

EXPLANATION: HB 22 AMENDS KRS 160.190 TO CHANGE THE PROCESS FOR FILLING A BOARD VACANCY FROM A PERSON APPOINTED BY THE COMMISSIONER TO A PERSON APPROVED BY A MAJORITY VOTE OF THE REMAINING MEMBERS OF THE LOCAL BOARD, TIMELINE, AND INCLUDES VACANCY ADVERTISEMENT CONDITIONS AS WELL AS AN APPLICATION PROCESS. THESE FORMS ARE TO BE USED TO PROVIDE NOTICE THAT A VACANCY EXISTS, A SAMPLE NEWSPAPER ADVERTISEMENT, THAT A VACANCY HAS BEEN FILLED, AND THAT A MEMBER IS APPOINTED.

FINANCIAL IMPLICATIONS: COST OF ADVERTISEMENT AND NOTICES

## POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.2

### Board Vacancy Forms

#### FORM TO PROVIDE NOTICE THAT A VACANCY EXISTS:

Date: \_\_\_\_\_

To Whom it May Concern:

A vacancy exists on the \_\_\_\_\_ Board of Education, as of \_\_\_\_\_<sup>1</sup> in the seat [Division # \_\_\_\_\_ (*for county school systems*) or the District at large (*for independent school systems*)] formerly held by \_\_\_\_\_. The unexpired term for this seat is set to end on \_\_\_\_\_. The Board will proceed to appoint an individual to fill this seat for the unexpired term pursuant to KRS 160.190 and Board Policy 01.3.

Sincerely,

\_\_\_\_\_  
Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,  
Frankfort, KY 40601

\_\_\_\_\_  
Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

#### REFERENCE:

<sup>1</sup>OAG 81-316

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**Board Vacancy Forms****SAMPLE NEWSPAPER ADVERTISEMENT ANNOUNCING A BOARD VACANCY****NOTICE OF VACANT****BOARD OF EDUCATION SEAT**

The \_\_\_\_\_ Board of Education ("Board") is seeking applications for appointment to fill a vacancy on the Board representing seat [Division # \_\_\_\_\_ (*for county school systems*) or the District at large (*for independent school systems*)]. This appointment will be effective until the November \_\_\_\_\_ regular election (use if the next November regular election is scheduled more than one [1] year prior to end of the remaining term) or the end of the term in \_\_\_\_\_ (use if the next November regular election is scheduled one [1] year or less prior to end of remaining term).

Responsibilities include: setting policy to govern the District; hiring/evaluating the Superintendent; and levying taxes and adopting the District budget. Board members must:

- Be at least 24 years old and a Kentucky citizen for the last three years;
- Be a registered voter in the particular District of the vacancy;
- Have completed the 12th grade or have a GED certificate;
- Meet all other legal qualifications (KRS 160.180); and
- Complete required annual in-service training.

Applications are available at \_\_\_\_\_ or online at \_\_\_\_\_.  
\_\_\_\_\_. Mail applications to: Superintendent, ATTN: Board Vacancy,  
\_\_\_\_\_, KY \_\_\_\_\_.

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**Board Vacancy Forms**

**FORM TO PROVIDE NOTICE THAT VACANCY HAS BEEN FILLED BY THE BOARD:**

Date: \_\_\_\_\_

To Whom it May Concern:

Pursuant to KRS 160.190, and Board Policy 01.3, the \_\_\_\_\_ Board of Education, by  
vote of the Board on \_\_\_\_\_, has appointed \_\_\_\_\_ to fill the  
vacancy created on \_\_\_\_\_ in the seat [Division # \_\_\_\_\_ (*for county school  
systems*) or the District at large (*for independent school systems*)] formerly held by  
\_\_\_\_\_.

The appointment is effective immediately. \_\_\_\_\_'s address is  
\_\_\_\_\_.

The term for this appointment will end on \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,  
Frankfort, KY 40601

\_\_\_\_\_  
Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

**Board Vacancy Forms****FORM LETTER TO NEWLY APPOINTED MEMBER, ON DISTRICT LETTERHEAD:**

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Date: \_\_\_\_\_

Mr./Ms. \_\_\_\_\_

\_\_\_\_\_, KY \_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

Pursuant to KRS 160.190, and Board Policy 01.3, the \_\_\_\_\_ Board of Education, by vote of the Board on \_\_\_\_\_, has appointed you to fill the vacancy created on \_\_\_\_\_ in the seat [Division # \_\_\_\_\_ (for county school systems) or the District at large (for independent school systems) formerly held by \_\_\_\_\_]. The appointment is effective immediately. Upon being duly sworn in, you may assume the duties of the office.

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The term of this appointment is set to end \_\_\_\_\_. Pursuant to KRS 160.190, this seat will be open to election in the November \_\_\_\_\_ general election. The \_\_\_\_\_ County Clerk should be consulted for election and candidacy filing information regarding this seat.

All new local Board of Education members must receive a minimum of twelve (12) hours of in-service training annually, per KRS 160.180 and 702 KAR 1:115, on a calendar year basis. These hours shall include certain mandated topics of ethics, finance, and Superintendent evaluation, as well as on various other topics such as Board member roles and responsibilities, and the Board's role in student achievement. Additionally, per 701 KAR 8:020, local Board members are required to complete twelve (12) hours of in-service training annually in their capacity as charter school authorizers. This requirement is separate from, and in addition to, the training required by KRS 160.180, but certain hours may count towards both requirements. Depending on the date of appointment, special provisions may apply.

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The Kentucky School Boards Association (KSBA) provides local Board member in-service training, and maintains the legal records relating to required Board member training completion. KSBA makes efforts to offer training courses that will meet legal requirements for both general training and charter authorizer training. KSBA will contact you soon to begin scheduling training for the current calendar year. You may contact KSBA by calling 1-800-372-2962.

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Sincerely,

\_\_\_\_\_  
Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

\_\_\_\_\_  
County Clerk\_\_\_\_\_  
Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,  
Frankfort, KY 40601\_\_\_\_\_  
Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

RELATED PROCEDURE:  
01.3 AP.21

Board Vacancy Forms

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EXPLANATION: HB 22 AMENDS KRS 160.190 TO CHANGE THE PROCESS FOR FILLING A BOARD VACANCY FROM A PERSON APPOINTED BY THE COMMISSIONER TO A PERSON APPROVED BY A MAJORITY VOTE OF THE REMAINING MEMBERS OF THE LOCAL BOARD, TIMELINE, AND INCLUDES VACANCY ADVERTISEMENT CONDITIONS AS WELL AS AN APPLICATION PROCESS. FINANCIAL IMPLICATIONS: COST OF ADVERTISEMENT

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.21

Application for Board Vacancy

Name of School District:

[Division # \_\_\_\_\_ (for county school systems) or the District at large (for independent school systems)]

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street or Box # State Zip Code

Telephone: \_\_\_\_\_  
Business Home Cell

Email Address: \_\_\_\_\_

1. Have you been a citizen of Kentucky for a minimum of at least the last three (3) years? ☐ Yes ☐ No

2. Are you registered to vote in the Division (in the case of a county school District) or District (in the case of an independent school District) you wish to serve? ☐ Yes ☐ No

3. Are you an officer of, or employed by, any city, county, consolidated local government, or other municipality? ☐ Yes ☐ No

If yes, please identify. \_\_\_\_\_

4. Does the city or county Board where you reside presently employ you? ☐ Yes ☐ No

5. Do you have any relatives employed by the District? ☐ Yes ☐ No

If yes, please indicate their relationship to you:

☐ Brother ☐ Sister ☐ Husband ☐ Wife ☐ Son ☐ Daughter ☐ Father ☐ Mother

☐ Other \_\_\_\_\_

6. Have you ever been a member of any local Board of Education in Kentucky? ☐ Yes ☐ No

If so, which District \_\_\_\_\_ and when \_\_\_\_\_?

7. Do you currently hold any elective federal, state, county, or city office? ☐ Yes ☐ No

If yes, please identify. \_\_\_\_\_

8. Do you own or are you a stockholder in a business involved in sales or other contracts with the Board or with individual schools of the District? ☐ Yes ☐ No

If yes, please identify. \_\_\_\_\_

9. Do you work for a company that provides any goods or services to the District or with the individual schools of the District? Do you receive any commissions or other benefits as a result of any contracts or business with the District? ☐ Yes ☐ No

If yes, please describe. \_\_\_\_\_

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**Application for Board Vacancy**

10. Have you ever been fined or convicted for violation of any law? Are you now facing any charges for any violation of law? ☐ Yes ☐ No

If yes, please describe.

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11. Do you serve on any county, city, or joint agency government boards? ☐ Yes ☐ No

If yes, please describe.

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12. Do you currently hold a leadership position with any organization that provides financial support or raises funds in the name of the District, a school in the District, or students of the District?

☐ Yes ☐ No

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13. Have you completed at least the twelfth (12<sup>th</sup>) grade or been issued a High School Equivalency Diploma? ☐ Yes ☐ No

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14. Please circle the highest level of formal education you have completed:

GRADE SCHOOL      HIGH SCHOOL      COLLEGE      GRADUATE SCHOOL

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9 10 11 12

1 2 3 4

1 2 3 4

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**Note:** Application must include a transcript evidencing completion of the twelfth (12<sup>th</sup>) grade, or, if appropriate, the results of a twelfth (12<sup>th</sup>) grade equivalency examination. A diploma is not acceptable.

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High School Attended

Address

Dates Attended/Graduated

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College/University Attended

Address

Dates Attended/Degree

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Graduate Schools Attended

Address

Dates Attended/Degree

15. List schools or school related activities in which you are currently involved or with which you have had previous involvement:

16. Work Experience (Please provide employment history and attach current resume.)

a.

Current Employer

Address

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Date of Employment

Duties

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b.

Previous Employer

Address

Date of Employment

Duties

c.

Previous Employer

Address

Date of Employment

Duties

**Application for Board Vacancy**

17. Please describe why you are interested in serving on the local Board of Education:

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18. Please describe the benefits that you believe strong public schools bring to a community:

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Application for Board Vacancy

19. Please describe one (1) goal or objective that you think the local Board of Education should seek to complete in the next four (4) years:

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Note: Board members must complete annual in-service training as required by law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Application for Board Vacancy**  
**COUNTY CLERK'S CERTIFICATION**

**RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT**

COUNTY CLERK: Please complete this form as it applies to the legal residence status of the applicant for school board appointment.

\_\_\_\_\_ who resides at \_\_\_\_\_  
Name Address

is a resident and registered voter in \_\_\_\_\_ School District  
[Division # \_\_\_\_\_ (for county school systems) or the District at large (for independent school systems).]

Certified by: \_\_\_\_\_

\_\_\_\_\_ County Clerk's Office Date: \_\_\_\_\_

NOTE: This form must be completed by the County Clerk and returned to Central Office along with the other four (4) pages of the application.

**Related Procedure:**

[01.3 AP.2](#)

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EXPLANATION: SB 230 PROVIDES THAT A PUBLIC AGENCY MAY ACCEPT OPEN RECORDS REQUESTS VIA EMAIL. ADDITIONALLY, PER THE OPEN RECORDS ACT, USERS REQUESTING RECORDS FOR COMMERCIAL PURPOSES ARE EXPECTED TO NOTIFY THE PUBLIC AGENCY OF SUCH.

FINANCIAL IMPLICATIONS: TIME ADDRESSING OPEN RECORDS REQUESTS

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.6 AP.2

**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, [email](#), 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.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

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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 _____

EXPLANATION: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS. FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.11 AP.21

- CERTIFIED PERSONNEL -

**Job Vacancy Notice**

To: Superintendent/designee

From: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

CLASSIFICATION OF JOB TO BE POSTED: \_\_\_\_\_

CLASS CODE, IF APPLICABLE \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_

CHECK ONE: ☐ FULL-TIME ☐ PART-TIME ☐ FLEX ☐ TEMPORARY

IS THIS A NEW POSITION? ☐ YES ☐ NO

JOB REQUIREMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPLICATION DEADLINE: \_\_\_\_\_

*(Unless otherwise noted, all certified positions shall be posted for fifteen [15] calendar days.)*

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_

*All requests for job vacancy postings must be submitted in writing on this form to the Superintendent/designee.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability in employment, educational programs or activities.

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EXPLANATION: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS. FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.11 AP.25

- CERTIFIED PERSONNEL -

**Recommendation for Employment**

To: Superintendent/designee

From: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_

CLASS CODE, IF APPLICABLE \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_

CHECK ONE: ☐ FULL-TIME ☐ PART-TIME ☐ FLEX ☐ TEMPORARY

IS THIS AN ITINERANT POSITION ☐ YES ☐ NO

IS THIS APPLICANT CURRENTLY EMPLOYED BY THE DISTRICT? ☐ YES ☐ NO

ADDITIONAL INFORMATION: \_\_\_\_\_

*All employment recommendations must be submitted on this form. Please return to the Superintendent/designee at the Central Office.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability in employment, educational programs or activities.

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EXPLANATION: AN AFFIDAVIT IS REQUIRED FOR USE OF PERSONAL LEAVE, EMERGENCY LEAVE, OR FOR USE OF SICK LEAVE FOR THE PURPOSE OF MOURNING A MEMBER OF THE EMPLOYEE'S IMMEDIATE FAMILY. EITHER AN AFFIDAVIT OR A CERTIFICATE OF A PHYSICIAN IS REQUIRED IF THE EMPLOYEE WAS ABSENT DUE TO PERSONAL ILLNESS OR FOR THE PURPOSE OF ATTENDING TO AN IMMEDIATE FAMILY MEMBER WHO WAS ILL.  
FINANCIAL IMPLICATIONS: COST OF NOTARY COMMISSION

PERSONNEL

03.123 AP.2

### Leave Request Form and Affidavit

NAME:	LOCATION:
DATE SUBMITTED:	

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☐ PERSONAL LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1231/03.2231. (SEE NEXT PAGE FOR REQUIRED AFFIDAVIT)

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DATE(S) OF PERSONAL LEAVE: TOTAL DAYS: SUBSTITUTE NEEDED ☐

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☐ SICK LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1232/03.2232. (SEE NEXT PAGE FOR AFFIDAVIT THAT MAY BE REQUIRED)

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DATE(S) OF SICK LEAVE: TOTAL DAYS SUBSTITUTE NEEDED ☐  
CHECK ONE: ☐ EMPLOYEE'S ILLNESS ☐ ILLNESS OF FAMILY MEMBER\* ☐ MOURNING  
IS SICK LEAVE BEING USED FOR EMERGENCY LEAVE PURPOSES, PURSUANT TO POLICY? ☐ YES ☐ NO

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☐ MATERNITY/ADOPTION/CHILDCARE LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1233/03.2233.

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ESTIMATED DATE(S) OF LEAVE TO SUBSTITUTE NEEDED ☐

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☐ PAID MATERNITY LEAVE /NUMBER OF SICK LEAVE DAYS ☐ UNPAID MATERNITY LEAVE

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☐ PAID BIRTH OR ADOPTION LEAVE (NOT TO EXCEED 30 DAYS) /NUMBER OF SICK LEAVE DAYS

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☐ UNPAID CHILDCARE LEAVE

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☐ JURY LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1237/03.2237.

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DATE(S) OF JURY LEAVE: TOTAL DAYS: SUBSTITUTE NEEDED ☐

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☐ EMPLOYEE WILL SIGN OVER COURT-ISSUED JURY PAY CHECK TO DISTRICT.

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☐ EMPLOYEE WILL REIMBURSE DISTRICT FOR ANY JURY PAY RECEIVED.

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☐ MILITARY/DISASTER SERVICES LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1238/03.2238.

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DATE(S) OF LEAVE: TOTAL DAYS: SUBSTITUTE NEEDED ☐

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☐ EMERGENCY LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1236/03.2236. (SEE NEXT PAGE FOR REQUIRED AFFIDAVIT)

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DATE(S) OF EMERGENCY LEAVE: TOTAL DAYS: SUBSTITUTE NEEDED ☐

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☐ BEREAVEMENT ☐ DISASTERS ☐ COURT /LEGAL ☐ OTHER, SPECIFY:

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IS SICK LEAVE BEING USED FOR EMERGENCY LEAVE PURPOSES, PURSUANT TO POLICY? ☐ YES ☐ NO

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☐ VACATION DAYS: REQUESTED UNDER THE TERMS OF POLICIES 03.122/03.222.

DATE(S) OF VACATION LEAVE: TOTAL DAYS:

☐ SCHOOL BUSINESS: REQUESTED

DATES OF SCHOOL-RELATED FUNCTION: TOTAL DAYS

\_\_\_\_\_  
Employee's Signature Date

I understand that if I have provided information that is not true, I may be subject to disciplinary action.

\_\_\_\_\_  
Superintendent/designee's Signature Approving Leave as Requested Date

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### Leave Request Form and Affidavit

A personal affidavit is required for the use of personal leave, the use of emergency leave, and the use of sick leave for the purpose of mourning a member of the employee's immediate family.\* Either a personal affidavit or a certificate of a physician supporting the need for sick leave is required for the use of sick leave if the employee was absent due to his/her own personal illness or for the purpose of attending to an immediate family member\* who was ill. If an employee who requests to use sick leave for his/her own personal illness or to attend to an immediate family member\* who is ill does not submit a supporting physician's certificate, s/he must submit a supporting personal affidavit. Requirements for use of sick leave following child birth and adoption are stated in Policies 03.1233/03.2233.

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#### LEAVE AFFIDAVIT (KRS 161.152, KRS 161.154, KRS 161.155)

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Comes the affiant, \_\_\_\_\_, after being duly sworn, and states as follows:

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I am submitting this request for the use of leave for the following purpose(s) (check applicable boxes); that the facts supporting the request for leave as indicated below are true and correct; and that to the best of my knowledge, information, and belief, I am qualified for the leave requested pursuant to applicable state statute and Board policy.

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... [24]

☐ - Sick leave based on personal illness. Date(s): \_\_\_\_\_

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... [25]

☐ - Sick leave to attend to an immediate family member\* who was ill. Date(s): \_\_\_\_\_

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... [26]

☐ - Sick leave to mourn the death of an immediate family member\*. Date(s): \_\_\_\_\_

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☐ - Personal leave in compliance with and subject to qualifications set forth in Policy 03.1231/03.2231. This leave is personal in nature. Date(s): \_\_\_\_\_

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... [27]

☐ - Emergency leave in compliance with and subject to conditions set forth in Policy 03.1236/03.2236

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... [28]

☐ Bereavement ☐ Disasters ☐ Court /Legal ☐ Other, specify: \_\_\_\_\_

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... [29]

\_\_\_\_\_  
Affiant's Signature Date

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\_\_\_\_\_  
Affiant's Name (Print or Type)

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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2

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Notary Public: \_\_\_\_\_, \_\_\_\_\_ County, Kentucky

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My Commission Expires: \_\_\_\_\_

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\*Immediate family member shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

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**Leave Request Form and Affidavit**

Date \_\_\_\_\_

Complete Form I.....if absence is due to personal illness

Complete Form II.....if absence is due to illness of a member of your immediate family

Complete Form III.....if absence is due to a Personal Day or Vacation Day

Complete Form IV.....if absence is due to school business

Complete Form V.....if absence is due to Emergency Leave

Complete Form VI.....if absence is due to Military/Disaster Services Leave

**FORM I**

I certify that my absence on \_\_\_\_\_ was due to a personal illness of such nature and severity that I was unable to be present to attend to my duties on the day(s) listed above.

\_\_\_\_\_  
Signature**FORM II**

I certify that my absence on \_\_\_\_\_ was due to the illness of \_\_\_\_\_, a member of my immediate family. I further certify that the illness was of such nature and severity that it required my presence and thus prevented me from being present to attend to my duties on the day(s) listed above.

\_\_\_\_\_  
Signature**FORM III**

I certify that my absence on \_\_\_\_\_ was due to a personal day.

I certify that my absence on \_\_\_\_\_ was due to a vacation day(s). (Vacation days apply to classified staff twelve (12) month employees.)

\_\_\_\_\_  
Signature**FORM IV**

I certify that my absence on \_\_\_\_\_ was due to the following school business:

This was approved by \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent or Principal\_\_\_\_\_  
Signature**FORM V**

I certify that my absence on \_\_\_\_\_ was due to an emergency and that I have submitted a letter to the Superintendent asking for approval of emergency leave. (See Board Policy for Emergency Leave Procedure)

\_\_\_\_\_  
Signature**FORM VI**

Military/Disaster Services Leave: Granted under the terms of policies 03.1238/03.2238. Dates of leave: \_\_\_\_\_

\_\_\_\_\_  
Signature

**AN AFFIDAVIT MUST BE SUBMITTED WITH THE PRINCIPAL'S PAYROLL REPORT FOR ALL ABSENCES.**

\_\_\_\_\_  
*Superintendent/Principal's Signature*\_\_\_\_\_  
*Date*

EXPLANATION: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS. FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.162 AP.2

### **Harassment/Discrimination Reporting Form**

This form provides the opportunity for an employee to report violation(s) of Board Policy 03.162 or 03.262 and to secure an equitable and prompt resolution. This procedure shall be implemented in compliance with Board policy and shall be used to document all complaints, whether addressed informally or formally.

Employee's Name	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Employee's Address	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Employee's Home Phone Number	_____	Daytime Phone #	_____
Work Site	_____		

#### **CONFIDENTIALITY**

Information regarding an investigation of alleged harassment/discrimination shall be kept confidential to the extent possible. Individuals involved in the investigation shall not discuss information regarding the complaint outside of the investigation process.

#### **HARASSMENT/DISCRIMINATION COMPLAINT (USE ADDITIONAL SHEETS IF NECESSARY.)**

Date(s)/approximate time of the alleged incident(s): \_\_\_\_\_

Place alleged incident(s) occurred: \_\_\_\_\_

What type of harassment or discrimination was involved in the alleged incident?

☐ sexual    ☐ racial    ☐ on the basis of national origin    ☐ on the basis of disability

☐ limitations due to pregnancy, childbirth, or related medical conditions

☐ other type of harassment/discrimination? If other, specify: \_\_\_\_\_

Name of person you believe is guilty of harassment or discrimination: \_\_\_\_\_

Position: \_\_\_\_\_

If the alleged behavior was directed toward another person, name that person: \_\_\_\_\_

Describe the alleged incident as clearly as possible, including such information as verbal statements (i.e. slurs, threats, other verbal or physical abuse or prohibited requests), what physical contact, if any was involved, what force, if any was used.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses to these events: \_\_\_\_\_

**PLEASE ATTACH ANY EXHIBITS OR OTHER TANGIBLE EVIDENCE (I.E., NOTES).**

**WHAT RESULTS ARE YOU SEEKING BY FILING THIS FORM?** \_\_\_\_\_

\_\_\_\_\_

PERSONNEL

03.162 AP.2  
(CONTINUED)

**Harassment/Discrimination Reporting Form**

*I agree that all information reported here is complete, accurate and true to the best of my knowledge and affirm that I honestly believe that the person named harassed or discriminated against me or another person.*

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Received by*

\_\_\_\_\_  
*Date*

NOTE:

- Employees wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

EXPLANATION: SBI CREATES A NEW SECTION OF KRS 158 REQUIRING A SCHOOL SAFETY COORDINATOR TRAINING PROGRAM, REQUIRED TRAINING FOR PRINCIPALS TO COMPLETE SCHOOL SECURITY RISK ASSESSMENT, REQUIRED TRAINING FOR SCHOOL RESOURCE OFFICERS, AMENDS KRS 156.095 SUICIDE PREVENTION TRAINING AND ADDS REQUIRED TRAINING FOR HOW TO RESPOND TO AN ACTIVE SHOOTER SITUATION FOR ALL SCHOOL DISTRICT EMPLOYEES WITH JOB DUTIES REQUIRING DIRECT CONTACT WITH STUDENTS.  
FINANCIAL IMPLICATIONS: COST OF TRAINING

**District Training Requirements****SCHOOL YEAR:** \_\_\_\_\_

This form may be used to track completion of local and state employee training requirements that apply across the District and maintain a record for the information of the Superintendent and Board.

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
Certified Evaluation Training	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Superintendent training program to be completed within two (2) years of taking office	KRS 160.350	02.12			✓	
Council member training required for Principal selection	KRS 160.345	02.4244			✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management		02.3			✓	
<a href="#">Effective January 1, 2020, all School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.</a>	<a href="#">New Section of KRS 158</a>	<a href="#">02.31</a>			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		
Training for Supervisors of Student Teachers	16 KAR 5:040				✓	

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Orientation materials for volunteers	KRS 161.048	03.6			✓	
Teacher professional development/learning	KRS 156.095	03.19	✓			
Instructional leader training	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned	KRS 161.044	03.5			✓	
Integrated Pest Management (7a) Certification	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment		05.4			✓	
If District owns automated external defibrillator (AEDs), training on use of such	KRS 311.667	05.4			✓	
<a href="#">School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS)</a> <a href="#">School Principal training on procedures for completion of the required school security risk assessment.</a>	<a href="#">New Section of KRS 158</a>	<a href="#">05.4</a>			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
<a href="#">Active Shooter Situations</a>	<a href="#">KRS 156.095</a>	<a href="#">03.19/03.29</a>			✓	
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.163	05.47		✓		
Annual in-service school bus driver training	702 KAR 5:030	06.23			✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.832		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication and higher order thinking.	KRS 158.6453 (SB 1)		✓			

**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Grants regarding training for state-funded community education directors	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors	KRS 161.046				✓	
Designated training for School Nutrition Program Directors and food service personnel	702 KAR 6:045 KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: <u>Minimum of one (1)-hour in-person, live stream, or via video recording every other year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. (teachers, principals, counselors) [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]</u>	KRS 156.095, KRS 158.070	09.22			✓	
Training on employee reports of criminal activity	KRS 158.148, KRS 158.154, KRS 158.155, KRS 158.156, KRS 620.030	09.2211		✓		
Personnel training on restraint and seclusion and positive behavioral supports	704 KAR 7:160	09.2212		✓	✓	

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**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Personnel training child abuse and neglect prevention, recognition, and reporting	KRS 156.095	09.227	✓		✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports	KRS 160.445, KRS 161.166, KRS 161.185, 702 KAR 7:065	03.1161 03.2141 09.311			✓	
Training for school personnel authorized to give medication	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	
KDE shall provide technical assistance and training for Response to Intervention upon District request.	KRS 158.305				✓	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program	704 KAR 19:002	09.4341			✓	
Student discipline code	KRS 158.148, KRS 158.156, KRS 158.444, KRS 525.070, KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		

**THIS IS NOT AN EXHAUSTIVE LIST – CONSULT OSHA/ADA AND BOARD POLICIES FOR OTHER TRAINING REQUIREMENTS.**

For training provided in person, participants should sign in at the end of the meeting to document their attendance. The sign-in sheet shall be maintained in paper or electronic format as required by the Kentucky Records Retention/Public School District Schedule.



EXPLANATION: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS. FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.21 AP.21

- CLASSIFIED PERSONNEL -

**Job Vacancy Notice**

To: Superintendent/designee

From: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

CLASSIFICATION OF JOB TO BE POSTED: \_\_\_\_\_

CLASS CODE, IF APPLICABLE \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_

CHECK ONE: ☐ FULL-TIME ☐ PART-TIME ☐ FLEX ☐ TEMPORARY

IS THIS A NEW POSITION? ☐ YES ☐ NO

JOB REQUIREMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPLICATION DEADLINE: \_\_\_\_\_

*(Unless otherwise noted, all classified positions shall be posted in accordance with policy 03.21.)*

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*All requests for job vacancy postings must be submitted in writing on this form to the Superintendent/designee.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, limitations due to pregnancy, childbirth, or related medical conditions, or disability in employment, educational programs or activities.

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EXPLANATION: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS. FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.21 AP.25

- CLASSIFIED PERSONNEL -

**Recommendation for Employment**

To: Superintendent/designee

From: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_

CLASS CODE, IF APPLICABLE \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_

CHECK ONE: ☐ FULL-TIME ☐ PART-TIME ☐ FLEX ☐ TEMPORARY

IS THIS AN ITINERANT POSITION? ☐ YES ☐ NO

IS THIS APPLICANT CURRENTLY EMPLOYED BY THE DISTRICT? ☐ YES ☐ NO

ADDITIONAL INFORMATION: \_\_\_\_\_

*All employment recommendations must be submitted on this form. Please return to the Superintendent/designee at the Central Office.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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EXPLANATION: AN AFFIDAVIT IS REQUIRED FOR USE OF PERSONAL LEAVE OR FOR USE OF SICK LEAVE FOR THE PURPOSE OF MOURNING A MEMBER OF THE STAFF PERSON'S IMMEDIATE FAMILY. EITHER AN AFFIDAVIT OR A CERTIFICATE OF A PHYSICIAN IS TO BE SUBMITTED IF THE STAFF MEMBER WAS ABSENT DUE TO PERSONAL ILLNESS OR FOR THE PURPOSE OF ATTENDING TO AN IMMEDIATE FAMILY MEMBER WHO WAS ILL.  
FINANCIAL IMPLICATIONS: COST OF NOTARY COMMISSION

PERSONNEL

03.223 AP.2

**Leave Request Form and Affidavit**

See Procedure 03.123 AP.2/Leave [Request Form and Affidavit-form](#).

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EXPLANATION: SB1 CREATES A NEW SECTION OF KRS 158 REQUIRING A SCHOOL SAFETY COORDINATOR TRAINING PROGRAM, REQUIRED TRAINING FOR PRINCIPALS TO COMPLETE SCHOOL SECURITY RISK ASSESSMENT, REQUIRED TRAINING FOR SCHOOL RESOURCE OFFICERS, AMENDS KRS 156.095 SUICIDE PREVENTION TRAINING AND ADDS REQUIRED TRAINING FOR HOW TO RESPOND TO AN ACTIVE SHOOTER SITUATION FOR ALL SCHOOL DISTRICT EMPLOYEES WITH JOB DUTIES REQUIRING DIRECT CONTACT WITH STUDENTS.  
FINANCIAL IMPLICATIONS: COST OF TRAINING

PERSONNEL

03.29 AP.23

- CLASSIFIED EMPLOYEES -

**District Training Requirements**

See existing Procedure 03.19 AP.23.

EXPLANATION: HB 26 AMENDS KRS 424.260 INCREASING THE MAXIMUM FOR SMALL PURCHASE PROCEDURES AND CONTRACTS WITHOUT NEWSPAPER ADVERTISING FOR BIDS TO \$30,000.  
FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES  
RECOMMENDED: AN OVERWHELMING MAJORITY OF DISTRICTS NOW OPERATE UNDER MODEL PROCUREMENT CODE. KSBA IS MOVING "BID STATUTE DISTRICTS" (KRS 424.260) LANGUAGE TO A NEW AREA 04.33 TO SEPARATE THE TWO.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## FISCAL MANAGEMENT

04.32 AP.1

### Procurement Procedures/Bidding Process

#### PURCHASES NOT SUBJECT TO BID REQUIREMENTS

~~Purchases of like items that total less than \$20,000 during the school year (\$7,500 for construction-related items) are not required to be bid. However, good business practice dictates that bids should be received on services and/or supplies and equipment when an appreciable savings may result, even though the total dollar value may be under the amounts requiring bids. Small purchases costing less than the bid limits shall be secured through the use of established federal or state price contracts or one of the following:~~

- ~~1. formal, advertised bids;~~
- ~~2. informal, sealed bids;~~
- ~~letter quotations, or~~
- ~~3. written, negotiated pricing.~~

~~Small purchases shall be made only by the Board, Superintendent, or designee under the following conditions:~~

- ~~1. Delegations of authority to make small purchases shall be in writing and shall state the conditions and qualifications of the delegation, if any, and shall be retained in either the official contract file, Board minutes, or both;~~
- ~~1. Persons exercising authority to make small purchases shall familiarize themselves with the provisions of law, particularly all provisions dealing with small purchases, conflicts of interest, prohibition of gratuities and kickbacks, and use of confidential information.~~
- ~~1. Small purchases shall be made on the basis of the best available price for the goods, supplies or services purchased, taking into consideration the cost, quality, serviceability, availability, and reputation of the goods, supplies or services; and/or~~

~~Small purchases may be made on open account.~~

#### PROFESSIONAL SERVICES

~~Quotations and/or proposals may be secured on the following services:~~

- ~~1. architectural;~~
- ~~1. accounts for audit;~~
- ~~1. medical;~~
- ~~1. legal, and/or~~
- ~~1. consultative~~

#### INSURANCE

~~FLEET, PROPERTY, LIABILITY, SURETY BONDS, UNEMPLOYMENT COMPENSATION, WORKERS' COMPENSATION, AND STUDENT INSURANCE ARE TO BE BID OR NEGOTIATED, AS FEASIBLE.~~

#### BIDDING PROCESS

~~The following procedures shall apply for purchases of "like" items that will exceed \$20,000 in a twelve (12)-month period and for construction-related purchases of no more than \$7,500 made under KRS 162.070:~~

- ~~1. Bid notices shall be advertised in the local newspaper not more than twenty one (21) days nor less than seven (7) days before bids are due;~~
- ~~1. Bid notices shall describe what the materials, goods or services are to be bid and the time and place for the receipt and opening of bids;~~

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**Procurement Purchase Procedures/Bidding Process****PURCHASES SUBJECT TO BID REQUIREMENTS****BIDDING PROCESS (CONTINUED)**

- 0. ~~As directed by Kentucky Administrative Regulation, invitations for bid or request for proposals shall provide that an item equal to that named or described in the specifications may be furnished.~~
- 0. ~~Bid notices shall be forwarded by mail to all local vendors or as requested. Failure of a vendor to respond to a bid notice may result in that vendor's name being deleted from the bid list. Return of the notice with no bid submitted shall be considered a response;~~
- 0. ~~Bids specifications and forms shall be available at the Central Office. Special conditions of bidding are to be given with the specifications and bid forms;~~
- 0. ~~All bids shall be submitted in writing, typewritten, or printed in ink so as to be legible and sealed;~~
- 0. ~~All bids shall be opened and read publicly at the time and place designated for the bid opening;~~
- 0. ~~No bids shall be changed after they are opened;~~
- 0. ~~Bids received after the specified bid opening time shall be returned to the bidder unopened;~~
- 0. ~~Bids shall be presented to the Board at the next regular meeting or a special meeting of the Board may be called to consider the bids;~~
- 0. ~~If the lowest bid is not accepted, the Board shall record in the Minutes the reason(s) for its rejection;~~
- 0. ~~Pursuant to the records retention laws, all bids and related information shall be kept on file and available for review, except for information exempted pursuant to KRS 61.878, per records retention schedule;~~
- 0. ~~Bids shall be tabulated and all bidders shall receive a copy of the tabulation, which shall include a list of all bidders together with their bid amounts, and be informed in writing as to the awarding of the bid; and~~
- 0. ~~The Board shall reserve the right to accept or reject any and all bids. Bids that do not conform to requirements of state administrative regulation or with bid specifications shall be rejected as being nonresponsive. Contracts awarded in noncompliance with state administrative regulation shall be void.~~

**EXCEPTION FOR PURCHASING MADE OUTSIDE CONTRACTS**

~~Provided the District's finance officer gives prior certification and the purchase meets the same contract specifications, is offered at a lower price, and does not exceed \$2,500, the District/schools may purchase supplies and equipment outside established bid or price contract agreements.~~

**RELATED PROCEDURE:**

04.32 AP.21

EXPLANATION: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. THE POLICIES MUST ALSO PROVIDE FOR ADEQUATE NOTICE TO STUDENTS, PARENTS/GUARDIANS, EMPLOYEES, AND THE PUBLIC. IN ADDITION, THE POLICIES MUST REQUIRE SIGNAGE ON OR IN ALL PROPERTY INCLUDING ANY VEHICLE OWNED, OPERATED, LEASED, OR CONTRACTED FOR USE BY A LOCAL BOARD. SUCH SIGNAGE SHALL CLEARLY STATE THAT THE USE OF SUCH PRODUCTS IS PROHIBITED AT ALL TIMES AND BY ALL PERSONS ON OR IN THE PROPERTY. SCHOOL EMPLOYEES ARE REQUIRED TO ENFORCE THE POLICIES. NOTE THAT DISTRICTS HAVE THE OPTION TO OPT OUT OF THESE PROVISIONS WITHIN THREE (3) YEARS OF JUNE 27, 2019.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

SCHOOL FACILITIES

05.4 AP.21

### **Monthly Facility Safety Inspection Report**

School/Site \_\_\_\_\_ Date \_\_\_\_\_

Inspector \_\_\_\_\_

This form is a reminder of general areas and items to be inspected. Check each item "acceptable" or "needs attention." All "needs attention" items shall include location, and the date corrected shall be noted. This form shall be sent to the Superintendent/designee. A copy shall be kept by the employee making the inspection.

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<b><u>Grounds</u></b>				
Condition of steps				
Condition of walkways				
Condition of parking areas				
Handrails on all steps and ramps				
Security lights				
Holes in lawn				
Debris on grounds				
Condition of seats/bleachers				
<b><u>General Areas</u></b>				
Condition of floors				
Floors dry				
Floors not slippery				
Floor openings properly covered				
Intake vents clean				
Exhaust vents clean				
Signs of basement water seepage				
Signs of roof leakage				
Ceiling material secure				
Water piping system				
Waste piping system				
Steam piping system				
Air piping system				
Loading dock				

**Monthly Facility Safety Inspection Report**

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Storage room(s)				
Waste disposal area(s)				
Broken glass				
Adequate lighting in all areas				
Handrails secure				
Stair tread secure				
<b><u>Means of Egress</u></b>				
Exits clearly marked				
Exits free of obstructions				
Fire doors kept closed				
Doors operate freely				
Evacuation plan(s) posted				
<b><u>Emergency Procedures</u></b>				
Written procedures				
Emergency call list posted				
Personnel trained for emergencies				
First-aid facilities				
First-aid personnel				
<b><u>Material Storage</u></b>				
Storage areas kept clean				
Material properly stacked				
Proper lighting				
Flammable materials properly stored				
Material properly labeled				
<b><u>Machinery/Equipment</u></b>				
Condition of ladders				
Operating instructions posted				
Guards in place				
Personal protective equipment provided				
Condition of hand tools				
Condition of power tools				
Is machinery/equipment clean?				
Belts guarded in place				
Machinery and equipment properly anchored				
<b><u>Electrical</u></b>				
All electrical circuits properly fused				
Condition of extension cords				



**Monthly Facility Safety Inspection Report**

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Extension cords not used extensively				
Wiring and fixtures properly covered				
Control panels accessible				
Condition of switches and outlets				
<b><u>Fire Protection</u></b>				
Sprinkler valves accessible				
Sprinkler valves sealed open				
Fire alarm boxes unobstructed				
Adequate number and type of fire extinguishers				
Fire extinguishers properly maintained				
Standpipe and hose unobstructed and in good condition				
Automatic systems in kitchen(s) properly maintained				
Emergency lighting system operable				
<del>Smoking properly controlled</del>				
<b><u>Employees</u></b>				
Lifting properly				
Utilizing personal protective equipment				
Using proper tool for the job				
Following prescribed job procedures				

A COPY OF THIS CHECKLIST SHALL BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR.

\_\_\_\_\_  
*Recipient's Signature*\_\_\_\_\_  
*Date*

EXPLANATION: SCHOOLS ARE REQUIRED TO CONDUCT BUILDING LOCKDOWNS. THIS POINTER IS USED TO DOCUMENT SUCH IN 05.41 AP.2.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SCHOOL FACILITIES

\$05.411 AP.1

**Building Lockdowns**

**DRILLS**

Lockdown drills are to be conducted according to Policy 05.411 and documented under Procedure 05.41 AP.2.

EXPLANATION: SBI REQUIRES SECURITY MEASURES TO BE IMPLEMENTED AS SOON AS PRACTICABLE BUT NO LATER THAN JULY 1, 2022. THE MAIN ENTRANCE OF EACH SCHOOL TO HAVE ELECTRONICALLY LOCKING DOORS, A CAMERA, AND AN INTERCOM SYSTEM, CLASSROOM DOORS TO BE EQUIPPED WITH HARDWARE THAT ALLOWS THE DOOR TO BE LOCKED FROM THE OUTSIDE BUT OPENED FROM THE INSIDE, AND OTHER SAFETY PROVISIONS.  
FINANCIAL IMPLICATIONS: COST TO UPGRADE EXISTING FACILITIES

## SCHOOL FACILITIES

05.5 AP.1

### **Building Security**

In order to ~~address~~ ensure reasonable security of District property the following practices (Items 1-3) procedures shall be implemented are required in all schools and shall be implemented as soon as practicable but no later than July 1, 2022):

1. Controlling access to the main entrance of the school with electronically locking doors, a camera, and an intercom system. Only those~~No other~~ entrances ~~designated by the Principal~~ shall be left open to outside access during the school day.

Windows and outside doors will be properly secured after the close of the school day. All entrances will be locked at that time.

2. Classroom doors are to be equipped with hardware that allows the door to be locked from the outside but opened from the inside. Classroom doors are to remain closed and locked during instructional time.

3. Classroom doors with windows are to be equipped with material to quickly cover the window during a building lockdown.

- ~~2-4.~~ The number of keys or other means of access to outside doors will be limited and issued only to those persons required to enter the building after hours on a regular basis.

- ~~3-5.~~ Outside security lights will be placed in strategic locations.

- ~~4-6.~~ Inside lighting in corridors, administrative areas, and other strategic locations will be turned on when custodians complete their schedule.

- ~~5-7.~~ The work schedules of custodians will be arranged to have them work in the building as late as possible.

- ~~6-8.~~ Money shall not be left in classrooms or vending machines overnight.

- ~~7-9.~~ Principals will see that bank deposits are made daily and night deposits are utilized when feasible.

- ~~8-10.~~ The local police and/or sheriff will be requested to place the school buildings on their security rounds.

### **ADDITIONAL SECURITY MEASURES**

With approval of the Board, the Superintendent may direct the installation of a security system and/or the employment of security personnel.

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EXPLANATION: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.34 AP.2

### **Bus Conduct Report**

<b>BUS CONDUCT REPORT</b>  Please Press Firmly When Filling Out	STUDENT'S NAME		GRADE
	DATE OF INCIDENT		Bus No.
	DRIVER'S NAME	<input type="checkbox"/> 1ST NOTICE <input type="checkbox"/> 2ND NOTICE <input type="checkbox"/> 3RD NOTICE	
<b>NOTICE TO PARENTS</b> 1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus. 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.			
<b>DRIVER'S REPORT:</b> <input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES <input type="checkbox"/> DESTRUCTION OF PROPERTY <input type="checkbox"/> FIGHTING – PUSHING - TRIPPING  <input type="checkbox"/> OTHER _____	<input type="checkbox"/> EXCESSIVE MISCHIEF <input type="checkbox"/> WRITING <input type="checkbox"/> <u>SMOKING TOBACCO/ALTERNATIVE NICOTINE/VAPOR PRODUCT</u>	<input type="checkbox"/> EATING – DRINKING – LITTERING <input type="checkbox"/> RUDE – DISCOURTEOUS – ANNOYING <input type="checkbox"/> UNACCEPTABLE BEHAVIOR	
<b>ACTION TO BE TAKEN BY PRINCIPAL:</b> <input type="checkbox"/> CHECKED STUDENT'S FOLDER <input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> CONSULTED COUNSELOR <input type="checkbox"/> TELEPHONED PARENT		<b>PRESENT ACTION AND RECOMMENDATIONS:</b> <input type="checkbox"/> STUDENT REGRETFUL, COOPERATIVE <input type="checkbox"/> PLACED ON PROBATION <input type="checkbox"/> RECURRENCES WILL BE REPORTED <input type="checkbox"/> SUSPENDED <input type="checkbox"/> DENIED BUS PRIVILEGE UNTIL _____ <input type="checkbox"/> REFERRED TO _____	

\_\_\_\_\_  
(DRIVER'S SIGNATURE)

\_\_\_\_\_  
(PRINCIPAL'S SIGNATURE)

\_\_\_\_\_  
(DATE)

☐ Sent to Principal \_\_\_\_\_  
Assistant Superintendent Signature

\_\_\_\_\_  
Date

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School's copy back to transportation office with what action taken – white  
Office copy – yellow

Parent's copy – goldenrod  
Driver's copy - pink

EXPLANATION: KDE SCHOOL NUTRITION ADVISES THAT PER 7 CFR 210.14(F) LOCAL BOARDS OF EDUCATION ARE TO SET ADULT MEAL PRICES ANNUALLY ACCORDING TO THE FNS FORMULA.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## SUPPORT SERVICES

07.11 AP.1

### **Community Eligibility Provision (CEP) Meal Program**

Since schools in the District participate in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program through the Community Eligibility Provision (CEP), federal and state policies and regulations must be followed.

#### STUDENTS

To implement required policies and regulations, these procedures will be followed for student participants:

1. Letters explaining the School Food Service Program shall be sent to all parents each year at the opening of school and as needed throughout the year.
2. Household Income Forms (HIF) shall be collected by a designated District official outside of federal food service operations. It is recommended by KDE that copies of Household Income Forms (HIF) be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.
3. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent or designee (s).

#### ADULTS

All school personnel regularly assigned to a school may have access to meals served in the School Food Service Program. The cost of the meal shall be determined by the Board. Charges for adult meals shall be as follows:

1. Those adults who are assigned to work full or part-time in the School Food Service Program and whose salaries are paid entirely from food service funds may at the discretion of the District receive meals at no cost.
2. All other District employees ~~who do not provide a service in the operation and administration of the School Food Service Program~~ and all other adults shall pay the full adult meal price according to the following formula in FNS Instruction 782-5, Rev. 1.
  - a. Adult meal price formula for Pricing Sites: The minimum adult payment should reflect the price charged to students paying the school's designated full price, plus the current value of Federal cash and donated food assistance (entitlement and bonus) for full price meals.
  - b. Adult meal price formula for Non-Pricing Sites: The minimum adult payment should reflect the price of the free meal reimbursement, plus the current value of Federal cash and donated food assistance (entitlement and bonus).
3. It is required that the school food service program cost out their meals and ensure that the calculated price covers the cost and if not, the adult price must be higher than the calculated cost.
4. The cost of the adult meal price must be determined annually by the Board according to the current federal requirements for establishing adult meal pricing.

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EXPLANATION: HB 26 AMENDS KRS 424.260 AND KRS 45A.385 INCREASING THE MAXIMUM FOR SMALL PURCHASE TO \$30,000.  
FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

SUPPORT SERVICES

07.13 AP.1

### **Bidding of School Food Service Supplies**

#### **LIKE ITEMS IN EXCESS OF ~~\$30,000~~\$20,000**

If the total amount of purchases for like items is ~~\$30,000~~\$20,000 or more, formal bid procedures will be utilized. Food, food products, supplies, and equipment will be bid as needed.

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#### **BID SPECIFICATIONS**

1. The bid specifications, including delivery and storage instructions, for all lunchroom/cafeteria supplies shall be prepared by the Kentucky Purchasing Cooperative.
2. The request for bid shall be advertised in the local newspaper with the greatest circulation in the District.
3. Specifications and bid documents shall be mailed to all potential bidders.
4. Bids shall be opened and tabulated by the Kentucky Purchasing Cooperative.
5. The bids shall be submitted to the Board of Education for action.

#### **PERISHABLES**

Applicable federal law does not provide a bidding exception for perishable food items purchased with school food service funds. Perishables purchased using school food service funds shall be procured in accordance with 2 C.F.R. 200.320.

#### **EMERGENCY PURCHASES**

If it is necessary to make an emergency purchase in order to continue service, the purchase shall be made and a log of all such purchases shall be maintained and reviewed by the School Food Service/School Nutrition Program Director.

The log of emergency purchases shall include: item name, dollar amount, vendor, and reason for emergency.

#### **RECORDS MANAGEMENT**

The following records will be maintained for a period of three (3) years plus the current year:

1. Records of all phone quotes
2. Logs of all emergency and noncompetitive purchases
3. All written quotes and bid documents
4. Comparison of all price quotes and bids with the effective dates shown
5. Price comparison showing bid or quote awarded
6. Log of approval substitutions

#### **RELATED PROCEDURE:**

04.332 AP.1

EXPLANATION: REVISIONS TO 704 KAR 3:365 REQUIRES A COMPLAINT PROCESS FOR ANY PROGRAMS UNDER THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) OF 1965 AS AMENDED BY THE EVERY STUDENT SUCCEEDS ACT (ESSA).  
FINANCIAL IMPLICATIONS: POSSIBLE EXPENSE ATTRIBUTABLE TO RESPONDING TO ADDITIONAL COMPLAINTS

CURRICULUM AND INSTRUCTION

08.13451 AP.1

### **Federal Programs/Title I Violation Complaint Procedure**

The Every Student Succeeds Act requires the adoption of a written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A [and the Elementary and Secondary Education Act \(ESEA\) as amended by ESSA](#) in the administration of ~~the~~ [Federal p](#)Programs.

- 1) The complaint must be in writing and addressed to the District [Federal Programs/Title I](#) Coordinator. The complaint must contain the following:
  - The name of the complainant and the contact information;
  - The nature of the complaint (the specific violation of the administration of the Title I, Part A [or Federal p](#)Program).
- 2) The [Federal Programs/Title I](#) Coordinator must maintain a complaint log. The log must include the following:
  - The name of the complainant;
  - The receipt date of the complaint;
  - The log-in number assigned to the complaint for tracking purposes;
  - The name of the staff to whom the complaint will be referred (if applicable);
  - The date of the response to the complaint.
- 3) The [Federal Programs/Title I](#) Coordinator must respond to the complaint within thirty (30) working days upon receipt of the complaint.
- 4) The [Federal Programs/Title I](#) Coordinator must maintain a copy of the complaint, log, and response on file in the District office.
- 5) After the complainant has received a response from the [Federal Programs/Title I](#) Coordinator, the complainant has thirty (30) days to appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education in compliance with 704 KAR 3:365.

EXPLANATION: REVISIONS TO 702 KAR 1:160 INCLUDE MEDICATIONS TO BE ADMINISTERED PURSUANT TO A STUDENT'S SEIZURE ACTION PLAN.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.224 AP.1

### **Emergency Medical Care Procedures**

The emergency medical care procedures listed below are to be followed in case of serious accidents and/or sudden illnesses occurring in the schools:

#### **EMERGENCY INFORMATION**

Emergency care information for each student shall be filed in the Principal's office. This information is to include:

1. Student's name, address, and date of birth.
2. Parents' names, addresses, and home, work, and emergency phone numbers.
3. Name and phone number of family physician and permission to contact health care professionals in case of emergency.
4. Name and phone number "emergency" contact (person other than parent/guardian) to reach, if necessary.
5. Unusual medical problems, if any.

#### **MEDICAL EMERGENCY PROCEDURES**

The following procedures shall be used in a medical emergency:

1. Administer first aid by a school employee trained in first aid and CPR in accordance with state regulation.
2. Contact the child's parent or other authorized person(s) listed on the school emergency card to:
  - a) Inform parent or authorized contact that the child is not able to remain at school.
  - b) Indicate the apparent symptoms; however, do not attempt to diagnose.
  - c) Advise the contact that s/he may want to contact a health care practitioner regarding the child's condition.
3. Take care of child until parent, health care practitioner, or ambulance arrives.
4. Use emergency ambulance service if needed.
5. Administer medication in accordance with District policy and procedure when ordered by the student's personal health care practitioner.
6. Keep the student in a first aid area if s/he appears to be unable to return to the classroom.
7. Do not allow the student to leave school with anyone other than the parent/guardian/designee after an accident or when ill.
8. After a child has an accident or becomes ill at school, arrange transportation home with the parent/guardian/designee.
9. Report all emergency situations to the building administrator.
10. Treat students with contagious diseases, including AIDS, according to state guidelines.
11. Employees shall follow the District's Exposure Control Plan when clean-up of body fluids is required.



**Emergency Medical Care Procedures****SUPPLIES/PERSONNEL**

1. Each school shall have an approved first-aid kit and designated first-aid area.
2. At least two (2) adult employees in each school shall have completed and been certified in a standard first-aid course, including but not limited to, CPR.
3. As provided by Policy 09.224, any school that has a student enrolled with diabetes or seizure disorders, [including seizure action plans](#), shall have on duty during the school day or during any school-related activities in which the student is a participant, at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or seizure rescue medication or medication prescribed to treat seizure disorder symptoms approved by the FDA [and administered pursuant to a student's seizure action plan](#), as prescribed by the student's health care practitioner. The training shall also include recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.
4. The parent or guardian of each student diagnosed with a seizure disorder shall collaborate with school personnel to implement a seizure action plan, prepared by the student's treating physician, which shall be kept on file in the office of the school nurse or school administrator.
5. Any school personnel or volunteers responsible for the supervision or care of a student diagnosed with a seizure disorder shall be given notice of the seizure action plan, the identity of the school employee or employees trained in the administration of seizure medication, and how they may be contacted in the event of an emergency.

**DOCUMENTATION**

A complete record of any emergency care provided shall be made and filed with the student's health record. The following information shall be recorded:

1. Time and place accident or illness occurred.
2. Causative factors, if known.
3. Type of care provided and name(s) of person(s) who gave emergency treatment.
4. Condition of the student receiving emergency care.
5. Verification of actual contacts and attempts to contact parent/guardian.
6. List of names of persons who witnessed the accident or illness and the treatment rendered, as appropriate.

**RELATED POLICIES:**

09.224  
09.2241

**RELATED PROCEDURES:**

09.224 AP.21  
09.2241 AP.21  
09.2241 AP.22  
09.2241 AP.23

EXPLANATION: REQUIREMENTS FOR BOOSTER CLUBS AND SCHOOL ACTIVITY FUNDS HAVE BEEN UPDATED IN THE REVISED ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS (REDBOOK) ISSUED BY THE KENTUCKY DEPARTMENT OF EDUCATION, WHICH WILL GO INTO EFFECT AUGUST 2019. SINCE REQUIRED FORMS ARE INCLUDED IN REDBOOK THOSE SAME FORMS ARE NOT NECESSARY TO BE INCLUDED IN THE PROCEDURE MANUAL.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.33 AP.21

### **Fund-Raising Activities-Proposal**

Please refer to the KDE document, *Accounting Procedures for School Activity Funds*, which includes the forms and process required for approval of fund-raising projects.

All sales representatives who wish to participate in a school fund-raising program shall complete the following form and submit it to the Superintendent/designee for approval.

**Name/Address of Business Firm** \_\_\_\_\_

**Representative's Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Description of Items\*** (*Attach brochures, etc., if applicable.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Program** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Company registered with Better Business Bureau?** ☐ YES ☐ NO

**Pricing** (*Attach price list, if applicable.*)

Wholesale price of items \_\_\_\_\_

Retail price of items \_\_\_\_\_

School Profit \_\_\_\_\_

*\* Items shall not include coupons from other businesses as incentives for purchase.*

\_\_\_\_\_  
*Sales Representative's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_  
*Superintendent/designee's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

EXPLANATIONS: THE STUDENT SAFETY AND RESILIENCY ACT OF 2019 (SB 1) CREATES A NEW SECTION OF KRS 158 REQUIRING THE PRINCIPAL TO PROVIDE WRITTEN NOTICE TO ALL STUDENTS, PARENTS, AND GUARDIANS OF STUDENTS WITHIN TEN (10) DAYS OF THE FIRST INSTRUCTIONAL DAY OF EACH SCHOOL YEAR OF THE PROVISION OF KRS 508.078 AND POTENTIAL PENALTIES UNDER KRS 532.060 AND KRS 534.030 UPON CONVICTION.  
FINANCIAL IMPLICATIONS: COST OF PROVIDING NOTICE  
STUDENTS

09.425 AP.22

### **Assault and Threats of Violence - Notice of Penalties and Provisions**

New Section of KRS 158 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below. Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

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#### **KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)**

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

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a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

b) Makes false statements by any means, including by electronic communication, for the purpose of:

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1. Causing evacuation of a school building, school property, or school sanctioned activity;

2. Causing cancellation of school classes or school sanctioned activity; or

3. Creating fear of serious bodily harm among students, parents, or school personnel;

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**Assault and Threats of Violence - Notice of Penalties and Provisions****KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE) (CONTINUED)**

- c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
- d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
4. Terroristic threatening in the second degree is a Class D felony.

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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EXPLANATION: SB 1 CREATES A NEW SECTION OF KRS 158 THAT REQUIRES DISTRICTS TO HAVE THREAT ASSESSMENT TEAM PROCEDURES TO IDENTIFY AND RESPOND TO STUDENTS EXHIBITING BEHAVIOR THAT INDICATES A POTENTIAL THREAT TO SCHOOL SAFETY OR SECURITY.

FINANCIAL IMPLICATIONS: HIRING AND TRAINING OF TEAM MEMBERS

STUDENTS

09.429 AP.1

### **Threat Assessment Team Procedures**

The following procedures cover threat assessment teams, in conjunction with any District-selected threat assessment guidelines and forms, to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or school security.

#### **THREAT ASSESSMENT TEAM PLANNING AND PREPARATION**

The following actions are recommended prior to undertaking a threat assessment:

1. Guidelines and forms to facilitate threat assessments undertaken by a threat assessment team will be developed or utilized by or with the assistance of the District School Safety Coordinator (SSC) to assist teams in defining behaviors that will indicate if and when a threat assessment is advisable.
2. The SSC job functions will include providing input and assisting teams in assessing identified potential threats and determining appropriate responses to the threats. Under the supervision of the Principal and Superintendent/designee, the District SSC will recommend, arrange for, or provide training for the team.
3. The Superintendent/designee shall determine if and when a parent or guardian will be notified that their student has been identified by a team as exhibiting behavior that indicates a potential threat to school safety or school security and that needs to be assessed by the team.
4. The team's activities will include notification, as appropriate considering relevant circumstances, to a potential target of behavior deemed to present a substantiated potential threat.

#### **IDENTIFICATION OF A POTENTIAL THREAT**

The threat assessment team, utilizing available data and exercising reasonable discretion to assess student behavior, shall identify and respond to students exhibiting behavior that indicates a potential threat to school safety or school security. The process shall not use a profile of characteristics to identify a threat, and should be calculated to take into consideration behaviors, statements, or other communications to identify a potential threat to school safety and school security as follows:

1. Any team member receiving information indicating a potential threat to school safety and school security shall notify:
  - a. The District SSC;
  - b. The rest of the team; and
  - c. The team for any additional schools of the District potentially involved in the identified threat.
2. The District SSC shall appropriately notify any other District SSC for other school Districts identified in the threat or during the threat assessment process, as well as the leader of any non-public school identified in a threat or during the threat assessment process.

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**Threat Assessment Team Procedures****ASSESSMENT OF A POTENTIAL THREAT**

Upon identification of a potential threat, the team shall undertake the threat assessment;

1. In accordance with Board policy;
2. Informed by guidelines and applicable forms as described above; and
3. Giving consideration to applicable circumstances regarding the identified student and the behaviors giving rise to his/her identification.

**POST-ASSESSMENT RESPONSE**

The team shall consider all information gathered during the assessment to determine the type of response that is appropriate to address school safety and school security, and to address the needs of students identified during assessment of the threat. The team shall document the response it takes, as well as all communication from the team and other school staff with students identified during the threat assessment and their parents or guardians relating to the assessment and any resulting response.

**ONGOING REVIEW OF THREAT ASSESSMENT PROCESS**

The District SSC and the Superintendent shall review the work of each threat assessment team of the District, and make efforts to improve the work of all teams, and adherence to Board policy goals, and legal requirements.

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EXPLANATION: SB 230 PROVIDES THAT A PUBLIC AGENCY MAY ACCEPT OPEN RECORDS REQUESTS VIA EMAIL. ADDITIONALLY, PER THE OPEN RECORDS ACT, USERS REQUESTING RECORDS FOR COMMERCIAL PURPOSES ARE EXPECTED TO NOTIFY THE PUBLIC AGENCY OF SUCH.

FINANCIAL IMPLICATIONS: TIME ADDRESSING OPEN RECORDS REQUESTS

COMMUNITY RELATIONS

10.11 AP.21

### **Public Records Notice**

To be posted at the main entrance of the Central Office and of each school building, as appropriate.

#### **RULES/REGULATIONS FOR INSPECTION**

Pursuant to KRS 61.870 to KRS 61.884, the public is notified that, as provided herein, the public records of the Newport Independent Board of Education are open for inspection.

Public records may be inspected Monday through Friday, except holidays, during regular working hours as posted at the main entrance of the Central Office and of each school building. Upon request, a designated district employee will furnish application forms for the inspection of the public records and, if required, s/he will be available to provide assistance in completing the application form. The official custodian may require:

- a) Written application, signed by the applicant and with his/her name printed legibly on the application, describing the records to be inspected. The written application shall be hand delivered, mailed, or sent via facsimile to the public agency;
- b) Facsimile transmission of the written application; or
- c) Email of the application.

Completed application forms should be submitted to the Board's official custodian of public records, at the following address:

Newport Independent Board of Education  
30 W. 8th St.  
Newport, KY 41071

An individual who applies to review public records shall be advised of the availability of the records requested and shall be notified in writing, not later than three (3) working days after receipt of an application for inspection, of any reason the records s/he requested are not available for public inspection.

Copies of written materials in the public records of this district shall be furnished to the person requesting them on payment of a fee of ten cents (.10) per page. Copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished to the person requesting them upon payment of a fee equal to the actual cost of producing copies of the requested records by the most economical process that is unlikely to damage or alter the records.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

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COMMUNITY RELATIONS

10.11 AP.21  
(CONTINUED)

**Public Records Notice**

Persons who live outside the area and who wish to request copies of public records should contact the person listed above.

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*Designated Representative*

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*Date*



EXPLANATION: SB1 CREATES A NEW SECTION OF KRS 158 REQUIRING ALL VISITORS TO REPORT TO THE FRONT OFFICE OF THE BUILDING, PROVIDE VALID IDENTIFICATION, AND STATE THE PURPOSE OF THE VISIT; AND BE PROVIDED A VISITOR'S BADGE TO BE VISIBLY DISPLAYED ON A VISITOR'S OUTER GARMENT.

FINANCIAL IMPLICATIONS: COSTS OF VISITOR BADGES

COMMUNITY RELATIONS

10.5 AP.1

### **Visitors to the Schools**

#### **REPORT TO FRONT OFFICE**

As soon as practicable but no later than July 1, 2022, all visitors to the school are to report to the front office of the building, provide valid identification, and state the purpose of the visit. The school shall provide a visitor's badge to be visibly displayed on a visitor's outer garment.

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#### **PARENTS**

To provide a safe and secure learning environment, parents are welcome and encouraged to visit their child's school, under the following guidelines:

1. All visitors must enter through designated doors identified by the schools.
2. Visitors shall immediately report to the main office.
3. Visitors shall present a state-issued ID, sign in, and state the purpose of the visit to receive a visitor's pass on approval from the Principal. All visitors must wear visitors' passes in a visible area for the duration of their visit.

#### **CLASSROOM VISITATION**

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.

#### **LUNCH WITH FAMILY MEMBER**

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their child/grandchild. Otherwise, except for authorized District personnel, each school shall observe a closed campus at lunch.

#### **SPECIAL INVITATION**

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

#### **OBSERVATION BY OUTSIDE AGENCIES**

These procedures are established for the purposes of observation only.

NOTE: Unless an outside provider has been sought out and contracted for a needed service by the District, no private therapy or service shall be provided to a student during the school day, within a District School.

**Visitors to the Schools****OBSERVATION BY OUTSIDE AGENCIES (CONTINUED)**

The following information/documentation is required by the District before a private, outside therapist/service provider can observe its private client within a District School. Information must be sent to the Director of Special Education (special education students) or to the Director of Health and Family Resource Youth Service Center (FRYSC) Services (regular education students):

- Background check clearance on file with District Schools Central Office;
- Individual liability insurance certificate or worker's compensation insurance certificate;
- A copy of credentials in the form of certification/license for the purpose of the observation; and
- A signed release (form can be requested from the school) by the parent/guardian noting that the therapist/outside service provider has been given permission to observe their child during the school day.

Once this information is received, the therapist/service provider may be allowed to come and observe the identified student as follows:

- At a time/day designated and assigned by the Principal/designee (to cause as little disruption to the class or school/learning environment as possible);
- The therapist is to observe only during these designated times, in an education setting (or activity such as lunch or social gathering) and only if confidentiality of other students/parents and disruption of the educational process in these settings can be adequately addressed by the Principal/designee;
- At any time the school or District needs to cancel an appointment or not allow an outside agency/therapist/service provider to return to the school setting, the outside agency will be notified; and
- The outside service providers MUST provide a photo I.D. as well as sign in and out at the school office any time they are on school property during a school day.

EXPLANATION: HB 26 AMENDS KRS 424.260 INCREASING THE MAXIMUM FOR SMALL PURCHASE PROCEDURES AND CONTRACTS WITHOUT NEWSPAPER ADVERTISING FOR BIDS TO \$30,000.  
FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES  
RECOMMENDED: AN OVERWHELMING MAJORITY OF DISTRICTS NOW OPERATE UNDER MODEL PROCUREMENT CODE. KSBA IS MOVING BIDDING TO A NEW AREA 04.33 TO SEPARATE THE TWO.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.33 AP.1

### **Purchasing~~Procurement~~ Procedures/Bidding Process**

#### **PURCHASES NOT SUBJECT TO BID REQUIREMENTS**

Purchases of like items that total less than ~~\$30,000~~ ~~20,000~~ during the school year (\$7,500 for construction-related items) are not required to be bid. However, good business practice dictates that bids should be received on services and/or supplies and equipment when an appreciable savings may result, even though the total dollar value may be under the amounts requiring bids. Small purchases costing less than the bid limits shall be secured through the use of established federal or state price contracts or one of the following:

- formal, advertised bids,
- informal, sealed bids,
- letter quotations, or
- written, negotiated pricing.

Small purchases shall be made only by the Board, Superintendent, or designee under the following conditions:

1. Delegations of authority to make small purchases shall be in writing and shall state the conditions and qualifications of the delegation, if any, and shall be retained in either the official contract file, Board minutes, or both;
2. Persons exercising authority to make small purchases shall familiarize themselves with the provisions of law, particularly all provisions dealing with small purchases, conflicts of interest, prohibition of gratuities and kickbacks, and use of confidential information.
3. Small purchases shall be made on the basis of the best available price for the goods, supplies or services purchased, taking into consideration the cost, quality, serviceability, availability, and reputation of the goods, supplies or services; and/or

Small purchases may be made on open account.

#### **PROFESSIONAL SERVICES**

Quotations and/or proposals may be secured on the following services:

1. architectural,
2. accounts for audit,
3. medical,
4. legal, and/or
5. consultative

#### **INSURANCE**

Fleet, property, liability, surety bonds, unemployment compensation, workers' compensation, and student insurance are to be bid or negotiated, as feasible.

**Procurement Purchasing Procedures/Bidding Process****PURCHASES SUBJECT TO BID REQUIREMENTS****BIDDING PROCESS**

The following procedures shall apply for purchases of “like” items that will exceed ~~\$30,000~~ \$20,000 in a twelve (12)-month period and for construction related purchases of no more than \$7,500 made under KRS 162.070.

1. Bid notices shall be advertised in the local newspaper not more than twenty-one (21) days nor less than seven (7) days before bids are due;
2. Bid notices shall describe what the materials, goods or services are to be bid and the time and place for the receipt and opening of bids;
3. As directed by Kentucky Administrative Regulation, invitations for bid or request for proposals shall provide that an item equal to that named or described in the specifications may be furnished.
4. Bid notices shall be forwarded by mail to all local vendors or as requested. Failure of a vendor to respond to a bid notice may result in that vendor’s name being deleted from the bid list. Return of the notice with no bid submitted shall be considered a response;
5. Bids specifications and forms shall be available at the Central Office. Special conditions of bidding are to be given with the specifications and bid forms;
6. All bids shall be submitted in writing, typewritten, or printed in ink so as to be legible and sealed;
7. All bids shall be opened and read publicly at the time and place designated for the bid opening;
8. No bids shall be changed after they are opened;
9. Bids received after the specified bid opening time shall be returned to the bidder unopened;
10. Bids shall be presented to the Board at the next regular meeting or a special meeting of the Board may be called to consider the bids;
11. If the lowest bid is not accepted, the Board shall record in the Minutes the reason(s) for its rejection;
12. Pursuant to the records retention laws, all bids and related information shall be kept on file and available for review, except for information exempted pursuant to KRS 61.878, per records retention schedule;
13. Bids shall be tabulated and all bidders shall receive a copy of the tabulation, which shall include a list of all bidders together with their bid amounts, and be informed in writing as to the awarding of the bid; and
14. The Board shall reserve the right to accept or reject any and all bids. Bids that do not conform to requirements of state administrative regulation or with bid specifications shall be rejected as being nonresponsive. Contracts awarded in noncompliance with state administrative regulation shall be void.

FISCAL MANAGEMENT

04.33 AP.1  
(CONTINUED)

**Procurement Purchasing Procedures/Bidding Process**

**EXCEPTION FOR PURCHASING MADE OUTSIDE CONTRACTS**

Provided the District's finance officer gives prior certification and the purchase meets the same contract specifications, is offered at a lower price, and does not exceed \$2,500, the District/schools may purchase supplies and equipment outside established bid or price contract agreements.

**RELATED PROCEDURE:**

04.33 AP.21

EXPLANATION: AN OVERWHELMING MAJORITY OF DISTRICTS NOW OPERATE UNDER MODEL  
PROCUREMENT CODE. KSBA IS MOVING BIDDING TO A NEW AREA 04.33 TO SEPARATE THE TWO.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.33 AP.21

**Purchase Order**

Newport Independent Schools  
301 East Eighth Street  
Newport, Ky. 41071  
(859) 292-3001 FAX (859) 292-3073

To:

Ship to:

Tax # C-144

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\_\_\_\_\_  
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Date	Delivery Date	Ship Via	F.O.B.	Terms	Purchase Order No.	
Quantity	Description				Price	Amount

Determination of Procurement Method

- |  |  |
|--|--|
| <input type="checkbox"/> Sealed Bidding              | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Competitive Negotiations    | <input type="checkbox"/> Perishables           |
| <input type="checkbox"/> Small Purchase              | <input type="checkbox"/> Replacement Parts     |
| <input type="checkbox"/> Noncompetitive Negotiations | <input type="checkbox"/> Resale Items          |
| <input type="checkbox"/> Emergency                   | <input type="checkbox"/> Reduced Price         |
| <input type="checkbox"/> Single Source               |  |

White – Vendor's Copy    Yellow – Board Copy    Pink – School Copy    Gold –Payment    Authorization Copy

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Principal/Supervisor Sign Last 2 Copies

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Treasurer

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