KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Action/Discussion Item:

Kentucky Tech System Policies and Procedures, Chapter 7 (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 proposed amendments within Chapter 7 of the Kentucky Tech Policies and Procedures Manual?

History/Background:

Existing Policy. The Kentucky Department of Education has the responsibility for all administrative functions in relation to the management, control, and operation of the 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.

In June of 2014, the Kentucky Board of Education approved the revised edition of the KY Tech Policies and Procedures Manual. These policies guide the work of administrators, teachers, and staff in the state-operated area technology centers. The manual includes 10 sections. Those sections are described as follows:

- **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 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.

- **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, student organization 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 school, and internal communications.

As noted in the June KBE Staff Note, the sections within Chapter 7 of the manual were to be submitted for approval at a later date. These amendments are now finalized and attached for consideration of approval.

Staff Recommendation(s) and Rationale(s):

Staff recommends the board approve the policies for Chapter 7 that will guide the operation of the area technology centers relative to food guidelines and vending machine guidelines. Adoption of the policies will continue to 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 and complete the approval of the manual.

Impact on Getting to Proficiency:

The adoption of the Chapter 7 policies will guide the area technology centers in the development of continuous improvement strategies related to preparing all students for college and a career. The policies align with the KBE goals of Next Generation Learners.

Groups Consulted and Brief Summary of Responses:

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

All groups support the content of Chapter 7.

Contact Person:

Dale Winkler, Ed.D.
Associate Commissioner
Office of Career and Technical Education
502-564-4286
Dale.winkler@education.ky.gov

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Commissioner of Education

Date:

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