

# **KENTUCKY DEPARTMENT OF EDUCATION**

## **STAFF NOTE**

### **Action/Discussion Item:**

Kentucky Tech System Policies and Procedures (state-operated area technology centers)

### **Applicable Statute or Regulation:**

KRS 156.802 Office of Career and Technical Education – Kentucky Board of Education  
(Effective: June 25, 2013)

### **Action Question:**

Should the Kentucky Board of Education approve the policies recently revised and formatted by the Kentucky School Boards Association (KSBA) that guide the work of administrators, teachers, and staff in the state operated area technology centers?

### **History/Background:**

***Existing Policy.*** The Department of Education has the responsibility for all administrative functions of the state in relation to the management, control, and operation of state-operated secondary area technology centers. The secondary area technology centers shall be operated in compliance with program standards established by the Kentucky Board of Education.

Kentucky Tech is the term that refers to the system of secondary technical education programs operated by the Kentucky Department of Education. The policies contained in the proposed manual shall govern the Kentucky Tech System. These have been recently revised and formatted in collaboration with KSBA. The manual contains ten sections; below is a description of the ten sections (see attachments).

#### **Chapter 01: Powers and Duties**

This section contains the definitions of the organization, guiding principles, and procedures for adopting and updating policies and procedures.

#### **Chapter 02: Administration**

This section contains information related to the structures of the schools and central office. It also outlines minimum staffing requirements for the schools.

#### **Chapter 03: Personnel**

This section provides guidance on the policies related to the KRS 18A and 156 employee systems. This includes health and safety, personnel records, grievances, harassment/discrimination, termination, nonrenewal, sanctions, ethics guidelines, suspension, retirement, evaluation, and professional development expectations.

**Chapter 04: Fiscal Management**

This section contains information related to the fiscal management of the KY Tech System. Information includes budget process, authority to encumber and expend funds, financial management of Career and Technical Student Organizations (CTSO), purchasing and inventory.

**Chapter 05: School Facilities**

This section focuses on facility requirements, maintenance of equipment and facilities, use of KY Tech facilities, and general safety.

**Chapter 06: Transportation**

This section does not apply to KY Tech.

**Chapter 07: Support Services**

This section includes policies related to competitive food guidelines and vending machine guidelines for KY Tech Schools. (THIS CHAPTER WILL BE ADDED AT A LATER DATE – AWAITING OPINIONS ON FEDERAL AND STATE REGULATIONS.)

**Chapter 08: Curriculum and Instruction**

This section provides policies related to curriculum, Carl D. Perkins programs, work-based learning, articulation, special populations, program assessment, and program certification.

**Chapter 09: Students**

This section provides information focused on policies related to KY Tech students. Topics include attendance, student release, tuition, equal educational opportunities, student records, student fees, student handbook, student health and safety, supervision and discipline of students, physical restraint and seclusion, student field trips, Career and Technical Student Organization (CTSO) involvement, and fundraising.

**Chapter 10: Community Relations**

This section outlines policies related to public information, access to public records, civility, relationships with business and industry, distribution of materials in the schools, visitors to the schools, and internal communications.

**Staff Recommendation(s) and Rationale(s):**

Staff recommends the board approve these policies that will guide the operation of the area technology centers. Adoption of the policies will assist administrators and faculty in the delivery of instruction and implementation of programs of study that align with the goals of the Kentucky Board of Education.

**Impact on Getting to Proficiency:**

The policies help to ensure effective management, control and operation of state-operated area technology centers.

**Groups Consulted and Brief Summary of Responses:**

Kentucky Tech Principals and Teachers  
Kentucky Department of Education staff (Office of Administration & Support and Office of Guiding Support Services)  
Kentucky School Boards Association

**Contact Person:**

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A handwritten signature in black ink, appearing to read "Ray Holliday". The signature is fluid and cursive, with the first name "Ray" being more prominent.

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**Commissioner of Education**

**Date:**

June 2014