

Policy Connection

JULY 2012

KSBA on the Web: www.ksba.org

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co-editors

WELCOME, NEW POLICY SERVICE MEMBERS!

Administrative Procedures Service: Southgate Independent Board of Education

Employee Handbook Service: Daviess County Board of Education

Substitute Teacher Handbook Service: Anderson County and Daviess County Boards of Education

Board eMeeting Service: Fayette County Board of Education

Council eMeeting Service: Pikeville High School

Agency eMeeting Service: Kentucky Board of Education

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.

CRIMINAL BACKGROUND CHECKS FOR VOLUNTEERS

Recent reductions in funding to the Administrative Office of the Courts (AOC) will have an impact on school district budgets. Effective July 1, AOC began charging Kentucky schools \$10 for criminal records reports they previously received for free. Districts are required by KRS 161.148 to arrange to pay for a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

— Policy Reference 03.6

AN FYI FOR VOLUNTEER COACHES/NONFACULTY ASSISTANTS

When it comes to background checks for volunteer coaches or nonfaculty assistants, an AOC records check alone will not meet the specific governing statute (KRS 161.185), which says that these volunteer coaches must be subject to a criminal records check "under KRS 160.380." This statute, which covers required criminal records checks of applicants for school employment and discretionary checks of volunteers and others, does not mention an AOC records check. According to KSBA legal staff, it appears that volunteer or nonfaculty assistants covered under KRS 161.185 must, at a minimum, be subject to a Kentucky State Police state fingerprint criminal records check and MAY be subject to a national (FBI) check.

ATTENDANCE INCENTIVES FOR EMPLOYEES

Q. Can a board of education legally compensate an employee at the end of the school year for unused sick leave?

A. KRS 161.155 permits a board of education to adopt a policy of compensating for unused sick leave on the basis of a percentage of the employee's annual salary not to exceed 30 percent when the employee retires. The payment for unused sick leave days shall be incorporated into the annual salary of the final year of service. OAG 82-316 states that a plan that provides an annual bonus to teachers who use no sick leave is not legally permissible in Kentucky.

— Policy Reference 03.175/03.273

GET THE LATEST ON FERPA

Join KSBA legal and policy staff on Friday, August 10 at the Clarion Hotel in Lexington for an informative and timely half-day training on student confidentiality requirements. Attendees will get the latest on FERPA compliance issues and new student records regulations recently issued by the Family Policy Compliance Office. That office recently announced it is ramping up its enforcement of FERPA regulations.

— Policy Reference 09.14 and related procedures

Registration is open on the [KSBA website](http://www.ksba.org) or simply click [here](#) or enter the following url:

<http://www.ksba.org/protected/EventView.aspx?id=7GPG2Y2Y>

UPDATE TRAINING FOR CERTIFIED EVALUATORS

Per 704 KAR 3:345 (5)(a), "Continued approval as an evaluator shall be contingent upon the completion of a minimum of twelve (12) hours of evaluation training every two years." To satisfy six hours of this requirement, KSBA is offering update training at various sites in conjunction with several educational cooperatives:

July 24 - CKEC (Lexington)

July 30 - West Kentucky (Eddyville)

July 31 - GRREC (Bowling Green)

Sept. 17 - OVEC (Shelbyville)

Sept. 24 - Northern Kentucky

Sept. 27 - (Combined co-op training) SeSC/KVEC (Corbin)

(over)



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

This training will be a joint effort featuring KSBA executive, legal and policy staff. A special guest speaker from the KDE Teacher and Leader Effectiveness Branch also will present. Please contact your cooperative for registration information.

— *Policy Reference 03.18*

WELCOME TO THE TEAM!

On June 28, KSBA welcomed Donna Brockman to the policy consulting staff. Donna brings impressive academic credentials and a wealth of public education experience (teaching and administrative), as well as her work with the

Kentucky Department of Education during the past three years. In the coming weeks, Donna will be introducing herself to her assigned districts.

UPDATE REMINDER

With the start of school drawing nearer, 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.

— *Policy Reference 01.5*

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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