the answer generally is no. According to KRS 160.280(1), training hours must be required in order to trigger entitlement to the \$75 per diem.

— *Policy Reference 01.821*

Your online connection

If you receive a paper edition of this newsletter, but would prefer to get it via email ONLY, 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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