

Policy Connection

APRIL 2011

KSBA on the Web: www.ksba.org

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editors

Policy Q & A

Q. Due to wintry weather, many districts will have to revise their calendars to include make-up days. Is it permissible to use Election Day as a make-up day?

A. Using Election Day as a make-up day is not an option. Board Policy 08.3 and KRS 158.070 require that schools shall be closed on the day of a regular or primary election. However, those days may be used for professional development activities, professional meetings, or parent-teacher conferences.

— Policy Reference 08.3

House Bill 427 already in effect

On March 9, the Governor signed House Bill 427 into law. Since the bill had an emergency clause, it is effective immediately. Section 1 of the bill amended KRS 161.815 as follows:

Section 1. KRS 161.815 is amended to read as follows:

(1) Except as provided in subsection (2), boards of education shall require a certified or classified staff member who is at least twenty-one (21) years of age [of the school faculty or a member of the administrative staff] to accompany students on all school-sponsored or school-endorsed trips. Local boards of education may adopt a policy that specifies the job classifications of staff members who may accompany students on trips under this section.

For most districts, this change will affect policies 09.221/Supervision of Students and 09.36/School-Related Student Trips, both of which will be addressed in the 2011 KSBA Policy Update coming to your district in May.

— Policy Reference 09.221, 09.36

Welcome, new policy service members!

Online Manual Service: Williamsburg Independent Board of Education (Administrative Procedures)

Board eMeeting Service: Mason County Board of Education

Council eMeeting Service: Hearn Elementary (Franklin County), Second Street Elementary (Frankfort Independent), and Longest Elementary (Muhlenberg County), Southgate Elementary School, Trigg County Primary, Intermediate, Middle and High Schools.

Congratulations to Southgate and Trigg County for being the first two all-eMeeting districts in the state!

Other Agency eMeeting Service: Kentucky High School

Athletic Association, Ohio County Fiscal Court

Employee Handbook Service: LaRue County Board of Education

Substitute Teacher Handbook Service: Covington Independent Board of Education

Coaches' Handbook Service: Bell County, Boone County, Campbell County, Clark County, Covington Independent, Ohio County, Lawrence County, Pulaski County, Rockcastle County, and Warren County Boards of Education

Managing energy (and other) costs

Most policies addressing the issue of payments require approval of the board prior to those payments being made. However, those same policies typically include a "subsequent approval" section that authorizes payments to be made between board meetings under certain circumstances:

The board shall give subsequent approval to all budgeted disbursements made between meetings of the board. Payments made between regular board meetings shall be confined to the following:

1. Contract salaries,
2. Payments to take advantage of discounts,
3. Payments made to prevent penalties and disruption of services, and
4. Payments for approved purchases made in accordance with district policy and procedures to avoid invoices being more than thirty (30) days past due as of the date of the board meeting.

This language can save the district literally thousands of dollars in late fees and missed early payment discounts. Be sure to check your district's policy.

— Policy Reference 04.3111

Get ready, get set

The Policy staff will e-mail member districts their 2011 policy/procedure updates in late May. For most districts, this year's update will address 35 policy areas and 25 administrative procedure areas. In order to have these recommendations in place prior to the start of the school year, KSBA is advising boards to add them to the agenda of its June meeting. (KSBA has requested a checklist return date of Sept. 1.)

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

— Policy Reference 01.5

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Effective date of legislation

The effective date of all new laws passed during the 2011 legislative session not covered by an “emergency” declaration will be June 8. This includes Senate Bill 12, which Gov. Steve Beshear signed into law on March 16, giving the superintendent a greater say in principal hiring.

— *Policy Reference 02.4244*

State mileage rate update

If your district reimburses for mileage at the state rate, through June 30th the reimbursement rate is 47 cents a mile. That rate can be reviewed quarterly via this link:

<http://finance.ky.gov/internal/travel/>

Register now- space may be limited

*KSBA 5th Annual Federal & State Law Update:
Impact on Your School District*

The following policy-related topics will be addressed:

- 2011 Legislative Session
- New Genetic Information Nondiscrimination Act Regulations
- Cyber bullying Issues
- New Case Law and Attorney General Opinion Highlights
- 2011 Policy and Procedure Update Preview

The training is set for May 13 at the Hilton Lexington Downtown.

To register, click the related link on the KSBA website (www.ksba.org). The registration fee is \$200 and includes a hot lunch and beverages. Attendees planning to register on site should notify Jolene Shearer at jolene.shearer@ksba.org or 1-800-372-2962, ext. 1107, so there is an accurate lunch count.

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), 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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