

## ADMINISTRATION

**School Improvement Plan Accountability (SBDM)**

~~By November 1 of each year each school shall develop, revise, or affirm and submit to the District Director a plan that identifies school improvement objectives and desired outcomes. The plan shall focus on the improvement of student achievement in order to meet the Commonwealth Accountability Assessment System accountability index goals and to address achievement gaps as defined by NCLB and KRS 158.649 (formerly SB 168). Included shall be a specific plan to meet the threshold. The school improvement plan for schools with councils shall also address the student capacities and school goals designated in statute and all functions described in KRS 160.345 (2) (C) and (I) (1-9). Objectives and desired outcomes of the school improvement plan shall contribute to the mission, goals, and strategies identified in the District plan. The school improvement plan shall be submitted to the Superintendent for review and acceptance and to the Board of Education for review and comment prior to the January Board meeting.~~

As directed by Policy 02.442, each school shall provide to the Board a school improvement plan\* to include, but not be limited to, the school's goals and objectives and its plan for achieving them.

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**ANNUAL REPORT**

~~By January 10-30 of each year each school/school council shall submit, in writing, to the District Coordinator, its implementation/impact check results and a narrative summary of activities in a format specified by the District. These reports will be made available- make an annual report at a public meeting of the Board of Education. The report shall describe the school's progress in meeting the educational goals set forth in KRS 158.6451 and District goals established by the Board.~~

**ACHIEVEMENT GAP PLANNING**

~~By November 1 of each odd-numbered school year, schools shall submit a letter for Board and Superintendent review regarding gap targets as per KRS 158.640 and a copy of the comprehensive plan that includes priority needs, goals and strategies to close achievement gaps identified in their target letters.~~

~~By November 1 of each year, schools in an NCLB tier shall revise and submit to the District Director an amended comprehensive plan that addresses the specific needs of targeted populations.~~

**RESPONSIBILITY**

~~Each school council or principal shall develop, monitor and annually update the Comprehensive School Improvement Plan.~~

**FORM**

The school committee shall use the improvement plan format established and approved by the Board of Education. The comprehensive plan shall include, at a minimum, the following components:

- A statement of the school's mission;
- An executive summary detailing the development of the plan;
- A comprehensive needs assessment process that includes a variety of data;
- Measurable goals and objectives;
- Established gap targets with activities to close gaps;
- A method to benchmark achievement of goals;

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**Accountability (SBDM) School Improvement Plan****FORM (CONTINUED)**

- Strategies and activities to meet goals and objectives that include person responsible, beginning and ending dates and budgetary information, if applicable; and
- A method of and schedule of evaluating the plan at least twice per school year that includes implementation/impact checks with a narrative regarding the status of each activity and the status of achievement of the plan's goals and objectives.

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**SCHOLASTIC REVIEW OF ACHIEVEMENT GAP PLANS**

Regardless of a school's mid-point or biennium accountability index, the Superintendent may require a scholastic review that will assist the school in identifying areas of strength and/or needed growth. The results of the scholastic review shall be used by the school to update the Comprehensive Improvement Plan.

Biennially, the Board shall review in a public meeting the portion of each school's comprehensive improvement plan that sets forth the activities and schedule to reduce the achievement gaps among various groups of students.<sup>1</sup>

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**REFERENCES:**

<sup>1</sup>KRS 160.340; KRS 160.345  
KRS 158.645; KRS 158.6451  
KRS 158.649; KRS 158.650  
KRS 160.290

**RELATED POLICIES:**

01.111  
02.442

**- CERTIFIED PERSONNEL -****Expense Reimbursement for Travel**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board/School shall reimburse school personnel, within budgeted guidelines, for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent/Immediate Supervisor and the School Council when appropriate. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

The Board/School will be responsible only for actual expenses.

**REIMBURSEMENT**

Travel vouchers reimbursed by School Activity Funds shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed and approved on the proper form and accompanied by itemized supporting documentation.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

Receipts are required for all reimbursements.

Travel reimbursement requests and supporting documents must be approved by the Immediate Supervisor of the School/Department and/or Project Director of the funding source. All requests with required signatures and supporting documentation must be in the Finance/Accounts Payable Office by the deadline designated by the Finance Department in order to be paid at the next scheduled Board meeting.

Requests for travel reimbursements not paid by school activity funds should be filed within sixty (60) days with the exception that June travel for the preceding fiscal year must be filed for reimbursement by July 10 of the new fiscal year.

Allowable expenses are:

**MILEAGE**

In-district travel between the employee's official work station and the destination will be reimbursed at the state rate. Mileage commuting between the employee's home and official work station shall not be paid. The District Mileage Chart will be used to calculate mileage between the Central Office and schools and/or school to school.

Travel outside the District requires prior approval by the Superintendent/Immediate Supervisor and the Council in SBDM schools. Mileage will be calculated between the employee's official work station or home, whichever is the lesser, and reimbursed at the state rate.

Mileage for in-state travel shall be based on an official Kentucky mileage map. An explanation should accompany any variance in excess of ten (10) miles per round-trip. Mileage for out-of-state travel shall be based on the most recent edition of a Rand McNally or AAA Road Atlas.

**Expense Reimbursement for Travel****GASOLINE**

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Receipts are required.

**PARKING FEES/TOLLS**

All parking fees and tolls incurred in school-related travel and approved on the out-of-District travel request form. Receipts are required. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

**CAR RENTAL**

Car rental charges when approved by the Superintendent/Immediate Supervisor and the Council in SBDM schools. Receipts are required.

**COMMON CARRIERS**

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sightseeing and pleasure tours are not reimbursable. Receipts are required.

**OUT-OF-STATE TRAVEL**

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

**FOOD**

The number of meals allowed will be determined by the dates and times of the meeting as approved on the out-of-District travel request form. Documentation such as an agenda is required to support breakfast and dinner meals that do not fall within authorized travel times. Meals will not be reimbursed for day trips when an overnight stay is not approved.

Per-diem allowance for meals (receipts required) when an overnight stay is approved will be reimbursed to the employee based on the current state-approved rates for "standard" and "high rate" areas. Rates are as follows:

<b>REIMBURSEMENT FOR NON HIGH-RATE AREAS</b>		
<b>Breakfast</b>	Authorized travel prior to 6:30 A.M.	<b>\$7.00</b>
<b>Lunch</b>	Authorized travel 11 A.M. -2 P.M.	<b>\$8.00</b>
<b>Dinner</b>	Authorized travel after 7:30 P.M.	<b>\$15.00</b>

<b>REIMBURSEMENT FOR HIGH-RATE AREAS*</b>		
<b>Breakfast</b>	Authorized travel prior to 6:30 A.M.	<b>\$8.00</b>
<b>Lunch</b>	Authorized travel 11 A.M. -2 P.M.	<b>\$9.00</b>
<b>Dinner</b>	Authorized travel after 7:30 P.M.	<b>\$19.00</b>

\* "High-rate area" means a city or metropolitan area in which it has been recognized that higher meal costs and lodging rates have historically prevailed and that has been designated by the Secretary of the Finance and Administration Cabinet as a high-rate area. The Cabinet's policies and procedures manual contains a list of "high-rate areas." A list of "high-rate areas" accompanies this policy.

**Expense Reimbursement for Travel****FOOD (CONTINUED)**

Special meal functions are to be claimed as part of registration fees must be supported by an agenda or supporting documentation.

Meals and mileage will not be reimbursed for District-sponsored meetings within the District.

**LODGING**

Reimbursement for hotel or motel charges incurred in school-related travel shall be reimbursed for a conference that is of a two (2)-day or more duration. Overnight lodging will not be approved for meetings of 50 miles or fewer from the Board Central Office (unless evening activities are scheduled). Lodging shall not exceed the cost of a single-room rate unless approved by the Immediate Supervisor, the Superintendent, the Board, or the SBDM Council when appropriate. Personal proof of payment is required.

**REGISTRATION FEES**

Fees for attendance or admission to conferences or other events provided by sponsors of authorized meetings. Personal proof of payment is required.

**OUT-OF-POCKET EXPENSES**

With prior approval, out-of-pocket expenses for teaching materials or postage for Board/School mail. Receipts are required.

Kentucky sales tax will not be reimbursed.

**EMERGENCY REPAIRS TO VEHICLES**

Reimbursement will be made for emergency repairs or to road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

**SUPERINTENDENT'S TRAVEL EXPENSES**

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

**REFERENCES:**

KRS 160.290; KRS 160.410; KRS 175.525

OAG 80-395

*United States v. Correll*, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

**- CLASSIFIED PERSONNEL -****Expense Reimbursement for Travel**

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