

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** IVA **DATE:** April 13, 2020

**TOPIC/TITLE:** Motion to adopt Resolution Implementing Provisions of SB177 relating to delivery of personnel notices.

**PRESENTER:** Garet Wells Gw

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

**BACKGROUND INFORMATION:**

The COVID-19 school closures have made it difficult to provide written notice regarding salary reductions or non-renewals of contracts in our traditional manner, face to face.

**SUMMARY OF MAJOR ELEMENTS:**

SB 177 allows for written notice to be provided by mail and/or email.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☐ Recommended ☐ Not Recommended

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**RESOLUTION IMPLEMENTING**  
**PROVISIONS OF SB177**

WHEREAS, a State of Emergency exists due to the global pandemic involving COVID-19;

WHEREAS, at the time of the adoption of this Resolution, schools buildings are closed by Executive Order of the Governor of the Commonwealth and instruction is being delivered remotely;

WHEREAS, the 2020 Session of the Kentucky General Assembly has enacted Senate Bill (SB) 177, with an emergency clause, and the Governor of the Commonwealth has signed the Act such that the provisions thereof are now law;

WHEREAS, Section 10 of SB177 authorizes written notices regarding salary or nonrenewal of contracts for both certified and classified employees to be delivered via regular mail or via email to the email address on record for the employee;

WHEREAS, Board Policies 03.1212, 03.17, 03.2711, and others require written notices to employees concerning salary adjustments and nonrenewal of contracts without specifying method of delivery;

NOW THEREFORE, the Board of Education invokes the provisions of Section 10 of SB177 and specifies that, notwithstanding the language of any Board Policy, and notwithstanding any previously followed custom, practice, or protocol, any notices regarding salary or nonrenewal of contract of either certified or classified employees of the Woodford County Public Schools may be delivered by regular mail or email, and that the requirement of “written” notice in any personnel policy may be accomplished by any one (1) or more of the following: certified mail, regular mail, personal delivery, or by email to the email address on record in the school district; and that the person making the delivery should retain a record in the employee’s personnel file of which method of delivery was used and the date thereof.