

Policy Connection

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Dara Bass, Editor

PROCEDURE UPDATE CLARIFICATION

In order to assist with classified employee due process (KRS 161.011), the Kentucky Department of Education has obtained the services of attorney hearing officers that districts may use to hear classified discipline matters in those situations where an outside hearing officer is called for (Reference 03.27 AP.1). Local school districts will be responsible for the hearing officer costs. The use of KDE provided hearing officers is not mandatory. Subscribers to the KSBA procedure service will note that 03.27 AP.1 provides that the superintendent may delegate authority to a KDE appointed hearing officer and, if such hearing officer is used, the superintendent will submit a written request to the Commissioner of Education. This proposed procedure is not intended to rule out use of other hearing officers who may be in a position to provide an impartial hearing (including, but not limited to, outside school administrators with administrative hearing experience or school law attorneys who have no disqualifying connections with the district). Unlike the situation with teacher tribunals and special education hearings, there is no directly applicable statute or regulation which governs impartiality requirements so superintendents should consult with school district counsel regarding hearing officer options.

Policy/Procedure Reference 03.27

LAST CALL FOR UPDATES

With the 2008-2009 school year in full swing, it is important that your board complete its 2008 policy/procedure updates so that the most current guidance is in place. If your board has not already completed its update, we recommend the update drafts sent in May be presented at the next meeting. If you need assistance or have questions about your district's update, please contact your district's policy consultant.

Policy/Procedure Reference 01.5

POLICY-RELATED TRAINING OPPORTUNITIES

Former and current school administrators, experienced attorneys, and KSBA staff will lead three (3) outstanding training events during October and November:

Certified Employee Evaluations - Friday, September 12, Lexington	<i>Policy/Procedure Reference 03.18</i>
Classified Supervisors: Personnel Update - Friday, October 24, Lexington	<i>Policy/Procedure Reference 03.2</i>
Certified Employee Evaluations - Friday, October 31, Bowling Green	<i>Policy/Procedure Reference 03.18</i>
Student Management - Friday, November 14, Lexington	<i>Policy/Procedure Reference Chapter 9</i>

To register for these conferences online, click on the related link on the KSBA website (www.ksba.org). Registration links will be available approximately one month prior to the training. Individuals planning to register on site should notify Jolene Shearer (jolene.shearer@ksba.org or 1-800-372-2962, ext. 107) to help provide for sufficient training materials and meals. The registration fee is \$200, which includes lunch and beverages.

WELCOME, NEW ONLINE MANUAL USERS

Welcome to the Carlisle County and Elliott County boards of education who recently became the 131st and 132nd members of the KSBA Online Manual Service!

POLICY STAFF WELCOME AND FAREWELL

A big welcome to Katrina Kinman, a former ten-year employee of the Franklin County Board of Education, who joined the Policy Service in August. Katrina will be working with districts in Western Kentucky and will become part of the KSBA eMeeting team. We welcome Katrina and look forward to introducing her to you.

We also bid a fond farewell to Kaye Parker as of August 29. Kaye, who has served as the lead eMeeting trainer for the past year, will become interim Associate Director of KECSAC based in Richmond. If you have worked with Kaye during her time as KSBA, please feel free to contact her at kaye.parker@ksba.org.

POLICY Q & A

- Q** Must school districts recognize military service when determining years of experience and placement on the single salary schedule for teachers?
- A** Yes. KRS 161.168 requires that “for each year of military service or each year of combined military and school service within a school year, the certified employee shall receive a year of service credit for purposes of the district's single salary schedule defined in KRS 157.320.”

Policy/Procedure Reference 03.121

NEW KSBA WEB SITE

If you have not already done so, be sure to visit the new and improved KSBA web site (www.ksba.org). If your district has chosen to post and permit access to your board’s online manual on our web site, simply follow these steps to locate your manual:

On the front page of our web site (www.ksba.org), click on the **Services** tab, then scroll down and click on **Policies and Procedures**, and finally on Access your Online Manual under **Resources**. This will take you to the drop-down listing of school district online manuals.

If your district is a KSBA eMeeting subscriber, please note the new **Login** tab in the upper right-hand corner of our web site. If you or other eMeeting users in your district have bookmarked the login page, the redesigned web site will not affect you.

SAVE A TREE!

If you receive a paper edition of this newsletter, but would prefer to get it via email, simply send your request to Dara Bass (dara.bass@ksba.org), noting your school district and position.

PAST ISSUES

View past issues of the Policy Connection (previously On Board with Policy) by going to the KSBA web site (www.ksba.org) and clicking on <Policy and Procedures> and then on <Policy Connection> under “Services.”

