

Subpoena**SUBJECT:** _____

The _____ Board of Education commands you to appear before
District Name
the Board at _____, _____, KY
Street Address *City*
on _____ at _____ ☐ AM ☐ PM to testify concerning
Month/Day/Year *Time*
the following matter: _____
Description of Matter

*Signature of Board Chairperson*_____
Signature of Board Secretary

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

Affidavit

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

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

_____ this _____
Name of Person Being Subpoenaed *Month/Day/Year*

Affiant's Signature

STATE OF KENTUCKY, COUNTY OF _____

Subscribed and sworn to before me by _____
Affiant's Name *Month/Day/Year*

My commission expires: _____
Month/Day/Year *Notary Public*

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

Review/Revised:10/22/07

Board-Appointed Committees

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

The chairperson may recommend, with the approval of the majority of the Board, committee(s) to perform various functions.

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

RELATED POLICY:

10.2

Review/Revised:8/18/1997

Job Description for Secretary to the Board

REPORTS TO BOARD OF EDUCATION

QUALIFICATIONS

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

JOB RESPONSIBILITIES

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

ADDITIONAL RESPONSIBILITIES

The Secretary shall:

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

RELATED POLICIES

01.42

01.45

Review/Revised:8/18/1997

Job Description for Treasurer of the Board**REPORTS TO BOARD OF EDUCATION****QUALIFICATIONS**

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

JOB RESPONSIBILITIES

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

ADDITIONAL RESPONSIBILITIES

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

Review/Revised:8/18/1997

Request to Receive Special Meeting Notification by Email

Name: _____

Agency: _____

Address: _____

Telephone number: _____

Email address: _____

Check if you are: ☐ Member of Board or Council or of Board/Council Committee
☐ Media Organization (with written request on file)

I prefer to receive and specifically authorize the furnishing of electronic mail notification of special called meetings in lieu of notice by personal delivery, facsimile machine, or mail.

*Signature*_____
Date

This form shall be submitted to, and kept on file by, the Central Office or School Office, as appropriate.
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Review/Revised:7/15/13

Request to Place an Item on the Agenda

Name: _____

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: _____

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

Conferred with following administrators (names): _____

Description of Issue: _____

Specific Action Requested: _____

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

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

Review/Revised:8/18/1997

School Board Policies**DISSEMINATION**

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

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

MAINTENANCE

The Superintendent's designee shall maintain a list of numbered hard copies of the Policy Manual and shall distribute manuals and revised policies accordingly.

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

Following Board adoption of policy changes, the Superintendent/designee shall forward to each holder of a manual one (1) set of new/revised pages. The holder of a manual may be requested to return the discarded pages to confirm that the manual has been updated.

In addition, the on-line manual is available to all employees.

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

DISTRIBUTION

The Policy Manual was adopted by the Board of Education on August 9, 1988 order number 34.

Review/Revised:7/15/2005

Request to Examine and/or Copy District Records

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

PUBLIC ACCESS

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

Records exempted from public access include:

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

Records Requested From:

Records Custodian: _____

District Name: _____

District Address: _____

Records Requested By:Name (**MUST BE PRINTED**): _____

Address: _____

Phone #: _____ Date: _____

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

If Yes: Child's Name _____ School _____

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

*Signature of Person Requesting Record(s)*_____
*Month/Day/Year***Please attach requests made by letter or FAX to this form.**

Request to Examine and/or Copy District Records

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

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

For Office Use Only

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

Review/Revised: 7/15/13

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

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

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

Review/Revised:7/25/2005

Notice of Security Breach**PROTECTION AND PREVENTION**

The District will take reasonable security measures in accordance with [KRS 61.931](#) - [KRS 61.933](#), to guard against the foreseeable loss or exposure of personal information that it maintains or possesses.

“Personal information” is defined as an individual’s first and last name or first initial and last name; personal mark; or unique biometric or genetic print or image, along with any data element listed below:

- Account number, credit or debit card number, that, in combination with any required security code, access code, or password would permit access to an account;
- Social Security number;
- Taxpayer identification number that incorporates a Social Security number;
- Driver’s license number, state identification card number, or other individual identification number issued by any agency;
- Passport number or other identification number issued by the United States government; or
- Individually identifiable health information as defined in 45 C.F.R. sec. 160.103 except for education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. sec. 1232g.

Personal information does not include information that is lawfully made available to the general public pursuant to state or federal law or regulation.

A security breach refers to:

- an unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of unencrypted or unredacted records or data that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information and results in the likelihood of harm to one (1) or more individuals; or
- an unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of encrypted records or data containing personal information along with the confidential process or key to unencrypt the records or data that compromises or is reasonably believed to compromise the security, confidentiality, or integrity of personal information and results in the likelihood of harm to one (1) or more individuals.

A security breach does not include the good-faith acquisition of personal information by an employee, agent, or nonaffiliated third party of the agency for the purposes of the agency if the personal information is used for a purpose related to the agency and is not disclosed to others without authorization.

Notice of Security Breach**SECURITY PROCEDURES AND PRACTICES**

The District shall implement, maintain, and update security procedures and practices, including taking any appropriate corrective action, to protect and safeguard against security breaches.

Once it is determined by the District or the District is notified of a security breach relating to personal information the following shall take place as soon as possible, but within seventy-two (72) hours of the determination:

1. Notify the Commissioner of the Kentucky State Police, Auditor of Public Accounts, Attorney General and the Commissioner of Education; and
2. Begin conducting a reasonable and prompt investigation in accordance with the security and breach investigation and practices in accordance with state law.

NOTIFICATION OF BREACH

Upon conclusion of the investigation, if it is determined that a security breach has occurred and that misuse of personal information has occurred or is likely to occur, the District shall within forty-eight (48) hours notify the Commissioner of the Kentucky State Police, Auditor of Public Accounts, Attorney General, the Commissioner of Education, and the Commissioner of the Department of Libraries and Archives. Within thirty-five (35) days of providing these notices, the District shall notify all individuals impacted by the security breach as provided by law.¹ These notices shall be delayed upon written request of a law enforcement agency that the notices would impede an investigation.

CONTRACTS WITH NONAFFILIATED THIRD PARTIES - INFORMATION SECURITY

On or after January 1, 2015, agreements calling for the disclosure of "personal information" to nonaffiliated third parties shall require the third party contracting with the District to follow information breach and security standards at least as stringent as those applicable to the District.

OTHER PRIVATE INFORMATION

In the case of breach of information made private by law that does not fall within the definition of "personal information", the District may engage in similar investigative, response, or notification activities as provided above. Alternatively, the District may, after reasonable investigation, provide notice to the individual whose restricted personal information has been acquired by an unauthorized person. Notification will be made in the most expedient time frame possible and without unreasonable delay, except when a law enforcement agency advises the District that notification will impede criminal investigation. Notification should be provided to the individual within three (3) working days of discovery of the breach but no later than thirty (30) working days.

Notice of Security Breach**OTHER PRIVATE INFORMATION (CONTINUED)**

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

REFERENCES:

¹[KRS 61.933](#)
[KRS 61.931](#); [KRS 61.932](#)

Review/Revised:7/21/2014

Job Description for Board Attorney

REPORTS TO BOARD OF EDUCATION

QUALIFICATIONS

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

JOB RESPONSIBILITIES

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

ADDITIONAL RESPONSIBILITIES

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

Review/Revised:7/25/2005

Board Member Expense Reimbursement

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

Review/Revised:8/18/1997