

DEFINITIONS

The following expressions are defined with respect to their intended meanings in the context of this manual:

POLICIES

An expression of the will of the elected Board of Education or the school council. Although other statutes may have Board policy implications, the general scope of Board policies is defined by KRS 160.290 and KRS 160.340. The scope of council policies is defined by KRS 160.345.

ADMINISTRATIVE REGULATIONS

References such as "State Board regulations", "state regulations", and "administrative regulations" shall mean Kentucky Administrative Regulations (KAR) promulgated by the Kentucky Board of Education.

FULL-TIME/PART-TIME STATUS

Employment status shall be determined in compliance with statute and regulation and shall be defined in the employee's contract. ¹

SUPERINTENDENT

Policies that charge the Superintendent with preparing and/or implementing provisions of procedures, plans or programs for Board review also direct any other employee to whom the Superintendent may delegate such charges.

PRINCIPAL

The Principal (or designated administrator) shall be the chief administrator of the school, acting with the approval of the Superintendent. All personnel assigned to a school shall be directly responsible to the Principal.

TEACHER

Except for referenced statutes which specify a different definition for the purposes of those statutes, in this manual the term teacher shall refer to any person, other than the Superintendent, for whom certification is required as a basis for employment.

PARENT OR GUARDIAN

Parent, as used in the policy manual, means custodial parent or legal guardian.

GENDER

Unless otherwise noted, all gender references include both male and female.

CHILDREN AND YOUTH WITH DISABILITIES

In compliance with federal law and unless otherwise indicated, use of the terms "handicapped/special education/exceptional" shall refer to children and youth with disabilities.

SCHOOL NUTRITION PROGRAM

Use of the term "food service" shall also refer to the District's School Nutrition Program.

DEFINITIONS

REFERENCES

Legal references listed in this manual, such as state and federal statutes and regulations, Kentucky Attorney General Opinions, and court cases are provided as a tool for additional research and are not intended to be viewed as a complete listing of legal resources applicable to a particular topic.

REFERENCES:

¹[KRS 157.320](#)

¹[102 KAR 001:036](#)

¹[702 KAR 001:035](#)

[KRS 160.290](#), [KRS 160.340](#), [KRS 160.345](#)

[702 KAR 006:010](#), [702 KAR 006:020](#), [702 KAR 006:040](#)

[702 KAR 006:045](#), [702 KAR 006:075](#), [702 KAR 006:090](#)

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Order #:

Legal Status of the Board

CORPORATE POWERS

~~Section 183 of the Constitution of the Commonwealth of Kentucky places the responsibility for providing an efficient system of common schools throughout the State on the General Assembly of the Commonwealth of Kentucky.~~

~~Legally, local school boards are instruments of the General Assembly and derive their authority from the Constitution of the Commonwealth of Kentucky, the Kentucky Revised Statutes of the Commonwealth of Kentucky, and the Regulations of the State Board of Education whose regulations have the effect of law in the Commonwealth of Kentucky.~~

~~However, by custom and tradition, local school boards have responsibilities to the local citizenry they serve and to the ethical principles of the personnel employed by the district. Recognizing this tri-dimensional concept of the source of authority and responsibility, the Board of Education of Jefferson County is the policy-making body for the Jefferson County Public Schools and serves within the framework provided by law and the will of the local citizenry.~~

~~Board members have no authority over school affairs as individuals. They have complete authority within state law, over school affairs when they serve as a legal body. The wisdom and far-sightedness of the board's members and the effectiveness and efficiency with which the board, as a corporate body, discharges its duties and obligations determine, to a large degree, the educational level of the citizens of Jefferson County.~~

1. The Jefferson County Public School District shall be made up of the entire geographic area of Jefferson County, Kentucky, with the exception of the area included within the boundaries of the Anchorage Independent School District.
2. The ~~Jefferson County Public school d~~District is under the management and control of the Board of Education consisting ~~The board of education shall consist of seven (7)~~ members. Each member shall be elected by the voters of his/her respective ~~district~~division on a non-partisan ballot, in a November general election, for a term of four years.
3. The ~~b~~BBoard shall always act as a body politic and corporate with perpetual succession. No individual member and no group comprised of less than the full membership shall act to bind the ~~b~~BBoard. ~~Members of the board shall have authority only when acting as a board legally in session. The board shall not be bound in any way by any statement or action on the part of an individual member except when such action or statement is pursuant to specific instruction of the board. Board members have no authority over school affairs as individuals. They have complete authority within state law, over school affairs when they serve as a legal body.~~
4. The Board shall be known as the "Board of Education of Jefferson County, Kentucky."

Legal Status of the Board**CORPORATE POWERS (CONTINUED)**

5. The Board may sue and be sued; make contracts; expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in his/her official or individual capacity, or both, on account of an act made in the scope and course of his/her performance of legal duties as a Board member; purchase, receive, hold, and sell property; issue its bonds to build and construct improvements; and do all things necessary to accomplish the purposes for which it is created.

NOTICE OF NONDISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, age, religion, marital or parental status, political beliefs, sex, sexual orientation, veteran status, genetic information, or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

REFERENCES:

¹[KRS 160.160](#)

[KRS 160.370](#)

Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

Title VI of the Civil Rights Act of 1964

42 U.S.C. 200e, Civil Rights Act of 1964, Title VII

20 U.S.C. 1681, Education Amendments of 1972, Title IX

Genetic Information Nondiscrimination Act of 2008

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

RELATED POLICIES:

03.113, 03.212, 09.13

03.162, 03.262, 09.42811

05.3, 09.3211

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General Powers and Duties of the Board

The ~~school-b~~Board is an agent of the State to administer school functions delegated to local districts by the legislature. The ~~school-b~~Board powers and duties are set forth in the Kentucky Revised Statutes ~~160.290~~ as follows:

ESTABLISHMENT OF SCHOOLS

~~Each-The b~~Board ~~of e~~Education shall have general control and management of the public schools in its ~~d~~District and may establish schools and provide for courses and other services as it deems necessary for the promotion of education and the general health and welfare of pupils, consistent with the administrative regulations of the ~~state board for elementary and secondary education-~~ Kentucky Board of Education.¹ ~~To ensure that the schools are administered in accordance with the Kentucky Revised Statutes and the policies of the Jefferson County Board of Education, as permitted by law~~

REQUEST FOR WAIVERS AND EXEMPTIONS

The Board may authorize the Superintendent to request, on behalf of the District, a waiver of state regulations and/or reporting requirements established by a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education as permitted by statute.

When approved as a district of innovation by the Kentucky Board of Education, the District may be granted waivers and exemptions from selected Kentucky Administrative Regulations, Kentucky Revised Statutes, and, for a school of innovation, certain Board policies. A school may decide whether it voluntarily chooses to be designated as a school of innovation and, thus, be included in the District's application and plan. However, the Board may require a school identified as persistently low-achieving under KRS 160.346 to participate in the District's plan of innovation.¹¹

SCHOOL FUNDS AND PROPERTY

~~Each-The b~~Board shall have control and management of all school funds and all public school property of ~~its-the d~~District and may use its funds and property to promote public education.

ADMINISTRATION

~~Each-The b~~Board shall exercise generally all powers prescribed by law in the administration of its public school system, appoint the ~~s~~Superintendent of schools, create and abolish positions, ~~establish~~approve job descriptions and classifications, and fix the compensation and terms of office of employees.¹

It is the goal of the ~~Board Jefferson County Public School-that the~~ District ~~to~~-employ qualified personnel for all positions, ~~to~~-establish fair and equitable procedures for transfers and promotions within the system; and ~~to~~-provide, to the extent possible, working conditions and resources ~~to~~that enable each employee to perform to the greatest potential within the employee's assigned position-support the District's Mission to provide relevant, comprehensive, quality instruction in order to educate, prepare and inspire our students to learn.

General Powers and Duties of the Board**MANAGEMENT**

~~Each~~ ~~The~~ ~~b~~Board may set goals for the District and shall make and adopt, and may amend or repeal, rules, regulations, policies and bylaws for its meetings and proceedings for the management of the schools and school property of the ~~d~~District, for the transaction of its business, and for the qualification and duties of employees and the conduct of pupils.

SUBPOENA

The Board may, in any investigation or proceeding before it, concerning a matter that may be a proper subject of inquiry by it, summon witnesses by subpoena, enforce their attendance, and require that they testify under properly administered oath.²

INSURANCE

The Board may set aside funds to provide for liability and indemnity insurance against the negligence of the drivers or operators of school buses, other motor vehicles, and mobile equipment owned or operated by the Board.³ The Board may expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in an official or individual capacity, or both, on account of an act made in the scope and course of the performance of legal duties as a Board member.⁴ The Board shall make available liability insurance coverage for the protection of all members of school councils from liability arising in the course of pursuing their duties as members of the councils.⁹

As long as they pay the full cost of premiums required, Board members may choose to participate in any group medical or dental insurance provided by the District for employees.¹⁰

FREE SUPPLIES

The Board may furnish necessary school supplies free of charge to indigent children in its school district, or to such other children as it deems advisable, under such rules and regulations as it may adopt.

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced-priced lunches. All students who qualify shall be informed in writing of the fee waiver provisions. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.⁵

REPORTS

The Board shall, on forms prepared by the Commissioner of Education and approved by the Kentucky Board of Education, prepare and submit to the Kentucky Board of Education reports on all phases of its school service. It may prepare and publish for the information of the public a report on the progress of its schools.⁶

General Powers and Duties of the Board

LEVY OF TAX RATES

As part of the budgetary process, ~~T~~the ~~B~~board of education shall levy taxes rates in compliance with statutory and regulatory requirements, including those mandated by the Kentucky General Assembly for the support of public education ~~and shall seek additional resources when necessary to support an adequate program of instruction~~ ~~T~~to promote and support the instructional program to the highest quality possible within the means of the tax structure and ~~T~~to set the general and special building fund tax rates within the limits of its taxing power. ~~and shall seek~~ When necessary the District shall seek ~~A~~additional resources ~~when necessary~~ to support an adequate program of instruction.⁷

Following approval of the ~~d~~District's general budget for the ensuing fiscal year, the ~~b~~Board of education shall levy the required ad valorem tax according to statutory requirements. Additional revenues from local tax sources shall be levied as designated by law when properly authorized.

The ~~b~~Board of education shall levy a tax rate sufficient to qualify the district for state matching funds from the power equalization program fund. Prior to levying any local tax, the ~~b~~Board of education shall conduct a public hearing on the proposed local tax rates.

POWER TO BORROW FUNDS

The Board may borrow money on the credit of the Board and issue negotiable notes in anticipation of revenues from school taxes and state revenue for the fiscal year in which the money is borrowed, and may pledge the anticipated revenues for the payment of principal and interest on the loan.⁸ Debt limitations imposed by law shall be scrupulously observed.

CONTRACT WITH CONSULTANTS

The Board may contract for consulting services to provide specialized advice or assistance to the school system concerning educational, management, or administrative matters.⁴

~~The development of management and instructional programs shall include, wherever necessary, the use of contractual services to assist with the planning, development, implementation, and evaluation.~~

~~The s~~Superintendent is authorized to contract for all other professional services contracts necessary for carrying out the policies of the ~~b~~Board without prior ~~b~~Board approval.

~~All p~~Professional services contracts for \$5,000 or more shall be submitted to the Board prior to approval. The Superintendent is authorized to contract for all other professional service contracts necessary for carrying out the policies of the Board without prior Board approval. A list of all professional services contracts (regardless of dollar amount) shall be presented to the ~~b~~Board ~~for its information~~ on a monthly basis.

~~Any proposed contracts with consultants shall be submitted to the Board for approval and shall be accompanied by figures showing the estimated cost of the consulting project to the District.~~ Where appropriate, the Board may require bids for consulting services to be sought.

General Powers and Duties of the Board

Consultants who serve the District shall exercise no authority over District employees, but will act only as advisor in accordance with their contract.

APPLICATIONS FOR GRANTS

Schools, employees, and school-related groups who ~~are~~intend to applying for grants on behalf of the District or District schools shall first contact the Department of Resource Development. All grants sought shall contribute to the District's strategic plan.

Except as specifically permitted by law, all grant applications that require a contract or the commitment of District funds, time or resources shall be submitted to the Board for prior approval. All grants awarded and all grant agreements shall be submitted to the Board for approval. send a copy of the completed application to the Superintendent/designee, who shall present the application to the Board with a recommendation for approval or disapproval. Except as provided by law, such applications shall not be submitted until the Board gives its approval.

RESPONSIBILITIES OF THE BOARD

~~The bBoard's chief concern is for the development, operation, and improvement of the Jefferson County Public District's Schools in furthering the goals of quality education for each individual. Areas of action or functions which are proper responsibilities of the bBoard of education are as follows:~~

1. To promote and support the instructional program to the highest quality possible within the means of the tax structure;
2. To appoint a ~~s~~Superintendent of schools;
3. To ensure that the schools are administered in accordance with the Kentucky Revised Statutes and the policies of the ~~Jefferson County Board of Education~~, as permitted by law;
4. To set the general and special building fund tax rates within the limits of its taxing power;
5. To examine and approve the annual budget;
6. To consider and pass upon the recommendations of the ~~s~~Superintendent, within the limits provided by the Kentucky Revised Statutes;
7. To receive from the ~~s~~Superintendent reports on the progress of the educational program;
8. To approve the purchase of building sites and enter into contracts for the erection of school buildings and additions necessary to provide adequate housing for the school population;

9. To formulate and cause to be executed policies for the efficient operation of all schools; and
10. To perform all other duties prescribed by the Kentucky Revised Statutes.

REFERENCES:

¹KRS 160.290

²KRS 160.300

³KRS 160.310

⁴KRS 160.160

⁵KRS 160.330

⁶KRS 160.340

⁷KRS 160.470

⁸KRS 160.540

⁹KRS 160.345

¹⁰KRS 160.280

¹¹New section of KRS 156.____; New section of KRS 160.____; KRS 160.346
KRS 116.200; KRS 156.072; KRS 156.160
KRS 161.158; KRS 162.010; KRS 416.560
OAG 91-10; OAG 91-122; OAG 95-10; 702 KAR 3:220

RELATED POLICIES:

01.41; 01.5; 01.7

03.124; 03.224

District Planning

The ~~b~~Board ~~of education~~ shall establish long-range, District-wide educational goals and objectives to guide the administration's development of annual objectives and budget priorities. The District-wide goals and objectives shall be based on a ~~three to five (3-5)~~-year cycle, but shall be reviewed for revision every ~~two (2)~~ years.

DISTRICT IMPROVEMENT PLAN

The Superintendent shall develop annually a ~~d~~District Comprehensive Educational-District Improvement Plan (CDIP) which shall include, but not be restricted to, statements of the District's goals and objectives, the annual school budget, current educational issues, and evaluation information relative to the major accomplishments of the District and significant changes proposed for the coming year.

~~The dDistrict Comprehensive Educational Improvement shall be the sSuperintendent's annual report to the Board. Other reports and procedures approved by the Board during the year shall become supportive documents and appendices to the annual report.~~

PLANNING

The Superintendent shall present to the Board for review and approval the form and function of the District planning process, including format and timelines.

PLANNING CYCLE

The District's planning cycle shall run from August 1 through May 31.

PLAN REQUIREMENTS

The primary purposes of the ~~District Improvement Plan~~ CDIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments;
- To eliminate achievement gaps ~~among groups of students~~; and
- To develop District strategies and services to address deficiencies and/or sustain or strengthen current efforts.

The plan shall include the components set out in 703 KAR 5:225.

The plan shall be updated on an annual basis, provide assistance in reducing physical, mental health, and academic barriers to learning, and address student equity.

Planning activities shall draw on information from a variety of sources that shall include an opportunity for parents and other citizens of the community to have input into the plan.

As part of the District planning process, the Board shall review District academic performance on the state assessments for various groups of students in compliance with legal requirements. ~~Upon agreement of the council, or the Principal if there is not a council, and the Superintendent, the Board shall establish a biennial target for each school for reducing identified gaps in achievement.~~[†]

BUDGET IMPLICATIONS

A presentation shall be made by staff members on the ~~District Improvement~~ plan for the fiscal year under consideration, which shall include priorities, objectives, program plans, and ~~annual~~

District Planning**BUDGET IMPLICATIONS (CONTINUED)**

budget implications. ~~Ample opportunity shall be provided at the public hearing for comments and suggestions from the public on the District Improvement Plan and annual budget.~~

PUBLIC REVIEW

The plan shall have public review prior to presentation to the Board for final adoption. Opportunity for public and school staff review shall be provided for a period of at least two (2) weeks and shall be advertised in the newspaper of the largest circulation in the District, or as an alternative, ~~posted the plan~~ on the District web site ~~and provide~~ for electronic review and feedback.

BOARD APPROVAL

The plan shall be presented to the Board for approval ~~annually by December 1~~. If revisions are needed, the District planning committee shall forward proposed revisions to the Superintendent. Revisions must reflect the requirements of ~~State and Federal law No Child Left Behind and KRS 158.649~~. All recommendations for revisions require approval by the Board.

The Superintendent shall submit required assurances to the Kentucky Department of Education, ~~via e-mail no later than July 1 of each year.~~

IMPLEMENTATION

The District shall maintain a copy of each plan for at least five (5) years and, consistent with the District's planning cycle, post the current plan on the District's web site.

The plan shall serve as a resource for Board decision making.

SCHOOL PLANS

The District plan shall be broad enough to allow each school to develop its own plan, within the goals and objectives of the District.

REFERENCES:

¹KRS 158.649

KRS 156.500; KRS 160.290; KRS 160.345; 703 KAR 5:225; 704 KAR 3:390

P.L. 107-110 (No Child Left Behind Act of 2001)

RELATED POLICIES:

02.44, 02.442, 04.1, 09.21

Adopted/Amended:
Order #:

Board Member Qualifications**ELIGIBILITY**

To be eligible for membership on the Board, a person must meet the following qualifications:¹

1. Has attained the age of twenty-four (24) years;
2. Has been a citizen of Kentucky for at least three (3) consecutive years preceding his/her election;
3. Is a legally qualified voter of the district for which s/he is elected;²

EDUCATION

4. Has completed at least the twelfth grade or has been issued a high school equivalency diploma or has received a high school diploma through participation in the external diploma program;
5. Cannot hold a state office requiring the constitutional oath;
6. Is not a member of the General Assembly;
7. Cannot hold or discharge the duties of any civil or political office, deputyship, or agency under the city or county of his/her residence;

NO CONFLICT OF INTEREST

8. Has no interest, direct or indirect, in the sale to the Board of books, stationery or any other property, materials, supplies, equipment, or services for which school funds are expended;
9. Has never been removed from membership on a Board of Education for cause; and
10. Has no relative, as defined in KRS 160.180, employed by the District. This prohibition does not apply to a member holding office on July 13, 1990 who has a relative who was initially employed by the District before the member was elected to the Board.

A Board member shall be eligible for reelection unless s/he becomes disqualified.

REFERENCES:

¹KRS 160.180

²Moore v. Tiller, KY., 409 S.W. 2d 813 (1966)

OAG 88-35

Adopted/Amended: 01/01/1900

Order #:

Board Member Disqualifications**CONFLICT OF INTEREST**

If, after the election of any member of the Board, s/he becomes interested in any contract with or claims against the Board, or if s/he moves his/her residence from the district for which s/he was chosen, or if s/he attempts to influence the hiring of any District employee except the Superintendent, Board Attorney, Board Secretary, or Board Treasurer, or if s/he does anything that would render one ineligible for re-election, s/he shall be subject to removal from office pursuant to [KRS 415.050](#) and [KRS 415.060](#).¹

Board members shall not purchase supplies, equipment, or services for their personal use through the school ~~d~~District's bidding or purchasing procedures.

No ~~b~~B Board member shall be financially interested, directly or indirectly, in the sale to the ~~b~~B Board of books, stationery, or any other property, materials, supplies, equipment, or services for which school funds are expended.

IRREGULAR ATTENDANCE

Any Board member failing to attend three (3) consecutive regular meetings, unless excused by the Board for reason satisfactory to it, shall be removed from office pursuant to [KRS 415.050](#) and [KRS 415.060](#).²

POLITICAL SOLICITATION ~~OF SERVICE~~

No candidate for the Board shall solicit or accept any political assessment, subscription, contribution, or service of any District employee.³

RESIGNATIONS OR REMOVAL

A Board member who disqualifies him/herself does not automatically lose his/her position on the Board and his/her acts are valid until s/he either resigns or is suspended by action taken by the Commissioner of Education and the Kentucky Board of Education or removed by action taken by the Attorney General.

REFERENCES:

¹[KRS 160.180](#)

²[KRS 160.270](#)

³[KRS 161.164](#)

[KRS 61.080](#), [KRS 62.010](#)

[KRS 156.132](#), [KRS 161.990](#); [KRS 415.050](#); [KRS 415.060](#)

[OAG 65-211](#); [OAG 83-369](#); [OAG 88-35](#); [OAG 90-141](#); [OAG 92-145](#)

Adopted/Amended: 01/01/1900

Order #:

Board Committees

The Board may establish ~~ad-hoc advisory~~ committees when deemed necessary by the Board.
These committees shall serve in an advisory capacity and may not take action to bind the Board.
All Board committee meetings shall be subject to the Kentucky Open Meetings Act.

RELATED POLICY:

10.2

Filling Unexpired Terms**APPOINTMENT**

Vacancies on the ~~b~~Board occurring between regular election days shall be filled, ~~from within the vacant district,~~ within ninety (90) days after the vacancy occurs, by the ~~chief state school officer~~ Commissioner of Education. A member so appointed shall meet the eligibility requirements as established by KRS 160.130 and shall hold the office until his/her successor is elected and has qualified. The Board may make nominations and any person may nominate himself/herself or another for the office.

ELECTION

Any vacancy having an unexpired term of one (1) year or more ~~at the next regular November election after the vacancy occurs~~ shall be filled for the unexpired term by an election to be held at the next regular November election after the vacancy occurs. The elected member shall succeed the member chosen by the ~~chief state school officer~~ Commissioner of Education to fill the vacancy.¹

REFERENCES:

¹KRS 160.190
OAG 81-316

Adopted/Amended: 01/01/1900

Order #:

Meetings

The ~~Jefferson County Board of Education~~, as elected representatives of the people, shall uphold democratic principles which underlie its governance of the public school system. Acknowledging the responsibility conferred upon it by the electorate, the ~~b~~Board shall ~~strive to~~ function in a democratic manner.

RULES OF ORDER

Robert's Rules of Order, Newly Revised shall be the official authority of the ~~b~~Board on all points of parliamentary procedure, except when changed by statute or regulation of the ~~b~~Board.

The chairperson shall have all privileges and rights of all other members, including the right to make a motion, speak to a motion, and vote.

SUSPENSION OF RULES OF ORDER

Any rule or regulation which the ~~b~~Board has authority to make, or any portion of such rule or regulation, may be amended or suspended at any time by a two thirds (2/3) majority vote of the members of the ~~b~~Board.

~~Any rule or regulation which the board has authority to make, or any portion of such rule or regulation, may be suspended at any time by a 2/3 majority vote of the members of the board.~~

QUORUM

At a meeting of the ~~b~~Board, a majority of the members shall constitute a quorum. No action shall be taken unless a quorum is present. ~~Except when a larger vote is required by law or by policy, a majority of the quorum may transact business.¹~~

MAJORITY VOTE

A concurring vote of a majority of the full Board is necessary to take any particular action, unless otherwise specified by statute.²

VOTING METHOD

Verbal or hand votes, including those of the chairperson, shall be taken on all motions considered by the ~~b~~Board, and the vote shall be entered in the minutes. ~~Abstentions shall be counted and recorded, as such.~~

ABSTENTIONS

Members of the Board who are present but abstain from voting are considered as acquiescing with the majority.² Abstentions shall be recorded, as such.

Meetings**MINUTES**

The minutes of action taken at every meeting of the **b**Board, setting forth an accurate record of votes and actions at such meetings, shall be promptly recorded, and submitted for approval at the next regularly scheduled meeting, and such records shall be open to public inspection at reasonable times after they have been approved by the **b**Board. Minutes of an executive session shall be an exception to this policy.

Minutes shall be maintained in an official record book designated for said purpose. A copy of the proceedings shall be sent to **b**Board members upon request. Minutes may not be changed to reflect an individual's vote different from that actually cast. Minutes may be changed only to correct errors and to reflect an accurate account of actual conduct of **b**Board meetings.

~~Only official recommendations and actions shall be recorded in the minutes.~~ Tapes of the discussion may be maintained for preparation of the minutes.

REFERENCES:

¹[KRS 160.270](#) (1)

²[OAG 82-374](#); *Payne v. Petrie*, Ky., 419 S.W. (2d) 761 (1967)

[OAG 88-35](#)

[OAG 92-77](#)

[OAG 92-136](#)

03-OMD-006

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Order #:

Organizational Meetings

ELECTION OF CHAIRMANPERSON AND VICE-CHAIRMANPERSON

The bBoard shall conduct an organizational meeting at its first regular meeting in January. At this meeting, the bBoard shall elect a eChairperson and a vVice-eChairperson from among its members.

TERM OF OFFICE FOR CHAIRMANPERSON AND VICE-CHAIRMANPERSON

The Chairperson and Vice-Chairperson shall serve one (1)-year terms beginning immediately following their election.

REFERENCE:

[KRS 160.160](#)

Adopted/Amended: 01/01/1900

Order #:

Duties and Responsibilities of Chairperson and Vice-Chairperson

The duties of the eChairperson and vVice-eChairperson shall be as follows:

1. The eChairperson of the bBoard shall preside at all meetings of the bBoard and shall have a vote on motions placed for action before the bBoard.
2. The eChairperson shall represent the Board in deliberations with other bBoards, dDistricts, or agencies unless another member of the bBoard is so designated.
3. The eChairperson shall perform all duties required by the Kentucky Revised Statutes and shall perform such other duties as may be prescribed by action of the bBoard.
4. ~~The bBoard may establish ad hoc advisory committees when deemed necessary by the bBoard.~~
- 5.4. The Chairperson may call special meetings of the Board.¹
- 6.5. The Chairperson may make or second motions and vote on motions.
- 7.6. The Chairperson shall sign such documents on behalf of the bBoard as may require signature and countersign all orders of the Board² (including contracts and reports as required by law).
- 8.7. When outside agencies send communications and notifications only to the Chairperson, s/he shall bring before the Board information intended for all Board members.
- 9.8. In the event that the eChairperson of the bBoard is absent from any meeting of said board, the vVice-eChairperson of the bBoard shall act as eChairperson. In the event that both are absent, the bBoard shall designate another member of the bBoard to act as temporary eChairperson.
- 10.9. If for any reason the office of the eChairperson becomes vacant, the vVice-eChairperson shall act as eChairperson until a new eChairperson is elected and perform all duties of the chairperson when he/she is acting in that capacity. A new eChairperson shall be elected on or before the second regular meeting date following the vacancy and shall serve until the first regular meeting in January.

REFERENCES:

¹[KRS 160.270](#)

²[KRS 160.440](#)

Adopted/Amended: 01/01/1900

Order #:

Duties and Responsibilities of the Secretary

~~The board shall appoint a treasurer(s) and a secretary(ies) who shall not be members of the board. The office of secretary may be filled by appointment for a term of one, two, three, or four years. The treasurer shall serve at the pleasure of the board.~~

RECORDS

The secretary shall keep the records of the Board and perform other duties imposed by the Board. All orders of the Board must be signed by the secretary and countersigned by the chairperson of the Board. 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. The secretary, when other than the Superintendent, shall make all records of the Board available to the Superintendent and the Board at any time upon request of the Superintendent or the Board.¹

MEETINGS

The secretary shall be present at the meetings of the Board except when the tenure, salary, or the administration of the office is under consideration and shall record in a book provided for that purpose all its official proceedings, which shall be a public record open to inspection unless otherwise exempted from inspection by law.²

In the absence of the secretary at a regular or special meeting, the ~~b~~Board shall designate an acting secretary who shall be authorized to certify any and all proceedings acted upon by the ~~b~~Board.

DESIGNATION OF SECRETARY

The secretary shall not be a member of the Board. The Board may appoint the Superintendent as secretary. However, if appointed secretary by the Board, the Superintendent shall not receive compensation in addition to that received for serving as Superintendent. If a person other than the Superintendent is appointed, the Board may fix a reasonable salary for the secretary.

The secretary may be appointed to a term ranging from one to four (1-4) years.

VACANCY OF APPOINTED BOARD OFFICERS

If a vacancy occurs in the offices of secretary ~~or treasurer~~, the ~~b~~Board shall fill the vacancy not later than the first regular meeting after the vacancy has occurred.

REFERENCES:

¹[KRS 160.440](#)

²[KRS 160.270](#)

Adopted/Amended: 01/01/1900

Order #:

Duties and Responsibilities of the Treasurer

~~The board shall appoint a treasurer(s) and a secretary(ies) who shall not be members of the board. The office of secretary may be filled by appointment for a term of one, two, three, or four years. The treasurer shall serve at the pleasure of the board.~~

BOND

The treasurer shall execute an official bond for the faithful performance of the duties of the office, to be approved by the local Board and the Commissioner of Education. The bond shall be guaranteed by a surety company authorized to do business in this state and shall be in an amount determined by the Board in accordance with the administrative regulations of the Kentucky Board of Education. The premium on the bond shall be paid by the Board and a copy filed with the Commissioner of Education.¹

DESIGNATION OF TREASURER

The Board shall appoint a treasurer who shall not be a member of the Board. The Board may appoint the secretary **or the Chief Financial Officer** to serve as treasurer. The Board may remove the treasurer from office at any time for cause by a vote of a majority of the members of the Board.

DEPOSITS

The treasurer shall receive all monies to which the Board is entitled by the Constitution or by the statutes, except as otherwise provided by law, or which may in any way come into its possession, and deposit such funds in the properly designated depository. The treasurer shall withdraw such funds from the depository only upon proper order of the Board.¹

ACCOUNTS

The treasurer shall keep a full and complete account of all funds in such manner and make such reports concerning them as is required by the Board or by the Kentucky Board of Education. The treasurer shall preserve all records relating to the transactions and duties of the office and turn them over to a successor along with all public funds on hand and all accounts and records after due and proper audit is made by a competent outside agent when s/he is required to do so by the Board.¹

PAYMENTS

The treasurer shall issue checks on the depository for payment of all legal claims, which have been authorized for payment in accordance with policies previously adopted by the Board and approved by the Commissioner of Education.¹

VACANCY OF APPOINTED BOARD OFFICERS

If a vacancy occurs in the offices of ~~secretary or~~ treasurer, the ~~b~~Board shall fill the vacancy not later than the first regular meeting after the vacancy has occurred.

REFERENCES:

¹[KRS 160.560](#)
[KRS 160.613](#); [KRS 160.614](#); [KRS 160.615](#); [KRS 160.621](#)
[KRS 160.625](#); [KRS 160.627](#); [KRS 160.635](#); [KRS 160.637](#)
[702 KAR 003:080](#)

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.413
(CONTINUED)

Duties and Responsibilities of the Treasurer

RELATED POLICIES:

See section 04

Adopted/Amended: 01/01/1900
Order #:

Regular Meetings

TIME AND PLACE

The **b**Board shall conduct an organizational meeting at its first regular meeting in January. The dates, times, and places of regular meetings shall be approved each year by the **b**Board, ~~and entered in its minutes. and given general publication at that time. The schedule of regular meetings shall be made available to the public.~~² Any change to this schedule shall be a special-called meeting.^{1 & 4}

Notice to **b**Board members of regular meetings shall be given by adoption of scheduled meeting dates, times, and places.

The **b**Board may, at its discretion, conduct its meetings at places and dates other than those approved, provided that **b**Board members and the general public receive timely notice **in keeping with statutory requirements for special called meetings.**

The **b**Board shall hold two **(2)** regular business meetings each month. The meetings shall be held on the second and fourth Mondays unless otherwise changed by the board.

PUBLICITY

All meetings of the Board, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public. ~~The schedule of regular meetings shall be made available to the public.~~³

OPEN MEETINGS

All meetings of a quorum of the members of the Board at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in KRS 61.810.³

VIDEO TELECONFERENCES

The Board may conduct its meeting by video teleconference. Notice of a video teleconference shall comply with the requirements of KRS 61.820. In addition, the notice shall clearly state that the meeting will be a video teleconference and precisely identify the locations involved, including the location, if any, that is primary.

The same procedures with regard to participation, distribution of materials and other matters shall apply in all video teleconference locations.

REFERENCES:

¹KRS 160.270

²KRS 61.820; OAG 78-274, OAG 78-614

³KRS 61.810

⁴92-OMD-1677

KRS 61.826

RELATED POLICIES:

01.421, 01.43, 01.44

Adopted/Amended: 01/01/1900

Order #:

Public Participation in Open Meetings

~~In the belief that public wisdom in the form of questions, criticisms, suggestions, and proposals can contribute to the formulation of responsible policy and the making of sound decisions, t~~The ~~b~~Board shall conduct its meetings in a manner which engenders public confidence and provides for full discussion of the issues and for the input and exchange of ideas in a reasonable manner to the end that appropriate decisions will be reached.

PUBLIC ATTENDANCE

The ~~b~~Board ~~of education~~ shall comply with the Kentucky Revised Statutes in the conduct of its meetings. All regular and special Board meetings shall be open to the public and the news media. The public shall be given notice of the time and place of Board meetings via the news media. No person may be required to identify himself in order to attend any such meeting.¹

~~All regular and special board meetings shall be open to the public, and m~~Members of the public may be given time to voice opinions or express concerns. ~~The public shall be given notice of the time and place of b~~Board meetings via the news media.

EXCEPTION

The ~~e~~Chairperson shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such presentation. The ~~b~~Board, as a whole, shall have the final decision in determining the appropriateness of all such rulings. The Chairperson may impose conditions upon attendance at a given meeting only if such conditions are required for the maintenance of order.¹

PUBLIC PARTICIPATION/SPEAKERS

Recognizing its responsibility to conduct the business of the school ~~d~~District in an orderly and efficient manner, the ~~b~~Board shall, ~~therefore~~, require reasonable controls for public presentations to the ~~b~~Board. Persons wishing to address the Board must first be recognized by the Chairperson.

SPEAKERS

Members of the public may be given time to voice opinions or express concerns. The Chairperson may require the name and address of the speaker. The Chairperson may also establish time limits for speakers as may be required to maintain order and to ensure the expedient conduct of the Board's business.

Public viewpoint shall be recorded in the minutes if the speaker provides the ~~b~~Board secretary with a copy of his/her remarks.

HEARING THE PUBLIC

1. Any person or persons wishing to present a matter to the ~~b~~Board shall register with the secretary of the ~~b~~Board prior to the meeting. The subject of the presentation shall be stated at that time.
2. Materials intended for consideration by the ~~b~~Board may be left with the secretary at the time of registration.
3. Presentations shall be limited to three (3) minutes. The ~~b~~Board shall reserve the right to limit, extend or terminate discussion on any subject.

Public Participation in Open Meetings**HEARING THE PUBLIC/PUBLIC PARTICIPATION/SPEAKERS** (CONTINUED)

~~4. Board members may interact with the public which may include clarification, questions, limited discussion and information and referral to the superintendent.~~

4. Undue interruption or other interference with the orderly conduct of ~~b~~B~~oard~~ business cannot be allowed. Defamatory or abusive remarks are always out of order. The ~~presiding officer~~Chairperson may terminate the speaker's participation if, after being called to order, the speaker persists in improper conduct or remarks.

NEWS MEDIA REPRESENTATIVES

All news media representatives will be encouraged to attend ~~the b~~B~~oard of education~~ meetings. Prior to each ~~board~~ meeting, the ~~s~~S~~uperintendent~~ shall notify the media as to the major business to be conducted and the time and place of the meeting. News media coverage, including but not limited to recording and broadcasting, shall be permitted and encouraged at all regular and special ~~b~~B~~oard~~ meetings.- In accordance with Kentucky open meetings laws, news media shall not be permitted to attend executive sessions of the ~~bb~~B~~oard~~. ~~Representatives of the local press and radio and television stations shall be encouraged to attend and report on all meetings of the board of education.~~ The ~~b~~B~~oard~~, through the ~~s~~S~~uperintendent~~/designee, shall make available meeting announcements and reports to keep the public informed as to the plans and activities of the school system.

REFERENCE:

¹[KRS 61.840](#)

RELATED POLICIES:

01.45; 10.2

Adopted/Amended: 01/01/1900
Order #:

Executive Sessions

AUTHORIZATION

The Board may at any meeting go into executive session to discuss any matters which it may lawfully discuss at a closed meeting.¹

All meetings of the ~~b~~Board shall be open to the general public, except ~~when the b~~Board, in session, desires meetings to discuss on certain issues permitted to be discussed in closed meetings under KRS 61.810, including but not limited to the following topics:

1. Deliberations on future acquisition or sale of real property, but only when publicity might affect the value;
2. Discussion of proposed or pending litigation against or on behalf of the ~~b~~Board;
3. Collective bargaining negotiations strategy;
4. Discussions or hearings which might lead to the appointment, discipline, or dismissal of an employee, member or student (unless the person being considered requests an open meeting), provided that this exception is designed to protect the reputation of individual persons and shall not be interpreted to permit discussion of general personnel matters in secret; and
5. Meetings which Federal or State law specifically requires to be conducted in privacy.

REQUIREMENTS

The above matters may be discussed in executive session only if the following conditions are met:

1. Notice shall be given in open meeting of the general nature of the business to be discussed in executive session and the reason, and the specific provision of KRS 61.810 authorizing the executive session;
2. Executive sessions shall be held only after a motion is made and carried by a majority vote in open, public session;
3. No final action shall be taken at an executive session, except as permitted by law;² and
4. No matters shall be discussed in an executive session other than those publicly announced prior to convening the executive session.

SERIAL MEETINGS PROHIBITED

No series of meetings of less than a quorum of the Board, where those attending one or more meetings collectively constitute a quorum of the Board, may be held where the meetings are designed to avoid the requirements of the Open Meetings Law. Discussions between individual Board members may be held if the purpose of the discussion is to educate the members on specific issues.

REFERENCES:

¹[KRS 61.810](#)

²[OAG 81-135](#)

³[KRS 61.815](#)

Adopted/Amended: 01/01/1900

Order #:

Special Called Meetings

AUTHORIZATION

The Board may hold such special meetings as are necessary to expedite its business.¹ A special meeting may be open or closed, and the Board may accordingly conduct any activities in a special meeting that are permitted in an open or closed meeting.² The Board may consider only those subjects set forth in the notice of the meeting and agenda.³

CALL AND NOTICE

Special meetings may be called at any time by the chairperson ~~of the board~~ or by written request of three (3) of the members to the secretary of the ~~b~~Board. The notice shall consist of the date, time and place of the special meeting and the agenda. Discussion and action at the meeting shall be limited to items listed on the agenda in the notice.¹

DELIVERY AND TIMING OF NOTICE

Notice of a special meeting shall be delivered personally, by mail, ~~or~~ by facsimile machine, or, if requested in writing, by electronic mail (email) to each ~~b~~Board member and to each local newspaper of general circulation, each news service, and each local radio and television station, which has on file with the ~~b~~Board written request to be notified of special meetings. The notice shall be delivered at least twenty-four (24) hours prior to the specified time of the meeting and shall list the matters to be discussed. ~~Only those matters listed in the call for special meetings shall be discussed.~~ Written notice shall also be posted at least twenty-four (24) hours before the meeting in a conspicuous place in the building where the meeting will take place and in the Board central office.⁴

EXCEPTION

Requirements for notice, delivery and timing are not required in case of an emergency, which prevents compliance. If emergency conditions exist such that injury, or damage to personal property, or financial loss to the ~~b~~Board is likely, less than twenty-four (24) hours notice may be given. In such a case reasonable effort shall be made to notify Board members, media organizations that have filed a written request for notification and the public of the emergency meeting. At the beginning of the meeting, the Chairperson shall explain, for the record, the emergency circumstances preventing compliance with notice, delivery and timing requirements. This explanation shall be recorded in the minutes of the meeting. Discussion and action at this meeting shall be limited to the emergency for which the meeting has been called.⁴

REFERENCES:

¹KRS 160.270

²OAG 78-274

³OAG 77-221; OAG 61-24

⁴KRS 61.823

92-OMD-1677

Adopted/Amended: 01/01/1900

Order #:

Board Meeting Agenda**AGENDA PREPARATION AND DISSEMINATION**

The ~~s~~Superintendent shall consult with the ~~b~~Board ~~e~~Chairperson to ensure that an agenda is prepared for all regular and special meetings of the ~~b~~Board. For special meetings, the ~~b~~Board shall consider only those matters which are listed on the agenda.

~~Reports, recommendations, and business items for the regular meetings~~ Agenda Items requiring Board approval shall be ~~placed in the hands of provided to~~ the ~~b~~Board members on or before the Wednesday preceding the regular meeting, ~~and shall be filed in the JCPS public library files prior to the meeting.~~ Any Item added to the Agenda after that date shall note the necessity for immediate action in the rationale for that Item. ~~No action shall be taken on any reports, recommendations, or business items that are received by the bBoard members after Wednesday preceding the regular meeting. This policy may be waived by a majority vote of the bBoard.~~

~~Any member of the Board may submit items for the agenda for a regular meeting through the Chairperson or the Superintendent. The agenda shall be closed to Board members ten (10) calendar days preceding the scheduled regular meeting unless the addition of a late item is approved by the Chairperson or by a request of four (4) Board members.~~

Items may be placed on a proposed special called meeting agenda at the direction of the Chairperson and shall be placed on the proposed agenda if requested in writing by four (4) or more Board members.

The agenda of a regular meeting may be amended at the meeting upon affirmative vote of at least four (4) members. However, the agenda for a special called meeting may not be amended once it is posted or delivered to Board members and requesting media.

To reflect the Board's focus on advancing student achievement, the agenda for regular meetings shall be developed in accordance with the following requirements:

1. At least once each month when school is in session, the agenda ~~shall~~may include a student presentation, performance, or other demonstration of student learning.
2. At each regular meeting, the Board shall recognize the achievements and contributions of students, staff, schools/councils, or community members.
3. The Board shall receive communications from citizens and schools/councils ~~as early as practical in the agenda.~~
4. Each regular meeting agenda shall contain opportunities for dialogue concerning student achievement issues, including the impact of student learning and support services and an analysis of progress indicators and data.
5. The agenda shall reflect a regular schedule of reports to the Board on the status of District finances, programs, and services.
6. To the extent practicable, standard and/or recurring business shall be organized under a consent provision.

Board Meeting Agenda

AGENDA FORMAT

- I. Moment of Silence
- II. Pledge of Allegiance
- III. Minutes
- IV. Recognition and Resolutions
- V. Consent Calendar and Superintendent's Report (Persons requesting to address the Board on a specific agenda item will speak when that item is brought forward.)
- VI. Action Items
- VII. Discussion Items
- VIII. Board Reports/Requests
- IX. Persons Requesting to Address the Board on Non-Agenda Items
- X. Executive Session (if necessary)
- XI. Adjournment

The policy, statute or regulation that authorizes each business item and a short synopsis of each item shall appear on the agenda, ~~as well as, a short synopsis of each item.~~

DISTRICT EMPLOYEES/MEMBERS OF THE PUBLIC

~~District employees and any member of the public may submit items to be considered for the agenda to the Superintendent ten (10) calendar days prior to the date of the meeting by filing the appropriate form. Items may include a request that the Board consider adoption or amendment of a policy for future application.~~

District employees and members of the public may address the Board during the period set aside by the Board without submitting an item for the agenda. No action shall be taken during this portion of the meeting on issues raised by employees or the public unless deemed an emergency by the Board.

Employees' concerns dealing with a grievance/communication issue must first be addressed in keeping with the Board's established policy/procedures.

EXCEPTIONS

~~Any item submitted after the printing of a regular Board meeting agenda, and approved by the Superintendent or Board Chairperson as an item requiring immediate action by the Board, shall be printed as an addendum and considered part of the agenda. The necessity for immediate action shall be listed on the addendum.~~

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.45
(CONTINUED)

Board Meeting Agenda

REFERENCE:

[KRS 160.290](#)

RELATED POLICIES:

01.44

01.5

03.16/03.26

Adopted/Amended: 01/01/1900

Order #:

School Board Policies

BOARD POLICY DEVELOPMENT

The legal responsibility for policymaking belongs to the Board. The Superintendent, as executive officer of the Board, shall see that policies are executed as provided by law. As in all matters, the Board's rules and regulations shall conform to law and the rules and regulations of the state Board.

The Board shall be the legislative body which determines all questions of general policy to be employed in the governance of the public schools.

The formulation and adoption of written policies shall constitute the basic method by which the Board exercises its leadership in the operation of the school District. All policies developed for adoption shall be reviewed by the General Counsel to the Board. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board exercises its control over the operation of the ~~school~~-District.

The formal adoption of policies shall be recorded in the minutes of the Board. The Board shall adopt only those policies which it believes to be sound and workable. Only those written statements so adopted and so recorded shall be regarded as official ~~B~~Board policy. They shall be set by the Board to clarify relationships with employees; to regulate and give positive direction to employees; and to aid in the evaluation of school services.

To the extent practicable, ~~d~~District employees to be affected by a decision shall have the opportunity to participate or have input into decision making. Appropriate areas for broad participation by ~~Jefferson County Public School~~-District employees shall include, but not be limited to, policy development, development of administrative ~~rules~~procedures, budget planning, curriculum development, and textbook and materials selection.

TOPICS

The Board shall file in the Board's office its policies including, but not limited to, the following matters:

1. Transportation of pupils;
2. Discipline and conduct of pupils;
3. Limitations or restrictions on use of school facilities;
4. Conduct of meetings of the Board; including policies on the calling of executive sessions;
5. Personnel policies that apply to:
 - a. Certified employees including duties, fringe benefits, salary schedules, non-classroom duties, professional development, teacher-student ratio, hiring, assignment, transfer, dismissal, suspension, reinstatement, promotion and demotion; and
 - b. Classified employees addressing terms and conditions of employment; identification and documentation of fringe benefits, employee rights, and procedures for the reduction or laying off of employees; and discipline guidelines and procedures that satisfy due process requirements.³

School Board Policies**TOPICS (CONTINUED)**

6. Employment and evaluation of the Superintendent of schools;
7. Identification and statement of District goals and objectives and establishment of criteria to determine District progress;
8. Evaluation of certified employees;
9. Selection of textbooks and instructional materials;
10. Expenditure and accounting for school funds, including all special funds; and
11. Policies dealing with school-based decision making.¹

INTENTION

It is intended that these policies shall cover matters within the authority and discretion of the Board and not matters otherwise required by law or regulation.¹

REVIEW AND UPDATING

Written policies shall be reviewed regularly, ~~shall be made available to all school personnel,~~ and shall be used consistently by the Board as a basis for its actions. ~~A manual of all policies adopted by the Board shall be published and shall be updated when changes are adopted.~~ Such policies shall be kept up-to-date by filing annual amendments thereto by August 15 and shall be public records.¹ ~~A manual of all policies adopted by the bBoard of education shall be published and shall be updated when changes are adopted.~~

ENACTMENT OF POLICY

~~Policies shall be submitted to the Board for first reading prior to approval by the Board. Except when indicated by In an emergency situation, the Board will not may enact or revise a policy in the same meeting that it is initially introduced. Additional readings shall not be required if the Board amends the policy proposal under consideration at either the first or second reading.~~

DISSEMINATION AND IMPLEMENTATION OF POLICY

~~Each cost-center level employee shall have a copy of Board policies and appropriate contracts, agreements and memoranda of understanding, administrative rules, regulations, directives, and procedures. It shall be the responsibility of each administrator to inform all employees supervised as to the location of said policies and rules, and employees shall be responsible for acquainting themselves with the policies of the District.~~

The Superintendent shall monitor the implementation of Board policies and shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the ~~administrative rules and regulations~~procedures needed to put the policies into effect. It shall be the responsibility of each administrator to inform all employees supervised as to the location of Board policies and procedures.

All employees shall be responsible for complying with all ~~rules, regulations, and Board~~ policies and administrative procedures of the Board, the Kentucky Revised Statutes, regulations of the state Board, contractual agreements, ~~the administrative rules and regulations~~, and oral directives of their supervisors which apply to their scope of employment.

School Board Policies**DISSEMINATION AND IMPLEMENTATION OF POLICY (CONTINUED)**

In the absence of a policy relating to the efficient operation of the ~~a~~District, the ~~s~~Superintendent shall be responsible for the development, publication, and dissemination of administrative rules, regulations, directives and procedures until such time as a policy is adopted by the ~~b~~Board ~~of education~~.

POLICIES ARE BINDING

All policies of the Board are binding on employees of the District, schools, students, and on the Board itself.² Employees and students who fail to comply with Board policies may be subject to disciplinary action.

Exception: Policy exemptions may apply to a participating school of innovation as specified in the District's application for district of innovation status as approved by the Kentucky Board of Education.⁴

Exception: In the areas specified by KRS 160.345, councils may adopt school policies that differ from Board policy.

REFERENCES:

¹KRS 160.340

²KRS 160.290

³KRS 161.011

⁴New section of KRS 156. _____

New section of KRS 160. _____

KRS 160.345

RELATED POLICIES:

01.0; 01.11; 01.6; 01.61

Administrative Procedures

The Superintendent shall prepare ~~and present to the Board for review and comment,~~ administrative procedures designed to facilitate the implementation of Board policies. ~~Board minutes shall reflect the Board's review and comment process. This oversight process shall be followed when procedures are initially developed and at any time they must be revised.~~

Adopted/Amended: 01/01/1900

Order #:

Code of Ethics

The general duties and obligations of an individual **bB**oard member shall be:

1. To familiarize himself/herself with the state school laws, regulations of the state **bB**oard of **eE**ducation, and the Jefferson County Board of Education policies.
2. To have a general knowledge of educational aims and objectives of the school **dD**istrict.
3. To work harmoniously with other **bB**oard members without trying either to dominate the **bB**oard or to neglect his/her share of the work.
4. To vote and act impartially in the **bB**oard meetings for the good of the school **dD**istrict.
5. To accept the will of the majority vote in all cases and to give support to the resulting policy.
6. To represent the **bB**oard and the school **dD**istrict to the public in such a way as to promote both interest and support.
7. To refer complainants to the proper school authorities and to abstain from individual counsel and action.
8. To view himself/herself as a representative of the entire school **dD**istrict rather than of a particular division.
9. To share with the **sS**uperintendent the citizens' major concerns about the schools of which the **bB**oard member is aware.
10. To abstain from taking individual actions which would undermine the authority of the **sS**uperintendent.

Adopted/Amended: 01/01/1900

Order #:

Educational Philosophy

MISSION STATEMENT

Preamble

The Mission of the Jefferson County Public School District is to provide relevant, comprehensive, quality instruction in order to educate, prepare, and inspire our students to learn, committed to the education and well-being of students. This commitment is evidenced by our focus upon student success, family/guardian and community collaboration, and employee efficacy, and by the infusion of each into every aspect of the District's programs and activities.

Belief Statements

- ~~• Students' academic achievement is the primary purpose of schools.~~
- ~~• Each student deserves fair and equitable opportunity to learn in a caring and safe environment, where diversity is respected and where high expectations exist for all.~~
- ~~• Families/guardians are integral to children's academic success; therefore, cooperation must exist between schools and families/guardians.~~
- ~~• Public education is best served through a spirit of community collaboration; effective education comes from a responsible and mutual effort on the part of the school and the community.~~
- ~~• Every Jefferson County Public Schools District employee will actively participate in the education of students and shall be provided continuous opportunities for professional growth and development.~~
- ~~• A strong public school system is fundamental to the success of the community, Commonwealth, and the nation.~~

CORE VALUES

1. Our students are cared for and treated as if they are our own.
2. Children learn differently.
3. What happens in the classroom matters the most.
4. The differences of each are assets of the whole.
5. High-quality teaching is the most powerful tool for helping students reach high standards.
6. Leadership and innovation are essential to prepare students for their future.
7. Talents and resources are used wisely to benefit students.
8. Partnerships among schools, families, and community are important for the health and well-being of our students.
9. Adults model integrity, respect, creativity, and accountability.

ADMINISTRATION GOALS

~~The goals of the dDistrict administration are to plan, organize, schedule, coordinate, and administer the service and school centers in the Jefferson County Public School system. The accomplishment of these goals requires the following: A competent staff, adequate pupil personnel services, appropriate planning and budgeting for staff, buildings and facilities, and a~~

Educational Philosophy

~~flexible organization that assures the community it will have an efficiently and appropriately administered public school system.~~

SCHOOL GOALS

~~We believe that it is the goal of our schools...~~

- ~~• To provide education at the earliest appropriate age and to seek and identify the needs of each individual student on a continuing basis.~~
- ~~• To provide the necessary tools and incentives to assure each student the highest quality of education.~~
- ~~• To provide the necessary programs, training, and qualified and supportive personnel to motivate all students to achieve according to their individual learning patterns and rates of growth in order to realize their maximum potentials intellectually, economically, socially, culturally, and physically.~~

SCHOOL GOALS (CONTINUED)

- ~~• To provide a climate wherein the uniqueness of the cultures that each individual brings to the classroom setting is positively received.~~
- ~~• To provide the structures, policies, and practices that reflect the multi-ethnic nature of our community through the composition of administrative staff, faculties, and student bodies.~~

GOALS**1. Increased Learning**

Every student progresses in his or her learning and meets or exceeds proficiency in all subjects.

2. Graduation and Beyond

Every student graduates prepared for his or her post-secondary choice – for college or career and life.

3. Stakeholder Involvement/Engagement

Parents, community, and partners enrich students' educational experiences and support their success.

4. Safe, Resourced, Supported and Equipped Schools

All schools are staffed, resourced, and equipped to support student needs.

Board Records

Records of the Board shall be maintained in the Central Office and shall be under the custody of the Secretary to the Board.¹

The Secretary shall develop and submit for Board review procedures as noted in [KRS 61.876](#) to provide public access to public records and to ensure the security and orderly maintenance of the records. Said procedures shall be printed and made available to the public upon request.

REFERENCES:

¹[KRS 160.440](#)

[KRS 61.870](#)

[KRS 61.872](#)

[KRS 61.874](#)

[KRS 61.876](#)

[KRS 61.878](#)

[KRS 61.884](#)

[OAG 92-59](#)

[OAG 92-131](#)

1996 Open Records Decision 159

RELATED POLICY:

10.11

Adopted/Amended: 01/01/1900

Order #:

Records Management**RECORDS OFFICER**

The Superintendent shall designate a Records Officer who shall inventory, analyze and schedule disposition of District records, as well as maintain a destruction record, noting the authorization for said destruction and the amount of records to be destroyed. Each year, the Records Officer shall provide a copy of this record to the Board (Superintendent) and to the Director of the Division of Archives and Records.¹

An inventory of all public records kept by the District shall be taken, these records to include those made or received by the District in connection with the transaction of school business. Records shall refer to those documents specified in KRS 171.410 and in the Records Retention/Public School District Schedule.

SUPERINTENDENT'S RESPONSIBILITIES

Pursuant to statutory requirements, the Superintendent shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.² The Superintendent shall notify the Department of Libraries and Archives of any actual, impending or threatened unlawful disposition of records and shall initiate action through the Attorney General for recovery of such records.³

RETENTION AND DISPOSAL OF RECORDS

The District shall follow the Records Retention/Public School District Schedule in its management of school records. If a record in question is not listed in this schedule, a written request for disposal of records must be submitted by the Superintendent to the Division of Archives and Records and the request must be approved in writing by the State Librarian.⁴

For record and archival purposes, the Superintendent shall place on permanent file one (1) copy of each Board policy that is rescinded or amended in any manner.

When there is a question whether a particular record or group of records should be destroyed, the state archives and records commission shall have exclusive authority to make this decision.⁵

LITIGATION

After consultation with the Board Attorney as deemed appropriate, the Superintendent should direct that records relevant to pending or threatened litigation, administrative proceedings, or investigations shall not be destroyed even if the retention period for such records has passed.

RETENTION OF RECORDINGS

School officials shall retain any digital, video, or audio recording according to the following:

- Retain for a minimum period of one (1) week a master copy of any digital, video, or audio recordings of school activities without editing, altering, or destroying any portion of the recordings, although secondary copies of the master copy may be edited; and
- Retain for a minimum of one (1) month in an appropriate format, a master copy of any digital, video, or audio recordings of activities that include, or allegedly include, injury to students or school employees without editing, altering, or destroying any portion of the recordings.
- If an incident is being investigated, retain recordings until investigation and legal activity are completed.⁶

REFERENCES:

¹725 KAR 1:010

²KRS 171.710

³KRS 171.720

⁴725 KAR 1:030; KRS 171.420; KRS 171.570

⁵KRS 171.670; KRS 171.410; KRS 171.660; 725 KAR 1:020

⁶KRS 160.705

702 KAR 1:025; 725 KAR 1:025

Records Retention Schedule, Public School District

RELATED POLICIES:

01.5; 04.81

Adopted/Amended: 01/01/1900

Order #:

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.7

Board Attorney

The ~~b~~Board ~~of education~~ may employ a general counsel to serve as legal advisor to the ~~s~~Superintendent, staff, and the ~~b~~Board. A law firm may be retained to serve as ~~a~~ resource to ~~the~~ general counsel and ~~to~~ handle matters outside the scope of general counsel.

REFERENCES:

OAG 58-41-216

OAG 56-38-219

Hogan v. Glasscock, Ky.324 SW(2d) 815, 75 ALR 2d 1335 (1959)

Adopted/Amended: 01/01/1900

Order #:

Liaison with School Boards Associations

The **bB**oard may maintain membership in the Kentucky School Boards Association. Since liaison with state and national school boards associations enhances the **bB**oard's ability to attain school **dD**istrict goals, the **bB**oard may also periodically subscribe to services of such groups.

Adopted/Amended: 01/01/1900

Order #:

Board Member Compensation and Expenses

~~Members of the board shall be reimbursed, in accordance with the statutes, for all actual and necessary expenses incurred in attending meetings or in making trips on official business for the school district. In addition, board members shall receive per diem for attendance at regular and special board meetings and the same per diem for training required by KRS 160.180. In no case shall the expenses incurred within the district or per diem of any member exceed \$3000 per calendar year.~~

PER DIEM

Board members shall receive a per diem of seventy-five dollars (\$75) per regular or special Board meeting or training session attended as required by law, not to exceed \$3,000 per calendar year per member.

IN-DISTRICT EXPENSES

Members shall be reimbursed for actual and necessary expenses incurred within the District while attending to Board business, not to exceed \$3,000 per calendar year per member.

Actual mileage shall be reimbursed at the same rate as ~~that~~ for employees of the District.

Meals incurred inside the District shall not be reimbursed, except for banquets that members attend representing the District.

DEDUCTIONS

At the request of a Board member, deductions from per diem and expense reimbursement may be made for, but not be limited to, membership dues that provide a reasonable business benefit, health insurance purchases, scholarship funds, and contributions to a political action committee.

OUT-OF-DISTRICT TRAVEL

~~Board M~~members ~~of the Board~~ shall be reimbursed for actual and necessary expenditures incurred outside the District. ~~Board M~~members ~~of the b~~Board ~~shall be authorized~~ are encouraged to attend ~~all~~ school board ~~and administrative~~ conferences, conventions and workshops on a local, regional, state and national level and ~~all~~ other officially called meetings related to education or school matters. Board members shall obtain Board approval prior to incurring out-of-district expenses.

All claims for reimbursement of necessary expenses incurred in attending such meetings, and/or conferences shall be made out according to law and filed with the secretary of the ~~b~~Board for approval and payment. Reimbursement shall be at the same rates as that for employees of the District and shall be documented by receipts. With prior Board approval, expenses such as airfare and hotel costs may be paid directly to the vendor. No other Aadvancements for anticipated expenses shall ~~not~~ be made.

Expenses for personal entertainment shall not be reimbursed.

Expenses not in compliance with this policy shall not be reimbursed or paid by the Board.

CREDIT CARDS

Board members shall not be issued District credit cards.

SPOUSE'S TRAVEL

Board Member Compensation and Expenses

All travel expenses of spouses shall be paid by the Board member at the time the expense is incurred. There shall be no reimbursement of such expenditures.

REFERENCES:

[KRS 160.280](#); KRS 161.158
[OAG 76-329](#); [OAG 80-395](#); [OAG 85-53](#); [OAG 92-136](#)

RELATED POLICIES:

01.4; 03.125; 03.225

Adopted/Amended: 01/01/1900
Order #:

In-Service Training

~~BOARD MEMBER DEVELOPMENT OPPORTUNITIES~~

~~School board members with 0-3 years experience shall complete at least twelve (12) hours of in-service training annually in topics relating to the responsibilities of local district board members. The Kentucky School Boards Association is recognized as the approved provider of eight (8) hours of district board member in-service training.~~

The annual in-service training requirements for all school board members shall be as follows:

1. Twelve (12) hours for school board members with zero (0) to three (3) years of experience;
2. Eight (8) hours for school board members with four (4) to seven (7) years of experience; and
3. Four (4) hours for school board members with eight (8) or more years of experience.

In addition to the in-service training required by state law, **bB**oard members shall be encouraged to participate in activities such as:

1. Attendance at school **bB**oard and administrative conferences, conventions, and workshops on a local, regional, state, and national level;
2. Exchange of ideas through joint meetings with neighboring school boards;
3. Reports on educational programs presented at **bB**oard meetings by the **sS**uperintendent and staff;
4. Regular exposure to professional journals and papers.

NEW BOARD MEMBER ORIENTATION

Each new member of the **bB**oard shall be afforded every opportunity to learn the functions and responsibilities entailed by election to the **bB**oard. It shall be the duty of the **sS**uperintendent and the administrative staff to assist each member-elect in understanding the functions, policies, and procedures of the **bB**oard and the operation of the school system before taking office. The following procedures shall be employed as a minimum:

- 1) The member-elect shall be given selected materials on the function of the **bB**oard and of the school system.
- 2) A copy of the **bB**oard's policies and bylaws and a copy of the administrative procedures shall be provided each new member, either in paper and/or electronic format.
- 3) A copy of the current budget of the school system and the opportunity to become fully acquainted with the financial structure of the school system shall be provided each member-elect.
- 4) The member-elect shall be invited to attend **bB**oard meetings and to participate in discussion prior to actual induction.
- 5) The incoming member shall be invited to meet with the **sS**uperintendent and other administrative personnel whom the **sS**uperintendent shall designate to discuss the services they perform for the **bB**oard.

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.83
(CONTINUED)

In-Service Training

REFERENCES:

KRS 160.180
702 KAR 001:115
OAG 85-53
OAG 85-145

Adopted/Amended: 01/01/1900
Order #: