

# **Southgate Independent Schools**

## **Codification Outline**

### **01 Powers and Duties**

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**Subpoena****SUBJECT:** \_\_\_\_\_

The \_\_\_\_\_ Board of Education commands you to appear before

*District Name*

the Board at \_\_\_\_\_, \_\_\_\_\_, KY

*Street Address**City*on \_\_\_\_\_ at \_\_\_\_\_ ☐ AM ☐ PM to testify concerning*Month/Day/Year**Time*

the following matter: \_\_\_\_\_

*Description of Matter**Signature of Board Chairperson**Signature of Board Secretary*

Upon approval of the Board, the Board Secretary may issue subpoenas and the Superintendent may direct them to be served. Subpoenas may be served to any person eighteen (18) years of age or greater. When a student under the age of eighteen (18) is to be served a subpoena, then a parent of that student must be notified prior to serving the student the subpoena. A parent of the student must also be served.

**Affidavit**

Comes the affiant and after first being duly sworn states as follows:

That I am over 18 years of age, and this subpoena was served by delivery of a true copy to

\_\_\_\_\_ this \_\_\_\_\_

*Name of Person Being Subpoenaed**Month/Day/Year*\_\_\_\_\_  
*Affiant's Signature*

STATE OF KENTUCKY, COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_  
*Affiant's Name* *Month/Day/Year*My commission expires: \_\_\_\_\_  
*Month/Day/Year* *Notary Public*

NOTE: OAG 05-006 states that a Board cannot issue a subpoena in a classified employee personnel hearing.

Review/Revised:

**District Planning Committee****PROCESS GUIDELINES**

The Committee shall:

1. *Identify data to be collected and analyzed*, which must include an annual review of disaggregated assessment data.
2. *Review gap targets* established by the Board.
3. *Conduct a needs assessment* based on a model of the District's choice, examples of which include, but not be limited to:
  - A process aligned with the Kentucky Standards and Indicators for School Improvement (SISI); or
  - The Southern Association of Colleges and Schools (SACS) process.
4. *Develop goals and activities* to enhance student achievement.
5. *Schedule a public meeting* at which the information is discussed by various stakeholders (Board and council members, students, District staff, and citizens).
6. *Conduct required implementation and impact checks* each year to evaluate plan activities and achievement of plan goals and objectives, with results to be reported to the Board.

The Committee also shall provide information and updates, as directed by the Superintendent/designee, to promote communication and coordination between the District Planning Committee and school council.
7. *Schedule an update* of the plan at least once a year.
8. *Submit updated plan* to Superintendent and Board, school staff, school council, and the community for review and comment as directed by Policy 01.111.
9. *Maintain copies of the plan* for five (5) years and other documentation to illustrate compliance with state and federal requirements.
10. *Post updated plan* on the District website for public review.

Review/Revised:

**Board-Appointed Committees**

The Board will function and act as a body of the whole. However, the Board may be helped or aided by special committees.

The chairperson may recommend, with the approval of the majority of the Board, committee(s) to perform various functions. The chairperson shall serve as an ex-officio member of all Board committees.

1. Committee(s) may be terminated at any time by a majority vote of the membership of the Board.
2. Committee(s) will follow instructions given to them by the Board.
3. If the committee is required by state or federal law, its composition and appointment shall meet all the guidelines established for that purpose.
4. Committees shall be instructed as to:
  - a. The purpose to be served.
  - b. The length of time each member is being asked to serve.
  - c. The resources the Board will provide.
  - d. The date the Board wishes to receive the report.

**RELATED POLICY:**

10.2

Review/Revised:

**Job Description for Secretary to the Board**

Reports to Board of Education

**QUALIFICATIONS**

1. Holds certificate, license, or other credentials, as appropriate.
2. Has general knowledge of Kentucky school law and Kentucky Board of Education regulations.
3. Works well in stressful situations and ethically handles confidential material.

**JOB RESPONSIBILITIES**

The Secretary shall be custodian of all securities, documents, title papers, and other papers of the Board under such conditions as the Board may direct.

**ADDITIONAL RESPONSIBILITIES**

The Secretary shall:

1. Give and publish all legal and public notices as required by law.
2. Attend all meetings of the Board except when the Secretary's tenure, salary, or the administration of the office is under consideration.
3. Keep full and accurate minutes of all meetings of the Board and distribute a copy of such minutes to each member of the Board prior to the next regular meeting.
4. Assist in the preparation of agenda items and supporting documents to be considered at each Board meeting and distribute both to Board members prior to each meeting.
5. Communicate with legal advisors, consultants, and staff members as directed.
6. Perform other tasks assigned by the Board.

**RELATED POLICIES:**

01.42

01.45

Review/Revised:

**Job Description for Treasurer of the Board**

Reports to Board of Education

**QUALIFICATIONS**

1. Has bookkeeping/accounting work experience and/or education.
2. Has education and/or work experience in electronic data processing.
3. Has a working knowledge of the SEEK funding program.
4. Is willing to become or qualifies as a Notary Public.
5. Has a working knowledge of tax, social security, and retirement laws applicable to the District and its employees.

**JOB RESPONSIBILITIES**

The treasurer shall be responsible for all District funds under such conditions as the Board may direct.

**ADDITIONAL RESPONSIBILITIES**

1. Attends all meetings of the Board when financial matters are to be discussed.
2. Acts as custodian of all monies belonging to the District and provides accounting services essential to the preparation, administration, supervision, and control of the budget.
3. Receives, records, and reconciles all monies belonging to the District and distributes them to the appropriate accounts.
4. Deposits funds in a timely manner in the properly designated depository.
5. Gives a bond in such sum as shall be required, the premium on such bond to be paid by the Board.
6. Pays out District monies on written order of designated officials of the Board.
7. Gives detailed accounts of monies received and disbursed at least once a month at the regular meeting of the Board.
8. Renders a full annual report at the end of each fiscal year and provides information to auditors as requested.
9. Is responsible for the payroll of all District employees.
10. Keeps a full and complete account of all funds and makes such reports concerning them as required by the Board or by the State Board or other government agencies.
11. When necessary, serves as Treasurer of the District Financial Corporation.
12. Performs other tasks assigned by the Board.

Review/Revised:

**Request to Place an Item on the Agenda**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Name of school children attend, if applicable: \_\_\_\_\_

Group represented: \_\_\_\_\_

**Check** if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Action Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Check** if you are: ☐ Board Member ☐ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised:

**School Board Policies**

**DISSEMINATION**

Distribution of the Policy Manual makes it readily accessible to staff, students, Board members and the public. When feasible, school Board policy will be disseminated during staff/student meetings.

Each site administrator shall notify employees and/or students under his/her supervision, either orally or in writing, when the Board makes a policy change that applies to them. In addition, the Superintendent shall designate an employee or committee to review related documents such as, but not limited to, the student code of conduct and employee/student handbooks to assure consistency with Board policies that are new or that have been revised.

**MAINTENANCE**

The Policy Manual will be kept current by periodic revision. It shall be the responsibility of the Superintendent's designee to see that copies of new and revised policies as approved by the Board are placed in proper sequence in the manual.

The Update Checklist in each manual shall be marked accordingly when the changes resulting from the KSBA annual policy update have been inserted.

**DISTRIBUTION**

The Policy Manual was adopted by the Board of Education on May 12, 1994.

Review/Revised:



**Request to Examine and/or Copy District Records**

**NOTE:** When a document is submitted that provides information requested by this form, there is no need to require the applicant to complete this form.

**PUBLIC ACCESS**

Records of the Board, except those specifically exempted by statute, are open to public inspection at the Office of the Superintendent. Persons desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of the the school, as appropriate.

**Records exempted from public access include:**

1. Records of a personal nature where public disclosure is an invasion of personal privacy.
2. Records or information confidentially disclosed to the Board whose disclosure would permit an unfair advantage to competitors.
3. Records or negotiation of real estate transactions until such time as property has been acquired.
4. Test questions and scoring keys before an exam, examinations that are to be reused, and tests that are copyrighted.
5. Preliminary drafts and recommendations.
6. Student records that are prohibited from release by the Family Educational Rights and Privacy Act and/or the Kentucky Family Education Rights and Privacy Act.
7. Any record, the disclosure of which would have a reasonable likelihood of threatening the public safety.

**Records Requested From:**

Records Custodian: \_\_\_\_\_

District Name: \_\_\_\_\_

District Address: \_\_\_\_\_

**Records Requested By:**

Name (**MUST BE PRINTED**): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

Are you the parent/guardian of a child enrolled in the District's school? ☐ Yes ☐ No

If **Yes**: Child's Name \_\_\_\_\_

Specify in detail the record(s) requested. (Attach another page if necessary.)

\_\_\_\_\_  
*Signature of Person Requesting Record(s)*

\_\_\_\_\_  
*Month/Day/Year*

**Please attach requests made by letter or FAX to this form.**

**Request to Examine and/or Copy District Records**

Any fees associated with the cost of copying shall be collected at the time copies are made. Fees shall not exceed actual copying costs. Copying cost per page shall not exceed 10 cents and postage may be charged if the requestor does not pick up the copies.

**NOTE:** Except when individuals designated by the Superintendent are reviewing records, an authorized school employee shall provide appropriate supervision while records are being inspected.

**For Office Use Only**

Records Request received by _____	Date _____
Records Request referred to (if applicable) _____	Date _____
Records Request complied with by _____	Date _____

Review/Revised:

**Records Management****RETENTION AND DISPOSAL OF SCHOOL RECORDS**

The Superintendent's designated Records Officer shall implement the procedures listed in the Records Retention/Public School District Schedule. Any deviation from these procedures shall be submitted in writing by the Superintendent/designee to the Director of Archives and Records. The request must be approved in writing by the State Librarian prior to the disposal or destruction of school records. The following procedures shall be followed in records management:

1. The Superintendent/designee shall notify the Public Records Division in the Department for Libraries and Archives of the name of the District Records Officer who shall represent the District in its relations with that Division.
2. The Records Officer shall prepare a records retention and disposal schedule for the District that is compatible with state statutes and regulations.
3. The Records Officer shall review this schedule with all staff members responsible for school records.
4. Records that have met the retention schedule shall be disposed of by shredding or burning within six (6) months after the required retention period.
5. The disposal or destruction of school records shall be under the supervision of the Records Officer who shall keep a log of all disposed records.
6. Records listed as "permanent" on the schedule shall be kept in a secure location.
7. Both active and inactive records shall be filed in locations that offer reasonable security and accessibility.
8. Electronically received records such as, but not limited to, e-mail, diskettes, CDs, and faxes shall be handled in accordance with the procedures used in the storage, retention, and disposal of other Board records.

Review/Revised:

**Notice of Information Security Breach****PROTECTION AND PREVENTION**

The District will take reasonable security measures to guard against the foreseeable loss or exposure of restricted personal information about staff, students, and parents. The District will consider practices concerning physical, technical and administrative safeguards for both paper and electronic records addressed in the Kentucky Department of Education report entitled HB 341: Personal Data Security Study.

The Superintendent/designee shall oversee a process to identify the following information to be kept on file in the school:

- What information is considered restricted;
- Where it currently resides;
- How it is protected;
- As included in the District budget, the maximum amount to be spent in notifying individuals of a breach; and
- Who is responsible for providing each level of security for each piece of restricted information.

Restricted personal information is defined as that information protected under federal or state law (FERPA, HIPAA, Kentucky Open Records law, etc.). Examples of restricted personal information includes, but is not limited to, social security or other identification number, financial account access information, medical records, computer passwords and security codes. Restricted personal information does not include information that is lawfully made available to the general public pursuant to state or federal law or regulation.

A breach of information security refers to an unauthorized acquisition of data in either electronic or paper format. Good-faith acquisition of such information by an employee is not a security breach if the information is not used or is not disclosed to others without authorization.

**INCIDENT RESPONSE PLAN**

The District shall consider developing an incident response plan to provide direction in the event of a suspected information breach. That plan should be reviewed annually by staff designated by the Superintendent.

In determining whether restricted personal information is reasonably believed to have been acquired by a person without valid authorization, appropriate action should be taken after the following have been considered:

1. Indications that the information is in the physical possession and control of an unauthorized person such as, but not limited to, a lost or stolen computer or document, file or other record containing personal information;
2. Indications that the information has been downloaded or copied;
3. Indications that the information has been used by an unauthorized person to establish fraudulent accounts or instances of identity theft; and
4. Any other factors that the District deems appropriate and relevant to such a determination.

**Notice of Information Security Breach****NOTIFICATION OF BREACH**

Notice of a breach of information security should be provided to the individual whose restricted personal information has been acquired by an unauthorized person. Notification will be made in the most expedient time frame possible and without unreasonable delay, except when a law enforcement agency advises the District that notification will impede criminal investigation. Notification should be provided to the individual within three (3) working days of discovery of the breach but no later than thirty (30) working days.

Depending on the number of people to be contacted, notification may be in the form of a face-to-face meeting, phone call, posting on a Web site or sending a written notice to each affected person's home. Notice should include the specific information involved and, when known, an estimate of how long it has been exposed, to whom the information has been released and how the breach occurred. In addition, the individual should be advised whether the information remains in the physical possession of an unauthorized person, if it has been downloaded or copied, and/or, if known, whether it was used by an unauthorized person for identify theft or fraud purposes.

Review/Revised:

**Job Description for Board Attorney**

**REPORTS TO BOARD OF EDUCATION**

**QUALIFICATIONS**

1. Is licensed to practice law in Kentucky.
2. Has specialization in school law (preferred).
3. Has the ability to handle stressful situations regarding parents, students, faculty, and administrators.
4. Has had successful experience as an attorney.

**JOB RESPONSIBILITIES**

The Board Attorney shall provide direct, professional legal counsel and representation to the Board, Superintendent, and staff on school District matters.

**ADDITIONAL RESPONSIBILITIES**

1. Attends and provides legal advice at Board meetings and other meetings, when requested.
2. Prepares and conducts litigation and administrative law hearings as directed by the Superintendent and authorized by the Board.
3. Prepares and renders legal opinions upon request to the Superintendent and/or the Board.
4. Prepares or reviews for the Board all invitations to bid, job specifications, and legal contracts.
5. Advises the Board in matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts, etc.
6. Assists in the drafting of legal documents.
7. Performs other tasks assigned by the Board.

Review/Revised:

**Board Member Expense Reimbursement**

Approval of and reimbursement for travel expenses shall be accomplished by the completion of the "Travel Request Form" and the "Travel Expense Voucher." Both forms are found in Chapter 3 and are coded 03.125 AP.21 and 03.125 AP.22.

Review/Revised: