

Policy Connection

SPECIAL POLICY
UPDATE EDITION

KSBA on the Web: www.ksba.org

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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. With that information scheduled to be delivered by the end of this month, this edition of the Policy Connection is devoted to highlighting key features of your board's membership in the KSBA Policy Service.

We thank Senior Policy Consultant Janet Jeanes for taking the lead on this edition. We hope it will be helpful to the 173 members of our policy service and 148 subscribers to our administrative procedures service.

— Policy/Procedure Reference 01.5

ANNUAL UPDATES

By the last week in May, district superintendents and policy contacts will receive a set of recommended policy/procedure changes that KSBA generates based on revisions in federal and state laws and regulations, along with best practice recommendations. Unless a completely new policy or procedure is involved, update drafts will include changes marked in edit mode so reviewers can see what is being added or removed. At the top of each policy will be an explanatory note summarizing the reasons for the changes. Districts also will receive 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 on another, 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.

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

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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 boards 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.

The KSBA Policy Service welcomes your questions and suggestions for improvement.

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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