

**KENTON COUNTY BOARD OF EDUCATION  
BOARD MEETING – August 5, 2013 – 7:00 P.M.  
Sanitation Boardroom, 1045 Eaton Drive  
Ft. Wright, KY 41017**

**AGENDA**

**I. Call to Order**

**A. Call to Order** Mrs. Karen Collins, (President) and **Roll Call** Mrs. Vicki Fields, (Secretary)

**B. Moment of Silence and Pledge of Allegiance**

**C. Recognition**

- Turkey Foot Middle School Administrative Team

**D. Rigor – Relevance – Relationship**

**Presentation – The K-Team, “Hop on the Bus”**, Barb Martin, Deputy Superintendent, Tracy Mann, Assistant Superintendent of Academics and Certified Personnel, Jessica Dykes, Director of Public Information and Community Engagement, and Cris Kendall, District Video Coordinator.

**II. Information**

**A. Monthly Reports**

<b>a. Construction</b>	<b>Enc. 1</b>
<b>b. Energy</b>	<b>Enc. 2</b>
<b>c. Finance</b>	<b>Enc. 3</b>
<b>d. Student Nutrition</b>	<b>Enc. 4</b>

**B. Personnel**

**CERTIFIED RECOMMENDATIONS:**

Karly Adams	Scott/Teacher	Eff. 8/12/2013
Ashley Afterkirk	Summit View Middle/Teacher	Eff. 8/12/2013
Laura Atteberg	Twenhofel/Teacher	Eff. 8/12/2013
Jenna Bland	White’s Tower/Teacher	Eff. 8/12/2013
Jamie Bogner	Twenhofel/Teacher	Eff. 8/12/2013
Dana Brady	Woodland/Teacher	Eff. 8/12/2013
David Brossart	Dixie/Teacher	Eff. 8/12/2013
Tim Brown	Woodland/Teacher	Eff. 8/12/2013
Michelle Butler	Caywood/Teacher	Eff. 8/12/2013
David Colwell	Twenhofel/Teacher	Eff. 8/12/2013
Amy Combs	Beechgrove/Teacher	Eff. 8/12/2013
Courtney Cox	River Ridge/Teacher	Eff. 8/12/2013
Jason Dalhover	Taylor Mill/.8 Teacher	Eff. 8/12/2013
Stefanie Dankel	Summit View Middle/Teacher	Eff. 8/12/2013
Jessica Dorning	Simon Kenton/Teacher	Eff. 8/12/2013
Claire Duvall	Dixie/Teacher	Eff. 8/12/2013

William Dyk	White's Tower/Teacher	Eff. 8/12/2013
Cassandra Earls	White's Tower/Teacher	Eff. 8/12/2013
Rodney Fisk	Central Office/Student Hearing Officer	Eff. 8/12/2013
Cecilia Fuller	Beechgrove/Teacher	Eff. 8/12/2013
Amanda Gentry	Beechgrove/Teacher	Eff. 8/12/2013
Nathan Gilbert	Simon Kenton/Teacher	Eff. 8/12/2013
Nicole Gilbert	River Ridge/Teacher	Eff. 8/12/2013
Lauren Gosney	Turkey Foot/Teacher	Eff. 8/12/2013
Amy Groene	Summit View Middle/Teacher	Eff. 8/12/2013
Kirsten Gross	Summit View Middle/Teacher	Eff. 8/12/2013
Danah Hacker	Simon Kenton/Teacher	Eff. 8/12/2013
Kimberly Hackworth	District Wide/Psychologist	Eff. 8/12/2013
Kristina Hagedorn	Summit View Elementary/Teacher	Eff. 8/12/2013
Eric Hendrix	White's Tower/Guidance Counselor	Eff. 8/12/2013
Christina Herzog	Summit View Middle/Teacher	Eff. 8/12/2013
Michael Hester	Simon Kenton/Teacher	Eff. 8/12/2013
Kenneth Hobbs	Hinsdale/Teacher	Eff. 8/12/2013
Courtney Hungler	Taylor Mill/Teacher	Eff. 8/12/2013
Taylor Jackson	River Ridge/Teacher	Eff. 8/12/2013
Megan Kelly	River Ridge/Teacher	Eff. 8/12/2013
David Kemen	Scott/Teacher	Eff. 8/12/2013
Daniel King	Woodland/Teacher	Eff. 8/12/2013
Sarah Kleymeyer	Woodland/Teacher	Eff. 8/12/2013
Jennifer Larsen	District Wide/Speech Pathologist	Eff. 8/12/2013
Jodi Lennon	Dixie/Teacher	Eff. 8/12/2013
Paul Marsh	Summit View Middle/Teacher	Eff. 8/12/2013
Michael McDonald	Simon Kenton/Teacher	Eff. 8/12/2013
Jami McQuerry	Hinsdale/Teacher	Eff. 8/12/2013
Nicholas Milar	Turkey Foot/Teacher	Eff. 8/12/2013
Bryson Miller	Scott/Teacher	Eff. 8/12/2013
Cynthia Miller-Werhle	White's Tower/Teacher	Eff. 8/12/2013
Nicole Moore	Caywood/Teacher	Eff. 8/12/2013
Kelsey Morehead	Twenhofel/Teacher	Eff. 8/12/2013
Susan Morehead	Turkey Foot/Teacher	Eff. 8/12/2013
Ryan Neaves	Summit View Middle/Teacher	Eff. 8/12/2013
Rebecca Nooe	White's Tower/Teacher	Eff. 8/12/2013
Alison Perry	KCAIT/Teacher	Eff. 8/12/2013
Jessica Poe	Success Academy/Teacher	Eff. 8/12/2013
Catherine Rolph	Summit View Elementary/Teacher	Eff. 8/12/2013
Kara Ruby	White's Tower/Teacher	Eff. 8/12/2013
Jessica Saner	Woodland/Teacher	Eff. 8/12/2013
Robert Sawyers	Turkey Foot/Teacher	Eff. 8/12/2013
Heidi Schwartz	KCAIT/Teacher	Eff. 8/12/2013
Stephanie Simon	Turkey Foot/Teacher .5	Eff. 8/12/2013
Kristina Slusser	Simon Kenton/Teacher	Eff. 8/12/2013
Jena Smiddy	River Ridge/Assistant Principal	Eff. 7/01/2013
Allison Stacy	Simon Kenton/Teacher	Eff. 8/12/2013
John Kevin Stinson	C.O./STEM Consultant	Eff. 7/01/2013
Rebecca Summers	Summit View Middle/Teacher	Eff. 8/12/2013
Victoria Valerius	Twenhofel/Teacher	Eff. 8/12/2013
Shannon Weaver	Summit View Middle/Teacher	Eff. 8/12/2013
Stephen Weghorn	Twenhofel/Teacher .5	Eff. 8/12/2013

Addison Welp	Scott/Teacher	Eff. 8/12/2013
Lisa Wise	Taylor Mill/Teacher	Eff. 8/12/2013
Jessica Wolsing	Piner/Teacher	Eff. 8/12/2013

**CLASSIFIED RECOMMENDATIONS:**

Michelle Arnold	Turkey Foot/Family Resource Center Coordinator	Eff. 7/29/2013
Jody Bohman	Piner/ Family Resource Center Coordinator	Eff. 7/15/2013
Amy Bolender	River Ridge/Interpreter	Eff. 8/12/2013
Derek Bosse	Dixie/Instructional Assistant	Eff. 8/13/2013
Heather Cardwell	Piner/Non-Instructional Assistant	Eff. 8/12/2013
Kathy Duwel	Kenton/Cafeteria Worker	Eff. 8/13/2013
Trina Edwards	Central Office/Public Information Officer .5	Eff. 7/31/2013
Kathryn Hicks	Simon Kenton/Cafeteria Worker	Eff. 8/13/2013
Katharine Long	Central Office/Instructional Assistant	Eff. 8/13/2013
Lisa Lowe	Piner/Cafeteria Custodian	Eff. 8/13/2013
Glenda McWilliams	Dixie/Cafeteria Worker	Eff. 8/13/2013
Jennifer Miller	White's Tower/Instructional Assistant	Eff. 8/12/2013
Kristin Niehaus	Woodland/ Family Resource Center Coordinator	Eff. 7/11/2013
Alex Peters	Transportation/Assistant Mechanic	Eff. 8/08/2013
Lisa Peters	River Ridge/Instructional Assistant	Eff. 8/12/2013
Robert Ponzer	Ryland/Cafeteria Custodian	Eff. 8/13/2013
Leslie Reyes	Simon Kenton/Cafeteria Custodian	Eff. 8/13/2013
James Robben	Transportation/Assistant Mechanic	Eff. 7/01/2013
Suzanne Roush	Twenhofel/Cafeteria Custodian	Eff. 8/13/2013
Carol Ryan	Summit View/Cafeteria Worker	Eff. 8/13/2013
Cindy Schneider	Transportation/Driver	Eff. 8/14/2013
Diana Stickels	Caywood/Cafeteria Worker	Eff. 8/13/2013

**CERTIFIED RETIREMENTS:**

Daniel Clapp	River Ridge/Teacher	Eff. 9/01/2013
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**CERTIFIED RESIGNATIONS:**

Debra Allen	Turkey Foot/Teacher	Eff. 6/30/2013
Christine Apro	Beechgrove/Teacher	Eff. 6/29/2013
Duane Crowe	Beechgrove/Guidance Counselor	Eff. 7/15/2013
Ashley Dikeos	Summit View Elementary/Teacher	Eff. 7/18/2013
Julie Feinauer	KCAIT/Career Guidance Coach	Eff. 7/12/2013
Christine Karch	Taylor Mill/Teacher	Eff. 7/17/2013
David McFarland	Dixie/Teacher	Eff. 6/30/2013
Kayla Weaver	Summit View Middle/Teacher	Eff. 7/15/2013

**CLASSIFIED RETIREMENTS:**

Cherrie Fitzgerald	Central Office/Accounts Payable Manager	Eff. 9/01/2013
Kathleen Nagy	Hindale/Non-Instructional Assistant	Eff. 6/30/2013

**CLASSIFIED RESIGNATIONS:**

Lisa Haddix-Lawrence	Ft. Wright/Cafeteria Worker	Eff. 7/24/2013
Shelby Johnson	Turkey Foot/Instructional Assistant	Eff. 8/05/2013
Amy Kellerman	Woodland/Instructional Assistant	Eff. 7/16/2013
Mark Nienaber	Transportation/Driver	Eff. 7/11/2013
James Robben	Transportation/Assistant Mechanic	Eff. 8/24/2013
Shari Simmons	Woodland/Cafeteria Worker	Eff. 6/28/2013

**CERTIFIED CHANGE OF ASSIGNMENTS:**

Edward Bonhaus	Fr: Central Office/Technology Integration Specialist 192 days To: Central Office/Tech. Integration Specialist Consultant 220 days	Eff. 7/01/2013
Jana Bromley	Fr: Woodland/Teacher To: Turkey Foot/Teacher	Eff. 8/12/2013
Debra Brown	Fr: Central Office/Academic Consultant 220 days To: Central Office/Academic Consultant and Community Education Director 230 days	Eff. 7/01/2013
Jerry Cline	Fr: Turkey Foot/Associate Principal 210 days To: Turkey Foot/Assistant Principal 230 days	Eff. 7/01/2013
Sarah Graham	Fr: Piner/Speech and Language Pathologist 187 days To: Piner/Speech and Language Pathologist 75 days	Eff. 8/12/2013
Janet Harper	Fr: River Ridge/Teacher To: Caywood/Teacher	Eff. 8/12/2013
Sandra James	Fr: Beechgrove/Teacher To: Kenton/Teacher	Eff. 8/12/2013
Debra Obermeyer	Fr: Turkey Foot/Assistant Principal 230 days To: Turkey Foot/Principal 230 days	Eff. 7/01/2013
Danielle Rice	Fr: Central Office/Special Education Consultant Level I- 200 days To: Central Office/Special Education Consultant Level III-220 days	Eff. 7/01/2013
Amy Spegal	Fr: Twenhofel/Speech and Language Pathologist 187 days To: Twenhofel/Speech and Language Pathologist 131 days	Eff. 8/12/2013

**CLASSIFIED CHANGE OF ASSIGNMENTS:**

Anne Adkins	Fr: Transportation/Driver 6.75 hours To: Transportation/Driver 6.75 hours plus 1 hour midday	Eff. 8/12/2013
Marsha Boese	Fr: Hinsdale/Instructional Assistant 3 hours To: Hinsdale/Instructional Assistant 3 hours/185 days /Non-Instructional Assistant 3 hours/180 days	Eff. 8/12/2013
Jennifer Fisk	Fr: Transportation/Driver 4 hours To: Transportation/Driver 5.5 hours	Eff. 8/12/2013
Vicki Hale	Fr: Transportation/Driver 6 hours To: Transportation/Driver 6.5 hours	Eff. 8/12/2013
Paula Hauck	Fr: Piner/Food Service Worker 5 hours To: Piner/Food Service Worker 6 hours	Eff. 8/13/2013
James Herman	Fr: Transportation/Driver 5.25 hours To: Transportation/Driver 5.25 hours plus 1 hour midday	Eff. 8/12/2013
Danielle Kelly	Fr: Summit View/ Food Service Worker 5 hours To: Piner/ Food Service Worker 5 hours	Eff. 8/13/2013
Glenna May	Fr: River Ridge/Instructional Assistant Preschool 170 days To: River Ridge/Instructional Assistant Preschool 185 days	Eff. 8/12/2013
Cindy Schneider	Fr: Transportation/Driver 7.5 hours To: Transportation/Driver 6.5 hours	Eff. 8/12/2013
Ronda Smalley	Fr: Central Office/Clerk 225 days To: Central Office/Administrative Assistant 225 days	Eff. 7/01/2013
Veronica Smedley	Fr: River Ridge/Instructional Assistant 6 hours 150 days To: Caywood/Instructional Assistant 6 hours 185 days	Eff. 8/12/2013
Howard Wehrle	Fr: Dixie/Instructional Assistant 6 hours	



To: Dixie/Instructional Assistant 6.5 hours

Eff. 8/12/2013

**DISABILITY RETIREMENT:**

Denise Osterhage: Dixie/Teacher

Eff. 7/01/2013

**EXTENDED MEDICAL LEAVE:**

Amy Stepp Summit View Middle/Teacher

Eff. 8/12/2013-5/27/2014

**TERMINATED:**

Dwayne Fields Transportation/Vehicle Mechanic

Eff. 7/02/2013

**LEAVES OF ABSENCE WITHOUT COMPENSATION**

<b><u>STAFF MEMBER</u></b>	<b><u>SCHOOL/DEPT.</u></b>	<b><u>REASON</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
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**CLASSIFIED**

Brandy Engelhardt (revised) Simon Kenton/Building Operation Support Medical

5/20/2013-5/24/2013

5/28-5/31/2013 9 days

**Substitutes**

**Certified**

Christopher Bryson

Raymond Kues

Jessica Poe

**Classified**

James Cliff

Janice Goldberry

David Hersh

Gary Orzali

Cynthia Owings

Tara Peters

David Ponder

David Riffle

**Emergency**

Shonda Cobb

**C. 2013 Advanced Placement Cumulative Test Report**

**Enc. 5**

A twelve year span of College Board Advance Placement test reports indicate numerous opportunities for Kenton County High School students to take advantage of long term high school planning through enrollment in rigorous Advanced Placement course selections. The number of course offerings has remained consistent over time. The number of students taking the AP course exams increased by a significant 20 percent in the last year in comparison to students who completed the exam the year before. As the percentage of students enrolling in the courses and taking the exams increased over the past year, the percentage of students receiving college credit with a passing score of 3, 4, or 5 on the Advanced Placement tests remained consistent for a 2 year span. The reports provide an opportunity for individual high schools to evaluate their AP course offerings, student enrollment and percentage of students receiving college credit.

**III. Public Input**

**IV. Consent Agenda**

- |           |   |               |
|-----------|---|---------------|
| <b>A.</b> | <b>Approval of Board Minutes: Board Meeting- July 1, 2013</b> | <b>Enc. 6</b> |
| <b>B.</b> | <b>Monthly Bills</b>  | <b>Enc. 7</b> |
| <b>C.</b> | <b>Bids</b>   |               |

**1. Diesel Fuel Dispensing System Bid** **Enc. 8**

A legal advertisement was placed in the Kentucky Enquirer on Tuesday, July 16, 2013 to accept sealed bids for a "Diesel Fuel Dispensing System". Sealed bids were opened and read on Tuesday, July 23, 2013 at 8:00 a.m. The tabulation is enclosed.

**Recommendation:** It is recommended that the Kenton County Board of Education accept the bid from the C.L. McBride Company, Inc. as indicated on the Diesel Fuel Dispensing System Bid Tabulation.

**2. Fuel Tank Bid** **Enc. 9**

A legal advertisement was placed in the Kentucky Enquirer on Tuesday, July 16, 2013 to accept sealed bids for a "Fuel Tank". Sealed bids were opened and read on Tuesday, July 23, 2013 at 8:00 a.m. The tabulation is enclosed.

**Recommendation:** It is recommended that the Kenton County Board of Education accept the bid from the C.L. McBride Company, Inc. as indicated on the Fuel Tank Bid Tabulation.

### 3. Miscellaneous Maintenance Equipment, Materials, and Labor Bid Enc. 10

A legal advertisement was placed in the Kentucky Enquirer on July 16, 2013, to accept sealed bids for “Miscellaneous Maintenance Equipment, Materials, and Labor”. Sealed bids were opened and read on July 23, 2013 at 8:00 am. The tabulation is attached.

**Recommendation:** It is recommended that the Kenton County Board of Education accept all fully compliant bids as listed on the tabulation.

#### 4. Microsoft Surface Tablets Bid Enc. 11

A legal advertisement was placed in the Kentucky Enquirer on Friday, July 5, 2013 to accept sealed bids for "Microsoft Surface Tablets". Sealed bids were opened and read on Wednesday, July 17, 2013 at 2:00 p.m. The tabulation is enclosed.

**Recommendation:** It is recommended that the Kenton County Board of Education accept the bid from OM Office Supply as indicated on the Microsoft Surface Tablets Bid Tabulation.

**5. Surplus Equipment Bid** **Enc. 12**

In accordance with KRS 45A.365 and KRS 45A.425 the board voted at the regular monthly meeting on July 1, 2013 to disposition the attached list of items as surplus and to receive sealed bids to sell them. A legal advertisement was placed in the Kentucky Enquirer on July 16, 2013 to accept sealed bids for "Surplus Equipment". Bids were opened on July 23, 2013, at 8:00 a.m. The bid tabulation is enclosed.

**Recommendation:** It is recommended that the Kenton County Board of Education accept the bids as listed on the Surplus Equipment List Bid Tabulation for a total of \$1,139.65. It is also

**recommended that the Kenton County Board of Education authorize the proper disposal of all surplus items not sold through this process.**

**D. Field Trips**

**1. Field Trip Request – Simon Kenton High School – Boys Soccer**

Simon Kenton High School requests permission for 20 students to travel to Georgetown College August 27 and again on August 29 for a soccer tournament. Supervision will be provided by staff at a ratio of 1:7. Transportation will be via Kenton County bus. Meals will be student packed. There is no cost per student.

**Recommendation: It is recommended that the Board approve the trip request.**

**2. Field Trip Request – Simon Kenton High School – Boys Soccer**

Simon Kenton High School requests permission for 36 students to travel to Shelby County, KY September 5, 2013 for a soccer game. Supervision will be provided by staff at a ratio of 1:12. Transportation will be via Kenton County bus. There is no cost per student.

**Recommendation: It is recommended that the Board approve the trip request.**

**3. Field Trip Request – Simon Kenton High School – Boys Soccer**

Simon Kenton High School requests permission for 36 students to travel to South Oldham High School Sept. 24, 26, and 28, 2013 for a soccer tournament. (not an overnight, they will travel back and forth). Supervision will be provided by staff at a ratio of 1:12. Transportation will be via Kenton County bus. Meals will be student packed. There is no cost per student.

**Recommendation: It is recommended that the Board approve the trip request.**

**4. Field Trip Request – Scott High School – Volleyball**

Scott High School requests permission for 23 students to travel to Lexington, Ky. August 30-31, 2013 to the Bluegrass Invitational Volleyball Tournament at the KBA Center. Supervision will be provided by staff at a ratio of 1:12. Transportation will be via Kenton County bus. Meals will be student packed, Chick Fil A and at the hotel. Lodging will be at the Lexington Hilton Green. Cost per student is \$20. Funds have been secured for indigent students.

**Recommendation: It is recommended that the Board approve the trip request.**

**5. Field Trip Request – Scott High School – Girls Varsity Soccer**

Scott High School requests permission for 20 students to travel to Paris, Ky. Aug 31- September 1, 2013 to the Kentucky Bank Labor Day Tournament at Stonerside Field. Supervision will be provided by staff at a ratio of 1:7. Transportation will be via Kenton County bus. Lodging will be in the Holiday Inn in Georgetown, KY. Meals will be at Applebees and Subway. There is no cost per student.

**Recommendation: It is recommended that the Board approve the trip request.**

**6. Field Trip Request – Scott High School – Boys Soccer**

Scott High School requests permission for 20 students to travel to Bloomington, IN, September 6-7, 2013 for a soccer tournament. Supervision will be provided by staff and parents at a ratio of 1:3. Meals will be student packed, at the hotel, and at Karst Park. Lodging is in the Comfort Inn in Bloomington. Cost per student is \$20. Funds have been secured for indigent students. Carolyn Stewart will be the administrator attending the trip.

**Recommendation:** It is recommended that the Board approve the trip request.

#### **7. Field Trip Request – Dixie Heights High School – Marching Band**

Dixie Heights High School requests permission for 98 students to travel to Bellbrook High School in Bellbrook, OH September 14, 2013 for a marching band competition. Supervision will be provided by staff and parents at a ratio of 1:3. Transportation will be via Kenton County bus. Meals will be at the concession stand. There is no cost per student.

**Recommendation:** It is recommended that the Board approve the trip request.

#### **8. Field Trip Request – Dixie Heights High School – Marching Band**

Dixie Heights High School requests permission for 98 students to travel to Louisville Eastern High School in Louisville, KY September 21, 2013 for a marching band competition. Supervision will be provided by staff and parents at a ratio of 1:3. Transportation will be via Kenton County bus. Meals will be at the concession stand. There is no cost per student.

**Recommendation:** It is recommended that the Board approve the trip request.

#### **9. Field Trip Request – Dixie Heights High School – Marching Band**

Dixie Heights High School requests permission for 98 students to travel to Ballard High School in Louisville, KY September 28, 2013 for a marching band competition. Supervision will be provided by staff and parents at a ratio of 1:3. Transportation will be via Kenton County bus. Meals will be at the concession stand. There is no cost per student.

**Recommendation:** It is recommended that the Board approve the trip request.

#### **10. Field Trip Request – Dixie Heights High School – Marching Band**

Dixie Heights High School requests permission for 98 students to travel to South Oldham High School in Louisville, KY October 5, 2013 for a marching band competition. Supervision will be provided by staff and parents at a ratio of 1:3. Transportation will be via Kenton County bus. Meals will be at the concession stand. There is no cost per student.

**Recommendation:** It is recommended that the Board approve the trip request.

#### **11. Field Trip Request – Dixie Heights High School – Marching Band**

Dixie Heights High School requests permission for 98 students to travel to Centerville High School in Centerville, OH October 26, 2013 for a marching band competition. Supervision will be provided by staff and parents at a ratio of 1:3. Transportation will be via Kenton County bus. Meals will be at the concession stand. There is no cost per student.

**Recommendation:** It is recommended that the Board approve the trip request.

## 12. Field Trip Request – Simon Kenton High School – FFA Club

Simon Kenton High School requests permission for 10 students to travel to Louisville, KY October 30-November 2, 2013 for the National FFA Convention. Supervision will be provided by staff and parents at a ratio of 1:5. Transportation will be via Kenton County bus. Meals will be at the hotel and Subway. Lodging is being determined at this date. There is no cost per student.

**Recommendation:** It is recommended that the Board approve the trip request.

## E. Fundraisers

### 1. Fund-Raising Request– Woodland Middle School

Woodland Middle School requests permission to conduct a school-wide fund raiser September 13-23, 2013. Items to be sold will be various items such as candy, candles, and wrapping paper through Great American Opportunities. Funds raised will be used to purchase technology for the school.

**Recommendation:** It is recommended that the Board approve the fund-raising activity request.

### 2. Fund-Raising Request– Kenton Elementary School

Kenton Elementary School requests permission to conduct a Scholastic Book Fair September 25- October 3, and then again February 5-12, 2014. Items to be sold are books, posters, and miscellaneous items related to reading. Funds raised will be used to purchase items for the school library.

**Recommendation:** It is recommended that the Board approve the fund-raising activity request.

### 3. Fund-Raising Request– Summit View Middle School

Summit View Middle School requests permission to conduct a school-wide fundraiser September 12, 2013. Items to be sold will be various items such as candy, candles, and wrapping paper through Great American Opportunities. Funds raised will be used to purchase technology and supplies that will enhance hands-on activities and student engagement.

**Recommendation:** It is recommended that the Board approve the fund-raising activity request.

## F. Professional Travel

Date	Location	Name	School	Substitute	Reimbursement Funding Source
*6/2-14/13	Lexington, KY	Jim Mardis	KCAIT	No	KCAIT PD
*6/15-28/13	Lexington, KY	Jim Mardis	KCAIT	No	KCAIT PD
*7/7-19/13	Lexington, KY	Jim Mardis	KCAIT	No	KCAIT PD
*6/17-21/13	Lexington, KY	Sara Anderson	KCAIT	No	KCAIT PD
*7/8-19/13	Lexington, KY	Sara Anderson	KCAIT	No	KCAIT PD
**6/23-26/13	Louisville, KY	Jim Hale	Transportation	No	Transportation
**6/23-26/13	Louisville, KY	Patty Callen	Transportation	No	Transportation

**6/23-26/13	Louisville, KY	Paula Allen	Transportation	No	Transportation
**6/23-26/13	Louisville, KY	Connie Snipes	Transportation	No	Transportation
**6/23-26/13	Louisville, KY	Sherry Eagler	Transportation	No	Transportation
**6/23-26/13	Louisville, KY	Charlotte Wayman	Transportation	No	Transportation
*7/8-12/13	Dayton, OH	Raymond Kues	KCAIT	No	KCAIT PD
*7/15-19/13	Morehead, KY	Raymond Kues	KCAIT	No	KCAIT PD
*7/15-19/13	Morehead, KY	Alyssa Leimenstoll	KCAIT	No	KCAIT PD
*7/22-24/13	Lexington, KY	Terry Pelfrey	KCAIT	No	KCAIT PD
*7/15-19/13	Morehead, KY	Heidi Schwarz	KCAIT	No	KCAIT PD
*7/15-19/13	Morehead, KY	Alison Perry	KCAIT	No	KCAIT PD
*7/16/13	Louisville, KY	Carrie Bonar	SK	No	Perkins Funds
*7/22-24/13	Lexington, KY	Jack Fields	KCAIT	No	KCAIT PD
8/12/2013	Louisville, KY	Dr. Terri Cox-Cruey	CO	No	Gifted/Talented
8/12/2013	Louisville, KY	Karen Collins	Board Member	No	Gifted/Talented
8/12/2013	Louisville, KY	Debbie Brown	CO	No	Gifted/Talented
8/12/2013	Louisville, KY	Ruth Kurtis	CO	No	Gifted/Talented
8/15-16/13	Lexington, KY	Karen Snelling	CO	No	IDEA
8/18-20/13	Washington, DC	Gary McCormick	CO	No	No Cost to District
8/18-20/13	Washington, DC	Jenny Barrett	CO	No	No Cost to District
9/5/2013	Carrollton, KY	Melissa Cross	SK	No	FRYSC
9/5/2013	Carrollton, KY	Becky Darnell	TW	No	FRYSC
9/5/2013	Carrollton, KY	Susan Martin	RY	No	FRYSC
9/6/2013	Louisville, KY	Michael Laughlin	SK	No	SK PD
9/11/2013	Lexington, KY	Paula Rust	CO	No	Health Services
9/11-14/13	Louisville, KY	Emmalee Hoover	DX	No	DX PD
9/20/2013	Lexington, KY	Debbie Brown	CO	No	Gifted/Talented
9/23-25/13	Louisville, KY	Shawna Harney	RR	No	RR PD
9/23-25/13	Louisville, KY	Merissa Waddey	RR	No	RR PD
9/23-25/13	Louisville, KY	Melinda Boesken	RR	No	RR PD
9/23-25/13	Louisville, KY	Dominique Cruey	RR	No	RR PD
10/21-22/13	Louisville, KY	Angela Mitchell	TW	No	TW PD
10/21-22/13	Louisville, KY	Michelle Cobb	WT	No	WT PD

## **G. External Support/Booster Organizations Approval and Requests**

### **1. External Support/Booster Organizations Approval**

External support/booster organizations are adult/parent organizations established to promote school programs or complement student groups or activities, (i.e., PTA, PTO, booster organizations, etc.). An external support/booster organization's purpose may be to support a student group or program at a

particular school or various student groups or programs at various schools. Even though an external support/booster organization works very closely with the district, it is a separate legal entity and is responsible for adherence to IRS guidelines and Title IX regulations. External support/booster organizations must receive local board approval to establish, lend support, seek assistance, or fundraise in the name of the district, school, students, or a district or school program. The following organizations have completed all required paper work and have requested district approval:

- Beechgrove Elementary PTA
- DHHS Colonels Club
- Dixie Heights Band Booster, Inc.
- Kenton Elementary PTA
- RC Hinsdale Elem. PTA
- River Ridge PTO
- Ryland Heights Elem. PTO
- Scott Eagle Club
- Summit View Middle School PTSA
- Taylor Mill Elementary PTA
- Turkey Foot Middle School Indians Club

**Recommendation:** It is recommended that the Board approve the External Support Booster Organizations to lend support, seek assistance, or fundraise in the name of the district, school, students, or the district or school.

## **2. External Support/Booster Organizations Fund Raising Requests**

The local board's approval of all school-wide fundraisers proposed by external support/booster organizations, including the use of funds, is required by the Accounting Procedures for Kentucky School Activity Funds.

### **Summit View Elementary PTA**

Fall Festival in October, 2013. (Exact date TBD)

Spiritwear sale- ongoing

Box Tops for Education- ongoing

### **Turkey Foot Middle School Indians Club**

Gift item sale- August 21- September 6, 2013 thru Great American Opportunities

### **Kenton Elementary PTA**

Kroger Rewards- ongoing

Fall Festival-September 21, 2013

Market Day- ongoing, monthly

Spiritwear sales- ongoing

Box Tops for Education- ongoing

Buffalo Wild Wings Night- ongoing

### **River Ridge Elementary PTO**

Walkathon - September 10 (or 12 for a rain date).

Fall Festival - October 19, 2013.

Scholastic Book Fairs in October, March and May

Market Day Cookie Dough Sale in December, 2013.

Holiday Shop in December, 2013

Box Tops for Education- ongoing  
Campbell's Labels- ongoing  
Restaurant/business nights; (Kroger, Remke, Skyline, Ameristop, Buffalo Wings and Rings)- ongoing  
Spiritwear sales- ongoing

**Taylor Mill Elementary PTA**

Original Artworks in February and March, 2014  
Fall Festival on October 19, 2013  
Raffle-September 16 to October 10, 2013. First prize value @ \$700, 2<sup>nd</sup> prize value @ \$500, and 3<sup>rd</sup> prize value @\$100  
Market Day - ongoing  
Spiritwear sales- ongoing  
Box Tops for Education- ongoing  
Membership drive August 12- April, 2014  
Concessions stand sales- ongoing

**RC Hinsdale Elementary PTA**

Grocery rewards (Kroger, Remke)- ongoing  
Spiritwear sales- ongoing  
Membership dues- August-May  
Family restaurant nights- ongoing  
Dances- ongoing  
Box Tops for Education- ongoing  
Market Day sales- ongoing  
Entertainment Books, Auntie Ann Pretzels and Otis Sprunkmeyer Cookies- August 21- Sept. 6

**Dixie Heights Colonel Club**

Membership Drive- ongoing  
Spiritwear sales- ongoing  
Market Day sales- ongoing

**Recommendation: It is recommended that the Board approve the External Support Booster Organization fundraising requests as required by the Accounting Procedures for Kentucky School Activity Funds.**

**H. 2012-2013 Unaudited Annual Financial Report**

**Enc. 13**

The 2012-2013 Unaudited Annual Financial Report was filed with KDE on July 25, 2013. This is the first official financial filing for the 2013 school year and reflects the financial position of the school district at June 30, 2013 as of July 25th. Additional adjustments and preparation for audit of the records will occur over the next several months with a final filing of the Audited Annual Financial Report on November 15, 2013.

**General Fund**

The FY 2013 ending total fund balance was \$16,059,271 (after booking Accounts Receivable of \$797,826 and Accounts Payable of \$256,798). This fund balance is still subject to change as we continue to receive FY 2013 revenues, invoices and make annual adjustments. FY 2012's ending total fund balance at the same time period last year was \$18,266,803 so we experienced a decrease in fund balance of \$2,207,532. Reserve accounts in the amount of \$2,596,010 were set aside, making the Unreserved Fund Balance \$13,463,261 which is \$2,564,334 lower than last year's amount of \$16,027,595. Commitments for Construction to be paid from the General Fund are \$229,600 more than



last year. This fund balance is 14.4% of the 2014 Tentative General Fund budget. KDE fund balance recommendation is a minimum of 5% of expenditures.

Total receipts were \$86.2M compared to \$87.7M last year, a decrease of \$1.5M (1.7%) This reduction primarily occurred in lower local property tax revenues while motor vehicle tax collections increased. SEEK revenues were \$25,000 more than last year. ADA increased by 157 but the per student base payment amount decreased from \$3,903 per student in 2012 to \$3,833 per student in 2013.

Total expenditures increased \$1.1 M to \$89.4M. Budget adjustments continue to make an immense impact on the General Fund as we are still preparing for declining state revenue and stagnant local receipts. Total salary and employee benefit costs were \$74,778,400, a 2% increase of \$1.7M. \$600,000 in savings were realized in Utilities and Repair Parts expenses along with other costs saving measures to bring the total increase in expenditures down to \$1.1M. Diesel fuel costs increased \$45,000 this year with total cost of \$1,177,000 for the year. The 2014 budget includes cost savings in many areas including facility upgrades that will result in future energy costs savings for decades.

### **Special Revenue Fund**

Fund 2 is balanced to zero according to KDE requirements and all grant funds are reconciled. This fund contains local, state and federal grants. Total expended for the Special Revenue Fund was \$9.4M. The federal sequestration will reduce 2014 and future year funding for several federal grants. Projections for 2014 state grant are lower as well and anticipated to be close to 2012 funding levels at this time.

### **Capital Outlay**

The 2013 fund balance is \$1,255 which is committed to the completion of the Patton renovation. The State allotment is still \$100.00 per A.D.A. Total receipts to the fund were \$1,321,175 and \$822,533 was carried forward from 2012. This fund was used this year to offset \$1,073,390 district salaries in the General Fund. \$247,381 was used for debt service and the remainder was spent on the Patton renovation and the elementary Gym A/C project.

### **Building Fund**

Total fund balance is \$0.00. All receipts to this fund were used for debt retirement. The receipts to this fund were \$12,261,000 from local tax revenue and \$1,404,522 from state FSPK revenue. Total receipts for this fund increased by \$136,000 in 2013. Expenditures are for principal and interest on bonds.

### **Construction Funds**

The fund balance is \$10,774,296 which is entirely committed to the current renovation Phase II project at Scott High School. The funds originated from a school revenue bond sale in May, 2013 in the amount of \$12,005,000.

### **Food Service Fund**

The ending balance is \$484,508 compared to \$1,580,887 last year. Collected receipts from food sales and federal reimbursement sources were lower in 2013 by approximately \$750,000. Several operational changes were implemented including maintenance and custodial staff added to Food Service expenses and equipment upgrades to meet federal requirements resulting in approximately \$700,000 of additional expenditures during 2013. These items were funded from the carryover fund balance from 2012. The 2014 budget is based on using only 2014 receipts to fund the 2014 expenditures.

## V. DISCUSSION AND ACTION:

### 1. Board Policy Update

Enc. 14

This is the second reading of the policy revisions as part of the KSBA update service. At the top is a brief explanation for the proposed change. Additional or new language in the policies is highlighted; language with strike thru is deleted. Staff members have studied the update package and have recommended policies to adopt as proposed or adopt with modifications. The first reading was presented at the July 1, 2013 Board meeting.

**Recommendation: It is recommended that the Board approve the Board Policy adoption package as presented.**

### 2. Job Description for Substitute Maintenance Worker

Enc. 15

This position will provide the ability to designate a substitute maintenance worker when a maintenance worker is out for an extended period of time. Salary will be determined by the Support Personnel Positions listed in the Kenton County Salary Schedule.

**Recommendation: It is recommended that the Board approve the Substitute Maintenance Worker Job Description.**

### 3. Job Description for Substitute Building Operations Supervisor

Enc. 16

This position will provide the ability to designate a supervisor responsible for shift management when the assigned supervisor is absent for an extended period of time.

**Recommendation: It is recommended that the Board approve the Substitute Building Operations Supervisor Job Description.**

### 4. Coaches' Handbook 2013-2014

Enc. 17

Working with the Kentucky School Boards Association, revisions have been made to the coaches' handbook to match all state laws, regulations, and requirements for the upcoming 2013-2014 school year. Upon close review, this version has all recommended KSBA recommendations. .

**Recommendation: It is recommended that the Board approve the Coaches' Handbook for the 2013-2014 school year.**

### 5. Change Order No. 1 – Morel Construction Co., Inc. – Scott High School –Phase II-B – BG 11-096

Enc. 18

This change order is the first of the Scott High School – Renovation - Phase II-B associated with Morel Construction Co., Inc. The original contract with Morel Construction Co., Inc. was \$9,793,000.00. This change order of a deduct of (\$3,642.00) brings the contract to date to \$9,789,358.00.

Item No. 1 – Contractor's Request – Furnish and install pressure treated wood bucks in lieu of the prefabricated window bucks originally specified. **Deduct (\$3,642.00)**

**Recommendation: It is recommended that the Kenton County Board of Education approve Change Order No. 1 with Morel Construction Co., Inc. associated with Scott High School – Phase II-B for a deduct of (\$3,642.00), contingent on Kentucky Department of Education approval.**

**6. Change Order No. 2 – Morel Construction Co., Inc. – Scott High School – Phase II-B – BG 11-096**  
**Enc. 19**

This change order is the second of the Scott High School – Renovation - Phase II-B associated with Morel Construction Co., Inc. The original contract with Morel Construction Co., Inc. was \$9,793,000.00. This change order of \$1,608.00 with previous change orders totaling (\$3,643.00) brings the contract to date to \$9,790,966.00.

Item No. 1 – Contractor’s Request – Revise sprinkler heads in existing building to turn the heads upward.  
**Add                      \$1,608.00**

**Recommendation:** It is recommended that the Kenton County Board of Education approve Change Order No. 2 with Morel Construction Co., Inc. associated with Scott High School – Phase II-B for \$1,608.00, contingent on Kentucky Department of Education approval.

**SUMMARY OF CHANGE ORDERS FOR SCHOOL HIGH SCHOOL– PHASE II-B – BG – 11-096**

The original contingency for this project	\$489,650.00
The total for previous Change Orders	\$ .00
The total for current Change Orders	<u>\$ (\$2,034.00)</u>
<b>The remaining contingency</b>	<b>\$491,684.00</b>

**7. BG-1 Application for Twenhofel/South Bus Lot**  
**Enc. 20**

It is necessary to prepare the old Twenhofel Middle School parking area and drive lane access for a bus parking lot. The bus lot will be occupied by busses being relocated from the Scott High School bus lot which had to be closed for construction and for additional busses from Simon Kenton to ease their parking situation. The scope of the work involves the asphalt paving, fencing and electric service for bus block heaters.

**Recommendation:** It is recommended that the Kenton County Board of Education approve the BG-1 application for renovating the parking area at the old Twenhofel Middle School for a bus parking lot at an estimated cost of \$474,600.00, contingent on the Kentucky Department of Education approval.

**8. Approval of the Schematic Design for the Secure Entrance Vestibules at Various Schools**  
**Enc. 21**

It is necessary to review the schematic design associated with the construction of secure entrance vestibules at R. C. Hinsdale Elementary, Piner Elementary, Ryland Heights Elementary, River Ridge Elementary, Summit View Elementary, Summit View Middle, Kenton County Academies of Innovation and Technology, Success Academy and the replacement of the storefront system at Ft. Wright Elementary.

**Recommendation:** It is recommended that the Kenton County Board of Education approve the Schematic Design for the Secure Entrance Vestibules at Various Schools, contingent on Kentucky Department of Education approval.

**VI. Agenda/Addendum part of the Official Board Meeting**

**VII. Other Business**

**A. Board**

- B. Staff**
- C. Teachers**

**Mrs. Collins stated that it was necessary to go into Executive Session for the purpose of KRS 61.810(1) (b) (Land Acquisition), (c) (Litigation) and (f) (Personnel).**

#### **VIII. Adjournment**



# FIELD OBSERVATION REPORT

2013 - 07

■ TO:	Mr. Danny Mann Kenton County Board of Education 1055 Eaton Drive Ft. Wright, KY 41017	■ DATE:	2013.07.19
ATTENTION:			
■ FROM:	Ralph Cooper rcooper@pca-arch.com 14 East Eighth Street • Covington, KY 41011 V: 859.431.8612 • F: 859.431.8611	■ PROJECT:	Kenton County Board of Ed Scott High School Phase IIB
COPIES TO:	Rob Haney	PROJECT NO.:	2010-097

■ WE TRANSMIT THE ATTACHED ITEMS VIA: **EMAIL**

PURPOSE	<input checked="" type="checkbox"/> For your use	DISPOSITION	<input type="checkbox"/> No exceptions noted
	<input type="checkbox"/> As requested		<input type="checkbox"/> Exceptions noted, Revise as indicated.
	<input type="checkbox"/> For review and comment		<input type="checkbox"/> REJECTED: REVISE AND RESUBMIT
	<input type="checkbox"/> For information		
	<input type="checkbox"/> For record		
	<input type="checkbox"/> For approval		
	<input type="checkbox"/>		

COPIES	DATE	DESCRIPTION	PAGES
1	2013.07.???	Field Report 2013-07	24

■ REMARKS:

2013.06.26

1. East side of building pad has been excavated now that water line has been abandoned.
2. Excavations for footings on the east side of the building pad has been started. A limited area has been poured. Reinforcing is being installed in other areas.
3. Installation of the ICF has started in the north-west corner of the east side of the building.
4. Footings installation appears to be complete on the west side of the building. Installation of the ICF is progressing.
5. Installation of concrete masonry units has started. Areas below grade are being installed on the south-west corner of the new addition. Interior walls have been started.
6. Interior underslab plumbing is progressing.
7. Site work continues on the west side of the site with installation of the underground storm piping.
8. The detention basin is complete and fenced in. An area to the east of the detention basin has been identified for the excess spoils.
9. Morel is addressing the issue raised by Danny Mann regarding the extent of flowable backfill in the trenches. Conversations will be held with Thelen Associates to obtain their recommendations.

2013.07.02

1. West Building Pad

- 1.1. Installation of the ICF walls continues. Issues were raised by the structural engineer about where concrete pours are stopped relative to horizontal reinforcing bars. Structural engineer stated the pours

should not stop at the bar. The pours need to be coordinated in such a manner that the horizontal bars are complete enclosed by the pour...not two pours. Morel will coordinate with ICF contractor.

1.2. Installation of the first course of the concrete masonry units has started. This is necessary to permit pouring of the concrete slab. The contractor has placed 1/2" expansion joint material along the face of the cmu. I instructed Morel to remove this and install the bond break paper indicated on the drawings. The expansion joint material is not needed on the interior of the building – only the bond break material.

1.3. The excavation area on the back side of the ICF walls has been backfilled with flowable fill per the Contract Documents.

1.4. The north wall of the building that forms the south wall of the courtyard has been formed up to the second floor.

1.5. Installation of underground plumbing utilities continues.

## 2. East Building Pad

2.1. Excavation for the footings continues. Heavy rains have delayed this effort. Many current excavations are currently under water. Morel is pumping the water out as necessary.

2.2. Pouring of the footings continues but this effort too is being hampered by the heavy rains. Danny Mann identified several items of concern regarding the footing pours. These issues included: placement of reinforcing steel, bulkheads between concrete pours, and vibration of concrete in the footings. A meeting was held with Morel, Thelen, AGE, KCBE, and PCA to discuss these issues. Thelen and AGE provided direction on resolution of the issues.

## 3. Site Work

3.1. Installation of the stormwater structures and piping continues. Danny Mann raised issues about the level of flowable fill being used to backfill the trenches. This issue was resolved in the meeting between Thelen and Morel.

3.2. Rough grading continues on the west side of the site but this work is being delayed by the heavy rains.

## 2013.07.09

### 1. West Building Pad

1.1. Underslab utilities are being placed in preparation of the slab-on-grade pour. Electrical conduit and sanitary piping have been installed. The sanitary piping has been placed on the subgrade in some areas and is only occasionally supported. The Design Team raised concerns about the unsupported areas deflecting, and possibly cracking, when the granular base is installed. After consultation with Thelen and CMTA the contractor was directed to pack sand in and around the piping to properly support it. Care will need to be taken when the granular base is installed. When reviewing photographs of the subgrade, Don Thelen commented that some final prep is still needed on the subgrade before the granular base is installed.

1.2. The expansion joint material previously placed along the base of the interior CMU walls has been removed and replaced with roofing felt which will serve as a bond break.

1.3. The foundation drain has been installed along the north wall in the courtyard area.

1.4. Plastic sheathing has been installed at the excavation cut along the north wall. This area had some slippage due to the excessive rains.

### 2. East Building Pad

2.1. Installation of the ICF formwork has started on the east building pad along the west and north sides. Recent heavy rains resulted in some of the formwork floating. This formwork will have to be reset.

2.2. Installation of the underground sanitary piping is in progress.

2.3. Installation of the footings is still in progress but has been slowed by recent heavy rains. Footing trenches are filled with water in some areas. These areas will have to be pumped out before proceeding.

2.4. Installation of reinforcing steel is continuing in the footing trenches. The reinforcing rods are supported off the bottom of the excavation. Danny Mann identified one area where the reinforcing was not properly lapped. This was brought to the attention of Morel and they in turn spoke with the rod-buster.

### 3. Site Work

3.1. Installation of the storm structures continues south of the east building pad. Trenches are being backfilled with flowable fill.

3.2. Installation of underground electrical conduits was in progress at the west end of the site. In paved areas these trenches were being backfilled with flowable fill.

3.3. Site prep has been slowed down due to the recent heavy rains.

3.4. Areas previously identified for excess spoils have reached their capacity. The excess spoils are now being taken to a new area to the east of the new detention pond. It appears the spoils are being benched in.

## 2013.07.17

### 1. West Building Pad

1.1. Slab-on-grade concrete was poured for the first floor for all areas except the Art Room area. Since this area is colored concrete the contractor is waiting until the roof is in place for this pour. Finishing of the concrete was in progress.

### 2. East Building Pad

2.1. Preparations are being made for a scheduled Friday pour of the slab-on-grade slab. The vapor barrier has been installed and the seams have been taped. Installation of the slab reinforcing was in progress. Roofing felt has been installed as the bond break between the slab and interior concrete masonry.

2.2. The lines for the geo-thermal field have been stubbed up into the mechanical room.

2.3. Installation of CMU around the perimeter of the ICF has been started on the south side of the addition.

2.4. ICF installation is progressing. The starter course units have been installed around the entire perimeter. In some areas additional areas have been placed and concrete poured. Another area was identified where the horizontal bars did not have proper coverage. Morel stated they have been made aware of the area and the concrete contractor is going to add an additional horizontal bar approximately 8" up from the bar in question.

### 3. Site Work

3.1. The concrete curbs along the south and west sides of the new parking area have been poured. The subcontractor was on-site prepping for the remaining curbs. A meeting was held with Morel and the contractor to discuss the quality of the work in some areas. Some areas are wavy in plan and elevation. It was decided to have the contractor remove and replace the curb on the south side of the Woodland. The other areas were determined to be acceptable.

3.2. Grading work continues on the perimeter access road.

3.3. Additional excavation spoils have been brought over to the new excess spoils area.

3.4. The modular retaining wall east of the detention pond has been constructed.



2013.06.26 – 01

1. The building pad on the east side of the building has been cut to grade.



2013.06.26 – 02

1. Installation of reinforcing for the footings on the east side of the building.



2013.06.26 – 03

1. Installation of reinforcing for the footings on the east side of the building.



2013.06.26 – 04

1. Footings poured along the north wall on the east side of the building..





2013.06.26 – 05

1. Installation of ICF has started on the north wall on the east side of the building.



2013.06.26 – 06

1. Excavation for footings on the east side of the building is in progress..



2013.06.26 – 07

1. Installation of masonry and ICF on the exterior of the building as started on the south side of the west portion of the building.



2013.06.26 – 08

1. Installation of masonry and ICF on the exterior of the building as started on the south side of the west portion of the building.



2013.06.26 – 09

1. Installation of masonry and ICF on the exterior of the building as started on the south side of the west portion of the building.



2013.06.26 – 10

1. Installation of masonry and ICF on the exterior of the building as started on the south side of the west portion of the building. Installation of the interior masonry walls has started.



2013.06.26 – 11

1. Installation of masonry and ICF on the exterior of the building as started on the south side of the west portion of the building.



2013.06.26 – 12

1. Installation of the interior masonry has started.





2013.06.26 – 13

1. Storm and sanitary piping has been stubbed through the south wall.



2013.06.26 – 14

1. Installation of interior underslab plumbing on the west side of the building is in progress.



2013.06.26 – 15

1. Detail of the ICF construction.



2013.06.26 – 16

1. Installation of the ICF forms.



2013.06.26 – 17  
1. Installation of the ICF forms.



2013.06.26 – 18  
1. Interior masonry walls has been started.



2013.06.26 – 19  
1. Openings for windows are being framed along the north wall on the west side of the addition.



2013.06.26 – 20  
1. ICF forms are being installed on the north-west corner of the west side of the addition.





2013.06.26 – 21

1. Excavation is in progress for installation of the underslab plumbing..



2013.06.26 – 22

1. Installation of underslab plumbing.



2013.06.26 – 23

1. Installation of storm sewer piping.



2013.06.26 – 24

1. Flowable fill over storm piping.



2013.06.26 – 25  
1. Installation of storm sewer structures.



2013.06.26 – 26  
1. Finish detention pond.



2013.07.02 – 01  
1. Excavation for the footings on the east pad continues. Reinforcing is placed in the bottom.



2013.07.02 – 02  
1. Pouring of footings on the east pad continue.





2013.07.02 – 03

1. Installation of the first course of masonry has started on the west pad.



2013.07.02 – 04

1. Installation of the first course of masonry has started on the west pad.



2013.07.02 – 05

1. Excavation for the footings on the east pad continues. Heavy rains are hampering the effort.



2013.07.02 – 06

1. Installation of the ICF formwork continues.



2013.07.02 – 07

1. The perimeter of the building at the intersection of the exterior wall and grade have been backfilled with flowable fill.



2013.07.02 – 08

1. The perimeter of the building at the intersection of the exterior wall and grade have been backfilled with flowable fill.



2013.07.02 – 09

1. Installation of the concrete masonry units on the exterior of the building has started.



2013.07.02 – 10

1. Installation of the first course of masonry has started on the west pad.





2013.07.02 – 11

1. Installation of the storm structures continues. Trenches are backfilled with flowable fill.



2013.07.02 – 12

1. Installation of the storm structures continues. Trenches are backfilled with flowable fill.



2013.07.09 – 01

1. West building pad – storm structure has been installed.



2013.07.09 – 02

1. West building pad – south wall



2013.07.09 – 03

1. West building pad - Installation of underslab electrical conduit is in progress



2013.07.09 – 04

1. West building pad - Installation of underslab electrical conduit is in progress



2013.07.09 – 05

1. West building pad - Installation of underslab electrical conduit and sanitary piping is in progress



2013.07.09 – 06

1. West building pad - Installation of underslab sanitary piping is in progress





2013.07.09 – 07

1. West building pad – Foundation drainage has been installed along the north wall.



2013.07.09 – 08

1. East building pad – Installation of ICF formwork has started.



2013.07.09 – 09

1. East building pad – installation of underslab sanitary piping is in progress.



2013.07.09 – 10

1. East building pad – Installation of ICF is in progress along the north wall. Due to recent heavy rains the formwork floated up and will have to be reset.



2013.07.09 – 11

1. East building pad – Installation of ICF is in progress along the north wall. Due to recent heavy rains the formwork floated up and will have to be reset.



2013.07.09 – 12

1. West building pad – Issues were raised about the support of the underslab sanitary. It was agreed in consultation with CMTA and Thelen to pack sand around and under the piping to support it prior to the installation of the granular bas.



2013.07.09 – 13

1. East building pad – reinforcing has been placed for the footings.



2013.07.09 – 14

1. East building pad – Interior footings have been poured.





2013.07.09 – 15

1. East building pad – east end. Recent heavy rains have filled in the foundation trenches with water.



2013.07.09 – 16

1. East building pad – reinforcing has been placed for the footings.



2013.07.09 – 17

1. Site work – east end of detention pond. The excess spoils is being relocated to the east side of the new detention pond. It appears the contractor is benching the spoils in.



2013.07.09 – 18

1. Site work – north side of Woodland. The next access road is being cut in.



2013.07.17 – 01

1. East pad – Concrete pad has been poured. Finishing work is in progress.



2013.07.17 – 02

1. East pad – Concrete pad has been poured. Finishing work is in progress.



2013.07.17 – 03

1. East pad – Concrete pad has been poured. Finishing work is in progress.



2013.07.17 – 04

1. West pad – Preparations are being made for the slab pour. The vapor barrier has been placed. Installation of the slab reinforcing is in progress.





2013.07.17 – 05

1. West pad – The black piping is for the geothermal field wells.



2013.07.17 – 06

1. West pad – Preparations are being made for the slab pour. The vapor barrier has been placed. Installation of the slab reinforcing is in progress.





2013.07.17 – 07

1. West pad – Preparations are being made for the slab pour. The vapor barrier has been placed. Installation of the slab reinforcing is in progress.



2013.07.17 – 08

1. West pad – Preparations are being made for the slab pour. The vapor barrier has been placed. Installation of the slab reinforcing is in progress.



2013.07.17 – 09

1. East pad – Concrete pad has been poured. Finishing work is in progress.  
The colored concrete slab for the Art Room will be poured after the roof is in place. slab for the Art Room  
will be poured after the roof is in place.



2013.07.17 – 10

1. Grading work continues for the site paving. Installation of the concrete curbs is in progress.



2013.07.17 – 11

1. Formwork has been installed for the concrete curbs.



2013.07.17 – 12

1. Excavation spoils are being placed in the new spoils areas.





2013.07.17 – 13

1. The modular retaining wall east of the detention pond has been installed.



2013.07.17 – 14

1. Installation of the concrete curbs along the south and west side have been installed. The contractor was instructed to remove and replace this section due to the waviness in plan and elevation.



2013.07.17 – 15

1. Installation of the concrete curbs along the south and west side have been installed.

- ☐ Please acknowledge receipt of transmitted items.
- ☐ Return transmitted items to PCA ARCHITECTURE <sup>PSC</sup>.

**END**

# Kenton County School District

Board Meeting

July 2013



## Monthly Cost and Usage Performance-Performance Period July 2012 – May 2013

- Chris Baker, CEM, Energy Systems Coordinator

### Kenton County Schools Weather Normalized Cost & Usage Savings

Current Year: July 2012 to May 2013

Base Year: June 2005 to May 2006 (Twenhofel uses BYE May 2007)

#### MONTHLY TOTAL ENERGY PERFORMANCE (kBtu & Cost)

Month	USE (kBtu)		AVOIDED USE		COST		AVOIDED COST	
	Base Year	Current YTD	Savings	Savings %	Base Year	Current YTD	Savings	Savings %
July 2012	8,333,000	4,569,000	3,764,000	45.2%	\$ 225,381	\$ 129,435	\$ 95,946	42.6%
August 2012	11,048,000	6,234,000	4,814,000	43.6%	\$ 319,863	\$ 174,527	\$ 145,336	45.4%
September 2012	11,571,000	7,082,000	4,489,000	38.8%	\$ 299,938	\$ 180,692	\$ 119,246	39.8%
October 2012	11,489,000	7,665,000	3,824,000	33.3%	\$ 244,192	\$ 163,789	\$ 80,403	32.9%
November 2012	12,887,000	8,685,000	4,202,000	32.6%	\$ 240,928	\$ 160,423	\$ 80,505	33.4%
December 2012	14,389,000	9,320,000	5,069,000	35.2%	\$ 270,683	\$ 165,911	\$ 104,772	38.7%
January 2013	15,403,000	11,635,000	3,768,000	24.5%	\$ 244,348	\$ 180,453	\$ 63,895	26.1%
February 2013	14,026,000	11,542,000	2,484,000	17.7%	\$ 198,220	\$ 162,265	\$ 35,955	18.1%
March 2013	13,664,000	10,917,000	2,747,000	20.1%	\$ 213,333	\$ 169,855	\$ 43,478	20.4%
April 2013	10,653,000	7,717,000	2,936,000	27.6%	\$203,902	\$149,374	\$ 54,528	26.7%
May 2013	9,416,000	5,592,000	3,824,000	40.6%	\$227,621	\$139,400	\$ 88,221	38.8%
June 2013								
<b>Total Year To-Date</b>	<b>132,879,000</b>	<b>90,958,000</b>	<b>41,921,000</b>	<b>31.5%</b>	<b>\$ 2,688,407</b>	<b>\$ 1,776,123</b>	<b>\$ 912,285</b>	<b>33.9%</b>

### Kenton County Schools Weather Normalized Cost & Usage Savings

Current Year: July 2012 to May 2013

Base Year: June 2005 to May 2006 (Twenhofel uses BYE May 2007)






#### TOTAL ENERGY (kBtu)

Site	USE (kBtu)		AVOIDED USE		COST		AVOIDED COST		
	Base Year	Current YTD	Savings	Savings %	Base Year	Current YTD	Savings	Savings/ SF	Savings %
BEECHGROVE ELEMENTARY	5,029,000	4,605,000	424,000	8.4%	\$ 84,907	\$ 77,255	\$ 7,652	\$ 0.04	9.0%
CAYWOOD ELEMENTARY	2,829,000	2,563,000	266,000	9.4%	\$ 60,449	\$ 54,526	\$ 5,923	\$ 0.03	9.8%
DIXIE HEIGHTS HIGH SCHOOL	18,122,000	10,840,000	7,282,000	40.2%	\$ 414,821	\$ 214,207	\$ 200,614	\$ 1.51	48.4%
FT WRIGHT ELEMENTARY SCHOOL	3,214,000	2,790,000	424,000	13.2%	\$ 69,040	\$ 59,972	\$ 9,069	\$ 0.12	13.1%
HINSDALE ELEMENTARY SCHOOL	3,995,000	3,628,000	367,000	9.2%	\$ 80,888	\$ 71,508	\$ 9,379	\$ 0.13	11.6%
KENTON ELEMENTARY	7,012,000	4,431,000	2,581,000	36.8%	\$ 129,266	\$ 80,753	\$ 48,513	\$ 0.22	37.5%
PINER ELEMENTARY*	1,616,000	2,176,000	(560,000)	-34.7%	\$ 37,783	\$ 47,542	\$ (9,759)	\$ (0.10)	-25.8%
RIVER RIDGE ELEMENTARY	8,464,000	9,759,000	(1,295,000)	-15.3%	\$ 148,556	\$ 165,891	\$ (17,335)	\$ (0.11)	-11.7%
RYLAND HEIGHTS ELEMENTARY	3,075,000	2,881,000	194,000	6.3%	\$ 58,050	\$ 56,503	\$ 1,548	\$ 0.01	2.7%
SCOTT HIGH	12,957,000	8,995,000	3,962,000	30.6%	\$ 280,526	\$ 196,088	\$ 84,438	\$ 1.58	30.1%
SIMON KENTON HIGH	22,494,000	10,712,000	11,782,000	52.4%	\$ 463,298	\$ 209,473	\$ 253,825	\$ 4.45	54.8%
SUMMIT VIEW CAMPUS	16,172,000	10,453,000	5,719,000	35.4%	\$ 352,492	\$ 224,389	\$ 128,104	\$ 1.64	36.3%
TAYLOR MILL ELEMENTARY	7,543,000	4,116,000	3,427,000	45.4%	\$ 119,047	\$ 65,907	\$ 53,140	\$ 1.04	44.6%
TURKEY FOOT MIDDLE SCHOOL	5,386,000	2,169,000	3,217,000	59.7%	\$ 88,323	\$ 34,621	\$ 53,702	\$ 0.82	60.8%
TWENHOFEL MIDDLE SCHOOL	5,558,000	3,624,000	1,934,000	34.8%	\$ 116,770	\$ 77,928	\$ 38,842	\$ 0.86	33.3%
WHITE'S TOWER ELEMENTARY	3,730,000	3,064,000	666,000	17.9%	\$ 63,868	\$ 52,008	\$ 11,860	\$ 0.09	18.6%
WOODLAND MIDDLE SCHOOL	5,683,000	4,152,000	1,531,000	26.9%	\$ 120,324	\$ 87,552	\$ 32,772	\$ 0.59	27.2%
<b>Total Year To-Date</b>	<b>132,879,000</b>	<b>90,958,000</b>	<b>41,921,000</b>	<b>31.5%</b>	<b>\$ 2,688,407</b>	<b>\$ 1,776,123</b>	<b>\$ 912,285</b>	<b>\$ 0.76</b>	<b>33.9%</b>

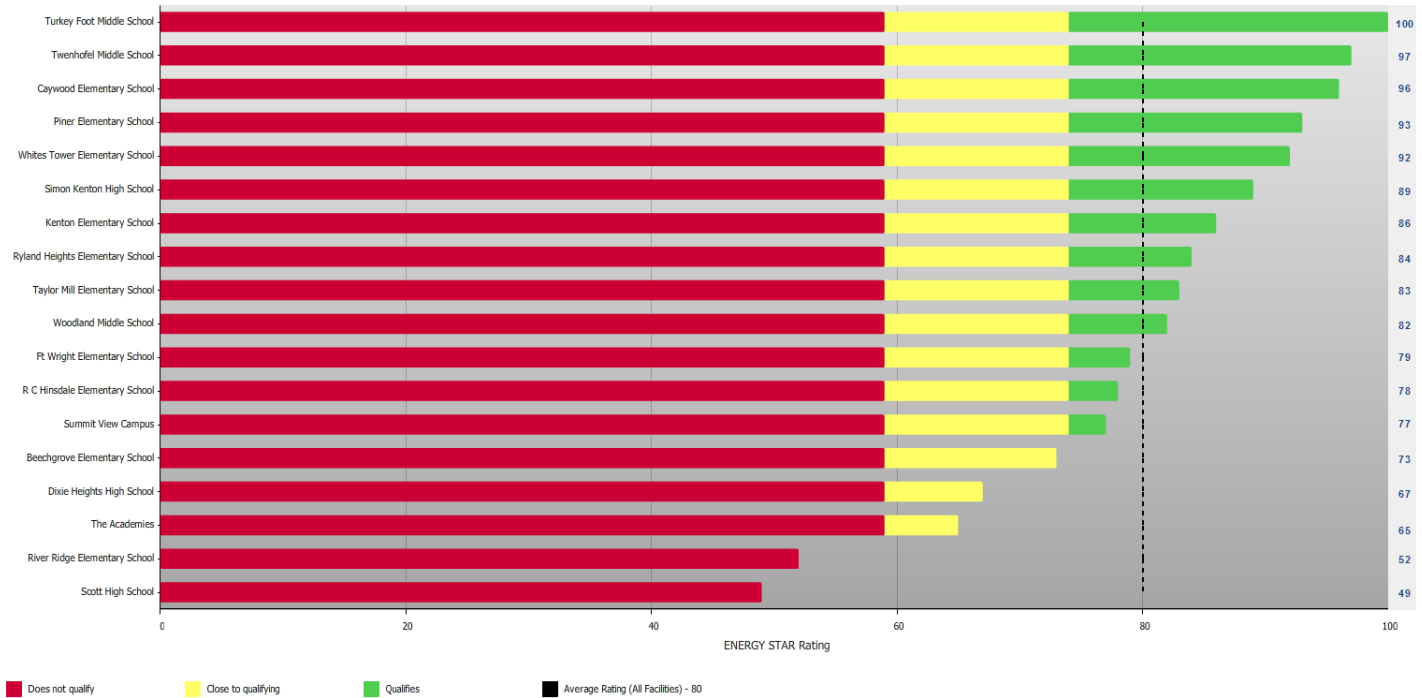
\*Savings is effected by the inconsistent delivery of Propane.

## Kenton County School District Emission Reduction YTD

July 2012 to April 2013 (All Facility classes, All Facilities)

Energy Type	 Energy Savings	 lbs. of CO2 Reduced	 Cars off Road	 # of Homes Powered / year	 # of trees planted
<b>Electricity</b> (kWh)	7,070,885	14,848,859	1,297	1,001	172,661
<b>Natural Gas</b> (kBtu)	182,401	2,134,092	186	144	24,815
<b>Totals</b>		<b>16,982,950</b>	<b>1,483</b>	<b>1,144</b>	<b>197,476</b>

**ENERGY STAR Ratings Ranking**  
All Facilities -- Most Recent Ratings as of May, 2013



Kenton County Board of Education

Financial Report

Beginning Balance - June 1, 2013 \$34,177,625.28

Receipts:

General Property Tax	
Public Service Tax	
General Property Delinquent Tax	\$64,410.36
Motor Vehicle Taxes	\$323,278.41
Utilities Tax	\$614,887.14
Omitted Property Tax	\$0.00
Tuition - Regular Program	\$1,875.00
Tuition - Summer Program	
Transfer Tuition	\$25,335.39
Non Public School Transportation	\$71,623.31
Interest From Investments	\$1,378.09
Building Rentals	\$5,210.50
Bus Rentals	\$16,822.89
Student Fees	
Other Local Receipts	\$42,061.10
Seek Program Funds	\$3,777,793.00
Vocational Transportation	\$31,352.00
Other State Revenues	\$1,669,055.27
Revenue in Lieu of Tax	\$14,537.63
Federal Aid Through State	\$486,342.52
Transportation Reimbursements	
Other Reimbursements And Refunds	
Transfers from Other Funds	\$1,073,390.00
Total Receipts:	\$8,219,352.61
Total Receipts plus Balance	\$42,396,977.89
Disbursements	\$16,021,476.12
Ending Balance - June 30, 2013	\$26,375,501.77

Available Funds - Comparison

	General Fund	Building Fund	Capital Outlay	Total
This Month	\$15,606,076.45	\$0.00	\$8,214.00	\$15,614,290.45
Last Month	\$22,593,964.95	\$117,581.15	\$27,893.45	\$22,739,439.55
1 Year Ago	\$18,244,519.53	\$0.00	\$1,113,754.70	\$19,358,274.23
Fiscal Year Ending				
6/30/2012	\$18,244,519.53	\$0.00	\$1,113,754.70	\$19,358,274.23
6/30/2011	\$16,401,082.42	\$0.00	\$0.00	\$16,401,082.42
6/30/2010	\$12,762,567.55	\$0.00	\$0.00	\$12,762,567.55
6/30/2009	\$9,369,693.57	\$1,795,153.81	\$749,706.36	\$11,914,553.74
6/30/2008	\$5,607,745.35	\$0.00	\$0.00	\$5,607,745.35
6/30/2007	\$6,149,538.47	\$50,072.96	\$704,388.78	\$6,904,000.21
6/30/2006	\$7,444,256.16	\$0.00	\$0.00	\$7,444,256.16
6/30/2005	\$6,296,452.69	\$0.00	\$0.00	\$6,296,452.69
6/30/2004	\$7,626,328.79	\$0.00	\$0.00	\$7,626,328.79
6/30/2003	\$6,741,531.84	\$494,023.07	\$0.00	\$7,235,554.91
6/30/2002	\$5,009,602.20	\$400,838.21	\$0.00	\$5,410,440.41
6/30/2001	\$9,680,736.04	\$5,867,830.15	\$0.00	\$15,548,566.19
6/30/2000	\$9,022,213.64	\$6,509,684.84	\$0.00	\$15,531,898.48
6/30/1999	\$5,908,136.83	\$6,996,956.41	\$0.00	\$12,905,093.24
6/30/1998	\$5,127,486.48	\$7,136,860.10	\$0.00	\$12,264,346.58
6/30/1997	\$2,650,673.64	\$7,176,863.24	\$0.00	\$9,827,536.88
6/30/1996	\$891,635.68	\$5,939,983.77	\$0.00	\$6,831,619.45
6/30/1995	\$734,642.00	\$5,242,850.57	\$177.37	\$5,977,669.94
6/30/1994	\$853,822.23	\$5,737,422.07	\$543,137.19	\$7,134,381.49
6/30/1993	\$1,573,864.90	\$5,807,533.71	\$130,656.82	\$7,512,055.43
6/30/1992	\$671,910.71	\$4,311,761.40	\$1,890,202.41	\$6,873,874.52
6/30/1991	\$1,902,984.26	\$3,585,539.74	\$1,200,083.92	\$6,688,607.92
6/30/1990	\$1,008,534.49	\$2,970,711.76	\$842,591.70	\$4,821,837.95
6/30/1989	\$1,332,638.33	\$3,205,131.99	\$1,150,088.85	\$5,687,859.17
6/30/1988	\$1,368,665.03	\$3,649,329.68	\$1,275,212.79	\$6,293,207.50
6/30/1987	\$1,095,421.29	\$3,209,123.03	\$1,132,414.38	\$5,436,958.70
6/30/1986	\$819,958.46	\$2,051,912.63	\$1,851,137.41	\$4,723,008.50
6/30/1985	\$1,024,466.41	\$2,228,961.73	\$2,203,957.02	\$5,457,385.16
6/30/1984	\$1,085,628.71	\$2,734,966.05	\$1,647,039.77	\$5,467,634.53
6/30/1983	\$953,573.52	\$2,360,641.71	\$706,799.41	\$4,021,014.64
6/30/1982	\$515,615.87	\$2,416,640.24	\$242,041.95	\$3,174,298.06
6/30/1981	\$772,917.17	\$3,146,631.78	\$377,393.74	\$4,296,942.69
6/30/1980	\$576,843.72	\$2,551,764.29	\$980,452.04	\$4,109,060.05
6/30/1979	\$379,497.63	\$1,087,190.28	\$1,544,772.50	\$3,011,460.41
6/30/1978	\$536,499.49	\$1,093,894.51	\$1,664,209.39	\$3,294,603.39
6/30/1977	\$90,498.83	\$499,805.38	\$1,262,334.19	\$1,852,638.40
6/30/1976	\$439,207.27	\$830,940.60	\$888,523.44	\$2,158,671.31
6/30/1975	\$353,613.29	\$737,594.81	\$558,618.70	\$1,649,826.80



Kenton County Board of Education  
Cash Position 6/30/2013

	General/SR Fund	Building Fund	Capital Outlay	Construction
Beg. Balance	\$22,593,964.95	\$117,581.15	\$27,893.45	\$11,438,185.73
Receipts	\$7,334,456.61	\$884,896.00	\$0.00	\$0.00
Total	\$29,928,421.56	\$1,002,477.15	\$27,893.45	\$11,438,185.73
Transfers	\$0.00	\$1,002,477.15	\$19,679.45	\$0.00
Disbursements	\$14,322,345.11	\$0.00	\$0.00	\$676,974.41
Available Funds	\$15,606,076.45	\$0.00	\$8,214.00	\$10,761,211.32
Cash/Investments	\$15,606,076.45	\$0.00	\$8,214.00	\$10,761,211.32
Int. this Mo.	\$1,378.09	\$0.00	\$0.00	\$0.00
Int. Y-T-D	\$146,117.16	\$0.00	\$0.00	\$0.00

	Auton	Williams Memorial	Helen Mann Trust Fund
Beg. Balance	\$41,153.30	\$7,019.49	\$9,256.58
Receipts	\$1.69	\$0.29	\$0.38
Transfers In	\$0.00	\$0.00	\$0.00
Total	\$41,154.99	\$7,019.78	\$9,256.96
Disbursements	\$0.00	\$0.00	\$0.00
Available Funds	\$41,154.99	\$7,019.78	\$9,256.96
Cash/Investments	\$41,154.99	\$7,019.78	\$9,256.96
Int. this Mo.	\$1.69	\$0.29	\$0.38
Int. Y-T-D	\$20.43	\$3.50	\$4.61

	Food Service	
	Jun-13	
Beginning Balance		\$ 475,618.48
Receipts		
	INTEREST INCOME	\$18.98
	LUNCH - REIMBURSABLE	
	BREAKFAST - REIMBURSABLE	
	LUNCH - NON REIMBURSABLE	
	BREAKFAST - NON REIMBURSABLE	
	A-LA-CARTE SALES	
	RESTRICTED FED THRU STATE	\$ 276,130.41
	OTHER RECEIPTS	\$ 1,317.68
	MISCELLANEOUS REVENUE	
	Beginning Balance + Receipts	\$ 753,085.55
Disbursements		\$ 508,470.30
MUNIS Ending Balance		\$ 244,615.25

Kenton County Board of Education  
Schedule of Investments  
Jun-13

Investment Description	Principal Amount	Priced to Yield	Maturity Date	Call Date
FFB MM	\$634,358.96	0.50%	N/A	N/A
FHLB	\$3,000,000.00	0.74%	5/8/2017	2/8/2013
	\$3,634,358.96			

Kenton County Schools  
Board Report - June 2013

[illegible]

## 2013 Advanced Placement Cumulative Test Report

A twelve year span of College Board Advance Placement test reports indicates numerous opportunities for Kenton County High School students to take advantage of long term high school planning through enrollment in rigorous Advanced Placement course selections. The number of course offerings has remained consistent over time. The number of students taking the AP course exams increased by a significant 20 percent in the last year in comparison to students who completed the exam the year before. As the percentage of students enrolling in the courses and taking the exams increased over the past year, the percentage of students receiving college credit with a passing score of 3, 4, or 5 on the Advanced Placement tests remained consistent for a 2 year span. The reports provide an opportunity for individual high schools to evaluate their AP course offerings, student enrollment and percentage of students receiving college credit.

**Kenton County School District  
Cumulative Advanced Placement Testing Report  
2002-2013**

<b>AP Testing Date</b>	<b>Number Students Tested</b>	<b>Number Students/ Percent scoring 3, 4, or 5</b>
<b>May 2002</b>	<b>425</b>	<b>51%</b>
<b>May 2003</b>	<b>506</b>	<b>46%</b>
<b>May 2004</b>	<b>568</b>	<b>40.5%</b>
<b>May 2005</b>	<b>578</b>	<b>49.3%</b>
<b>May 2006</b>	<b>607</b>	<b>47.4%</b>
<b>May 2007</b>	<b>591</b>	<b>44.3%</b>
<b>May 2008</b>	<b>687</b>	<b>369/53.7%</b>
<b>May 2009</b>	<b>714</b>	<b>361/51%</b>
<b>May 2010</b>	<b>655</b>	<b>336/51%</b>
<b>May 2011</b>	<b>681</b>	<b>370/54%</b>
<b>May 2012</b>	<b>701</b>	<b>435/62%</b>
<b>May 2013</b>	<b>880</b>	<b>534/61%</b>

**Kenton County School District  
May 2013 Cumulative AP Report**

<b>Subject</b>	<b>School</b>	<b># Tested</b>	<b>Average score 1-5</b>	<b># and % scoring 3, 4 or 5</b>
Biology	Simon Kenton	38	3.0	28/74
Calculus AB	Dixie Heights	32	1.9	7/22
Calculus AB	Scott	36	2.4	18/50
Calculus AB	Simon Kenton	44	3.4	33/75
Calculus BC	Dixie Heights	17	4.0	15/88
Calculus BC	Scott	3	3.7	3/100
Calculus BC	Simon Kenton	2	2.5	1/50
Chemistry	Dixie Heights	18	3.7	16/89
Chemistry	Scott	18	2.1	7/39
Chemistry	Simon Kenton	40	2.8	24/60
English Language	Dixie Heights	170	2.8	99/58
English Language	Scott	61	2.6	26/43
English Literature	Dixie Heights	53	2.9	36/68
English Literature	Scott	22	2.4	6/27
English Literature	Simon Kenton	52	3.3	46/88
Environmental Science	Dixie Heights	1	5.0	1/100
Environmental Science	Scott	4	2.5	2/50
Environmental Science	Simon Kenton	2	1.5	0/0
European History	Dixie Heights	1	5.0	1/100
European History	Simon Kenton	6	2.2	3/50
French Language	Simon Kenton	4	2.5	1/25
German Language	Dixie Heights	10	3.2	6/60
German Language	Scott	5	2.0	1/20
Spanish Language	Dixie Heights	23	3.0	16/70
Spanish Language	Scott	9	1.0	0/0
Statistics	Dixie Heights	5	3.8	5/100
Statistics	Scott	3	3.3	3/100
Statistics	Simon Kenton	5	2.6	3/60
Studio Art 2D Design	Dixie Heights	4	4.8	4/100
Studio Art 2D Design	Scott	3	2.3	1/33
Studio Art 3D Design	Dixie Heights	1	2.0	0/100
Studio Art Drawing	Dixie Heights	6	4.2	6/100
Studio Art Drawing	Simon Kenton	4	3.5	4/100
U.S. History	Dixie Heights	62	3.4	45/73
U.S. History	Scott	26	3.3	19/73
U.S. History	Simon Kenton	67	2.5	33/49
World History	Simon Kenton	27	2.6	15/56
<b><u>Totals</u></b>	<b>District</b>	<b>880</b>	<b>-----</b>	<b>534/61</b>

**RECORD OF BOARD PROCEEDINGS  
(MINUTES)**

**The Kenton County Board of Education met in regular session at 1045 Eaton Drive, Ft. Wright, KY at 7 o'clock PM on the 1st day of July, 2013 with the following members present: Karen Collins, Bill Culbertson, Jessica Jehn, Tamara Miano and Carl Wicklund.**

**CALL TO ORDER**

Mrs. Collins called the meeting to order.

**ROLL CALL**

**Roll call showed the following members present:**

Karen Collins, Bill Culbertson, Jessica Jehn, Tamara Miano and Carl Wicklund

**MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

Mrs. Collins called for a moment of silence and  
Mr. Wicklund led the Pledge of Allegiance.

**RECOGNITION**

**Welcome to New Board Member – Jessica Jehn, Division #3**

**KENTON COUNTY BASIC DIPLOMA  
CONTRACT OF AGREEMENT FULFILLMENT**

The following students have completed the requirements set forth in a Contract of Agreement between the school, the Board of Education and students (and his or her family when the student is under the age of 18) enabling the student to earn a Kenton County School District Basic Diploma.

Paul William Totten – Dixie Heights High School  
Jordan Michael Auchter – Scott High School  
Taylor Morgan Smith – Scott High School

**RIGOR – RELEVANCE - RELATIONSHIPS**

**Introduction of New Central Office Staff**

- Director of Public Information and Community Engagement – Jessica Dykes
- Director of Finance – Susan Bentle
- Director of Student Engagement – Tom Arnzen

**Presentation – Tell Survey Results – Tracy Mann, Assistant Superintendent of Academics and Certified Personnel and Malina Owens, Director of Secondary Education.**

**INFORMATION**



**Monthly Reports – Attendance/Student Services, Energy, Finance, Scott Construction, Student Nutrition**

**Personnel:**

**Certified Recommendations**

**Classified Recommendations**

**Certified Retirements**

**Certified Resignations**

**Classified Resignations**

**Classified Retirements**

**Certified Change of Assignments**

**Classified Change of Assignments**

**Disability Retirement**

**Leaves of Absence without Compensation: Certified and Classified**

**Substitutes: Classified**

### **PUBLIC INPUT**

**The following spoke about social and emotional learning:**

**Betsy Sato**

**10604 Killarny Drive**

**Union, KY 41091**

**The following spoke about bullying:**

**Chris Hartman**

**2263 Frankfort Avenue**

**Frankfort, KY 40206**

### **CONSENT AGENDA**

**Approval of Minutes – Board Meeting – June 3, 2013 Board Meeting**

**Monthly Bills**

**Bids (4)**

**Fundraisers (4)**

**Field Trips (5; 2 struck from the agenda)**

**Professional Travel (last item struck from agenda)**

**External Support Booster Organizations (5)**

**High School Course Guides**

**Fidelity (performance) Bond**

### **DISCUSSION AND ACTION**

- 1. Ms. Miano motioned that the Board approve the Consent Agenda with striking #6 and #7 in D. Field Trips. Mr. Culbertson seconded the motion and it was voted unanimously to approve the Consent Agenda with striking #6 and #7 in D. Field Trips.**
- 2. Ms. Miano motioned that the Board approve the Coaches Handbook for the 2013-2014 school year. Mr. Culbertson seconded the motion and it was voted unanimously to approve the Coaches Handbook for the 2013-2014 school year.**

3. Ms. Miano motioned that the Board approve the revision in job description and duties for the Secondary Gifted Talented and VPAM Consultant Level IV/ Community Education Director. Mr. Wicklund seconded the motion and it was voted unanimously to approve the revision in job description and duties for the Secondary Gifted Talented and VPAM Consultant Level IV/ Community Education Director.
4. Ms. Miano motioned that the Board approve the revised salary schedule. Mr. Culbertson seconded the motion and it was voted unanimously to approve the revised salary schedule.
5. Mr. Wicklund motioned that the Board approve the compulsory attendance age from 16 to 18 beginning the 2015-16 school year. Ms. Miano seconded the motion and it was voted unanimously to approve the compulsory attendance age from 16 to 18 beginning the 2015-16 school year.
6. Mr. Culbertson motioned that the Board approve the Preschool Start and End times for the 2013-2014 school year. Ms. Miano seconded the motion and it was voted unanimously to approve the Preschool Start and End times for the 2013-2014 school year.
7. Mr. Wicklund motioned that the Board approve the change order to the purchase order for Gexpro in the amount of (\$7,115.23) contingent on the Kentucky Department of Education approval. Mr. Culbertson seconded the motion and it was voted unanimously to approve the change order to the purchase order for Gexpro in the amount of (\$7,115.23) contingent on the Kentucky Department of Education approval.
8. Ms. Miano motioned that the Board approve the BG-4 applications for twenty-seven (27) material suppliers associated with the Scott Phase II-A project BG-11-095, contingent on the Kentucky Department of Education approval. Mr. Wicklund seconded the motion and it was voted unanimously to approve the BG-4 applications for twenty-seven (27) material suppliers associated with the Scott Phase II-A project BG-11-095, contingent on the Kentucky Department of Education approval.
9. Ms. Miano motioned that the Board approve the District Code of Expected Behavior for the 2013-2014 School Year. Mr. Culbertson seconded the motion and it was voted unanimously to approve the District Code of Expected Behavior for the 2013-2014 School Year.
10. Ms. Miano motioned that the Agenda be made a part of the official board minutes. Mr. Wicklund seconded the motion and it was voted unanimously to make the Agenda part of the official board minutes.

### **OTHER BUSINESS**

#### **BOARD**

Dr. Cox-Cruey shared the following:

- Turkey Foot Middle School SBDM members have been trained and are ready to begin the Principal hiring process.

Mr. Wicklund welcomed the new Central Office staff members.

**STAFF**

None

**TEACHERS**

None

**Mrs. Collins stated that it was necessary to go into Executive Session for the purpose of KRS 61.810(1) #c (Litigation) #f (personnel).**

- 11. Mr. Culbertson motioned that the Board go into Executive Session. Mr. Wicklund seconded the motion and the Board unanimously voted to go into Executive Session.**
- 12. Mr. Wicklund motioned that the Board go into Open Session. Mr. Culbertson seconded the motion and the Board unanimously voted to go into Open Session.**
- 13. Mr. Culbertson motioned for adjournment. Mr. Wicklund seconded the motion – meeting was adjourned.**

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**Karen Collins, Chairperson**

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**Vicki Fields, Secretary**

07/12/2013 08:55  
 9291cfit

 Kenton County Schools  
 PAID WARRANT REPORT

 PG 1  
 appdwarr

WARRANT: 071213FS

TO FISCAL 2014/01 07/01/2013 TO 07/01/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
10786	FIFTH THIRD BANK									
	81077	06/28/13			103258	P	07/12/13	0025101 0582	TRAVEL - OUT OF DISTRICT	327.42
	INVOICE:	07-23-2013								
	81077	06/28/13			103258	P	07/12/13	0025101 0610	GENERAL SUPPLIES	77.28
	INVOICE:	07-23-2013								
	81077	06/28/13			103258	P	07/12/13	0065101 0433	EQUIPMENT REPAIR & MAINT	23.80
	INVOICE:	07-23-2013								
	81077	06/28/13			103258	P	07/12/13	0025101 0532	TELEPHONE	14.99
	INVOICE:	07-23-2013								
VENDOR TOTALS				64,095.72 YTD INVOICED				443.49 YTD PAID		443.49
REPORT TOTALS										443.49

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	443.49

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Kenton County Schools  
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WARRANT: 07/12/13

TO FISCAL 2014/01 07/01/2013 TO 07/01/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
1145 BULLOCK PEN WATER DISTRICT	070-7-13	06/28/13			103259	P	07/12/13	0701087 0411	WATER/SEWAGE	95.57
	INVOICE:	070-7-13								
VENDOR TOTALS				95.57 YTD INVOICED				95.57 YTD PAID		95.57
14 CINCINNATI ENQUIRER, THE	6750430	06/29/13			103260	P	07/12/13	9201134 0542	NEWSPAPER ADVERTISING	85.57
	INVOICE:	6750430								
VENDOR TOTALS				85.57 YTD INVOICED				85.57 YTD PAID		85.57
227 DUKE ENERGY	006-7-13	07/02/13			103261	P	07/12/13	0061087 0621	NATURAL GAS	126.12
	INVOICE:	006-7-13								
	006A-7-13	06/28/13			103261	P	07/12/13	0061087 0622	ELECTRICITY	12,267.11
	INVOICE:	006A-7-13								
	009-7-13	06/25/13			103261	P	07/12/13	0091087 0621	NATURAL GAS	83.81
	INVOICE:	009-7-13								
	009-7-13	06/25/13			103261	P	07/12/13	0091087 0622	ELECTRICITY	128.36
	INVOICE:	009-7-13								
	020-7-13	06/27/13			103261	P	07/12/13	0201087 0621	NATURAL GAS	80.10
	INVOICE:	020-7-13								
	020-7-13	06/27/13			103261	P	07/12/13	0201087 0622	ELECTRICITY	3,956.52
	INVOICE:	020-7-13								
	040-7-13	06/26/13			103261	P	07/12/13	0401087 0622	ELECTRICITY	1,730.38
	INVOICE:	040-7-13								
	040A-7-13	06/27/13			103261	P	07/12/13	0401087 0622	ELECTRICITY	13,575.45
	INVOICE:	040A-7-13								
	120-7-13	06/25/13			103261	P	07/12/13	1201087 0622	ELECTRICITY	19,567.15
	INVOICE:	120-7-13								
	901-7-13	07/01/13			103261	P	07/12/13	9011096 0622	ELECTRICITY	16.38
	INVOICE:	901-7-13								
	901A-7-13	07/01/13			103261	P	07/12/13	9011096 0622	ELECTRICITY	343.83
	INVOICE:	901A-7-13								
	903-7-13	06/27/13			103261	P	07/12/13	9031087 0621	NATURAL GAS	102.37
	INVOICE:	903-7-13								
	903-7-13	06/27/13			103261	P	07/12/13	9031087 0622	ELECTRICITY	1,455.76
	INVOICE:	903-7-13								
VENDOR TOTALS				53,433.34 YTD INVOICED				53,433.34 YTD PAID		53,433.34
10786 FIFTH THIRD BANK	3543-7-13	06/27/13			103262	P	07/12/13	0011075 0582	TRAVEL - OUT OF DISTRICT	254.66
	INVOICE:	3543-7-13								
	3543-7-13	06/27/13			103262	P	07/12/13	0011075 0582	TRAVEL - OUT OF DISTRICT	254.66
	INVOICE:	3543-7-13								
	3543-7-13	06/27/13			103262	P	07/12/13	0011075 0582	TRAVEL - OUT OF DISTRICT	254.66
	INVOICE:	3543-7-13								
	3543-7-13	06/27/13			103262	P	07/12/13	0002118 0582	GFCA TRAVEL - OUT OF DISTRICT	945.80
	INVOICE:	3543-7-13								



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Kenton County Schools  
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TO FISCAL 2014/01 07/01/2013 TO 07/01/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	3543-7-13	06/27/13			103262	P	07/12/13	0002118 0582	GFCA TRAVEL - OUT OF DISTRICT	945.80
	INVOICE: 3543-7-13	06/27/13			103262	P	07/12/13	0002118 0582	GFCA TRAVEL - OUT OF DISTRICT	965.80
	3543-7-13	06/27/13			103262	P	07/12/13	0002118 0582	GFCA TRAVEL - OUT OF DISTRICT	965.80
	INVOICE: 3543-7-13	06/27/13			103262	P	07/12/13	0002118 0582	GFCA TRAVEL - OUT OF DISTRICT	965.80
	3543-7-13	06/27/13			103262	P	07/12/13	0002118 0582	GFCA TRAVEL - OUT OF DISTRICT	965.80
	INVOICE: 3543-7-13	06/27/13			103262	P	07/12/13	0002118 0582	GFCA TRAVEL - OUT OF DISTRICT	965.80
	3543-7-13	06/27/13			103262	P	07/12/13	0011082 0582	TRAVEL - OUT OF DISTRICT	134.97
	INVOICE: 3543-7-13	06/27/13			103263	P	07/12/13	0001087 0532	TELEPHONE	452.10
	5424-7-13	06/21/13			103263	P	07/12/13	0001118 0610	015X GENERAL SUPPLIES	27.37
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0001118 0646	006X TESTS	30.00
	5424-7-13	06/21/13			103263	P	07/12/13	0001124 0610	GENERAL SUPPLIES	31.98
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0002009 0734	1623 COMPUTERS & RELATED EQUIP	4,529.87
	5424-7-13	06/21/13			103263	P	07/12/13	0002027 0610	3373 GENERAL SUPPLIES	75.00
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0002121 0610	3103 GENERAL SUPPLIES	14.99
	5424-7-13	06/21/13			103263	P	07/12/13	0002121 0610	3373 GENERAL SUPPLIES	64.99
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0005101 0532	TELEPHONE	44.97
	5424-7-13	06/21/13			103263	P	07/12/13	0011075 0610	GENERAL SUPPLIES	1,475.37
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0011082 0349	OTHER PROFESSIONAL SERVIC	673.80
	5424-7-13	06/21/13			103263	P	07/12/13	0011087 0532	TELEPHONE	6,159.78
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0011134 0610	GENERAL SUPPLIES	104.93
	5424-7-13	06/21/13			103263	P	07/12/13	0021087 0532	TELEPHONE	178.46
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0025101 0433	EQUIPMENT REPAIR & MAINT	78.22
	5424-7-13	06/21/13			103263	P	07/12/13	0025101 0610	GENERAL SUPPLIES	186.40
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0051087 0532	TELEPHONE	1,593.32
	5424-7-13	06/21/13			103263	P	07/12/13	0051134 0610	GENERAL SUPPLIES	417.99
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0055101 0433	EQUIPMENT REPAIR & MAINT	38.18
	5424-7-13	06/21/13			103263	P	07/12/13	0061087 0532	TELEPHONE	1,256.67

VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0081087 0532	TELEPHONE	2,999.37
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0081134 0610	GENERAL SUPPLIES	9.47
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0085101 0433	EQUIPMENT REPAIR & MAINT	158.95
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0085101 0610	GENERAL SUPPLIES	8.49
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0201087 0532	TELEPHONE	458.54
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0205101 0433	EQUIPMENT REPAIR & MAINT	210.50
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0401087 0532	TELEPHONE	926.06
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0401134 0610	GENERAL SUPPLIES	995.57
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0405101 0433	EQUIPMENT REPAIR & MAINT	972.26
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0405101 0610	GENERAL SUPPLIES	78.66
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0451087 0532	TELEPHONE	2,491.27
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0451134 0431	HVAC/ELECTRIC REPAIR & MA	3,121.51
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0451134 0610	GENERAL SUPPLIES	242.23
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0455101 0433	EQUIPMENT REPAIR & MAINT	204.00
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0455101 0610	GENERAL SUPPLIES	358.40
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0501087 0532	TELEPHONE	774.42
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0501134 0431	HVAC/ELECTRIC REPAIR & MA	243.00
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0501134 0610	GENERAL SUPPLIES	52.77
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0505101 0433	EQUIPMENT REPAIR & MAINT	146.00
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0552198 0532	1033 TELEPHONE	64.76
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0601087 0532	TELEPHONE	1,181.79
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0601134 0431	HVAC/ELECTRIC REPAIR & MA	82.80
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0601134 0610	GENERAL SUPPLIES	101.68
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0605101 0433	EQUIPMENT REPAIR & MAINT	332.00
	INVOICE:	5424-7-13								
	5424-7-13	06/21/13			103263	P	07/12/13	0701087 0532	TELEPHONE	1,194.57
	INVOICE:	5424-7-13								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	5424-7-13	06/21/13			103263	P	07/12/13	0701134 0431	HVAC/ELECTRIC REPAIR & MA	185.92
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0701134 0610	GENERAL SUPPLIES	446.29
	5424-7-13	06/21/13			103263	P	07/12/13	0801087 0532	TELEPHONE	2,707.23
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0801134 0431	HVAC/ELECTRIC REPAIR & MA	47.88
	5424-7-13	06/21/13			103263	P	07/12/13	0801134 0610	GENERAL SUPPLIES	132.70
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0901087 0532	TELEPHONE	1,368.17
	5424-7-13	06/21/13			103263	P	07/12/13	0901134 0610	GENERAL SUPPLIES	130.00
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0905101 0433	EQUIPMENT REPAIR & MAINT	462.03
	5424-7-13	06/21/13			103263	P	07/12/13	0905101 0610	GENERAL SUPPLIES	14.94
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	0951087 0532	0500 TELEPHONE	193.46
	5424-7-13	06/21/13			103263	P	07/12/13	0951134 0610	GENERAL SUPPLIES	28.96
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	1001087 0532	TELEPHONE	1,003.75
	5424-7-13	06/21/13			103263	P	07/12/13	1001134 0610	GENERAL SUPPLIES	1,335.91
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	1005101 0433	EQUIPMENT REPAIR & MAINT	130.47
	5424-7-13	06/21/13			103263	P	07/12/13	1031087 0532	TELEPHONE	2,045.63
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	1031134 0442	EQUIPMENT & VEHICLE RENT	156.00
	5424-7-13	06/21/13			103263	P	07/12/13	1031134 0610	GENERAL SUPPLIES	558.56
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	1035101 0433	EQUIPMENT REPAIR & MAINT	474.72
	5424-7-13	06/21/13			103263	P	07/12/13	1051087 0532	TELEPHONE	1,065.14
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	1051134 0610	GENERAL SUPPLIES	254.80
	5424-7-13	06/21/13			103263	P	07/12/13	1055101 0433	EQUIPMENT REPAIR & MAINT	15.26
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	1081087 0532	TELEPHONE	2,434.44
	5424-7-13	06/21/13			103263	P	07/12/13	1081134 0610	GENERAL SUPPLIES	60.75
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	1101087 0532	TELEPHONE	118.95
	5424-7-13	06/21/13			103263	P	07/12/13	1201087 0532	TELEPHONE	481.18
	INVOICE: 5424-7-13	06/21/13			103263	P	07/12/13	1201134 0610	GENERAL SUPPLIES	350.41

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	5424-7-13								
5424-7-13	06/21/13				103263	P	07/12/13	4951087 0532	TELEPHONE	839.91
	INVOICE:	5424-7-13								
5424-7-13	06/21/13				103263	P	07/12/13	4951134 0431	HVAC/ELECTRIC REPAIR & MA	253.76
	INVOICE:	5424-7-13								
5424-7-13	06/21/13				103263	P	07/12/13	4951134 0610	GENERAL SUPPLIES	1,437.55
	INVOICE:	5424-7-13								
5424-7-13	06/21/13				103263	P	07/12/13	9011096 0532	TELEPHONE	2,251.74
	INVOICE:	5424-7-13								
5424-7-13	06/21/13				103263	P	07/12/13	9031087 0532	TELEPHONE	156.21
	INVOICE:	5424-7-13								
5424-7-13	06/21/13				103263	P	07/12/13	9201134 0435	VEHICLE REPAIR & MAINT	243.93
	INVOICE:	5424-7-13								
5424-7-13	06/21/13				103263	P	07/12/13	9201134 0610	GENERAL SUPPLIES	768.37
	INVOICE:	5424-7-13								
VENDOR TOTALS				64,095.72 YTD INVOICED				64,095.72 YTD PAID		63,652.23
8600	NORTHERN KENTUCKY WATER SERVICE									
080-7-13	06/28/13				103264	P	07/12/13	0801087 0411	WATER/SEWAGE	227.85
	INVOICE:	080-7-13								
100-7-13	06/24/13				103264	P	07/12/13	1001087 0411	WATER/SEWAGE	737.87
	INVOICE:	100-7-13								
110-7-13	06/28/13				103264	P	07/12/13	1101087 0411	WATER/SEWAGE	48.71
	INVOICE:	110-7-13								
VENDOR TOTALS				1,014.43 YTD INVOICED				1,014.43 YTD PAID		1,014.43
2753	SAM'S CLUB									
9379-7-13	06/25/13				103265	P	07/12/13	0001118 0630	FOOD	65.10
	INVOICE:	9379-7-13								
9379-7-13	06/25/13				103265	P	07/12/13	0001118 0630	FOOD	102.20
	INVOICE:	9379-7-13								
9379-7-13	06/25/13				103265	P	07/12/13	0002121 0610 3373	GENERAL SUPPLIES	181.72
	INVOICE:	9379-7-13								
VENDOR TOTALS				349.02 YTD INVOICED				349.02 YTD PAID		349.02
10119	THE BANK OF NEW YORK MELLON TRUST COMPAN									
KENT09C	07/02/13				103266	P	07/12/13	0004112 0831 BD09C	PRINCIPAL ON BONDS	555,000.00
	INVOICE:	KENT09C								
KENT09C	07/02/13				103266	P	07/12/13	0004112 0832 BD09C	INTEREST ON LEASES & LT L	77,153.75
	INVOICE:	KENT09C								
SERIES-2009	07/02/13				103266	P	07/12/13	0004112 0832 BD09	INTEREST ON LEASES & LT L	583,811.61
	INVOICE:	SERIES-2009								
VENDOR TOTALS				1,215,965.36 YTD INVOICED				1,215,965.36 YTD PAID		1,215,965.36
									REPORT TOTALS	1,334,595.52

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 Kenton County Schools  
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WARRANT: 07/12/13

TO FISCAL 2014/01 07/01/2013 TO 07/01/2014

VENDOR NAME

DOCUMENT

INV DATE VOUCHER

PO

CHECK NO

T CHK DATE GL ACCOUNT

GL ACCOUNT DESCRIPTION

COUNT

AMOUNT

TOTAL PRINTED CHECKS

8

1,334,595.52

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 Kenton County Schools  
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WARRANT: 07/13/13

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
10874 MOLONY, KRISTINE DIANE										
JUNE-9-13		07/12/13			103668	P	07/12/13	0401118 0582 7000	TRAVEL - OUT OF DISTRICT	308.21
INVOICE: JUNE-9-13										
VENDOR TOTALS				308.21	YTD INVOICED			308.21	YTD PAID	308.21
									REPORT TOTALS	308.21

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	308.21

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WARRANT: 072613FS

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	103722	07/15/13		14000621	103675	P	07/26/13	0085101 0630	FOOD	1,517.48
	INVOICE:	152389649								
	103723	07/15/13		14000620	103675	P	07/26/13	0905101 0630	FOOD	1,466.04
	INVOICE:	152389647								
	103724	07/15/13		14000619	103675	P	07/26/13	1055101 0630	FOOD	1,466.04
	INVOICE:	152389650								
	81080	04/02/13			103675	P	07/26/13	0065101 0630	FOOD	598.50
	INVOICE:	151084125								
	VENDOR TOTALS			5,048.06	YTD INVOICED			5,048.06	YTD PAID	5,048.06
8155	KLOSTERMAN'S BAKING COMPANY									
	81078	05/20/13			103676	P	07/26/13	4955101 0630	FOOD	20.40
	INVOICE:	013010414017								
	VENDOR TOTALS			20.40	YTD INVOICED			20.40	YTD PAID	20.40
10120	KROGER CO., THE									
	81060	06/22/13			103677	P	07/26/13	0025101 0630	FOOD	14.95
	INVOICE:	0513155135								
	VENDOR TOTALS			14.95	YTD INVOICED			14.95	YTD PAID	14.95
92	QUILL CORPORATION									
	103726	07/11/13		14000618	103678	P	07/26/13	0025101 0610	GENERAL SUPPLIES	15.29
	INVOICE:	3985913								
	VENDOR TOTALS			990.30	YTD INVOICED			15.29	YTD PAID	15.29
8157	REEVES PRODUCE									
	103268	07/08/13		13007562	103679	P	07/26/13	4955632 0630	SP13 FOOD	39.15
	INVOICE:	41911								
	103269	07/12/13		13007562	103679	P	07/26/13	4955632 0630	SP13 FOOD	58.65
	INVOICE:	41919								
	81061	06/28/13		13007563	103679	P	07/26/13	1035632 0630	SP13 FOOD	91.50
	INVOICE:	43100								
	81062	06/21/13		13007563	103679	P	07/26/13	1035632 0630	SP13 FOOD	159.50
	INVOICE:	43088								
	81063	06/14/13		13007563	103679	P	07/26/13	1035632 0630	SP13 FOOD	124.70
	INVOICE:	43076								
	81064	06/07/13		13007563	103679	P	07/26/13	1035632 0630	SP13 FOOD	61.50
	INVOICE:	43066								
	81065	06/28/13		13007562	103679	P	07/26/13	4955632 0630	SP13 FOOD	40.80
	INVOICE:	43098								
	81074	05/16/13			103679	P	07/26/13	0905101 0630	FOOD	599.60
	INVOICE:	43007								
	81075	05/21/13			103679	P	07/26/13	0405101 0630	FOOD	47.50
	INVOICE:	43014								
	81076	05/20/13			103679	P	07/26/13	0905101 0630	FOOD	5.20
	INVOICE:	43025								

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Kenton County Schools  
 PAID WARRANT REPORT

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WARRANT: 072613FS

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION
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VENDOR TOTALS	1,228.10	YTD INVOICED	1,228.10	YTD PAID	1,228.10
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REPORT TOTALS	12,552.25
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	COUNT	AMOUNT
TOTAL PRINTED CHECKS	11	12,552.25

\*\* END OF REPORT - Generated by Cherrie Fitzgerald \*\*

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Kenton County Schools  
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WARRANT: 07/25/13

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
12932 A & A LAWN CARE & LANDSCAPING										
75815	INVOICE: 75815	06/24/13		13005799	103680	P	07/26/13	0801134 0424	CONTRACT GROUNDS SERVICE	274.56
75816	INVOICE: 75816	06/24/13		13005800	103680	P	07/26/13	1081134 0424	CONTRACT GROUNDS SERVICE	482.56
75816	INVOICE: 75816	06/24/13		13005800	103680	P	07/26/13	1201134 0424	CONTRACT GROUNDS SERVICE	482.56
75817	INVOICE: 75817	06/24/13		13005801	103680	P	07/26/13	1001134 0424	CONTRACT GROUNDS SERVICE	171.60
75818	INVOICE: 75818	06/24/13		13005802	103680	P	07/26/13	1101134 0424	CONTRACT GROUNDS SERVICE	102.96
75819	INVOICE: 75819	06/24/13		13005803	103680	P	07/26/13	4951134 0424	CONTRACT GROUNDS SERVICE	274.56
75820	INVOICE: 75820	06/24/13		13005790	103680	P	07/26/13	0601134 0424	CONTRACT GROUNDS SERVICE	205.92
75821	INVOICE: 75821	06/24/13		13005791	103680	P	07/26/13	0451134 0424	CONTRACT GROUNDS SERVICE	240.24
75822	INVOICE: 75822	06/24/13		13005792	103680	P	07/26/13	0061134 0424	CONTRACT GROUNDS SERVICE	240.24
75823	INVOICE: 75823	06/24/13		13005793	103680	P	07/26/13	0201134 0424	CONTRACT GROUNDS SERVICE	248.56
75823	INVOICE: 75823	06/24/13		13005793	103680	P	07/26/13	1031134 0424	CONTRACT GROUNDS SERVICE	248.56
75824	INVOICE: 75824	06/24/13		13005789	103680	P	07/26/13	0401134 0424	CONTRACT GROUNDS SERVICE	530.40
VENDOR TOTALS				.00 YTD INVOICED	3,502.72 YTD PAID					3,502.72
10220 ALL-RITE READY MIX, INC.										
530727	INVOICE: 530727	05/29/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	1,688.00
530850	INVOICE: 530850	05/30/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	2,110.00
530851	INVOICE: 530851	05/30/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	422.00
531002	INVOICE: 531002	05/31/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	379.80
531188	INVOICE: 531188	06/03/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	1,266.00
531285	INVOICE: 531285	06/04/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	1,266.00
531395	INVOICE: 531395	06/05/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	1,117.00
531505	INVOICE: 531505	06/06/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	422.00
531563	INVOICE: 531563	06/07/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	422.00
531564	INVOICE: 531564	06/07/13		13006484	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	1,740.15
531718	INVOICE: 531718	06/11/13		13006484	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	966.75



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WARRANT: 07/25/13

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	531859	06/12/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	844.00
	INVOICE: 531859									
	531860	06/12/13		13006484	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	1,289.00
	INVOICE: 531860									
	532017	06/14/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	2,954.00
	INVOICE: 532017									
	532018	06/14/13		13006484	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	644.50
	INVOICE: 532018									
	532019	06/14/13		13006484	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	2,578.00
	INVOICE: 532019									
	532160	06/17/13		13006485	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	1,417.50
	INVOICE: 532160									
	532255	06/18/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	422.00
	INVOICE: 532255									
	532256	06/18/13		13006484	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	1,933.50
	INVOICE: 532256									
	532356	06/19/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	1,266.00
	INVOICE: 532356									
	532357	06/19/13		13006484	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	1,289.00
	INVOICE: 532357									
	532483	06/20/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	2,871.00
	INVOICE: 532483									
	532484	06/20/13		13006484	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	3,029.15
	INVOICE: 532484									
	532600	06/21/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	844.00
	INVOICE: 532600									
	532601	06/21/13		13006484	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	386.70
	INVOICE: 532601									
	532743	06/24/13		13006483	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	2,532.00
	INVOICE: 532743									
	532845	06/25/13		13006485	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	675.00
	INVOICE: 532845									
	532959	06/26/13		13006485	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	371.25
	INVOICE: 532959									
	533423	07/01/13		13006485	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	277.95
	INVOICE: 533423									
	533569	07/03/13		13006485	103681	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	337.50
	INVOICE: 533569									
VENDOR TOTALS				.00	YTD INVOICED			37,761.75	YTD PAID	37,761.75
11989 ALLEN, PAULA										
	6-23-26	07/25/13			103682	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	38.00
	INVOICE: 6-23-26									
VENDOR TOTALS				.00	YTD INVOICED			38.00	YTD PAID	38.00
1096 ARAMARK UNIFORM SERVICES										
	543-7128794	05/27/13			103683	P	07/26/13	1031087 0610	GENERAL SUPPLIES	40.20
	INVOICE: 543-7128794									
	543-7128795	05/27/13			103683	P	07/26/13	0451087 0610	GENERAL SUPPLIES	4.45

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WARRANT: 07/25/13

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VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	543-7128795								
	543-7129950	05/29/13			103683	P	07/26/13	0071087 0610	GENERAL SUPPLIES	44.35
	INVOICE:	543-7129950								
	543-7129951	05/29/13			103683	P	07/26/13	0081087 0610	GENERAL SUPPLIES	38.30
	INVOICE:	543-7129951								
	543-7129955	05/29/13			103683	P	07/26/13	0051087 0610	GENERAL SUPPLIES	20.00
	INVOICE:	543-7129955								
	543-7129960	05/29/13			103683	P	07/26/13	0501087 0610	GENERAL SUPPLIES	17.50
	INVOICE:	543-7129960								
	543-7129982	05/29/13			103683	P	07/26/13	0401087 0610	GENERAL SUPPLIES	44.20
	INVOICE:	543-7129982								
	543-7130542	05/30/13			103683	P	07/26/13	0061087 0610	GENERAL SUPPLIES	22.30
	INVOICE:	543-7130542								
	543-7130543	05/30/13			103683	P	07/26/13	0601087 0610	GENERAL SUPPLIES	12.25
	INVOICE:	543-7130543								
	543-7132828	06/05/13			103683	P	07/26/13	0901087 0610	GENERAL SUPPLIES	41.30
	INVOICE:	543-7132828								
	543-7132835	06/05/13			103683	P	07/26/13	1051087 0610	GENERAL SUPPLIES	58.05
	INVOICE:	543-7132835								
	543-7132836	06/05/13			103683	P	07/26/13	0951087 0610	GENERAL SUPPLIES	7.25
	INVOICE:	543-7132836								
	543-7132839	06/05/13			103683	P	07/26/13	1001087 0610	GENERAL SUPPLIES	32.55
	INVOICE:	543-7132839								
	543-7132840	06/05/13			103683	P	07/26/13	1081087 0610	GENERAL SUPPLIES	11.20
	INVOICE:	543-7138240								
	543-7132841	06/05/13			103683	P	07/26/13	1201087 0610	GENERAL SUPPLIES	14.15
	INVOICE:	543-7132841								
	543-7132851	06/05/13			103683	P	07/26/13	0201087 0610	GENERAL SUPPLIES	41.80
	INVOICE:	543-7132851								
	543-7134584	06/10/13			103683	P	07/26/13	1031087 0610	GENERAL SUPPLIES	40.20
	INVOICE:	543-7134584								
	543-7134585	06/10/13			103683	P	07/26/13	0451087 0610	GENERAL SUPPLIES	4.45
	INVOICE:	543-7134585								
	543-7135732	06/12/13			103683	P	07/26/13	0071087 0610	GENERAL SUPPLIES	44.35
	INVOICE:	543-7135732								
	543-7135733	06/12/13			103683	P	07/26/13	0081087 0610	GENERAL SUPPLIES	38.30
	INVOICE:	543-7135733								
	543-7135737	06/12/13			103683	P	07/26/13	0051087 0610	GENERAL SUPPLIES	20.00
	INVOICE:	543-7135737								
	543-7135742	06/12/13			103683	P	07/26/13	0501087 0610	GENERAL SUPPLIES	17.50
	INVOICE:	543-7135742								
	543-7135746	06/12/13			103683	P	07/26/13	0701087 0610	GENERAL SUPPLIES	20.90
	INVOICE:	543-7135746								
	543-7135764	06/12/13			103683	P	07/26/13	0401087 0610	GENERAL SUPPLIES	44.20
	INVOICE:	543-7135764								
	543-7136319	06/13/13			103683	P	07/26/13	0061087 0610	GENERAL SUPPLIES	22.30
	INVOICE:	543-7136319								
	543-7136320	06/13/13			103683	P	07/26/13	0601087 0610	GENERAL SUPPLIES	12.25
	INVOICE:	543-7136320								
	543-7138604	06/19/13			103683	P	07/26/13	0901087 0610	GENERAL SUPPLIES	41.30
	INVOICE:	543-7138604								

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WARRANT: 07/25/13

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	543-7138611	06/19/13			103683	P	07/26/13	1051087 0610	GENERAL SUPPLIES	58.05
	INVOICE: 543-7138611									
	543-7138612	06/19/13			103683	P	07/26/13	0951087 0610	GENERAL SUPPLIES	7.25
	INVOICE: 543-7138612									
	543-7138613	06/19/13			103683	P	07/26/13	4951087 0610	GENERAL SUPPLIES	12.60
	INVOICE: 543-7138613									
	543-7138615	06/19/13			103683	P	07/26/13	1001087 0610	GENERAL SUPPLIES	32.55
	INVOICE: 543-7138615									
	543-7138616	06/19/13			103683	P	07/26/13	1081087 0610	GENERAL SUPPLIES	11.20
	INVOICE: 543-7138616									
	543-7138617	06/19/13			103683	P	07/26/13	1201087 0610	GENERAL SUPPLIES	14.15
	INVOICE: 543-7138617									
	543-7138627	06/19/13			103683	P	07/26/13	0201087 0610	GENERAL SUPPLIES	41.80
	INVOICE: 543-7138627									
	543-7140319	06/24/13			103683	P	07/26/13	1031087 0610	GENERAL SUPPLIES	40.20
	INVOICE: 543-7140319									
	543-7140320	06/24/13			103683	P	07/26/13	0451087 0610	GENERAL SUPPLIES	4.45
	INVOICE: 543-7140320									
	543-7141483	06/26/13			103683	P	07/26/13	0801087 0610	GENERAL SUPPLIES	14.10
	INVOICE: 543-7141483									
	543-7141486	06/26/13			103683	P	07/26/13	0071087 0610	GENERAL SUPPLIES	44.35
	INVOICE: 543-7141486									
	543-7141487	06/26/13			103683	P	07/26/13	0081087 0610	GENERAL SUPPLIES	38.30
	INVOICE: 543-7141487									
	543-7141491	06/26/13			103683	P	07/26/13	0051087 0610	GENERAL SUPPLIES	20.00
	INVOICE: 543-7141491									
	543-7141494	06/26/13			103683	P	07/26/13	9201134 0610	GENERAL SUPPLIES	38.52
	INVOICE: 543-7141494									
	543-7141496	06/26/13			103683	P	07/26/13	0501087 0610	GENERAL SUPPLIES	17.50
	INVOICE: 543-7141496									
	543-7141517	06/26/13			103683	P	07/26/13	0401087 0610	GENERAL SUPPLIES	44.20
	INVOICE: 543-7141517									
	543-7142074	06/27/13			103683	P	07/26/13	0061087 0610	GENERAL SUPPLIES	22.30
	INVOICE: 543-7142074									
	543-7142075	06/27/13			103683	P	07/26/13	0601087 0610	GENERAL SUPPLIES	12.25
	INVOICE: 543-7142075									
VENDOR TOTALS				.00 YTD INVOICED				1,229.37 YTD PAID		1,229.37
13875 ARCH MATERIALS LLC.										
	37646	06/04/13		13006486	103684	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	1,182.68
	INVOICE: 37646									
	37719	06/05/13		13006486	103684	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	630.21
	INVOICE: 37719									
	37720	06/05/13		13006487	103684	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	7,747.03
	INVOICE: 37720									
	37785	06/06/13		13006486	103684	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	292.02
	INVOICE: 37785									
VENDOR TOTALS				.00 YTD INVOICED				9,851.94 YTD PAID		9,851.94

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WARRANT: 07/25/13

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VENDOR NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
13845 AVANT COMMUNICATION AND TECHNOLOGY, LLC									
169 INVOICE: 169	04/16/13			103685	P	07/26/13	9031134 0434Y	BLDG REPAIR & MAINTENANCE	195.00
170 INVOICE: 170	04/16/13			103685	P	07/26/13	0901134 0434Y	BLDG REPAIR & MAINTENANCE	390.00
220 INVOICE: 220	05/16/13			103685	P	07/26/13	0601134 0434Y	BLDG REPAIR & MAINTENANCE	130.00
221 INVOICE: 221	06/30/13			103685	P	07/26/13	0901134 0434Y	BLDG REPAIR & MAINTENANCE	900.00
222 INVOICE: 222	05/16/13			103685	P	07/26/13	0071134 0434Y	BLDG REPAIR & MAINTENANCE	345.00
224 INVOICE: 224	05/16/13			103685	P	07/26/13	0201134 0434Y	BLDG REPAIR & MAINTENANCE	362.50
VENDOR TOTALS			665.00 YTD INVOICED				2,322.50 YTD PAID		2,322.50
10466 BAKER, CHRISTINE									
6-6-6-21 INVOICE: 6-6-6-21	06/30/13			103686	P	07/26/13	9201134 0581	TRAVEL - IN DISTRICT	36.73
VENDOR TOTALS			.00 YTD INVOICED				36.73 YTD PAID		36.73
2548 BANTA, KIM									
5-16-6-27 INVOICE: 5-16-6-27	06/30/13			103687	P	07/26/13	0011099 0581	TRAVEL - IN DISTRICT	150.86
VENDOR TOTALS			47.30 YTD INVOICED				150.86 YTD PAID		150.86
3884 BLUEGRASS INTERNATIONAL TRUCKS, BUSES AN									
X10004581301 INVOICE: X10004581301	06/12/13			103688	P	07/26/13	9011096 0663	REPAIR PARTS	439.96
X10004581302 INVOICE: X10004581302	06/17/13	13007632		103688	P	07/26/13	9011096 0663	REPAIR PARTS	331.92
X10004581303 INVOICE: X10004581303	06/27/13			103688	P	07/26/13	9011096 0663	REPAIR PARTS	202.36
X10004603301 INVOICE: X10004603301	06/18/13			103688	P	07/26/13	9011096 0663	REPAIR PARTS	-320.00
VENDOR TOTALS			154.63 YTD INVOICED				654.24 YTD PAID		654.24
10713 BREWSTER, JOHN D.									
6-26-6-28 INVOICE: 6-26-6-28	07/25/13			103689	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	803.47
VENDOR TOTALS			.00 YTD INVOICED				803.47 YTD PAID		803.47
12722 BRIDGES AUTO UPHOLSTERY LLC									
6-26-13 INVOICE: 6-26-13	06/26/13			103690	P	07/26/13	9011096 0663	REPAIR PARTS	110.00





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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				.00	YTD INVOICED			4,949.59	YTD PAID	4,949.59
13983 CINCINNATI SAFETY LLC	116090	06/21/13			103698	P	07/26/13	1051134 0431	HVAC/ELECTRIC REPAIR & MA	667.00
	INVOICE:	116090								
VENDOR TOTALS				.00	YTD INVOICED			667.00	YTD PAID	667.00
2628 CLASSROOM DIRECT.COM	208110635648	07/11/13		13006580	103699	P	07/26/13	4951118 0610 7000	GENERAL SUPPLIES	220.87
	INVOICE:	208110635648								
VENDOR TOTALS				.00	YTD INVOICED			220.87	YTD PAID	220.87
13881 CONTRACTORS MATERIALS COMPANY	32799	05/31/13		13006495	103700	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	9,673.73
	INVOICE:	32799								
	32800	05/31/13		13006495	103700	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	1,357.50
	INVOICE:	32800								
	32801	05/31/13		13006495	103700	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	215.00
	INVOICE:	32801								
VENDOR TOTALS				.00	YTD INVOICED			11,246.23	YTD PAID	11,246.23
270 CRESCENT SPRINGS HARDWARE	195520	06/04/13			103701	P	07/26/13	0401134 0610	GENERAL SUPPLIES	12.48
	INVOICE:	195520								
	196061	06/20/13			103701	P	07/26/13	0401134 0610	GENERAL SUPPLIES	11.49
	INVOICE:	196061								
	196065	06/20/13			103701	P	07/26/13	0201134 0610	GENERAL SUPPLIES	4.99
	INVOICE:	196065								
	196207	06/25/13			103701	P	07/26/13	1031087 0610	GENERAL SUPPLIES	13.76
	INVOICE:	196207								
	196908	07/17/13			103701	P	07/26/13	9011096 0433	EQUIPMENT REPAIR & MAINT	20.97
	INVOICE:	196908								
VENDOR TOTALS				.00	YTD INVOICED			63.69	YTD PAID	63.69
1655 D-C ELEVATOR CO., INC.	189653	07/10/13			103702	P	07/26/13	0501134 0434Y	BLDG REPAIR & MAINTENANCE	129.00
	INVOICE:	189653								
VENDOR TOTALS				.00	YTD INVOICED			129.00	YTD PAID	129.00
8202 DAWSON, CLAY	5-23-6-6	06/30/13			103703	P	07/26/13	0951118 0580 0500	TRAVEL	90.40
	INVOICE:	5-23-6-6								
VENDOR TOTALS				.00	YTD INVOICED			90.40	YTD PAID	90.40

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VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
13968	DEE, NATALIE 5-29-5-31 INVOICE: 5-29-5-31	06/30/13			103704	P	07/26/13	0001121 0580 337X TRAVEL		577.45
	VENDOR TOTALS			.00	YTD INVOICED			577.45 YTD PAID		577.45
2759	EAGLER, SHERRY 6-23-26 INVOICE: 6/23/26	07/25/13			103705	P	07/26/13	9011096 0582 TRAVEL - OUT OF DISTRICT		143.66
	VENDOR TOTALS			.00	YTD INVOICED			143.66 YTD PAID		143.66
5841	EASY WAY SAFETY SERVICES 24124 INVOICE: 24124 24125 INVOICE: 24125	05/22/13			103706	P	07/26/13	9011096 0663 REPAIR PARTS		9,081.00
		05/22/13			103706	P	07/26/13	9011096 0663 REPAIR PARTS		11,306.25
	VENDOR TOTALS			.00	YTD INVOICED			20,387.25 YTD PAID		20,387.25
3747	EMERGENCY SYSTEMS, LLC 040486 INVOICE: 040486 040488 INVOICE: 040488	07/09/13			103707	P	07/26/13	0201134 0347 SECURITY SERVICES		62.50
		07/09/13			103707	P	07/26/13	0201134 0347 SECURITY SERVICES		257.30
	VENDOR TOTALS			.00	YTD INVOICED			319.80 YTD PAID		319.80
13541	ENGELMAN, LAURA 6-21-24 INVOICE: 6-21-24	06/30/13			103708	P	07/26/13	9031118 0580 106X TRAVEL		63.00
	VENDOR TOTALS			.00	YTD INVOICED			63.00 YTD PAID		63.00
8894	ERWIN, TERRI 6-18-19 INVOICE: 6-18-19	06/30/13			103709	P	07/26/13	0005101 0582 TRAVEL - OUT OF DISTRICT		99.44
	VENDOR TOTALS			.00	YTD INVOICED			99.44 YTD PAID		99.44
13614	FIELDS, JACK JUNE-5-7 INVOICE: JUNE 5-7	07/25/13			103710	P	07/26/13	9031118 0580 106X TRAVEL		33.90
	VENDOR TOTALS			.00	YTD INVOICED			33.90 YTD PAID		33.90
8	FIELDS, VICKI 6-3-6-27 INVOICE: 6-3-6-27	07/25/13			103711	P	07/26/13	0001013 0581 016X TRAVEL - IN DISTRICT		96.62

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				176.28	YTD INVOICED			96.62	YTD PAID	96.62
33 FOLLETT LIBRARY RESOURCES	828765-3	05/15/13			103712	P	07/26/13	4951059 0641 7000	LIBRARY BOOKS	791.21
	INVOICE: 828765-3									
VENDOR TOTALS				.00	YTD INVOICED			791.21	YTD PAID	791.21
3691 FOLLETT SOFTWARE COMPANY	1073587	06/01/13			103713	P	07/26/13	4951118 0610 7000	GENERAL SUPPLIES	160.00
	INVOICE: 1073587									
VENDOR TOTALS				835.59	YTD INVOICED			160.00	YTD PAID	160.00
4187 GIRARD, KIMBERLY C.	6-16-6-21	07/25/13			103714	P	07/26/13	0901118 0582 7000	TRAVEL - OUT OF DISTRICT	262.38
	INVOICE: 6-16-6-21									
VENDOR TOTALS				.00	YTD INVOICED			262.38	YTD PAID	262.38
13984 GLAZA, CARLA	6-10-6-14	07/25/13			103715	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	120.00
	INVOICE: 6-10-6-14									
VENDOR TOTALS				.00	YTD INVOICED			120.00	YTD PAID	120.00
12735 HALE, JAMES	6-11-6-12	07/25/13			103716	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	143.88
	INVOICE: 6-11-6-12									
	6-23-26	07/25/13			103716	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	143.66
	INVOICE: 6-23-26									
VENDOR TOTALS				277.98	YTD INVOICED			287.54	YTD PAID	287.54
9741 HAMPTON INN & SUITES	1133990	07/25/13			103717	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	365.24
	INVOICE: 1133990									
	1134229	07/25/13			103717	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	91.31
	INVOICE: 1134229									
VENDOR TOTALS				.00	YTD INVOICED			456.55	YTD PAID	456.55
12892 HERMES CONSTRUCTION COMPANY	13235-1	06/27/13		13007155	103718	P	07/26/13	0901118 0439 8707	REPAIRS & MAINT. OTHER	31,941.00
	INVOICE: 13235-1									
VENDOR TOTALS				.00	YTD INVOICED			31,941.00	YTD PAID	31,941.00
199 INDEPENDENCE LUMBER & SUPPLY	892028	06/04/13			103719	P	07/26/13	0901134 0610	GENERAL SUPPLIES	52.71

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	892028								
	893494	06/27/13			103719	P	07/26/13	0901134 0610	GENERAL SUPPLIES	21.32
	INVOICE:	893494								
	893539	06/27/13			103719	P	07/26/13	9011096 0433	EQUIPMENT REPAIR & MAINT	19.57
	INVOICE:	893539								
	VENDOR TOTALS			2.09	YTD INVOICED			93.60	YTD PAID	93.60
9569	INNOVATIVE ENERGY SOLUTIONS									
	38773	07/01/13			103720	P	07/26/13	1201134 0431	HVAC/ELECTRIC REPAIR & MA	928.00
	INVOICE:	38773								
	38774	07/01/13			103720	P	07/26/13	0071134 0431	HVAC/ELECTRIC REPAIR & MA	608.00
	INVOICE:	38774								
	38946	07/11/13			103720	P	07/26/13	0901134 0431	HVAC/ELECTRIC REPAIR & MA	1,446.04
	INVOICE:	38946								
	VENDOR TOTALS			.00	YTD INVOICED			2,982.04	YTD PAID	2,982.04
2	JOHN R. GREEN COMPANY, INC.									
	01753819	07/16/13			103721	P	07/26/13	0601118 0610 7000	GENERAL SUPPLIES	8.66
	INVOICE:	01753819								
	VENDOR TOTALS			.00	YTD INVOICED			8.66	YTD PAID	8.66
9335	KENTON COUNTY FISCAL COURT									
	6-26-13	06/26/13			103722	P	07/26/13	0001089 0349 7013	OTHER PROFESSIONAL SERVIC	6,012.40
	INVOICE:	6-26-13								
	VENDOR TOTALS			.00	YTD INVOICED			6,012.40	YTD PAID	6,012.40
10981	KOI PRECAST CONCRETE									
	103887	05/31/13		13006506	103723	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	2,038.68
	INVOICE:	103887								
	104030	05/31/13		13006506	103723	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	2,400.16
	INVOICE:	104030								
	104033	05/31/13		13006506	103723	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	1,038.60
	INVOICE:	104033								
	104186	06/14/13		13006506	103723	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	2,531.00
	INVOICE:	104186								
	104187	06/14/13		13006506	103723	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	841.00
	INVOICE:	104187								
	104202	06/14/13		13006506	103723	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	1,075.00
	INVOICE:	104202								
	104246	06/14/13		13006506	103723	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	1,526.16
	INVOICE:	104246								
	104249	06/14/13		13006506	103723	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	2,531.00
	INVOICE:	104249								
	104339	06/14/13		13006506	103723	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	1,038.60
	INVOICE:	104339								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				.00 YTD INVOICED				15,020.20 YTD PAID		15,020.20
1455 KSBA										
	77912	06/28/13		13007101	103724	P	07/26/13	0001118 0338	014X REGISTRATION FEES	215.00
	INVOICE: 77912									
	78142	07/12/13			103724	P	07/26/13	0001121 0349	0033X OTHER PROFESSIONAL SERVIC	918.10
	INVOICE: 78142									
VENDOR TOTALS				10,760.34 YTD INVOICED				11,418.44 YTD PAID		1,133.10
5968 KUEMPEL SERVICE										
	00722400	06/30/13		13006734	103725	P	07/26/13	0003107 0735	8726 OTHER INSTRUCTIONAL EQUIP	6,959.06
	INVOICE: 00722400									
	00722400	06/30/13		13006734	103725	P	07/26/13	9031134 0432	8714 BUILDING REPAIR & MAINT	7,888.94
	INVOICE: 00722400									
	00722401	06/30/13		13006735	103725	P	07/26/13	9031134 0432	8714 BUILDING REPAIR & MAINT	23,860.00
	INVOICE: 00722401									
	722676	06/30/13			103725	P	07/26/13	0081134 0431	HVAC/ELECTRIC REPAIR & MA	522.00
	INVOICE: 722676									
VENDOR TOTALS				.00 YTD INVOICED				39,230.00 YTD PAID		39,230.00
13973 LESLIE J. SAMS										
	052513	05/25/13			103726	P	07/26/13	0901118 0610	014X GENERAL SUPPLIES	105.00
	INVOICE: 052513									
VENDOR TOTALS				.00 YTD INVOICED				105.00 YTD PAID		105.00
9087 LOWE'S										
	52250	06/26/13			103727	P	07/26/13	4951134 0610	GENERAL SUPPLIES	23.70
	INVOICE: 52250									
VENDOR TOTALS				396.06 YTD INVOICED				23.70 YTD PAID		23.70
243 LUCAS SANITATION COMPANY										
	130612-3	06/12/13			103728	P	07/26/13	0003607 0349	11096 OTHER PROFESSIONAL SERVIC	1,567.50
	INVOICE: 130612-3									
	1307102	07/10/13			103728	P	07/26/13	0701087 0411	WATER/SEWAGE	525.00
	INVOICE: 1307102									
	1307102	07/10/13			103728	P	07/26/13	0801087 0411	WATER/SEWAGE	700.00
	INVOICE: 1307102									
	1307102	07/10/13			103728	P	07/26/13	0801087 0411	WATER/SEWAGE	250.00
	INVOICE: 1307102									
VENDOR TOTALS				6,987.00 YTD INVOICED				3,042.50 YTD PAID		3,042.50
13648 MENKE, ELIZABETH										
	5-6-5-23	06/30/13			103729	P	07/26/13	0005101 0581	TRAVEL - IN DISTRICT	42.71
	INVOICE: 5-6-5-23									
	6-17-19	06/30/13			103729	P	07/26/13	0005101 0582	TRAVEL - OUT OF DISTRICT	99.44



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	6-17-19								
	6-3-6-27	06/30/13			103729	P	07/26/13	0005101 0581	TRAVEL - IN DISTRICT	61.47
	INVOICE:	6-3-6-27								
VENDOR TOTALS				.00	YTD INVOICED			203.62	YTD PAID	203.62
2265	NORTHERN KENTUCKY SERVICES FOR THE DEAF									
	13-508	05/14/13			103730	P	07/26/13	0061121 0349 9020	OTHER PROFESSIONAL SERVIC	100.00
	INVOICE:	13-508								
	13-526	05/14/13			103730	P	07/26/13	0001121 0349 9020	OTHER PROFESSIONAL SERVIC	200.00
	INVOICE:	13-526								
VENDOR TOTALS				.00	YTD INVOICED			300.00	YTD PAID	300.00
8600	NORTHERN KENTUCKY WATER SERVICE									
	6-18-13	06/24/13			103731	P	07/26/13	0401134 0434Y	BLDG REPAIR & MAINTENANCE	85.85
	INVOICE:	6-18-13								
	6-19-13	06/19/13			103731	P	07/26/13	0401134 0434Y	BLDG REPAIR & MAINTENANCE	91.00
	INVOICE:	6-19-13								
VENDOR TOTALS				7,185.68	YTD INVOICED			1,191.28	YTD PAID	176.85
13117	P-12 MATH AND SCIENCE OUTREACH									
	698791	04/10/13			103732	P	07/26/13	0001118 0610 015X	GENERAL SUPPLIES	235.00
	INVOICE:	698791								
	698801	04/10/13			103732	P	07/26/13	0001118 0610 015X	GENERAL SUPPLIES	200.00
	INVOICE:	69*8801								
VENDOR TOTALS				.00	YTD INVOICED			435.00	YTD PAID	435.00
10043	PECK, HANNAFORD & BRIGGS									
	597813	07/23/13			103733	P	07/26/13	1201134 0431	HVAC/ELECTRIC REPAIR & MA	13,000.00
	INVOICE:	597813								
	61356	07/23/13			103733	P	07/26/13	1201134 0431	HVAC/ELECTRIC REPAIR & MA	2,347.75
	INVOICE:	61356								
VENDOR TOTALS				.00	YTD INVOICED			15,347.75	YTD PAID	15,347.75
12677	PROLIANCE ENERGY LLC									
	1452	07/11/13			103734	P	07/26/13	0901087 0621	NATURAL GAS	169.63
	INVOICE:	1452								
	1453	07/11/13			103734	P	07/26/13	0071087 0621	NATURAL GAS	123.79
	INVOICE:	1453								
	1457	07/11/13			103734	P	07/26/13	0401087 0621	NATURAL GAS	471.18
	INVOICE:	1457								
VENDOR TOTALS				.00	YTD INVOICED			764.60	YTD PAID	764.60
92	QUILL CORPORATION									
	9119148	02/01/13			103735	P	07/26/13	0061118 0610 7000	GENERAL SUPPLIES	98.90
	INVOICE:	9119148								

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	9119149	02/01/13			103735	P	07/26/13	0061118 0610 7000	GENERAL SUPPLIES	4.77
	INVOICE:	9119149								
	VENDOR TOTALS			990.30	YTD INVOICED			118.96	YTD PAID	103.67
1291	REMINISCENT HERB FARM NURSERY &									
	103011	03/07/13			103736	P	07/26/13	9201134 0422	SNOW REMOVAL	680.00
	INVOICE:	103011								
	VENDOR TOTALS			.00	YTD INVOICED			680.00	YTD PAID	680.00
628	RICOH-USA									
	1040919947	07/16/13		13007685	103737	P	07/26/13	1201118 0735	OTHER INSTRUCTIONAL EQUIP	23,688.00
	INVOICE:	1040919947								
	1040971306	07/16/13		13007684	103737	P	07/26/13	0061118 0735 7000	OTHER INSTRUCTIONAL EQUIP	16,693.00
	INVOICE:	1040971306								
	1040971307	07/16/13		13007688	103737	P	07/26/13	1001118 0735	OTHER INSTRUCTIONAL EQUIP	28,537.00
	INVOICE:	1049711307								
	5023585555	08/22/12			103737	P	07/26/13	9011096 0433	EQUIPMENT REPAIR & MAINT	186.38
	INVOICE:	5023585555								
	5026640176N	06/26/13		13004087	103737	P	07/26/13	1051118 0433 7000	EQUIPMENT REPAIR & MAINT	228.26
	INVOICE:	5026640176N								
	5026640176Q	06/26/13		13003798	103737	P	07/26/13	0071118 0433 7000	EQUIPMENT REPAIR & MAINT	255.00
	INVOICE:	5026640176Q								
	5026640716	06/26/13		13004277	103737	P	07/26/13	0051118 0433 7000	EQUIPMENT REPAIR & MAINT	260.85
	INVOICE:	5026640716								
	5026640716A	06/26/13		13004087	103737	P	07/26/13	1051118 0433 7000	EQUIPMENT REPAIR & MAINT	67.91
	INVOICE:	5026640716A								
	5026640716B	06/26/13		13003557	103737	P	07/26/13	0451118 0433 7000	EQUIPMENT REPAIR & MAINT	92.77
	INVOICE:	5026640716B								
	5026640716C	06/26/13		13003797	103737	P	07/26/13	0071118 0433 7000	EQUIPMENT REPAIR & MAINT	63.04
	INVOICE:	5026640716C								
	5026640716D	06/26/13		13004280	103737	P	07/26/13	0061118 0433 7000	EQUIPMENT REPAIR & MAINT	472.24
	INVOICE:	5026640716D								
	5026640716E	06/26/13		13004278	103737	P	07/26/13	0201118 0433 7000	EQUIPMENT REPAIR & MAINT	48.57
	INVOICE:	5026640716E								
	5026640716F	06/26/13		13004114	103737	P	07/26/13	1201118 0433 7000	EQUIPMENT REPAIR & MAINT	270.26
	INVOICE:	5026640716F								
	5026640716G	06/26/13		13004087	103737	P	07/26/13	1051118 0433 7000	EQUIPMENT REPAIR & MAINT	345.44
	INVOICE:	5026640716G								
	5026640716H	06/26/13		13004280	103737	P	07/26/13	0061118 0433 7000	EQUIPMENT REPAIR & MAINT	207.10
	INVOICE:	5026640716H								
	5026640716I	06/26/13		13004114	103737	P	07/26/13	1201118 0433 7000	EQUIPMENT REPAIR & MAINT	46.16
	INVOICE:	5026640716I								
	5026640716J	06/26/13		13004096	103737	P	07/26/13	1081118 0433 7000	EQUIPMENT REPAIR & MAINT	247.83
	INVOICE:	5026640716J								
	5026640716K	06/26/13		13003559	103737	P	07/26/13	0401118 0433 7000	EQUIPMENT REPAIR & MAINT	74.39
	INVOICE:	5026640716K								
	5026640716L	06/26/13		13003565	103737	P	07/26/13	0901118 0433 7000	EQUIPMENT REPAIR & MAINT	139.29
	INVOICE:	5026640716L								
	5026640716M	06/26/13		13004096	103737	P	07/26/13	1081118 0433 7000	EQUIPMENT REPAIR & MAINT	24.99



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WARRANT: 07/25/13

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	5-10-6-13	06/26/13			103741	P	07/26/13	0071118 0581 7000	TRAVEL - IN DISTRICT	46.33
	INVOICE:	5-10-6-13								
	VENDOR TOTALS			14.69	YTD INVOICED			46.33	YTD PAID	46.33
11994	SNIPES, CONNIE									
	6-23-26	07/25/13			103742	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	38.00
	INVOICE:	6-23-26								
	VENDOR TOTALS			.00	YTD INVOICED			38.00	YTD PAID	38.00
7837	ST. ELIZABETH BUSINESS HEALTH									
	372940	04/01/13			103743	P	07/26/13	9011096 0341	DRUG TESTING	80.00
	INVOICE:	372940								
	VENDOR TOTALS			732.00	YTD INVOICED			80.00	YTD PAID	80.00
13975	STEWART, CAROLYN									
	6-26-6-27	06/30/13			103744	P	07/26/13	1201118 0582 7000	TRAVEL - OUT OF DISTRICT	157.08
	INVOICE:	6-26-6-27								
	VENDOR TOTALS			.00	YTD INVOICED			157.08	YTD PAID	157.08
13914	STUDENT TRANSPORTATION ASSOCIATION OF KY									
	3170	05/19/13			103745	P	07/26/13	9011096 0349	OTHER PROFESSIONAL SERVIC	703.00
	INVOICE:	3170								
	VENDOR TOTALS			.00	YTD INVOICED			703.00	YTD PAID	703.00
3634	T & R COMMUNICATIONS									
	4424	06/28/13			103746	P	07/26/13	1001087 0532	TELEPHONE	150.00
	INVOICE:	4424								
	4425	06/28/13			103746	P	07/26/13	9011096 0532	TELEPHONE	112.50
	INVOICE:	4425								
	4426	06/28/13			103746	P	07/26/13	0011087 0532	TELEPHONE	150.00
	INVOICE:	4426								
	VENDOR TOTALS			.00	YTD INVOICED			412.50	YTD PAID	412.50
3388	THELEN ASSOCIATES, INC.									
	75848	06/23/13			103747	P	07/26/13	0003607 0349 11096	OTHER PROFESSIONAL SERVIC	11,408.83
	INVOICE:	75848								
	VENDOR TOTALS			.00	YTD INVOICED			11,408.83	YTD PAID	11,408.83
13641	TRANSPORTATION STRATEGIES, LLC									
	1024004	03/12/13			103748	P	07/26/13	9011096 0731	MACHINERY/EQUIP (NONINSTR	1,327.00
	INVOICE:	1024004								
	1024005	04/01/13			103748	P	07/26/13	9011096 0349	OTHER PROFESSIONAL SERVIC	84,264.53
	INVOICE:	1024005								
	1024006	06/10/13			103748	P	07/26/13	9011096 0349	OTHER PROFESSIONAL SERVIC	78,453.19



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TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	25729	06/25/13			103750	P	07/26/13	0401134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 25729									
	25729	06/25/13			103750	P	07/26/13	0405101 0610	GENERAL SUPPLIES	27.00
	INVOICE: 25729									
	25730	06/25/13			103750	P	07/26/13	9031134 0349	OTHER PROFESSIONAL SERVIC	32.00
	INVOICE: 25730									
	25731	06/25/13			103750	P	07/26/13	0061134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 25731									
	25731	06/25/13			103750	P	07/26/13	0065101 0610	GENERAL SUPPLIES	27.00
	INVOICE: 25731									
	25772	06/28/13			103750	P	07/26/13	1081134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 25772									
	25772	06/28/13			103750	P	07/26/13	1085101 0610	GENERAL SUPPLIES	27.00
	INVOICE: 25772									
	25806	06/28/13			103750	P	07/26/13	1201134 0349	OTHER PROFESSIONAL SERVIC	35.00
	INVOICE: 25806									
	25807	06/28/13			103750	P	07/26/13	0951134 0349	OTHER PROFESSIONAL SERVIC	75.00
	INVOICE: 25807									
	6-25-13	06/25/13			103750	P	07/26/13	0081134 0349	OTHER PROFESSIONAL SERVIC	18.00
	INVOICE: 6-25-13									
	6-25-13	06/25/13			103750	P	07/26/13	0085101 0610	GENERAL SUPPLIES	27.00
	INVOICE: 6-25-13									
VENDOR TOTALS				.00 YTD INVOICED				1,693.00 YTD PAID		1,693.00
1735	TROPHY AWARDS MFG.									
	283341	03/01/13			103751	P	07/26/13	0001098 0610 009X	GENERAL SUPPLIES	64.00
	INVOICE: 283341									
	284639	03/28/13			103751	P	07/26/13	0001098 0610 009X	GENERAL SUPPLIES	64.00
	INVOICE: 284639									
VENDOR TOTALS				895.25 YTD INVOICED				128.00 YTD PAID		128.00
10547	TRUGREEN CHEMLAWN									
	8326273	06/28/13		13007547	103752	P	07/26/13	0901118 0439 8707	REPAIRS & MAINT. OTHER	2,500.00
	INVOICE: 8326273									
VENDOR TOTALS				.00 YTD INVOICED				2,500.00 YTD PAID		2,500.00
12653	UNITED DAIRY FARMERS, INC.									
	76142	06/19/13			103753	P	07/26/13	9011096 0627	DIESEL FUEL	104.42
	INVOICE: 76142									
VENDOR TOTALS				188.33 YTD INVOICED				104.42 YTD PAID		104.42
12991	WADDEY, MERISSA									
	6-7-6-8	07/25/13			103754	P	07/26/13	0061118 0582 7000	TRAVEL - OUT OF DISTRICT	84.75
	INVOICE: 6-7-6-8									
VENDOR TOTALS				.00 YTD INVOICED				84.75 YTD PAID		84.75



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
1216 WARD'S	8054560404	04/15/13		13006709	103755	P	07/26/13	9031118 0610 1063	GENERAL SUPPLIES	21.00
	INVOICE:	8054560404								
VENDOR TOTALS				1,871.02	YTD INVOICED			21.00	YTD PAID	21.00
13896 WATSON GRAVEL, INC	574759	06/26/13		13006524	103756	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	1,124.40
	INVOICE:	574759								
	574760	06/26/13		13006524	103756	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	2,424.22
	INVOICE:	574760								
	574761	06/08/13		13006524	103756	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	1,446.58
	INVOICE:	574761								
	574762	06/15/13		13006524	103756	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	2,177.18
	INVOICE:	574762								
VENDOR TOTALS				.00	YTD INVOICED			7,172.38	YTD PAID	7,172.38
3590 WAYMAN, CHARLOTTE	6-23-26	07/25/13			103757	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	143.66
	INVOICE:	6-23-26								
VENDOR TOTALS				.00	YTD INVOICED			143.66	YTD PAID	143.66
11034 WORLY PLUMBING SUPPLY	S2912220.002	06/05/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	939.86
	INVOICE:	S2912220.002								
	S2912220.003	06/05/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	104.05
	INVOICE:	S2912220.003								
	S2912268001	05/29/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	183.36
	INVOICE:	S2912268001								
	S2912268003	06/03/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	32.67
	INVOICE:	S2912268003								
	S2912300001	06/05/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	849.18
	INVOICE:	S2912300001								
	S2912300002	06/05/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	524.99
	INVOICE:	S2912300002								
	S2912300004	06/12/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	262.10
	INVOICE:	S2912300004								
	S2912300005	06/12/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	47.04
	INVOICE:	S2912300005								
	S2912300006	06/21/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	385.80
	INVOICE:	S2912300006								
	S29125268002	05/30/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	9.61
	INVOICE:	S2912268002								
	S29152220001	06/05/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	671.24
	INVOICE:	S2912220001								
	S2925656002	05/29/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	4,164.39
	INVOICE:	S2925659002								
	S2925659003	05/30/13		13006528	103758	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	1,592.42
	INVOICE:	S2925659003								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	S2925659004	05/30/13		13006528	103758	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	314.28
	INVOICE: S2925659004									
	S2925659005	05/30/13		13006528	103758	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	398.11
	INVOICE: S2925659005									
	S2925659006	06/21/13		13006528	103758	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	319.52
	INVOICE: S2925659006									
	S2928554001	06/05/13		13006528	103758	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	105.25
	INVOICE: S29*28554001									
	S2928603001	06/05/13		13006528	103758	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	200.18
	INVOICE: S2928603001									
	S2934751001	06/21/13		13006528	103758	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	30.30
	INVOICE: S2934751001									
	S2934751002	06/21/13		13006528	103758	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	8.10
	INVOICE: S2934751002									
	S2934820001	06/21/13		13006528	103758	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	58.18
	INVOICE: S2934820001									
	S2934837001	06/21/13		13006528	103758	P	07/26/13	0003607 0450	11096 CONSTRUCTION SERVICES	159.85
	INVOICE: S2934837001									
VENDOR TOTALS				.00	YTD INVOICED			11,360.48	YTD PAID	11,360.48
11156 ZIMMERMAN, DENEEN										
6-4-6-26	06/30/13				103759	P	07/26/13	0001118 0581	TRAVEL - IN DISTRICT	109.27
INVOICE: 6-4-6-26										
VENDOR TOTALS				.00	YTD INVOICED			109.27	YTD PAID	109.27
REPORT TOTALS										526,062.99

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	80	526,062.99

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WARRANT: 072613

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
13481	ADVANTAGE PRODUCTS CORP. 24401 INVOICE: 24401	07/03/13		14000528	103760	P	07/26/13	0051087 0610	GENERAL SUPPLIES	98.83
	VENDOR TOTALS			98.83	YTD INVOICED			98.83	YTD PAID	98.83
12521	APPLE, INC. 4243293156 INVOICE: 4243293156	06/18/13			103761	P	07/26/13	0002009 0734 1624	COMPUTERS & RELATED EQUIP	1,497.00
	VENDOR TOTALS			1,497.00	YTD INVOICED			1,497.00	YTD PAID	1,497.00
2548	BANTA, KIM 7-3-13 INVOICE: 7-3-13	07/19/13			103762	P	07/26/13	0011099 0581	TRAVEL - IN DISTRICT	11.30
	VENDOR TOTALS			47.30	YTD INVOICED			162.16	YTD PAID	11.30
12275	BAUMANN PAPER COMPANY 763279 INVOICE: 763279 763285 INVOICE: 763285	07/12/13		14000526	103763	P	07/26/13	0601087 0610	GENERAL SUPPLIES	29.83
		07/12/13		14000526	103763	P	07/26/13	0601087 0610	GENERAL SUPPLIES	424.62
	VENDOR TOTALS			1,236.73	YTD INVOICED			454.45	YTD PAID	454.45
13976	BONAR, CARRIE JUNE-16-17 INVOICE: JUNE 16-17 JUNE-19-20 INVOICE: JUNE 19-20	07/19/13			103764	P	07/26/13	0902154 0580 3484	TRAVEL	452.02
		07/19/13			103764	P	07/26/13	0902154 0580 3484	TRAVEL	147.46
	VENDOR TOTALS			599.48	YTD INVOICED			599.48	YTD PAID	599.48
13124	BRIGHT ARROW TECHNOLOGIES 4786 INVOICE: 4786 4786 INVOICE: 4786 4786 INVOICE: 4786 4786 INVOICE: 4786 4786 INVOICE: 4786 4786 INVOICE: 4786 4786 INVOICE: 4786	07/15/13		14000598	103765	P	07/26/13	0011075 0610	GENERAL SUPPLIES	75.00
		07/15/13		14000598	103765	P	07/26/13	0051118 0610 7000	GENERAL SUPPLIES	666.00
		07/15/13		14000598	103765	P	07/26/13	0061118 0610 7000	GENERAL SUPPLIES	1,091.00
		07/15/13		14000598	103765	P	07/26/13	0071118 0610 7000	GENERAL SUPPLIES	880.00
		07/15/13		14000598	103765	P	07/26/13	0081118 0610 7000	GENERAL SUPPLIES	790.00
		07/15/13		14000598	103765	P	07/26/13	0201118 0610 7000	GENERAL SUPPLIES	742.00
		07/15/13		14000598	103765	P	07/26/13	0401118 0610 7000	GENERAL SUPPLIES	1,410.00
		07/15/13		14000598	103765	P	07/26/13	0451118 0610 7000	GENERAL SUPPLIES	647.00

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WARRANT: 072613

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	4786	07/15/13		14000598	103765	P	07/26/13	0501118 0610 7000	GENERAL SUPPLIES	657.00
	INVOICE: 4786									
	4786	07/15/13		14000598	103765	P	07/26/13	0601118 0610 7000	GENERAL SUPPLIES	508.00
	INVOICE: 4786									
	4786	07/15/13		14000598	103765	P	07/26/13	0701118 0610 7000	GENERAL SUPPLIES	376.00
	INVOICE: 4786									
	4786	07/15/13		14000598	103765	P	07/26/13	0801118 0610 7000	GENERAL SUPPLIES	588.00
	INVOICE: 4786									
	4786	07/15/13		14000598	103765	P	07/26/13	0901118 0610 7000	GENERAL SUPPLIES	1,602.00
	INVOICE: 4786									
	4786	07/15/13		14000598	103765	P	07/26/13	1001118 0610 7000	GENERAL SUPPLIES	668.00
	INVOICE: 4786									
	4786	07/15/13		14000598	103765	P	07/26/13	1031118 0610 7000	GENERAL SUPPLIES	1,027.00
	INVOICE: 4786									
	4786	07/15/13		14000598	103765	P	07/26/13	1051118 0610 7000	GENERAL SUPPLIES	749.00
	INVOICE: 4786									
	4786	07/15/13		14000598	103765	P	07/26/13	1081118 0610 7000	GENERAL SUPPLIES	757.00
	INVOICE: 4786									
	4786	07/15/13		14000598	103765	P	07/26/13	1201118 0610 7000	GENERAL SUPPLIES	973.00
	INVOICE: 4786									
	4786	07/15/13		14000598	103765	P	07/26/13	4951118 0610 7000	GENERAL SUPPLIES	544.00
	INVOICE: 4786									
VENDOR TOTALS				14,750.00	YTD INVOICED			14,750.00	YTD PAID	14,750.00
4116	BROCK, DEBORAH L.									
	7-7-7-12	07/19/13			103766	P	07/26/13	0902053 0582 1404	TRAVEL - OUT OF DISTRICT	1,799.92
	INVOICE: 7-7-7-12									
VENDOR TOTALS				1,799.92	YTD INVOICED			1,799.92	YTD PAID	1,799.92
4178	BROWN, TERI									
	7-8-7-18	07/19/13			103767	P	07/26/13	0001118 0581 006X	TRAVEL - IN DISTRICT	44.07
	INVOICE: 7-8-7-18									
	JULY-15-17	07/19/13			103767	P	07/26/13	0002154 0580 3484	TRAVEL	226.00
	INVOICE: JULY 15-17									
VENDOR TOTALS				270.07	YTD INVOICED			364.14	YTD PAID	270.07
11379	CAMCOR, INC.									
	2292677	07/02/13		14000027	103768	P	07/26/13	0002009 0734 1623	COMPUTERS & RELATED EQUIP	1,407.28
	INVOICE: 2292677									
	2292679	07/02/13		14000013	103768	P	07/26/13	0002009 0734 1623	COMPUTERS & RELATED EQUIP	971.16
	INVOICE: 2292679									
VENDOR TOTALS				2,378.44	YTD INVOICED			2,378.44	YTD PAID	2,378.44
9036	CDW COMPUTER CENTERS									
	DH65831	07/03/13		14000271	103769	P	07/26/13	0001013 0432Y 016X	TECH-RELATED REPAIRS & MA	186.50
	INVOICE: DH65831									
	DK31613	07/10/13		14000271	103769	P	07/26/13	0001013 0432Y 016X	TECH-RELATED REPAIRS & MA	37.30

VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE: DK31613									
	DN00562 07/16/13			14000271	103769	P	07/26/13	0001013 0432Y 016X	TECH-RELATED REPAIRS & MA	577.25
	INVOICE: DN00562									
	DN32701 07/17/13			14000271	103769	P	07/26/13	0001013 0432Y 016X	TECH-RELATED REPAIRS & MA	50.22
	INVOICE: DN32701									
	VENDOR TOTALS			2,225.76 YTD INVOICED				2,225.76 YTD PAID		851.27
4571	CENTRAL JANITORIAL SUPPLY, INC.									
	59671 07/10/13			14000525	103770	P	07/26/13	0601087 0610	GENERAL SUPPLIES	179.24
	INVOICE: 59671									
	VENDOR TOTALS			179.24 YTD INVOICED				961.86 YTD PAID		179.24
11113	CINCINNATI ASSOCIATION FOR THE BLIND									
	181282 06/21/13				103771	P	07/26/13	0002121 0349 3373	OTHER PROFESSIONAL SERVIC	585.00
	INVOICE: 181282									
	181382 06/26/13				103771	P	07/26/13	0002121 0349 3373	OTHER PROFESSIONAL SERVIC	1,035.00
	INVOICE: 181382									
	181383 06/26/13				103771	P	07/26/13	0002121 0349 3373	OTHER PROFESSIONAL SERVIC	450.00
	INVOICE: 181383									
	181384 06/26/13				103771	P	07/26/13	0002121 0349 3373	OTHER PROFESSIONAL SERVIC	1,080.00
	INVOICE: 181384									
	181385 06/26/13				103771	P	07/26/13	0002121 0349 3373	OTHER PROFESSIONAL SERVIC	405.00
	INVOICE: 181385									
	181386 06/26/13				103771	P	07/26/13	0002121 0349 3373	OTHER PROFESSIONAL SERVIC	360.00
	INVOICE: 181386									
	VENDOR TOTALS			3,915.00 YTD INVOICED				3,915.00 YTD PAID		3,915.00
7969	CINCINNATI CHILDRENS HOSPITAL									
	7102013 07/12/13				103772	P	07/26/13	0001121 0349 337X	OTHER PROFESSIONAL SERVIC	600.00
	INVOICE: 7102013									
	VENDOR TOTALS			600.00 YTD INVOICED				600.00 YTD PAID		600.00
10056	CINCINNATI ENQUIRER, THE									
	EQ1122312J 07/19/13				103773	P	07/26/13	0011075 0642	PERIODICALS & NEWSPAPERS	50.00
	INVOICE: EQ1122312J									
	VENDOR TOTALS			50.00 YTD INVOICED				50.00 YTD PAID		50.00
13962	CKEC									
	1560 06/13/13				103774	P	07/26/13	0802053 0582 1404	TRAVEL - OUT OF DISTRICT	70.00
	INVOICE: 1560									
	VENDOR TOTALS			70.00 YTD INVOICED				70.00 YTD PAID		70.00
9253	CLEMONS, DOUGLAS									
	7-1-7-18 07/19/13				103775	P	07/26/13	9201134 0581	TRAVEL - IN DISTRICT	172.33
	INVOICE: 7-1-7-18									

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION		
VENDOR TOTALS				172.33	YTD INVOICED	172.33				YTD PAID	172.33
10571	COMMUNITY RECORDER										
	7994648-JULY	07/19/13			103776	P	07/26/13	0011075 0642	PERIODICALS & NEWSPAPERS	82.50	
	INVOICE:	799648-JULY									
VENDOR TOTALS				82.50	YTD INVOICED	82.50				YTD PAID	82.50
12392	COMPASS LEARNING										
	REN003627	07/12/13		14000022	103777	P	07/26/13	0052121 0643	3104 SUPPLEMENTARY BKS/STUDY G	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	0061118 0610	7000 GENERAL SUPPLIES	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	0071118 0643	7000 SUPPLEMENTARY BKS/STUDY G	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	0081118 0643	7000 SUPPLEMENTARY BKS/STUDY G	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	0201118 0643	7000 SUPPLEMENTARY BKS/STUDY G	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	0451118 0610	7000 GENERAL SUPPLIES	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	0501118 0610	7000 GENERAL SUPPLIES	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	0602121 0643	3104 SUPPLEMENTARY BKS/STUDY G	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	0702121 0643	3104 SUPPLEMENTARY BKS/STUDY G	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	0801118 0610	7000 GENERAL SUPPLIES	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	1001118 0643	7000 SUPPLEMENTARY BKS/STUDY G	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	1031118 0643	7000 SUPPLEMENTARY BKS/STUDY G	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	1051118 0643	7000 SUPPLEMENTARY BKS/STUDY G	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	1081118 0643	7000 SUPPLEMENTARY BKS/STUDY G	3,090.00	
	INVOICE:	REN003627									
	REN003627	07/12/13		14000022	103777	P	07/26/13	4951118 0610	7000 GENERAL SUPPLIES	2,940.00	
	INVOICE:	REN003627									
VENDOR TOTALS				46,200.00	YTD INVOICED	46,200.00				YTD PAID	46,200.00
13276	CONTRACT PAPER GROUP										
	43002980601	07/11/13		14000505	103778	P	07/26/13	0011075 0610	GENERAL SUPPLIES	1,037.47	
	INVOICE:	43002980601									
	43003040701	07/15/13			103778	P	07/26/13	0011075 0610	GENERAL SUPPLIES	-99.08	
	INVOICE:	43003040701									
VENDOR TOTALS				938.39	YTD INVOICED	938.39				YTD PAID	938.39





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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	095491	07/02/13			103785	P	07/26/13	9011096 0650	Other Supplies-Technology	320.00
	INVOICE: 095491									
	VENDOR TOTALS			320.00	YTD INVOICED			320.00	YTD PAID	320.00
7479	ENABLING DEVICES									
	0365013IN	07/11/13		14000305	103786	P	07/26/13	0001121 0610	0033X GENERAL SUPPLIES	392.95
	INVOICE: 0365013IN									
	VENDOR TOTALS			392.95	YTD INVOICED			392.95	YTD PAID	392.95
8	FIELDS, VICKI									
	7-9-7-12	07/19/13			103787	P	07/26/13	0001013 0581	016X TRAVEL - IN DISTRICT	176.28
	INVOICE: 7-9-7-12									
	VENDOR TOTALS			176.28	YTD INVOICED			272.90	YTD PAID	176.28
8971	FOLLETT EDUCATIONAL SERVICES									
	1428165G	06/24/13		13006852	103788	P	07/26/13	0802121 0643	3103 SUPPLEMENTARY BKS/STUDY G	36.32
	INVOICE: 1428165G									
	VENDOR TOTALS			36.32	YTD INVOICED			36.32	YTD PAID	36.32
3691	FOLLETT SOFTWARE COMPANY									
	1075954	06/13/13		14000263	103789	P	07/26/13	0061059 0610	7000 GENERAL SUPPLIES	835.59
	INVOICE: 1075954									
	VENDOR TOTALS			835.59	YTD INVOICED			995.59	YTD PAID	835.59
12416	HOUGHTON MIFFLIN HARCOURT									
	949498887	06/27/13		13007716	103790	P	07/26/13	1002118 0643	1823F SUPPLEMENTARY BKS/STUDY G	86.72
	INVOICE: 949498887									
	949498887	06/27/13		13007716	103790	P	07/26/13	1002118 0643	1824G SUPPLEMENTARY BKS/STUDY G	1,765.09
	INVOICE: 949498887									
	949500420	06/28/13		13007715	103790	P	07/26/13	0202118 0643	1823G SUPPLEMENTARY BKS/STUDY G	4,718.64
	INVOICE: 949500420									
	949500421	06/28/13		13007714	103790	P	07/26/13	0802118 0643	1823G SUPPLEMENTARY BKS/STUDY G	6,343.23
	INVOICE: 949500421									
	VENDOR TOTALS			13,230.24	YTD INVOICED			12,913.68	YTD PAID	12,913.68
10130	HUNTINGTON NATIONAL BANK, THE									
	13-508404886	06/18/13			103791	P	07/26/13	0004112 0832	BD06 INTEREST ON LEASES & LT L	55,273.13
	INVOICE: 13-5084048860									
	5084002294	06/18/13			103791	P	07/26/13	0004112 0832	BD13 INTEREST ON LEASES & LT L	288,369.12
	INVOICE: 5084002294									
	5084048316J	04/05/13			103791	P	07/26/13	0004112 0832	BD05 INTEREST ON LEASES & LT L	31,212.50
	INVOICE: 5084048316J									
	VENDOR TOTALS			374,854.75	YTD INVOICED			374,854.75	YTD PAID	374,854.75



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	130710-1	07/10/13		14000599	103799	P	07/26/13	1101087 0411	WATER/SEWAGE	200.00
	INVOICE:	130710-1								
	VENDOR TOTALS			6,987.00	YTD INVOICED			3,642.50	YTD PAID	600.00
6079	MARTIN, SUSAN									
	JULY-8-9	07/19/13			103800	P	07/26/13	0802104 0582 1254	TRAVEL - OUT OF DISTRICT	15.00
	INVOICE:	JULY 8-9								
	VENDOR TOTALS			15.00	YTD INVOICED			15.00	YTD PAID	15.00
11635	MC CORMICK, GARY									
	JUNE-17-18	07/19/13			103801	P	07/26/13	0002118 0582	GFCA TRAVEL - OUT OF DISTRICT	93.40
	INVOICE:	JUNE 17-18								
	VENDOR TOTALS			93.40	YTD INVOICED			93.40	YTD PAID	93.40
12404	MILLER-HORN, JENNIFER									
	JULY-8-9	07/19/13			103802	P	07/26/13	0002121 0580 3373	TRAVEL	183.06
	INVOICE:	JULY 8-9								
	VENDOR TOTALS			183.06	YTD INVOICED			183.06	YTD PAID	183.06
13978	MINNICH, AMANDA									
	JUNE-17-18	07/19/13			103803	P	07/26/13	0002118 0582	GFCA TRAVEL - OUT OF DISTRICT	88.25
	INVOICE:	JUNE 17-18								
	VENDOR TOTALS			88.25	YTD INVOICED			88.25	YTD PAID	88.25
13135	MONTICELLO BANKING CO									
	7000857-JULY	07/19/13			103804	P	07/26/13	9011112 0832	INTEREST ON LEASES & LT L	4,966.54
	INVOICE:	7---857-JULY								
	70101140-7-1	07/19/13			103805	P	07/26/13	9011112 0832	INTEREST ON LEASES & LT L	12,674.17
	INVOICE:	7001140-7-13								
	VENDOR TOTALS			17,640.71	YTD INVOICED			17,640.71	YTD PAID	17,640.71
2960	MOREL CONSTRUCTION									
	2-2013	07/19/13			103806	P	07/26/13	0003607 0450 11096	CONSTRUCTION SERVICES	427,035.33
	INVOICE:	2-2013								
	VENDOR TOTALS			427,035.33	YTD INVOICED			427,035.33	YTD PAID	427,035.33
11667	MURAWSKI, GINA									
	JULY-7-9	07/19/13			103807	P	07/26/13	0402104 0580 1254	TRAVEL	125.74
	INVOICE:	JULY 7-9								
	VENDOR TOTALS			125.74	YTD INVOICED			125.74	YTD PAID	125.74
13664	NATIONAL MINORITY UPDATE									
	6332396	07/01/13			103808	P	07/26/13	0011099 0610	GENERAL SUPPLIES	495.00



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		40.00 YTD INVOICED			40.00 YTD PAID			40.00		
2634	PCA ARCHITECTURE PSC									
	2013-176	07/11/13			103815	P	07/26/13	0003607 0346	11096 ARCHECTUR & ENGINEERING S	5,964.37
	INVOICE: 2013-176									
	2013-176	07/11/13			103815	P	07/26/13	0003607 0349	11096 OTHER PROFESSIONAL SERVIC	1,115.22
	INVOICE: 2013-176									
	2013-200	07/11/13			103815	P	07/26/13	0003607 0346	ARCHECTUR & ENGINEERING S	220.00
	INVOICE: 2013-200									
	2013-205	07/12/13			103815	P	07/26/13	0001087 0432	8710 BUILDING REPAIR & MAINT	4,412.50
	INVOICE: 2013-205									
VENDOR TOTALS		11,712.09 YTD INVOICED			11,712.09 YTD PAID			11,712.09		
237	PHILLIPS SUPPLY COMPANY									
	026458	07/08/13		14000507	103816	P	07/26/13	0071087 0610	GENERAL SUPPLIES	2,220.80
	INVOICE: 026458									
	026629	07/08/13		14000524	103816	P	07/26/13	0601087 0610	GENERAL SUPPLIES	1,296.46
	INVOICE: 026629									
	026629A	07/10/13		14000524	103816	P	07/26/13	0601087 0610	GENERAL SUPPLIES	34.80
	INVOICE: 026629A									
	026631	07/08/13		14000523	103816	P	07/26/13	0601087 0610	GENERAL SUPPLIES	53.70
	INVOICE: 026631									
	026632	07/08/13		14000520	103816	P	07/26/13	0061087 0610	GENERAL SUPPLIES	903.40
	INVOICE: 026632									
	026979	07/10/13		14000593	103816	P	07/26/13	0051087 0610	GENERAL SUPPLIES	41.80
	INVOICE: 026979									
	026979A	07/12/13		14000593	103816	P	07/26/13	0051087 0610	GENERAL SUPPLIES	31.80
	INVOICE: 026979A									
	026980	07/11/13		14000594	103816	P	07/26/13	1051087 0610	GENERAL SUPPLIES	915.40
	INVOICE: 026980									
	25705	07/01/13		14000684	103816	P	07/26/13	0001087 0731	MACHINERY/EQUIP (NONINSTR	2,894.62
	INVOICE: 25705									
VENDOR TOTALS		10,674.39 YTD INVOICED			8,392.78 YTD PAID			8,392.78		
7633	PITNEY BOWES									
	9730970JY13	07/19/13			103817	P	07/26/13	0011075 0531	POSTAGE & PO BOX RENT	126.00
	INVOICE: 9730970JY13									
VENDOR TOTALS		126.00 YTD INVOICED			126.00 YTD PAID			126.00		
523	POMEROY IT SOLUTIONS									
	300306633	06/18/13		14000254	103818	P	07/26/13	0901118 0734	7000 COMPUTERS & RELATED EQUIP	2,680.00
	INVOICE: 300306633									
	300306634	06/18/13		14000256	103818	P	07/26/13	0901118 0734	7000 COMPUTERS & RELATED EQUIP	1,258.00
	INVOICE: 300306634									
	300306635	06/18/13		14000300	103818	P	07/26/13	9031118 0734	7000 COMPUTERS & RELATED EQUIP	2,158.00
	INVOICE: 300306635									
	300314080	06/29/13		14000255	103818	P	07/26/13	0901118 0734	7000 COMPUTERS & RELATED EQUIP	3,720.00



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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	300314080								
	300321068	07/15/13		14000280	103818	P	07/26/13	0002009 0734 1623	COMPUTERS & RELATED EQUIP	9,856.00
	INVOICE:	300321068								
	90020983	06/27/13		14000018	103818	P	07/26/13	1201118 0433 7000	EQUIPMENT REPAIR & MAINT	180.00
	INVOICE:	90020983								
	VENDOR TOTALS			20,128.36	YTD INVOICED			20,128.36	YTD PAID	19,852.00
9931	PUGH, TAMMY									
	7-15-13	07/19/13			103819	P	07/26/13	0002121 0580 3374	TRAVEL	101.70
	INVOICE:	7-15-13								
	7-8-13	07/19/13			103819	P	07/26/13	0002121 0580 3374	TRAVEL	49.72
	INVOICE:	7-8-13								
	VENDOR TOTALS			151.42	YTD INVOICED			151.42	YTD PAID	151.42
92	QUILL CORPORATION									
	3851658	07/08/13		14000530	103820	P	07/26/13	0011075 0610	GENERAL SUPPLIES	8.04
	INVOICE:	3851658								
	3873371	07/08/13		14000530	103820	P	07/26/13	0011075 0610	GENERAL SUPPLIES	166.95
	INVOICE:	3873371								
	3950721	07/10/13		14000614	103820	P	07/26/13	0011075 0610	GENERAL SUPPLIES	160.59
	INVOICE:	3950721								
	VENDOR TOTALS			990.30	YTD INVOICED			454.54	YTD PAID	335.58
670	REMKE MARKETS, INC.									
	7-1-13	07/01/13			103821	P	07/26/13	0011075 0630	FOOD	54.04
	INVOICE:	7-1-13								
	VENDOR TOTALS			54.04	YTD INVOICED			54.04	YTD PAID	54.04
317	SANITATION DIST. #1									
	005-7-13	07/19/13			103822	P	07/26/13	0051087 0411	WATER/SEWAGE	2,562.40
	INVOICE:	005-7-13								
	007-7-13	07/19/13			103822	P	07/26/13	0071087 0411	WATER/SEWAGE	14.04
	INVOICE:	007-7-13								
	007A-7-13	07/19/13			103822	P	07/26/13	0071087 0411	WATER/SEWAGE	553.18
	INVOICE:	007A-7-13								
	045-7-13	07/19/13			103822	P	07/26/13	0451087 0411	WATER/SEWAGE	644.44
	INVOICE:	045-7-13								
	045A-7-13	07/19/13			103822	P	07/26/13	0451087 0411	WATER/SEWAGE	1,060.50
	INVOICE:	045A-7-13								
	VENDOR TOTALS			41,542.88	YTD INVOICED			17,163.89	YTD PAID	4,834.56
12566	SHARP, NANCY									
	JUNE-2013	07/19/13			103823	P	07/26/13	4502027 0580 4013	TRAVEL	1,461.99
	INVOICE:	JUNE-2013								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				1,461.99	YTD INVOICED			1,461.99	YTD PAID	1,461.99
13293 SHRED SAFE	7916	06/30/13			103824	P	07/26/13	0011075 0349	OTHER PROFESSIONAL SERVIC	30.00
	INVOICE:	7916								
VENDOR TOTALS				30.00	YTD INVOICED			30.00	YTD PAID	30.00
10230 SMITH, LESLEY BICKERS	7-9-7-10	07/19/13			103825	P	07/26/13	0071118 0581 7000	TRAVEL - IN DISTRICT	14.69
	INVOICE:	7-9-7-10								
VENDOR TOTALS				14.69	YTD INVOICED			61.02	YTD PAID	14.69
12737 SNELLING, KAREN	JULY-7-9	07/19/13			103826	P	07/26/13	0002121 0580 3374	TRAVEL	397.18
	INVOICE:	JULY 7-9								
VENDOR TOTALS				397.18	YTD INVOICED			397.18	YTD PAID	397.18
1720 SOUTHPAW ENTERPRISES	0334110IN	07/09/13		14000288	103827	P	07/26/13	0001121 0610 0033X	GENERAL SUPPLIES	104.82
	INVOICE:	0334110IN								
VENDOR TOTALS				104.82	YTD INVOICED			104.82	YTD PAID	104.82
7837 ST. ELIZABETH BUSINESS HEALTH	377953	07/01/13			103828	P	07/26/13	9011096 0341	DRUG TESTING	160.00
	INVOICE:	377953								
	377967	07/01/13			103828	P	07/26/13	0011099 0349	OTHER PROFESSIONAL SERVIC	340.00
	INVOICE:	377967								
	378264	07/01/13			103828	P	07/26/13	0011099 0349	OTHER PROFESSIONAL SERVIC	135.00
	INVOICE:	378264								
	379257	07/01/13			103828	P	07/26/13	0011099 0349	OTHER PROFESSIONAL SERVIC	12.00
	INVOICE:	379257								
	379444	07/01/13			103828	P	07/26/13	0011099 0349	OTHER PROFESSIONAL SERVIC	85.00
	INVOICE:	379444								
VENDOR TOTALS				732.00	YTD INVOICED			812.00	YTD PAID	732.00
12232 STRAND ASSOCIATES, INC.	98582	06/12/13			103829	P	07/26/13	9202134 0349 062X	OTHER PROFESSIONAL SERVIC	4,966.81
	INVOICE:	98582								
VENDOR TOTALS				10,761.71	YTD INVOICED			4,966.81	YTD PAID	4,966.81
13979 STRANGE, DAVID	7-8-7-12	07/19/13			103830	P	07/26/13	0005101 0581	TRAVEL - IN DISTRICT	36.73
	INVOICE:	7-8-7-12								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				36.73	YTD INVOICED			36.73	YTD PAID	36.73
12856 SUMMIT SUPPLY	73473	07/03/13		14000449	103831	P	07/26/13	9201134 0731	MACHINERY/EQUIP (NONINSTR	2,844.00
	INVOICE: 73473									
VENDOR TOTALS				2,844.00	YTD INVOICED			2,844.00	YTD PAID	2,844.00
12083 TFH (USA) LTD.	177358	07/09/13		14000025	103832	P	07/26/13	0001121 0610	0033X GENERAL SUPPLIES	39.00
	INVOICE: 177358									
VENDOR TOTALS				39.00	YTD INVOICED			39.00	YTD PAID	39.00
12251 TRI-DIM FILTER CORP.	13835241	06/27/13		14000461	103833	P	07/26/13	0071134 0431	HVAC/ELECTRIC REPAIR & MA	1,160.26
	INVOICE: 13835241									
	13835331	06/27/13		14000462	103833	P	07/26/13	0081134 0431	HVAC/ELECTRIC REPAIR & MA	2,390.94
	INVOICE: 13835331									
VENDOR TOTALS				3,551.20	YTD INVOICED			3,551.20	YTD PAID	3,551.20
12911 TRI-STATE RECORD STORAGE & MANAGEMENT	1001437	07/01/13			103834	P	07/26/13	0011075 0349	OTHER PROFESSIONAL SERVIC	1,384.60
	INVOICE: 1001437									
	1001448	07/01/13			103834	P	07/26/13	0552198 0610	1034 GENERAL SUPPLIES	62.50
	INVOICE: 1001448									
VENDOR TOTALS				1,447.10	YTD INVOICED			1,447.10	YTD PAID	1,447.10
1735 TROPHY AWARDS MFG.	290042	06/27/13		14000475	103835	P	07/26/13	9011096 0610	GENERAL SUPPLIES	828.75
	INVOICE: 290042									
	290569	07/12/13		14000642	103835	P	07/26/13	0011075 0610	GENERAL SUPPLIES	66.50
	INVOICE: 290569									
VENDOR TOTALS				895.25	YTD INVOICED			1,023.25	YTD PAID	895.25
12653 UNITED DAIRY FARMERS, INC.	76143	07/09/13			103836	P	07/26/13	9011096 0627	DIESEL FUEL	188.33
	INVOICE: 76143									
VENDOR TOTALS				188.33	YTD INVOICED			292.75	YTD PAID	188.33
1216 WARD'S	8054463405	07/01/13		13007702	103837	P	07/26/13	0002118 0610	14L3 GENERAL SUPPLIES	1,871.02
	INVOICE: 8054463405									
VENDOR TOTALS				1,871.02	YTD INVOICED			1,892.02	YTD PAID	1,871.02

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WARRANT: 072613

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
10061	WHAT'S HAPPENING MAGAZINE									
	855	07/14/13		14000302	103838	P	07/26/13	0001098 0610	009X GENERAL SUPPLIES	3,920.00
	INVOICE: 855									
	VENDOR TOTALS			3,920.00	YTD INVOICED			3,920.00	YTD PAID	3,920.00
									REPORT TOTALS	1,080,137.47

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	79	1,080,137.47

\*\* END OF REPORT - Generated by Cherrie Fitzgerald \*\*



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WARRANT: 07/26/13

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS				665.00 YTD INVOICED				2,987.50 YTD PAID		665.00
2577 BAILEY, NANCY										
7-15-13		07/24/13			103846	P	07/26/13	1082053 0582 1404	TRAVEL - OUT OF DISTRICT	200.26
INVOICE: 7-15-13		7/15/13								
VENDOR TOTALS				200.26 YTD INVOICED				200.26 YTD PAID		200.26
2548 BANTA, KIM										
7-17-7-19		07/24/13			103847	P	07/26/13	0011099 0582	TRAVEL - OUT OF DISTRICT	36.00
INVOICE: 7-17-7-19		7-17-7-19								
VENDOR TOTALS				47.30 YTD INVOICED				198.16 YTD PAID		36.00
13907 BATTERY NEIGHBOR LLC										
464		07/19/13		14000734	103848	P	07/26/13	0401087 0610	GENERAL SUPPLIES	16.80
INVOICE: 464										
VENDOR TOTALS				16.80 YTD INVOICED				16.80 YTD PAID		16.80
12275 BAUMANN PAPER COMPANY										
764335		07/19/13		14000695	103849	P	07/26/13	0801087 0610	GENERAL SUPPLIES	190.92
INVOICE: 764335										
764347		07/19/13		14000733	103849	P	07/26/13	0401087 0610	GENERAL SUPPLIES	591.36
INVOICE: 764347										
VENDOR TOTALS				1,236.73 YTD INVOICED				1,236.73 YTD PAID		782.28
9362 BERTKE, SPARKS & KREMER, INC.										
49514		06/30/13			103850	P	07/26/13	0011075 0342	AUDITING SERVICES	611.55
INVOICE: 49514										
VENDOR TOTALS				611.55 YTD INVOICED				611.55 YTD PAID		611.55
3884 BLUEGRASS INTERNATIONAL TRUCKS, BUSES AN										
X10004648501		06/27/13		14000501	103851	P	07/26/13	9011096 0663	REPAIR PARTS	29.68
INVOICE: X10004648501										
X10004648502		07/02/13		14000501	103851	P	07/26/13	9011096 0663	REPAIR PARTS	124.95
INVOICE: X10004648502										
VENDOR TOTALS				154.63 YTD INVOICED				808.87 YTD PAID		154.63
10787 BOWLES CENTER FOR DIVERSITY										
AUG-2013		07/25/13		14000836	103852	P	07/26/13	0011075 0338	REGISTRATION FEES	1,500.00
INVOICE: AUG-2013										
VENDOR TOTALS				1,500.00 YTD INVOICED				1,500.00 YTD PAID		1,500.00
12722 BRIDGES AUTO UPHOLSTERY LLC										
7-2-13		07/02/13		14000517	103853	P	07/26/13	9011096 0663	REPAIR PARTS	90.00





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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	7-8-7-12	07/24/13			103860	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	194.50
	INVOICE:	7-8-7-12								
	VENDOR TOTALS			194.50	YTD INVOICED			194.50	YTD PAID	194.50
3700	CONNER, KELLY J.									
	JULY-21-23	07/25/13			103861	P	07/26/13	0201118 0582 7000	TRAVEL - OUT OF DISTRICT	917.04
	INVOICE:	JULY 21-23								
	VENDOR TOTALS			917.04	YTD INVOICED			917.04	YTD PAID	917.04
2798	COX-CRUEY, TERRI									
	JULY-17-19	07/24/13			103862	P	07/26/13	0002053 0580 1404	TRAVEL	165.00
	INVOICE:	JULY 17-19								
	VENDOR TOTALS			165.00	YTD INVOICED			165.00	YTD PAID	165.00
12318	CROWNE PLAZA HOTEL									
	72653-73478	07/24/13			103863	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	131.58
	INVOICE:	75653-73478								
	VENDOR TOTALS			131.58	YTD INVOICED			131.58	YTD PAID	131.58
11076	DARNELL, BECKY ALBERT									
	JULY-8	07/25/13			103864	P	07/26/13	1052104 0582 1254	TRAVEL - OUT OF DISTRICT	101.70
	INVOICE:	JULY-8								
	VENDOR TOTALS			101.70	YTD INVOICED			101.70	YTD PAID	101.70
227	DUKE ENERGY									
	002-7-13	07/19/13			103865	P	07/26/13	0021087 0622	ELECTRICITY	825.87
	INVOICE:	002-7-13								
	005-7-13	07/18/13			103865	P	07/26/13	0051087 0621	NATURAL GAS	82.88
	INVOICE:	005-7-13								
	007A-7-13	07/19/13			103865	P	07/26/13	0071087 0622	ELECTRICITY	10,591.37
	INVOICE:	007A-7-13								
	050-7-13	07/19/13			103865	P	07/26/13	0501087 0621	NATURAL GAS	164.39
	INVOICE:	050-7-13								
	050A-7-13	07/19/13			103865	P	07/26/13	0501087 0622	ELECTRICITY	4,888.18
	INVOICE:	050A-7-13								
	080-7-13	07/16/13			103865	P	07/26/13	0801087 0622	ELECTRICITY	3,821.28
	INVOICE:	080-7-13								
	090A-7-13	07/19/13			103865	P	07/26/13	0901087 0622	ELECTRICITY	1,900.30
	INVOICE:	090A-7-13								
	090B-7-13	07/19/13			103865	P	07/26/13	0901087 0622	ELECTRICITY	1,039.21
	INVOICE:	090B-7-13								
	090C-7-13	07/19/13			103865	P	07/26/13	0901087 0622	ELECTRICITY	19.06
	INVOICE:	090C-7-13								
	090D-7-13	07/19/13			103865	P	07/26/13	0901087 0622	ELECTRICITY	817.73
	INVOICE:	090D-7-13								
	090E-7-13	07/19/13			103865	P	07/26/13	0901087 0622	ELECTRICITY	11,441.79

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	090E-7-13								
	095-7-13	07/18/13			103865	P	07/26/13	0951087 0622	ELECTRICITY	457.29
	INVOICE:	095-7-13								
	095-7-13	07/18/13			103865	P	07/26/13	9011096 0622	ELECTRICITY	457.29
	INVOICE:	095-7-13								
	100-7-13	07/18/13			103865	P	07/26/13	1001087 0622	ELECTRICITY	4,562.63
	INVOICE:	100-7-13								
	100A-7-13	07/18/13			103865	P	07/26/13	1001087 0621	NATURAL GAS	118.70
	INVOICE:	100A-7-13								
	105-7-13	07/18/13			103865	P	07/26/13	1051087 0621	NATURAL GAS	68.54
	INVOICE:	105-7-13								
	105-7-13	07/18/13			103865	P	07/26/13	1051087 0622	ELECTRICITY	5,538.85
	INVOICE:	105-7-13								
	105A-7-13	07/18/13			103865	P	07/26/13	1051087 0622	ELECTRICITY	665.20
	INVOICE:	105A-7-13								
	108-7-13	07/19/13			103865	P	07/26/13	1081087 0621	NATURAL GAS	66.28
	INVOICE:	108-7-13								
	108A-7-13	07/17/13			103865	P	07/26/13	1081087 0622	ELECTRICITY	5,746.20
	INVOICE:	108A-7-13								
	110-7-13	07/18/13			103865	P	07/26/13	1101087 0622	ELECTRICITY	608.38
	INVOICE:	110-7-13								
	110A-7-13	07/18/13			103865	P	07/26/13	1101087 0622	ELECTRICITY	67.01
	INVOICE:	110A-7-13								
	120A-7-13	07/19/13			103865	P	07/26/13	1201087 0622	ELECTRICITY	3,343.68
	INVOICE:	120A-7-13								
	120B-7-13	07/18/13			103865	P	07/26/13	1201087 0622	ELECTRICITY	13,652.66
	INVOICE:	120B-7-13								
	495-7-13	07/18/13			103865	P	07/26/13	4951087 0622	ELECTRICITY	3,087.26
	INVOICE:	495-7-13								
	495A-7-13	07/18/13			103865	P	07/26/13	4951087 0621	NATURAL GAS	79.11
	INVOICE:	495A-7-13								
	901B-7-13	07/19/13			103865	P	07/26/13	9011096 0622	ELECTRICITY	820.36
	INVOICE:	901B-7-13								
VENDOR TOTALS					129,981.53	YTD INVOICED		129,981.53	YTD PAID	74,931.50
12560	FLOOR CARE CONCEPTS									
	124	07/25/13		14000858	103866	P	07/26/13	0951134 0434Y	BLDG REPAIR & MAINTENANCE	2,041.20
	INVOICE:	124								
	125	07/25/13		14000857	103866	P	07/26/13	0901134 0434Y	BLDG REPAIR & MAINTENANCE	4,630.50
	INVOICE:	125								
	126	07/25/13		14000856	103866	P	07/26/13	1051134 0434Y	BLDG REPAIR & MAINTENANCE	4,029.90
	INVOICE:	126								
	127	07/25/13		14000855	103866	P	07/26/13	4951134 0434Y	BLDG REPAIR & MAINTENANCE	2,448.18
	INVOICE:	127								
	128	07/25/13		14000854	103866	P	07/26/13	0071134 0434Y	BLDG REPAIR & MAINTENANCE	2,375.10
	INVOICE:	128								
	129	07/25/13		14000850	103866	P	07/26/13	0451134 0434Y	BLDG REPAIR & MAINTENANCE	2,448.18
	INVOICE:	129								
	130	07/25/13		14000849	103866	P	07/26/13	0701134 0434Y	BLDG REPAIR & MAINTENANCE	408.03
	INVOICE:	130								

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	131	07/25/13		14000848	103866	P	07/26/13	0501134 0434Y	BLDG REPAIR & MAINTENANCE	1,549.80
	INVOICE: 131									
	VENDOR TOTALS			19,930.89	YTD INVOICED			19,930.89	YTD PAID	19,930.89
12706	GORDON STOWE ASSOC									
	557693	07/17/13		14000003	103867	P	07/26/13	0002121 0349 3373	OTHER PROFESSIONAL SERVIC	837.50
	INVOICE: 557693									
	VENDOR TOTALS			837.50	YTD INVOICED			837.50	YTD PAID	837.50
12735	HALE, JAMES									
	7-1-7-17	07/24/13			103868	P	07/26/13	9011096 0581	TRAVEL - IN DISTRICT	277.98
	INVOICE: 7-1-7-17									
	VENDOR TOTALS			277.98	YTD INVOICED			565.52	YTD PAID	277.98
2502	HANEY, ROB									
	7-9--7-17	07/24/13			103869	P	07/26/13	9201134 0581	TRAVEL - IN DISTRICT	115.26
	INVOICE: 7-9-7-17									
	VENDOR TOTALS			115.26	YTD INVOICED			115.26	YTD PAID	115.26
1339	HANKINSON, DIANA									
	7-10-13	07/24/13			103870	P	07/26/13	0005101 0581	TRAVEL - IN DISTRICT	22.94
	INVOICE: 7-10-13									
	VENDOR TOTALS			22.94	YTD INVOICED			22.94	YTD PAID	22.94
12416	HOUGHTON MIFFLIN HARCOURT									
	949561349	06/28/13		13007715	103871	P	07/26/13	0202118 0643 1823G	SUPPLEMENTARY BKS/STUDY G	118.71
	INVOICE: 949561349									
	949561350	06/28/13		13007714	103871	P	07/26/13	0802118 0643 1823G	SUPPLEMENTARY BKS/STUDY G	197.85
	INVOICE: 949561350									
	VENDOR TOTALS			13,230.24	YTD INVOICED			13,230.24	YTD PAID	316.56
199	INDEPENDENCE LUMBER & SUPPLY									
	894135	07/08/13		14000611	103872	P	07/26/13	9011096 0663	REPAIR PARTS	2.09
	INVOICE: 894135									
	VENDOR TOTALS			2.09	YTD INVOICED			95.69	YTD PAID	2.09
13967	IOD BOOKSTORE, THE									
	8114	07/08/13		14000592	103873	P	07/26/13	0001121 0610 337X	GENERAL SUPPLIES	152.95
	INVOICE: 8114									
	VENDOR TOTALS			152.95	YTD INVOICED			152.95	YTD PAID	152.95
12605	JKS LLC									
	080113	07/01/13			103874	P	07/26/13	9011096 0441	LAND & BUILDING RENT	8,583.00

VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE:	080113								
	VENDOR TOTALS			17,166.00	YTD INVOICED			17,166.00	YTD PAID	8,583.00
8409	JUDE'S CUSTOM EXHAUST & AUTO REPAIR 18370	07/09/13		14000610	103875	P	07/26/13	9011096 0435	VEHICLE REPAIR & MAINT	60.00
	INVOICE:	18370								
	VENDOR TOTALS			60.00	YTD INVOICED			60.00	YTD PAID	60.00
3621	KASS 120836	07/16/13			103876	P	07/26/13	0011075 0338	REGISTRATION FEES	2,000.00
	INVOICE:	120836								
	VENDOR TOTALS			2,500.00	YTD INVOICED			2,500.00	YTD PAID	2,000.00
11725	KEKUA-ELLISON, BRANDI 6-5-13	07/24/13			103877	P	07/26/13	1202104 0582 1254	TRAVEL - OUT OF DISTRICT	98.31
	INVOICE:	6-5-13								
	VENDOR TOTALS			98.31	YTD INVOICED			98.31	YTD PAID	98.31
10231	KWIK KOPY BUSINESS CENTER 102768	07/22/13		14000745	103878	P	07/26/13	0001037 0610	GENERAL SUPPLIES	392.00
	INVOICE:	102768								
	102786	07/22/13		14000702	103878	P	07/26/13	0011075 0610	GENERAL SUPPLIES	369.00
	INVOICE:	102786								
	VENDOR TOTALS			761.00	YTD INVOICED			761.00	YTD PAID	761.00
10294	LAY, KELCIE 7-8-7-12	07/24/13			103879	P	07/26/13	9011096 0582	TRAVEL - OUT OF DISTRICT	202.50
	INVOICE:	7-8-7-12								
	VENDOR TOTALS			202.50	YTD INVOICED			202.50	YTD PAID	202.50
9087	LOWE'S 67168	07/10/13		14000787	103880	P	07/26/13	9011134 0434Y	BLDG REPAIR & MAINTENANCE	396.06
	INVOICE:	67168								
	VENDOR TOTALS			396.06	YTD INVOICED			419.76	YTD PAID	396.06
2617	LRP PUBLICATIONS 4157415	05/01/13		14000251	103881	P	07/26/13	0002121 0610 3373	GENERAL SUPPLIES	334.50
	INVOICE:	4157415								
	VENDOR TOTALS			334.50	YTD INVOICED			334.50	YTD PAID	334.50
243	LUCAS SANITATION COMPANY 1307104	07/10/13			103882	P	07/26/13	9202134 0349 062X	OTHER PROFESSIONAL SERVIC	747.50
	INVOICE:	1307104								





VENDOR	NAME DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	VENDOR TOTALS			10,674.39	YTD INVOICED			10,674.39	YTD PAID	2,281.61
7108	PRUEITT, CATHY WEBER 6-4-6-17 07/25/13 INVOICE: 6-4-6-17				103888	P	07/26/13	0002118 0581 3453	TRAVEL - IN DISTRICT	15.26
	VENDOR TOTALS			15.26	YTD INVOICED			15.26	YTD PAID	15.26
92	QUILL CORPORATION 4122315 07/17/13 INVOICE: 4122315 4181595 07/19/13 INVOICE: 4181595			14000681	103889	P	07/26/13	0011075 0610	GENERAL SUPPLIES	88.75
				14000744	103889	P	07/26/13	0001037 0610	GENERAL SUPPLIES	550.68
	VENDOR TOTALS			990.30	YTD INVOICED			1,093.97	YTD PAID	639.43
12391	RES/COMM SECURITY SYSTEMS, INC. R82118 07/02/13 INVOICE: R82118			14000800	103890	P	07/26/13	1031134 0347	SECURITY SERVICES	16.00
	VENDOR TOTALS			16.00	YTD INVOICED			16.00	YTD PAID	16.00
628	RICOH-USA 1040971308 07/18/13 INVOICE: 1040971308 1040971308 07/18/13 INVOICE: 1040971308 1040971308 07/18/13 INVOICE: 1040971308			14000464	103891	P	07/26/13	0011075 0731	MACHINERY/EQUIP (NONINSTR	3,145.00
				14000464	103891	P	07/26/13	0011080 0731	MACHINERY/EQUIP (NONINSTR	1,854.00
				14000464	103891	P	07/26/13	0011134 0731	MACHINERY/EQUIP (NONINSTR	3,145.00
	VENDOR TOTALS			8,144.00	YTD INVOICED			80,887.55	YTD PAID	8,144.00
13985	RODRIGUEZ, DANIELLE 7-24-13 07/24/13 INVOICE: 7-24-13				103892	P	07/26/13	0455101 0630	FOOD	56.60
	VENDOR TOTALS			56.60	YTD INVOICED			56.60	YTD PAID	56.60
11058	ROUSE TREE SERVICE 7-16-13 07/16/13 INVOICE: 7/16/13 JULY-16 07/16/13 INVOICE: JULY 16			14000788	103893	P	07/26/13	9201134 0424	CONTRACT GROUNDS SERVICE	650.00
				14000788	103893	P	07/26/13	1101134 0424	CONTRACT GROUNDS SERVICE	850.00
	VENDOR TOTALS			1,500.00	YTD INVOICED			1,500.00	YTD PAID	1,500.00
9428	ROY TAILOR UNIFORM COMPANY INC. 558439 07/12/13 INVOICE: 558439			14000801	103894	P	07/26/13	9201134 0610	GENERAL SUPPLIES	119.95

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Kenton County Schools  
PAID WARRANT REPORT

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WARRANT: 07/26/13

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
VENDOR TOTALS		119.95 YTD INVOICED			119.95 YTD PAID			119.95		
8399 RUMPKE										
682112		07/05/13		14000789	103895	P	07/26/13	1051134 0421	SANITATION SERVICE	55.00
INVOICE:	682112									
682378		07/05/13		14000789	103895	P	07/26/13	1031134 0421	SANITATION SERVICE	55.35
INVOICE:	682378									
682573		07/05/13		14000789	103895	P	07/26/13	1051134 0421	SANITATION SERVICE	55.00
INVOICE:	682573									
VENDOR TOTALS		165.35 YTD INVOICED			645.35 YTD PAID			165.35		
317 SANITATION DIST. #1										
009-7-13		07/26/13			103896	P	07/26/13	0091087 0411	WATER/SEWAGE	54.18
INVOICE:	009-7-13									
020-7-13		07/25/13			103896	P	07/26/13	0201087 0411	WATER/SEWAGE	2,669.19
INVOICE:	020-7-13									
040-7-13		07/26/13			103896	P	07/26/13	0401087 0411	WATER/SEWAGE	14.04
INVOICE:	040-7-13									
040A-7-13		07/26/13			103896	P	07/26/13	0401087 0411	WATER/SEWAGE	2,162.25
INVOICE:	040A-7-13									
040B-7-13		07/26/13			103896	P	07/26/13	0401087 0411	WATER/SEWAGE	2,661.98
INVOICE:	040B-7-13									
100-7-13		07/25/13			103896	P	07/26/13	1001087 0411	WATER/SEWAGE	1,518.95
INVOICE:	100-7-13									
100A-7-13		07/26/13			103896	P	07/26/13	1001087 0411	WATER/SEWAGE	4.68
INVOICE:	100A-7-13									
103-7-13		07/25/13			103896	P	07/26/13	1031087 0411	WATER/SEWAGE	216.22
INVOICE:	103-7-13									
903-7-13		07/25/13			103896	P	07/26/13	9031087 0411	WATER/SEWAGE	180.63
INVOICE:	903-7-13									
903A-7-13		07/25/13			103896	P	07/26/13	9031087 0411	WATER/SEWAGE	586.50
INVOICE:	903A-7-13									
903B-7-13		07/26/13			103896	P	07/26/13	9031087 0411	WATER/SEWAGE	1,981.04
INVOICE:	903B-7-13									
MISC05252		07/17/13			103897	P	07/26/13	0011075 0441	LAND & BUILDING RENT	1,600.00
INVOICE:	MISC05252									
MISC05252B		07/17/13			103898	P	07/26/13	0011075 0441	LAND & BUILDING RENT	10,729.33
INVOICE:	MISC05252B									
VENDOR TOTALS		41,542.88 YTD INVOICED			41,542.88 YTD PAID			24,378.99		
9722 SCHMITZ, KAREN										
JULY		07/25/13			103899	P	07/26/13	1035101 0610	GENERAL SUPPLIES	9.33
INVOICE:	JULY									
VENDOR TOTALS		9.33 YTD INVOICED			9.33 YTD PAID			9.33		
5016 SETTERS, MARTHA										
7-17-7-18		07/25/13			103900	P	07/26/13	0902053 0582 1404	TRAVEL - OUT OF DISTRICT	446.32

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Kenton County Schools  
PAID WARRANT REPORT

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WARRANT: 07/26/13

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	7-15-13	07/25/13			103903	P	07/26/13	9011096 0581	TRAVEL - IN DISTRICT	81.92
	INVOICE:	7-15-13								
VENDOR TOTALS				81.92 YTD INVOICED				81.92 YTD PAID		81.92
1114 STATE CHEMICAL MANUFACTURING	96340394	07/08/13		14000515	103904	P	07/26/13	9011096 0663	REPAIR PARTS	858.29
	INVOICE:	96340394								
VENDOR TOTALS				858.29 YTD INVOICED				858.29 YTD PAID		858.29
12232 STRAND ASSOCIATES, INC.	99095	07/15/13			103905	P	07/26/13	9202134 0349 062X	OTHER PROFESSIONAL SERVIC	5,794.90
	INVOICE:	99095								
VENDOR TOTALS				10,761.71 YTD INVOICED				10,761.71 YTD PAID		5,794.90
1097 SUMEREL TIRE SERVICE, INC.	260997	07/03/13		14000612	103906	P	07/26/13	9011096 0662	TIRES & TUBES	2,896.32
	INVOICE:	260997								
VENDOR TOTALS				2,896.32 YTD INVOICED				2,896.32 YTD PAID		2,896.32
9174 WATCON, INC.	11659	07/18/13		14000685	103907	P	07/26/13	0051134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0061134 0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0071134 0431	HVAC/ELECTRIC REPAIR & MA	45.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0081134 0431	HVAC/ELECTRIC REPAIR & MA	45.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0201134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0401134 0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0451134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0501134 0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0601134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0701134 0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0801134 0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0901134 0431	HVAC/ELECTRIC REPAIR & MA	55.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	0951134 0431	HVAC/ELECTRIC REPAIR & MA	30.00
	INVOICE:	11659								
	11659	07/18/13		14000685	103907	P	07/26/13	1001134 0431	HVAC/ELECTRIC REPAIR & MA	30.00

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Kenton County Schools  
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WARRANT: 07/26/13

TO FISCAL 2014/01 07/01/2013 TO 06/30/2014

VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
INVOICE:	11659									
11659	07/18/13			14000685	103907	P	07/26/13	1031134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
INVOICE:	11659									
11659	07/18/13			14000685	103907	P	07/26/13	1051134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
INVOICE:	11659									
11659	07/18/13			14000685	103907	P	07/26/13	1081134 0431	HVAC/ELECTRIC REPAIR & MA	110.00
INVOICE:	11659									
11659	07/18/13			14000685	103907	P	07/26/13	1201134 0431	HVAC/ELECTRIC REPAIR & MA	95.00
INVOICE:	11659									
11659	07/18/13			14000685	103907	P	07/26/13	4951134 0431	HVAC/ELECTRIC REPAIR & MA	30.00
INVOICE:	11659									
11659	07/18/13			14000685	103907	P	07/26/13	9031134 0431	HVAC/ELECTRIC REPAIR & MA	25.00
INVOICE:	11659									
VENDOR TOTALS				765.00	YTD INVOICED			765.00	YTD PAID	765.00
4050 WHAYNE SUPPLY COMPANY										
LY07937	06/27/13			14000496	103908	P	07/26/13	9011096 0663	REPAIR PARTS	270.53
INVOICE:	LY07937									
PC160033538	07/02/13			14000510	103908	P	07/26/13	9011096 0663	REPAIR PARTS	35.10
INVOICE:	PC160033538									
PC160033539	07/02/13			14000510	103908	P	07/26/13	9011096 0663	REPAIR PARTS	50.70
INVOICE:	PC160033539									
PC160033624	07/09/13			14000510	103908	P	07/26/13	9011096 0663	REPAIR PARTS	35.10
INVOICE:	PC160033624									
VENDOR TOTALS				391.43	YTD INVOICED			391.43	YTD PAID	391.43
9635 WHY TRY INC.										
16880	07/23/13			14000720	103909	P	07/26/13	0001121 0610	337X GENERAL SUPPLIES	300.00
INVOICE:	16880									
VENDOR TOTALS				300.00	YTD INVOICED			300.00	YTD PAID	300.00
11391 ZEE MEDICAL, INC										
0101097563	07/10/13			14000613	103910	P	07/26/13	9201134 0610	GENERAL SUPPLIES	421.64
INVOICE:	0101097563									
VENDOR TOTALS				421.64	YTD INVOICED			421.64	YTD PAID	421.64
REPORT TOTALS										358,965.92

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	72	358,965.92

\*\* END OF REPORT - Generated by Cherrie Fitzgerald \*\*

**THE KENTON COUNTY SCHOOL DISTRICT  
DIESEL FUEL DISPENSING SYSTEM BID TABULATION**

Quantity	ITEM NUMBER	DESCRIPTION	C.L. McBride		WC Storey & Son	
			Unit Price	Total Price	Unit Price	Total Price
1	INSTALLATION	REMOVE EXISTING PUMPS AND REPLACE WITH NEW SINGLE-HOSE FUEL PUMPS. WIRE COMPLETE AND TIE BACK INTO EXISTING GASBOY FUEL CONTROL SYSTEM. TEST AND PUT BACK ONLINE.	3,920.00	3,920.00	2,500.00	2,500.00
2	9100	GASBOY 9153KF- CX SINGLE HOSE SUCTION PUMPS	3,147.00	6,294.00	3,955.00	7,910.00
4	GASBOY	CARD CONTROL PULSER OPTION (INCLUDED)	269.00	1,076.00	0.00	0.00
1	11B	OPW AUTOMATIC NOZZLE – DIESEL	56.00	56.00	67.07	67.07
1	11BP	OPW AUTOMATIC NOZZLE – UNLEADED	56.00	56.00	67.07	67.07
2	VST	5/8" X 12' HARDWALL HOSE W/ SWIVEL END	53.00	106.00	51.95	103.90
2	66H-34	IRPCO 5/8" WHIP HOSE W/ SWIVEL END	18.00	36.00	22.25	44.50
2	66V-34	OPW ¾ BREAKAWAY SINGLE USE	28.00	56.00	34.00	68.00
2	241TPS-34	OPW ¾" HOSE SWIVEL	21.00	42.00	25.39	50.78
2	MISC1	IMPACK TOPS/UNIONS/NIPPLES	300.00	600.00	56.25	112.50
1	OPWFMS	EXTERNAL FSC3000 SITE CONTROLLER, STARDARD 500 TRANSACTION MEMORY STORAGE	5,035.00	5,035.00	4,117.00	4,117.00
1	OPWFMS	K800-HFIT-4-HOSE PEDESTAL READER	0.00	0.00	4,078.00	4,078.00
1	INSTALLATION	REMOVE EXISTING FUEL CONTROL SYSTEM AND REPLACE WITH NEW FUEL CONTROL SYSTEM. INCLUDES REQUIRED SYSTEM INSTALLATION AND CONTROL WIRING OUTSIDE AT FUEL PUMPS. SITE CONTROLLER WILL BE LOCATED INSIDE OFFICE AND EXISTING COMMUNICATION RE-USED.	2,990.00	2,990.00	3,000.00	3,000.00
1	OPWFMS	PHOENIXPLUS SOFTWARE (STANDARD) LOADS AND RUNS ON BOTH 32/64 BIT WINDOWS7. OPERATOR NEEDS FULL CONTROL OVER PHOENIX FOLDER TO OPEN "COM" PORTS FOR COMMUNICATION PURPOSES.	1,230.00	1,230.00	1,982.00	1,982.00
1	OPWFMS	FACTORY SOFTWARE TRAINING/WEB BASED	N/A	N/A	539.00	539.00
1	STARTUP	ASSIST WITH INSTALLATION AND STARTUP OF SOFTWARE AND PROGRAMMING OF SYSTEM. INCLUDES SYSTEM NETWORK INTEGRATION FOR NETWORK COMMUNICATIONS WITH SITE CONTROLLER IN LIEU OF PHONE LINE COMMUNCATIONS.	1,680.00	1,680.00	1,000.00	1,000.00
1		FREIGHT	240.00	240.00	0.00	0.00
<b>TOTAL</b>				<b>23,417.00</b>		<b>25,639.82</b>
LEAD TIME FOR COMPLETION (IN DAYS) AFTER RECEIPT OF ORDER				60		60
<b>ADDITIONAL LABOR/MATERIAL DISCOUNTS FOR OTHER WORK</b>						
Fuel Tank Install/Removal				\$70.00/hour		
Gasboy Equipment Service				\$70.00/hour		
Service Technician						\$100.00/hour

- Recommended as the lowest and/or best evaluated bid.

**THE KENTON COUNTY SCHOOL DISTRICT  
FUEL TANK BID TABULATION**

		C.L. McBride	WC Storey & Son
Quantity	DESCRIPTION	Total Price	Total Price
1	Diesel Fuel Tank, 10,000 gallon, double wall, above ground, with stated Tank Accessories	46,047.00	47,500.00
<b>TOTAL</b>		<b>46,047.00</b>	<b>47,500.00</b>
LEAD TIME FOR COMPLETION (IN DAYS) AFTER RECEIPT OF ORDER		75	60
<b>ADDITIONAL LABOR/MATERIAL DISCOUNTS FOR OTHER WORK</b>			
Fuel Tank Install/Removal		\$70.00/hour	
Gasboy Equipment Service		\$70.00/hour	
Installation Mechanic			\$100.00/hour
Laborer / Helper			\$80.00/hour
Service Technician			\$100.00/hour
Recommended as the lowest and/or best evaluated bid -			



VENDOR	ADDRESS	PHONE NUMBER	FAX NUMBER
A & A SHEET METAL	111 CARNEAL STREET, LUDLOW, KY 41016	859-581-1877	859-581-1877
A & S ELECTRIC SUPPLY, INC.	3140 CRESCENT AVE, ERLANGER, KY 41018	859-727-1111	859-727-3622
A-1 ELECTRIC MOTORS INC.	1461 DIXIE HWY, PARK HILLS, KY 41011	859-291-1351	859-291-6914
ABSOLUTE GLASS LLC	607 SPRING ST, STE C, ELSMERE, KY 41018	859-356-6789	859-356-4789
ACE HARDWARE			
AIR SOURCE TECHNOLOGY	131 PROSPEROUS PLACE, UNIT 17, LEXINGTON, KY 40509	859-299-0046	859-299-0494
ALLIED SUPPLY INC.	707 CARR ST, CINCINNATI, OH 45203	513-631-6148, EXT. 7531	513-631-6291
AMERICAN SOUND & ELECTRONICS	1800 RUSSELL STREET, COVINGTON KY 41014	859-261-9024	859-655-4543
ATLAS ADHESIVE TAPE	35 CUSHMAN ST, LAKEWOOD, NJ 08701	732-364-7097	732-253-7230
B & E DECORATING CENTER, INC.	3712 WINSTON AVE, LATONIA, KY 41015	859-491-5646	859-491-0878
B & J ELECTRICAL	6316 WIEHE, CINCINNATI, OH 45237	513-351-7100	513-351-7101
BATTERY MEN INC.	1239 ELLIS ST, CINCINNATI, OH 45223	513-681-2288	513-853-8702
BATTERY NEIGHBOR LLC	PO BOX 175966, FT MITCHELL, KY 41017	859-344-9989	

BLAU MECHANICAL, INC.	1532 RUSSELL STREET, COVINGTON, KY 41011	859-291-3159	859-581-3022
BONDED LOCK SERVICE LLC	3224 DIXIE HWY, ERLANGER, KY 41018	859-341-4474	859-341-9752
BOONE STEEL, LLC	12091 CHANDLER DRIVE, WALTON, KY 41094	859-493-0111	859-493-0777
CAN DEW RECYCLER	1510 RUSSELL STREET, COVINGTON, KY 41011	859-261-8264	
CBT (CINCINNATI BELTING)	737 W. 6TH STREET, CINCINNATI, OH 45203	513-621-9050	513-621-0549
CENTRAL LAWN CARE INC.	PO BOX 17092, FT MITCHELL, KY 41017	859-485-2024	859-485-2026
CHESTNUT FENCE	5081 MADISON PIKE, INDEPENDENCE, KY 41051	859-356-2217	859-356-3107
CITY ELECTRIC SUPPLY	1335 DONALDSON HWY, STE 8A, ERLANGER, KY 41018	859-980-0482	859-980-0485
CORKEN STEEL PRODUCTS COMPANY	7920 KENTUCKY DRIVE, FLORENCE, KY 41042	859-291-4664	859-655-8250
COUNTRYSIDE PLAY STRUCTURES	3535N CR 800 E., PARKER CITY, IN 47368	866-959-7866	765-468-4222
CRESCENT SPRINGS HARDWARE	2460 ANDERSON RD, CRESCENT SPRINGS, KY 41017	859-341-0800	859-341-5154

CUSTOM TROPHY & APPAREL	7132 TURFWAY ROAD, FLORENCE, KY 41042	859-371-2458	859-525-8603
D.R. LONAKER CONSTRUCTION	PO BOX 56, CRITTENDEN, KY 41030	859-991-0089	
EARL FRANKS & SONS/DAUGHTERS	428 MADISON AVE, COVINGTON, KY 41011	859-261-9608	859-261-7881
EGELSTON-MAYNARD SPORTING GOODS CO., INC.	525 MADISON AVE, COVINGTON, KY 41011	859-581-6648	859-581-7117
EXPERT SERVICES; DBA EXPERT IRRIGATION	242 8459-F US 42, FLORENCE, KY 41042	859-282-8101	859-282-7761
F & M MAFCO, INC.	9149 DRYFORK ROAD, HARRISON, OH 45030		
FANTASTIC SPIRT WEAR	73 CAVALIER BLVD, SUITE 205, FLORENCE, KY 41042	859-283-2000	
FASTSIGNS FLORENCE	8158 MALL ROAD, FLORENCE, KY 41042	859-525-1199	859-525-3342
FD LAWRENCE ELECTRIC COMPANY	5582 LIMABURG RD, BURLINGTON, KY 41015	859-283-5550	859-283-2137
FEDDERS	1550 RUSSELL STREET, COVINGTON, KY 41011	859-431-2622	859-431-2624
FERGUSON ENTERPRISES	11860 MOSTELLER RD, CINCINNATI, OH 45241		

FLORENCE HARDWARE	7110 DIXIE HWY, FLORENCE, KY 41042	859-525-1464	859-525-6232
FLORENCE WINNELSON	110 RICHWOOD RD, SUITE B, WALTON, KY 41094	859-371-0008	859-371-2520
FORNASH BACKHOE SERVICE & LIGHT CONSTRUCTION	253 CLAY RIDGE ROAD, ALEXANDRIA, KY 41011	513-315-8023	859-448-0517
GATEWAY GLASS & GLAZING, INC.	PO BOX 17166, FT MITCHELL, KY 41017	859-356-9000	859-356-9002
GOT-A-GO, INC.	8347 DIXIE HWY, FLORENCE, KY 41042	859-282-7700	859-282-7796
GRAYBAR ELECTRIC	1022 WEST EIGHTH ST, CINCINNATI, OH 45203	513-621-0600	513-621-0710
HAGEDORN APPLIANCE, LLC.	4432 DIXIE HWY, ERLANGER, KY 41018	859-342-6060	859-342-2765
HART PLUMBING COMPANY	981 MIDWAY DR, ALEXANDRIA, KY 41001	859-635-5523, EXT 12	859-635-9099
HOBART SERVICE (DIVISION OF ITW FOOD EQUIPMENT GROUP)	8943 BECKETT ROAD, WEST CHESTER, OH 45069	513-771-8833	513-771-5615
INDUSTRIAL ELECTRONIC SERVICE LTD.	325 INDUSTRY DRIVE, CARLISLE, OH 45005	937-746-9750	937-746-9704
INGENUITY IEQ	3600 CENTENNIAL DRIVE, MIDLAND, MI 48642	989-496-2233	989-496-2695
INNOVATIVE ENERGY SOLUTIONS	3680 SYMMES ROAD, HAMILTON, OH 45015	513-874-6733, EXT 124	513-874-8911
JACKS GLASS, INC.	6 PARK AVE, ELSMERE, KY 41018	859-342-3382	859-342-3855

JANSEN TURF	3098 BEECH AVE, LATONIA, KY 41015	859-380-7640	
JIFFY FASTENING SYSTEMS, INC.	2433 FORTUNE DRIVE, LEXINGTON, KY 40514	859-983-6134	513-632-6505
JOHN R GREEN	411 WEST SIXTH ST, COVINGTON, KY 41011	859-655-8709, EXT. 3017	859-431-0266
JOLLY PLUMBING	11 BEACON, WILDER, KY 41076	859-781-7500	859-781-9096
KENT REFRIGERATION	221 E. 19TH STREET, COVINGTON, KY 41011	859-431-4252	859-431-1980
KLEEM, INC.	6370 GANO ROAD, WEST CHESTER, OH 45069	513-755-9000	513-755-9300
KW MECHANICAL, INC.	25 EAST 32ND ST, COVINGTON, KY 41015	859-261-1100	859-261-8311
LAFORCE, INC.	2851 E. KEMPER ROAD, CINCINNATI, OH 45241	513-242-1100	513-242-9336
LIFT MASTER CONCRETE LIFTING, INC.	6770 EAST BEND ROAD, BURLINGTON, KY 41005	859-689-5434	859-689-5434
LPM ELECTRIC INC.	200 VINE STREET, WILDER, KY 41076	859-694-3186	859-694-3177
LUCAS SANITATION CO.	11609 STAFFORDSBURG ROAD, INDEPENDENCE, KY 41051	859-743-3169	859-356-2315
NELTNER SERVICES, LLC	PO BOX 670, BURLINGTON, KY 41005	859-689-5050	859-689-5050

NOEL'S PLUMBING SUPPLY	2985 GLENDALE MILFORD ROAD, CINCINNATI, OH 45241	513-721-5286	513-721-5947
OTIS REFRIGERATION SERVICE	4224 AIRPORT RD, CINCINNATI, OH 45226	513-533-5333	513-321-5419
PRAXAIR DISTRIBUTION INC.	2121 SPRING GROVE AVE, CINCINNATI, OH 45214	513-545-7615	513-762-3655
PROGRESS SUPPLY, INC.	2864 SPRING GROVE AVE, CINCINNATI, OH 45225	513-681-3881	513-681-1151
R.G. KEMPER, INC.	411 PIKE STREET, COVINGTON, KY 41011	859-291-0211	859-291-0089
REMINISCHWENT HERB FARM, NURSERY & LANDSCAPING	1344 BOONE AIRE RD, FLORENCE, KY 41042	859-525-8729	859-283-1367
RICE SIGNS & LIGHTING, INC.	PO BOX 98, INDEPENDENCE, KY 41051	859-991-6265	
ROUSE TREE SERVICE	3005 HEMPFLING ROAD, MORNING VIEW, KY 41063	859-356-1980	
ROY TAILORS UNIFORM COMPANY	1905 DALTON AVENUE	513-621-4787	513-632-7495
SECO ELECTRIC CO.	350 PIKE STREET, COVINGTON, KY 41011	859-491-2984	859-291-3770

SERV PRO (HARTKE & ASSOC)	2115 SCHAPPELLE LN, CINCINNATI, OH 45240	513-541-3200	513-541-0055
SHAFFER DISTRIBUTING COMPANY	9461 EAST WASHINGTON STREET, INDIANAPOLIS, IN 46229	317-899-2530	317-899-6080
SOUTHERN STATES CAMPBELL COUNTY	2 S. JEFFERSON STREET, ALEXANDRIA, KY 41001	859-635-2104	859-635-2736
SPARKS HARDWARE	5 BEACON DRIVE, WILDER, KY 41076	859-572-0000	859-572-0240
SPECIALIZED PLUMBING	921 DUDLEY ROAD, EDGEWOOD, KY 41017	859-341-6666	859-578-2032
STOERMER- ANDERSON, INC.	3818 RED BANK RD, CINCINNATI, OH 45227	513-527-2300	859-527-2306
STRUCTURAL CONCRETE CONSTRUCTION, INC.	PO BOX 36, 18 NEEDMORE ST, WALTON, KY 41094	859-485-9270	859-485-2187
SUMMIT FIRE APPARATUS	11 SPERTI DRIVE, EDGEWOOD, KY 41017-0128	859-331-0360	859-331-0399
SUNBELT RENTALS, INC.	370 ARISTOCRAT DRIVE, FLORENCE, KY 41042	859-647-9010	859-647-9060
T & R COMMUNICATIONS, LLC	750 POINTE DRIVE, CRESCENT SPRINGS, KY 41017	859-426-5557	859-426-9991
TAYLOR MADE MACHINERY	315 SHORLAND DRIVE, WALTON, KY 41094	859-485-4600	859-485-8374
TODD ENGRAVING	417 EAST 17TH ST, COVINGTON, KY 41014	859-491-0645	859-491-7954



TRI-STATE AUDIO VISUAL COMPANY	2901 GLENDORA AVE, CINCINNATI, OH 45219	513-281-7500	513-281-7539
TRI-STATE LIQUID WASTE	PO BOX 247, 4801 ST RT 128, CLEVELAND, OH 45002	859-746-1234	513-353-9333
TRI-STATE SPORTS, LLC.	PO BOX 32326, CINCINNATI, OH 45232	513-242-5800	513-242-5805
TRUGREEN	7980 KENTUCKY DRIVE, FLORENCE, KY 41042	937-603-3778	859-283-5330
UNITED REFRIGERATION	3929 APPLE STREET, CINCINNATI, OH 45225	513-591-0020	513-591-0101
WATCON, INC.	2215 S. MAIN STREET, SOUTH BEND, IN 46680	513-319-1890	
WESSEL LAWN CARE & LANDSCAPING, LLC	PO BOX 830, UNION, KY 41091	859-393-1556	859-282-0355
WILDER WIN ELECTRIC	7 BEACON DRIVE, WILDER, KY 41076	859-781-0132	859-781-1187
WILDER WINNELLSON	7 BEACON DRIVE, WILDER, KY 41076	859-572-0500	859-572-0505
WILLIAM KRAMER & SON ROOFING	9171 HARRISON PIKE, UNIT 12, CLEVELAND, OH 45002	513-353-1142	513-353-1157
WINSTEL CONTROLS INC.	10126 TRANSPORTATION WAY, CINCINNATI, OH 45246	513-251-4343	513-251-4388
WISEWAY SUPPLY	7430 EMPIRE DRIVE, FLORENCE, KY 41042	859-283-9473	859-292-1300

	1470 DIXIE HWY, PARK HILLS, KY		
ZIGTRONICS, INC.	41011-2817	859-291-2777	859-291-1025

THE FOLLOWING VENDORS WERE CONSIDERED NON-COMPLIANT DUE

MATHESON (RESIDENT BIDDERS STATUS, SNAP-ON INDUSTRIAL (RESIDENT BIDDERS STATUS),  
METAL SUPPLY (RESIDENT BIDDERS STATUS), GORDON FOOD SERVICE (W-9 & RESIDENT B  
STATUS)

LABOR RATES	DISCOUNT PERCENTAGE	EXCEPTIONS
	0%	
	2%	
IN SHOP \$70/HR, IN FIELD \$105/HR, OVERTIME \$105/HR SERVICE CALL \$85, ADD'L WINDOW LABOR \$35, HOURLY LABOR RATE \$35		EACH TRIP, EACH WINDOW
	0%	
INDUSTRIAL HYGEINIST \$110/HR, IH TECHNICIAN \$50/HR, CERTIFIED IH \$200		
	0%	GSA CONTRACT HOLDER, GS-07F-0484V
FIRST HOUR TECHNICAL LABOR \$110/HR, ADD'L TECHNICAL LABOR HRS \$85/HR, INSTALLATION LABOR \$75/HR		LABOR FOR EMERGENCY CALL OUT AND TIME AND A HALF WILL BE RATE OF 1.5 TIMES THE NORMAL HOURLY RATE
	0%	
	15%	
ELECTRICIAN ST \$55/HR, OVERTIME \$77/HR, DOUBLETIME \$99/HR		MATERIAL COST PLUS 10%
	0%	
	0%	

SERVICE CALL & 1ST HR \$90/HR, RT \$64/HR, OT \$90/HR, DT \$116/HR		
LOCKSMITH \$65/HR, DOOR REPLACEMENT \$65/HR, GLASS BOARD UP & REPLACEMENT \$65/HR		AFTER HOURS EMERGENCY SERVICE
	1/2 - 10%	
	0%	
	0%	
MOWING/TRIMMING \$40/HR, BUSH HOGGING \$110/HR, BLOWING PLAYGROUND MATERIAL \$32.25 PER YD OF MATERIAL		
	0%	
	75%	
	10%	
EQUIPMENT INSTALLATION \$80/MAN PER HOUR, PSI INSPECTIONS \$450 PER SCHOOL	5-6%	JOB SIZE DETERMINES HOW MANY MEN WILL BE NEEDED - UNION LABOR. MUST USE BUYING CONTRACT TO RECEIVE DISCOUNTS DISCOUNT VARIES DEPENDING ON ITEM PURCHASED. LABOR IS A NON-DISCOUNTABLE ITEM
	0%	

MINI EXCAVATOR \$80/HR, SKID STEER \$70/HR, 953B TRACK LOADER \$90/HR, MANUAL LABOR \$28/HR	10-25%	
CALL FOR QUOTE	10%	PRICING BASED ON QUOTES
		ITEMS PRICED/QUOTED ON AN AS NEEDED BASIS, DISCOUNT NOT APPLICABLE TO ITEMS WHICH REQUIRE CUSTOMIZATION
SERVICE CALL \$75/HR, ADDITIONS/INSTALL BASED ON JOB TYPE	0-10%	EXTRA LABORER \$37.5/HR PRICE PROVIDED DURING EACH BID
	0%	DISCOUNT WILL BE APPLIED PER EACH RFQ
	CALL FOR PRICING	
		DISCOUNT DOES NOT APPLY TO DESIGN WORK. ALSO DISCOUNT ONLY APPLIES TO IN HOUSE PRODUCED ITEMS & NOT VALID WITH ANY OTHER PROMOTIONAL ITEMS.
	15%	
	0%	
	0%	
CALL FOR QUOTE		

	20%	
	0%	
BACKHOE \$85.50/HR, BOBCAT \$55.50/HR, LEAD MAN \$42.50/HR, LABOR \$36.50/HR, LEAD SUPER \$66.50	0%	
GLAZER \$75/HR		REGULAR HOURS 8 - 4 MONDAY - FRIDAY
	0%	
	CALL FOR PRICING	
APPLIANCE REPAIR \$80 BASE RATE + LABOR AND PARTS	10%	JOB RATE - NOT HOURLY BASE. COPY OF RATE BOOK AVAILABLE BUT HIGHLY CONFIDENTIAL
PLUMBING \$75/HR		AFTER HOURS/ SATURDAY TIME 1 1/2, SUNDAY DOUBLETIME
SERVICE \$84.60		SECTION V - HOLD HARMLESS LANGUAGE
SERVICE, REPAIR, INSTALL LABOR \$112.50	10%	
CALL FOR QUOTE	CALL FOR QUOTE	
	50%	
GLAZING/INSTALLATION \$125/FIRST MAN, FIRST HOUR; \$65 EACH ADD'L MAN HOUR AFTER	20%	MATERIALS & SUPPLIES DISCOUNTED OFF OF LIST PRICE PER PROJECT

	0%	
	0%	
	0%	
PLUMBER \$95/HR, JET MACHINE WITH 2 MEN \$175/HR	25%	3 HR MINIMUM
REGULAR \$70/HR, OVERTIME \$105/HR		
	10%	
COST BY QUOTE INSTALLATION OF DOORS, FRAMS, HARDWARE, TOILET PARTITIONS & ACCESSORIES \$80/HR		
	0%	
ELECTRICAL SERVICE TECH WITH TRUCK \$48.50/HOUR, HELPER APPRENTICE \$38	0%	MATERIAL COSTS 15%, WHEN A SERVICE TRUCK IS REQUIRED A \$45 TRIP CHARGE IS ADDED (IF UNDER 8 HOURS)
ALL TYPES GENERAL CONSTRUCTION, LANDSCAPING MANUAL LABOR, RESTORATION MANUAL LABOR \$35/HR; PUMP STATION SEWER PLANT TECHNICIAN \$75/HR	0%	
	0%	



	10-50%	DISCOUNT DEPENDS ON VENDOR
STANDARD DAILY RATES \$80/HR, OVERTIME \$120/HR, HOLIDAY \$160/HR		
WELDING MACHINE \$74.50	15%	
	0-50%	NON-STOCK ITEMS WILL BE CHARGED FOR INBOUND FREIGHT
	0%	
SNOW REMOVAL AT BEECHGROVE, TURKEYFOOT/CAYWOOD, RIVER RIDGE \$75/HR		BY GERALD TURNER'S REQUEST OR AT 2"
SERVICE ON ILLUMINATED SIGNS & PARKING LOT LIGHTS \$75 FOR 40' BUCKET TRUCK AND 1 MAN LABOR (MANUFACTURE AND INSTALLATION) \$75; FOR 80' CRANE TRUCK AND 2 MEN LABOR FOR STADIUM LIGHTS, ETC \$165/HR		
	0%	
	0%	
ELECTRICAL , DATA & LOW VOLTAGE SYSTEMS \$59/HR		

REMEDICATION \$40.38/HR, TECHNICIAN \$30.69, SUPERVISOR \$42.86, GENERAL LABOR \$30.57		RATES AFTER NORMAL BUSINESS HOURS @ 1 1/2 TIMES REGULAR RATE WITH A 4 HOUR MINIMUM
MAINTENANCE LABOR/SERVICE CALL \$90/HR	0%	
\$40/HR	10-25%	
	0%	
	30%	SPECIAL ORDER ITEMS
SERVICE \$110/HR		
CONCRETE PLACEMENT FINISH \$35/HR, CONCRETE LABORER \$27/HR, CONCRETE SUPERVISOR \$45/HR		SOME BIGGER JOBS TO BID AS PER PLANS & SPECS
WELDING & MISC FABRICATING \$90/HOUR		
	10%	ONLY ON RENTALS - NOT GOOD FOR PURCHASE
INSTALLATION PHONE SYSTEMS, CAT 5 WIRING, PROGRAMMING PHONE SYSTEMS \$75/HR	10%	
MACHINING PARTS \$65/HR		
	0%	

CAMMINATOR REPAIR \$145/HR, VIDEO PROJECTOR REPAIR \$110 FLAT RATE + PARTS	10-15%	
JEFFER TRUCK & OPERATOR \$130/HR, VACUUM TRUCK & OPERATOR \$120/HR, OPERATOR ASSISTANT \$55/HR		EMERGENCY - AFTER NORMAL BUSINESS HOURS WILL BE CHARGED AT 1.5 TIMES REGULAR RATE
SERVICE & INSPECT \$90 FOR 1 MAN, GYM & PLAYGROUND EQUIPMENT \$140 FOR 2 MEN		
LAWN, TREE & SHRUB CARE \$30 - 40 / HR		
	0%	
	0%	
LABORER \$30/HR, BOBCAT & OPERATOR \$65/HR, TRACTOR & BUSHHOGGING WITH OPERATOR \$70/HR		
	30%	COMMODITIES
	CALL FOR QUOTE	
ROOFER \$72/HR		OVERTIME = TIME + 1/2, HOLIDAYS DOUBLE TIME
	VARIES BY PRODUCT - WILL OFFER STANDARD CONTRACTOR PRICING	
	15%	NON-STOCK ITEMS SUBJECT TO MANUFACTURERS TERMS

<p>ELECTRICAL</p> <p>TROUBLESHOOTING &amp; REPAIR \$105/HR, OVERTIME (REGULAR) \$135/HR, OVERTIME (WEEKENDS &amp; HOLIDAYS) \$175/HR</p>		
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TO LACK OF REQUIRED DOCUMENTATION

(US), CENTRAL POLY (RESIDENT BIDDERS STATUS), AMERICAN  
IDDERS STATUS), DYER EQUIPMENT SALES (RESIDENT BIDDERS

**THE KENTON COUNTY SCHOOL DISTRICT  
MICROSOFT SURFACE TABLETS BID TABULATION**

**OM Office Supply**

<b>ITEM DESCRIPTION</b>	<b>Quantity = 25</b>	<b>Quantity = 50</b>	<b>Quantity = 75</b>	<b>Quantity = 100 +</b>
<b>Surface RT (32 GB)</b>	<b>198.95</b>	<b>198.90</b>	<b>198.85</b>	<b>198.80</b>
<b>Surface RT (32 GB) with Touch Keyboard Cover</b>	<b>248.95</b>	<b>248.90</b>	<b>248.85</b>	<b>248.80</b>
<b>Surface RT (32 GB) with Type Keyboard Cover</b>	<b>288.95</b>	<b>288.90</b>	<b>288.85</b>	<b>288.80</b>

**THE KENTON COUNTY SCHOOL DISTRICT  
SURPLUS EQUIPMENT BID FORM**

ITEM #	QTY	DESCRIPTION	MEASUREMENT / SIZE	COLOR / MATERIAL	CONDITION	DEPT	ASSET TAG	LOCATION/ ROOM #	Gary Freking			Nancy Hoffman			David Keeley			Paul Lawless		
									Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total
1	1	PRESS, DRILL, PNEUMATIC		GREEN	FAIR	GF	16458	VI - 110	1	75.01	75.01							1	10.00	10.00
2	1	MORDISER, PNEUMATIC		GREEN	FAIR	GF	16439	VI - 110	1	75.01	75.01							1	5.00	5.00
3	1	SANDER, SPINDLE, ALLEN BRADLEY		GRAY	FAIR	GF	17721	VI - 110	1	51.01	51.01							1	1.00	1.00
4	1	SAW, BAND, POWERMATIC			FAIR	GF	13924 / 15578	VI - 110	1	32.51	32.51							1	10.00	10.00
5	1	WORK BENCH TOP			GOOD	GF		VI - 110	1	36.01	36.01				1	201.00	201.00			
6	1	COMPUTER TABLE TOP			FAIR	GF		VI - 110												
7	15	TABLES, CAFETERIA (ROLL & FOLD)	VARIOUS	BLUE, GRAY, BROWN	FAIR	FS		VI - 110										15	0.20	3.00
8	32	TABLE TOPS, ROUND, NO LEGS			FAIR	GF		VI - 110												
9	5	DESK, COMPUTER, METAL, BRETTFORD		BEIGE	FAIR	GF		VI - 110										5	0.10	0.50
10	3	TABLES, COMPUTER, METAL		BEIGE	FAIR	GF		VI - 110										3	0.10	0.30
11	3	STANDS, PRINTER (GOES WITH LINE ITEM # 11)		BEIGE	FAIR	GF		VI - 110										3	0.05	0.15
12	2	TABLES, ROUND, PEDISTAL	42" DIAMETER		POOR	GF		VI - 110										2	0.05	0.10
13	3	DESKS, COMPUTER			FAIR	GF		VI - 110										3	0.05	0.15
14	3	DESKS, OFFICE			POOR	GF		VI - 110										3	0.05	0.15
15	1	TABLE WITH FIXED LEGS			FAIR	GF		VI - 110										1	0.05	0.05
16	1	COT, PADDED			FAIR	GF		VI - 110										1	0.05	0.05
17	34	CHAIRS, CAFÉ, HARD PLASTIC	VARIOUS	VARIOUS	FAIR	GF		VI - 110										34	0.05	1.70
18	26	CHAIRS, PLASTIC SHELL, SOFT	VARIOUS	VARIOUS	FAIR	GF		VI - 110										26	0.05	1.30
19	1	FILE CABINET, 2 DRAWER			FAIR	GF		VI - 110										1	0.05	0.05
20	4	FRAMES, METAL		BLACK	GOOD	NEED		VI - 110										4	0.05	0.20
21	1	CART, LIBRARY, METAL		BEIGE	FAIR	NEED		VI - 110										1	0.05	0.05
22	1	TABLE, UTILITY		GREEN	POOR	NEED		VI - 110										1	0.05	0.05
23	21	CHAIR, LIBRARY, UPHOLSTERED		GRAY	FAIR	NEED		VI - 110										21	0.05	1.05
24	1	PODIUM, WOOD		NATURAL FINISH	GOOD	NEED		VI - 110												
25	7	CHAIRS, SIDE	VARIOUS	VARIOUS	FAIR	NEED		VI - 110										7	0.05	0.35
26	1	TABLE TOP			GOOD	NEED		VI - 110												
27	3	FRAMES, METAL, ON CASTERS			GOOD	NEED		VI - 110										3	0.05	0.15
28	5	DESKS, STUDENT	VARIOUS	VARIOUS	FAIR	NEED		VI - 110										5	0.05	0.25
29	5	CHAIRS, METAL, FOLDING	VARIOUS	VARIOUS	POOR	NEED		VI - 110										5	0.05	0.25
30	2	CHAIRS, TEACHER, ON CASTERS, UPHOLSTERED		RED	GOOD	NEED		VI - 110										2	0.05	0.10
31	5	TABLE, LIBRARY, WOOD			FAIR	NEED		VI - 110												
32	2	TRAY, KEYBOARD			FAIR	NEED		VI - 110										2	0.05	0.10
33	1	DESK, COMPUTER, LAMINATE		BROWN	FAIR	NEED		VI - 110												
34	3	TABLE LEGS, BOX			NEW	NEED		VI - 110										3	0.05	0.15
35	2	CASE, DISPLAY			FAIR	NEED		VI - 110	2	2.01	4.02							2	0.05	0.10
36	3	PROJECTOR, OVERHEAD	VARIOUS		FAIR	NEED		VI - 110										3	0.05	0.15
37	7	FILE CABINET, 4 DRAWER			FAIR			VI - 109	7	1.01	7.07							7	0.05	0.35
38	7	DESK, TEACHER			FAIR			VI - 109										7	0.05	0.35
39	1	DESK, COMPUTER			FAIR			VI - 109												
40	3	FILE CABINET, 4 DRAWER			FAIR			VI - 109	3	1.01	3.03							3	0.10	0.30
41	2	SHELVES, MAILBOX, METAL			FAIR			VI - 109										2	0.10	0.20
42	1	FILE CABINET, 2 DRAWER			FAIR			VI - 109	1	1.01	1.01							1	0.10	0.10
43	1	TABLE, SMALL		WOOD	GOOD			VI - 109												
55	1	FILE CABINET, 4 DRAWER		BEIGE	FAIR	GF		VI - 110	1	1.01	1.01							1	0.10	0.10
56	1	DESK, TEACHER, WOOD, LAMINATE TOP		NATURAL FINISH	POOR	GF		VI - 110												
57	1	STOOL	30"		POOR	GF		VI - 110										1	0.10	0.10
58	1	STOOL, SCIENCE LAB, METAL FRAME		BLACK	GOOD	GF		VI - 110										1	0.10	0.10
59	1	CABINET, STORAGE, WITH CASTERS			FAIR	GF		VI - 110	1	1.01	1.01							1	0.50	0.50
60	1	DESK, OFFICE, SMALL			POOR	GF		VI - 110												
61	4	CORNER PANELS, MODULAR SYSTEM			GOOD	GF		VI - 110												
62	1	CABLE BOX, MOTOROLA			FAIR	GF		VI - 110												
63	1	VCR, VHS, PANASONIC, AG1330			UNKNOWN	GF		VI - 110												
64	1	COPIER, NUARC, PHOTO EQUIPMENT, WE1418			UNKNOWN	GF		BOYS RR												
65	1	PHOTO EQUIPMENT, NUARC			UNKNOWN	GF		BOYS RR												
66	1	EDIT SYSTEM, VHS, AB, WITH CONTROLLER			UNKNOWN	GF	12727	VI - 110												
67	1	EDIT SYSTEM, VHS, AB, WITH CONTROLLER			UNKNOWN	GF	12728	VI - 110												
68	1	VCR, VHS, 4 HEAD, PANASONIC SUPER			POOR	GF		VI - 110												
69	57	TABLE TOPS, ROUND	48"		FAIR	GF		VI - GYM - LOBBY												
70	1	STAIR TRAC, HANDICAP, A2332		BLUE	UNKNOWN	GF		VI - GYM										1	0.50	0.50
71	1	SCRUBBER, FLOOR, MINUTEMAN			POOR	GF	15526	VI - GYM										1	0.50	0.50
72	6	RISER, CORAL	8'	BLACK	FAIR	GF		VI - GYM										6	0.10	0.60
73	1	BASKETBALL BASE & GOAL, OUTDOOR			GOOD	GF		VI - GYM												
74	1	TV, AMERICAN SOUND			UNKNOWN	GF		VI - GYM												
75	1	TV, AMERICAN SOUND			UNKNOWN	GF		VI - GYM												

**THE KENTON COUNTY SCHOOL DISTRICT  
SURPLUS EQUIPMENT BID FORM**

ITEM #	QTY	DESCRIPTION	MEASUREMENT/ SIZE	COLOR / MATERIAL	CONDITION	DEPT	ASSET TAG	LOCATION/ ROOM #	Gary Freking			Nancy Hoffman			David Keeley			Paul Lawless		
									Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total
76	1							VI - GYM												
77	1	SCRUBBER, FLOOR			UNKNOWN	GF	13526	VI - GYM												
78	1	SAW, TABLE, CRAFTSMAN	10"		FAIR	GF	15276	VI - GYM	1	35.51	35.51				1	50.00	50.00	1	0.50	0.50
79	1	SAW, RADIAL ARM, CRAFTSMAN			FAIR	GF	14130	VI - GYM	1	25.51	25.51				1			1	5.00	5.00
80	1	SANDER, DISC, POWERMATIC			FAIR	GF	15274	VI - GYM	1	37.51	37.51				1			1	5.00	5.00
81	1	SAW, BAND, DELTA			FAIR	GF	15276	VI - GYM	1	30.51	30.51				1			1	1.00	1.00
83	6	BOXES, PLAN, SAFECO			GOOD	GF		VI - GYM										1	5.00	5.00
84	2	TABLES, WOOD	42 X 84		FAIR	GF		VI - GYM							2	25.00	50.00			
85	LOT	SAFETY CAP, FENCE (APPROX 2400 LINEAL FT)	8'	YELLOW	FAIR	GF		VI - GYM												
87	11	FIXTURE, WIDE LITE, 400 WATT, MODEL SR4-400-CWB			GOOD	GF		VI - GYM										11	0.10	1.10
88	1	DESK, PEDISTAL, SINGLE			POOR	GF		VI - GYM												
89	1	FILE CABINET, 2 DRAWER			POOR	GF		VI - GYM	1	1.01	1.01									
90	16	COURSE, PUTT-PUTT, WOODEN			POOR	GF		VI - GYM												
91	1	RACK, FOLDING CHAIR		BROWN	FAIR	GF		VI - GYM										1	0.10	0.10
109	10	CAMCORDER, VHS, PANASONIC			UNKNOWN			RR - TV STUDIO												
110	1	MODULATOR (BLONDER TONGUE), CHANNEL 9			UNKNOWN			RR - TV STUDIO												
112	1	PLAYER, CD, TECHNICS			UNKNOWN			RR - TV STUDIO												
113	1	PLAYER, CD, SONY			UNKNOWN			RR - TV STUDIO												
114	1	PLAYER, CD, TECHNICS			UNKNOWN			RR - TV STUDIO												
115	1	AMPLIFIER, TOA 900 SERIES			UNKNOWN			RR - TV STUDIO												
116	1	VCR, JVC, SVHS			UNKNOWN		16999	RR - TV STUDIO												
117	1	VCR, JVC, SVHS			UNKNOWN		16998	RR - TV STUDIO												
118	1	VCR, JVC, SVHS			UNKNOWN		16986	RR - TV STUDIO												
119	1	VCR, JVC, SVHS			UNKNOWN		16987	RR - TV STUDIO												
120	1	SUITCASE, VIDEO TECH			UNKNOWN			RR - TV STUDIO												
121	1	PLAYER/RECORDER, VHS, RCA			UNKNOWN			RR - TV STUDIO												
122	1	TITLE MAKER, VIDEONICS			UNKNOWN			RR - TV STUDIO												
145	1	FILE CABINET, VERTICAL, 4 DRAWER, NO LOCK	4'	TAN	GOOD	TW		VI - 108	1	1.01	1.01							1	0.10	0.10
146	1	FILE CABINET, VERTICAL, 4 DRAWER, NO LOCK	4'	TAN	GOOD	TW		VI - 108	1	1.01	1.01							1	0.10	0.10
147	1	FILE CABINET, VERTICAL, 4 DRAWER, NO LOCK	4'	TAN	POOR	TW		VI - 108	1	1.01	1.01							1	0.10	0.10
148	1	TABLE, FOLDING	8'	BROWN	GOOD	GF		VI - 108										1	0.10	0.10
149	1	TABLE, FOLDING	8'	BROWN	POOR	GF		VI - 108										1	0.10	0.10
154	1	TABLE, FOLDING	8'	BROWN	GOOD	GF		VI - 108										1	0.10	0.10
155	1	TABLE, COMPUTER	5'	BLACK / BROWN	POOR	GF		VI - 108										1	0.10	0.10
156	1	TABLE, COMPUTER	3'	BLACK / BROWN	POOR	GF		VI - 108										1	0.10	0.10
159	1	FILE CABINET, VERTICAL, 4 DRAWER, NO LOCK	4'	GRAY	POOR	TW		VI - 108	1	1.01	1.01							1	0.10	0.10
160	1	FILE CABINET, VERTICAL, 4 DRAWER, NO LOCK	4'	BLACK	POOR	TW		VI - 108	1	1.01	1.01							1	0.10	0.10
161	1	FILE CABINET, VERTICAL, 4 DRAWER, NO LOCK	4'	GRAY	POOR	TW		VI - 108	1	1.01	1.01							1	0.10	0.10
162	1	FILE CABINET, VERTICAL, 4 DRAWER, WITH LOCK	4'	TAN	GOOD	GF		VI - 108	1	1.01	1.01							1	0.10	0.10
163	1	FILE CABINET, VERTICAL, 5 DRAWER	5'	TAN	GOOD	GF		VI - 108	1	1.01	1.01							1	0.10	0.10
164	1	FILE CABINET, VERTICAL, 5 DRAWER	5'	TAN	GOOD	GF		VI - 108	1	1.01	1.01							1	0.10	0.10
165	1	FILE CABINET, 4 DRAWER	4'	BLACK	POOR	TW		VI - 108	1	1.01	1.01							1	0.10	0.10
166	1	TABLE	5'	GRAY	POOR			HALLWAY OUTSIDE OF VI - 108	1	1.01	1.01									
167	1	TABLE, FOLDING	4'	BROWN	GOOD			VI - 108												
168	1	COPIER, MITA DC-1470		TAN	UNKNOWN			VI - 108										1	0.10	0.10
169	1	READER, MICRO FICHE, MINOLTA RP502		TAN	UNKNOWN		12535	VI - 108										1	0.10	0.10
170	1	CART, ROLLING	2' X 3'	TAN	POOR			VI - 108										1	0.10	0.10
171	1	FILE CABINET, VERTICAL, 4 DRAWER	4'	BLACK	POOR	TW		VI - 108	1	1.01	1.01							1	0.10	0.10
172	1	TABLE	4'	BROWN	GOOD			HALLWAY OUTSIDE OF VI - 108	1	1.01	1.01									
173	1	FILE CABINET, 4 DRAWER	4'	TAN	POOR			HALLWAY OUTSIDE OF VI - 108	1	1.01	1.01							1	0.10	0.10
174	1	DESK, TEACHER, 2 DRAWER		BROWN	POOR			VI - 108										1	0.10	0.10
181	1	FILE CABINET, VERTICAL, 4 DRAWER	4'					VI - 108	1	1.01	1.01							1	0.10	0.10
182	1	SAW, SCROLL		YELLOW	UNKNOWN			HALLWAY OUTSIDE OF VI - 109	1	10.01	10.01				1	111.00	111.00	1	2.00	2.00
183	1	SAW, SCROLL, DREMEL		SILVER	UNKNOWN			HALLWAY OUTSIDE OF VI - 109	1	10.01	10.01							1	1.00	1.00
184	1	TABLE	6'	GREEN	GOOD			HALLWAY OUTSIDE OF VI - 109												
185	1	TABLE, ADJUSTABLE LEGS	6'	GRAY	POOR			HALLWAY OUTSIDE OF VI - 109												
186	1	FILE CABINET, VERTICAL, 4 DRAWER	4'	TAN	POOR	TW		VI - 108	1	1.01	1.01							1	0.10	0.10
187	1	FILE CABINET, VERTICAL, 4 DRAWER	4'	TAN	GOOD	TW		VI - 108	1	1.01	1.01							1	0.10	0.10
199	1	PLAYER, RECORDER, VCR, VHS, PANASONIC			UNKNOWN			RR - TV STUDIO												
200	1	TV, ZENITH			UNKNOWN			RR - TV STUDIO												



**THE KENTON COUNTY SCHOOL DISTRICT**  
**SURPLUS EQUIPMENT BID FORM**

ITEM #	QTY	DESCRIPTION	MEASUREMENT / SIZE	COLOR / MATERIAL	CONDITION	DEPT	ASSET TAG	LOCATION/ ROOM #	Gary Freking			Nancy Hoffman			David Keeley			Paul Lawless		
									Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total
201	1	TAPE ERASER, VHS			UNKNOWN			RR - TV STUDIO												
202	1	MODULATOR, AV, RF			UNKNOWN			RR - TV STUDIO												
206	1	TV, ZENITH	17"		UNKNOWN			RR - TV STUDIO												
207	1	PROJECTOR, OVERHEAD			UNKNOWN			RR - TV STUDIO												
209	1	TV, RCA	19"		UNKNOWN			RR - TV STUDIO												
212	LOT	TAPES, BLANK, VHS (APPROX 300)			UNKNOWN			RR - TV STUDIO												
213	1	CABLE, RF, MISC.			UNKNOWN			RR - TV STUDIO										1	0.10	0.10
214	1	OMNIBOOK, HP, 800 CT			UNKNOWN			RR - TV STUDIO										1	0.10	0.10
215	LOT	TAPES, VHS (APPROX 180)			UNKNOWN			RR - TV STUDIO												
216	1	PROJECTOR, FILM, DUKANE, 16MM			UNKNOWN			RR - TV STUDIO												
235	1	TABLE, EXAM		TAN	POOR			VI - 109										1	0.10	0.10
236	1	TABLE	3'	WOOD	POOR			VI - 109												
237	1	TABLE, WOODGRAIN	5'	BLACK	POOR			VI - 109												
238	1	TABLE, WOODGRAIN	5'	BLACK	POOR			VI - 109												
239	4	TABLE, MAGAZINE			FAIR			VI - 109												
240	2	TV, NEC	25"		UNKNOWN			VI - 109												
241	1	TABLE	3'	WOOD	FAIR			VI - 109												
242	3	TABLE, TALL		WOOD	GOOD			VI - 109												
243	1	PODIUM			POOR			VI - 109												
244	1	TABLE	6'	GRAY	POOR			VI - 109												
245	1	TABLE	5'	BROWN	POOR			VI - 109												
246	1	DESK		TAN	POOR			VI - 109												
247	1	DESK	6'	TAN	GOOD			VI - 109												
248	1	DESK	5'	GRAY	GOOD			VI - 109												
249	1	CHAIR, ON CASTERS		GREEN	POOR			VI - 109										1	0.10	0.10
250	1	CREDENZA	6'	GRAY	POOR			VI - 109												
251	1	CREDENZA		BLACK	POOR			VI - 109												
252	1	DESK		BLACK	POOR			VI - 109												
253	1	CART, ROLLING		BLACK	GOOD			VI - 109										1	0.50	0.50
254	1	PROJECTOR, OVERHEAD			UNKNOWN			VI - 109										1	0.10	0.10
255	1	CART, ROLLING		TAN	POOR			VI - 109										1	0.10	0.10
256	1	TABLE, FOLDING	6'	GRAY	FAIR			VI - 109										1	0.10	0.10
257	1	PODIUM		WOOD	FAIR			VI - 109												
258	3	WARMER, MERCHANDISE, GLO RAY			FAIR			VI - 109										1	0.10	0.10
259	1	TV, NEC	25"	BLACK	UNKNOWN			VI - GYM												
260	1	CABINET, ART		WOOD	FAIR			VI - GYM												
261	6	TABLES, ROUND, CAFETERIA, FOLDING		BLUE	UNKNOWN			VI - GYM										6	0.10	0.60
262	1	TV, RCA	19"	BROWN	UNKNOWN			VI - GYM												
263	1	BOOKCASE, DOUBLE-SIDED	9'	BROWN	POOR			VI - GYM												
264	1	BENCH, WORK		BROWN	POOR			VI - GYM	1	2.01	2.01									
265	1	BOOKCASE, DOUBLE-SIDED	6'	BROWN	POOR			VI - GYM												
266	1	BOOKSHELF		WHITE	POOR			VI - GYM												
267	1	TABLE, ROLLING	3'	WHITE	POOR			VI - GYM												
268	1	TABLE, ART	8'	WOOD	POOR			VI - GYM												
269	1	BOOKSHELF, CUBBIE	8'	WHITE	POOR			VI - GYM												
270	2	TV, ZENITH	21"		POOR			VI - GYM												
271	1	TABLE	4'	WOOD	POOR			VI - GYM												
272	35	EXTINGUISHERS, FIRE			UNKNOWN			VI - KITCHEN										35	0.05	1.75
273	3	CABINET, FIRE BLANKETS (CONTAINED IN CABINET)			FAIR			VI - KITCHEN										3	0.10	0.30
275	10	MOUNT, WALL, TV			FAIR			VI - GYM										10	0.10	1.00
276	LOT	ADVANCE BALLAST, 120V, REL4P32HTP, 35M (APPROX 1500)			GOOD			VI - GYM										Lot	3.00	3.00
277	2	BLACKBOARD (NEW IN CRATE)	16'		GOOD			VI - GYM										2	1.00	2.00
278	1	TRUCK BOX, DIAMOND PLATE, WEATHERGUARD			FAIR			VI - GYM										1	10.00	10.00
279	6	TV, MAGNAVOX	19"		UNKNOWN			VI - GYM												
289	1	CART, TRAY & UTENSIL, SHELLEY MATIC		SILVER	POOR	FS		VI - CAFETERIA										1	0.10	0.10
290	1	CART, TRAY & UTENSIL, SHELLEY MATIC		SILVER	POOR	FS		VI - CAFETERIA										1	0.10	0.10
291	1	WARMER, SERVO LIFT		SILVER / BLUE	FAIR	FS		VI - CAFETERIA										1	0.50	0.50
292	1	COOLER, MILK, PORTABLE		GRAY	FAIR	FS		VI - CAFETERIA										1	1.00	1.00
293	1	CADDY, TRAY		SILVER	FAIR	FS		VI - CAFETERIA										1	1.00	1.00
294	1	CADDY, TRAY		SILVER	POOR	FS		VI - CAFETERIA										1	1.00	1.00
295	1	CADDY, TRAY		SILVER	POOR	FS		VI - CAFETERIA										1	1.00	1.00
296	1	LINE, SERVING		SILVER	POOR	FS		VI - CAFETERIA										1	1.00	1.00
297	1	KETTLE, LARGE		SILVER	FAIR	FS		VI - CAFETERIA	1	2.00	2.00							1	0.50	0.50
298	LOT	CHINA, ASSORTED		VARIOUS	GOOD	FS		VI - CAFETERIA	1	5.00	5.00							LOT	1.00	1.00
299	LOT	UTENSILS, COOKING, HOBART, ASSORTED			FAIR	FS		VI - CAFETERIA	1	2.00	2.00							LOT	3.00	3.00
301	LOT	CHINA, ASSORTED		VARIOUS	GOOD	FS		VI - CAFETERIA	1	5.00	5.00							LOT	1.00	1.00
302	LOT	PANS, BAKING			FAIR	FS		VI - CAFETERIA	1	5.00	5.00							LOT	3.00	3.00
303	1	MAKER, DOUGHNUT			FAIR	FS		VI - CAFETERIA										1	1.00	1.00

**THE KENTON COUNTY SCHOOL DISTRICT  
SURPLUS EQUIPMENT BID FORM**

ITEM #	QTY	DESCRIPTION	MEASUREMENT/ SIZE	COLOR / MATERIAL	CONDITION	DEPT	ASSET TAG	LOCATION/ ROOM #	Gary Freking			Nancy Hoffman			David Keeley			Paul Lawless		
									Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total
304	1	BROILER, CONVECTION OVEN		SILVER	UNKNOWN	FS		VI - CAFETERIA										1	1.00	1.00
305	2	SKILLET, ELECTRIC			UNKNOWN	FS		VI - CAFETERIA										2	0.50	1.00
306	LOT	ADAPTER, SERIAL, 4 PORT, USB			GOOD	FS		VI - CAFETERIA										Lot	1.00	1.00
307	2	PAN, MOLD, MINI WONDER			GOOD	FS		VI - CAFETERIA										2	0.10	0.20
308	1	BAR, SALAD, PLASTIC			POOR	FS		VI - CAFETERIA										1	0.10	0.10
309	1	WARMER, DISPLAY			UNKNOWN	FS		VI - CAFETERIA										1	0.10	0.10
310	1	TRAY, SERVING		PINK	GOOD	FS		VI - CAFETERIA				1	1.00	1.00				1	0.10	0.10
311	1	SLICER, HOBART			UNKNOWN	FS		VI - CAFETERIA	1	10.01	10.01							1	0.10	0.10
312	1	WARMER, CAMBRO		GRAY	POOR	FS	20436	VI - CAFETERIA										1	0.50	0.50
313	1	COOLER, DISPLAY, FEDERAL		TAN	UNKNOWN	FS	19017	VI - CAFETERIA										1	1.00	1.00
314	1	COOLER, DISPLAY, FEDERAL		TAN	UNKNOWN	FS	19018	VI - CAFETERIA										1	1.00	1.00
315	1	WARMER, DISPLAY, HATCO		SILVER	UNKNOWN	FS		VI - CAFETERIA										1	1.00	1.00
316	1	WARMER, DISPLAY, HATCO		SILVER	UNKNOWN	FS		VI - CAFETERIA										1	1.00	1.00
317	1	CART, TRAY & UTENSIL		SILVER	FAIR	FS		VI - CAFETERIA										1	1.00	1.00
318	1	CART, TRAY & UTENSIL		SILVER	FAIR	FS		VI - CAFETERIA										1	1.00	1.00
319	1	FREEZER, REACH IN		WHITE	UNKNOWN	FS	19010	VI - CAFETERIA										1	1.00	1.00
320	1	LINE, SERVING, REFRIGERATED		BLUE / RED	FAIR	FS	14908	VI - CAFETERIA										1	0.50	0.50
321	1	LINE, SERVING, WARMING		BLUE / RED	FAIR	FS	14901	VI - CAFETERIA										1	1.00	1.00
322	1	LINE, SERVING, WARMING, DELFIELD			UNKNOWN	FS		VI - CAFETERIA										1	1.00	1.00
323	1	SLICER, HOBART			UNKNOWN	FS	13529	VI - CAFETERIA	1	10.01	10.01							1	1.00	1.00
324	1	COOLER, ICE CREAM, VELVET, KELVINATOR			UNKNOWN	FS		VI - CAFETERIA										1	1.00	1.00
325	3	MIXER & BOWLS, HOBART			UNKNOWN	FS	17768	VI - CAFETERIA										3	0.50	1.50
326	1	WARMER, DISPLAY			UNKNOWN	FS		VI - CAFETERIA										1	0.50	0.50
327	1	LINE, SERVING, HOT CART		BLUE	POOR	FS		VI - CAFETERIA										1	0.50	0.50
328	1	LINE, SERVING, HOT CART			POOR	FS	19021	VI - CAFETERIA										1	0.50	0.50
329	1	SKILLET, WARMING (LARGE)			UNKNOWN	FS	18894	VI - CAFETERIA										1	0.50	0.50
330	1	WAMER, METRO			UNKNOWN	FS	18052	VI - CAFETERIA										1	0.50	0.50
331	6	CANOPY TOPS, SERVING LINE		RED / WHITE	FAIR	FS		VI - CAFETERIA										6	0.10	0.60
332	1	WARMER, SERVING LINE			UNKNOWN	FS	14637	VI - CAFETERIA										1	0.50	0.50
333	1	WARMER, DISPLAY			UNKNOWN	FS	14638	VI - CAFETERIA										1	0.50	0.50
334	1	LINE, SERVING, DISPLAY, WITH TOP			FAIR	FS		VI - CAFETERIA										1	0.50	0.50
335	1	CART, COLD, DISPLAY, FEDERAL			UNKNOWN	FS	15904	VI - CAFETERIA										1	0.50	0.50
336	1							VI - CAFETERIA												
337	1	LINE, SERVING, FREEZER			UNKNOWN	FS	22341	VI - CAFETERIA										1	1.00	1.00
339	1	OVEN/STOVE, RCA		WHITE	FAIR	FS		VI - KITCHEN										1	1.00	1.00
340	1	OVEN/STOVE, RCA		WHITE	FAIR	FS		VI - KITCHEN										1	1.00	1.00
341	1	OVEN/STOVE, RCA, CRACKED TOP		WHITE	FAIR	FS		VI - KITCHEN										1	0.50	0.50
342	1	OVEN/STOVE, RCA		WHITE	FAIR	FS		VI - KITCHEN										1	1.00	1.00
343	1	REFRIGERATOR, 6 DOOR, REACH IN			UNKNOWN	FS	18150	VI - KITCHEN										1	2.00	2.00
344	1	FREEZER, 2 DOOR, REACH IN			UNKNOWN	FS	18151	VI - KITCHEN										1	1.00	1.00
345	1	MIXER, WITH PARTS, HOBART			UNKNOWN	FS	17680	VI - KITCHEN										1	0.50	0.50
346	1	FILE CABINET, 2 DRAWER			POOR	FS		VI - KITCHEN	1	1.01	1.01							1	0.10	0.10
347	1	BAR, SALAD			POOR	FS		VI - KITCHEN										1	0.50	0.50
348	1	KETTLE, STEAMER			UNKNOWN	FS	18156	VI - KITCHEN										1	1.00	1.00
349	1	MIXER, HOBART			UNKNOWN	FS	13539	VI - KITCHEN										1	1.00	1.00
350	1	CART, UTENSIL			POOR	FS		VI - KITCHEN										1	1.00	1.00
351	1	MIXER, HOBART			UNKNOWN	FS	M1260	VI - KITCHEN										1	1.00	1.00
352	1	CART, FOOD, INSULATED		GREEN	UNKNOWN	FS		VI - KITCHEN										1	1.00	1.00
353	1	SINK, 3 COMPARTMENT			FAIR	FS	18155	VI - KITCHEN										1	5.00	5.00
354	1	STOVE, VULCAN			UNKNOWN	FS	18159	VI - KITCHEN										1	1.00	1.00
355	1	TABLE, PREPERATION			FAIR	FS		VI - KITCHEN										1	2.00	2.00
356	1	OVEN, VULCAN			UNKNOWN	FS	18160	VI - KITCHEN										1	1.00	1.00
357	LOT	DISHES			UNKNOWN	FS		VI - KITCHEN										Lot	1.00	1.00
358	1	FILE CABINET, 4 DRAWER			POOR	FS		VI - KITCHEN	1	1.01	1.01							1	0.10	0.10
359	1	MIXER			UNKNOWN	FS	12453	VI - KITCHEN										1	0.50	0.50
360	1	MIXER, HOBART			UNKNOWN	FS	14889	VI - KITCHEN										1	1.50	1.50
361	1	MIXER, HOBART			UNKNOWN	FS		VI - KITCHEN										1	1.50	1.50
362	1	MIXER, HOBART			UNKNOWN	FS		VI - KITCHEN										1	1.50	1.50
363	1	DISHWASHER WITH TABLE, HOBART			UNKNOWN	FS	18149	VI - KITCHEN										1	2.50	2.50
364	1	REFRIGERATOR			UNKNOWN	FS		VI - KITCHEN										1	2.00	2.00
365	1	STOVE/ OVEN			UNKNOWN	FS		VI - KITCHEN										1	1.00	1.00
366	1	PIANO, UPRIGHT			POOR	GF		VI - KITCHEN										1	0.10	0.10
367	1	ICE MAKER TOP			UNKNOWN	FS		VI - GYM										1	1.00	1.00
368	1	OVEN / STOVE			UNKNOWN	FS		VI - GYM										1	1.00	1.00
369	1	CART, 2 SHELF, WHEELED			POOR	FS		VI - KITCHEN	1	1.01	1.01							1	1.00	1.00
370	1	STOVE/ OVEN			UNKNOWN	FS		VI - KITCHEN										1	1.00	1.00
371	1	STOVE/ OVEN			UNKNOWN	FS		VI - KITCHEN										1	1.00	1.00
372	1	SEATS, ROUND TABLE			GOOD	FS		VI - CAFETERIA										1	0.10	0.10
373	1	TABLE, PRINTER			POOR	FS		VI - CAFETERIA										1	0.10	0.10

**THE KENTON COUNTY SCHOOL DISTRICT  
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ITEM #	QTY	DESCRIPTION	MEASUREMENT/ SIZE	COLOR / MATERIAL	CONDITION	DEPT	ASSET TAG	LOCATION/ ROOM #	Gary Freking			Nancy Hoffman			David Keeley			Paul Lawless		
									Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total
375	1	VCR, VHS, PANASONIC			UNKNOWN	GF		VI - 109												
376	1	DESK		TAN	POOR	GF		VI - 109												
377	1	DESK		TAN	POOR	GF		VI - 109												
378	1	DESK		TAN	POOR	GF		VI - 109												
379	1	DESK		BLACK	POOR	GF		VI - 109												
380	1	DESK		TAN	POOR	GF		VI - 109												
381	1	CART, ROLLING, BRETFORD		TAN	GOOD	GF		VI - 109										1	0.50	0.50
382	1	DESK		GRAY	GOOD	GF		VI - 109												
383	1	DESK		GRAY	GOOD	GF		VI - 109												
384	1	DESK		GRAY	GOOD	GF		VI - 109												
385	1	DESK, WOODTOP			FAIR	GF		VI - 109												
386	1	DESK, WOODTOP			FAIR	GF		VI - 109												
387	1	TV, MAGNAVOX	19"		UNKNOWN	GF		VI - 109												
388	3	PROJECTOR, OVERHEAD, 3M			UNKNOWN	GF		VI - 109												
389	3	CART, ROLLING		BLACK	GOOD	GF		VI - 109	3	1.01	3.03									
390	1	DESK, TEACHER		GREEN	POOR	GF		VI - 109												
391	1	DESK, TEACHER		WOOD	POOR	GF		VI - 109												
392	1	CART, AV		BLACK	POOR	GF		VI - 109										1	0.10	0.10
393	1	FILE CABINET, 3 DRAWER	4'	TAN	POOR	GF		VI - 109	1	1.01	1.01							1	0.50	0.50
394	4	TABLE, FOLDING, ROUND		BLUE	POOR	GF		VI - 109										4	0.10	0.40
395	1	TABLE, WOODGRAIN	5'	TAN	FAIR	GF		VI - 109												
396	1	DESK, WOODGRAIN		TAN	POOR	GF		VI - 109												
397	3	CHAIRS, OFFICE, CHROME ARMS		GRAY	FAIR	GF		VI - 109												
398	1	TABLE, OVAL, CHERRY			FAIR	GF		VI - 109										3	0.10	0.30
399	3	CHAIRS, OFFICE		MAROON	FAIR	GF		VI - 109												
400	2	CHAIRS, OFFICE		GRAY	FAIR	GF		VI - 109												
401	1	CHAIR, OVAL, ON CASTERS		GRAY	FAIR	GF		VI - 109										1	0.10	0.10
402	1	CHAIR, OFFICE, LEATHER		BLUE	POOR	GF		VI - 109												
403	1	CHAIR, OFFICE, UPHOLSTERED		BLUE	POOR	GF		VI - 109												
404	1	CHAIR, OFFICE, UPHOLSTERED		BLACK	FAIR	GF		VI - 109												
405	2	MOUNT, TV, WALL			FAIR	GF		VI - 109										2	0.10	0.20
406	1	CHAIR, LEATHER		MAROON	POOR	GF		VI - 109												
407	1	FILE CABINET, 2 DRAWER			POOR	GF		VI - 109	1	1.01	1.01							1	0.10	0.10
408	1	CHAIR, STUDENT		BLUE	FAIR	GF		VI - 109												
409	1	TABLE, NARROW, WOOD			FAIR	GF		VI - 109												
410	2	GOALS, SOCCER (PLASTIC PIPE)			POOR	GF		VI - 109							1	15.00	15.00			
415	1	MIXER, FOOD, INDUSTRIAL		GRAY	POOR	FS	16618	VI - GYM										1	1.00	1.00
416	1	MIXER, FOOD, STAINLESS, GROEN		STAINLESS	FAIR	FS	15520	VI - GYM										1	3.00	3.00
417	1	SINK, SINGLE, WELDBILT		STAINLESS	GOOD	FS		VI - GYM				1	51.00	51.00	1	3.00	3.00			
418	1	DISPENSER, DRINK, DIXIE, NARCO		BLACK	GOOD	FS	12855	VI - GYM										1	2.00	2.00
419	1	DISPENSER, MILK, DIXIE, NARCO		BLACK / WHITE	GOOD	FS	12857	VI - GYM										1	2.00	2.00
420	1	DISPENSER, MILK, DIXIE, NARCO		BLACK / WHITE	GOOD	FS	12451 / 23087	VI - GYM										1	2.00	2.00
421	1	DISPENSER, MILK SHAKE, DIXIE, NARCO		BLACK / WHITE	GOOD	FS		VI - GYM										1	3.00	3.00
422	1	ICE MACHINE, MODEL XAC530, SN 6300527BC147			POOR	FS	12793	VI - GYM										1	2.00	2.00
423	1	VENDING MACHINE, SNACK, MODEL 123C, SN 123C04009014			GOOD	FS	12896	VI - GYM										1	5.00	5.00
424	1	DISPENSER, MILK, DN 5561, SN 82840218DB		BLACK / WHITE	GOOD	FS	13232	VI - GYM										1	3.00	3.00
425	1	DISPENSER, MILK, DN 3561, SN 82660389		BLACK / WHITE	GOOD	FS	20252	VI - GYM										1	3.00	3.00
426	1	DISPENSER, MILK		BLACK / WHITE	GOOD	FS	20253	VI - CAFETERIA										1	2.00	2.00
433	1	PIANO, WITH BENCH, KOHLER & CAMPBELL		NATURAL FINISH	GOOD	GF		VI - GYM				1	50.00	50.00	1	2.00	2.00			
434	1	DESK, TEACHER	30 X 60	TAN	FAIR	GF		VI - GYM												
435	1	LATHE, WOOD, POWERMATIC, MODEL 45, SN 2-3322		GREEN	FAIR	GF	13923	VI - GYM	1	41.51	41.51							1	2.00	2.00
436	LOT	FENCING, ALVER (10 - 8' POSTS / 17 SECTIONS) APPROX 5' LONG, 4' HIGH		BLACK	FAIR	GF		VI - GYM												
437	4	SIDE LIERS	4'	NATURAL FINISH	FAIR	SP ED		VI - 111												
438	2	SIDE LIERS	6'	NATURAL FINISH	FAIR	SP ED		VI - 111												
439	1	OPTELEC, 20 / 20			FAIR	SP ED		VI - 111												
441	1	MAT, GYM	6' X 6'	BLUE	POOR	SP ED		VI - 111												
442	1	STEP, TEACH AIDE		NATURAL	FAIR	SP ED		VI - 111												
443	1	CHAIR, SPEC ED	24" TALL	NATURAL	FAIR	SP ED		VI - 111												

**THE KENTON COUNTY SCHOOL DISTRICT  
SURPLUS EQUIPMENT BID FORM**

ITEM #	QTY	DESCRIPTION	MEASUREMENT/ SIZE	COLOR / MATERIAL	CONDITION	DEPT	ASSET TAG	LOCATION/ ROOM #	Gary Freking			Nancy Hoffman			David Keeley			Paul Lawless		
									Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total
444	6	WALKERS, SPEC ED	VARIOUS	ALUMINUM	FAIR	SP ED		VI - 111										6	0.10	0.60
445	4	TOILET SEATS, HANDICAP	VARIOUS	ALUMINUM	POOR	SP ED		VI - 111										4	0.10	0.40
446	3	SWINGS, PLATFORM, WOOD & PAD			POOR	SP ED		VI - 111												
447	2	HAMMOCK, SPEC ED		ROPE	POOR	SP ED		VI - 111												
448	11	STANDER, PRONE, RIFTON		WOOD	FAIR	SP ED		VI - 111												
449	1	TABLE, CHANGING, WITH PAD	28 X 72	WOOD	POOR	SP ED		VI - 111												
450	3	SWINGS, TUBULAR, PADDED			POOR	SP ED		VI - 111												
451	12	TRAY, WHEEL CHAIR	ASSTD		POOR	SP ED		VI - 111										12	0.10	1.20
452	18	TUMBLE AIDE			POOR	SP ED		VI - 111												
453	2	WHEELCHAIRS, YOUTH		ALUMINUM	POOR	SP ED		VI - 111										2	0.10	0.20
454	1	SINK, STAINLESS, DOUBLE		STAINLESS	POOR	FS		VI - 111										1	2.00	2.00
455	12	CRUTCHES, 1 ARM		ALUMINUM	FAIR	SP ED		VI - 111										12	0.10	1.20
456	1	MAGNIFIER, COMPUTER SCREEN			FAIR	SP ED		VI - 111												
457	2	TABLE, PRESCHOOL	30 X 30		POOR	SP ED		VI - 111												
458	5	CHAIRS, SWIVEL & STRAIGHT	ASSTD		FAIR	GF		VI - 111												
459	1	COMBINER, PASSIVE HEAD END			UNKNOWN	GF		VI - 109												
460	8	MODULATORS, CABLE CHANNEL			UNKNOWN	GF		VI - 109												
461	1	TV, SANYO	19"		UNKNOWN	GF		VI - 109												
462	1	TV, RCA	19"		UNKNOWN	GF		VI - 109												
463	1	TYPEWRITER, MANUAL, FACIT			FAIR	GF		VI - 109										1	0.10	0.10
464	1	VCR, VHS, GE			UNKNOWN	GF		VI - 109												
465	1	PLAYER, CASSETTE			UNKNOWN	GF		VI - 109												
466	1	VCR, VHS, PANASONIC			UNKNOWN	GF		VI - 109												
467	1	UNIT, ENTERTAINMENT CENTER			UNKNOWN	GF		VI - 109												
468	1	PROJECTOR, ARTOGRAPH			UNKNOWN	GF		VI - 109												
469	1	TRIPOD			DAMAGED	GF		VI - 109										1	0.10	0.10
470	3	PROJECTOR, FILM, MICROMATIC II			UNKNOWN	GF		VI - 109												
471	1	CAMCORDER WITH CASE, JVC			UNKNOWN	GF	19709	VI - 109												
472	1	CAMCORDER WITH CASE, JVC			UNKNOWN	GF	19708	VI - 109												
473	1	PROJECTOR, OVERHEAD, PORTABLE			UNKNOWN	GF		VI - 109												
474	1	CAMCORDER, MAGNAVOX, VHS			UNKNOWN	GF		VI - 109												
475	1	PLAYER, RECORD			UNKNOWN	GF		VI - 109												
476	2	RECEIVER, SATELITE, SONY			UNKNOWN	GF		VI - 109												
477	1	RECORDER, VIDEO, SELECT-A-VISION			UNKNOWN	GF		VI - 109												
478	1	TYPEWRITER, CASSETTE, BROTHER			UNKNOWN	GF		VI - 109										1	0.10	0.10
479	1	MODULATOR, AUDIO VIDEO			UNKNOWN	GF		VI - 109												
480	3	CAMCORDER, PANASONIC			UNKNOWN	GF		VI - 109												
481	1	HEADSETS, LIBRARY	ASSTD		UNKNOWN	GF		VI - 109												
482	1	CAMCORDER, VHS, QUASAR			UNKNOWN	GF		VI - 109												
483	1	CAMCORDER, AG180, PANASONIC			UNKNOWN	GF		VI - 109												
484	1	DESK WITH RETURN			POOR	GF		VI - 109												
487	2	PLAYER, VCR, JVC WITH CABLES			FAIR	GF		RR - TV STUDIO												
488	1	PLAYER, VCR, VHS, NEC			FAIR	GF		RR - TV STUDIO												
489	1	PLAYER, VCR, VHS, MITSUBISHI			FAIR	GF		RR - TV STUDIO												
492	1	PROJECTOR, 16MM, BELL & HOWELL			POOR			RR - TV STUDIO												
493	1	PLAYER, RECORDER, 3/4"			POOR		16991	RR - TV STUDIO												
494	1	PLAYER, RECORDER, 3/4"			POOR		16997	RR - TV STUDIO												
495	1	PLAYER, RECORDER, 3/4"			POOR			RR - TV STUDIO												
496	1	PLAYER, RECORDER, 3/4"			POOR			RR - TV STUDIO												
497	1	PLAYER, RECORDER, 3/4"			POOR			RR - TV STUDIO												
498	1	PLAYER, RECORDER, 3/4"			POOR			RR - TV STUDIO												
499	1	PLAYER, RECORDER, 3/4"			POOR			RR - TV STUDIO												
500	1	CAMERA, VIDEO, RCA			GOOD			RR - TV STUDIO												
501	1	PLAYER, CD, TECHNICS			UNKNOWN			RR - TV STUDIO												
502	1	POWER SOURCE, SONY			UNKNOWN			RR - TV STUDIO												
503	1	RECORDER, VHS, PORTABLE (GOES WITH #502 SONY POWER SOURCE)			UNKNOWN			RR - TV STUDIO												
504	1	CONTROLLER, EDITING, SONY, RM440			UNKNOWN			RR - TV STUDIO												
505	1	GRADE STUDENT BOOKLETS LEVEL H			GOOD	ASSMNT		VI - OFFICE												
506	1	GRADE TEST ADMIN MATERIALS LEVEL K			GOOD	ASSMNT		VI - OFFICE												
507	1	GMADE HANDSCORING TEMPLATES			GOOD	ASSMNT		VI - OFFICE												
508	1	GMADE STUDENT ANSWER SHEETS			GOOD	ASSMNT		VI - OFFICE												
509	1	TABLE, WATER	3 X 2	WOOD	FAIR	PRESCHOOL		VI - 111												
510	1	TABLE, SENSORY	2 X 2	WOOD	FAIR	PRESCHOOL		VI - 111												
511	1	TABLE, ROUND	3'	METAL & LAMINATE	FAIR	PRESCHOOL		VI - 111												
512	1	CHAIRS, SMALL	10" HEIGHT	WOOD	FAIR	PRESCHOOL		VI - 111												
515	1	REFRIDGERATOR, PRESCHOOL, TOY		PLASTIC	FAIR	PRESCHOOL		VI - 111												
516	1	STOVE, PRESCHOOL, TOY		PLASTIC	FAIR	PRESCHOOL		VI - 111												

**THE KENTON COUNTY SCHOOL DISTRICT  
SURPLUS EQUIPMENT BID FORM**

ITEM #	QTY	DESCRIPTION	MEASUREMENT/ SIZE	COLOR / MATERIAL	CONDITION	DEPT	ASSET TAG	LOCATION/ ROOM #	Gary Freking			Nancy Hoffman			David Keeley			Paul Lawless		
									Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total
517	1	TABLE, SAND/WATER	2 X 3	WOOD & PLASTIC	FAIR	PRESCHOOL		VI - 111												
518	1	TABLE, SAND/WATER	2 X 3	WOOD & PLASTIC	FAIR	PRESCHOOL		VI - 111												
519	1	BOOKSHELF, METAL	3 X 6	METAL	FAIR	PRESCHOOL		VI - 111										1	0.50	0.50
520	2	CABINET, METAL	4 X 6	METAL	FAIR	PRESCHOOL		VI - 111										2	0.50	1.00
521	19	PROJECTOR, OVERHEAD, APOLLO			GOOD	GF		VI - OFFICE										19	0.10	1.90
522	2	MACHINE, SEWING, NEW HOME			UNKNOWN	GF		VI - OFFICE	2	2.02	4.04							2	2.50	5.00
523	1	GRADE STUDENT BOOKLET LEVEL 3 FORM A			GOOD	ASSMNT		VI - OFFICE												
524	1	GRADE STUDENT BOOKLET LEVEL 6 FORM B			GOOD	ASSMNT		VI - OFFICE												
525	1	GRADE MATERIALS, LEVEL 3 & 4 FORM A & B			GOOD	ASSMNT		VI - OFFICE												
526	1	GRADE ANSWER SHEETS, LEVEL 4 A FORM A OR B			GOOD	ASSMNT		VI - OFFICE												
527	1	GMADE HANDSOME TEMPLATES MULTIPLE LEVELS			GOOD	ASSMNT		VI - OFFICE												
528	1	GRADE TEST ADMIN MATERIALS LEVEL 1 - 2			GOOD	ASSMNT		VI - OFFICE												
529	1	GMADE STUDENT BOOKELTS LEVELS 4 & 5 FORMS A & B			GOOD	ASSMNT		VI - OFFICE												
530	1	GRADE STUDENT BOOKLETS LEVEL 1 FORM A & B			GOOD	ASSMNT		VI - OFFICE												
531	1	GRADE TEST ADMIN MATERIALS LEVEL 6			GOOD	ASSMNT		VI - OFFICE												
532	1	GRADE ANSWER SHEETS			GOOD	ASSMNT		VI - OFFICE												
533	1	GRADE LEVEL 5 TEST ADMIN MATERIALS			GOOD	ASSMNT		VI - OFFICE												
550	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF04586			Obsolete			Beechgrove Elementary												
551	1	Copier, Make = Canon, Model # IR-330, S/N # NNY01008			Obsolete			Transportation												
552	1	Copier, Make = Canon, Model # IR-7200, S/N # MPV01251			Obsolete			Caywood Elementary												
553	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ15088			Obsolete			Caywood Elementary												
554	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ47236			Obsolete			Central Office												
555	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF06289			Obsolete			Central Office												
556	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ48109			Obsolete			Dixie Heights High												
557	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ16721			Obsolete			Dixie Heights High												
558	1	Copier, Make = Canon, Model # IR-600, S/N # NLE23144			Obsolete			Dixie Heights High												
559	1	Copier, Make = Canon, Model # IR-8500, S/N # MNE10270			Obsolete			Dixie Heights High												
560	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF06422			Obsolete			Ft. Wright Elementary												
561	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ48703			Obsolete			Ft. Wright Elementary												
562	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF05535			Obsolete			Kenton Elementary												
563	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF05415			Obsolete			Kenton Elementary												
564	1	Copier, Make = Canon, Model # IR-600, S/N # NLE15278			Obsolete			NKYDC												
565	1	Copier, Make = Canon, Model # IR-600, S/N # NLE14985			Obsolete			NKYDC												
566	1	Copier, Make = Canon, Model # IR-330, S/N # NQK00430			Obsolete			Piner Elementary												
567	1	Copier, Make = Canon, Model # IR-4570, S/N # SKU04710			Obsolete			Piner Elementary												
568	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF01895			Obsolete			Piner Elementary												
569	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF06238			Obsolete			R.C. Hinsdale Elementary												
570	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ29762			Obsolete			River Ridge Elementary												
571	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF06035			Obsolete			River Ridge Elementary												
572	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ23542			Obsolete			Ryland Heights Elementary												
573	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF08422			Obsolete			Ryland Heights Elementary												
574	1	Copier, Make = Canon, Model # IR-8500, S/N # MPB02370			Obsolete			Scott High												

**THE KENTON COUNTY SCHOOL DISTRICT  
SURPLUS EQUIPMENT BID FORM**

ITEM #	QTY	DESCRIPTION	MEASUREMENT/ SIZE	COLOR / MATERIAL	CONDITION	DEPT	ASSET TAG	LOCATION/ ROOM #	Gary Freking			Nancy Hoffman			David Keeley			Paul Lawless		
									Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total	Quantity Bid	Unit Price	Total
575	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ15097			Obsolete			Scott High												
576	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ43423			Obsolete			Simon Kenton High												
577	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ37812			Obsolete			Simon Kenton High												
578	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ15427			Obsolete			Simon Kenton High												
579	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ50132			Obsolete			Simon Kenton High												
580	1	Copier, Make = Canon, Model # IR-330, S/N # NSF00211			Obsolete			Simon Kenton High												
581	1	Copier, Make = Canon, Model # IR-8500, S/N # MNE05909			Obsolete			Simon Kenton High												
582	1	Copier, Make = Canon, Model # IR-8500, S/N # MNE00631			Obsolete			Simon Kenton High												
583	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ53284			Obsolete			Success Academy												
584	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ28057			Obsolete			Summit View Middle												
585	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF03152			Obsolete			Summit View Middle												
586	1	Copier, Make = Canon, Model # IR-2270, S/N # KGI06565			Obsolete			Support Operations												
587	1	Copier, Make = Canon, Model # IR-7200, S/N # MPV01612			Obsolete			Taylor Mill Elementary												
588	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF05525			Obsolete			Taylor Mill Elementary												
589	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ42987			Obsolete			Taylor Mill Elementary												
590	1	Copier, Make = Canon, Model # IR-4570, S/N # SKU26735			Obsolete			The Academies												
591	1	Copier, Make = Canon, Model # IR-4570, S/N # SKU02398			Obsolete			Transportation Department												
592	1	Copier, Make = Canon, Model # IR-5000, S/N # NRL05735			Obsolete			Turkeyfoot Middle												
593	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF05439			Obsolete			Turkeyfoot Middle												
594	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ47655			Obsolete			Turkeyfoot Middle												
595	1	Copier, Make = Canon, Model # IR-400, S/N # NNV14949			Obsolete			Turkeyfoot Middle												
596	1	Copier, Make = Canon, Model # IR-400, S/N # NQG22082			Obsolete			Turkeyfoot Middle												
597	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ03848			Obsolete			Twenhofel Middle												
598	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ39340			Obsolete			Twenhofel Middle												
599	1	Copier, Make = Canon, Model # IR-4570, S/N # SKU22998			Obsolete			Twenhofel Middle												
600	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF08451			Obsolete			Whites Tower Elementary												
601	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF08457			Obsolete			Whites Tower Elementary												
602	1	Copier, Make = Canon, Model # IR-330, S/N # NQJ26506			Obsolete			Whites Tower Elementary												
603	1	Copier, Make = Canon, Model # IR-7200, S/N # MNF01248			Obsolete			Woodland Middle												
604	1	Copier, Make = Canon, Model # IR-330, S/N # NNY02615			Obsolete			Woodland Middle												

Note: VI = Visalia Elementary  
RR = River Ridge Elementary  
Item #389 was not select. The Board plans to place these carts back into service.

- Recommended as the highest and/or best evaluated bid.

## **2012-2013 Unaudited Annual Financial Report**

The 2012-2013 Unaudited Annual Financial Report was filed with KDE on July 25, 2013. This is the first official financial filing for the 2013 school year and reflects the financial position of the school district at June 30, 2013 as of July 25th. Additional adjustments and preparation for audit of the records will occur over the next several months with a final filing of the Audited Annual Financial Report on November 15, 2013.

### **General Fund**

The FY 2013 ending total fund balance was \$16,059,271 (after booking Accounts Receivable of \$797,826 and Accounts Payable of \$256,798). This fund balance is still subject to change as we continue to receive FY 2013 revenues, invoices and make annual adjustments. FY 2012's ending total fund balance at the same time period last year was \$18,266,803 so we experienced a decrease in fund balance of \$2,207,532. Reserve accounts in the amount of \$2,596,010 were set aside, making the Unreserved Fund Balance \$13,463,261 which is \$2,564,334 lower than last year's amount of \$16,027,595. Commitments for Construction to be paid from the General Fund are \$229,600 more than last year. This fund balance is 14.4% of the 2014 Tentative General Fund budget. KDE fund balance recommendation is a minimum of 5% of expenditures.

Total receipts were \$86.2M compared to \$87.7M last year, a decrease of \$1.5M (1.7%) This reduction primarily occurred in lower local property tax revenues while motor vehicle tax collections increased. SEEK revenues were \$25,000 more than last year. ADA increased by 157 but the per student base payment amount decreased from \$3,903 per student in 2012 to \$3,833 per student in 2013.

Total expenditures increased \$1.1 M to \$89.4M. Budget adjustments continue to make an immense impact on the General Fund as we are still preparing for declining state revenue and stagnant local receipts. Total salary and employee benefit costs were \$74,778,400, a 2% increase of \$1.7M. \$600,000 in savings were realized in Utilities and Repair Parts expenses along with other costs saving measures to bring the total increase in expenditures down to \$1.1M. Diesel fuel costs increased \$45,000 this year with total cost of \$1,177,000 for the year. The 2014 budget includes cost savings in many areas including facility upgrades that will result in future energy costs savings for decades.

### **Special Revenue Fund**

Fund 2 is balanced to zero according to KDE requirements and all grant funds are reconciled. This fund contains local, state and federal grants. Total expended for the Special Revenue Fund was \$9.4M. The federal sequestration will reduce 2014 and future year funding for several federal grants. Projections for 2014 state grant are lower as well and anticipated to be close to 2012 funding levels at this time.

### **Capital Outlay**

The 2013 fund balance is \$1,255 which is committed to the completion of the Patton renovation. The State allotment is still \$100.00 per A.D.A. Total receipts to the fund were \$1,321,175 and \$822,533 was carried forward from 2012. This fund was used this year to offset \$1,073,390 district salaries in the General Fund. \$247,381 was used for debt service and the remainder was spent on the Patton renovation and the elementary Gym A/C project.

### **Building Fund**

Total fund balance is \$0.00. All receipts to this fund were used for debt retirement. The receipts to this fund were \$12,261,000 from local tax revenue and \$1,404,522 from state FSPK revenue. Total receipts for this fund increased by \$136,000 in 2013. Expenditures are for principal and interest on bonds.

### **Construction Funds**

The fund balance is \$10,774,296 which is entirely committed to the current renovation Phase II project at Scott High School. The funds originated from a school revenue bond sale in May, 2013 in the amount of \$12,005,000.

### **Food Service Fund**

The ending balance is \$484,508 compared to \$1,580,887 last year. Collected receipts from food sales and federal reimbursement sources were lower in 2013 by approximately \$750,000. Several operational changes were implemented including maintenance and custodial staff added to Food Service expenses and equipment upgrades to meet federal requirements



resulting in approximately \$700,000 of additional expenditures during 2013. These items were funded from the carryover fund balance from 2012. The 2014 budget is based on using only 2014 receipts to fund the 2014 expenditures.

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Kenton County Schools  
ANNUAL FINANCIAL REPORT FOR FY 2013

PG 1  
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GENERAL FUND (1)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	18,980,841.81	18,980,841.81	.00	100.00
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
AD VALOREM TAXES				
1111 GENERAL REAL PROPERTY TAX	26,930,322.00	26,744,450.93	185,871.07	99.31
1112 GENERAL PERS PROPERTY TAX	.00	.00	.00	.00
1113 FRANCHISE TAX	1,278,248.00	1,072,460.24	205,787.76	83.90
1114 PSC PERS PROPERTY TAX	.00	.00	.00	.00
1115 DELINQUENT PROPERTY TAX	480,500.00	252,889.44	227,610.56	52.63
1116 DISTILLED SPIRITS TAX	.00	.00	.00	.00
1117 MOTOR VEHICLE TAX	4,327,090.00	4,422,924.71	-95,834.71	102.21
1118 UNMINED MINERALS TAX	.00	.00	.00	.00
TOTAL AD VALOREM TAXES	33,016,160.00	32,492,725.32	523,434.68	98.41
SALES & USE TAXES				
1121 UTILITIES TAX	6,405,000.00	5,825,092.27	579,907.73	90.95
TOTAL SALES & USE TAXES	6,405,000.00	5,825,092.27	579,907.73	90.95
INCOME TAXES				
1131 OCCUPATIONAL LICENSE TAX	.00	.00	.00	.00
TOTAL INCOME TAXES	.00	.00	.00	.00
PENALTIES & INTEREST ON TAXES				
1140 PENALTIES & INTEREST ON TAXES	.00	.00	.00	.00
TOTAL PENALTIES & INTEREST ON TAXES	.00	.00	.00	.00
OTHER TAXES				
1191 OMITTED PROPERTY TAX	168,300.00	146,284.68	22,015.32	86.92
1192 EXCISE TAX	.00	.00	.00	.00
TOTAL OTHER TAXES	168,300.00	146,284.68	22,015.32	86.92
REVENUE OTHER LOCAL GOVERNMENT UNITS				
1280 REVENUE IN LIEU OF TAXES	.00	.00	.00	.00
TOTAL REVENUE OTHER LOCAL GOVERNMENT UNITS	.00	.00	.00	.00

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Kenton County Schools  
ANNUAL FINANCIAL REPORT FOR FY 2013

PG 2  
glkyafpr

GENERAL FUND (1)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
TUITION				
1310 TUITION FROM INDIVIDUALS	135,300.00	150,713.00	-15,413.00	111.39
1312 SUMMER SCHOOL TUITION	3,241.40	4,129.83	-888.43	127.41
1320 TUITION FROM KY LSD	208,450.50	148,380.14	60,070.36	71.18
1330 TUITION FROM NON-KY LSD	.00	.00	.00	.00
1340 OTHER TUITION	.00	.00	.00	.00
TOTAL TUITION	346,991.90	303,222.97	43,768.93	87.39
TRANSPORTATION				
1410 TRANSP FEES - INDIVIDUALS	.00	.00	.00	.00
1420 TRANSP FEES - KY LSD	.00	.00	.00	.00
1430 TRANSP FEES - NON KY LSD	.00	.00	.00	.00
1441 TRANSP FEES - NON PUBLIC SCH	.00	.00	.00	.00
1442 TRANSP FEES - FISCAL CT	720,550.00	724,594.64	-4,044.64	100.56
TOTAL TRANSPORTATION	720,550.00	724,594.64	-4,044.64	100.56
EARNINGS ON INVESTMENTS				
1510 INTEREST INCOME	177,532.00	146,117.16	31,414.84	82.30
1520 SEEK INTEREST	.00	.00	.00	.00
1540 RENTS FROM INVESTMENT PROPERTY	.00	.00	.00	.00
TOTAL EARNINGS ON INVESTMENTS	177,532.00	146,117.16	31,414.84	82.30
STUDENT ACTIVITIES				
1740 STUDENT FEES	.00	.00	.00	.00
1750 DONATIONS (ACTIVITY FND)	1,650.00	.00	1,650.00	.00
TOTAL STUDENT ACTIVITIES	1,650.00	.00	1,650.00	.00
COMMUNITY SERVICE ACTIVITIES				
1811 COMMUNITY SERVICE ACTIVITIES	29,800.00	17,972.00	11,828.00	60.31
TOTAL COMMUNITY SERVICE ACTIVITIES	29,800.00	17,972.00	11,828.00	60.31
OTHER REVENUE FROM LOCAL SOURCES				
1911 BUILDING RENTAL	416,962.52	389,286.00	27,676.52	93.36
1912 BUS RENTAL	163,000.00	163,103.16	-103.16	100.06
1920 CONTRIBUTIONS/DONATIONS	.00	2,605.36	-2,605.36	.00
1925 REIMBURSEMENTS	462,031.80	385,215.42	76,816.38	83.37
1941 TEXTBOOK SALES	.00	.00	.00	.00
1942 TEXTBOOK RENTALS	.00	.00	.00	.00
1951 SERVICE TO KY LSD	.00	.00	.00	.00
1952 SERVICE TO NON KY LSD	.00	15.00	-15.00	.00
1980 REFUND OF PRIOR YR EXPENDITURE	.00	13,569.16	-13,569.16	.00

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PG 3  
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GENERAL FUND (1)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
1990	MISCELLANEOUS REVENUE	394,625.70	417,596.14	-22,970.44	105.82
1991	TRANSCRIPT FEES	.00	.00	.00	.00
1993	LOCAL MISCELLANEOUS REIMBURSEM	.00	.00	.00	.00
	TOTAL OTHER REVENUE FROM LOCAL SOURCES	1,436,620.02	1,371,390.24	65,229.78	95.46
	TOTAL REVENUE FROM LOCAL SOURCES	42,302,603.92	41,027,399.28	1,275,204.64	96.99
REVENUE FROM STATE SOURCES					
STATE PROGRAM					
3111	SEEK PROGRAM	43,315,324.00	43,290,386.00	24,938.00	99.94
	TOTAL STATE PROGRAM	43,315,324.00	43,290,386.00	24,938.00	99.94
OTHER STATE FUNDING					
3122	VOCATIONAL TRANSPORTATION	29,365.00	31,352.00	-1,987.00	106.77
3123	STATE VOCATIONAL SCHOOL	.00	.00	.00	.00
3124	DIST VOCATIONAL SCHOOL	.00	.00	.00	.00
3125	BUS DRVR TRAINING REIMB	.00	.00	.00	.00
3126	SUB SALARY REIMB (STATE)	.00	.00	.00	.00
3127	FLEXIBLE SPENDING REFUND	.00	.00	.00	.00
3128	AUDIT REIMBURSEMENT	.00	.00	.00	.00
3129	KSB/KSD TRANSP REIMBURSEMENT	.00	1,478.00	-1,478.00	.00
	TOTAL OTHER STATE FUNDING	29,365.00	32,830.00	-3,465.00	111.80
EXPENDITURE REIMBURSEMENTS					
3130	NATIONAL BOARD CERIFICATION SU	86,033.00	87,388.00	-1,355.00	101.57
	TOTAL EXPENDITURE REIMBURSEMENTS	86,033.00	87,388.00	-1,355.00	101.57
RESTRICTED					
3200	RESTRICTED STATE REVENUE	315,251.00	256,183.60	59,067.40	81.26
	TOTAL RESTRICTED	315,251.00	256,183.60	59,067.40	81.26
REVENUE IN LIEU OF TAXES/STATE					
3800	REVENUE IN LIEU OF TAXES/STATE	324,444.00	347,437.42	-22,993.42	107.09
	TOTAL REVENUE IN LIEU OF TAXES/STATE	324,444.00	347,437.42	-22,993.42	107.09
REVENUE FOR ON BEHALF PAYMENTS					
3900	ON BEHALF PAYMENTS	.00	18,657,036.73	-18,657,036.73	.00
	TOTAL REVENUE FOR ON BEHALF PAYMENTS	.00	18,657,036.73	-18,657,036.73	.00

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**Kenton County Schools**  
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**PG 4**  
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GENERAL FUND (1)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
TOTAL REVENUE FROM STATE SOURCES		44,070,417.00	62,671,261.75	-18,600,844.75	142.21
REVENUE FROM FEDERAL SOURCES					
UNRESTRICTED DIRECT					
4100	UNRESTRICTED DIRECT FEDERAL	.00	.00	.00	.00
TOTAL UNRESTRICTED DIRECT		.00	.00	.00	.00
FEDERAL REIMBURSEMENT					
4810	MEDICARE REIMB	143,500.00	104,763.62	38,736.38	73.01
TOTAL FEDERAL REIMBURSEMENT		143,500.00	104,763.62	38,736.38	73.01
TOTAL REVENUE FROM FEDERAL SOURCES		143,500.00	104,763.62	38,736.38	73.01
OTHER RECEIPTS					
BOND ISSUANCE					
5110	BOND PRINCIPAL PROCEEDS	.00	.00	.00	.00
TOTAL BOND ISSUANCE		.00	.00	.00	.00
INTERFUND TRANSFERS					
5210	FUND TRANSFER	445,196.38	1,073,390.00	-628,193.62	241.10
5220	INDIRECT COSTS TRANSFER	327,080.00	.00	327,080.00	.00
TOTAL INTERFUND TRANSFERS		772,276.38	1,073,390.00	-301,113.62	138.99
SALE OR COMP FOR LOSS OF ASSETS					
5311	SALE OF LAND & IMPROVEMENTS	500.00	.00	500.00	.00
5312	LOSS COMP - LAND & IMPROVEMNTS	.00	.00	.00	.00
5331	SALE OF BUILDINGS	.00	.00	.00	.00
5332	LOSS COMP - BUILDINGS	5,500.00	.00	5,500.00	.00
5341	SALE OF EQUIPMENT ETC	15,000.00	41,152.72	-26,152.72	274.35
5342	LOSS COMP - EQUIPMENT ETC	21,000.00	.00	21,000.00	.00
TOTAL SALE OR COMP FOR LOSS OF ASSETS		42,000.00	41,152.72	847.28	97.98
TOTAL OTHER RECEIPTS		814,276.38	1,114,542.72	-300,266.34	136.88
TOTAL RECEIPTS		87,330,797.30	104,917,967.37	-17,587,170.07	120.14
TOTAL REVENUES		106,311,639.11	123,898,809.18	-17,587,170.07	116.54

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**PG 5**  
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GENERAL FUND (1)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES					
1000 INSTRUCTION					
0100	SALARIES PERSONNEL SERVICES	46,171,704.01	45,927,196.79	244,507.22	99.47
0200	EMPLOYEE BENEFITS	2,334,764.42	15,543,402.71	-13,208,638.29	665.74
0300	PURCHASED PROF AND TECH SERV	194,423.03	53,394.84	141,028.19	27.46
0400	PURCHASED PROPERTY SERVICES	280,297.57	273,505.04	6,792.53	97.58
0500	OTHER PURCHASED SERVICES	157,110.96	147,796.89	9,314.07	94.07
0600	SUPPLIES	3,048,155.98	2,410,025.18	638,130.80	79.07
0700	PROPERTY	1,022,738.47	968,387.75	54,350.72	94.69
0800	DEBT SERVICE AND MISCELLANEOUS	38,116.71	24,037.12	14,079.59	63.06
TOTAL 1000 INSTRUCTION		53,247,311.15	65,347,746.32	-12,100,435.17	122.72
2100 STUDENT SUPPORT SERVICES					
0100	SALARIES PERSONNEL SERVICES	5,217,645.45	5,358,613.84	-140,968.39	102.70
0200	EMPLOYEE BENEFITS	269,235.00	1,665,731.22	-1,396,496.22	618.69
0300	PURCHASED PROF AND TECH SERV	3,250.00	3,228.26	21.74	99.33
0400	PURCHASED PROPERTY SERVICES	417.00	751.00	-334.00	180.10
0500	OTHER PURCHASED SERVICES	15,393.95	15,806.42	-412.47	102.68
0600	SUPPLIES	127,040.99	124,577.18	2,463.81	98.06
0700	PROPERTY	8,954.34	150.00	8,804.34	1.68
TOTAL 2100 STUDENT SUPPORT SERVICES		5,641,936.73	7,168,857.92	-1,526,921.19	127.06
2200 INSTRUCTIONAL STAFF SUPP SERV					
0100	SALARIES PERSONNEL SERVICES	1,980,573.26	2,049,481.39	-68,908.13	103.48
0200	EMPLOYEE BENEFITS	161,950.00	716,082.36	-554,132.36	442.16
0300	PURCHASED PROF AND TECH SERV	140.00	-86.03	226.03	-61.45
0400	PURCHASED PROPERTY SERVICES	6,641.69	-24,432.47	31,074.16	-367.87
0500	OTHER PURCHASED SERVICES	13,625.68	14,224.79	-599.11	104.40
0600	SUPPLIES	184,313.85	160,469.62	23,844.23	87.06
0700	PROPERTY	42,170.01	41,065.50	1,104.51	97.38
TOTAL 2200 INSTRUCTIONAL STAFF SUPP SERV		2,389,414.49	2,956,805.16	-567,390.67	123.75
2300 DISTRICT ADMIN SUPPORT					
0100	SALARIES PERSONNEL SERVICES	282,499.44	250,502.42	31,997.02	88.67
0200	EMPLOYEE BENEFITS	391,875.00	680,003.00	-288,128.00	173.53
0300	PURCHASED PROF AND TECH SERV	960,857.08	942,660.53	18,196.55	98.11
0400	PURCHASED PROPERTY SERVICES	166,710.81	150,066.15	16,644.66	90.02
0500	OTHER PURCHASED SERVICES	212,824.23	202,203.82	10,620.41	95.01
0600	SUPPLIES	46,586.63	42,271.76	4,314.87	90.74
0700	PROPERTY	19,634.57	11,734.62	7,899.95	59.77
0800	DEBT SERVICE AND MISCELLANEOUS	110.00	.00	110.00	.00
0840	CONTINGENCY	.00	.00	.00	.00
TOTAL 2300 DISTRICT ADMIN SUPPORT		2,081,097.76	2,279,442.30	-198,344.54	109.53

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**PG 6**  
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GENERAL FUND (1)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
2400 SCHOOL ADMIN SUPPORT					
0100	SALARIES PERSONNEL SERVICES	5,050,447.88	5,087,645.33	-37,197.45	100.74
0200	EMPLOYEE BENEFITS	430,776.00	1,848,302.87	-1,417,526.87	429.06
0500	OTHER PURCHASED SERVICES	10,000.00	8,596.73	1,403.27	85.97
0600	SUPPLIES	8,670.00	31,094.87	-22,424.87	358.65
0700	PROPERTY	.00	7,171.75	-7,171.75	.00
0800	DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 2400 SCHOOL ADMIN SUPPORT		5,499,893.88	6,982,811.55	-1,482,917.67	126.96
2500 BUSINESS SUPPORT SERVICES					
0100	SALARIES PERSONNEL SERVICES	786,117.96	734,347.56	51,770.40	93.41
0200	EMPLOYEE BENEFITS	116,363.00	330,394.25	-214,031.25	283.93
0300	PURCHASED PROF AND TECH SERV	87,493.97	104,606.30	-17,112.33	119.56
0400	PURCHASED PROPERTY SERVICES	2,755.30	2,951.52	-196.22	107.12
0500	OTHER PURCHASED SERVICES	13,436.14	237,733.39	-224,297.25	999.99
0600	SUPPLIES	106,870.36	118,661.27	-11,790.91	111.03
0700	PROPERTY	7,486.12	1,806.91	5,679.21	24.14
0800	DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 2500 BUSINESS SUPPORT SERVICES		1,120,522.85	1,530,501.20	-409,978.35	136.59
2600 PLANT OPERATIONS & MAINTENANCE					
0100	SALARIES PERSONNEL SERVICES	4,002,027.50	3,890,333.10	111,694.40	97.21
0200	EMPLOYEE BENEFITS	907,200.33	1,569,184.51	-661,984.18	172.97
0300	PURCHASED PROF AND TECH SERV	312,791.75	279,338.08	33,453.67	89.30
0400	PURCHASED PROPERTY SERVICES	1,404,425.33	1,410,924.06	-6,498.73	100.46
0500	OTHER PURCHASED SERVICES	364,768.31	337,006.38	27,761.93	92.39
0600	SUPPLIES	3,028,871.98	2,730,022.81	298,849.17	90.13
0700	PROPERTY	42,080.72	94,661.08	-52,580.36	224.95
0800	DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 2600 PLANT OPERATIONS & MAINTENANCE		10,062,165.92	10,311,470.02	-249,304.10	102.48
2700 STUDENT TRANSPORTATION					
0100	SALARIES PERSONNEL SERVICES	5,022,139.81	5,350,353.05	-328,213.24	106.54
0200	EMPLOYEE BENEFITS	1,318,038.00	2,211,741.41	-893,703.41	167.81
0300	PURCHASED PROF AND TECH SERV	350,851.50	349,117.60	1,733.90	99.51
0400	PURCHASED PROPERTY SERVICES	322,156.71	234,825.89	87,330.82	72.89
0500	OTHER PURCHASED SERVICES	124,102.48	123,299.71	802.77	99.35
0600	SUPPLIES	1,771,576.61	1,577,411.88	194,164.73	89.04
0700	PROPERTY	829,326.35	510,795.31	318,531.04	61.59
0800	DEBT SERVICE AND MISCELLANEOUS	10,364.35	6,337.78	4,026.57	61.15
TOTAL 2700 STUDENT TRANSPORTATION		9,748,555.81	10,363,882.63	-615,326.82	106.31
3300 COMMUNITY SERVICES					
0100	SALARIES PERSONNEL SERVICES	.00	279.50	-279.50	.00

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**PG 7**  
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GENERAL FUND (1)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
0200	EMPLOYEE BENEFITS	.00	91.80	-91.80	.00
0300	PURCHASED PROF AND TECH SERV	26,010.00	9,717.50	16,292.50	37.36
0400	PURCHASED PROPERTY SERVICES	.00	.00	.00	.00
0500	OTHER PURCHASED SERVICES	17,600.00	1,940.00	15,660.00	11.02
0600	SUPPLIES	1,800.00	3,095.66	-1,295.66	171.98
0700	PROPERTY	.00	.00	.00	.00
	TOTAL 3300 COMMUNITY SERVICES	45,410.00	15,124.46	30,285.54	33.31
5100	DEBT SERVICE				
0800	DEBT SERVICE AND MISCELLANEOUS	150,000.00	317,542.96	-167,542.96	211.70
	TOTAL 5100 DEBT SERVICE	150,000.00	317,542.96	-167,542.96	211.70
5200	FUND TRANSFERS				
0900	OTHER ITEMS	206,239.00	565,353.50	-359,114.50	274.13
	TOTAL 5200 FUND TRANSFERS	206,239.00	565,353.50	-359,114.50	274.13
5300	CONTINGENCY				
0840	CONTINGENCY	16,119,091.52	.00	16,119,091.52	.00
	TOTAL 5300 CONTINGENCY	16,119,091.52	.00	16,119,091.52	.00
	TOTAL EXPENDITURES	106,311,639.11	107,839,538.02	-1,527,898.91	101.44
	TOTAL FOR GENERAL FUND (1)	.00	16,059,271.16	-16,059,271.16	.00



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SPECIAL REVENUE (2)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	.00	.00	.00	.00
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
TUITION				
1310 TUITION FROM INDIVIDUALS	.00	.00	.00	.00
TOTAL TUITION	.00	.00	.00	.00
STUDENT ACTIVITIES				
1740 STUDENT FEES	.00	.00	.00	.00
TOTAL STUDENT ACTIVITIES	.00	.00	.00	.00
COMMUNITY SERVICE ACTIVITIES				
1811 COMMUNITY SERVICE ACTIVITIES	.00	.00	.00	.00
TOTAL COMMUNITY SERVICE ACTIVITIES	.00	.00	.00	.00
OTHER REVENUE FROM LOCAL SOURCES				
1920 CONTRIBUTIONS/DONATIONS	.00	1,929.06	-1,929.06	.00
1925 REIMBURSEMENTS	.00	-31,961.88	31,961.88	.00
1980 REFUND OF PRIOR YR EXPENDITURE	.00	.00	.00	.00
1990 MISCELLANEOUS REVENUE	136,784.60	27,639.95	109,144.65	20.21
TOTAL OTHER REVENUE FROM LOCAL SOURCES	136,784.60	-2,392.87	139,177.47	-1.75
TOTAL REVENUE FROM LOCAL SOURCES	136,784.60	-2,392.87	139,177.47	-1.75
REVENUE FROM STATE SOURCES				
OTHER STATE FUNDING				
3125 BUS DRVR TRAINING REIMB	.00	.00	.00	.00
TOTAL OTHER STATE FUNDING	.00	.00	.00	.00
RESTRICTED				
3200 RESTRICTED STATE REVENUE	3,528,138.04	3,928,030.80	-399,892.76	111.33
TOTAL RESTRICTED	3,528,138.04	3,928,030.80	-399,892.76	111.33

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**PG 9**  
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SPECIAL REVENUE (2)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
TOTAL REVENUE FROM STATE SOURCES		3,528,138.04	3,928,030.80	-399,892.76	111.33
REVENUE FROM FEDERAL SOURCES					
RESTRICTED THROUGH THE STATE					
4500	RESTRICTED FED THRU STATE	5,352,472.22	5,209,402.13	143,070.09	97.33
TOTAL RESTRICTED THROUGH THE STATE		5,352,472.22	5,209,402.13	143,070.09	97.33
TOTAL REVENUE FROM FEDERAL SOURCES		5,352,472.22	5,209,402.13	143,070.09	97.33
OTHER RECEIPTS					
INTERFUND TRANSFERS					
5210	FUND TRANSFER	272,257.00	280,381.00	-8,124.00	102.98
5231	NCLB TRANSFER-FR TEACHER QUALI	.00	.00	.00	.00
5241	NCLB TRANSFER TO TITLE I	.00	.00	.00	.00
TOTAL INTERFUND TRANSFERS		272,257.00	280,381.00	-8,124.00	102.98
TOTAL OTHER RECEIPTS		272,257.00	280,381.00	-8,124.00	102.98
TOTAL RECEIPTS		9,289,651.86	9,415,421.06	-125,769.20	101.35
TOTAL REVENUES		9,289,651.86	9,415,421.06	-125,769.20	101.35

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**PG 10**  
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SPECIAL REVENUE (2)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
1000 INSTRUCTION				
0100 SALARIES PERSONNEL SERVICES	4,637,499.08	4,930,947.38	-293,448.30	106.33
0200 EMPLOYEE BENEFITS	955,873.52	1,069,445.33	-113,571.81	111.88
0300 PURCHASED PROF AND TECH SERV	284,748.68	116,956.03	167,792.65	41.07
0400 PURCHASED PROPERTY SERVICES	1,000.00	.00	1,000.00	.00
0500 OTHER PURCHASED SERVICES	99,742.62	87,514.17	12,228.45	87.74
0600 SUPPLIES	626,828.08	303,861.58	322,966.50	48.48
0700 PROPERTY	190,245.86	232,049.56	-41,803.70	121.97
0800 DEBT SERVICE AND MISCELLANEOUS	14,104.00	3,148.26	10,955.74	22.32
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 1000 INSTRUCTION	6,810,041.84	6,743,922.31	66,119.53	99.03
2100 STUDENT SUPPORT SERVICES				
0100 SALARIES PERSONNEL SERVICES	268,073.93	256,894.07	11,179.86	95.83
0200 EMPLOYEE BENEFITS	82,470.18	88,559.26	-6,089.08	107.38
0300 PURCHASED PROF AND TECH SERV	1,000.00	2,075.00	-1,075.00	207.50
0500 OTHER PURCHASED SERVICES	3,062.49	5,394.95	-2,332.46	176.16
0600 SUPPLIES	9,900.00	6,895.10	3,004.90	69.65
0700 PROPERTY	.00	.00	.00	.00
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 2100 STUDENT SUPPORT SERVICES	364,506.60	359,818.38	4,688.22	98.71
2200 INSTRUCTIONAL STAFF SUPP SERV				
0100 SALARIES PERSONNEL SERVICES	548,614.98	586,654.97	-38,039.99	106.93
0200 EMPLOYEE BENEFITS	118,664.43	134,675.77	-16,011.34	113.49
0300 PURCHASED PROF AND TECH SERV	18,435.46	225,097.36	-206,661.90	999.99
0500 OTHER PURCHASED SERVICES	20,513.44	26,535.24	-6,021.80	129.36
0600 SUPPLIES	85,995.23	6,760.81	79,234.42	7.86
0700 PROPERTY	.00	.00	.00	.00
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 2200 INSTRUCTIONAL STAFF SUPP SERV	792,223.54	979,724.15	-187,500.61	123.67
2300 DISTRICT ADMIN SUPPORT				
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 2300 DISTRICT ADMIN SUPPORT	.00	.00	.00	.00
2400 SCHOOL ADMIN SUPPORT				
0100 SALARIES PERSONNEL SERVICES	17,170.00	17,171.09	-1.09	100.01
0200 EMPLOYEE BENEFITS	2,673.91	2,716.95	-43.04	101.61
0500 OTHER PURCHASED SERVICES	.00	.00	.00	.00
0600 SUPPLIES	.00	.00	.00	.00

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SPECIAL REVENUE (2)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
TOTAL 2400 SCHOOL ADMIN SUPPORT	19,843.91	19,888.04	-44.13	100.22
2500 BUSINESS SUPPORT SERVICES				
0100 SALARIES PERSONNEL SERVICES	.00	.00	.00	.00
0200 EMPLOYEE BENEFITS	.00	.00	.00	.00
TOTAL 2500 BUSINESS SUPPORT SERVICES	.00	.00	.00	.00
2600 PLANT OPERATIONS & MAINTENANCE				
0100 SALARIES PERSONNEL SERVICES	.00	.00	.00	.00
0200 EMPLOYEE BENEFITS	.00	.00	.00	.00
0300 PURCHASED PROF AND TECH SERV	136,784.60	21,210.60	115,574.00	15.51
0400 PURCHASED PROPERTY SERVICES	.00	.00	.00	.00
0600 SUPPLIES	.00	.00	.00	.00
TOTAL 2600 PLANT OPERATIONS & MAINTENANCE	136,784.60	21,210.60	115,574.00	15.51
2700 STUDENT TRANSPORTATION				
0100 SALARIES PERSONNEL SERVICES	42,128.37	41,905.65	222.72	99.47
0200 EMPLOYEE BENEFITS	15,460.00	16,798.84	-1,338.84	108.66
0600 SUPPLIES	40.00	.00	40.00	.00
0700 PROPERTY	.00	.00	.00	.00
TOTAL 2700 STUDENT TRANSPORTATION	57,628.37	58,704.49	-1,076.12	101.87
3300 COMMUNITY SERVICES				
0100 SALARIES PERSONNEL SERVICES	688,205.00	675,576.33	12,628.67	98.16
0200 EMPLOYEE BENEFITS	45,169.00	55,026.07	-9,857.07	121.82
0300 PURCHASED PROF AND TECH SERV	18,523.94	17,029.57	1,494.37	91.93
0500 OTHER PURCHASED SERVICES	13,778.60	12,793.62	984.98	92.85
0600 SUPPLIES	31,590.46	29,637.76	1,952.70	93.82
0700 PROPERTY	.00	.00	.00	.00
0800 DEBT SERVICE AND MISCELLANEOUS	40.00	40.00	.00	100.00
TOTAL 3300 COMMUNITY SERVICES	797,307.00	790,103.35	7,203.65	99.10
4400 EDUCATIONAL SPECIFIC				
0100 SALARIES PERSONNEL SERVICES	.00	75.00	-75.00	.00
0200 EMPLOYEE BENEFITS	.00	1.72	-1.72	.00
0500 OTHER PURCHASED SERVICES	10,000.00	980.75	9,019.25	9.81
0600 SUPPLIES	36,477.00	79,568.00	-43,091.00	218.13
0700 PROPERTY	357,875.00	361,424.27	-3,549.27	100.99
TOTAL 4400 EDUCATIONAL SPECIFIC	404,352.00	442,049.74	-37,697.74	109.32
5200 FUND TRANSFERS				

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SPECIAL REVENUE (2)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
0900	OTHER ITEMS	49,080.00	.00	49,080.00	.00
	TOTAL 5200 FUND TRANSFERS	49,080.00	.00	49,080.00	.00
	TOTAL EXPENDITURES	9,431,767.86	9,415,421.06	16,346.80	99.83
	TOTAL FOR SPECIAL REVENUE (2)	-142,116.00	.00	-142,116.00	.00

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CAPITAL OUTLAY FUND (310)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES					
0999 BEGINNING BALANCE					
TOTAL 0999 BEGINNING BALANCE		822,532.96	822,532.96	.00	100.00
RECEIPTS					
REVENUE FROM STATE SOURCES					
RESTRICTED					
3200 RESTRICTED STATE REVENUE		1,313,510.00	1,321,175.00	-7,665.00	100.58
TOTAL RESTRICTED		1,313,510.00	1,321,175.00	-7,665.00	100.58
TOTAL REVENUE FROM STATE SOURCES		1,313,510.00	1,321,175.00	-7,665.00	100.58
TOTAL RECEIPTS		1,313,510.00	1,321,175.00	-7,665.00	100.58
TOTAL REVENUES		2,136,042.96	2,143,707.96	-7,665.00	100.36

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CAPITAL OUTLAY FUND (310)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES					
2600 PLANT OPERATIONS & MAINTENANCE					
0300	PURCHASED PROF AND TECH SERV	69,550.00	11,176.33	58,373.67	16.07
0400	PURCHASED PROPERTY SERVICES	695,944.00	615,493.46	80,450.54	88.44
0500	OTHER PURCHASED SERVICES	.00	.00	.00	.00
0700	PROPERTY	137,829.58	127,212.78	10,616.80	92.30
TOTAL 2600 PLANT OPERATIONS & MAINTENANCE		903,323.58	753,882.57	149,441.01	83.46
4200 LAND IMPROVEMENTS					
0300	PURCHASED PROF AND TECH SERV	.00	9,191.98	-9,191.98	.00
0400	PURCHASED PROPERTY SERVICES	.00	47,429.00	-47,429.00	.00
0700	PROPERTY	.00	11,178.43	-11,178.43	.00
0840	CONTINGENCY	.00	.00	.00	.00
0900	OTHER ITEMS	.00	.00	.00	.00
TOTAL 4200 LAND IMPROVEMENTS		.00	67,799.41	-67,799.41	.00
5100 DEBT SERVICE					
0800	DEBT SERVICE AND MISCELLANEOUS	787,523.00	.00	787,523.00	.00
0900	OTHER ITEMS	.00	.00	.00	.00
TOTAL 5100 DEBT SERVICE		787,523.00	.00	787,523.00	.00
5200 FUND TRANSFERS					
0900	OTHER ITEMS	445,196.38	1,320,771.04	-875,574.66	296.67
TOTAL 5200 FUND TRANSFERS		445,196.38	1,320,771.04	-875,574.66	296.67
TOTAL EXPENDITURES		2,136,042.96	2,142,453.02	-6,410.06	100.30
TOTAL FOR CAPITAL OUTLAY FUND (310)		.00	1,254.94	-1,254.94	.00

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BUILDING FUND (5 CENT LEVY) (320)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES					
0999 BEGINNING BALANCE					
TOTAL 0999 BEGINNING BALANCE		.00	.00	.00	.00
RECEIPTS					
REVENUE FROM LOCAL SOURCES					
AD VALOREM TAXES					
1111	GENERAL REAL PROPERTY TAX	12,261,000.00	12,261,000.00	.00	100.00
1112	GENERAL PERS PROPERTY TAX	.00	.00	.00	.00
1113	FRANCHISE TAX	.00	.00	.00	.00
1114	PSC PERS PROPERTY TAX	.00	.00	.00	.00
1115	DELINQUENT PROPERTY TAX	.00	.00	.00	.00
1117	MOTOR VEHICLE TAX	.00	.00	.00	.00
TOTAL AD VALOREM TAXES		12,261,000.00	12,261,000.00	.00	100.00
PENALTIES & INTEREST ON TAXES					
1140	PENALTIES & INTEREST ON TAXES	.00	.00	.00	.00
TOTAL PENALTIES & INTEREST ON TAXES		.00	.00	.00	.00
OTHER TAXES					
1191	OMITTED PROPERTY TAX	.00	.00	.00	.00
TOTAL OTHER TAXES		.00	.00	.00	.00
REVENUE OTHER LOCAL GOVERNMENT UNITS					
1280	REVENUE IN LIEU OF TAXES	.00	.00	.00	.00
TOTAL REVENUE OTHER LOCAL GOVERNMENT UNITS		.00	.00	.00	.00
EARNINGS ON INVESTMENTS					
1510	INTEREST INCOME	.00	.00	.00	.00
TOTAL EARNINGS ON INVESTMENTS		.00	.00	.00	.00
OTHER REVENUE FROM LOCAL SOURCES					
1925	REIMBURSEMENTS	.00	.00	.00	.00
1993	LOCAL MISCELLANEOUS REIMBURSEM	.00	.00	.00	.00
TOTAL OTHER REVENUE FROM LOCAL SOURCES		.00	.00	.00	.00
TOTAL REVENUE FROM LOCAL SOURCES		12,261,000.00	12,261,000.00	.00	100.00



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BUILDING FUND (5 CENT LEVY) (320)				BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUE FROM STATE SOURCES							
RESTRICTED							
3200	RESTRICTED STATE REVENUE			1,465,392.00	1,404,522.00	60,870.00	95.85
	TOTAL RESTRICTED			1,465,392.00	1,404,522.00	60,870.00	95.85
	TOTAL REVENUE FROM STATE SOURCES			1,465,392.00	1,404,522.00	60,870.00	95.85
OTHER RECEIPTS							
BOND ISSUANCE							
5130	ACCRUED INT ON BONDS			.00	.00	.00	.00
	TOTAL BOND ISSUANCE			.00	.00	.00	.00
INTERFUND TRANSFERS							
5210	FUND TRANSFER			.00	.00	.00	.00
	TOTAL INTERFUND TRANSFERS			.00	.00	.00	.00
SALE OR COMP FOR LOSS OF ASSETS							
5331	SALE OF BUILDINGS			.00	.00	.00	.00
	TOTAL SALE OR COMP FOR LOSS OF ASSETS			.00	.00	.00	.00
	TOTAL OTHER RECEIPTS			.00	.00	.00	.00
	TOTAL RECEIPTS			13,726,392.00	13,665,522.00	60,870.00	99.56
	TOTAL REVENUES			13,726,392.00	13,665,522.00	60,870.00	99.56

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BUILDING FUND (5 CENT LEVY) (320)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES					
4200 LAND IMPROVEMENTS					
0300	PURCHASED PROF AND TECH SERV	.00	.00	.00	.00
0400	PURCHASED PROPERTY SERVICES	.00	.00	.00	.00
0700	PROPERTY	.00	.00	.00	.00
0840	CONTINGENCY	.00	.00	.00	.00
0900	OTHER ITEMS	.00	.00	.00	.00
TOTAL 4200 LAND IMPROVEMENTS		.00	.00	.00	.00
5100 DEBT SERVICE					
0800	DEBT SERVICE AND MISCELLANEOUS	13,726,392.00	.00	13,726,392.00	.00
0900	OTHER ITEMS	.00	.00	.00	.00
TOTAL 5100 DEBT SERVICE		13,726,392.00	.00	13,726,392.00	.00
5200 FUND TRANSFERS					
0900	OTHER ITEMS	.00	13,665,522.00	-13,665,522.00	.00
TOTAL 5200 FUND TRANSFERS		.00	13,665,522.00	-13,665,522.00	.00
TOTAL EXPENDITURES		13,726,392.00	13,665,522.00	60,870.00	99.56
TOTAL FOR BUILDING FUND (5 CENT LEVY) (320)		.00	.00	.00	.00

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CONSTRUCTION FUND (360)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	338,181.39	338,181.39	.00	100.00
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
EARNINGS ON INVESTMENTS				
1510 INTEREST INCOME	.00	.00	.00	.00
TOTAL EARNINGS ON INVESTMENTS	.00	.00	.00	.00
OTHER REVENUE FROM LOCAL SOURCES				
1925 REIMBURSEMENTS	.00	.00	.00	.00
1990 MISCELLANEOUS REVENUE	.00	.00	.00	.00
TOTAL OTHER REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
TOTAL REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
OTHER RECEIPTS				
BOND ISSUANCE				
5110 BOND PRINCIPAL PROCEEDS	28,475,000.00	12,005,000.00	16,470,000.00	42.16
TOTAL BOND ISSUANCE	28,475,000.00	12,005,000.00	16,470,000.00	42.16
INTERFUND TRANSFERS				
5210 FUND TRANSFER	.00	.00	.00	.00
TOTAL INTERFUND TRANSFERS	.00	.00	.00	.00
TOTAL OTHER RECEIPTS	28,475,000.00	12,005,000.00	16,470,000.00	42.16
TOTAL RECEIPTS	28,475,000.00	12,005,000.00	16,470,000.00	42.16
TOTAL REVENUES	28,813,181.39	12,343,181.39	16,470,000.00	42.84

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CONSTRUCTION FUND (360)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
4200 LAND IMPROVEMENTS				
0100 SALARIES PERSONNEL SERVICES	.00	.00	.00	.00
0200 EMPLOYEE BENEFITS	.00	.00	.00	.00
0300 PURCHASED PROF AND TECH SERV	1,646,935.95	428,799.13	1,218,136.82	26.04
0400 PURCHASED PROPERTY SERVICES	13,779,210.62	1,061,045.10	12,718,165.52	7.70
0500 OTHER PURCHASED SERVICES	.00	.00	.00	.00
0600 SUPPLIES	.00	.00	.00	.00
0700 PROPERTY	544,265.00	4,652.70	539,612.30	.85
0800 DEBT SERVICE AND MISCELLANEOUS	.00	224,953.65	-224,953.65	.00
0840 CONTINGENCY	12,842,769.82	.00	12,842,769.82	.00
TOTAL 4200 LAND IMPROVEMENTS	28,813,181.39	1,719,450.58	27,093,730.81	5.97
4500 BUILDING ACQUISITIONS & CONSTRUCTION				
0100 SALARIES PERSONNEL SERVICES	.00	.00	.00	.00
0200 EMPLOYEE BENEFITS	.00	.00	.00	.00
0300 PURCHASED PROF AND TECH SERV	.00	.00	.00	.00
TOTAL 4500 BUILDING ACQUISITIONS & CONSTRUCTION	.00	.00	.00	.00
5100 DEBT SERVICE				
0800 DEBT SERVICE AND MISCELLANEOUS	.00	.00	.00	.00
TOTAL 5100 DEBT SERVICE	.00	.00	.00	.00
5200 FUND TRANSFERS				
0900 OTHER ITEMS	.00	.00	.00	.00
TOTAL 5200 FUND TRANSFERS	.00	.00	.00	.00
TOTAL EXPENDITURES	28,813,181.39	1,719,450.58	27,093,730.81	5.97
TOTAL FOR CONSTRUCTION FUND (360)	.00	10,623,730.81	-10,623,730.81	.00

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DEBT SERVICE FUND (400)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES					
RECEIPTS					
REVENUE FROM STATE SOURCES					
RESTRICTED					
3200	RESTRICTED STATE REVENUE	.00	.00	.00	.00
	TOTAL RESTRICTED	.00	.00	.00	.00
REVENUE FOR ON BEHALF PAYMENTS					
3900	ON BEHALF PAYMENTS	.00	1,568,897.71	-1,568,897.71	.00
	TOTAL REVENUE FOR ON BEHALF PAYMENTS	.00	1,568,897.71	-1,568,897.71	.00
	TOTAL REVENUE FROM STATE SOURCES	.00	1,568,897.71	-1,568,897.71	.00
OTHER RECEIPTS					
INTERFUND TRANSFERS					
5210	FUND TRANSFER	.00	14,197,875.54	-14,197,875.54	.00
	TOTAL INTERFUND TRANSFERS	.00	14,197,875.54	-14,197,875.54	.00
	TOTAL OTHER RECEIPTS	.00	14,197,875.54	-14,197,875.54	.00
	TOTAL RECEIPTS	.00	15,766,773.25	-15,766,773.25	.00
	TOTAL REVENUES	.00	15,766,773.25	-15,766,773.25	.00

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DEBT SERVICE FUND (400)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
5100 DEBT SERVICE				
0800 DEBT SERVICE AND MISCELLANEOUS	.00	15,766,773.25	-15,766,773.25	.00
TOTAL 5100 DEBT SERVICE	.00	15,766,773.25	-15,766,773.25	.00
TOTAL EXPENDITURES	.00	15,766,773.25	-15,766,773.25	.00
TOTAL FOR DEBT SERVICE FUND (400)	.00	.00	.00	.00

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FOOD SERVICE FUND (51)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES					
0999 BEGINNING BALANCE					
TOTAL 0999 BEGINNING BALANCE		1,588,159.48	1,588,159.48	.00	100.00
RECEIPTS					
REVENUE FROM LOCAL SOURCES					
EARNINGS ON INVESTMENTS					
1510	INTEREST INCOME	840.00	496.90	343.10	59.15
TOTAL EARNINGS ON INVESTMENTS		840.00	496.90	343.10	59.15
FOOD SERVICE					
1611	LUNCH - REIMBURSABLE	.00	1,559,915.51	-1,559,915.51	.00
1612	BREAKFAST - REIMBURSABLE	.00	136,377.10	-136,377.10	.00
1621	LUNCH - NON REIMBURSABLE	2,765,792.00	95,464.47	2,670,327.53	3.45
1622	BREAKFAST - NON REIMBURSABLE	.00	1,804.10	-1,804.10	.00
1624	A-LA-CARTE SALES	.00	492,280.47	-492,280.47	.00
1629	OTHER LUNCHRM RECEIPTS	25,500.00	5,370.74	20,129.26	21.06
TOTAL FOOD SERVICE		2,791,292.00	2,291,212.39	500,079.61	82.08
OTHER REVENUE FROM LOCAL SOURCES					
1990	MISCELLANEOUS REVENUE	.00	13,000.02	-13,000.02	.00
TOTAL OTHER REVENUE FROM LOCAL SOURCES		.00	13,000.02	-13,000.02	.00
TOTAL REVENUE FROM LOCAL SOURCES		2,792,132.00	2,304,709.31	487,422.69	82.54
REVENUE FROM STATE SOURCES					
RESTRICTED					
3200	RESTRICTED STATE REVENUE	64,937.00	71,190.34	-6,253.34	109.63
TOTAL RESTRICTED		64,937.00	71,190.34	-6,253.34	109.63
REVENUE FOR ON BEHALF PAYMENTS					
3900	ON BEHALF PAYMENTS	.00	361,862.96	-361,862.96	.00
TOTAL REVENUE FOR ON BEHALF PAYMENTS		.00	361,862.96	-361,862.96	.00
TOTAL REVENUE FROM STATE SOURCES		64,937.00	433,053.30	-368,116.30	666.88
REVENUE FROM FEDERAL SOURCES					

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FOOD SERVICE FUND (51)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
RESTRICTED THROUGH THE STATE					
4500	RESTRICTED FED THRU STATE	2,934,794.00	2,452,278.21	482,515.79	83.56
	TOTAL RESTRICTED THROUGH THE STATE	2,934,794.00	2,452,278.21	482,515.79	83.56
CHILD NUTRITION PROGRAM DONATED COMMODIT					
4950	CHILD NUTR PRG DONATED COMMOD	.00	401,892.21	-401,892.21	.00
	TOTAL CHILD NUTRITION PROGRAM DONATED COMMODIT	.00	401,892.21	-401,892.21	.00
	TOTAL REVENUE FROM FEDERAL SOURCES	2,934,794.00	2,854,170.42	80,623.58	97.25
OTHER RECEIPTS					
SALE OR COMP FOR LOSS OF ASSETS					
5342	LOSS COMP - EQUIPMENT ETC	.00	.00	.00	.00
	TOTAL SALE OR COMP FOR LOSS OF ASSETS	.00	.00	.00	.00
	TOTAL OTHER RECEIPTS	.00	.00	.00	.00
	TOTAL RECEIPTS	5,791,863.00	5,591,933.03	199,929.97	96.55
	TOTAL REVENUES	7,380,022.48	7,180,092.51	199,929.97	97.29



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FOOD SERVICE FUND (51)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES					
0000 RESTRICT TO REV & BAL SHT ONLY					
0600	SUPPLIES	.00	.00	.00	.00
TOTAL 0000 RESTRICT TO REV & BAL SHT ONLY		.00	.00	.00	.00
3100 FOOD SERVICE OPERATION					
0100	SALARIES PERSONNEL SERVICES	1,925,876.00	2,209,757.12	-283,881.12	114.74
0200	EMPLOYEE BENEFITS	504,540.00	941,513.05	-436,973.05	186.61
0300	PURCHASED PROF AND TECH SERV	3,312.96	49,084.68	-45,771.72	999.99
0400	PURCHASED PROPERTY SERVICES	52,800.30	84,908.73	-32,108.43	160.81
0500	OTHER PURCHASED SERVICES	61,600.35	21,561.54	40,038.81	35.00
0600	SUPPLIES	2,751,072.35	3,301,273.83	-550,201.48	120.00
0700	PROPERTY	183,959.87	360,582.93	-176,623.06	196.01
0840	CONTINGENCY	1,618,860.65	.00	1,618,860.65	.00
0900	OTHER ITEMS	.00	.00	.00	.00
UNDEFINED EXP OBJ		.00	.00	.00	.00
TOTAL 3100 FOOD SERVICE OPERATION		7,102,022.48	6,968,681.88	133,340.60	98.12
5200 FUND TRANSFERS					
0900	OTHER ITEMS	278,000.00	.00	278,000.00	.00
TOTAL 5200 FUND TRANSFERS		278,000.00	.00	278,000.00	.00
TOTAL EXPENDITURES		7,380,022.48	6,968,681.88	411,340.60	94.43
TOTAL FOR FOOD SERVICE FUND (51)		.00	211,410.63	-211,410.63	.00

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TRUST AND AGENCY FUNDS (7)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES				
0999 BEGINNING BALANCE				
TOTAL 0999 BEGINNING BALANCE	.00	.00	.00	.00
RECEIPTS				
REVENUE FROM LOCAL SOURCES				
EARNINGS ON INVESTMENTS				
1510 INTEREST INCOME	.00	.00	.00	.00
TOTAL EARNINGS ON INVESTMENTS	.00	.00	.00	.00
OTHER REVENUE FROM LOCAL SOURCES				
1920 CONTRIBUTIONS/DONATIONS	.00	.00	.00	.00
TOTAL OTHER REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
TOTAL REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
TOTAL RECEIPTS	.00	.00	.00	.00
TOTAL REVENUES	.00	.00	.00	.00

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Kenton County Schools  
 ANNUAL FINANCIAL REPORT FOR FY 2013

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 glkyafpr

TRUST AND AGENCY FUNDS (7)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
1000 INSTRUCTION				
0300 PURCHASED PROF AND TECH SERV	.00	.00	.00	.00
0600 SUPPLIES	.00	.00	.00	.00
TOTAL 1000 INSTRUCTION	.00	.00	.00	.00
5300 CONTINGENCY				
0840 CONTINGENCY	.00	.00	.00	.00
TOTAL 5300 CONTINGENCY	.00	.00	.00	.00
TOTAL EXPENDITURES	.00	.00	.00	.00
TOTAL FOR TRUST AND AGENCY FUNDS (7)	.00	.00	.00	.00

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**Kenton County Schools**  
**ANNUAL FINANCIAL REPORT FOR FY 2013**
**PG 27**  
**glkyafpr**

GOVERNMENTAL ASSETS (8)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES					
RECEIPTS					
REVENUE FROM LOCAL SOURCES					
OTHER REVENUE FROM LOCAL SOURCES					
1930	GAIN ON SALE OF ASSETS	.00	.00	.00	.00
	TOTAL OTHER REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
	TOTAL REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
OTHER RECEIPTS					
SALE OR COMP FOR LOSS OF ASSETS					
5331	SALE OF BUILDINGS	.00	.00	.00	.00
5341	SALE OF EQUIPMENT ETC	.00	.00	.00	.00
	TOTAL SALE OR COMP FOR LOSS OF ASSETS	.00	.00	.00	.00
	TOTAL OTHER RECEIPTS	.00	.00	.00	.00
	TOTAL RECEIPTS	.00	.00	.00	.00
	TOTAL REVENUES	.00	.00	.00	.00

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**Kenton County Schools**  
**ANNUAL FINANCIAL REPORT FOR FY 2013**
**PG 28**  
**glkyafpr**

GOVERNMENTAL ASSETS (8)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
1000 INSTRUCTION				
0700 PROPERTY	.00	31,061.69	-31,061.69	.00
TOTAL 1000 INSTRUCTION	.00	31,061.69	-31,061.69	.00
2100 STUDENT SUPPORT SERVICES				
0700 PROPERTY	.00	.00	.00	.00
TOTAL 2100 STUDENT SUPPORT SERVICES	.00	.00	.00	.00
2200 INSTRUCTIONAL STAFF SUPP SERV				
0700 PROPERTY	.00	.00	.00	.00
TOTAL 2200 INSTRUCTIONAL STAFF SUPP SERV	.00	.00	.00	.00
2300 DISTRICT ADMIN SUPPORT				
0700 PROPERTY	.00	.00	.00	.00
TOTAL 2300 DISTRICT ADMIN SUPPORT	.00	.00	.00	.00
2400 SCHOOL ADMIN SUPPORT				
0700 PROPERTY	.00	67.53	-67.53	.00
TOTAL 2400 SCHOOL ADMIN SUPPORT	.00	67.53	-67.53	.00
2500 BUSINESS SUPPORT SERVICES				
0700 PROPERTY	.00	.00	.00	.00
TOTAL 2500 BUSINESS SUPPORT SERVICES	.00	.00	.00	.00
2600 PLANT OPERATIONS & MAINTENANCE				
0700 PROPERTY	.00	.00	.00	.00
TOTAL 2600 PLANT OPERATIONS & MAINTENANCE	.00	.00	.00	.00
2700 STUDENT TRANSPORTATION				
0700 PROPERTY	.00	6,952.29	-6,952.29	.00
TOTAL 2700 STUDENT TRANSPORTATION	.00	6,952.29	-6,952.29	.00
TOTAL EXPENDITURES	.00	38,081.51	-38,081.51	.00
TOTAL FOR GOVERNMENTAL ASSETS (8)	.00	-38,081.51	38,081.51	.00

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FOOD SERVICE ASSETS (81)		BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
REVENUES					
RECEIPTS					
REVENUE FROM LOCAL SOURCES					
OTHER REVENUE FROM LOCAL SOURCES					
1930	GAIN ON SALE OF ASSETS	.00	.00	.00	.00
	TOTAL OTHER REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
	TOTAL REVENUE FROM LOCAL SOURCES	.00	.00	.00	.00
	TOTAL RECEIPTS	.00	.00	.00	.00
	TOTAL REVENUES	.00	.00	.00	.00

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Kenton County Schools  
 ANNUAL FINANCIAL REPORT FOR FY 2013

PG 30  
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FOOD SERVICE ASSETS (81)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
3100 FOOD SERVICE OPERATION				
0700 PROPERTY	.00	7,346.12	-7,346.12	.00
TOTAL 3100 FOOD SERVICE OPERATION	.00	7,346.12	-7,346.12	.00
TOTAL EXPENDITURES	.00	7,346.12	-7,346.12	.00
TOTAL FOR FOOD SERVICE ASSETS (81)	.00	-7,346.12	7,346.12	.00

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Kenton County Schools  
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ADULT EDUCATION ASSETS (84)	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
EXPENDITURES				
3400 ADULT EDUCATION OPERATIONS				
0700 PROPERTY	.00	.00	.00	.00
TOTAL 3400 ADULT EDUCATION OPERATIONS	.00	.00	.00	.00
TOTAL EXPENDITURES	.00	.00	.00	.00
TOTAL FOR ADULT EDUCATION ASSETS (84)	.00	.00	.00	.00



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Kenton County Schools  
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	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
SUMMARY PAGE				
TOTAL OF REVENUES FUND 1	106,311,639.11	123,898,809.18	-17,587,170.07	116.54
TOTAL OF EXPENDITURES FUND 1	106,311,639.11	107,839,538.02	-1,527,898.91	101.44
TOTAL FOR FUND 1	.00	16,059,271.16	-16,059,271.16	.00
TOTAL OF REVENUES FUND 2	9,289,651.86	9,415,421.06	-125,769.20	101.35
TOTAL OF EXPENDITURES FUND 2	9,431,767.86	9,415,421.06	16,346.80	99.83
TOTAL FOR FUND 2	-142,116.00	.00	-142,116.00	.00
TOTAL OF REVENUES FUND 310	2,136,042.96	2,143,707.96	-7,665.00	100.36
TOTAL OF EXPENDITURES FUND 310	2,136,042.96	2,142,453.02	-6,410.06	100.30
TOTAL FOR FUND 310	.00	1,254.94	-1,254.94	.00
TOTAL OF REVENUES FUND 320	13,726,392.00	13,665,522.00	60,870.00	99.56
TOTAL OF EXPENDITURES FUND 320	13,726,392.00	13,665,522.00	60,870.00	99.56
TOTAL FOR FUND 320	.00	.00	.00	.00
TOTAL OF REVENUES FUND 360	28,813,181.39	12,343,181.39	16,470,000.00	42.84
TOTAL OF EXPENDITURES FUND 360	28,813,181.39	1,719,450.58	27,093,730.81	5.97
TOTAL FOR FUND 360	.00	10,623,730.81	-10,623,730.81	.00
TOTAL OF REVENUES FUND 400	.00	15,766,773.25	-15,766,773.25	.00
TOTAL OF EXPENDITURES FUND 400	.00	15,766,773.25	-15,766,773.25	.00
TOTAL FOR FUND 400	.00	.00	.00	.00
TOTAL OF REVENUES FUND 51	7,380,022.48	7,180,092.51	199,929.97	97.29
TOTAL OF EXPENDITURES FUND 51	7,380,022.48	6,968,681.88	411,340.60	94.43
TOTAL FOR FUND 51	.00	211,410.63	-211,410.63	.00
TOTAL OF REVENUES FUND 7	.00	.00	.00	.00
TOTAL OF EXPENDITURES FUND 7	.00	.00	.00	.00
TOTAL FOR FUND 7	.00	.00	.00	.00
TOTAL OF REVENUES FUND 8	.00	.00	.00	.00
TOTAL OF EXPENDITURES FUND 8	.00	38,081.51	-38,081.51	.00
TOTAL FOR FUND 8	.00	-38,081.51	38,081.51	.00
TOTAL OF REVENUES FUND 81	.00	.00	.00	.00
TOTAL OF EXPENDITURES FUND 81	.00	7,346.12	-7,346.12	.00
TOTAL FOR FUND 81	.00	-7,346.12	7,346.12	.00
TOTAL OF REVENUES FUND 84	.00	.00	.00	.00
TOTAL OF EXPENDITURES FUND 84	.00	.00	.00	.00
TOTAL FOR FUND 84	.00	.00	.00	.00

GRAND TOTALS EXCLUDE THE TOTALS FOR FUNDS 360, 4XX, 6XX, 7XXX, 8XXX and 9XXX

GRAND TOTAL OF REVENUES	138,843,748.41	156,303,552.71	-17,459,804.30	112.58
GRAND TOTAL OF EXPENDITURES	138,985,864.41	140,031,615.98	-1,045,751.57	100.75

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Kenton County Schools  
 ANNUAL FINANCIAL REPORT FOR FY 2013

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	BUDGET APPROP	YR TO DATE ACTUAL	AVAIL BUDGET	% USED
GRAND TOTAL	-142,116.00	16,271,936.73	-16,414,052.73	-999.99

\*\* END OF REPORT - Generated by Susan Bentle \*\*

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**Kenton County Schools**  
**BALANCE SHEET REPORT FOR FY2013**

**PG 1**  
**glkyafpr**

<b>GENERAL FUND (1)</b>		<b>ACCOUNT BALANCE</b>
<b>ASSETS</b>		
CASH IN BANK	11,836,557.54	
CASH IN BANK	7,019.78	
CASH IN BANK	41,154.99	
CASH IN BANK	9,256.96	
INVESTMENTS	3,624,158.96	
ACCOUNTS RECEIVABLE	797,826.43	
TOTAL ASSETS	16,315,974.66	
<b>LIABILITIES</b>		
ACCOUNTS PAYABLE	-256,798.18	
ACCR SALARIES & BENEFIT PAYABLE	87.96	
CERS WITHHELD PAYABLE	6.72	
TOTAL LIABILITIES	-256,703.50	
<b>FUND BALANCE</b>		
RESTRICTED GRANTS	-227,265.53	
COMMITTED - SITE-BASED CFWD	-228,360.69	
COMMITTED - SICK LEAVE PAYABLE	-1,117,221.00	
COMMITTED - FUTURE CONSTR	-587,115.00	
ASSIGNED-PURCH OBL - PRD 13/YE	-436,047.77	
UNASSIGNED FUND BALANCE	-13,463,261.17	
TOTAL FUND BALANCE FOR FUND 1	-16,059,271.16	

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**Kenton County Schools**  
**BALANCE SHEET REPORT FOR FY2013**

**PG 2**  
**glkyafpr**

<b>SPECIAL REVENUE (2)</b>		<b>ACCOUNT BALANCE</b>
<hr/>		
ASSETS		
CASH IN BANK		87,928.22
ACCOUNTS RECEIVABLE		772,548.21
TOTAL ASSETS		860,476.43
LIABILITIES		
DEFERRED REVENUE		-860,476.43
TOTAL LIABILITIES		-860,476.43

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Kenton County Schools  
BALANCE SHEET REPORT FOR FY2013

PG 3  
glkyafpr

CAPITAL OUTLAY FUND (310)	ACCOUNT BALANCE
ASSETS	
CASH IN BANK	8,214.00
TOTAL ASSETS	8,214.00
LIABILITIES	
ACCOUNTS PAYABLE	-6,959.06
TOTAL LIABILITIES	-6,959.06
FUND BALANCE	
RESTRICTED-FUTURE CONSTR BG-1	-1,254.94
TOTAL FUND BALANCE FOR FUND 310	-1,254.94

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**Kenton County Schools**  
**BALANCE SHEET REPORT FOR FY2013**

**PG 4**  
**glkyafpr**

<b>CONSTRUCTION FUND (360)</b>		<b>ACCOUNT BALANCE</b>
<b>ASSETS</b>		
CASH IN BANK		10,761,211.32
CASH WITH FISCAL AGENTS		13,084.01
TOTAL ASSETS		10,774,295.33
<b>LIABILITIES</b>		
ACCOUNTS PAYABLE		-137,480.51
CURRENT BOND OBLIGATIONS		-13,084.01
TOTAL LIABILITIES		-150,564.52
<b>FUND BALANCE</b>		
RESTRICTED-FUTURE CONSTR BG-1		-10,623,730.81
TOTAL FUND BALANCE FOR FUND 360		-10,623,730.81

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**Kenton County Schools**  
**BALANCE SHEET REPORT FOR FY2013**

**PG 5**  
**glkyafpr**

<b>FOOD SERVICE FUND (51)</b>	<b>ACCOUNT BALANCE</b>
<b>ASSETS</b>	
CASH IN BANK	211,713.69
INVENTORIES FOR CONSUMPTION	292,676.33
TOTAL ASSETS	504,390.02
<b>LIABILITIES</b>	
ACCOUNTS PAYABLE	-303.06
ASSIGNED-PURCH OBL - PRD 13/YE	-19,579.01
TOTAL LIABILITIES	-19,882.07
<b>FUND BALANCE</b>	
NONSPENDABLE-INVENTORIES	-292,676.33
RESTRICTED-NET ASSETS(FD SVC)	-191,831.62
TOTAL FUND BALANCE FOR FUND 51	-484,507.95

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**Kenton County Schools**  
**BALANCE SHEET REPORT FOR FY2013**

**PG 6**  
**glkyafpr**

GOVERNMENTAL ASSETS (8)		ACCOUNT BALANCE
ASSETS		
LAND	6,359,319.00	
ACCUM DEPR LAND	1,256.84	
LAND IMPROVEMENTS	3,556,637.58	
ACCUM DEPR LAND IMPROVEMENTS	-2,269,395.63	
BUILDINGS & BLDG IMPROVEMENTS	253,913,479.10	
ACCUM DEPR BUILDINGS	-62,830,424.18	
TECHNOLOGY EQUIPMENT	9,286,169.97	
ACCUM DEPR TECHNOLOGY EQUIP	-4,897,629.58	
VEHICLES	11,479,530.26	
ACCUM DEPR VEHICLES	-6,722,684.77	
GENERAL EQUIPMENT	2,085,183.95	
ACCUM DEPR GENERAL EQUIPMENT	-1,371,844.23	
CWIP	111,339.00	
ACCUM DEPR CWIP	-215.20	
ACCUM DEPR INFRASTRUCTURE	-85,588.78	
TOTAL ASSETS	208,615,133.33	
FUND BALANCE		
INVESTMENT GOVERNMENTAL ASSETS	-208,615,133.33	
TOTAL FUND BALANCE FOR FUND 8	-208,615,133.33	



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Kenton County Schools  
 BALANCE SHEET REPORT FOR FY2013

PG 7  
 glkyafpr

FOOD SERVICE ASSETS (81)		ACCOUNT BALANCE
ASSETS		
TECHNOLOGY EQUIPMENT		-10,688.00
ACCUM DEPR TECHNOLOGY EQUIP		13,588.00
VEHICLES		74,488.00
ACCUM DEPR VEHICLES		-51,668.00
GENERAL EQUIPMENT		3,526,617.40
ACCUM DEPR GENERAL EQUIPMENT		-2,016,530.56
TOTAL ASSETS		1,535,806.84
FUND BALANCE		
INVESTMENT GOVERNMENTAL ASSETS		600,912.28
INVESTMENT BUSINESS ASSETS		-2,136,719.12
TOTAL FUND BALANCE FOR FUND 81		-1,535,806.84

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Kenton County Schools  
BALANCE SHEET REPORT FOR FY2013

PG 8  
glkyafpr

FOOD SERVICE ASSETS (81)	ACCOUNT BALANCE
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# KSBA Policy Service 2013 Policy Update (#36) Checklist

**District: Kenton County Schools**

So that we can track and store your District's policies in our policy database, please indicate below what action you have taken on the new/revised policies enclosed for your review. We will forward printed or reproducible copies of the policies when we receive this form.

Policy Number	Adopt as Written	Adopt with Modification*	Adoption Date	Order Number	Keep Current Policy	Rescind Policy
01.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
01.111	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
01.61	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
01.821	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
02.131	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
02.4241	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
02.442	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.113	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.121	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.12322	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.125	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.127	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.1321	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.212	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.221	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.22322	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.225	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Policy Number	Adopt as Written	Adopt with Modification*	Adoption Date	Order Number	Keep Current Policy	Rescind Policy
03.226	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
03.2321	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
04.31	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
04.3111	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>
04.312	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
04.41	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
05.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
05.411	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
05.42	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
05.48	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
08.113	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
08.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.111	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.121	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.122	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.124	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.14	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.15	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.22	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
09.2241	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Policy Number	Adopt as Written	Adopt with Modification*	Adoption Date	Order Number	Keep Current Policy	Rescind Policy
09.3	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
09.31	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
09.33	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
09.425	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
09.4341	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
<u>03.122</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

\*Please attach a copy of the modified policy. DO NOT RETYPE A DRAFT - simply indicate the district-initiated changes by writing in colored ink, circling, highlighting, etc.

\_\_\_\_\_  
Superintendent's  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair's Si gnature

\_\_\_\_\_  
Date

**Please return this completed form to KSBA at your earliest opportunity.  
Please contact your KSBA Consultant IF you need KSBA to completely reprint all policy pages or  
to order additional new manuals, instead of just getting copies of the updated policies.**

**Additions:**

02.4242	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
03.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
06.35	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
09.36	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

LEGAL: FEDERAL LAW REQUIRES EACH DISTRICT RECEIVING FEDERAL FUNDS TO ESTABLISH A NOTICE OF NONDISCRIMINATION, WHICH MAY BE ASKED FOR AS PART OF A FEDERAL AUDIT. THE PROPOSED NEW LANGUAGE IS DESIGNED TO MEET REQUIREMENTS FOR SUCH A NOTICE AND DESIGNATIONS OF CONTACTS FOR TITLE IX AND 504/ADA COMPLAINTS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.1

### **Legal Status of the Board**

#### **CORPORATE POWERS**

1. The school district is under the management and control of the Board of Education consisting of five (5) members.
2. The Board is a body politic and corporate with perpetual succession.
3. The Board shall be known as the “Board of Education of *Kenton County*, Kentucky.”
4. The Board may sue and be sued; make contracts; expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in an official or individual capacity, or both, on account of an act made in the scope and course of the performance of legal duties as a Board member; purchase, receive, hold, and sell property; issue its bonds to build and construct improvements; and do all things necessary to accomplish the purposes for which it is created.<sup>1</sup>
5. The Board has power to act only when it meets in session as a Board and as a Committee of the Whole. The Board shall not be bound in any way by any statement or action on the part of any individual Board member or employee.

#### **NOTICE OF NONDISCRIMINATION**

As required by federal law, the District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, or age in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

#### **REFERENCE:**

<sup>1</sup>KRS 160.160  
KRS 160.370  
Americans with Disabilities Act  
Section 504 of the Rehabilitation Act of 1973  
Title VI of the Civil Rights Act of 1964  
42 U.S.C. 200e, Civil Rights Act of 1964, Title VII  
20 U.S.C. 1681, Education Amendments of 1972, Title IX  
Genetic Information Nondiscrimination Act of 2008  
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

#### **RELATED POLICIES:**

03.113, 03.212, 09.13  
03.162, 03.262, 09.42811  
05.3, 09.3211

LEGAL: CHANGES NOTED ARE SUGGESTED TO REFLECT REQUIREMENTS OF RECENTLY REVISED 703 KAR 5:225. THESE CHANGES HAVE BEEN REVIEWED BY THE KDE OFFICE OF NEXT GENERATION SCHOOLS AND DISTRICTS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.111

### **District Planning**

#### **PLANNING CYCLE**

The District's planning cycle shall run from November 1-October 31.

#### **PLAN REQUIREMENTS**

The primary purposes of the District Improvement Plan shall be:

- To improve student achievement information, including school and District performance on state and federal mandated testing/accountability instruments;
- To eliminate achievement gaps among groups of students; and
- To develop District strategies and services to address deficiencies and/or sustain or strengthen current efforts.

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The District plan shall be comprised of a Strategic Plan (longer range) and a District Improvement/ Plan (shorter range). The Strategic Plan shall include, at a minimum, a mission statement, goals, strategies, and a method of evaluating the plan. The plan shall be updated every five (5) years.

The District Plan shall provide assistance in reducing physical, mental health, and academic barriers to learning and address student equity. The Superintendent shall present to the Board for review and approval the form and function of the planning process, including format and timelines.

The District Improvement/ Plan (DIP) shall reflect both the Strategic Plan and the School Improvement Plan (SIP). The plan structure shall include, at a minimum, the following components set out in 703 KAR 5:225.:

- a mission statement,
- short- and long-term goals,
- priority needs resulting from a comprehensive needs assessment,
- established gap targets,
- strategies and action plans to achieve the goals, along with supporting budgetary information,
- opportunities to collaborate with businesses, colleges, and community organizations in providing services as part of or aligned with the District's extended school services (ESS) program, and
- a method of and schedule for evaluating the accomplishments of the plan that includes implementation and impact checks on completion of plan activities and achievement of plan goals and objectives.

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As part of the District planning process, the Board shall review District academic performance on the state assessments for various groups of students in compliance with legal requirements. Upon agreement of the council, or the Principal if there is not a council, and the Superintendent, the Board shall establish a biennial target for each school for reducing identified gaps in achievement.<sup>2</sup>

**District Planning****PLANNING COMMITTEE**

A District planning committee, representative of the community and the school district, shall be appointed by the Superintendent and approved by the Board to develop, monitor, and annually update a Strategic Plan and a District Improvement Plan (DIP) as stated herein. The committee shall include teachers, principals, council members, central office administrators, Board member(s), classified staff, parents, community representatives, and a recent high school graduate.

The Superintendent shall develop, and present to the Board for review, procedures for appointment and training of the planning committee. The Superintendent shall make the procedures known to the community and school personnel.

Selection of committee members shall reflect reasonable minority representation and encourage active minority participation.<sup>1</sup>

The District Improvement Plan shall be compiled by District Staff and shared with the Strategic Planning Committee prior to Board review and action.

**PUBLIC REVIEW**

The Strategic Plan and the plan shall have public review prior to presentation to the Board for final adoption.

**BOARD APPROVAL**

The Strategic Plan shall be presented to the Board for review and approval by December 1. The District Improvement Plan shall be presented to the Board for review and approval by May 30.

The Principal of each school shall sign the assurance certification required as part of the plan application, prior to the Superintendent and Board Chair signing the certification.

**IMPLEMENTATION**

The District shall maintain a copy of each plan for at least five (5) years and, consistent with the District's planning cycle, post the current plan on the District's web site.

The plan shall serve as a resource for Board decision making.

**SCHOOL PLANS**

The District plan shall be broad enough to allow each school to develop its own School Improvement Plan, within the goals and objectives of the District.

**REFERENCES:**

<sup>1</sup>KRS 156.500

<sup>2</sup>KRS 158.649

KRS 160.290; KRS 160.345; 703 KAR 5:225; 704 KAR 3:390

**RELATED POLICIES:**

02.44, 02.442, 09.21



LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 160.705 TO ESTABLISH REQUIREMENTS FOR DISTRICT RETENTION OF DIGITAL, VIDEO, AND AUDIO RECORDINGS.  
FINANCIAL IMPLICATIONS: ADDITIONAL RECORD-KEEPING DUTIES

## POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.61

### Records Management

#### RECORDS OFFICER

The Superintendent shall designate a Records Officer who shall inventory, analyze and schedule disposition of District records, as well as maintain a destruction record, noting the authorization for said destruction and the amount of records to be destroyed. Each year, the Records Officer shall provide a copy of this record to the Board (Superintendent) and to the Director of the Division of Archives and Records.<sup>1</sup>

An inventory of all public records kept by the District shall be taken, these records to include those made or received by the District in connection with the transaction of school business. Records shall refer to those documents specified in KRS 171.410 and in the Records Retention Schedule, Public School District.

#### SUPERINTENDENT'S RESPONSIBILITIES

Pursuant to statutory requirements, the Superintendent shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.<sup>2</sup> The Superintendent shall notify the Department of Libraries and Archives of any actual, impending or threatened unlawful disposition of records and shall initiate action through the Attorney General for recovery of such records.<sup>3</sup>

#### RETENTION AND DISPOSAL OF RECORDS

The District shall follow the Records Retention Schedule, Public School District in its management of school records. If a record in question is not listed in this schedule, a written request for disposal of records must be submitted by the Superintendent to the Division of Archives and Records and the request must be approved in writing by the State Librarian.<sup>4</sup>

For record and archival purposes, the Superintendent shall place on permanent file one (1) copy of each Board policy that is rescinded or amended in any manner.

When there is a question whether a particular record or group of records should be destroyed, the state archives and records commission shall have exclusive authority to make this decision.<sup>5</sup>

#### LITIGATION

After consultation with the Board Attorney as deemed appropriate, the Superintendent should direct that records relevant to pending or threatened litigation, administrative proceedings, or investigations shall not be destroyed even if the retention period for such records has passed.

#### RETENTION OF RECORDINGS

School officials shall retain any digital, video, or audio recording according to the following:

- Retain for a minimum period of one (1) week a master copy of any digital, video, or audio recordings of school activities without editing, altering, or destroying any portion of the recordings, although secondary copies of the master copy may be edited; and

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**Records Management****RETENTION OF RECORDINGS (CONTINUED)**

- Retain for a minimum of one (1) month in an appropriate format, a master copy of any digital, video, or audio recordings of activities that include, or allegedly include, injury to students or school employees without editing, altering, or destroying any portion of the recordings.<sup>6</sup>

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If an incident is being investigated, retain recordings until investigation and legal activity are completed.

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**REFERENCES:**

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<sup>1</sup>725 KAR 1:010<sup>2</sup>KRS 171.710<sup>3</sup>KRS 171.720<sup>4</sup>725 KAR 1:030; KRS 171.420; KRS 171.570<sup>5</sup>KRS 171.670; KRS 171.410; KRS 171.660; 725 KAR 1:020<sup>6</sup>KRS 160.705

702 KAR 1:025; 725 KAR 1:025

Records Retention Schedule, Public School District**RELATED POLICIES:**

01.5; 04.81

RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT BOARD POLICY ADDRESS BOARD MEMBER EXPENSES AND THAT THOSE WHICH ARE NOT IN COMPLIANCE WITH POLICY SHALL NOT BE REIMBURSED BY THE BOARD.  
THIS CHANGE IS NOT REQUIRED BY LAW.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.821

**Board Member Expense Reimbursement**

**PER DIEM**

Board members shall receive a per diem of seventy-five dollars (\$75) per regular or special Board meeting or training session attended as required by law, not to exceed \$3,000 per calendar year per member.

**IN-DISTRICT EXPENSES**

Members shall be reimbursed for actual and necessary expenses incurred within the District while attending to Board business, not to exceed \$3,000 per calendar year per member.

Actual mileage shall be reimbursed at the same rate as that for employees of the District.

Meals incurred inside the District shall not be reimbursed, except for banquets that members attend representing the District.

**DEDUCTIONS**

At the request of a Board member, deductions from per diem and expense reimbursement may be made for, but not be limited to, membership dues that provide a reasonable business benefit, health insurance purchases, scholarship funds, and contributions to a political action committee.

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**OUT-OF-DISTRICT TRAVEL**

Members of the Board shall be reimbursed for actual and necessary expenditures incurred outside the District. Board members shall obtain Board approval prior to incurring out-of-district expenses. Reimbursement shall be at the same rates and allowable time frames as that for employees of the District and be documented by receipts. Advancements for anticipated expenses shall not be made.

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Expenses for personal entertainment shall not be reimbursed.

Expenses not in compliance with this policy shall not be reimbursed or paid by the Board.

**CREDIT CARDS**

Board members shall not be issued District credit cards.

**SPOUSE'S TRAVEL**

All travel expenses of spouses shall be paid by the Board member at the time the expense is incurred. There shall be no reimbursement of such expenditures.

**REFERENCES:**

KRS 160.280; KRS 161.158  
OAG 76-329; OAG 80-395; OAG 85-53; OAG 92-136

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**RELATED POLICIES:**

01.4; 03.125; 03.225

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RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT THE BOARD APPROVE THE SUPERINTENDENT'S COMPENSATION PACKAGE AND CONSIDER THE DISTRICT'S FINANCIAL RESOURCES, CURRENT ECONOMIC CONDITIONS, EMPLOYEE PERFORMANCE, AND SALARY DATA FOR SIMILAR POSITIONS AT RELEVANT ORGANIZATIONS WITHIN THE REGION.  
THIS CHANGE IS NOT REQUIRED BY LAW.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.131

### **Contract of Superintendent**

#### **CONTRACT**

Except for individuals serving in an interim or acting capacity, the Superintendent shall be granted a contract by the Board for a term of one (1), two (2), three (3), or four (4) years in accordance with statutory requirements.<sup>1</sup>

The Board shall establish and approve the Superintendent's salary and length of term before entering into a contract for his/her employment. In determining compensation for the Superintendent, the Board shall consider the District's financial resources, current economic conditions, employee performance, and salary data for similar positions at relevant organizations within the region.

The Board shall approve the salary, benefits and other conditions of employment to be provided to the Superintendent in an open and public meeting. All such payments, benefits, and conditions shall be clearly documented in the Superintendent's current employment contract and in any contractual extensions approved by the Board thereafter.

#### **VACANCY**

In case of a vacancy in the office of Superintendent prior to the expiration of the term set by the Board, the term shall expire on the date the vacancy occurs.

When a vacancy occurs between a school Board election and the time that new members take office, the vacancy may not be filled until the new members take office. The Board may appoint an acting Superintendent during that period for a term not to exceed six (6) months. Such term may be renewed once for a period not to exceed three (3) months.

#### **RESIGNATION**

No Superintendent may resign his/her term prior to its expiration date and accept a new term from the same Board.

#### **REFERENCE:**

<sup>1</sup>KRS 160.350

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**School Budget and Purchasing****BOARD ALLOCATIONS**

The Board shall appropriate to each school an amount equal to or greater than that specified by the formula prescribed in 702 KAR 3:246. The Superintendent shall inform the council of the formula used. School councils shall be provided notice of allocations for the next budget year in accordance with the timelines required by regulation.<sup>1</sup>

An amount for professional development shall be allocated as required by Kentucky Administrative Regulation.

The Board shall allocate Section 7 funds according to the options provided in 702 KAR 3:246. Notice of the Section 7 allocation shall be provided in accordance with that regulation. Based on the needs assessment conducted by the school, the council shall forward to the Board a list of those priorities no later than January 15 each year.

**SCHOOL RESPONSIBILITY**

The school shall, in expending allocated funds, comply with all state and Board budgeting, purchasing and reporting laws, regulations, policies and procedures. Board purchasing procedures shall be followed in the expenditure of these funds.

The Board allocation is the total financial resource available to that school in those budget categories for the fiscal year. The council may reassign these funds to alternate budget categories for purposes consistent with its responsibilities. The school shall not expend or commit to expend any funds in excess of those allocated to the school. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present, for Board approval, a plan to reimburse the District for the amount spent in excess of the allocation.

Under procedures developed by the Superintendent, school councils shall submit a budget/financial management plan to the Superintendent by the date specified each year for the following year.

All allocated funds managed by the school but not expended by the end of the fiscal year, shall revert to the District general fund, unless the school council has received the Superintendent's approval by March 30 to escrow the funds to be used at a future date for an approved project.

**BOARD APPROPRIATION**

The council shall determine, within available resources, the instructional resources, travel, equipment, and student support services to be provided in the school.

**PURCHASING**

In order to comply with state accounting and bidding requirements, all purchases of goods and services shall be made in conformity with Board policy.

**SUPERINTENDENT'S RESPONSIBILITY**

The Superintendent/designee shall prepare and provide the school a monthly statement of the current financial status of funds allocated to the school. This statement shall include the beginning unencumbered balance for each category of authorized expenditure, an itemized listing of purchase orders paid, an itemized listing of purchase orders authorized but not paid, and the end-of-the-month unencumbered balance of funds allocated.

ADMINISTRATION

02.4242  
(CONTINUED)

**School Budget and Purchasing**

**EXPENDITURE OF FUNDS**

In schools where SBDM has been implemented, the school council shall determine the expenditure of funds allocated to the school. In schools not operating under SBDM, the District administration shall determine the expenditure of these funds.

**REFERENCES:**

<sup>1</sup>702 KAR 3:246; School Council Allocation Formula  
704 KAR 3:510; KRS 160.345  
OAG 91-10; OAG 91-206; OAG 92-59

**RELATED POLICIES:**

04.1; 04.312

LEGAL: THE 2013 GENERAL ASSEMBLY ENACTED A NEW SECTION OF KRS CHAPTER 158 TO REQUIRE EACH COUNCIL TO ADOPT A SCHOOL EMERGENCY PLAN.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.4241

### **School Council Policies (SBDM)**

#### **ADOPTION OF POLICY**

The school council shall adopt policy to be implemented by the Principal in each of the following areas of responsibility:

1. Determination of curriculum including needs assessment and curriculum development; Such policies shall determine the writing program for the school, including use of writing portfolios consistent with KRS 158.6453, to be submitted to the Kentucky Department of Education for review and comment.
2. Assignment of all instructional and non-instructional staff time;
3. Assignment of students to classes and programs within the school;
  - Placement of students from the household of an active duty service member or civilian military employee transferring into the District before or during the school year shall be based initially on enrollment in courses offered at the sending school and/or educational assessments conducted at that school. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advance Placement, vocational, technical, and career pathways courses. Initial placement does not preclude the District/school from performing subsequent evaluations to ensure appropriate placement and continued enrollment of students in the course(s).
  - Each secondary school-based decision making council shall establish a policy on the recruitment and assignment of students to advanced placement (AP), International Baccalaureate (IB), dual enrollment, and dual credit courses that recognizes that all students have the right to participate in a rigorous and academically challenging curriculum.
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar and transportation requirements established by the Board;
5. Determination of the use of school space during the school day;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor and principal;
8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision;  
The school shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.
9. Adoption of a school emergency plan and implementation of safety practices required by KRS 158.\_\_\_\_;

**School Council Policies (SBDM)****ADOPTION OF POLICY (CONTINUED)**

10. Procedures, consistent with local Board policy, for determining alignment with state standards, technology utilization, and program appraisal;
11. Commitment to a parent involvement process that provides for:
  - a. Establishing an open, parent-friendly environment;
  - b. Increasing parental participation;
  - c. Improving two-way communication between school and home, including what their child will be expected to learn; and
  - d. Developing parental outreach programs.
12. Procedures to assist the council with consultation in the selection of personnel by the Principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation.
13. Schools with K-5 organization, or any configuration thereof, shall develop and implement, in compliance with requirements of federal and state law and board policy, a wellness policy that includes moderate to vigorous physical activity each day, encourages healthy choices among students, and incorporates an assessment tool to determine each child's level of physical activity on an annual basis. The policy may permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. (In the absence of a council, the Principal of the school shall develop and implement the required wellness policy.)

The Superintendent/designee shall provide assistance in identifying strategies and options to promote daily moderate to vigorous physical activity for students, which may include those that increase strength and flexibility, speed heart rate and breathing and stress activities such as stretching, walking, running, jumping rope, dancing, and competitive endeavors that involve all students.

It is permissible for a council policy to be a statement of acceptance of an existing school or Board policy or for the council to delegate the responsibility to the administration.

It is recommended that councils do not adopt a policy at the meeting in which the policy is first introduced.

**OTHER POLICIES**

Councils may adopt policies for areas other than those listed above to provide an environment that enhances student achievement and to help the school meet goals established by law and by the Board, provided the policies adopted are consistent with Board policies in those areas.

**REVIEW OF POLICIES**

Before final adoption of a council policy, it shall be reviewed by the Superintendent who may request that the proposed policy be reviewed by the Board Attorney. Any concerns shall be shared with the council within ten (10) working days of the Superintendent's receipt of the draft policy. If there are concerns, the Superintendent shall provide a copy of the council policy to the Board for review, along with any concerns s/he and the Board Attorney may have noted, such as possible conflicts with state and federal laws or contractual obligations, liability and/or health and safety questions, and budgetary issues.



**School Council Policies (SBDM)****REVIEW OF POLICIES (CONTINUED)**

The review process is not intended to interfere with a council's authority to adopt and implement legally and operationally permissible policies. Therefore, it is the Board's intent that information resulting from the review process be shared with the council in a timely manner.

**COMPLIANCE WITH BOARD POLICY**

In the development and application of school policies as permitted by statute, schools operating under SBDM shall comply with those policies that fall within the authority of the Board, including but not limited to those prohibiting discrimination based on age, race, sex, color, religion, national origin, political affiliation, or disability.

**MANUAL**

Each school council shall maintain a manual of council policies and make such a manual available to the school's council members, working committees and staff, and to the public, Superintendent and Board.

**WAIVER OF STATE REGULATIONS**

School councils who decide to request a waiver of state regulations and/or reporting requirements established by a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education shall submit the supporting information to the Superintendent as required by law. The Superintendent shall then forward the request to the Kentucky Board of Education.

**SCHOOLS OF INNOVATION**

In a designated school of innovation participating in a district of innovation application and plan, the council may request a waiver from KRS 160.345 or specific provisions within that statute by conducting a vote as set out in KRS 160.107.

**REFERENCES:**

KRS 156.072; KRS 156.160; KRS 156.730; KRS 156.735  
KRS 158.197; KRS 158.645; KRS 158.6451; KRS 158.6453  
A New Section of KRS Chapter 158  
KRS 160.345; KRS 160.348  
KRS 156.108; KRS 160.107; 701 KAR 5:140  
OAG 93-55; OAG 94-29; 702 KAR 7:140; 704 KAR 3:510  
*Board of Educ. of Boone County v. Bushee, Ky.*, 889 S.W. 2d 809 (1994)  
U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

**RELATED POLICIES:**

01.11; 02.422; 02.4231; 03.112; 08.1  
09.126 (re requirements/exceptions for students from military families)

LEGAL: CHANGES NOTED ARE SUGGESTED TO REFLECT REQUIREMENTS OF RECENTLY REVISED 703 KAR 5:225. THESE CHANGES HAVE BEEN REVIEWED BY THE KDE OFFICE OF NEXT GENERATION SCHOOLS AND DISTRICTS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.442

### **School Improvement Plan**

#### **RESPONSIBILITY**

Each school council, or Principal, in a school without a council, shall develop, monitor, and annually update a Comprehensive School Improvement Plan (CSIP).

In an SBDM school, the school council shall organize a planning process, consistent with District's established planning process.

In a school without a council, the Principal shall appoint a School Planning Committee comprised, at a minimum, of four (4) teachers, four (4) parents, and a community representative. The high school(s) shall include a student on the committee. The community representative shall not be a teacher, spouse of a teacher, or a parent of child(ren) attending the District schools.

The primary purposes of the SIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments; and
- To eliminate achievement gaps among groups of students.

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#### **FORM**

Unless the school planning committee requests and is granted a waiver by the Board, the school committee shall use any improvement plan format that has been established and approved by the Board. The CSIP structure shall include, at a minimum, the following component set out in 703 KAR 5:225 and the elements required by KRS 158.649.:

- a mission statement,
- short- and long-term goals and objectives,
- strategies and activities along with supporting budgetary information,
- a comprehensive needs assessment process, as required by Board policy,
- established gap targets,
- plan to achieve the goals, and
- a method of evaluating the accomplishment of the plan that includes implementation and impact checks on completion of CSIP activities and achievement of plan goals and objectives.

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In addition, the school council, or school planning committee appointed by the Principal if there is no school council, shall review annually the school's disaggregated student data and revise the school's comprehensive improvement plan, as required by applicable statute and regulation, to address any achievement gaps between various groups of students.

The plan shall also address the reduction of physical and mental health barriers to learning, student equity, District safety and student discipline assessments, and District goals established by the Board.

The school plan shall serve as a resource for school/council decision making and shall be posted to the school's web site.

**School Improvement Plan****BOARD REVIEW**

The school's plan for eliminating gaps among various groups of students shall be presented to the Board for its review and comment. The Board may share its comments, in writing, with the council.

In keeping with Board Policy 02.44, each School Council or School Planning Committee shall annually report to the Board regarding the progress toward achieving the goals and desired outcomes and meeting the needs identified in the improvement plan, including those for student groups for whom data indicate an achievement gap exists.

**REFERENCES:**

KRS 158.645  
KRS 158.6451  
KRS 158.649  
KRS 158.650  
KRS 160.290  
KRS 160.345  
703 KAR 5:225

**RELATED POLICIES:**

01.111, 02.432, 02.44

**- CERTIFIED PERSONNEL -****Hiring****SUPERINTENDENT'S RESPONSIBILITIES**

All appointments, promotions, and transfers of certified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

**EFFECTIVE DATE**

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent. Certified employees may be appointed by the Superintendent for any school year at any time after February 1 preceding the beginning of the school year.

**QUALIFICATIONS**

The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by law, regulation and Board policy, except in the case where no individual applies who is properly certified and/or who meets established qualifications set by Board policy.

All teachers of core academic subjects shall be "highly qualified," as defined by state and federal regulation.<sup>3</sup>

**CRIMINAL BACKGROUND CHECK AND TESTING**

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.<sup>1</sup>

Each application or renewal form provided applicants for a certified position shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT".<sup>1</sup>

As permitted by KRS 160.380, employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

**JOB REGISTER**

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

**VACANCIES POSTED**

All vacancies, as they occur, shall be listed in the central office directory and posted in all school buildings and updated on the Kenton County webpage.

No vacancy shall be filled until it has been posted for thirty (30) calendar days, unless a waiver has been granted by the Kentucky Department of Education in order to prevent disruption of the instructional program. Waivers shall be requested within thirty (30) calendar days prior to the beginning of the school year and, as they occur, during the school year. In those instances where a vacancy occurs during the school year, the position shall be filled on a one (1) year contract basis.

**Hiring****VACANCIES POSTED (CONTINUED)**

Any teacher who was involuntarily transferred during the past three (3) years from one building to another will be notified by the central office staff if a vacancy occurs in the building from which the teacher was transferred.

The Superintendent shall conduct a search to locate minority candidates to be considered for a vacant position.

**REVIEW OF APPLICATIONS**

Under procedures developed by the Superintendent, eEach application shall be reviewed and each applicant so notified upon initial application. Applications shall be kept on file for three (3) years.

**RELATIONSHIPS**

The Superintendent shall not employ a relative of a member of the Board unless the relative was initially employed by the District prior to the tenure of the Board member and the member was seated on the Board prior to July 13, 1990.

A relative of the Superintendent shall not be employed. No Principal's relative shall be employed in the Principal's school.

Relatives of current District employees may be employed. They shall not be assigned to positions wherein they are directly responsible to or would directly supervise a relative.

**CONTRACT**

Except for noncontracted substitute teachers, all certified personnel shall enter into written contracts with the District.

**JOB DESCRIPTION**

All employees shall receive a copy of their job description and responsibilities.

**INTENT**

Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.

**REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT**

Each year all full-time and part-time certified employees shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Certified employees assigned extra duties such as coaching, but are not otherwise employed by the District on a full-time basis, shall be notified in writing by the last day of that assigned duty if they have reasonable assurance of continued employment in that or a similar capacity for the following school year.

**EMPLOYMENT OF RETIREES**

Hiring of certified personnel who have previously retired under KTRS shall be in compliance with applicable legal requirements.<sup>2</sup>

Full-time employment is defined as employment in a position that requires service on a continuing basis equal to seventy percent (70%) or more of normal full-time service for that position as established by the Kenton County Board of Education.

**Hiring****EMPLOYMENT OF RETIREES (CONTINUED)**

Part-time employment is defined as less than seventy percent (70%) of the time established by the Kenton County Board of Education for each position.

**PART-TIME EMPLOYMENT AND SUBSTITUTE POSITIONS**

All part-time employees and substitutes filling Kentucky Teachers Retirement System eligible positions will require regular employee contributions to the Kentucky Teachers Retirement System. Part-time and substitute employees filling Kentucky Teachers Retirement System eligible positions will no longer contribute social security contributions from these wages.

Retirees employed on a part-time basis that have thirty (30) or more years of service credit to the Kentucky Teachers Retirement System or any state teachers retirement system or retired prior to July 1, 2002, can earn seventy-five percent (75%) of their last annual compensation measured on a daily rate increased by the CPI index established by the Kentucky Teachers Retirement System or the current Rank two (2) with fifteen (15) years experience level on the Kenton County Board of Education certified salary schedule, measured on a daily rate, whichever is less.

Retirees employed on a part-time basis that have less than thirty (30) years service credit with the Kentucky Teachers Retirement System or any state teacher retirement system or retired prior to July 1, 2002, can earn sixty-five percent (65%) of their last annual compensation measured on a daily rate increased by the CPI index established by the Kentucky Teachers Retirement System or the current Rank two (2) with twelve (12) years experience level on the Kenton County Board of Education certified salary schedule, measured on a daily rate, whichever is less.

Retirees employed in substitute positions that are Kentucky Teachers Retirement System eligible will be paid from the substitute teacher salary schedule established by the Kenton County Board of Education, but not to exceed the above limitations set forth for retirees employed part-time.

**FULL-TIME EMPLOYMENT**

All retirees employed full-time in Kentucky Teachers Retirement System eligible positions are required to make regular employee contributions to the Kentucky Teachers Retirement System. Retirees employed full-time will not make employee contributions to social security from these wages.

Retirees employed on a full-time basis that have thirty (30) or more years of service credit in the Kentucky Teachers Retirement System or any state teacher retirement system or retired prior to July 1, 2002, can earn seventy-five percent (75%) of their last annual compensation measured on a daily rate increased by the CPI index established by the Kentucky Teachers Retirement System or the current Rank two (2) with fifteen (15) years experience level on the Kenton County Board of Education certified salary schedule, measured on a daily rate, whichever is less. This provision does not apply to out-of-state retirees hired prior to July 1, 2002.

**Hiring****FULL-TIME EMPLOYMENT (CONTINUED)**

Retirees employed on a full-time basis that have less than thirty (30) years service credit with the Kentucky Teachers Retirement System or any state teacher retirement system or retired prior to July 1, 2002, can earn sixty-five percent (65%) of their last annual compensation measured on a daily rate increased by the CPI index established by the Kentucky Teachers Retirement System or the current Rank two (2) with twelve (12) years experience level on the Kenton County Board of Education certified salary schedule, measured on a daily rate, whichever is less.

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Retirees employed on a full-time basis that have thirty (30) or more years of service credit in the Kentucky Teachers Retirement System or any state teacher retirement system or retired prior to July 1, 2002, can earn seventy-five percent (75%) of their last annual compensation measured on a daily rate increased by the CPI index established by the Kentucky Teachers Retirement System or the current Rank two (2) with fifteen (15) years experience level on the Kenton County Board of Education certified salary schedule, measured on a daily rate, whichever is less. This provision does not apply to out-of-state retirees hired prior to July 1, 2002.

Retirees employed on a full-time basis that have less than thirty (30) years service credit with the Kentucky Teachers Retirement System or any state teacher retirement system or retired prior to July 1, 2002, can earn sixty-five percent (65%) of their last annual compensation measured on a daily rate increased by the CPI index established by the Kentucky Teachers Retirement System or the current Rank two (2) with twelve (12) years experience level on the Kenton County Board of Education certified salary schedule, measured on a daily rate, whichever is less.

The Kentucky Teachers Retirement System must approve each of these positions annually. Retirees employed full-time must have medical insurance coverage through the Kenton County Board of Education.

**REQUIRED BREAK IN SERVICE**

Retirees are eligible for full-time employment after a one (1) year break in service if returning to the same employer. Retirees are eligible for full-time employment after a ninety (90) day break in service if returning to a different employer.

Retirees are eligible for part-time and substitute employment after a ninety (90) day break in service regardless of the employer.

There is no break in service required for employees retired prior to July 1, 2001.

**WAIVER OF ANNUITY**

Retired members may freeze their annuity with the Kentucky Teachers Retirement System and return to work full-time at the Kenton County Board of Education's established salary schedule level. The member will no longer receive their Kentucky Teachers Retirement System annuity and medical insurance must be carried with the Kenton County Board of Education.

PERSONNEL

03.11  
(CONTINUED)

**Hiring**

**REFERENCES:**

<sup>1</sup>KRS 160.380

<sup>2</sup>KRS 161.605; 702 KAR 1:150

<sup>3</sup>P. L. 107-110 (No Child Left Behind Act of 2001)

34 CFR 200.55-200.56; KRS 17.160, KRS 17.165

KRS 156.106; KRS 160.345; KRS 160.390; KRS 161.042; KRS 161.611

KRS 161.750, KRS 335B.020, KRS 405.435, 704 KAR 7:130

OAG 73-333, OAG 91-10, OAG 91-149, OAG 91-206

OAG 92-1; OAG 92-59, OAG 92-78, OAG 92-131, OAG 97-6

Records Retention Schedule, Public School District

**RELATED POLICIES:**

01.11; 02.4244; 03.132



LEGAL: IF THE DISTRICT OBTAINS MEDICAL INFORMATION FROM EMPLOYEES AS PART OF THEIR REQUEST FOR AN ACCOMMODATION UNDER SECTION 504 OF THE REHABILITATION ACT, THAT INFORMATION MUST BY LAW BE KEPT CONFIDENTIAL.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.113

- CERTIFIED PERSONNEL -

### **Equal Employment Opportunity**

#### **NONDISCRIMINATION**

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age or disabling condition.<sup>1</sup>

#### **INDIVIDUALS WITH DISABILITIES**

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.<sup>2</sup>

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupational qualification for the job in question as defined in KRS 207.135.

#### **REASONABLE ACCOMMODATION**

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. Medical information obtained as part of an employee request shall be confidential.<sup>3</sup>

If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion.

Reasonable accommodation shall be provided as required by law.

#### **ADVISING EMPLOYEES**

The Superintendent shall inform all school employees of the provisions of this policy.<sup>1</sup>

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**Equal Employment Opportunity**

**REFERENCES:**

- <sup>1</sup>KRS 161.164  
<sup>2</sup>29 U.S.C.A. 794  
<sup>3</sup>29 U.S.C., section 1630.14  
KRS 207.135  
34 C.F.R. 104.3 - 104.14  
42 U.S.C. 200e, Civil Rights Act of 1964, Title VII, KRS Chapter 344  
42 C.F.R. 2000e-2; 42 C.F.R. 2000(k)  
Americans with Disabilities Act of 1990  
Kentucky Education Technology System (KETS)  
Section 504 of the Rehabilitation Act of 1973  
Title IX of the Education Amendments of 1972  
Genetic Information Nondiscrimination Act of 2008

**RELATED POLICIES:**

03.133, 05.11

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RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT PRIOR APPROVAL OF THE BOARD BE REQUIRED BEFORE THE NUMBER OF DAYS TO BE WORKED IN A CONTRACT OR AN EXTENDED EMPLOYMENT JOB DESCRIPTION FOR A POSITION GO INTO EFFECT. THIS CHANGE IS NOT REQUIRED BY LAW.  
LEGAL: 702 KAR 3:070 SPECIFIES THAT ONLY THE BOARD HAS LEGAL AUTHORITY TO APPROVE A SALARY INCREMENT FOR EXTRA SERVICES  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT (08/06/12)

PERSONNEL

03.121

- CERTIFIED PERSONNEL -

### **Salaries**

#### **SINGLE-SALARY BASIS**

All salaries for certified personnel shall be based on a single-salary schedule providing, at minimum, for the number of working days required by law.

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

Employees transferring to the District from a public, nonpublic, or parochial elementary or secondary school or from a college or university that is approved by the public accrediting authority in the state in which professional experience was rendered shall be credited with experience as defined in KRS 157.320.

#### **EXTENDED EMPLOYMENT**

Compensation for employment contracted beyond the minimum number of working days required by law shall be prorated.

Extended employment positions shall be established in a position job description, funded in the District budget, and specified in an addendum to the employee's contract.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect.

#### **EXTRA SERVICES, SUPPLEMENTS AND SUPERVISION**

The Board shall annually establish a schedule of compensation for extra services and supervision. As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards shall be given an annual salary supplement of \$2000 for the life of the certificate.

#### **RANK AND EXPERIENCE**

The rank and experience of certified personnel shall be determined at time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

Changes in rank and experience shall be determined on September 15 of each year.

To assist with the budgeting process, candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.

**Salaries****EXCEPTION**

The Superintendent's salary may be established without regard to the above-mentioned schedules.

**PAYROLL DISTRIBUTION**

Checks will be issued according to a schedule approved by the Board.

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

**DIRECT DEPOSIT**

All newly hired employees and substitutes shall participate in the direct deposit payroll program.

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**QUALIFICATIONS**

Employees shall be responsible for providing the Superintendent with all required certificates, health examinations, and verifications of experience prior to beginning work.

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**NOTICE OF SALARY**

If a negotiated salary agreement between the Board of Education and the Kenton County Education Association has been reached, not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

**LIST OF SALARIES**

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed and shall furnish that list by mail to a newspaper qualified under KRS 424.2120 to publish advertisements for the District.

**PAYROLL DEDUCTIONS**

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board policy 03.1211.

**REFERENCES:**

KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360  
KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420  
KRS 160.290; KRS 160.291  
KRS 161.1211; KRS 161.134; KRS 161.168; KRS 161.760  
KRS 424.120; KRS 424.220; 16 KAR 1:040; OAG 97-25  
702 KAR 3:060; 702 KAR 3:070; 702 KAR 3:100; 702 KAR 3:310  
29 C.F.R. Section 541.303, 29 C.F.R. Section 541.602, 29 C.F.R. Section 541.710

**RELATED POLICIES:**

03.114, 03.1211, 03.4

LEGAL: AMENDED FEDERAL FAMILY AND MEDICAL LEAVE REGULATIONS WENT INTO EFFECT IN MARCH CONCERNING MILITARY CAREGIVER LEAVE AND QUALIFYING EXIGENCY REQUESTS. IN ADDITION, THE FAMILY AND MEDICAL LEAVE ACT PROHIBITS AN EMPLOYEE'S DIRECT SUPERVISOR FROM CONTACTING THE EMPLOYEE'S HEALTH CARE PROVIDER FOR INFORMATION CONCERNING A CERTIFICATION IN SUPPORT OF A REQUEST FOR FAMILY AND MEDICAL LEAVE. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.12322

- CERTIFIED PERSONNEL -

### **Family and Medical Leave**

#### **REASONS**

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, unpaid leave shall be granted to eligible employees for the following reasons:

1. For the birth and care of an employee's newborn child , or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign country of a covered family memberthe employee's (spouse, son, daughter, or parent) who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered family service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated an serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties of his/her office, grade, rank or rating or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

#### **NOTICES AND DEADLINES**

- a. Employees who may be eligible for or who request leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave should be made in writing but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request. The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice.

*Deadline for Notice to be Provided:* Absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason.

**Family and Medical Leave****NOTICES AND DEADLINES (CONTINUED)**

NOTE: Only the District's human resources professional, leave administrator, or personnel director may contact an employee's health care provider to clarify or authenticate an FML certification in support of an FML request about which there are questions. The employee's direct supervisor shall not contact the provider.

- b. The District shall designate an employee's leave, paid or unpaid, as FMLA-qualifying and shall provide a designation notice indicating whether the request is approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance notice for a foreseeable leave; otherwise, notice as soon as the need becomes known).

*Deadline for Notice to be Provided:* Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

**ELIGIBILITY**

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave. When family and medical military caregiver leave is taken based on to care for a service member's recovery from a serious illness or injury sustained in the line of duty of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period. This provision also applies to covered service members/veterans that have been on active duty within the past five (5) years as defined by federal regulation.

Full-time teachers are presumed to have worked at least 1,250 hours during a school year. In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the District during the twelve-month period are to be combined with hours they would have worked for the District had they not been called for military service.

In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.

**RESTRICTIONS**

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.

When both husband and wife are employed by the District, each employee shall be entitled to 12 work weeks of yearly unpaid leave (for an aggregate total of 24 weeks), if the leave is required due to the illness of a child, the illness of the other spouse, or the employee's own illness. If the leave is to care for the birth or adoption of a child or to care for a sick parent, the District shall limit the couple's aggregate leave to a total of twelve (12) weeks.

Exception: The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both an eligible husband and wife are employed by the District and are eligible for leave that involves a covered Armed Forces service member/veteran.

**Family and Medical Leave**

**RESTRICTIONS (CONTINUED)**

Depending on the date family and medical leave is to begin, instructional employees as designated by federal regulation may be required to continue on leave until the end of the school term to avoid disruption.

Unused family and medical leave shall not accumulate from year to year.

**INTERMITTENT LEAVE/REDUCED HOURS**

Family and medical leave may be taken intermittently (when medically necessary) or on a reduced hours basis.

**CONTINUATION OF BENEFITS**

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Health insurance for an employee on family and medical leave shall continue to be provided by the state on the same basis had the employee not taken leave. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

**RETURN TO WORK**

As noted by the required notice of eligibility and rights and responsibilities, when family and medical leave is taken due to an employee's own serious health condition, the employee shall provide fitness-for-duty certification before returning to work. This may include certification by the health care provider that the employee is able to perform essential functions specific to the job, as noted by the District in a list attached to the certification form.

Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

**NOTICE**

The District shall notify employees of family and medical leave provisions by posting appropriate notices in conspicuous places in the Central Office and each worksite and distributing notices as required by law.

**REFERENCES:**

Family and Medical Leave Act of 1993, 29 U.S.C. 2601-2654  
Title I of the FMLA, as amended by the National Defense Authorization Act  
Code of Federal Regulations, Title 29, Part 825

**RELATED POLICIES:**

03.123, 03.1232, 03.1233, 03.1234, 03.1238, 03.124

RECOMMENDED: SEVERAL SUGGESTIONS REFLECT SUGGESTED PRACTICES FROM THE KENTUCKY STATE AUDITOR (FOCUS ON NECESSARY AND ACTUAL EXPENSES, DOCUMENTING FUNDING SOURCE FOR TRIP EXPENSES, PROPER DOCUMENTATION FOR REIMBURSEMENT; AND REVIEW OF SUPERINTENDENT'S TRAVEL EXPENSES IN AN OPEN MEETING PRIOR TO APPROVING REIMBURSEMENT).

THIS CHANGE IS NOT REQUIRED BY LAW

LEGAL: ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS REQUIRES THAT TRAVEL VOUCHERS BE SUBMITTED WITHIN ONE (1) WEEK OF THE TRAVEL.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.125

- CERTIFIED PERSONNEL -

### **Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur thenecessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and, when appropriate, the School Council. A Travel Authorization Request (03.125 AP.21) must be submitted and approved for travel. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

The Board will be responsible only for actual expenses. Allowable expenses are:

#### **MILEAGE**

Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent and, when appropriate, the Council in SBDM schools will be reimbursed at the same rate as the standard mileage rate established by the Internal Revenue Service. Mileage reimbursements for travel that does not require an overnight stay shall be submitted on the Travel Voucher Request form and approved by the employee's immediate supervisor.

#### **GASOLINE**

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

Direct fuel purchases are not allowed except in cases of emergency or prior approval of the Superintendent or Director of Finance. Any request for reimbursement for a direct fuel purchase must be accompanied by a receipt on which the license plate number and odometer reading is recorded.

#### **TOLLS AND FEES**

All tolls and parking fees incurred in school-related travel. Parking fees must be substantiated by a ticket or receipt. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

#### **CAR RENTAL**

Car rental charges when approved by the Superintendent and, when appropriate, the Council in SBDM schools. Charges must be substantiated by a receipt.



**Expense Reimbursement****COMMON CARRIERS**

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable.

**OUT-OF-STATE TRAVEL**

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

**SUBSISTENCE**

Employees shall be eligible for a per-diem reimbursement for breakfast or lunch expenses while traveling, if the employee's travel requires an overnight stay and the employee is in travel status during the entire time as established below.

	<u>Authorized Travel</u>	<u>Reimbursement</u>
Breakfast	6:30 a.m. – 9:00 a.m.	\$7.00
Lunch	11:00 a.m. – 2:00 p.m.	\$8.00

Employees shall be eligible for a per diem reimbursement for dinner expenses while traveling, if employee is in travel status during the entire time as established below.

	<u>Authorized Travel</u>	<u>Reimbursement</u>
Dinner	5:00 p.m. – 9:00 p.m.	\$15.00

Members of the Board are eligible for reimbursement of actual and necessary expenses while traveling on Board of Education business.

The Superintendent may approve the following per diems in high-rate areas outside the state of Kentucky. The following per diems apply to high-rate areas:

Breakfast	\$8.00
Lunch	\$9.00
Dinner	\$19.00

**LODGING**

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

**REGISTRATION FEES**

Reimbursement for registration fees shall be made for school-related activities approved by the Superintendent and, when appropriate, the School Council. Charges must be substantiated by a receipt.

**EMERGENCY REPAIRS TO VEHICLES**

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

**REIMBURSEMENT FORM**

No requests for travel reimbursement shall be considered unless filed on the proper form and accompanied by the proper itemized receipts. Requests for reimbursement shall be made within sixty (60) days of the date(s) the expenses are incurred.

PERSONNEL

03.125  
(CONTINUED)

**Expense Reimbursement**

**TRAVEL BUDGET**

Each department, school, or individual shall be given an annual travel budget allocation. It is the responsibility of the appropriate supervisor to ensure that budgeted amounts are not exceeded. Travel which will exceed the available budget may not be approved without specific approval of the Superintendent or designee.

**SUPERINTENDENT'S TRAVEL EXPENSES**

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

**REFERENCES:**

KRS 160.290; KRS 160.410; KRS 175.525  
OAG 80-395  
*United States v. Correll*, 389 U.S. 299 (1967)  
Accounting Procedures for Kentucky School Activity Funds

LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 157.350 TO ALLOW DISTRICTS ENROLLING CHILDREN OF NONRESIDENT EMPLOYEES TO RECEIVE ADA FUNDS. THE REVISED STATUTE ALLOWS THE DISTRICT TO RECEIVE ADA FOR THE EMPLOYEE'S CHILD, WITHOUT THE NECESSITY OF A RECIPROCAL WRITTEN AGREEMENT.  
FINANCIAL IMPLICATIONS: THE DISTRICT SHOULD REVIEW RAMIFICATIONS OF THE AMENDED LAW IN REFERENCE TO EXISTING RECIPROCAL AGREEMENTS.

PERSONNEL

03.127

- CERTIFIED PERSONNEL -

### **Tuition-Free Enrollment of Children**

#### **CHILDREN OF STAFF MEMBERS**

Upon application by the parent/guardian, students whose parents reside outside the District and whose parents are full-time District employees may be admitted to the District's schools, with permission of the Superintendent or designee. Tuition for these students shall be waived contingent on the District receiving ADA as provided by law provided their district of residence signs a contract to transfer ADA to the Board. Out-of-State residents are responsible for payment of an amount equal to the SEEK allocation.

RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT BOARD POLICY ADDRESS MISSING PROPERTY OR PROPERTY BEING USED FOR OTHER THAN SCHOOL OR DISTRICT BUSINESS. ALSO, IF YOUR DISTRICT ASSIGNS A DISTRICT-OWNED VEHICLE TO ONE OR MORE EMPLOYEES, PLEASE CONTACT YOUR KSBA CONSULTANT FOR SUGGESTED LANGUAGE TO REQUIRE ADHERENCE TO IRS GUIDELINES FOR THAT TAXABLE BENEFIT.  
THIS CHANGE IS NOT REQUIRED BY LAW.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## PERSONNEL

03.1321

### - CERTIFIED PERSONNEL -

#### Use of School Property

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor. The employee's supervisor shall complete an incident report and submit to the Director of Finance, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

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#### **OUTSIDE WORK**

An employee shall not use any District facility, vehicle, electronic communication system, equipment, or materials in performing outside work. These items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

#### **ELECTRONIC COMMUNICATIONS**

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy as to information entered or stored in their E-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

#### **DRIVING RECORD**

Employees who have occasion to drive any Board-owned vehicle and/or transport students shall annually provide the Superintendent with a copy of their driving record from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

#### **BOARD-OWNED VEHICLES**

The Superintendent shall recommend for Board approval a list of Board-owned vehicles to be assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from job-related sites and must comply with IRS requirements, including implications for reporting taxable income. Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Other than commuting to and from work, use of these vehicles for personal use is prohibited. A daily record of personal use must be maintained from January 1st to December 31st of each year and submitted to the Director of Finance by January 5th for the preceding year. The record shall include each date, mileage for each date, and each destination.

**Use of School Property****USE OF ASSIGNED TELECOMMUNICATION DEVICES**

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones. Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.
2. The employee's job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District-sponsored activities.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

**REFERENCES:**

| KRS 160.290; KRS 189.292; KRS 189.294  
KRS 281A.205; 702 KAR 5:080

**- CLASSIFIED PERSONNEL -****Hiring****SUPERINTENDENT'S RESPONSIBILITIES**

All appointments, promotions, and transfers of classified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

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**EFFECTIVE DATE**

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent.

**RECRUITMENT/SELECTION**

The recruitment and recommendation of candidates for school-based classified positions shall be the responsibility of each principal. The appropriate central office administrator or supervisor shall be responsible for recruiting and recommending candidates for District-wide positions.

**CRIMINAL BACKGROUND CHECK AND TESTING**

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations and the District.<sup>1</sup> & <sup>2</sup>

Each application or renewal form provided applicants for a classified position shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AND A NATIONAL CRIMINAL BACKGROUND CHECK IS ALSO REQUIRED OF APPLICANTS FOR CLASSIFIED POSITIONS AS A CONDITION OF EMPLOYMENT."<sup>1</sup>

As permitted by KRS 160.380, employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

**JOB PLACEMENT ASSESSMENT (JPA)**

Applicants for the positions listed below will be required to undergo and pass job placement assessment (JPA) protocol. The cost of the JPA shall be borne by the District. Positions requiring JPA: transportation department employees, cafeteria employees, maintenance employees, custodial employees and special education instructional assistants.

## **Hiring**

### **EDUCATIONAL REQUIREMENTS**

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or GED certificate or unless s/he shows progress, as defined by Administrative Regulations of the State Board for Adult, and Technical Education, toward obtaining a certificate of high school equivalency. Employees shall hold the qualifications for the position as established by the Commissioner of Education.<sup>3</sup> Applicants possessing regular or emergency teaching certification shall be given preference in the employment process.

Existing and new paraprofessionals who provide instructional service or support in programs supported by Title I funds shall satisfy educational requirements specified by federal law.<sup>4</sup>

### **JOB REGISTER**

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

### **VACANCIES POSTED**

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Central Office and in each school building on a timely basis and shall refer interested persons to the Central Office job register for additional information. Postings of vacancies may be made with other agencies, as appropriate.

### **REVIEW OF APPLICATIONS**

Under procedures developed by the Superintendent, eEach application shall be reviewed and each applicant so notified. Applications for candidates not employed shall be retained for three (3) years.

### **HIRING RELATIONSHIPS**

The Superintendent shall not employ a relative of a member of the Board unless the relative was initially employed by the District prior to the tenure of the Board member and the member was seated on the Board prior to July 13, 1990.

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.<sup>1</sup>

Relatives of current District employees may be employed. They shall not be assigned to positions wherein they are directly responsible to, or would directly supervise, a relative.

### **EMERGENCY HIRING**

During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

### **JOB DESCRIPTION**

All employees shall receive a copy of their job description and responsibilities.

### **CONTRACT**

All regular full-time and part-time classified employees shall enter into annual written contracts with the District.

**Hiring****INTENT**

Under procedures developed by the Superintendent, employees may be requested to indicate their availability for employment for the next school year.

**REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT**

Each year, all full-time and part-time classified employees, including substitutes, shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Classified employees assigned extra duties such as coaching, but are not otherwise employed by the District on a full-time basis, shall be notified in writing by the last day of that assigned duty if they have reasonable assurance of continued employment in that or a similar capacity for the following school year.

**RETURN TO WORK PROVISIONS**

Employed retirees that have an initial retirement date after June 30, 2002 and have thirty (30) or more years of service credit in the County Employees Retirement System or any state or federal retirement system, can earn up to the fifteen (15) year experience level for the position that they are rehired as established by the Kenton County Board of Education.

Employed retirees that have an initial retirement date after June 30, 2002 and have less than thirty (30) years of service credit in the County Employees Retirement System or any state or federal retirement system, can earn up to the twelve (12) year experience level for the position that they are rehired as established by the Kenton County Board of Education.

**REQUIRED BREAK IN SERVICE**

Retired employees under the age sixty-five (65) may return to work in a different position after a break in service of at least one (1) month.

Retired employees under age sixty-five (65) may not be re-employed, including substitute, in the same position or a position with the same principal duties until there has been a consecutive six (6) month break in service.

Retired employees age sixty-five (65) or older may return to the same position after a break in service of at least one (1) month.



PERSONNEL

03.21  
(CONTINUED)

**Hiring**

**REFERENCES:**

<sup>1</sup>KRS 160.380  
<sup>2</sup>702 KAR 5:080  
<sup>3</sup>KRS 161.011  
<sup>4</sup>P. L. 107-110 (No Child Left Behind Act of 2001)  
34 CFR 200.58-200.59  
KRS 17.160; KRS 17.165; KRS 156.070  
KRS 160.345; KRS 160.390; KRS 335B.020; KRS 405.435  
OAG 91-10; OAG 91-149; OAG 91-206; OAG 92-1; OAG 92-59  
OAG 92-78; OAG 92-131; OAG 97-6  
Kentucky Local District Classification Plan; 785 KAR 1:110  
Records Retention Schedule, Public School District

**RELATED POLICIES:**

01.11, 02.4244, 03.232, 03.27, 03.5, 06.221

LEGAL: IF THE DISTRICT OBTAINS MEDICAL INFORMATION FROM EMPLOYEES AS PART OF THEIR REQUEST FOR AN ACCOMMODATION UNDER SECTION 504 OF THE REHABILITATION ACT, THAT INFORMATION MUST BY LAW BE KEPT CONFIDENTIAL.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.212

- CLASSIFIED PERSONNEL -

### **Equal Employment Opportunity**

#### **NONDISCRIMINATION**

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, or disabling condition.<sup>1</sup>

#### **INDIVIDUALS WITH DISABILITIES**

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.<sup>2</sup>

District employment practices shall be in accordance with the Board-approved procedures addressing requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupation qualification for the job in question as defined in KRS 207.135.

#### **REASONABLE ACCOMMODATION**

Employees who have a long-term or permanent disability may request the District supervisor to provide reasonable accommodations necessary for them to perform the essential duties of the position. If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion. Medical information obtained as part of an employee request shall be confidential.<sup>3</sup>

Reasonable accommodation shall be provided as required by law.

#### **ADVISING EMPLOYEES**

The Superintendent shall inform all school employees of the provisions of this policy.<sup>1</sup>

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**Equal Employment Opportunity**

**REFERENCES:**

<sup>1</sup>KRS 161.164

<sup>2</sup>29 U.S.C.A. 794

<sup>3</sup>29 U.S.C., section 1630.14

KRS 207.135

34 C.F.R. 104.3 - 104.14

42 U.S.C. 200e, Civil Rights Act of 1964, Title VII, KRS Chapter 344

Americans with Disabilities Act of 1990

Kentucky Education Technology System (KETS)

Section 504 of the Rehabilitation Act of 1973

Title IX of the Education Amendments of 1972

Genetic Information Nondiscrimination Act of 2008

**RELATED POLICIES:**

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RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT POLICY SHOULD ADDRESS HOW EXPERIENCE CREDIT WILL BE GRANTED TO NEW OR TRANSFERRING CLASSIFIED EMPLOYEES.  
THIS CHANGE IS NOT REQUIRED BY LAW.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT (08/06/12)  
PERSONNEL

03.221

- CLASSIFIED PERSONNEL -

### **Salaries**

#### **HOURLY OR SALARY BASIS**

All regular and substitute classified personnel shall be employed and paid on an hourly or salary basis as established by the Board.

#### **WORK DAY/WORK WEEK**

The length of the work day shall be established for each position by the Board. The work week for hourly (non-exempt) employees shall not exceed forty (40) hours per week, unless overtime is authorized as provided by this policy.

#### **QUALIFICATIONS**

All employees shall be responsible for providing the Superintendent with all required certificates, other credentials, health examinations, and verifications of experience prior to beginning work.

#### **DETERMINATION OF EXPERIENCE**

Upon initial employment or transfer of a classified employee, the Superintendent shall determine experience credit to be granted from any previous employment consistent with applicable salary schedules adopted by the Board and, in the absence of the issue being addressed in such schedules, experience credit shall be determined as follows:

1. Previous experience in the District.

Credit for years of experience in one (1) classified position with the District will transfer with the employee when assuming another classified position within the District, if there is no break in employment.

2. Previous experience in an equivalent position in another school district.

Years of experience in an equivalent position may be transferred from another school district.

1.3. Previous private sector experience in a job of a similar nature.

In determining whether previous experience is applicable to a District position, similar experience shall refer to the essential functions, licensing/training requirements, and/or daily job responsibilities of the positions being similar.

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#### **LIST OF SALARIES**

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed and shall furnish that list by mail to a newspaper qualified under KRS 424.2120 to publish advertisements for the District.

PERSONNEL

03.221  
(CONTINUED)

### **Salaries**

#### **PAYROLL DISTRIBUTION**

Checks will be issued according to a schedule approved annually by the Board.

Deferred salary checks shall be written in accordance with applicable Kentucky Administrative Regulations. At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

#### **DIRECT DEPOSIT**

All newly hired employees and substitutes shall participate in the direct deposit payroll program.

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#### **PAYROLL DEDUCTION**

The Board shall approve all payroll deductions as specified by specified by KRS 161.158 and Board policy 03.2211.

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#### **OVERTIME**

Overtime work shall be approved in advance by the Superintendent or designee. Hourly employees required to work in excess of forty (40) hours per week will be paid at the rate of 1 1/2 times the regular rate for all hours beyond 40 as provided by law for overtime work.

#### **REFERENCES:**

KRS 78.615; KRS 160.291; KRS 161.011; KRS 161.158

KRS 337.285; KRS 424.120; KRS 424.220

702 KAR 3:060; 803 KAR 1:060; 803 KAR 1:070

Fair Labor Standards Act

Garcia v. San Antonio Metropolitan Transit Authority, 105 S.Ct. 1005 (1985)

#### **RELATED POLICY:**

03.2211

LEGAL: AMENDED FEDERAL FAMILY AND MEDICAL LEAVE REGULATIONS WENT INTO EFFECT IN MARCH CONCERNING MILITARY CAREGIVER LEAVE AND QUALIFYING EXIGENCY REQUESTS. IN ADDITION, THE FAMILY AND MEDICAL LEAVE ACT PROHIBITS AN EMPLOYEE'S DIRECT SUPERVISOR FROM CONTACTING THE EMPLOYEE'S HEALTH CARE PROVIDER FOR INFORMATION CONCERNING A CERTIFICATION IN SUPPORT OF A REQUEST FOR FAMILY AND MEDICAL LEAVE. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.22322

- CLASSIFIED PERSONNEL -

### **Family and Medical Leave**

#### **REASONS**

In compliance with the Family and Medical Leave Act of 1993 and under procedures developed by the Superintendent, unpaid leave shall be granted to eligible employees for the following reasons:

1. For the birth and care of an employee's newborn child or for placement of a child with the employee for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition, as defined by federal law;
3. For an employee's own serious health condition, as defined by federal law, that makes the employee unable to perform the employee's job;
4. To address a qualifying exigency (need) defined by federal regulation arising out of the covered active duty or call to active duty involving deployment to a foreign county of a covered family memberthe employee's (spouse, son, daughter, or parent) who serves in a reserve component or as an active or retired member of the Regular Armed Forces or Reserve in support of a contingency operation; and
5. To care for a covered family service member (spouse, son, daughter, parent or next of kin) who has incurred or aggravated an serious injury or illness in the line of duty while on active duty in the Armed Forces that has rendered or may render the family member medically unfit to perform his/her duties of his/her office, grade, rank or rating or to care for a covered veteran with a serious injury or illness as defined by federal regulations.

#### **NOTICES AND DEADLINES**

- a. Employees who may be eligible for or who request leave for any of the above reasons shall be provided an FMLA notice of eligibility and rights and responsibilities. Requests for family and medical leave should be made in writing, but verbal requests may be made to the immediate supervisor or other designated administrator who shall then document the request. The District may require that a request for leave be supported by a certification for health care or military-related situations as permitted by federal law, but such requirements must be set out in the required notice.

*Deadline for Notice to be Provided:* Absent extenuating circumstances, within five (5) business days of District receipt of a request or the District being made aware of a potentially qualifying reason.

NOTE: Only the District's human resources professional, leave administrator, or personnel director may contact an employee's health care provider to clarify or authenticate an FML certification in support of an FML request about which there are questions. The employee's direct supervisor shall not contact the provider.

**Family and Medical Leave****NOTICES AND DEADLINES (CONTINUED)**

- b. The District shall designate an employee's leave, paid or unpaid, as FMLA-qualifying and shall provide a designation notice indicating whether the request is approved or if additional information is needed. Leave may be delayed if the employee does not provide proper notice (30 days advance notice for a foreseeable leave; otherwise, notice as soon as the need becomes known).

*Deadline for Notice to be Provided:* Absent extenuating circumstances, within five (5) business days of learning that an FMLA reason supports the leave.

**ELIGIBILITY**

Employees are eligible for up to twelve (12) workweeks of family and medical leave each school year, if they have been employed by the District for twelve (12) months, have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave, and otherwise qualify for family and medical leave. When family and medical military caregiver leave is taken based on to care for a service member's recovery from a serious illness or injury sustained in the line of duty of a covered service member, an eligible employee may take up to twenty-six (26) workweeks of leave during a single twelve-month period. This provision also applies to covered service members/veterans that have been on active duty within the past five (5) years as defined by federal regulation.

In determining whether returning veterans meet the minimum 1,250 hour standard, hours actually worked for the District during the twelve-month period are to be combined with hours they would have worked for the District had they not been called for military service.

In situations involving both the Americans with Disabilities Act (ADA) and FMLA, the District shall apply the law affording the employee the greater benefit.

**RESTRICTIONS**

Paid leave used by the employee as required under this policy shall count, as applicable, against the twelve (12) or twenty-six (26) FMLA workweek entitlement.

Entitlement to family and medical leave for the birth and care of a newborn child or placement of a child shall expire twelve (12) months after the date of such birth or placement.

When both husband and wife are employed by the District, each employee shall be entitled to 12 work weeks of yearly unpaid leave (for an aggregate total of 24 weeks), if the leave is required due to the illness of a child, the illness of the other spouse, or the employee's own illness. If the leave is to care for the birth or adoption of a child or to care for a sick parent, the District shall limit the couple's aggregate leave to a total of 12 weeks.

**EXCEPTION:** The limit on the combined amount of family and medical leave shall be twenty-six (26) workweeks when both an eligible husband and wife are employed by the District and are eligible for leave that involves a covered Armed Forces service member/veteran.

Unused family and medical leave shall not accumulate from year to year.

**Family and Medical Leave**

**INTERMITTENT LEAVE/REDUCED HOURS**

Family and medical leave may be taken intermittently (when medically necessary) or on a reduced hours basis.

**CONTINUATION OF BENEFITS**

While on family and medical leave, employees shall be entitled to all employment benefits accrued prior to the date on which the leave commenced. Health insurance for an employee on family and medical leave shall continue to be provided by the state on the same basis had the employee not taken leave. Other employment benefits and seniority shall not accrue during unpaid family and medical leave.

**RETURN TO WORK**

As noted by the required notice of eligibility and rights and responsibilities, when family and medical leave is taken due to an employee's own serious health condition, the employee shall provide fitness-for-duty certification before returning to work. This may include certification by the health care provider that the employee is able to perform essential functions specific to the job, as noted by the District in a list attached to the certification form.

Upon return to work, the employee shall be entitled to his/her same position (or an equivalent position with equivalent pay) with corresponding benefits and other terms and conditions of employment.

**NOTICE**

The District shall notify employees of family and medical leave provisions by posting appropriate notices in conspicuous places in the Central Office and each worksite and distributing notices as required by law.

**REFERENCES:**

Family and Medical Leave Act of 1993, 29 U.S.C. 2601-2654  
Title I of the FMLA, as amended by the National Defense Authorization Act  
Code of Federal Regulations, Title 29, Part 825

**RELATED POLICIES:**

03.223, 03.2232, 03.2233, 03.2234, 03.2238, 03.224



RECOMMENDED: SEVERAL SUGGESTIONS REFLECT SUGGESTED PRACTICES FROM THE KENTUCKY STATE AUDITOR (FOCUS ON NECESSARY AND ACTUAL EXPENSES, DOCUMENTING FUNDING SOURCE FOR TRIP EXPENSES, AND PROPER DOCUMENTATION FOR REIMBURSEMENT). THIS CHANGE IS NOT REQUIRED BY LAW  
LEGAL: ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS REQUIRES THAT TRAVEL VOUCHERS BE SUBMITTED WITHIN ONE (1) WEEK OF THE TRAVEL.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.225

- CLASSIFIED PERSONNEL -

### **Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur thenecessary and appropriate expenses, the Board shall reimburse school personnel for school- related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and, when appropriate, the School Council. A Travel Authorization Request (03.225 AP.21) must be submitted and approved for travel. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

The Board will be responsible only for actual expenses. Allowable expenses are:

#### **MILEAGE**

Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent and, when appropriate, the Council in SBDM schools will be reimbursed at the same rate as the standard mileage rate established by the Internal Revenue Service. Mileage reimbursements for travel that does not require an overnight stay shall submitted on the Travel Voucher Request form and approved by the employee's immediate supervisor.

#### **GASOLINE**

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

Direct fuel purchases are not allowed except in cases of emergency or prior approval of the Superintendent or Director of Finance. Any request for reimbursement for a direct fuel purchase must be accompanied by a receipt on which the license plate number and odometer reading is recorded.

#### **TOLLS AND FEES**

All tolls and parking fees incurred in school-related travel. Parking fees must be substantiated by a ticket or receipt. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

#### **CAR RENTAL**

Car rental charges when approved by the Superintendent and, when appropriate, the Council in SBDM schools. Charges must be substantiated by a receipt.

**Expense Reimbursement****COMMON CARRIERS**

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable.

**OUT-OF-STATE TRAVEL**

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

**SUBSISTENCE**

Employees shall be eligible for a per-diem reimbursement for breakfast or lunch expenses while traveling, if the employee's travel requires an overnight stay and the employee is in travel status during the entire time as established below.

<u>Authorized Travel</u>	<u>Reimbursement</u>
Breakfast 6:30 a.m. – 9:00 a.m.	\$7.00
Lunch 11:00 a.m. – 2:00 p.m.	\$8.00

Employees shall be eligible for a per diem reimbursement for dinner expenses while traveling, if employee is in travel status during the entire time as established below.

<u>Authorized Travel</u>	<u>Reimbursement</u>
Dinner 5:00 p.m. – 9:00 p.m.	\$15.00

Members of the Board are eligible for reimbursement of actual and necessary expenses while traveling on Board of Education business.

The Superintendent may approve the following per diems in high-rate areas outside the state of Kentucky. The following per diems apply to high-rate areas:

Breakfast	\$8.00
Lunch	\$9.00
Dinner	\$19.00

**LODGING**

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

**REGISTRATION FEES**

Reimbursement for registration fees shall be made for school-related activities approved by the Superintendent and, when appropriate, the School Council. Charges must be substantiated by a receipt.

**EMERGENCY REPAIRS TO VEHICLES**

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

**Expense Reimbursement****REIMBURSEMENT FORM**

No requests for travel reimbursement shall be considered unless filed on the proper form and accompanied by the proper itemized receipts. Requests for reimbursement shall be made within sixty (60) days or one (1) week of the date(s) the expenses are incurred.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

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**TRAVEL BUDGET**

Each department, school, or individual shall be given an annual travel budget allocation. It is the responsibility of the appropriate supervisor to ensure that budgeted amounts are not exceeded. Travel which will exceed the available budget may not be approved without specific approval of the Superintendent or designee.

**REFERENCES:**

KRS 160.290; KRS 160.410; KRS 175.525  
OAG 80-395  
United States v. Correll, 389 U.S. 299 (1967)  
Accounting Procedures for Kentucky School Activity Funds

LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 157.350 TO ALLOW DISTRICTS ENROLLING CHILDREN OF NONRESIDENT EMPLOYEES TO RECEIVE ADA FUNDS. THE REVISED STATUTE ALLOWS THE DISTRICT TO RECEIVE ADA FOR THE EMPLOYEE'S CHILD, WITHOUT THE NECESSITY OF A RECIPROCAL WRITTEN AGREEMENT.  
FINANCIAL IMPLICATIONS: THE DISTRICT SHOULD REVIEW RAMIFICATIONS OF THE AMENDED LAW IN REFERENCE TO EXISTING RECIPROCAL AGREEMENTS.

PERSONNEL

03.226

- CLASSIFIED PERSONNEL -

### **Tuition-Free Enrollment of Children**

#### **CHILDREN OF STAFF MEMBERS**

Upon application by the parent/guardian, students whose parents reside outside the District and whose parents are full-time District employees may be admitted to the District's schools, with permission of the Superintendent or designee. Tuition for these students shall be waived, contingent on the District receiving ADA as provided by law provided their district of residence signs a contract to transfer ADA to the Board. Out-of-State residents are responsible for payment of an amount equal to the SEEK allocation.

#### **REFERENCES:**

KRS 158.120  
KRS 147.350  
OAG 72-154

#### **RELATED POLICIES:**

09.11  
09.12  
09.124  
09.125

RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT BOARD POLICY ADDRESS MISSING PROPERTY OR PROPERTY BEING USED FOR OTHER THAN SCHOOL OR DISTRICT BUSINESS. ALSO, IF YOUR DISTRICT ASSIGNS A DISTRICT-OWNED VEHICLE TO ONE OR MORE EMPLOYEES, PLEASE CONTACT YOUR KSBA CONSULTANT FOR SUGGESTED LANGUAGE TO REQUIRE ADHERENCE TO IRS GUIDELINES FOR THAT TAXABLE BENEFIT.  
THIS CHANGE IS NOT REQUIRED BY LAW.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.2321

- CLASSIFIED PERSONNEL -

### **Use of School Property**

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor. The employee's supervisor shall complete an incident report and submit to the Director of Finance, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

### **OUTSIDE WORK**

An employee shall not use any District facility, vehicle, electronic communication system, equipment, or materials in performing outside work. These items (including security codes and electronic records, such as E-mail) are property of the District and shall be used solely for job-related purposes.

### **ELECTRONIC COMMUNICATIONS**

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy as to information entered or stored in their E-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

### **DRIVING RECORD**

Employees who have occasion to drive a Board-owned vehicle and/or transport students, shall annually provide the Superintendent with a copy of their driving records from the Kentucky Department of Transportation. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Board-owned vehicle or transporting students.

### **BOARD-OWNED VEHICLES**

The Superintendent shall recommend for Board approval a list of Board-owned vehicles to be assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from job-related sites and must comply with IRS requirements, including implications for reporting taxable income. Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Other than commuting to and from work, use of these vehicles for personal use is prohibited. A daily record of personal use must be maintained from January 1st to December 31st of each year and submitted to the Director of Finance by January 5th for the preceding year. The record shall include each date, mileage for each date, and each destination.

**Use of School Property**

**USE OF ASSIGNED TELECOMMUNICATION DEVICES**

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones.

Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.
2. The employee's job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District-sponsored activities.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

**REFERENCES:**

KRS 160.290  
KRS 189.292; KRS 189.294  
KRS 281A.205  
702 KAR 5:080

RECOMMENDED: SEVERAL SUGGESTIONS REFLECT RECOMMENDATIONS FROM THE KENTUCKY STATE AUDITOR. IF YOUR DISTRICT HAS NOT AUTHORIZED SCHOOL OR DISTRICT CREDIT CARDS, PLEASE MARK THROUGH THAT SECTION, MARK "ADOPT WITH MODIFICATION" ON THE UPDATE CHECKLIST, AND RETURN A COPY OF THIS DRAFT TO KSBA WITH YOUR CHECKLIST.  
THIS CHANGE IS NOT REQUIRED BY LAW  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.31

### **Authority to Encumber and Expend Funds**

#### **FINANCIAL STATEMENT**

The daily administration of the budget shall be the responsibility of the Superintendent. The Superintendent shall provide the Board with a monthly financial statement. This shall include a report of receipts and disbursements and estimated status by major budget category, the cash balance on hand, and the amount of invested funds at the end of the immediate preceding month.

#### **EXPENDITURE OF FUNDS**

Expenditures from any District fund shall be made in accordance with the budgets approved by the Board. All purchases shall require the prior approval of the Superintendent or the Superintendent's designee.

#### **AUTHORITY TO OBLIGATE**

Administrators designated by the Superintendent may initiate a purchase order, subject to the limits of their designated budgeted funds and approval by their supervisor.

The Board shall not be responsible for expenditures not properly authorized and not made according to the purchasing procedures developed by the Superintendent.

#### **REVIEW OF CREDIT CARD TRANSACTIONS**

The Superintendent shall establish a process consistent with Board policy to regulate use of credit cards and credit card accounts. This process will include procedures for recovery of District funds for any unauthorized purchases.

Employees shall report immediately any District/school credit card that is lost. Personal purchases on District/school credit cards are prohibited. Unauthorized charges made by employees to District/school credit cards may result in disciplinary action.

#### **BOARD APPROVAL REQUIRED**

Prior Board approval shall be required in order for the District to participate in any cash management, bond issuance, tax revenue anticipation note, or other program involving commitment of District funds. The Board shall designate the fiscal agent and bond counsel.

#### **REFERENCES:**

KRS 160.340; KRS 160.370  
KRS 160.390; KRS 160.470  
KRS 160.530; KRS 160.550  
702 KAR 3:050; 702 KAR 3:120  
702 KAR 3:246; 702 KAR 3:300  
School Council Allocation

#### **RELATED POLICIES:**

02.4242; 04.311; 04.3111

RECOMMENDED: SUGGESTION REFLECTS RECOMMENDATION FROM THE KENTUCKY STATE AUDITOR.

THIS CHANGE IS NOT REQUIRED BY LAW

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.3111

### **District Issuance of Checks**

#### **AUTHORIZATION**

The treasurer shall prepare warrants or "Orders of the Treasurer" to be acted upon at each regular Board meeting. Except for situations as defined below providing for subsequent Board approval, before checks are issued, the treasurer shall have received the approved warrant or "Orders", or approved equivalent properly executed, which shall include signatures of the chairperson and secretary of the Board.

The Board shall designate one (1) or more Board members to review bills before a meeting for items that may need clarification prior to presentation for final approval for payment.

#### **PAYMENT OF BILLS**

With the exception of recurring monthly payments such as utilities and fixed charges, no bill shall be paid without the following supportive information:

1. A purchase order signed by the Superintendent or his designated representative(s);
2. An invoice as to goods or services received; and
3. Confirmation that invoiced materials were received in accurate quantity and in good order.

#### **BOARD MINUTES**

The original copy of warrants or "Orders" shall be maintained on file as a part of the official Board minutes.

#### **SUBSEQUENT APPROVAL**

The Board shall give subsequent approval to all budgeted disbursements made between meetings of the Board. Payments made between regular Board meetings shall be confined to the following:

1. contract salaries,
2. payments to take advantage of discounts,
3. payments made to prevent penalties and disruption of services, and
4. payments for approved purchases made in accordance with District policy and procedures to avoid invoices being more than thirty (30) days past due as of the date of the Board meeting.

#### **REFERENCES:**

KRS 160.290; KRS 160.340

KRS 160.370; KRS 160.560

OAG 79-321; 702 KAR 3:120

Accounting Procedures for Kentucky School Activity Funds



LEGAL: REQUIREMENTS FOR BOOSTER CLUBS AND NUMEROUS SCHOOL ACTIVITY FUNDS HAVE BEEN UPDATED IN THE REVISED ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS ISSUED BY THE KENTUCKY DEPARTMENT OF EDUCATION, WHICH WILL GO INTO EFFECT JULY 1, 2013.

FINANCIAL IMPLICATIONS: ADDITIONAL STAFF TIME TO MONITOR/DOCUMENT NEW REQUIREMENTS AND POSSIBLE LOSS OF REVENUE FROM ANY EXTERNAL ORGANIZATIONS UNABLE TO COMPLY.

FISCAL MANAGEMENT

04.312

### **School Activity Funds**

School activity funds may be expended for purposes which contribute generally to the benefit of the students, provided expenditures are consistent with requirements set out in Accounting Procedures for Kentucky School Activity Funds. Based on a schedule developed by the Superintendent, the Board shall review school activity funds at least twice each fiscal year.

The school shall not expend or commit to expend any activity fund in excess of balance and receipts received for the fiscal year.

#### **UNIFORM ACCOUNTING**

All personnel shall comply with the uniform financial accounting system<sup>1</sup> and activity fund accounting procedures set out in Kentucky Administrative Regulation.<sup>2</sup>

#### **TWO SIGNATURES REQUIRED**

The Principal, or school councils in SBDM schools, shall be responsible for the manner in which accounts are kept and preserved. Two (2) signatures shall be required on each check drawn against school activity funds, neither of which may be a signature stamp. The two (2) signatures shall be the manual signatures of the Principal/designee and the school treasurer.

#### **PURCHASE ORDERS**

Activity funds may only be expended as authorized in the Accounting Procedures for Kentucky School Activity Funds.

Internal account purchases must be supported by a properly executed purchase request and authorization for payment by the Principal.

#### **FINANCIAL REPORTS**

Each month the Principal shall provide the Superintendent District Finance Officer with a financial report for activity fund accounts. On or before July 25, following the end of the fiscal year, the Principal shall submit to the Superintendent District Finance Officer an annual financial report for those accounts.

#### **DEFINITION OF SCHOOL ACTIVITY FUNDS**

School activity funds refer to all school funds including funds derived from fund-raising activities sponsored under the auspices of the school. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered activity funds.

#### **AUDIT OF FUNDS**

All school activity funds shall be audited annually by a certified public accountant. All audit reports shall be reviewed and appropriate action taken as required by Kentucky Administrative Regulation.<sup>1</sup>

**School Activity Funds****SUPPORT/BOOSTER CLUBS FUNDS**

Parent-teacher associations and booster club funds are not subject to deposit and accounting procedures as school activity funds.<sup>3</sup> However, each year the Principal shall obtain be provided the following from all support/booster club organizations as required by the state activity fund accounting procedures:

1. Within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group:
  - a. Names of club officers;
  - b. Federal tax exempt number; and
  - c. A copy of the annual budget. within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group; and
2. An annual financial report by July 25 15 for the year ending June 30 reporting receipts, expenditures, and beginning and ending balances.;<sup>1</sup> and
3. All other information required by Accounting Procedures for Kentucky School Activity Funds.

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All booster groups wishing to be recognized by and/or affiliated with the District shall comply with the following:

- Adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District; and
- Conduct fund-raising activities to benefit the entire group and not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

Each year the Superintendent shall report to the Board when all booster organizations have been informed of requirements from the Accounting Procedures for Kentucky School Activity Funds that apply to them.

External support/booster organizations shall obtain prior Board approval to establish and lend support, seek assistance, and/or raise funds in the name of the District or school or students or a District or school program.

Although they may be general members, Board members and employees shall not serve as the treasurer or any other officer with check-signing authority on a bank account for an external support/booster organization. Employees may serve as a member of the executive board of an organization.

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**FUND-RAISING PROJECTS**

Schoolwide fund-raising projects must be approved by the Board.<sup>4</sup>

Proof of general liability insurance for external support/booster organizations must be submitted to the Principal prior to commencing any fund-raising activities.

All fund-raising activities conducted by school-sponsored groups shall be for the benefit of the entire school or group.

**School Activity Funds**

**HANDLING OF CASH**

Money collected for any purpose shall be submitted to the Principal or to his/her designee who shall provide for its proper deposit. No money shall be left overnight in classrooms; no more than \$50 will be kept overnight in school buildings.

**REFERENCES:**

<sup>1</sup>702 KAR 3:130; Accounting Procedures for Kentucky School Activity Funds

<sup>2</sup>702 KAR 3:120

<sup>3</sup>OAG 79-556

<sup>4</sup>KRS 158.290

KRS 139.497; KRS 156.070; KRS 160.290; KRS 160.340

**RELATED POLICY:**

09.33

RECOMMENDED: SUGGESTION REFLECTS RECOMMENDATION FROM THE KENTUCKY STATE AUDITOR.  
THIS CHANGE IS NOT REQUIRED BY LAW  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.41

### **Fraud Prevention**

All employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the District shall act with integrity and due diligence in matters involving District fiscal resources.

#### **DEFINITION**

As used in this policy, “fraud” refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relation to District assets, including theft of funds, securities, supplies, or other District properties.
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Personally profiting as a result of insider knowledge.
- Disregarding confidentiality safeguards concerning financial information.
- Violating Board conflict of interest policies.
- Mishandling financial records or District assets (destroying, removing, or misusing).

#### **STAFF RESPONSIBILITIES**

Employees who suspect that financial fraud, impropriety or irregularity has occurred shall immediately report those suspicions to their immediate supervisor and/or the Superintendent/designee who shall have the primary responsibility for initiating necessary investigations. If the Superintendent is an alleged party in the fraud complaint, provision shall be made for addressing the complaint to the Board chairperson.

Investigations shall be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate.

The Superintendent/designee shall inform employees with financial/accounting responsibilities of the following anti-fraud standards established by the Board:

1. The District shall operate in a culture of honesty and ethical behavior with employees doing all within their power to further that goal.
2. Employees shall comply with all laws, rules, regulations and court orders of the Commonwealth of Kentucky and of the United States, as well as Board policy addressing fiscal matters.
3. Employees shall practice good stewardship of District financial resources, including timely reporting of fraudulent expenditures.
4. Employees with financial/accounting responsibilities shall support and follow sound business practices to the best of their ability and in keeping with their assigned responsibilities and job-related training by:

**Fraud Prevention****STAFF RESPONSIBILITIES (CONTINUED)**

- a. Maintaining and protecting District financial records;
- b. Performing one's job with the highest attention to detail to minimize and prevent error, falsification of accounting records, and omission of transactions;
- c. Reporting knowledge of fraud or suspected fraud, including intentional misstatements and omissions of amounts or disclosures;
- d. Guarding against misappropriation of assets;
- e. Refusing to reveal investment activities engaged in or contemplated by the District to unauthorized persons or agencies; and
- f. Resisting incentives, pressures, and negative attitudes that detract from performance of assigned responsibilities.

**INTERNAL CONTROLS/INVESTIGATIONS**

The Superintendent/designee shall be responsible for developing internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the District. Reports of suspected fraudulent activities shall be investigated in a manner that protects the confidentiality of the parties and avoid unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates occurrence of a fraudulent activity, the Superintendent/designee shall issue a report to appropriate personnel and to the Board of Education. Final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

**REFERENCES:**

Governmental Accounting Standards  
KRS 7.410; KRS 158.155  
725 KAR 1:030; KRS 171.420  
Records Retention Schedule, Public School District

**RELATED POLICIES:**

01.61  
03.17/03.27  
03.1721/03.2721  
04.8; 04.81

LEGAL: THE 2013 GENERAL ASSEMBLY ENACTED A NEW SECTION OF KRS CHAPTER 158 TO REQUIRE EACH SCHOOL TO DEVELOP AN EMERGENCY PLAN.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

## SCHOOL FACILITIES

05.4

### Safety

#### **BOARD TO ADOPT PLAN**

The Board shall adopt a plan for immediate and long-term strategies to address school safety and discipline, which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from the District assessment of school safety and student discipline required by law and shall include the Board's code of acceptable behavior and discipline and a description of instructional placement options for threatening or violent students. The committee that develops the plan for Board consideration shall include at least one (1) representative from each school in the District, as well as representatives from the community as required by law.

The plan shall identify measures to be taken in protecting students, staff, visitors, and property. Areas addressed by the plan shall include, but not be limited to, the following:

1. Employment practices and employee management;
2. School facility design, maintenance and usage;
3. Safety and security procedures, orientation and training in use and management of equipment and facilities;
4. Supervision of students;
5. Compliance with state and federal safety requirements;
6. Regularly scheduled reports to the Board concerning implementation of the plan and its effects on District students, personnel and operations.
7. Emergency/crisis intervention;
8. Community involvement.

#### **SCHOOL EMERGENCY PLANNING**

The school council or, if none exists, the Principal shall adopt an emergency plan for the school that shall include procedures to be followed in cases of fire, severe weather, earthquake or a building lockdown as defined in KRS 158.164. A copy of the emergency plan, including a diagram of the facilities shall be given to first responders, including local fire, police, and emergency medical personnel.

Following the end of each school year, the school council, or if none exists, the Principal, and first responders shall review the emergency plan and revise it as needed.

School safety plansThe school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and shall document the date and time.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council or, if none exists, the Principal shall:

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify severe weather safe zones and post the location of the safe zones in each room. These safe zones are to be reviewed by the local fire marshal or fire chief;

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**Safety****SCHOOL EMERGENCY PLANNING (CONTINUED)**

3. Develop school procedures to follow during an earthquake; and
4. Develop and adhere to practices to control access to the school.

No later than November 1 of each school year, the Superintendent shall send verification to the Kentucky Department of Education that all schools are in compliance with school emergency planning requirements.

**PRECAUTIONS**

Precautions will be taken for the safety of the students, employees, and visitors.

**REPORTING HAZARDS**

Each employee observing a potential safety or security hazard shall report such hazard in writing to his/her immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy.

**COMMUNICATION SYSTEM**

The Board shall establish a process for a two-way communication system for employees to notify the Principal, supervisor or other administrator of an existing emergency. The process may include, but is not limited to, use of intercoms, telephones, and two-way radios.

**REFERENCES:**

A New Section of KRS Chapter 158  
KRS 158.148; KRS 158.445; KRS 160.290; KRS 160.445  
KRS 311.667; KRS 411.148

**RELATED POLICIES:**

03.14; 03.24; 05.2; 05.21; 05.41; 05.411; 05.42; 05.45; 05.47  
09.22; 09.221; 09.4 (entire section)

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LEGAL: THE 2013 GENERAL ASSEMBLY ENACTED A NEW SECTION OF KRS CHAPTER 158 TO ESTABLISH NEW REQUIREMENTS FOR LOCKDOWN DRILLS AND PROCEDURES.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

SCHOOL FACILITIES

05.411

### **Building Lockdowns**

#### **DEFINITION**

*Building lockdown* means to restrict the mobility of building occupants to maintain their safety and care.

#### **ANNUAL PRACTICES**

A building lockdown practice shall be implemented at least once each trimester during each school year. One (1) lockdown drill shall to be held during the first thirty (30) instructional days of the school year and another in January. As directed by the Superintendent, the Principal or other building supervisor shall document that the practice has occurred.

#### **PROCEDURE REQUIRED**

The school council or, if none exists, the Principal shall establish procedures to perform a building lockdown, including protective measures to be taken during and immediately following the lockdown. Local law enforcement agencies shall be invited to assist in establishing lockdown procedures. Each school year, the school shall provide appropriate notice of building lockdown procedures to students, parents, guardians, certified staff, and classified staff.

#### **REFERENCES:**

KRS 158.164  
A New Section of KRS Chapter 158

#### **RELATED POLICY:**

05.4

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LEGAL: THE 2013 GENERAL ASSEMBLY ENACTED A NEW SECTION OF KRS CHAPTER 158 TO ESTABLISH NEW REQUIREMENTS FOR SEVERE WEATHER DRILLS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

## SCHOOL FACILITIES

05.42

### **Severe Weather/Tornado Drills**

#### **PROCEDURE SYSTEM**

To maintain the safety and care of students and employees, a severe weather/tornado emergency procedure system shall be established to include, but not be limited to, the following components:

1. A school building disaster plan that provides for a drop procedure and safe area evacuation practices;
2. Designation of a safe zones area for each facility that have been reviewed by local fire marshal or fire chief as part of the school emergency planning process and posted in each room of the school;
3. Protective measures to be taken before, during, and following a severe weather/tornado; and
4. Training of staff and students in the system, including use of a drop procedure.

#### **TIMES FOR DRILLS**

Severe weather/Tornado and safe area evacuation drills are to be held during the first full month/thirty (30) instructional days of the school year and in February, March, and April/January. Designated safety areas/school primary and secondary evacuation routes and the route thereto are to be posted in all classrooms and other areas where students assemble by any doorway used for evacuation.

#### **IMPLEMENTATION**

The Principal is responsible for implementing this policy.

#### **REFERENCES:**

A New Section of KRS Chapter 158  
KRS 158.163

#### **RELATED POLICY:**

05.4

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LEGAL: KRS 527.070 (3) REFLECTS THAT POLICE AND PEACE OFFICERS ARE EXCEPTED FROM THE GENERAL BAN ON WEAPONS ON SCHOOL GROUNDS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## SCHOOL FACILITIES

05.48

### Weapons

This policy applies to students, staff members, and visitors to the school.

#### **WEAPONS PROHIBITED**

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited.<sup>3</sup>

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent, who shall determine if charges for expulsion from the District schools should be filed under Policy 09.435. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- Law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, or District employees in sworn positions are authorized to bring weapons onto school property in performance of their duties.

#### **FEDERAL REQUIREMENTS REGARDING STUDENTS**

The penalty for students possessing a firearm at school or bringing a firearm or other deadly weapon, destructive device, or booby trap device<sup>1</sup> to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by-case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile delinquency system.<sup>2</sup>

Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun-Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.<sup>1</sup>

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**Weapons****STATE POSTING REQUIREMENTS**

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.<sup>12</sup>

The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

**STATE REPORTING REQUIREMENTS**

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event.

For state reporting purposes, a deadly weapon shall be defined as:

1. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife other than an ordinary pocket knife or hunting knife;
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

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Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

**ENFORCEMENT**

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

**REFERENCES:**

<sup>1</sup>KRS 527.0720; KRS 158.150; 20 U.S.C. §7141 (Gun-Free Schools Act)

18 U.S.C. §921(a)

<sup>2</sup>KRS 527.070; KRS 500.080

<sup>3</sup>KRS 237.106

KRS 158.150; KRS 158.154

KRS 158.155; KRS 160.290; KRS 160.340; KRS 161.790

KRS 237.106; KRS 237.110; KRS 500.080

KRS 508.075; KRS 508.078; KRS 527.020

Individuals with Disabilities Education Improvement Act (IDEA)

Section 504 of the Rehabilitation Act of 1973, as amended

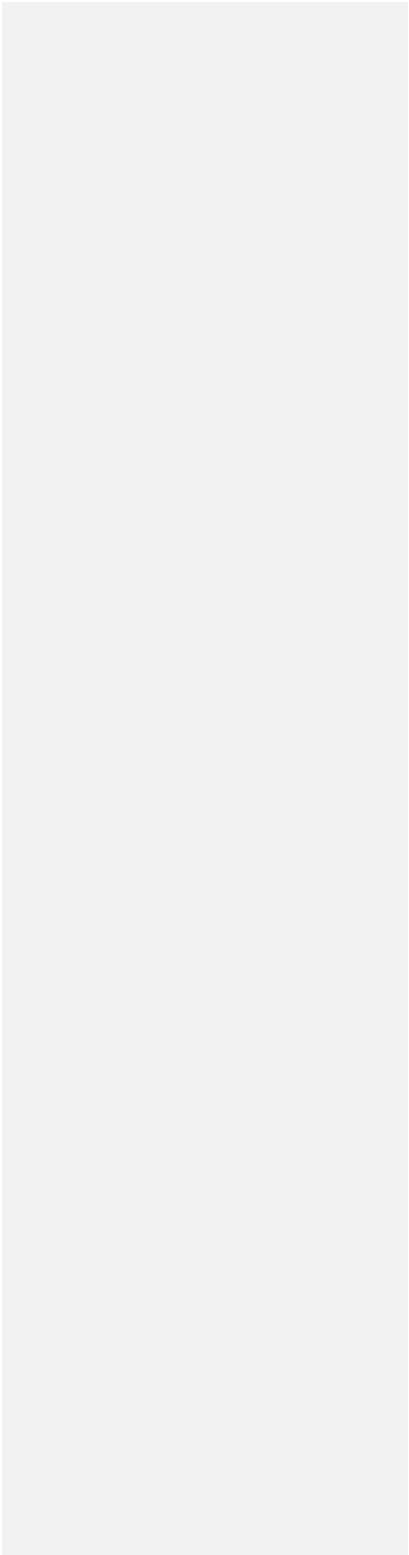
SCHOOL FACILITIES

05.48  
(CONTINUED)

**Weapons**

**RELATED POLICIES:**

09.435; 09.436; 09.4361



**School-Sponsored Trips and Extra-Curricular Transportation**

(See Policy 09.36.)

School vehicles may be used for school sponsored trips upon the prior approval of the Principal when not disruptive to the regular transportation of pupils.

**ATHLETICS**

The Principal shall be responsible for meeting the transportation needs of athletic teams and maintaining compliance with 20 USC Section 1681 (Title IX) as specified by the Kentucky High School Athletic Association (KHSAA).

**EXTRA-CURRICULAR TRANSPORTATION**

The Kenton County Board of Education offers a broad range of sports and extracurricular activities to students at the elementary, middle and high school levels. This broad range of activities places constraints on the ability of the District to provide transportation for all these activities at all times. The purpose of this policy is to provide guidance to principals, athletic directors, coaches, extracurricular sponsors and parents regarding the availability of transportation provided by the Board.

The following guidelines shall apply unless a waiver is sought from and granted by the Superintendent:

- 1)Elementary School Extracurricular Events:
  - a.Parents shall be solely responsible for providing transportation to Elementary Level extracurricular activities.
- 2)Middle School Extracurricular Events:
  - a.Parents shall be solely responsible for providing transportation to Middle School Level extracurricular activities.
- 3)High School Extracurricular Events:
  - a.Transportation will be available to all High School athletic teams and bands. Each High School will have assigned busses and assigned drivers specifically for this purpose.
  - b.Athletic Directors, with support of the transportation department, will schedule all transportation as reflected by the season schedules.
  - c.Parents will be informed seasonally about all transportation arrangements.
    - i.Coaches and Athletic Directors are expected to actively communicate with parents and monitor the implementation of this policy.
    - ii.When transportation is not provided by the District, parents shall drive their own children or may grant permission and arrange for another parent to drive their child. All approved paperwork must be completed in advance of the season.
    - iii.Students are not to drive themselves or other students to school-sponsored games, matches, meets or extracurricular competitive events.
    - iv.Parents may provide written consent in advance for students to transport themselves **ONLY** to off campus practice. Note: it is understood that students are not to transport other students under any circumstances to any off campus practice.
- 4)Summer camps, special events and other activities:
  - a.Parents shall be solely responsible for providing transportation to summer camps and any other special events or activities not covered elsewhere in this policy.

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TRANSPORTATION

06.35  
(CONTINUED)

**School-Sponsored Trips and Extra-Curricular Transportation**

**RELATED POLICY:**

09.31  
09.36  
20 USC 1681 (Title IX)  
Kentucky High School Athletic Association (KHSAA)

RECOMMENDED: PER REVISED 704 KAR 3:340, THE STATE WILL NO LONGER ISSUE A COMMONWEALTH DIPLOMA AFTER THE CURRENT (2012-2013) SCHOOL YEAR. HOWEVER, DISTRICTS HAVE THE OPTION TO CONTINUE TO AWARD A LOCAL COMMONWEALTH DIPLOMA AT DISTRICT EXPENSE. PER REVISED 704 KAR 3:305 AND AT STUDENT REQUEST, THE DISTRICT HAS THE OPTION TO AWARD AN ALTERNATIVE HIGH SCHOOL DIPLOMA TO FORMER STUDENTS WHO RECEIVED A CERTIFICATION OF ATTAINMENT AT TIME OF GRADUATION FROM THE DISTRICT.

THESE CHANGES ARE NOT REQUIRED BY LAW.

LEGAL: THE 2013 GENERAL ASSEMBLY ENACTED KRS 158.142 TO ALLOW STUDENTS TO EARN AN EARLY GRADUATION SCHOLARSHIP CERTIFICATE BEGINNING WITH THE 2014-2015 SCHOOL YEAR.

FINANCIAL IMPLICATIONS: IF THE DISTRICT AWARDS A LOCAL COMMONWEALTH DIPLOMA, ALL COSTS WILL BE ABSORBED BY THE DISTRICT.

CURRICULUM AND INSTRUCTION

08.113

### **Graduation Requirements**

In accordance with 704 KAR 3:305 and Kenton County School District policy and in support of student development goals set out in KRS 158.6451 and the Kentucky Academic Expectations, students must complete the required minimum number of units, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from a Kenton County High School with a Traditional Diploma.

All required courses shall include content contained in the Kentucky Core Academic Standards, and electives shall address academic and career interest standards-based learning experiences, including four (4) credits in an academic or career interest based on the student's individual learning plan.

Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school.

The following graduation requirements must be met:

<b>KENTUCKY HIGH SCHOOL GRADUATION REQUIREMENTS *BEGINNING WITH THE CLASS OF 2015</b>		
<b>SUBJECT</b>	<b>CREDITS</b>	<b>COURSES</b>
Language Arts	4	English I, II, III, IV (To include the content strands of reading, writing, speaking, listening, observing, inquiry, conventions, analysis, and using technology as a communication tool. Language Arts shall be taken each year of high school.)
Social Studies	3	Credits to include the content strands of historical perspective, including U.S. History, Geography, Economics, Government and Civics, and Cultures and Societies.
Mathematics	3	Algebra I, Geometry and Algebra II (An integrated, applied, interdisciplinary or technical/occupational course that prepares a student for a career path based on the student's Individual Learning Plan may be substituted for a traditional Algebra I, Geometry or Algebra II course on an individual student basis if the course meets the content standards in the <u>Kentucky Core Academic Standards</u> . Pre-Algebra shall not be counted as one of the three required Mathematics credits for high school graduation but may be counted as an elective.) Mathematics shall be taken each year of high school.
Science	3	Credits shall incorporate lab-based scientific investigation experiences and include the content strands of biological science, physical science, earth and space science, and unifying concepts.
Health	1/2	Credit to include the content strands of individual well-being, consumer decision, personal wellness, mental wellness, and community services

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**Graduation Requirements**

<b>KENTUCKY HIGH SCHOOL GRADUATION REQUIREMENTS *BEGINNING WITH THE CLASS OF 2015</b>		
<b>SUBJECT</b>	<b>CREDITS</b>	<b>COURSES</b>
Physical Education	1/2	Credit to include the content strands of personal wellness, psychomotor, and lifetime activity
Visual and Performing Arts	1	History and appreciation of Visual and Performing Arts or a Performing Arts course which incorporates such content (Credit to include the content strands of arts, dance, music, theatre, and visual arts or a standards-based specialized arts course based on the student's Individual Learning Plan.)
Electives	7	Academic and career interest standards-based learning experiences (to include four (4) standards-based learning experiences in an academic or career interest based on the student's Individual Learning Plan; and Demonstrated performance-based competency in technology.) 1 of which must be a math elective
Total	22	

**PRE-COLLEGE CURRICULUM REQUIREMENTS**

In order to meet state pre-college curriculum requirements, in addition to the SBDM guidelines and state required courses, students must complete two (2) credits in foreign language. These credits may be taken in place of two (2) required electives.

**COMMONWEALTH DIPLOMA REQUIREMENTS**

A Commonwealth Diploma shall be issued to each student who successfully completes and meets the requirements of the Commonwealth Diploma Program, as specified in 704 KAR 3:340. This program is based upon support from the Kentucky Department of Education. In addition to the requirements for SBDM and the state, students earning the commonwealth must successfully complete:

- Successful completion of at least 22 approved units of credit, including all the minimum unit requirements for high school graduation set forth in 704 KAR 3:305 or as specified by the local Board of Education.
- Successful completion of all minimum requirements of the pre-college preparation curriculum
- Successful completion (i.e., receiving a grade of "C" or its equivalent) in 4 AP/IB courses in the areas of English, Science/Mathematics, Foreign Language, and Elective (to see a list of courses that fall in these areas see the Student Checklist).
- Successful completion of 3 AP/IB exams in at least 3 of the four required AP/IB course areas, English, Science/Mathematics, Foreign Language, and Elective.

In addition to a Commonwealth Diploma, students will also be awarded the regular high school diploma they have earned according to the school SBDM requirements.

Any Kenton County High School *may substitute an integrated, applied, interdisciplinary or higher level course for any of the required courses* if the alternative course provides rigorous content and addresses the same applicable components of 703 KAR 4:060. If a substitution is made, the high school *must provide the Board a written rationale and course description to be filed at the Board Office and with the Kentucky Department of Education.*

The Board-approved Student Handbook/Course Description for each high school should contain complete details of all courses offered.

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**Graduation Requirements****PERFORMANCE-BASED CREDITS**

In addition to Carnegie units, students may earn credit toward high school graduation through the District's standards-based, performance-based credit system that complies with requirements of Kentucky Administrative Regulation. Procedures for the developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;

Performance-based credit may be earned while the student is still "in school," but the instructional setting will look different from a traditional "seat time" environment.

2. Performance descriptors and their linkages to State content standards and academic expectations;

At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.

3. Assessments and the extent to which state-mandated assessments will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's individual learning plan. Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

The Board **requires enrollment for eight (8) semesters or the equivalent** for all high school students. (For an exception, see section about the early high school graduation program.)

**ALTERNATIVE HIGH SCHOOL DIPLOMA**

Students eligible for an Alternative High School Diploma will participate in graduation ceremonies during the same school year in which they complete their program or reach twenty-one (21) years of age.

**PARTICIPATION IN GRADUATION EXERCISES**

No student shall be permitted to participate in graduation ceremonies until all graduation requirements have been fulfilled, as determined by the Principal.

**KENTON COUNTY BASIC DIPLOMA (STATE MINIMUM)**

In Kenton County, it is expected that all students will be enrolled for eight (8) semesters of high school. This expectation will also apply for Basic Diploma students. Enrollment may include one (1) or a combination of the following: regular classroom instruction, alternative classroom instruction, on-line credit recovery or cooperative work experience placements. Exceptions to the eight (8) semester rule will only be considered if the class with which he/she entered public school has graduated.

**Graduation Requirements****KENTON COUNTY BASIC DIPLOMA (STATE MINIMUM) - CONTINUED**

As noted above, a student must meet or exceed all credits in the prescribed domains and meet or exceed all SBDM requirements to be granted a traditional Diploma from one of the high schools in Kenton County. While it is anticipated that all students will meet this standard, the Board recognizes there may be extenuating circumstances that prevent some students from successfully completing all the standards. In an effort to meet the needs of the total student population, students meeting the following criteria may apply for a Kenton County Basic High School Diploma that meets the State minimum requirements as set forth in 704 KAR 3:305 and described above.

1. Receive their Principal's recommendation for participation in the program
2. Review all SWS/Alternative School options
3. Enrolled in a Kenton County high school for two (2) semesters

**ALIGNMENT OF GRADUATION REQUIREMENTS WITH GOALS AND EXPECTATIONS**

The high school council shall provide the Board by July 15 of each year with a written description/matrix of any changes in how each course addresses goals set out in KRS 158.6451 (1) and the academic expectations incorporated by reference in 703 KAR 004:060. The council shall determine the process for developing the descriptions, which shall be presented for Board review and comment.

**OTHER PROVISIONS**

Upon request and approval of the Board, District high schools may offer different diploma programs.

The Board, Superintendent, Principal, or teacher may award special recognition to students. In addition, the Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

Consistent with the District's graduation practices for all students, an alternative High school diplomas shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.<sup>3</sup>

Beginning with the 2014-2015 school year, students who complete an early high school graduation program and meet all applicable legal requirements shall be awarded an Early Graduation Scholarship Certificate. Students planning to complete an early graduation program shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known.<sup>4</sup>

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**Graduation Requirements****MIDDLE SCHOOL CREDIT**

With Board approval, high school credit may be awarded for courses taken at the middle school level if the following criteria are met:

- Teachers with secondary certification with the appropriate content specialization teach proposed middle school courses.
- The student demonstrates mastery of middle school level content as specified in the Kentucky Core Academic Standards and criteria are in place to make reasonable determination that the middle school students are capable of success in the high school course.
- The content of the course offered at the middle school level is the same as that defined in the Kentucky Core Academic Standards for the high school course.

In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.<sup>2</sup>

**DIPLOMAS FOR VETERANS**

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who did not complete high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>KRS 40.010

<sup>2</sup>KRS 158.622

<sup>3</sup>KRS 156.160; KRS 156.070; 704 KAR 3:305; 20 U.S.C. sec. 1414

<sup>4</sup>KRS 158.142

KRS 158.140; 704 KAR 7:140

KRS 158.645

KRS 158.6451; KRS 158.860

13 KAR 2:020

702 KAR 7:125; 703 KAR 4:060

704 KAR 3:303; 704 KAR 3:305; 704 KAR 3:340

OAG 78-348; OAG 82-386

Kentucky Core Academic Standards

**RELATED POLICIES:**

08.1131; 08.14, 08.22

09.126 (re requirements/exceptions for students from military families)

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LEGAL: 704 KAR 7:150 HAS BEEN REPEALED. STUDENTS WHO DROP OUT AND STILL CHOOSE TO EARN A GED MAY DO SO THROUGH KENTUCKY ADULT EDUCATION OR KENTUCKY EDUCATIONAL TELEVISION. THE SECONDARY GED PROGRAM WILL BE DISCONTINUED AFTER THE 2013-14 SCHOOL YEAR.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## CURRICULUM AND INSTRUCTION

08.4

### **Adult/Community Education**

#### **OPERATION OF PROGRAM**

The Board authorizes the Superintendent or designee to plan and operate an educational program based on the needs and interests of adults and youth in the community.

The Board may establish an adult education program to provide basic skills, career and technical training and/or to prepare for meeting equivalency requirements. The Board also may enter into an agreement with the Council on Postsecondary Education to establish an external diploma program.

The conduct of adult/community education programs and determination of eligibility for participation in the GED program shall be consistent with requirements established by applicable statutes and administrative regulations, including, but not limited to, those addressing minimum age requirements, enrollment status and GED test readiness.

#### **SECONDARY GED PROGRAM**

Through the end of the 2013-14 school year and Pprovided prior approval has been secured from the Kentucky Department of Education, the District may establish a Secondary GED Program. Implementation of the program shall comply with Kentucky Administrative Regulation.<sup>1</sup>

#### **SCHOOL FACILITIES**

The Board authorizes the use of school facilities for conducting such programs and further authorizes the acceptance of other agency funds for the operation of such programs.

#### **REFERENCES:**

<sup>1</sup>704 KAR 7:150  
KRS 151B.125  
KRS 160.155; KRS 160.156; KRS 160.157  
785 KAR 1:010; 785 KAR 1:130

#### **RELATED POLICIES:**

05.3  
05.31

RECOMMENDED: THE 2013 GENERAL ASSEMBLY AMENDED KRS 159.010 TO ALLOW DISTRICTS TO SET THE DROPOUT AGE AT 18 EFFECTIVE WITH THE 2015-2016 SCHOOL YEAR. DISTRICTS THAT CHOOSE THIS OPTION SHALL BE REQUIRED TO CERTIFY WITH THE KENTUCKY DEPARTMENT OF EDUCATION THAT THEY HAVE OR WILL HAVE PROGRAMS IN PLACE TO MEET THE NEEDS OF POTENTIAL DROPOUTS.

THIS CHANGE IS NOT REQUIRED BY LAW AT THIS TIME. HOWEVER, ONCE 55% OF ALL SCHOOL BOARDS ADOPT SUCH A POLICY, ALL DISTRICTS MUST COMPLY WITHIN FOUR (4) YEARS.

FINANCIAL IMPLICATIONS: ADDITIONAL PROGRAMS FOR STUDENTS AT RISK OF DROPPING OUT MAY REQUIRE ADDITIONAL STAFFING AND RESOURCES.

STUDENTS

09.111

### **Transfers and Withdrawals**

#### **TEACHER TO ASCERTAIN REASON**

When a pupil of compulsory school age withdraws from school, the teacher of the pupil shall ascertain the reason.<sup>1</sup>

#### **REPORT TO DPP**

The teacher shall immediately report the withdrawal and the reason for it to the Superintendent's office (Director of Pupil Personnel).

#### **CHANGE OF RESIDENCE**

If the child has withdrawn because of residence, the next residence shall be ascertained and included in the report. The District shall notify the Kentucky Department of Education when a new student enrolls.<sup>1</sup>

#### **MISSING CHILDREN**

The Director of Pupil Personnel shall notify the Justice Cabinet of any request for the records of a student who has been flagged as missing.<sup>1</sup>

#### **PERMISSION REQUIRED**

Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate his/her education prior to graduation, s/he shall comply with the requirements of KRS 159.010.

A written permission for withdrawal shall be required from the parent, guardian, or other person residing in the state and having custody or charge of the student before the unmarried student may withdraw.

No written permission for withdrawal shall be required after the student's eighteenth (18th) birthday.<sup>2</sup>

Beginning with the 2015-2016 school year, students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.<sup>2</sup>

#### **FOLLOW-UP BY DISTRICT PERSONNEL**

Within three (3) months of the date of a student's withdrawal from school, District personnel designated by the Superintendent shall contact each student between the ages of sixteen (16) and eighteen (18) who has withdrawn from school to encourage reenrollment in a regular, alternative, or GED preparation program. If the student does not reenroll at that time, personnel shall make at least one (1) more attempt toward reenrollment of the student before the beginning of the next school year.<sup>2</sup>

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STUDENTS

09.111  
(CONTINUED)

**Transfers and Withdrawals**

**REFERENCES:**

<sup>1</sup>KRS 159.170; KRS 158.032

<sup>2</sup>KRS 159.010; KRS 159.020

**RELATED POLICY:**

09.122

LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 157.350 TO ALLOW DISTRICTS ENROLLING CHILDREN OF NONRESIDENT EMPLOYEES TO RECEIVE ADA FUNDS. THE REVISED STATUTE ALLOWS THE DISTRICT TO RECEIVE ADA FOR THE EMPLOYEE'S CHILD, WITHOUT THE NECESSITY OF A RECIPROCAL WRITTEN AGREEMENT.  
FINANCIAL IMPLICATIONS: THE DISTRICT SHOULD REVIEW RAMIFICATIONS OF THE AMENDED LAW IN REFERENCE TO EXISTING RECIPROCAL AGREEMENTS.

STUDENTS

09.12

### **Admissions and Attendance**

#### **RESIDENCE DEFINED**

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. All other pupils shall be classified as nonresidents for school purposes.<sup>1</sup>

Upon request, parents shall be required to furnish school officials with proof of legal residency. Legal guardianship must be documented by an order from the County Circuit Court.

#### **HOMELESS CHILDREN AND YOUTH**

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficient).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth. The District liaison must provide public notice of the educational rights of homeless children in places where they receive services.<sup>2</sup>

#### **IMMIGRANTS**

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

#### **NONRESIDENTS**

Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.<sup>3</sup> Nonresident students shall be withdrawn from District schools upon discovery of any false or misleading information included in an application for admission.

Written nonresident pupil contract information shall be kept on file at both the attending and resident districts.

#### **TRANSFER OF ADA**

Nonresident pupils may be admitted to the District schools upon payment of tuition and/or transfer of the pupil's average daily attendance as defined under Kentucky's public fund.<sup>4 & 5</sup> Out-of-state residents are responsible for payment of an amount equal to the SEEK allocation.

**Admissions and Attendance****EMPLOYEES' CHILDREN**

Upon written application of the parent/guardian, students whose parent/guardian resides outside of the District and whose parent/guardian is a full-time employee of the District may be admitted with permission of the Superintendent/designee. Contingent on the District receiving ADA as provided by law, the tuition for these students shall be waived, provided their district of residence signs a contract to transfer the ADA to the Board. Out-of-state residents are responsible for payment of an amount equal to the SEEK allocation.

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**EXPULSED/CONVICTED STUDENTS**

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.<sup>6</sup>

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board for expulsion cases and before the Superintendent or designee for suspension cases.

**NON-IMMIGRANT FOREIGN STUDENTS**

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.



**Admissions and Attendance****EXCHANGE STUDENTS**

The District shall regulate the admission and participation of exchange students in the District's educational programs. Only exchange students who participate in programs officially recognized by the Board shall be accepted. The District retains the right to maintain an equitable distribution of exchange students among the high schools.

**OTHER**

For further information concerning students who move out of the District during the school year, refer to Policy 09.124

For further information concerning students attending a school outside their residential attendance zone, refer to Policy 09.11.

**REFERENCES:**

- <sup>1</sup>KRS 159.010; OAG 78-64; OAG 91-171
- <sup>2</sup>42 U.S.C. 11431 et seq. (McKinney-Vento Act)
- <sup>3</sup>KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602
- <sup>4</sup>KRS 157.320
- <sup>5</sup>702 KAR 7:125
- <sup>6</sup>KRS 158.155; KRS 157.330, KRS 158.150
- KRS 157.350
- 704 KAR 7:090; Public Law 104-208
- P. L. 107-110 (No Child Left Behind Act of 2001)
- 8 U.S.C. Sections 1101 and 1184; 8 C.F.R. Section 214; 22 CFR §62.25
- Plyler v. Doe*, 457 U.S. 202 (1982)
- Equal Educational Opportunities Act of 1974 (EEOA)

**RELATED POLICIES:**

- 09.11, 09.123, 09.124, 09.125, 09.211
- 09.126 (re requirements/exceptions for students from military families)

LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 157.3175 TO ALLOW CHILDREN WHO ARE FOUR (4) BY AUGUST 1, BEGINNING IN 2017, TO ENTER PRESCHOOL IF THEY ARE AT RISK OF EDUCATIONAL FAILURE.  
FINANCIAL IMPLICATIONS: COST OF ADDITIONAL RESOURCES IF MORE STUDENTS ARE ELIGIBLE TO ATTEND.

STUDENTS

09.121

### **Entrance Age**

#### **PRESCHOOL**

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled or as exceptional, and who is three (3) or four (4) years of age, or who may become five (5) years of age after October 1 of the current year, shall be eligible for a free and appropriate preschool education and related services.<sup>1</sup>

Children at risk of educational failure who are four (4) by October 1 may enter preschool. All other four (4) year old children may be served to the extent placements are available.<sup>2</sup> Beginning in 2017, children at risk of educational failure who are four (4) by August 1 may enter preschool.

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#### **PRIMARY SCHOOL**

A child who becomes five (5) by October 1 may enter the entry level of primary school (kindergarten). A child who becomes six (6) by October 1 shall attend public schools unless s/he qualifies for an exemption as provided by law.<sup>3</sup> A child must be six years of age by October 1 to enter second year primary. Placement of students within the school's instructional program shall be determined in compliance with school council policies.

Beginning with the 2017-2018 school year, the following provisions shall apply:

- A child who becomes five (5) by August 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.031. A child who becomes six (6) by August 1 shall attend public school unless s/he qualifies for an exemption as provided by law.
- A child who is six (6) years of age, or who may become six (6) years of age by August 1, shall attend public school or qualify for an exemption as provided by KRS 159.030.<sup>2</sup>

#### **EARLY ENTRANCE PRIMARY ONE (P1) PROGRAM (KINDERGARTEN)**

Students who turn five (5) years of age between October 2nd and December 31st will be eligible to enroll in the Early Entrance Primary One (P1) program, provided: (1) cost, is paid by the student's guardian; and (2) criteria established by the Board are met. Application for early entrance testing must be made, in writing, prior to June 15 of the proposed entry school year.

Successful completion of Early Entrance Primary One (P1) is the prerequisite into Primary Two (P2).

To equalize costs, both full-day programs and half-day programs are assessed at the same level. This cost is equal to half of the current school year SEEK formula amount.

#### **CRITERIA FOR EARLY ENTRANCE (P1)**

Parents/guardians may petition the Board to allow their child to enter school earlier than permitted under statutory age requirements. On receipt of a petition, the District shall conduct an evaluation process to help determine a student's readiness to engage in and benefit from early entry to school. Criteria for early entrance include:

1. A score at or above the 95th percentile on Developmental Indicators for the Assessment of Learning (DIAL-III);

**Entrance Age****CRITERIA FOR EARLY ENTRANCE (P1) (CONTINUED)**

2. Dynamic Indicators of Basic Early Literacy (DIBELS) performing at or above local grade level norms;
3. Scores on standardized intelligence test, behavior rating scales, and standardized achievement test at or above the 95th percentile; and,
4. Considerations may include availability of space and funding.

**EARLY ENTRANCE PRIMARY TWO (P2) PROGRAM (FIRST GRADE)**

Students who turn six (6) years of age between October 2nd and December 31st who have not participated in the Early Entrance Primary One (P1) Program will be eligible to enroll in the Early Entrance Primary Two (P2) Program, provided: (1) criteria established by the Board are met; and (2) candidates have successfully completed a Kindergarten program. Application for early entrance testing must be made, in writing, prior to June 15 of the proposed entry school year.

**CRITERIA FOR EARLY ENTRANCE (P2)**

Criteria for early entrance include:

1. Dynamic Indicators of Basic Early Literacy (DIBELS) performing at or above local grade level norms;
2. Scores on standardized intelligence test, behavior rating scales, and standardized achievement test at or above the 95th percentile; and,
3. Committee determination.

**PROOF OF AGE**

Upon enrollment for the first time in any elementary or secondary school, a student or student's parent shall provide:

- A certified copy of the student's birth certificate, or
- Other reliable proof of the student's identity and age with an affidavit explaining the inability to produce a copy of the birth certificate.<sup>4</sup>

**HEALTH RECORDS**

Before enrolling in any District, the new student must present a current Kentucky immunization certificate (properly signed and dated by a physician), a physical examination form (performed no earlier than twelve months prior to the date of enrollment), and a vision examination performed by an optometrist or ophthalmologist.

**REFERENCES:**

<sup>1</sup>KRS 157.3175

<sup>2</sup>KRS 158.030

<sup>3</sup>KRS 157.226; KRS 159.030

<sup>4</sup>KRS 158.032; KRS 158.035; KRS 214.034

KRS 158.140; KRS 158.990; KRS 159.010

704 KAR 5:070

702 KAR 1:160; OAG 85-55; OAG 82-408

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STUDENTS

09.121  
(CONTINUED)

**Entrance Age**

**RELATED POLICY:**

09.126 (re requirements/exceptions for students from military families)

RECOMMENDED: THE 2013 GENERAL ASSEMBLY AMENDED KRS 159.010 TO ALLOW DISTRICTS TO SET THE DROPOUT AGE AT 18 EFFECTIVE WITH THE 2015-2016 SCHOOL YEAR. DISTRICTS THAT CHOOSE THIS OPTION SHALL BE REQUIRED TO CERTIFY WITH THE KENTUCKY DEPARTMENT OF EDUCATION THAT THEY HAVE OR WILL HAVE PROGRAMS IN PLACE TO MEET THE NEEDS OF POTENTIAL DROPOUTS.

THIS CHANGE IS NOT REQUIRED BY LAW AT THIS TIME. HOWEVER, ONCE 55% OF ALL SCHOOL BOARDS ADOPT SUCH A POLICY, ALL DISTRICTS MUST COMPLY WITHIN FOUR (4) YEARS.

FINANCIAL IMPLICATIONS: ADDITIONAL PROGRAMS FOR STUDENTS AT RISK OF DROPPING OUT MAY REQUIRE ADDITIONAL STAFFING AND RESOURCES.

STUDENTS

09.122

### **Attendance Requirements**

#### **COMPULSORY ATTENDANCE**

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and sixteen (16), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned. Beginning with the 2015-2016 school year, students between the ages of six (6) and eighteen (18) shall enroll and be in regular attendance in the schools to which they are assigned and shall be subject to compulsory attendance.<sup>1</sup>

Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate education prior to graduation, s/he shall confer with the Principal or designee, and s/he shall secure written permission from her/his parents, guardian, or other person residing in the state and having custody or charge of the student.<sup>1</sup> (See Board Policy 09.111.)

#### **EXEMPTIONS FROM COMPULSORY ATTENDANCE**

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.<sup>2</sup>

#### **PHYSICIAN'S STATEMENT REQUIRED**

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.<sup>2</sup>

#### **EXCEPTIONS TO PRESENCE AT SCHOOL**

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional,<sup>2</sup> or court-ordered instruction in another setting.

**Attendance Requirements****EXCEPTIONS TO PRESENCE AT SCHOOL (CONTINUED)**

2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.<sup>3</sup>
3. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.<sup>4</sup> (See policy 09.36)
4. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.<sup>4</sup>
5. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.<sup>4</sup>
6. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.<sup>5</sup>

**REFERENCES:**<sup>1</sup>KRS 159.010; OAG 85-55<sup>2</sup>KRS 159.030<sup>3</sup>KRS 159.035; OAG 79-68, OAG 79-539, OAG 87-40; OAG 97-26<sup>4</sup>702 KAR 7:125<sup>5</sup>KRS 158.070

KRS 158.240

KRS 159.180; KRS 159.990

**RELATED POLICIES:**

08.131; 08.1312

09.111; 09.123; 09.36

LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 157.350 TO ALLOW DISTRICTS ENROLLING CHILDREN OF NONRESIDENT EMPLOYEES TO RECEIVE ADA FUNDS. THE REVISED STATUTE ALLOWS THE DISTRICT TO RECEIVE ADA FOR THE EMPLOYEE'S CHILD, WITHOUT THE NECESSITY OF A RECIPROCAL WRITTEN AGREEMENT.  
FINANCIAL IMPLICATIONS: THE DISTRICT SHOULD REVIEW RAMIFICATIONS OF THE AMENDED LAW IN REFERENCE TO EXISTING RECIPROCAL AGREEMENTS.

STUDENTS

09.124

### **Tuition**

#### **FEE TO BE CHARGED**

According to a schedule recommended by the Superintendent and adopted by the Board annually, the Board shall charge a fee for each student attending its schools whose parent, guardian or legal custodian is not bona fide resident of the District<sup>1</sup> or a full-time employee of the District.

If the student's district of residence does not release ADA funds, or if the student lives out of state, the tuition fee shall also include the ADA amount.

#### **WHEN STUDENTS MOVE**

When a student's parents move out of the District, the student may continue to attend the District school during the current grading period without tuition charge. Students who move out of the District with more than a full grading period remaining in the year shall be required to transfer to a school in their new district of residence or pay tuition.

Failure by the student or parent/guardian to notify the school that the student has moved outside the District or is fraudulently attending the school shall result in the forfeiture of attendance privileges, effective on the date school officials become aware of the situation.

#### **EMPLOYEES' CHILDREN**

With permission of the Superintendent, full-time employees who live outside the District may enroll their children in District schools without a tuition charge, contingent on the District receiving ADA as provided by law provided their district of residence signs a contract to transfer ADA to the Board or the employee pays the monetary equivalent.

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#### **STUDENTS WITH DISABILITIES**

For information concerning nonresident students requiring special educational services, refer to the Board-approved policy and procedures manual for students with disabilities. The District shall not discriminate against students with disabilities in accordance with Section 504 and Title II of the Americans with Disabilities Act.

#### **REFERENCES:**

<sup>1</sup>KRS 158.120  
237 S.W. 2D 65 (1951), OAG 80-47, OAG 91-75  
KRS 157.350, KRS 158.135, 702 KAR 7:125

#### **RELATED POLICIES:**

09.12, 09.125  
09.126 (re requirements/exceptions for students from military families)

RECOMMENDED: CHANGES REFLECT RELEASE OF RECORDS AS ALLOWED BY THE RECENTLY ENACTED UNINTERRUPTED SCHOLARS ACT (20 U.S.C. 1232G(B)(1)(L) AND (2)(B)). CLARIFICATION ALSO IS PROVIDED CONCERNING NOTIFICATION OF PARENTS/STUDENTS ABOUT ISSUANCE OF A COURT ORDER OR SUBPOENA.

THIS CHANGE IS NOT REQUIRED BY LAW.

LEGAL: REQUIREMENTS FOR RELEASE OF STUDENT INFORMATION THAT IS PART OF OUTSOURCED SERVICES OR FUNCTIONS PROHIBIT DISCLOSURE OF THE INFORMATION TO ANY OTHER PARTY WITHOUT PRIOR WRITTEN CONSENT OF THE PARENT/ELIGIBLE STUDENT OR AS OTHERWISE AUTHORIZED BY LAW.

FINANCIAL IMPACT: NONE ANTICIPATED

STUDENTS

09.14

### **Student Records**

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

#### **PROCEDURE TO BE ESTABLISHED**

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure District compliance with applicable state and federal student record requirements.

#### **DISCLOSURE OF RECORDS**

Student records shall be made available for inspection and review to the parent/guardian(s) of a student or to an eligible student on request. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.<sup>1</sup>

Upon written request, parents, guardians, or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies of student records.

District personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the District discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the District may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized District personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the District an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.

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**Student Records****DISCLOSURE OF RECORDS (CONTINUED)**

- School officials (such as teachers, instructional aides, administrators) and other service providers (such as contractors, consultants, and volunteers used by the District to perform institutional services and functions) having a legitimate educational interest in the information.

District and school officials/staff may only access student record information in which they have a legitimate educational interest.

Contractors, consultants, volunteers, and other parties to whom the District has outsourced services or functions may access student records provided they are:

- Under the District's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

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**DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES**

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 CFR Part 99.35.

**DUTY TO REPORT**

If it is determined that the District cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the District must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

**DIRECTORY INFORMATION**

The Superintendent/designee is authorized to release Board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

The District allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.

Unless the parent/guardian or secondary school student requests in writing that the District not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

**SURVEYS OF PROTECTED INFORMATION**

The District shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

**Student Records****SURVEYS OF PROTECTED INFORMATION (CONTINUED)**

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Improvement Act of 2004.

**STUDENTS WITH DISABILITIES**

The District's special education policy and procedures manual shall include information concerning records of students with disabilities.

**JUVENILE COURT RECORDS**

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Principal shall then release the information as permitted by law. Only the Superintendent and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record.<sup>2</sup>

**RECORDS OF MISSING CHILDREN**

Upon notification by the Commissioner of Education of a child's disappearance, the District in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the District shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported as missing to the agency, institution, or individual making the request, the District shall notify the Justice Cabinet.

**COURT ORDER/SUBPOENA**

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. However, in compliance with FERPA, when a lawfully issued notice to the parent is not required when a court order or subpoena requires that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party, the District shall comply with that requirement. If the District receives such an order, the matter(s) may be referred to local counsel for advice.

STUDENTS

09.14  
(CONTINUED)

**Student Records**

**REFERENCES:**

<sup>1</sup>Section 152 of the Internal Revenue Code of 1986  
<sup>2</sup>KRS 158.153; KRS 610.320; KRS 610.340; KRS 610.345  
KRS 7.110; KRS 15A.067; KRS 158.032; KRS 159.160; KRS 159.250  
KRS 160.990; KRS 161.200; KRS 161.210;  
A New Section of KRS Chapter 600  
702 KAR 1:140; 702 KAR 3:220  
20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67  
20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98  
OAG 80-33; OAG 85-130; OAG 85-140; OAG 86-2; OAG 93-35  
Kentucky Family Educational Rights and Privacy Act (KRS 160.700; KRS 160.705  
KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730)  
Individuals with Disabilities Education Improvement Act of 2004  
Kentucky Education Technology System (KETS)  
P. L. 107-110, Sections 1061 and 9528 (No Child Left Behind Act of 2001)

**RELATED POLICIES:**

09.111; 09.12311; 09.43

LEGAL: THE RECENTLY REVISED ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS REQUIRES THAT FEES BE USED FOR THE PURPOSE FOR WHICH THEY WERE COLLECTED.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.15

### **Student Fees**

#### **INSTRUCTIONAL FEES**

Fees are to be used only for the purchase of resources directly related to the instructional program.

#### **BOARD APPROVAL REQUIRED**

All student fees and charges shall be adopted by the Board, including any student activity fees or membership dues. Approved fees shall remain in place until modified or removed by Board resolution.

Fees collected for a specific purpose shall be used for that purpose only.

#### **ADDITIONAL FEES**

Additional fees may be required in classes that use consumable items, for items which are to remain the student's property, and for use of school equipment.

#### **INABILITY TO PAY**

No child shall be denied full participation in any educational program due to an inability to pay for, or rent, necessary instructional resources.<sup>1</sup>

#### **WAIVER OF FEES**

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced price meals. At the beginning of the school year or at the time of enrollment all students who qualify shall be given clear and prominent written notice of the fee waiver provisions. The written notice of the fee waiver process shall include a form that parents may use to request waiver of fees. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.<sup>2</sup>

#### **REFERENCES:**

<sup>1</sup>KRS 158.108; 704 KAR 3:455

<sup>2</sup>KRS 160.330; 702 KAR 3:220

Accounting Procedures for Kentucky School Activity Funds

#### **RELATED POLICY:**

08.232

LEGAL: THIS LANGUAGE IS BEING ADDED TO CLARIFY THAT ALL MIDDLE AND HIGH PRINCIPALS, GUIDANCE COUNSELORS, AND TEACHERS MUST COMPLETE A MINIMUM OF TWO (2) HOURS OF SELF-STUDY REVIEW OF SUICIDE PREVENTION MATERIALS IN ADDITION TO THE TWENTY-FOUR (24) HOURS OF PROFESSIONAL DEVELOPMENT REQUIRED BY KRS 158.070.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.22

### **Student Health and Safety**

#### **PRIORITY**

Student health, welfare and safety shall receive priority consideration by the Board.

Rules and regulations on health and safety promulgated by the Kentucky Board of Education under Kentucky statute and by local and state boards of health relating to student safety and sanitary conditions shall be implemented in each school.

#### **HEALTH SERVICES TO BE PROVIDED**

In keeping with applicable legal requirements, only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students.

Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.<sup>1</sup>

If the delegation involves administration of medication, the District will maintain proof that the employee has completed the required training provided by the Kentucky Department of Education (KDE).

Employees to whom health service responsibilities have been delegated shall notify their immediate supervisor by April 15 of each year if they are not willing to perform the service(s) during the next school year.

#### **SAFETY PROCEDURES**

All pupils shall receive annual instruction in school bus safety.

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision and also shall identify measures to be taken in the event of a crisis situation.

#### **SUICIDE PREVENTION**

All middle and high school teachers, principals, and guidance counselors shall annually complete a minimum of two (2) hours of self-study review of suicide prevention materials.<sup>3</sup>

By September 1 of each school year, administrators shall provide suicide prevention awareness information to students in middle school grades and above, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.<sup>2</sup>

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STUDENTS

09.22  
(CONTINUED)

**Student Health and Safety**

**REFERENCES:**

<sup>1</sup>KRS 156.501; KRS 156.502; 702 KAR 1:160

<sup>2</sup>KRS 156.095

<sup>3</sup>KRS 158.070

KRS 156.160

KRS 158.836

702 KAR 5:030; 704 KAR 4:020

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**RELATED POLICY:**

09.2241

LEGAL: THE 2013 GENERAL ASSEMBLY AMENDED KRS 158.336 TO ALLOW CHILDREN OR DESIGNATED STAFF TO CARRY EPINEPHRINE AUTO-INJECTORS PROVIDED BY THE STUDENT'S PARENTS IF THE STUDENT HAS A DOCUMENTED LIFE-THREATENING ALLERGY AND AN INDIVIDUAL WRITTEN HEALTH PLAN IS IN PLACE FOR SAID STUDENT (WHICH MAY BE ADDRESSED THROUGH THE SECTION 504 OR IDEA PROCESS).

NOTE: IF A SCHOOL CONSIDERS ELECTING TO KEEP EPINEPHRINE AUTO-INJECTORS IN THE SCHOOL IN A MINIMUM OF TWO LOCATIONS FOR EMERGENCY USE AS "ENCOURAGED" BY THE STATUTORY AMENDMENT, THE DISTRICT MAY SEEK GUIDANCE FROM THE STATE OR LOCAL HEALTH DEPARTMENT OR LOCAL CLINICAL PROVIDER REGARDING HEALTH CARE PROTOCOLS. THE AMENDED LEGISLATION REQUIRES THE STATE HEALTH DEPARTMENT TO DEVELOP PROTOCOLS IN COLLABORATION WITH LOCAL HEALTH DEPARTMENTS OR CLINICAL PROVIDERS, SCHOOLS AND SCHOOL DISTRICTS TO ADDRESS AUTO-INJECTORS KEPT BY SCHOOLS. DISTRICTS MAY WANT TO AWAIT DEVELOPMENT OF THESE PROTOCOLS PRIOR TO DEVELOPMENT OF POLICY/PROCEDURE ADDRESSING MAINTENANCE OF SCHOOL PROVIDED AUTO-INJECTORS.

FINANCIAL IMPLICATIONS: ADDITIONAL TRAINING AND STAFF TIME.

STUDENTS

09.2241

### **Student Medication**

Pupils may take medicine which is brought from home once a completed authorization form from the parent/guardian and a signed authorization from the physician is on file, provided the conditions required by administrative procedures are met.

#### **SELF-ADMINISTRATION**

Under procedures developed by the Superintendent, students may be permitted to carry medication that has been prescribed or ordered by a physician to stay on or with the pupil due to a pressing medical need.

Provided the parent/guardian and physician files a completed authorization form each year as required by law and follows the procedures developed by the Superintendent, a student under treatment for certain chronic conditions may be permitted to self-administer medication.<sup>1</sup>

In accordance with KRS 158.836, students with a documented life-threatening allergy or designated staff shall be permitted to carry an epinephrine auto-injector in all school environments. The auto-injector shall be provided by the student's parent/guardian, and a written individual health care plan shall be in place for the student.<sup>2</sup>

Students shall not share any prescription or over-the counter medication with another student. Each year, the District shall notify students in writing of this prohibition and that violations shall result in appropriate disciplinary action, including but not limited to suspension or expulsion.

#### **REFERENCES:**

<sup>1</sup>KRS 158.834

<sup>2</sup>KRS 158.836

OAG 73-768

OAG 77-530

OAG 83-115

#### **RELATED POLICIES:**

09.22

09.224

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LEGAL: THE OFFICE OF CIVIL RIGHTS DIVISION OF THE UNITED STATES DEPARTMENT OF EDUCATION IS ADVISING SCHOOL DISTRICTS THAT UNDER THE DEPARTMENT'S SECTION 504 REGULATIONS, A SCHOOL DISTRICT IS REQUIRED TO PROVIDE A QUALIFYING STUDENT WITH A DISABILITY AN OPPORTUNITY TO BENEFIT FROM THE SCHOOL DISTRICT'S PROGRAM EQUAL TO THAT OF STUDENTS WITHOUT DISABILITIES. THIS REQUIREMENT EXTENDS TO STUDENT ACCESS TO STUDENT ACTIVITIES, FROM CLUBS TO ATHLETICS.

FINAL IMPLICATIONS: POSSIBLE ADDITIONAL COSTS FOR ACCOMMODATIONS AND PARALLEL ACTIVITIES.

STUDENTS

09.3

### **Student Activities**

#### **TO BE ENCOURAGED**

Student activities of an educational nature shall be encouraged and maintained, based upon the needs and interests of pupils.

In schools operating under SBDM, the council shall determine selection of extracurricular activities, as well as academic qualifications, attendance requirements, evaluation procedures, and supervision for these programs.

#### **CONTROL**

All school-sponsored student activities shall be under the direction of the Principal and faculty of the school, except that a nonfaculty coach or nonfaculty assistant may accompany students on athletic trips as provided in statute.<sup>1</sup>

The Principal may suspend a student's eligibility to participate in extracurricular and cocurricular activities, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation.<sup>2</sup>

#### **STUDENTS WITH DISABILITIES**

Students with disabilities shall have an equal opportunity to participate in nonacademic and extracurricular services and activities, including, but not limited to, extracurricular athletics, intramural athletics, and clubs.

**NOTE:** The District may require a level of skill or ability of a student in order for that student to participate in a selective or competitive program or activity, so long as the selection or competition criteria are not discriminatory.

#### **SUNDAY AND HOLIDAY SCHEDULING**

No regularly scheduled student activities, athletic games, or practices shall take place on Sunday or on holidays observed in the school calendar.

With prior approval of the Principal and the Superintendent/Designee, school sponsored student activities/groups and athletic teams may practice on Sunday between 1:00 and 6:00 p.m. and at selected times on holidays to prepare for participation in regularly scheduled events (occurring on Mondays) and district, regional, state or national tournament/competition. Travel time to a tournament/competition or other non-athletic school sponsored event, which continues into Sunday from the previous day(s), will also be permitted with prior approval of the Principal and the Superintendent/Designee.

#### **INCLEMENT WEATHER**

Unless travel conditions are upgraded prior to departure time, scheduled games shall be postponed or cancelled whenever school has been dismissed because of inclement weather.



STUDENTS

09.3  
(CONTINUED)

**Student Activities**

**REFERENCES:**

<sup>1</sup>KRS 161.185  
<sup>2</sup>KRS 158.153  
OAG 57-40812  
KRS 161.180  
702 KAR 7:125; 702 KAR 7:140  
Section 504 of the Rehabilitation Act of 1973

**RELATED POLICIES:**

06.21  
09.126 (re requirements/exceptions for students from military families)  
09.3211; 09.36; 09.438

LEGAL: THIS LANGUAGE IS BEING ADDED TO CLARIFY THAT STATE CRIMINAL BACKGROUND CHECKS AS REQUIRED BY STATUTE SHOULD BE RUN ON VOLUNTEER OR NONFACULTY COACHES OR ASSISTANTS DEPENDING ON THEIR STATUS (E.G. CLASSIFIED OR VOLUNTEER). SINCE KRS 161.185 REQUIRES CHECKS ON VOLUNTEER COACHES UNDER KRS 160.380, KSBA LEGAL RECOMMENDS THAT AT A MINIMUM A KENTUCKY STATE POLICE CHECK MUST BE RUN ON SUCH INDIVIDUALS. ALSO, NEWLY REVISED 702 KAR 7:065 REQUIRES DEVELOPMENT OF RULES AND LIMITATIONS REGARDING STUDENT PARTICIPATION IN SPORTS AND SPORT ACTIVITIES AT THE MIDDLE SCHOOL LEVEL. ALSO, KHSAA HAS CHANGED TERMINOLOGY FROM TOURNAMENT RULES TO COMPETITION RULES TO MORE ACCURATELY REFLECT THE CONTENTS OF SUCH.

FINANCIAL IMPLICATIONS: POSSIBLE INCREASE IN FEES

STUDENTS

09.31

### **Athletics and Sport Activities**

All interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition tournament rules of the Kentucky High School Athletic Association (KHSAA) or other sanctioned varsity level organizations, the principles of the Southern Association of Colleges and Schools, and Title IX requirements. As a condition to KHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

#### **PROGRAM EQUITY**

Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. In non-SBDM schools, the Principal shall establish policy for program evaluation.

To assist councils (or the Principal in non-SBDM), the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

#### **REQUIRED RECORDS CHECKS**

All coaches, including volunteer and nonfaculty coaches and assistant coaches, shall submit to a criminal record check as required by KRS 160.380 and KRS 161.185.<sup>1</sup>

#### **MIDDLE SCHOOL RULES AND LIMITATIONS**

Unless the Board opts to follow rules established by other conferences or associations, the Board shall establish student participation rules and limitations for school sports or sport activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of scrimmages and regular contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any invitational activity following the season.

NOTE: Limitations set relative to items three (3) through five (5) shall not to exceed the allowable limits at the high school level.

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STUDENTS

09.31  
(CONTINUED)

**Athletics and Sport Activities**

**REFERENCES:**

<sup>1</sup>KRS 160.380; KRS 161.185  
KRS 156.070  
KRS 160.345; KRS 160.445  
702 KAR 7:065  
Kentucky High School Athletic Association (KHSAA) Handbook  
20 USC Section 1681 (Title IX)

**RELATED POLICIES:**

02.4241  
09.3

LEGAL: FUND-RAISING REQUIREMENTS HAVE BEEN REVISED IN THE ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED.

STUDENTS

09.33

### **Fund-Raising Activities**

#### **BOARD APPROVAL REQUIRED**

All schoolwide fund-raising activities, including the proposed use of the funds, must be approved by the Board.<sup>1</sup> Requests must be channeled through the Principal to the Assistant Superintendent.

All other fund-raising activities, including the proposed use of the funds, shall be approved by the Principal or a designee.

All funds raised for a specific purpose shall be used for that purpose.

#### **DOOR-TO DOOR SALES**

The Superintendent shall develop and present for Board review door-to-door sales guidelines to reflect the following standards:

1. Students shall be permitted to participate only when mature enough to benefit safely from the experience;
2. To promote their safety and well-being, students shall be instructed to use specific sales strategies, which shall be provided in writing; and
3. Community members and businesses shall not be overburdened by continual appeals.

Elementary schools and middle schools are prohibited from conducting fund-raising activities which involve elementary or middle school students soliciting door-to-door.

#### **CAMPAIGN RESTRICTIONS**

No school or school group shall have more than one (1) school-wide fund-raising project per year.

No fund-raising shall occur during the instructional day.

#### **PUPIL NOT COMPELLED**

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.<sup>1</sup> Students choosing not to participate in a fund-raiser shall not be excluded from benefitting from the fund-raiser or otherwise penalized in any way.<sup>3</sup>

#### **CONDUCT OF ACTIVITIES**

All school-sponsored groups and any booster group wishing to be recognized by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

#### **SOLICITATION**

There shall be no solicitation of students while they are under the supervision of school personnel without the approval of the Superintendent.

Teachers shall not collect funds from students under their authority, except for school purposes or to aid group members who have been affected by a catastrophic event. Competition in giving among pupils is not permitted.

School officials shall not send home coin cards or other comparable devices to be filled and returned by the student.

STUDENTS

09.33  
(CONTINUED)

### **Fund-Raising Activities**

#### **CHARITABLE NON-PROFIT SOLICITATIONS**

Charitable, non-profit organizations may solicit donations in the schools up to two (2) days each year.

Collections shall not take place in classrooms.

#### **SUBSCRIPTION SALE OF PRINTED MATERIAL**

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.<sup>2</sup>

#### **GAMING ACTIVITIES LICENSE**

No individual class shall conduct charitable gaming activities.

#### **REFERENCES:**

<sup>1</sup>KRS 158.290

<sup>2</sup>KRS 367.515 (3)

<sup>3</sup>KRS 238.505; KRS 238.535; KRS 238.540; Accounting Procedures for Kentucky School Activity Funds

KRS 156.160; KRS 158.854

OAG 78-508; OAG 79-330; OAG 79-556

#### **RELATED POLICY:**

04.312

**Field Trips****CO-CURRICULAR ACTIVITIES**

Students who participate in approved co-curricular activities shall be counted as being in attendance during the instructional school day.

Field trips, school-to-work-activities, and other student activities involving travel shall contribute to the achievement of District and school goals and academic expectations. In the planning of such activities, primary consideration shall be given to the educational value of the activity and the safety and welfare of the students involved.

**EARNED ATHLETIC AND ACADEMIC TRIPS**

Students who compete in approved athletic, academic, musical, and other competitive activities shall contribute to the achievement of the District.

In the event that an individual student, an athletic team, an academic team, or other group representing a school or schools in the District becomes eligible, by successful completion of a qualifying event or test, to attend or compete in a subsequent event that requires travel, the Superintendent, or his designee, may grant approval for such travel upon request of the appropriate Principal.

All matters relating to Scheduling, Drivers, Vehicles, Supervision, Meals, Insurance, and Parental Approval for such earned athletic and academic trips shall be governed by the District's Field Trip policy.

**BOARD APPROVAL REQUIRED**

The Superintendent shall submit for Board approval a listing of excursions designated as local trips. The Board shall consider on an individual basis requests for overnight trips and trips taken to destinations more than fifty (50) miles from school except those destinations on the approved field trip list.

**PRIOR APPROVAL**

Prior approval of the Principal is required for each of the above trips. Approval shall be granted only when co-curricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.

**SCHEDULING**

Trips that are longer than one (1) day shall be scheduled during vacation periods, if possible.

**DRIVERS/VEHICLES**

All District-owned vehicles shall be utilized and driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.<sup>1</sup>

When transportation is not provided by the District, parents shall drive their own children or may grant permission and arrange for another parent to drive their child. All approved paperwork must be completed in advance of the season.

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**Field Trips****DRIVERS/VEHICLES (CONTINUED)**

Students are not to drive themselves or other students to school-sponsored games, matches, meets or extracurricular competitive events.

Parents may provide written consent in advance for students to transport themselves **ONLY** to off campus practice. Note: it is understood that students are not to transport other students under any circumstances to any off campus practice.

School vehicles may be used for school sponsored trips upon the prior approval of the Principal when not disruptive to the regular transportation of pupils.

**ATHLETICS**

The Principal shall be responsible for meeting the transportation needs of athletic teams and maintaining compliance with 20 USC Section 1681 (Title IX) as specified by the Kentucky High School Athletic Association (KHSAA).

**EXTRA-CURRICULAR TRANSPORTATION**

The Kenton County Board of Education offers a broad range of sports and extracurricular activities to students at the elementary, middle and high school levels. This broad range of activities places constraints on the ability of the District to provide transportation for all these activities at all times. The purpose of this policy is to provide guidance to principals, athletic directors, coaches, extracurricular sponsors and parents regarding the availability of transportation provided by the Board.

The following guidelines shall apply unless a waiver is sought from and granted by the Superintendent:

- 1) Elementary School Extracurricular Events:
  - a. Parents shall be solely responsible for providing transportation to Elementary Level extracurricular activities.
- 2) Middle School Extracurricular Events:
  - a. Parents shall be solely responsible for providing transportation to Middle School Level extracurricular activities.
- 3) High School Extracurricular Events:
  - a. Transportation will be available to all High School athletic teams and bands. Each High School will have assigned busses and assigned drivers specifically for this purpose.
  - b. Athletic Directors, with support of the transportation department, will schedule all transportation as reflected by the season schedules.
  - c. Coaches and Athletic Directors are expected to actively communicate with parents and monitor the implementation of policy.
- 4) Summer camps, special events and other activities:
  - a. Parents shall be solely responsible for providing transportation to summer camps and any other special events or activities not covered elsewhere in this policy.

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**Field Trips****SUPERVISION**

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. For overnight, out-of-state trips, a certified administrator shall accompany the group, which could include more than one (1) school at a single destination. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.<sup>2</sup> The staff member(s) in charge of the trip shall serve in loco parentis for the participating students and shall be responsible for monitoring the behavior of both students and chaperones.

School personnel shall screen prospective adult chaperones (age 21 or older) and make the final decision as to who shall accompany the students. A reasonable number of chaperones shall be required. On all overnight trips there shall be a minimum of one (1) chaperone in each student room. Adults who voluntarily contribute their time to serve as chaperones on field trips shall be under the direct supervision of school personnel assigned to the activity. Chaperones are expected to act as reasonably prudent adults in providing for the safety of students.

All participants shall be required to comply with District policies and procedures, including those pertaining to alcohol and drug use.

**MEALS**

The planning process for all field trips across all grade levels shall include a statement of where meals will be provided in the event that students are not able to eat lunch at school. Whenever possible, sponsors are to work with the Kenton County School District Food Services Department to provide carry-on meals to be consumed at a predetermined single site. Planning documents will identify the location and source of each meal. For meals, each bus shall transport students to one (1) dining location at which all students on that bus must remain. Students are to be dropped off and picked up as close to the dining entrance as possible and supervised closely as they enter and exit. When multiple buses are involved, each bus may be assigned to a different location, but students may not leave the site to which their bus has been assigned.

**INSURANCE**

Only Board insured vehicles or appropriately certificated common carriers shall be used for transporting students.<sup>3</sup>

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.<sup>3</sup>

**MEDICATION**

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and



STUDENTS

09.36  
(CONTINUED)

### **Field Trips**

#### **MEDICATION (CONTINUED)**

2. Assign staff to accompany students on the field trip to address student medication needs, when applicable.

#### **PARENTS' APPROVAL**

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

#### **REFERENCES:**

<sup>1</sup>KRS 156.153

<sup>2</sup>KRS 161.185

<sup>3</sup>702 KAR 5:060

702 KAR 3:220, 702 KAR 5:030, 702 KAR 5:080, 702 KAR 5:130

KRS 158.110, KRS 160.340, KRS 189.125, KRS 189.540

Code of Student Conduct

#### **RELATED POLICIES:**

03.1321; 03.2321; 03.13251

09.15; 09.221; 09.2241; 09.24; 09.423

LEGAL: THE CHANGE INDICATED WILL CORRECT THE WORDING TO MAKE IT CONSISTENT WITH THE APPLICABLE LAW. KRS 161.195 DOES NOT INCLUDE WEAPONS VIOLATIONS.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.425

### **Assault and Threats of Violence**

For purposes of this policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

#### **PUPILS**

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.<sup>1</sup>

#### **SCHOOL PERSONNEL**

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action<sup>1</sup> up to and including expulsion from school and/or legal action.

#### **REMOVAL OF STUDENTS**

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

#### **REPORT TO LAW ENFORCEMENT AGENCY**

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

#### **NOTIFICATIONS**

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

STUDENTS

09.425  
(CONTINUED)

**Assault and Threats of Violence**

**NOTIFICATIONS (CONTINUED)**

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of weapons violation and/or physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact.

**REFERENCES:**

<sup>1</sup>KRS 158.150  
KRS 158.154; KRS 160.290  
KRS 161.155; KRS 161.190; KRS 161.195  
KRS 508.025; KRS 508.075; KRS 508.078; 702 KAR 5:080  
Code of Conduct

**RELATED POLICIES:**

03.123; 03.223; 06.34  
09.14; 09.2211; 09.422

LEGAL: NEW REGULATION 704 KAR 19:002 REQUIRES DISTRICTS TO ADOPT ALTERNATIVE EDUCATION PROGRAM POLICIES AND PROCEDURES. IN ONE (1) SECTION NOTED BELOW, PLEASE CHECK THE OPTION YOUR BOARD WANTS INCLUDED OR ADD ALTERNATE LANGUAGE. THEN PLEASE RETURN A COPY OF THIS DRAFT WITH YOUR UPDATE CHECKLIST.  
FINANCIAL IMPLICATIONS: IN ADDITION TO FUNDING FOR STAFF AND MATERIALS TO PROVIDE AN ENHANCED ALTERNATIVE EDUCATION PROGRAM, THERE MAY BE COSTS RELATED TO STAFF TIME REQUIRED FOR THE INDIVIDUAL LEARNING PLAN ADDENDUM (ILPA) TEAM TO FULFILL NEW RESPONSIBILITIES.

STUDENTS

09.4341

## Alternative Education

### DEFINITION

Alternative Education Program means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.<sup>1</sup>

### PURPOSE

The purpose of the Board's Alternative Education Program is to provide:

- Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
- A curriculum that is aligned with the Kentucky Core Academic Standards and the learning goals in each student's Individual Learning Plan (ILP).
- Successful student transition to the regular school assignment, when possible, or to post-secondary status.
- A meaningful alternative to suspension and/or expulsion of a student.

NOTE: Students do not have a right to assignment to alternative programs or services except as specifically provided by law.

As required by Kentucky Administrative Regulation:

- The District's Alternative Education Program shall include training to build capacity of staff and administrators to deliver high-quality services and programming.
- The Board shall review this policy and accompanying procedure(s) annually.<sup>2</sup>

### ELIGIBILITY CRITERIA

Alternative education placements may be utilized for students at:

- ☐ All grade levels
- ☐ Middle and high school grade levels
- ☐ High school level

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Placement may be voluntary or involuntary, and the program may be offered either on-site or off-site.

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**Alternative Education****ELIGIBILITY CRITERIA (CONTINUED)**

An ILP shall exist for a student in grade six (6) and above as required by regulation prior to placement in a District Alternative Education Program. Criteria for involuntary assignment by District personnel in the Alternative Education Program may include one (1) or more of the following:

- The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.
- The student has contributed to substantial and on-going disruption of the educational process.
- Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.
- Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.
- Documentation that that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.
- The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.
- The student has been identified as being at risk of academic failure and/or dropping out of school.
- The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.
- The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.
- Other reasons related to safety concerns and educational needs of the student referenced in 702 KAR 19:002.

A student's parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program.

**NOTIFICATION**

The Principal or his/her designee other designated administrator shall notify the parents by letter of their child's assignment to the Alternative Education Program. The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

The duration of the alternative assignment shall be as provided in applicable Board policy, code of conduct, or other alternative program standards adopted by the District or as decided by the team and approved by the Superintendent/designee.

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### **Alternative Education**

#### **ASSIGNMENT ILPA TEAM**

For conduct that disrupts the educational process, a student may be assigned to the Alternative Education program by the Principal or his/her designee.

The duration of assignment shall be fixed by the Principal or his/her designee

The Superintendent/designee shall appoint members of a team to develop an Individual Learning Plan Addendum (ILPA) for students in grades six through twelve (6-12) assigned to an alternative school or program. The team may consist of the lead administrator/designee of the student's current school/program, the lead administrator/designee of the alternative school/program, counselors, teachers and other staff as appropriate.

The Superintendent/designee shall chair the team and invite the parents, and as appropriate, the student to participate.

After consideration of input of the team, the counselor or the designated administrator shall prepare or revise the ILPA to address, as appropriate, academic and behavioral needs, criteria for re-entry into the traditional program and review of student progress.

#### **EXCEPTIONS:**

- Such decisions for individual students with disabilities under the IDEA shall be made when required through the Admissions and Release Committee process and changes in service delivery required under the IDEA shall be made to the student's IEP.
- Such decisions for students identified under Section 504 shall be made through the team process as required under federal law and corresponding District policies and procedures.

#### **EXTRACURRICULAR PARTICIPATION**

Students assigned to alternative schools or programs shall be eligible to access extracurricular activities including, but not limited to sports activities, as allowed under applicable Board policy, code of conduct, SBDM policy, KHSAA rules or other alternative program standards adopted by the District.

#### **SUPERVISION/CONTINUING SUPPORT**

The student shall remain in the regular school setting but shall be isolated from the regular school schedule. Opportunities shall be provided for the students to continue regular school work as appropriate under the supervision of Alternative Education Program the school staff., and Students participating in an alternative program shall continue to be able to access tutoring, intervention, counseling, and other resources and services shall be provided to address school-related problems already available in the District as determined through the development of the ILPA.

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STUDENTS

09.4341  
(CONTINUED)

**Alternative Education**

**TRANSITION**

Students may transition to a regular classroom setting in accordance with any criteria for re-entry established by the ILPA Team and in accordance with the following process:

1. The lead Alternative Education Program administrator/designee shall invite the student (age 18 or older) or the parent/legal guardian to meet to discuss the proposed transition. If the parent/legal guardian or adult student do not attend, written notification shall be provided to explain the proposed re-entry.

For IDEA or Section 504 students, the IEP or Section 504 team shall determine placement of students as required by law.

2. Strategies shall be documented to promote successful transition to include specific staff responsibilities and how follow-up monitoring will occur.
3. Should the transition not be successful for the student, reassignment to the Alternative Education Program may be considered, and the ILPA Team may be reconvened accordingly.

**COLLABORATION WITH OUTSIDE AGENCIES**

The coordinator or lead administrator of the Alternative Education Program shall establish a process to collaborate with outside agencies involved with involuntary placements, including courts or other social service agencies to address student transitions between programs. Release of protected information about students involved in the program shall be in compliance with the Family Educational Rights and Privacy Act (FERPA).

**NOTE: THIS POLICY DOES NOT APPLY TO A TEMPORARY/SHORT-TERM INTERVENTION.**

**REFERENCES:**

<sup>1</sup>KRS 160.380  
<sup>2</sup>704 KAR 19:002  
704 KAR 7:050  
707 KAR 1:320  
*Student Discipline Guidelines*, Kentucky Department of Education  
OAG 77-419

**RELATED POLICIES:**

<sup>1</sup>08.131, 08.141  
<sup>2</sup>09.123, 09.14, 09.426

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RECOMMENDED: THE KENTUCKY STATE AUDITOR RECOMMENDS THAT PRIOR APPROVAL OF THE BOARD BE REQUIRED BEFORE THE NUMBER OF DAYS TO BE WORKED IN A CONTRACT OR AN EXTENDED EMPLOYMENT JOB DESCRIPTION FOR A POSITION GO INTO EFFECT. THIS CHANGE IS NOT REQUIRED BY LAW.  
LEGAL: 702 KAR 3:070 SPECIFIES THAT ONLY THE BOARD HAS LEGAL AUTHORITY TO APPROVE A SALARY INCREMENT FOR EXTRA SERVICES  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

DRAFT (08/06/12)

PERSONNEL

03.121

- CERTIFIED PERSONNEL -

### Salaries

#### **SINGLE-SALARY BASIS**

All salaries for certified personnel shall be based on a single-salary schedule providing, at minimum, for the number of working days required by law.

Although a school may submit a request for an increment for an extended employment position, extra service, or related adjustments, the Board must set increments in pay for positions requiring services beyond those normally expected of other positions if the duties rendered extend beyond the regular school day or require extended days.

Employees transferring to the District from a public, nonpublic, or parochial elementary or secondary school or from a college or university that is approved by the public accrediting authority in the state in which professional experience was rendered shall be credited with experience as defined in KRS 157.320.

#### **EXTENDED EMPLOYMENT**

Compensation for employment contracted beyond the minimum number of working days required by law shall be prorated.

Extended employment positions shall be established in a position job description, funded in the District budget, and specified in an addendum to the employee's contract.

Addition of days to be worked beyond the original contract or additional days of extended employment for a position require prior Board approval before the change goes into effect.

#### **EXTRA SERVICES, SUPPLEMENTS AND SUPERVISION**

The Board shall annually establish a schedule of compensation for extra services and supervision. As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards shall be given an annual salary supplement of \$2000 for the life of the certificate.

#### **RANK AND EXPERIENCE**

The rank and experience of certified personnel shall be determined at time of hire. The Board shall direct the Superintendent to validate all experience of professional personnel employed in the District.

Changes in rank and experience shall be determined on September 15 of each year.

To assist with the budgeting process, candidates for National Board certification shall notify the Superintendent/designee in writing prior to September 15 that certification is pending in order for the employee to receive any rank-related increase retroactive to the beginning of the school year.



**Salaries****EXCEPTION**

The Superintendent's salary may be established without regard to the above-mentioned schedules.

**PAYROLL DISTRIBUTION**

Checks will be issued according to a schedule approved by the Board.

At the close of the school year, employees who have completed all responsibilities and duties may request to be paid their remaining salary prior to the end of the fiscal year.

**DIRECT DEPOSIT**

All newly hired employees and substitutes shall participate in the direct deposit payroll program.

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**QUALIFICATIONS**

Employees shall be responsible for providing the Superintendent with all required certificates, health examinations, and verifications of experience prior to beginning work.

**NOTICE OF SALARY**

If a negotiated salary agreement between the Board of Education and the Kenton County Education Association has been reached, not later than forty-five (45) days before the first student attendance day of the succeeding school year or June 15, whichever occurs earlier, the Superintendent shall notify all certified personnel of the best estimate of the salary for the coming year.

**LIST OF SALARIES**

The Board shall maintain for public scrutiny a factual list of individual salaries of its employees for the fiscal year just closed and shall furnish that list by mail to a newspaper qualified under KRS 424.2120 to publish advertisements for the District.

**PAYROLL DEDUCTIONS**

The Board shall approve all payroll deductions as specified by KRS 161.158 and Board policy 03.1211.

**REFERENCES:**

KRS 157.075; KRS 157.320; KRS 157.350; KRS 157.360  
KRS 157.390; KRS 157.395; KRS 157.397; KRS 157.420  
KRS 160.290; KRS 160.291  
KRS 161.1211; KRS 161.134; KRS 161.168; KRS 161.760  
KRS 424.120; KRS 424.220; 16 KAR 1:040; OAG 97-25  
702 KAR 3:060; 702 KAR 3:070; 702 KAR 3:100; 702 KAR 3:310  
29 C.F.R. Section 541.303, 29 C.F.R. Section 541.602, 29 C.F.R. Section 541.710

**RELATED POLICIES:**

03.114, 03.1211, 03.4

**- CERTIFIED PERSONNEL -****Holidays, Non-Working Days, and Annual Leave**

All certified employees shall be paid for four (4) holidays which shall be designated in the official school calendar. These are part of the school year required by state law.<sup>1</sup> Twelve (12) month employees shall be paid for five (5) holidays, which shall be designated on their work calendar.

**WORKING SCHEDULE**

All employees working beyond the minimum number of working days required by law shall complete and submit a work schedule prior to July 1. The work schedule shall note the specific dates that the employee will not be scheduled to work. When changes are necessary, a revision of the original request must be filed prior to the change occurring. The immediate supervisor shall approve all work schedules and revisions prior to being submitted to the District personnel office.

**ANNUAL LEAVE**

Certified personnel who are employed for a minimum of 230 days annually and are credited with a minimum of fifteen (15) years of service within the school district shall be entitled to accumulate a maximum of sixty (60) days of annual leave. Personnel who are terminated with just cause will forfeit any unused annual leave days.

Compensation for accrued annual leave shall be made at time of retirement or resignation at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.<sup>2</sup>

In the event of retirement or resignation annual leave shall be prorated and accrue on a monthly basis.

Recognition of annual leave for KTRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of KTRS on or after July 1, 2008, payment for annual or compensatory leave shall not be included in determining the member's last annual compensation.

**REFERENCES:**

<sup>1</sup>KRS 158.070

<sup>2</sup>KRS 160.291

KRS 161.220

KRS 161.540

KRS 2.110

KRS 2.190

Adopted/Amended: 08/01/2011

Order #: 4

**Expense Reimbursement****COMMON CARRIERS**

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable.

**OUT-OF-STATE TRAVEL**

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

**SUBSISTENCE**

Employees shall be eligible for a per-diem reimbursement for breakfast or lunch expenses while traveling, if the employee's travel requires an overnight stay and the employee is in travel status during the entire time as established below.

	<u>Authorized Travel</u>	<u>Reimbursement</u>
Breakfast	6:30 a.m. – 9:00 a.m.	\$7.00
Lunch	11:00 a.m. – 2:00 p.m.	\$8.00

Employees shall be eligible for a per diem reimbursement for dinner expenses while traveling, if employee is in travel status during the entire time as established below.

	<u>Authorized Travel</u>	<u>Reimbursement</u>
Dinner	5:00 p.m. – 9:00 p.m.	\$15.00

Members of the Board are eligible for reimbursement of actual and necessary expenses while traveling on Board of Education business.

The Superintendent may approve the following per diems in high-rate areas outside the state of Kentucky. The following per diems apply to high-rate areas:

Breakfast	\$8.00
Lunch	\$9.00
Dinner	\$19.00

**LODGING**

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

**REGISTRATION FEES**

Reimbursement for registration fees shall be made for school-related activities approved by the Superintendent and, when appropriate, the School Council. Charges must be substantiated by a receipt.

**EMERGENCY REPAIRS TO VEHICLES**

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

**REIMBURSEMENT FORM**

No requests for travel reimbursement shall be considered unless filed on the proper form and accompanied by the proper itemized receipts. Requests for reimbursement shall be made within sixty (60) days of the date(s) the expenses are incurred.

*Mileage vs. travel*

PERSONNEL

03.125  
(CONTINUED)

**Expense Reimbursement**

**TRAVEL BUDGET**

Each department, school, or individual shall be given an annual travel budget allocation. It is the responsibility of the appropriate supervisor to ensure that budgeted amounts are not exceeded. Travel which will exceed the available budget may not be approved without specific approval of the Superintendent or designee.

**SUPERINTENDENT'S TRAVEL EXPENSES**

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

**REFERENCES:**

KRS 160.290; KRS 160.410; KRS 175.525

OAG 80-395

*United States v. Correll*, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

**District Issuance of Checks****AUTHORIZATION**

The treasurer shall prepare warrants or "Orders of the Treasurer" to be acted upon at each regular Board meeting. Except for situations as defined below providing for subsequent Board approval, before checks are issued, the treasurer shall have received the approved warrant or "Orders", or approved equivalent properly executed, which shall include signatures of the chairperson and secretary of the Board.

**PAYMENT OF BILLS**

With the exception of recurring monthly payments such as utilities and fixed charges, no bill shall be paid without the following supportive information:

1. A purchase order signed by the Superintendent or his designated representative(s);
2. An invoice as to goods or services received; and
3. Confirmation that invoiced materials were received in accurate quantity and in good order.

**BOARD MINUTES**

The original copy of warrants or "Orders" shall be maintained on file as a part of the official Board minutes.

**SUBSEQUENT APPROVAL**

The Board shall give subsequent approval to all budgeted disbursements made between meetings of the Board. Payments made between regular Board meetings shall be confined to the following:

1. contract salaries,
2. payments to take advantage of discounts,
3. payments made to prevent penalties and disruption of services, and
4. payments for approved purchases made in accordance with District policy and procedures to avoid invoices being more than thirty (30) days past due as of the date of the Board meeting.

**REFERENCES:**

KRS 160.290; KRS 160.340

KRS 160.370; KRS 160.560

OAG 79-321; 702 KAR 003:120

Accounting Procedures for Kentucky School Activity Funds

Adopted/Amended: 08/27/2007

Order #: V-1

**Student Activities****TO BE ENCOURAGED**

Student activities of an educational nature shall be encouraged and maintained, based upon the needs and interests of pupils.

In schools operating under SBDM, the council shall determine selection of extracurricular activities, as well as academic qualifications, attendance requirements, evaluation procedures, and supervision for these programs.

**CONTROL**

All school-sponsored student activities shall be under the direction of the Principal and faculty of the school, except that a nonfaculty coach or nonfaculty assistant may accompany students on athletic trips as provided in statute.<sup>1</sup>

The Principal may suspend a student's eligibility to participate in extracurricular and cocurricular activities, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation.<sup>2</sup>

**SUNDAY AND HOLIDAY SCHEDULING**

No regularly scheduled student activities, athletic games, or practices shall take place on Sunday or on holidays observed in the school calendar.

With prior approval of the Principal and the Superintendent/Designee, school sponsored student activities/groups and athletic teams may practice on Sunday between 1:00 and 6:00 p.m. and at selected times on holidays to prepare for participation in regularly scheduled events (occurring on Mondays) and district, regional, state or national tournament/competition. Travel time to a tournament/competition or other non-athletic school sponsored event, which continues into Sunday from the previous day(s), will also be permitted with prior approval of the Principal and the Superintendent/Designee.

**INCLEMENT WEATHER**

Unless travel conditions are upgraded prior to departure time, scheduled games shall be postponed or cancelled whenever school has been dismissed because of inclement weather.

**REFERENCES:**

<sup>1</sup>KRS 161.185

<sup>2</sup>KRS 158.153

OAG 57-40812

KRS 161.180

702 KAR 007:125; 702 KAR 007:140

**RELATED POLICIES:**

06.21

09.126 (re requirements/exceptions for students from military families)

09.3211; 09.36; 09.438

Adopted/Amended: 10/20/2008

Order #: 3

LEGAL: THIS LANGUAGE IS BEING ADDED TO CLARIFY THAT STATE CRIMINAL BACKGROUND CHECKS AS REQUIRED BY STATUTE SHOULD BE RUN ON VOLUNTEER OR NONFACULTY COACHES OR ASSISTANTS DEPENDING ON THEIR STATUS (E.G. CLASSIFIED OR VOLUNTEER). SINCE KRS 161.185 REQUIRES CHECKS ON VOLUNTEER COACHES UNDER KRS 160.380, KSBA LEGAL RECOMMENDS THAT AT A MINIMUM A KENTUCKY STATE POLICE CHECK MUST BE RUN ON SUCH INDIVIDUALS. ALSO, NEWLY REVISED 702 KAR 7:065 REQUIRES DEVELOPMENT OF RULES AND LIMITATIONS REGARDING STUDENT PARTICIPATION IN SPORTS AND SPORT ACTIVITIES AT THE MIDDLE SCHOOL LEVEL. ALSO, KHSAA HAS CHANGED TERMINOLOGY FROM TOURNAMENT RULES TO COMPETITION RULES TO MORE ACCURATELY REFLECT THE CONTENTS OF SUCH.

FINANCIAL IMPLICATIONS: POSSIBLE INCREASE IN FEES

## STUDENTS

09.31

### Athletics and Sport Activities

All interscholastic and intramural athletic and sport activity competition shall be in compliance with the constitution, bylaws, and competition tournament rules of the Kentucky High School Athletic Association (KHSAA) or other sanctioned varsity level organizations, the principles of the Southern Association of Colleges and Schools, and Title IX requirements. As a condition to KHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

#### PROGRAM EQUITY

Policy adopted by the school council relating to evaluation of the athletic program shall address program equity for both male and female athletics and sport activities. In non-SBDM schools, the Principal shall establish policy for program evaluation.

To assist councils (or the Principal in non-SBDM), the Superintendent/designee shall develop and oversee implementation of procedures to promote compliance with Title IX requirements.

#### REQUIRED RECORDS CHECKS

All coaches, including volunteer and nonfaculty coaches and assistant coaches, shall submit to a criminal record check as required by KRS 160.380 and KRS 161.185.<sup>1</sup>

#### MIDDLE SCHOOL RULES AND LIMITATIONS

*Effective with the 2014-2015 school year,*  
Unless the Board opts to follow rules established by other conferences or associations, the Board shall establish student participation rules and limitations for school sports or sport activities to reflect the following:

1. A defined age limitation for participating students;
2. A policy regarding the participation of students below grade six (6);
3. A limitation on practice time prior to the season in any sport or sport activity;
4. A limitation on the number of scrimmages and regular contests in each sport or sport activity;
5. A limitation on the length of the competitive season in each sport or sport activity, including any invitational activity following the season.

NOTE: Limitations set relative to items three (3) through five (5) shall not to exceed the allowable limits at the high school level.

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STUDENTS

09.31  
(CONTINUED)

**Athletics and Sport Activities**

**REFERENCES:**

<sup>1</sup>KRS 160.380; KRS 161.185  
KRS 156.070  
KRS 160.345; KRS 160.445  
702 KAR 7:065  
Kentucky High School Athletic Association (KHSAA) Handbook  
20 USC Section 1681 (Title IX)

**RELATED POLICIES:**

02.4241  
09.3



LEGAL: NEW REGULATION 704 KAR 19:002 REQUIRES DISTRICTS TO ADOPT ALTERNATIVE EDUCATION PROGRAM POLICIES AND PROCEDURES. IN ONE (1) SECTION NOTED BELOW, PLEASE CHECK THE OPTION YOUR BOARD WANTS INCLUDED OR ADD ALTERNATE LANGUAGE. THEN PLEASE RETURN A COPY OF THIS DRAFT WITH YOUR UPDATE CHECKLIST.

FINANCIAL IMPLICATIONS: IN ADDITION TO FUNDING FOR STAFF AND MATERIALS TO PROVIDE AN ENHANCED ALTERNATIVE EDUCATION PROGRAM, THERE MAY BE COSTS RELATED TO STAFF TIME REQUIRED FOR THE INDIVIDUAL LEARNING PLAN ADDENDUM (ILPA) TEAM TO FULFILL NEW RESPONSIBILITIES.

STUDENTS

09.4341

### Alternative Education

or ~~in~~ virtual learning places

#### DEFINITION

Alternative Education Program means a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classrooms, centers, or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.<sup>1</sup>

#### PURPOSE

The purpose of the Board's Alternative Education Program is to provide:

- Learning activities that support innovative pathways and are aligned to college and career outcomes for all students.
- A curriculum that is aligned with the Kentucky Core Academic Standards and the learning goals in each student's Individual Learning Plan (ILP).
- Successful student transition to the regular school assignment, when possible, or to post-secondary status.
- A meaningful alternative to suspension and/or expulsion of a student.

NOTE: Students do not have a right to assignment to alternative programs or services except as specifically provided by law.

As required by Kentucky Administrative Regulation:

- The District's Alternative Education Program shall include training to build capacity of staff and administrators to deliver high-quality services and programming.
- The Board shall review this policy and accompanying procedure(s) annually.<sup>2</sup>

#### ELIGIBILITY CRITERIA

Alternative education placements may be utilized for students at:

- ☒ All grade levels
- ☐ Middle and high school grade levels
- ☐ High school level

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Placement may be voluntary or involuntary, and the program may be offered either on-site or off-site.

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Adopt Alt. Language

Alternative EducationELIGIBILITY CRITERIA (CONTINUED)

An ILP shall exist for a student in grade six (6) and above as required by regulation ~~prior to placement in a District Alternative Education Program. Criteria for involuntary assignment by District personnel in the Alternative Education Program may include one (1) or more of the following:~~

- ~~• The need for a different educational environment for the student that will reflect an instructional delivery style best provided in an alternative setting.~~
- ~~• The student has contributed to substantial and on-going disruption of the educational process.~~
- ~~• Documentation that there are specific academic and/or behavioral performance areas that require intensive assistance best provided in alternative setting.~~
- ~~• Confirmation that the student has significant and on-going truancy issues that are impeding academic growth.~~
- ~~• Documentation that that the student needs intensive support in the areas of social and personal issues that are impeding academic performance and/or behavioral expectations.~~
- ~~• The student has been assigned for code of conduct or Board policy violations for which assignment to an alternative program is authorized under the code or policy.~~
- ~~• The student has been identified as being at risk of academic failure and/or dropping out of school.~~
- ~~• The student has previously dropped out of school, but has requested to return to school via enrollment in an alternative education setting.~~
- ~~• The student is assigned to an alternative school or program for other reasons as provided in the code of conduct, Board policy, or other program standards adopted by the Board.~~
- ~~• Other reasons related to safety concerns and educational needs of the student referenced in 702 KAR 19:002.~~

A student's parent/legal guardian or a student who is eighteen (18) years of age or older may request voluntary placement in the Alternative Education Program.

NOTIFICATION

The Principal or his/her designee <sup>an</sup> other designated administrator shall notify the parents by letter of their child's assignment to the Alternative Education Program. The letter shall include length and reason for assignment, expected behavior of the student, and notification that assignment may be extended or shortened depending upon the attitude and cooperation of the student.

The duration of the alternative assignment shall be as provided in applicable Board policy, code of conduct, or other alternative program standards adopted by the District or as decided by the team and approved by the Superintendent/designee.

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**Alternative Education****ASSIGNMENT ILPA TEAM**

For conduct that disrupts the educational process, a student may be assigned to the Alternative Education program by the Principal or his/her designee.

The duration of assignment shall be fixed by the Principal or his/her designee.

The Superintendent/designee shall appoint members of a team to develop an Individual Learning Plan Addendum (ILPA) for students in grades six through twelve (6-12) assigned to an alternative school or program. The team may consist of the lead administrator/designee of the student's current school/program, the lead administrator/designee of the alternative school/program, counselors, teachers and other staff as appropriate.

The Superintendent/designee shall chair the team and invite the parents, and as appropriate, the student to participate.

After consideration of input of the team, the counselor or the designated administrator shall prepare or revise the ILPA to address, as appropriate, academic and behavioral needs, criteria for re-entry into the traditional program and review of student progress.

**EXCEPTIONS:**

- Such decisions for individual students with disabilities under the IDEA shall be made when required through the Admissions and Release Committee process and changes in service delivery required under the IDEA shall be made to the student's IEP.
- Such decisions for students identified under Section 504 shall be made through the team process as required under federal law and corresponding District policies and procedures.

**EXTRACURRICULAR PARTICIPATION**

Students assigned to alternative schools or programs shall be eligible to access extracurricular activities including, but not limited to sports activities, as allowed under applicable Board policy, code of conduct, SBDM policy, KHSAA rules or other alternative program standards adopted by the District.

**SUPERVISION/CONTINUING SUPPORT**

The student shall remain in the regular school setting but shall be isolated from the regular school schedule. Opportunities shall be provided for the students to continue regular school work as appropriate under the supervision of Alternative Education Program the school staff, and Students participating in an alternative program shall continue to be able to access tutoring, intervention, counseling, and other resources and services shall be provided to address school-related problems already available in the District as determined through the development of the ILPA.

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Alternative EducationTRANSITION

Students may transition to a regular classroom setting in accordance with any criteria for re-entry established by the ILPA Team and in accordance with the following process:

1. The lead Alternative Education Program administrator/designee shall invite the student (age 18 or older) or the parent/legal guardian to meet to discuss the proposed transition. If the parent/legal guardian or adult student do not attend, written notification shall be provided to explain the proposed re-entry.

For IDEA or Section 504 students, the IEP or Section 504 team shall determine placement of students as required by law.

2. Strategies shall be documented to promote successful transition to include specific staff responsibilities and how follow-up monitoring will occur.
3. Should the transition not be successful for the student, reassignment to the Alternative Education Program may be considered, and the ILPA Team may be reconvened accordingly.

COLLABORATION WITH OUTSIDE AGENCIES

The coordinator or lead administrator of the Alternative Education Program shall establish a process to collaborate with outside agencies involved with involuntary placements, including courts or other social service agencies to address student transitions between programs. Release of protected information about students involved in the program shall be in compliance with the Family Educational Rights and Privacy Act (FERPA).

**NOTE: THIS POLICY DOES NOT APPLY TO A TEMPORARY/SHORT-TERM INTERVENTION.**

REFERENCES:

<sup>1</sup>KRS 160.380  
<sup>2</sup>704 KAR 19:002  
704 KAR 7:050  
707 KAR 1:320  
*Student Discipline Guidelines*, Kentucky Department of Education  
OAG 77-419

RELATED POLICIES:

08.131, 08.141  
09.123, 09.14, 09.426

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**Code:**

**TITLE:** Substitute Maintenance Worker

**QUALIFICATIONS:**

1. Must be literate, and have general skills in various maintenance trades.
2. Demonstrates aptitude or competence for assigned responsibilities.
3. Must be able to work and assist any maintenance personnel as directed by the Maintenance Supervisor of Buildings and Grounds.
4. Ability to communicate effectively.
5. Hold a Kentucky Driver's License in good standing.
6. High School Diploma, GED, or equivalent.
7. Pass the Job Placement Assessment as defined by The Kenton County School District.

**REPORTS TO:** Maintenance Supervisor of Buildings and Grounds

**JOB GOAL:** To assist in maintaining the physical school plants in conditions of operating excellence so that full educational use may be made at all times.

**PERFORMANCE RESPONSIBILITY:**

1. Must be able to perform general maintenance and repairs in one or more of the following trades; HVAC, Refrigeration, Electrical, Plumbing, Carpentry, or other related maintenance trades.
2. Responds to service calls and troubleshoots problems.
3. Recommends supplies, equipment, and repair parts as needed.
4. Maintains district equipment in a clean and effective operating manner.
5. Complete required safety training as assigned and required.
6. Assumes responsibility for assisting other maintenance personnel as directed by the Maintenance Supervisor for Buildings and Grounds.
7. Performs tasks and assumes other responsibilities as assigned.

**TERMS OF EMPLOYMENT:** Salary determined by the Support Personnel Miscellaneous Positions listing in the Kenton County Schools Salary Schedule. Starting time is 7:00 a.m. (on the road) until 3:00 p.m. (on the job) only when needed.

**DATE APPROVED:**

**TITLE:** Substitute Building Operations Supervisor

**QUALIFICATIONS:**

1. Must pass health examination required of all school employees and pass the district Job Analysis – JPA Testing Protocol for the Job Title “Building Operations Support”.
2. Demonstrates aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Support Operations Supervisor

**SUPERVISES:** Building Operations Support employees in the assigned building.

**JOB GOAL:** To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

**PERFORMANCE RESPONSIBILITIES:** (The following are in addition to responsibilities as a Building Operations Support Staff employee.)

1. Helps in the selection, assignment, scheduling, and training of members of the custodial staff.
2. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency of all buildings.
3. Monitors the time records of all custodial employees in the school and certifies them for salary payments.
4. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
5. Evaluates the performance of the custodial staff on a regular basis.
6. Strives constantly to promote the safety, health, and comfort of the students and employees.

**TERMS OF EMPLOYMENT:** Salary and work year established by the Classified Salary Schedule for the type and size of building assigned to.

**DATE APPROVED:**

# Coaches' Handbook

*District Athletic Program*



KENTON COUNTY SCHOOLS

## **Coaches' Handbook - District Athletic Program**

---

Dr Terri Cox-Cruey, Superintendent  
Karen Collins, Board Chairperson  
Carl Wicklund, Board Vice Chairperson  
William Culbertson, Board Member  
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As required by law, the Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information or disability in its programs and activities and provides equal access to its facilities to the Boy Scouts, Girl Scouts and other designated youth groups.

Published April, 2013



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# Introduction

## Handbook Purpose

The purpose of the handbook is to acquaint you with general policies and procedures of the Kenton County Schools that govern and affect your responsibilities as a coach.

Although this handbook is designed for high school athletics, our middle school coaches should adhere to the guidelines of this handbook as written. However, there may be exceptions that do not apply to some middle school athletics. If there are any questions you should consult with your school's athletic director.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is **not** an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern.

Some policies refer to specific forms that are available as part of the District's administrative procedures. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Central Office. Policies and procedures also are available on line via the District's web site or through this Internet address: <http://policy.ksba.org/K01/>. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. Employees and students who fail to comply with Board policies may be subject to disciplinary action. **01.5**

School council policies, which are also available from the Principal, may also apply in some instances. **02.4241**

In this handbook, **bolded policy codes** indicate related Board of Education policies. If an employee has questions, s/he should contact his/her immediate supervisor or any Central Office administrator.

This handbook is intended to be a tool to help implement local policies and procedures and guidelines established by the Kentucky High School Athletic Association (KHSAA) and other sport-specific governing bodies in the administration of student-athletics. For more detailed information about the KHSAA and the bylaws referenced in this handbook, please visit the following website:

[www.khsaa.org](http://www.khsaa.org).

## **District Mission**

The Kenton County School District believes:

- Each student is important
- Every student can be a successful learner.
- Effort creates ability
- Self-esteem and personal dignity come from within an individual
- Each student has a right to a quality education with rigorous learning opportunities.
- Each student has a responsibility to respect others' rights to a quality education.
- Recognition and acceptance of cultural, social, physical, and economic differences creates a healthy learning community.
- Learning is a life-long process.
- Students, educators, staff, families, businesses, and the community share in the responsibility for creating an environment in which students can learn and succeed at high levels.
- Proficiency for all students is within our reach. We believe in excellence for all students.

The Kenton County Board of Education has established three main goals that serve as areas of concentration and focus for the entire school district. The goals are:

Goal 1: All students will perform at or above grade level in numeracy and literacy at each transition point.

Goal 2: All 'professional practices' will be based on a common understanding of quality instruction and best practice for every student, in every classroom, every day.

Goal 3: Beginning in the fourth grade, all students will participate in at least one activity providing a meaningful connection to school beyond the regular classroom each year.

## **Athletic Program Philosophy**

To promote safety, fairness and good sportsmanship at all levels of the District athletic program, coaches shall implement relevant policies and procedures of the Kenton County Board of Education, the SBDM council and the Kentucky High School Athletic Association (KHSAA).

It is the intent of the Board of Education that students participate in as many athletic activities for which they are eligible and their parents wish. To this end, coaches shall strongly encourage students to participate in all sanctioned sports programs offered by the school. It shall be the responsibility of all coaches to follow these guidelines:

- If student-athletes quit when faced with a possible suspension from eligibility or are removed from an activity for disciplinary reasons, they shall be ineligible to compete in another sport for the period of the disciplinary sanction imposed or for the period the sanction would have been imposed had s/he not quit.

- Student-athletes may participate in more than one (1) sport or sport activity during the same season, if both coaches are able to coordinate a student's schedule.

## **Cutting of Participants**

The coaching staff of each individual sport shall establish the process for deciding whether athletes will be “cut” during a tryout period during which the final composition of a team will be determined. If a coaching staff determines that “cuts” are necessary, they shall discuss with all athletes attending the tryouts the criteria to be used to evaluate the athletes during the tryout period. This procedure shall also describe the notification process that will be used to inform all athletes of their status following the tryout period. The coaching staff must make every effort to ensure that all athletes attending the tryouts clearly understand the criteria to be used to evaluate them. It is recommended that coaches keep written documentation pertaining to tryout criteria for each athlete participating in team try outs.

The notification procedures used by the coaching staff should, if feasible, include individual conferences with each athlete that does not make the final team. These conferences shall include feedback to the athletes on the areas where they might improve athletically and always ensure the dignity and growth of the individual student.

## **Conduct of Program**

All interscholastic and intramural athletic competition shall be in compliance with the constitution, bylaws, and competition rules of the Kentucky High School Athletic Association (KHSAA), or other sanctioned varsity level organizations, the principles of the Southern Association of Colleges and Schools, and Title IX requirements. As a condition to KHSAA membership, each member school and Superintendent shall annually submit a written certification of compliance with 20 USC Section 1681 (Title IX).

Coaches shall abide by:

- Policies adopted by the school council relating to evaluation of the athletic program that address program equity for both male and female athletics.
- Program implementation requirements developed by Superintendent/designee to promote compliance with Title IX requirements.
- Rules and limitations established by 702 KAR 7:065 and the local Board for students participating in middle school sports and sport activities. **09.31**

***STUDENTS FIRST, ATHLETES SECOND***

## KHSAA Imposition of Penalties

If KHSAA rules and regulations are violated, penalties may be imposed on the school or individual within the defined parameters of Bylaw 33, the KHSAA Due Process Procedures. The Principal shall be responsible for oversight of the school's athletic program to see that it remains compliant with KHSAA rules.

<b>Please refer to KHSAA Bylaw 33.</b>
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## Future Changes

Although every effort will be made to update the handbook on a timely basis, the Kenton County Schools reserve the right, and have the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

## Central Office Personnel and School Administrators

Person/Address	Telephone/E-mail	Fax
<b>Superintendent</b> Dr. Terri Cox-Cruey 1055 Eaton Dr. Fort Wright, Ky. 41017	859.344.8888 <a href="mailto:terricox.cruey@kenton.kyschools.us">terricox.cruey@kenton.kyschools.us</a>	859.344.1531
<b>Deputy Superintendent</b> Barbara Martin 1055 Eaton Dr. Fort Wright, Ky. 41017	859.344.8888 <a href="mailto:barb.martin@kenton.kyschools.us">barb.martin@kenton.kyschools.us</a>	859.344.1531
<b>Asst. Superintendent</b> Dr. Kimberly Banta 1055 Eaton Dr. Fort Wright, KY 41017	859.344.8888 <a href="mailto:kim.banta@kenton.kyschools.us">kim.banta@kenton.kyschools.us</a>	859.344.1531
<b>Asst. Superintendent</b> Gerald Turner 1055 Eaton Dr. Fort Wright, KY 41017	859.344.8888 <a href="mailto:gerald.turner@kenton.kyschools.us">gerald.turner@kenton.kyschools.us</a>	859.344.1531
<b>Asst. Superintendent</b> Tracy Mann 1055 Eaton Dr. Fort Wright, KY 41017	859.344.8888 <a href="mailto:tracy.mann@kenton.kyschools.us">tracy.mann@kenton.kyschools.us</a>	859.344.1531

<b>Person/Address</b>	<b>Telephone/E-mail</b>	<b>Fax</b>
<b>Director of Student Engagement</b> 1055 Eaton Dr. Fort Wright, Ky. 41017	859.344.8888 @kenton.kyschools.us	859.344.1531
<b>Title IX/Equity Coordinator</b> Al Poweleit 1055 Eaton Dr. Fort Wright, Ky. 41017	859.344.8888 al.poweleit@kenton.kyschools.us	859.344.1531
<b>504 Coordinator</b> Linda Kelley 1055 Eaton Dr. Fort Wright, Ky. 41017	859.344.8888 linda.kelley@kenton.kyschools.us	859.344.1531
<b>Executive Director of Support Operations</b> Rob Haney 1055 Eaton Dr. Fort Wright, Ky. 41017	859.344.8888 rob.haney@kenton.kyschools.us	859.344.1531
<b>High Schools</b>		
<b>Dixie Heights High School</b> Karen Hendrix, Principal 3010 Dixie Hwy. Crestview Hills, Ky. 41017	859.341.7650 karen.hendrix@kenton.kyschools.us	859.341.2531
<b>Scott High School</b> Dr. Brennon Sapp, Principal 5400 Old Taylor Mill Rd. Taylor Mill, Ky. 41015	859.356.3146 brennon.sapp@kenton.kyschools.us	859.356.5516
<b>Simon Kenton High School</b> Martha Setters, Principal 11132 Madison Pk. Independence, Ky. 41051	859.960.0100 martha.setters@kenton.kyschools.us	859.960.0360
<b>Kenton County Academies of Innovation and Technology</b> Dr. Francis O'Hara, Director 3234 Turkeyfoot Road Fort Mitchell, KY 41017	859-341-2266 francis.ohara@kenton.kyschools.us	859-341-6486
<b>Success Academy</b> Clay Dawson, Principal 11800 Taylor Mill Road Independence, KY 41051	859.356.1502 clay.dawson@kenton.kyschools.us	859.356.4594

Middle Schools		
<b>Summit View Middle School</b> K.C. Ratliff Principal 5002 Madison Pk. Independence, Ky. 41051	859.363.4800 kc.ratliff@kenton.kyschools.us	859.363.4804
<b>Turkey Foot Middle School</b> Principal 3230 Turkeyfoot Rd. Edgewood, Ky. 41017	859.341.0216 @kenton.kyschools.us	859.341.7217
<b>Twenhofel Middle School</b> Shannon Gross, Principal 11846 Taylor Mill Rd. Independence, Ky. 41051	859.356.5559 shannon.gross@kenton.kyschools.us	859.356.1137
<b>Woodland Middle School</b> Tara Sides, Principal 5399 Old Taylor Mill Rd. Taylor Mill, Ky. 41015	859.356.7300 tara.sides@kenton.kyschools.us	859.356.7595
Elementary Schools		
<b>Beechgrove Elementary School</b> Kathy Saunders, Principal 1029 Bristow Rd. Independence, Ky. 41051	859.371.1636 kathy.saunders@kenton.kyschools.us	859.371.7958
<b>Fort Wright Elementary School</b> Tina Wartman, Principal 501 Farrell Dr. Fort Wright, Ky. 41011	859.331.7742 tina.wartman@kenton.kyschools.us	859.331.7763
<b>James A. Caywood Elementary School</b> Kelly Conner, Principal 3230 Turkeyfoot Rd. Edgewood, Ky. 41017	859.341.7062 kelly.conner@kenton.kyschools.us	859.344.3141
<b>Kenton Elementary School</b> Mary Beth Huss, Principal 11246 Madison Pk. Independence, Ky. 41051	859.356.3781 marybeth.huss@kenton.kyschools.us	859.356.5397
<b>Piner Elementary School</b> Christi Jefferds, Principal 2845 Rich Rd. Morning View, Ky. 41063	859.356.2155 christi.jefferds@kenton.kyschools.us	859.356.6203
<b>R.C. Hinsdale Elementary School</b> Sandra Schnatz, Principal 440 Dudley Rd. Edgewood, Ky. 41017	859.341.8226 sandra.schnatz@kenton.kyschools.us	859.341.0759



Elementary Schools		
<b>River Ridge Elementary School</b> Shawna Harney, Principal 2772 Amsterdam Rd. Villa Hills, Ky. 41017	859.341.5260 shawna.harney@kenton.kyschools.us	859.341.5962
<b>Ryland Heights Elementary School</b> Cathy Barwell, Principal 3845 Stewart Dr. Ryland Heights, Ky. 41015	859.356.9270 cathy.barwell@kenton.kyschools.us	859.356.2846
<b>Summit View Elementary School</b> Lesley Smith, Principal 5006 Madison Pk. Independence, Ky. 41051	859.363.4700 lesley.smith@kenton.kyschools.us	859.363.4703
<b>Taylor Mill Elementary School</b> Jerraine Dailey, Principal 5907 Taylor Mill Rd. Covington, Ky. 41015	859.356.2566 jerraine.dailey@kenton.kyschools.us	859.356.5750
<b>White's Tower Elementary School</b> Denise Schmiade, Principal 2977 Harris Pk. Independence, Ky. 41051	859.356.9668 denise.schmiade@kenton.kyschools.us	859.356.6799

## Section

# 1

## Program Guidelines

### Equal Educational and Employment Opportunities

#### *Employment*

Kenton County Schools is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or genetic information, as required by law.

Reasonable accommodations for individuals with disabilities will be made as required by law.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law. **03.113/03.212**

#### *Education*

No pupil shall be discriminated against because of age, color, disability, race, national origin, religion, sex, or veteran status.

Parents of students who have a temporary or permanent disability may request that the Principal or other District administrator to provide appropriate accommodations necessary for them to have an equal opportunity to participate in instructional and extracurricular activities, as required by law. Students who are at least eighteen (18) years of age may submit their own requests. **09.13**

If you have questions concerning District compliance with state and federal equal educational and employment opportunity laws, contact Dr. Kim Banta or Mike Tolliver at the Central Office.

## Harassment/Discrimination

Kenton County Schools intend that employees and students have a safe and orderly work and learning environment. Therefore, the Board does not condone and will not tolerate harassment of or discrimination against employees, students, or visitors to the school or District, or any act prohibited by Board policy that disrupts the work place or the educational process and/or interferes with an employee's job responsibilities or student learning.

Employees or students who believe that they, or any other employee, student, or a visitor to the school or District is being or has been subjected to harassment or discrimination shall bring the matter to the attention of the Principal/immediate supervisor or Dr. Kim Banta in the Central Office. The District will investigate any such concerns promptly and confidentially.

No employee or student will be subject to any form of reprisal or retaliation for having made a good-faith complaint under Board policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation. **03.162/03.262/09.42811**

The following have been designated to handle inquiries regarding nondiscrimination under Title IX and Section 504 of the Rehabilitation Act of 1973:

<i>Title IX Coordinator Name</i>	Al Poweleit
<i>Telephone</i>	859.344.8888
<i>Address</i>	1055 Eaton Dr., Ft. Wright, Ky.
<i>Section 504 Coordinator Name</i>	Linda Kelley
<i>Telephone</i>	859.344.8888
<i>Address</i>	1055 Eaton Dr., Ft. Wright, Ky.

01.1

## Confidentiality

In certain circumstances employees will receive confidential information regarding students' or employees' medical, educational or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. Employees with whom juvenile court information is shared as permitted by law shall be asked to sign a statement indicating they understand the information is to be held in strictest confidence.

### *Access to be Limited*

Employees may only access student record information in which they have a legitimate educational interest. **03.111/03.211/09.14/09.213/09.43**

Both federal law and Board policy prohibit employees from making unauthorized disclosure, use or dissemination of personal information regarding minors over the Internet.

Coaches wishing to utilize a social networking site for instructional, administrative or other work-related communication purposes shall comply with the District's acceptable use policy, procedures and other applicable guidelines. **08.2323**

## **Compensation**

For employees who are assigned coaching responsibilities, compensation shall be made according to a schedule approved by the Board. Compensation for all services rendered as an employee of the District shall be processed through standard payroll procedures. **03.121/03.221**

No coach shall receive from any other source a salary supplement for coaching school-sponsored athletics.

<b>Please refer to KHSAA Bylaw 27.</b>
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## **Reduction in Salary and Responsibilities**

Salaries for certified personnel shall not be less than the preceding year unless such reduction is part of a uniform plan affecting all teachers in the entire District or unless there is a reduction of responsibilities. Reduction of coaching responsibilities for teachers may be accompanied by a corresponding reduction in salary. Written notice that states the specific reason(s) for the reduction shall be furnished to teachers no later than ninety (90) days before the first student attendance day of the school year, or May 15, whichever is earlier. **03.1212**

Assignment of supplemental coaching duty to a certified employee is on a year-by-year basis only and does not give rise to any expectation of a continued right to hold and receive compensation for such duties.

## **Section**

# **2**

## **Staff Responsibilities**

### **Supervision of Coaches**

Every employee is assigned an immediate supervisor. All employees shall receive a copy of their job description and responsibilities for review. (Human Resources Dept. or Principal can supply employees with a copy of their job description or the job description can be accessed on the District website). Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **03.11/03.21, 03.132/03.232**

The Athletic Director shall review the job description for the position with each coach upon their initial hiring,

Head coaches shall answer directly to the school Athletic Director and/or Principal who shall be responsible for the day-to-day administration of the school's athletic program. Assistant coaches will report directly to the head coach of their sport. Although s/he may assign duties to other staff members, the Principal shall retain the responsibility for the satisfactory conduct of the athletic program. The school Athletic Director shall report regularly to the Principal/designee.

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District property. In addition, employees shall cooperate fully with all investigations conducted by the District as authorized by policy or law. **03.133/03.233**

## Professional Development

All coaches shall abide by the requirements of KHSAA Bylaw 27: Requirement for Coaches and Others Working with High School Teams regarding professional development. This professional development shall include, but not be limited to, C.P.R. and AED training along with participation in the Coaches Education Program, Sports Safety Training course, Medical Symposium Updates, and KHSAA Rules clinics.

All coaches are encouraged to grow professionally in their knowledge and understanding of their respective sport through participation in voluntary professional development and membership in local, state, and national organizations.

## Athletic Program/Sport Activity Volunteers

Athletic program/sport activity volunteers are persons who do not receive compensation for assisting in program activities. All volunteers shall give assistance only under the direction and supervision of the coach, Principal or other designated member of the professional administrative and teaching staff. **03.6**

At no time should unpaid volunteers be left alone in charge of students without appropriate supervision as outlined above.

## Criminal Background Check and Testing

All coaches, assistant coaches and athletic program volunteers must undergo a criminal history background check(s) as required by Board policy and by KRS 160.380 and KRS 161.185. **03.11/03.21, 03.6/09.31**

The District shall conduct, at either District or school expense, a Kentucky State Police criminal records check on all athletic program volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Pursuant to KRS 160.380, the Superintendent/designee also may require athletic program volunteers to submit to a national criminal history background check for safety reasons. With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

No athletic program volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check. **03.6**

## Physical Examinations

### *Coaches*

All newly employed personnel, including coaches, shall present documentation of a medical examination performed by a licensed physician, physician assistant (PA), or advanced practice registered nurse or by a licensed medical practitioner of the employee's choice. **03.111/03.211**

### *Students*

Each student seeking eligibility to participate in any school athletic or sport activity at the middle or high school level must pass an annual medical examination performed and signed by a medical practitioner as required by law. Consistent with guidelines issued by KHSAA or the Kentucky Board of Education (KBE), the required physical examination and parental authorization shall include acknowledgement of receipt of information on the nature and risk of concussion and head injury, including the continuance of playing after concussion or head injury. Physicals are valid for one calendar year from date completed. **09.311**

Please refer to KHSAA Bylaw 2.
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## Fund-Raising Activities

All athletic booster group fund-raising activities shall be approved in advance by the Principal. All schoolwide fund-raising activities must be approved by the Board. Requests must be channeled through the Principal to the Assistant Superintendent.

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity, nor be required to do door-to-door selling as part of a fund-raising event.

All booster groups wishing to be recognized by and/or affiliated with the District shall adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District.

All funds raised for a specific purpose by athletic program booster clubs shall comply with the requirements established by the Board and shall be used for that purpose. **04.312, 09.33**

## Safe Working Environment

It is the intent of the Board to provide a safe and healthful working and learning environment for all employees and students. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

Employees involved in a job-related accident or incident wherein the employee may have received an injury shall report the incident to the Superintendent or designee. The employee shall be required to fill out forms, etc., attesting to the incident. A report should be made within 24-48 hours of the occurrence and prior to leaving the work premises, UNLESS the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

In order to eliminate or minimize occupational exposure to bloodborne pathogens, employees must comply with the District's Bloodborne Pathogen Control Plan. When bodily fluid spills occur, employees shall follow procedures posted in each school building or worksite. Disposable gloves and plastic bags are available in elementary classrooms and, in each school, the Principal's office, food service office, or the custodian's storage area.

For information on the District's plans for Hazard Communication, Bloodborne Pathogen Control, Lockout/Tagout, and Personal Protective Equipment (PPE), contact the Principal or see the District's *Policy Manual* and related procedures.

Employees should use their school/worksite two-way communication system to notify the Principal, supervisor or other administrator of an existing emergency. **03.14/03.24, 05.4**

## **Disrupting the Educational Process**

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- conduct that threatens the health, safety or welfare of others;
- conduct that may damage public or private property (including the property of students or staff);
- illegal activity;
- conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school-related activities or District operations.

**03.1325/03.2325**

## **Drug-Free/Alcohol-Free Schools**

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain, sell or transfer any of the following in the workplace or in the performance of duties:

1. Alcoholic beverages;



2. Controlled substances, prohibited drugs and substances, and drug paraphernalia; and or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by federal regulation.
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the employee's intent to pass off the item as a controlled substance.

In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials.

Any employee convicted of violation of criminal drug statutes shall, within five (5) working days, provide notification of the charge or conviction to the Superintendent. Teachers are subject to random or periodic drug testing following reprimand or discipline for misconduct involving illegal use of controlled substances.

Employees who know or believe that students or other employees have violated the District's alcohol-free/drug-free policies have been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **03.13251/03.23251/09.423**

## **Weapons**

Carrying, bringing, using or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Except for authorized law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, or District employees in sworn positions, the Board prohibits carrying concealed weapons on school property. Staff members who violate this policy are subject to disciplinary action, including termination.

Employees who know or believe that this policy has been violated must promptly make a report to the local police department, sheriff, or Kentucky State Police. **05.48**

## **Assaults and Threats of Violence**

Employees should immediately report any threats they receive (oral, written or electronic) to their immediate supervisor. A "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods. **09.425**

## **Tobacco Products**

The use of any tobacco product is prohibited in any building or vehicle owned or operated by the Board. **03.1327/03.2327**

Students shall not be permitted to use or possess any tobacco product on property owned or operated by the Board, inside Board-owned vehicles, on the way to and from school, or during school-sponsored trips and activities. **09.4232**

## **Use of School Property**

Employees are responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. Employees shall immediately report to their immediate supervisor any property that is damaged, lost, stolen, or vandalized. The immediate supervisor shall complete an incident report and submit to the Director of Finance.

No employee shall perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities.

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials for personal or private use or gain. These items (including security codes and electronic records such as e-mail) are District property.

Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted. **03.1321/03.2321**

Coaches shall advise individuals with disabilities who request accommodations at District athletic activities to contact the District ADA/504 Coordinator for assistance and guidance. **10.5**

## **Athletic Camps**

Coaches in all sports may organize and operate youth sports camps in their respective sports if approved by their immediate supervisor. All camps must be operated as a school-sponsored activity and comply with all relevant policies and procedures as described in other sections of this handbook or in District policy and procedures. All personnel serving as camp instructors shall be:

1. Currently employed coaches of the school,
2. Volunteers as described in previous handbook sections, or
3. Student-athlete members of the respective athletic team offering the camps.

All revenues and expenditures for athletic camps shall comply with school and District financial policies as described in this handbook or in the complete District policy and procedure manual.

All athletic camps should be scheduled so they do not conflict with the regular academic calendar of the Kenton County Schools nor the District's regular academic programming. No athletic camp will be permitted to be scheduled during the KHSAA-designated "Dead Period."

<b>Please refer to KHSAA Bylaw 26.</b>
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## **Inventory of Athletic Equipment**

Athletic equipment shall be subject to policies and procedures concerning the District's inventory process and related reporting requirements. **04.7**

## **Gifts**

Any gift presented to a school employee for the use of the school must have the prior approval of the Superintendent or the Board of Education. Any gift so approved and accepted on behalf of the school becomes the property of the Board. **03.1322/03.2322**

## **Solicitations**

Unless authorized by the Superintendent or designee, sales representatives, agents, or other solicitors shall not solicit or contact pupils, teachers, or other employees during the school day. **10.4**

There shall be no solicitation of students while they are under the supervision of school personnel without the approval of the Superintendent. **09.33**

Employees shall not solicit for personal financial remuneration from students, parents and other staff during the school day or during school events. **03.1721/03.2721**

## **Alteration of School Property**

Any change or modification to be made in the landscape of school grounds, construction of driveways or roads across such grounds; renovation of the school buildings or the alteration of any part thereof; or the construction of buildings, playing fields, tennis courts, or the erection of lighting systems for such fields or courts shall be done only after the approval of the project by the Board and appropriate state agencies. **05.11**

## **Advertising**

No commercial advertising or distribution of materials shall be allowed in the facilities or on the grounds of school property, except as expressly approved by the Board through the Superintendent or designee.

Announcements, notices and signs that advertise student activities shall be acceptable at the discretion of the Superintendent. **10.4**

## **District Representation**

Use of the school mascot, school logos, and/or school and District imagery is restricted and, as such, cannot be altered. No one shall use these logos or images without the expressed permission of the school or District administration. All logos and images that are to be used shall be approved by the Superintendent or designee and shall comply with the style guide adopted by the District.

## **Political Activities**

Employees shall not promote, organize, or engage in political activities while performing their duties or during the work day. Promoting or engaging in political activities shall include, but not be limited to, the following:

- Encouraging students to adopt or support a particular political position, party, or candidate; or
- Using school property or materials to advance the support of a particular political position, party, or candidate. **03.1324/03.2324**

In addition, KRS 161.164 prohibits employees from taking part in the management of any political campaign for school board.

## **Copyrighted Materials**

The use and duplication of copyrighted material for educational purposes shall be within the generally accepted uses delineated by applicable law and procedures developed by the Superintendent. In reference to copyrighted electronic materials, employees shall use such materials only in accordance with the license agreement under which the materials were purchased or otherwise procured. **08.2321**

## **Search and Seizure**

All searches of students must be conducted in compliance with Board Policy **09.436**.

Searches of a pupil's person or his or her personal effects shall only be conducted by a certified person directly responsible for the conduct of the pupil or the Principal/designee of the school which the student attends. Before a student's outer clothing, pockets, or personal effects (e.g., handbags, backpacks, etc.) are searched, there must be reasonable grounds to believe the search will reveal evidence that the student has violated or is violating either a school rule or the law or possesses an item harmful to the school and its students. Search of a pupil's person shall be conducted only with the express authority of the Principal.

However, when an immediate threat to the health or safety of others occurs off site with no certified employee reasonably available, coaches that are responsible for the student are authorized to conduct the search of a student or his/her personal effects. Examples of immediate threats would include reasonable suspicion of the presence of illegal drugs or a weapon.

No search of a pupil shall be conducted in the presence of other students, except for situations involving an imminent threat to students or staff where immediate action is required to prevent harm to health and safety. No strip searches of students shall be permitted. **09.436**

## Child Abuse

Per KRS 620.030, any school personnel who knows or has reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected shall immediately make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney. **09.227**

Reporting telephone numbers:

Cabinet for Health and Family Services	859.292.6340
Kenton County Police	859.392.1940
Kentucky State Police	800.222.5555
Garry Edmondson, County Attorney	859.491.0600
Rob Sanders, County Commonwealth Attorney	859.292.6580

## Corporal Punishment

Employees shall not utilize corporal punishment as a penalty or punishment for student misbehavior. Corporal punishment shall refer to the deliberate infliction of physical pain on a student by any means. **09.433**

## Use of Physical Restraint and Seclusion

Use of physical restraint and seclusion shall be in accordance with Board policy and procedure. **09.2212**

## Civility

Employees should be polite and helpful while interacting with parents, visitors and members of the public. Individuals who come onto District property or contact employees on school business are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures, including dismissal.

In cases involving physical attack of an employee or immediate threat of harm, employees should take immediate action to protect themselves and others. In the absence of an immediate threat, employees should attempt to calmly and politely inform the individual of the provisions of Policy **10.21** or provide him/her with a copy. If the individual continues to be discourteous, the employee may respond as needed, including, but not limited to: hanging up on the caller; ending a meeting; asking the individual to leave the school; calling the site administrator/designee for assistance; and/or calling the police.

As soon as possible after any such incident, employees shall submit a written incident report to their immediate supervisor. **10.21**

## Required Reports

Although you may be directed to make additional reports, the following reports are required by law and/or Board policy:

- Report to the immediate supervisor damaged, lost, stolen, or vandalized school property or if District property has been used for unauthorized purposes. **03.1321/03.2321**
- If you know or believe that the District's alcohol-free/drug-free policies have been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required if you know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **03.13251/03.23251/09.423**
- Report potential safety or security hazards to the Principal and notify your supervisor immediately after sustaining a work-related injury or accident. **03.14/03.24/05.4**
- Report to the Principal/immediate supervisor or the District's Title IX Coordinator if you, another employee, a student, or a visitor to the school or District is being or has been subjected to harassment or discrimination. **03.162/03.262/09.42811**
- If you suspect that financial fraud, impropriety or irregularity has occurred, immediately report those suspicions to Principal or the Superintendent. If the Superintendent is the alleged party, employees should address the complaint to the Board chairperson. **04.41**

## STAFF RESPONSIBILITIES

- If you know or believe that the District's weapon policy has been violated, promptly make a report to the local police department, sheriff, or Kentucky State Police. This is required when you know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. **05.48**
- District bus drivers taking medication either by prescription or without prescription shall report to their immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities. **06.221**
- District employees who know or have reasonable cause to believe that a student has been the victim of a violation of any felony offense specified in KRS Chapter 508 (assault and related offenses) committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim.

The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in such an incident.

Within forty-eight (48) hours of the original report of the incident, the Principal also shall file with the Board and the local law enforcement agency or the Department of Kentucky State Police or the County Attorney a written report containing the statutorily required information. **09.2211**

- Notify the Principal as soon as possible when you use seclusion or physical restraint with a student, but no later than the end of the school day on which it occurs, and document in writing the incident by the end of the next school day. **09.2212**
- If you know or have reasonable cause to believe that a child under eighteen (18) is dependent, abused or neglected, **immediately** make a report to a local law enforcement agency, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney, and to the Principal (who shall also make a report to the proper authorities) and Superintendent. (See **Child Abuse** section.) **09.227**
- Report to the Principal any threats you receive (oral, written or electronic). **09.425**

<b>Please refer to KHSAA Bylaws 17 and 19.</b>
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## **Section**

# **3**

## **Pre-Season Planning**

### **Notifications to Students/Parents**

Each coach of an athletic or sport activity is responsible for distributing the forms required by KHSAA to each prospective student athlete and parent/guardian, as well as forms required by the Board of Education.

### **Coach-Parent Communications**

To demonstrate the District's commitment to productive school-home communications, a parent meeting is to be held before the start of each season. Also, coaches are expected to respond to requests from parents via phone calls, e-mail messages, and written requests within forty-eight (48) hours of receipt of the message unless extraordinary circumstances prevail. If the message is received on Friday or the day before a break in the school calendar, every reasonable effort shall be made to respond that day, but certainly no later than the next school day.

### **Scheduling**

Coaches shall adhere to the following scheduling guidelines, unless circumstances dictate otherwise, in which case they shall confer with the Principal.

Except as permitted by Board policy, no regularly scheduled student activities, athletic games, sport activities or practices shall take place on Sunday or on holidays observed in the school calendar. **09.3**



Teams may practice on Sunday's with prior approval of the Principal and Superintendent/designee and between the hours of 2:00-6:00 p.m. Such approval would be given only under special circumstances (example: post-season competition scheduled on a Monday).

Scheduling of athletic competitions and sport activities shall be approved in advance by the Principal and meet all applicable conference, district or regional requirements in keeping with KHSAA rules and regulations. **09.31**

Scheduling of all middle school competitions will be completed by the school's athletic director and approved by the Principal in cooperation with the Northern Kentucky Middle School Athletic Association and District guidelines.

<b>Please refer to KHSAA Bylaws 20 - 26.</b>
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To the extent possible, athletic competitions and sport activities shall be scheduled:

1. To minimize travel distances and compete with schools of comparable size and classification.
2. To avoid overlap with other school athletic activities already scheduled on the same date.
3. To assure that scheduling of District facilities, practice times and competition times for both male and female sports are consistent with Title IX requirements.
4. To avoid scheduling regular season athletic games and sport activities on a date that will require loss of instructional time for travel or competition, in compliance with KDE regulations and local Board policy.

Examples of scheduling of athletic practices and sport activities which should be avoided include the following:

- a. Conflict with end of semester exams.
- b. Occur during professional development activities
- c. Coincide with religious observances and/or times of worship.
- d. Conflict with school open house events

## **Cancellation of Athletic or Sport Activities**

The decision to cancel athletic or sport activities is made by the Superintendent or designee in consultation with the building administration and the Athletic Department. Unless travel conditions are upgraded prior to departure time, scheduled games shall be postponed or cancelled whenever school has been dismissed because of inclement weather.

If conditions warrant the cancellation of activities, Head Coaches will be notified by the Athletic Department. The District will also advertise all cancellations via the District website, automated calling system, and local media as conditions warrant.

If coaches are notified regarding the cancellation of an away contest, they should notify the Athletic Department immediately so the public can be notified by any and all of the methods mentioned above.

In the event of a cancellation, the activity should be re-scheduled for the earliest convenient date as long as all KHSAA and District requirements regarding scheduling are met.

Forfeits are addressed by KHSAA guidelines.

**Please refer to KHSAA Bylaw 24.**

## **Athletic Trips**

Parents are to be informed of the nature of all trips, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in athletic trips.

The planning process for all field trips across all grade levels shall include a statement of where meals will be provided in the event that students are not able to eat lunch at school. Planning documents will identify the location and source of each meal. For meals, each bus shall transport students to one (1) dining location at which all students on that bus must remain. Students are to be dropped off and picked up as close to the dining entrance as possible and supervised closely as they enter and exit. When multiple buses are involved, each bus may be assigned to a different location, but students may not leave the site to which their bus has been assigned.

The Superintendent shall submit for Board approval a listing of excursions designated as local trips. The Board shall consider on an individual basis requests for overnight trips and trips taken to destinations more than fifty (50) miles from school except those destinations on the approved field trip list.

For overnight, out-of-state trips, a certified administrator shall accompany the group. The staff member(s) in charge of the trip shall serve in loco parentis for the participating students and shall be responsible for monitoring the behavior of both students and chaperones.

**09.36**

**Please refer to KHSAA Bylaw 20.**

## **Game Officials**

[www.khsaa.org/handbook/](http://www.khsaa.org/handbook/)

**Please refer to KHSAA Bylaws 20 and 29.**

## Student Discipline

All students participating in the District's athletic program shall abide by school/District rules and regulations, including provisions of the code of acceptable behavior and discipline. In addition, coaches may set additional reasonable team rules, provided those rules are given to students prior to the beginning of the season and students are required to return to the coach a form signed by both the student and the parent/guardian signifying their receipt of, and agreement to abide by, the rules. Coaches shall keep these forms on file for the duration of the sports season. **09.438**

In keeping with Board policy, disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the student athlete to lose status before his/her peer group. Coaches should guard against making remarks to other student participants concerning a student's shortcomings.

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student. **09.43**

The Principal may suspend a student's eligibility to participate in an athletic activity, pending investigation of any allegation that the student has violated either the District behavior standards or the school council's criteria for participation. **09.3**

## Crowd Control

The school Athletic Director shall coordinate with the Principal to promote the orderly conduct and safety of students and other spectators who attend athletic events.

Crowd control procedures shall include supervision by appropriate school officials in all cases. In case of events where it is anticipated that the nature of the crowd may pose conduct or safety problems (e.g. large or emotional crowds), procedures shall call for the posting of adequate police or security personnel. **05.45**

## Athletic Program/Sport Activity Purchasing

Employees are required to follow applicable state law and regulations and local policies and administrative procedures when making purchases on behalf of the athletic program, including equipment and uniforms. All purchases shall require the prior approval of the Superintendent or the Superintendent's designee. **04.31**

Internal school account purchases must be supported by a properly executed purchase request and authorization for payment by the Principal. **04.312**

Bidding procedures shall conform to the Model Procurement Code, KRS 45A.345 – KRS 45A.460. District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$20,000.00. For additional assistance, coaches should contact the District Treasurer in the Central Office. **04.32**

## Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, school personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Superintendent/designee. Allowable expenses include mileage, gasoline used for Board vehicles, tolls and parking fees, car rental, fares charged for travel on common carriers (plane, bus, etc.), food (when District business requires an overnight stay), and lodging. Itemized receipts for lodging must accompany requests for reimbursement.

Employees must submit travel vouchers within sixty (60) days of travel and will not be reimbursed without proper documentation. Should employees receive reimbursement based on incomplete or improper documentation, they may be required to reimburse the District. **03.125/03.225**

## Travel Budget

Each department, school, or individual shall be given an annual travel budget allocation. It is the responsibility of the appropriate supervisor to ensure that budgeted amounts are not exceeded. Travel which will exceed the available budget may not be approved without specific approval of the Superintendent or designee. **03.125**

## Section

# 4

## Student Oversight

### Eligibility

Determination of athletic eligibility for students shall be made in compliance with applicable administrative regulations and Kentucky High School Athletic Association requirements. **09.313**

**Please refer to KHSAA Bylaws.**

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school district, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privilege of participating in the school athletic program, unless such is in conflict with KHSAA Bylaws. All other pupils shall be classified as nonresidents for school purposes. **09.12**

In accordance with school council policy, student athletes are required to attend school for at least a half-day the day of an athletic activity to be eligible to try out, practice or participate in an athletic activity.

#### *Students "Playing Up"*

In accordance with school council policy, the coaching staff of each individual sport shall determine if they will allow student-athletes to "play up." For example, a student attending eighth grade may be able to participate at the freshman level in one (1) sport, but not another. Each coaching staff shall make this determination based on council policy prior to the season and clearly disseminate this information at the same time that they distribute information on tryout procedures, tryout evaluation criteria, etc. However, if a coach allows student-athletes to "play up" during one (1) season, that shall not commit that sport to the same policy in future years.

Notification and consultation between the head coach of the receiving school and the Principal and Athletic Director of the school the student attends shall occur prior to any discussion with the student and the parents regarding the student “playing up”. Once this consultation occurs, it shall be the joint decision of the coach, parents, and Principal (or Athletic Director) of the sending school as to whether the student will “play up” to the next level.

## **Student Transfers**

Any domestic student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity contest in any sport at any school, while maintaining permanent residence in the United States or a United States territory following enrollment in grade nine (9) and who then transfers, shall be ineligible for interscholastic athletics at any level in any sport for one (1) year from the date of enrollment at the new school. The period of ineligibility may be waived in the event of a dissolution of marriage or properly recorded legal separation of the student’s parents. See KHSAA Bylaw 6, Section 2 for Discretionary Exceptions for Waiver.

The period of ineligibility may be waived in the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine (9) through twelve (12) during the previous calendar year.

Foreign students (non-domestic) attending high school in Kentucky shall be considered ineligible for the first calendar year following enrollment. Foreign students who have been ineligible for an entire calendar year after being enrolled in a high school in Kentucky become eligible to represent that school immediately following the conclusion of the one (1)-year period. The period of ineligibility may be waived if the entire family unit is relocating from a foreign country or if the members of a family from a foreign country are relocating due to a declaration of asylum or seeking refuge due to acknowledged conflict.

Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment. The period of ineligibility may be waived if the student is placed in a KHSAA member school under the auspices of approved student exchange programs. In addition, a waiver may be made in other circumstances approved by the Board of Control within its policy.

KHSAA Bylaws 6 and 7 contain other specifics and questions should be referred to your Principal or Athletic Director.

<b>Please refer to KHSAA Bylaws 6 &amp; 7.</b>
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## Recruitment Violations

A student at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics. A student enrolled at any grade level shall not be given improper benefits not available to all members of the student body to remain at a member school.

Recruiting is defined as an act on behalf of or for the benefit of a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. It also shall be defined as recruiting to provide improper benefits to an already enrolled student to influence that student to remain at a member school for the purpose of participating in athletics. A school official utilizing an intermediary including a peer, another school employee, a student, parent, or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.

**Please refer to KHSAA Bylaws 10 and 13.**

## Supervision Responsibilities

While at school or during school-related or school-sponsored activities, students must be under the supervision of a qualified adult at all times. All District employees are required to assist in providing appropriate supervision and correction of students.

**09.221**

All athletic practices and events shall be under the direct supervision of a qualified employee of the Board. All persons employed by the District as a coach for any interscholastic athletic activity or sport shall meet statutory training requirements. In addition, at least one (1) person who has completed the required course shall be present at every interscholastic athletic practice and competition.

Prior to assuming their duties, nonfaculty coaches/coaching assistants shall successfully complete training provided by the District as required by KRS 161.185 and a sports safety course as required by KRS 160.445, including training on how to recognize the symptoms of a concussion and how to seek proper medical treatment for a person suspected of having a concussion. Follow-up training shall be provided annually. **09.311**

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

The Student Discipline Code shall specify to whom reports of alleged instances of bullying or hazing shall be made. **03.162/09.422/ 09.42811**

In fulfilling their supervision responsibilities, employees are required to enforce the Student Discipline Code adopted by the Board of Education and discipline policies adopted by the school council. **09.43/09.438**

All coaches shall be provided a copy of the Student Discipline Code and appropriate training addressing proper implementation completed by the Principal or designee. Coaches shall inform parents and students they shall be required to follow the Student Discipline Code at all times while representing the school.

Board policy allows for a nonfaculty coach or nonfaculty assistant to accompany students on athletic trips as provided in statute. **09.221**

A coach or an approved designated adult is required to be present to provide direct supervision of student participants during all athletic activities, including conditioning programs, practices, travel and games. Students are not to be left unsupervised while waiting for parents to pick them up. (See also section on Athletic Program Volunteers.)

## **Insurance**

Students participating in or trying out for interscholastic athletics shall be covered by accident insurance that is compatible with the catastrophic insurance coverage required by the Kentucky High School Athletic Association. Students must present evidence of accident insurance that meets minimum criteria established by the Superintendent. **09.312**

<b>Please refer to KHSAA Bylaw 2.</b>
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## **Safety and First Aid**

The safety of students shall be the first consideration in all athletic practices and events. Each interscholastic coach (head and assistant, including cheerleading) shall be required to complete a sports safety course and medical symposium update consisting of training on how to prevent common injuries. In addition, coaches should be familiar with District emergency plans for medical injuries at events as required by KRS 160.445.

Coaches shall take appropriate measures to provide a safe, healthy experience for participants and helpers in the athletic program to minimize the number and degree of seriousness of athletic injuries and related illnesses. For all athletic practices and competitions, safety procedures shall be implemented that comply with Board policy, state law and regulations, and requirements of the Kentucky Board of Education and the Kentucky High School Athletics Association (KHSAA).

When a player has sustained serious injury that may be aggravated by continued participation in the game or practice, the coach shall receive permission from a physician before the player re-enters the game or participates in practice.



*Concussions*

A student athlete suspected by an interscholastic coach, school athletic personnel, or contest official of sustaining a concussion during an athletic practice or competition shall be removed from play at that time and shall not return to play until the athlete is evaluated as required by KRS 160.445 to determine if a concussion has occurred.

A student athlete deemed to be concussed shall not be permitted to participate in any athletic practice or competition occurring on the day of the injury or, unless a physician provides written clearance, participate in any practice or athletic competition held on a subsequent day. **09.311**

Please refer to KHSAA Bylaw 27.
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**Care of District Property**

Coaching personnel shall be responsible for program equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property or if District property has been used for unauthorized purposes shall be reported to the employee's immediate supervisor who shall complete an incident report and submit to the District Finance Officer. **03.1321**

Athletic equipment shall be subject to policies and procedures concerning the District's inventory process and related reporting requirements. **04.7**

**Retention of Recordings**

Employees shall comply with the statutory requirement that school officials are to retain any digital, video, or audio recording as required by law. **01.61**

**Precautionary Measures****EQUIPMENT INSPECTION AND OVERSIGHT**

The Head Coach of each sport, in consultation with the School Athletic Director, is responsible for developing an ongoing plan of equipment inspection, maintenance, repair or replacement. The plan shall address:

1. A timetable for inspecting athletic equipment (when, how often, by whom, etc.);
2. Factors to be considered during an inspection (appropriate type, adequate quality, proper fit, etc.);
3. Instruction that will be provided to students concerning correct use of equipment; and
4. Direction to be given to athletic staff and volunteers who will assist in oversight of equipment use.

Coaches should regularly inspect equipment to ensure it is in good and safe condition. The use of any equipment that is defective or in questionable condition shall be discontinued immediately. A report concerning this equipment shall be made to the School Administrator immediately so that corrective measures can be initiated. Each school shall determine a regular schedule for the cleaning and inspection of all equipment.

#### KEY STANDARDS

1. **Heat indices** – The Kentucky High School Athletic Association and the Kentucky Medical Association have adopted a procedure for avoiding heat injury/illness through analysis of Heat Index and restructuring of activities. All coaches are required to read, understand, and follow this procedure for practices and competitions.

<http://www.khsaa.org/sportsmedicine/heat/kmaheatrecommendationscomplete.pdf>

2. **Availability of Water** – It is the responsibility of the coaches to make sure that an adequate supply of water is available for all practices and competitions. Under no circumstances should a coach ever deny athletes the opportunity to hydrate as often as they desire.
3. **Game/Practice Scheduling** – All coaches/athletic administrators who bear the responsibility of game and practice scheduling should adhere to the KHSAA guidelines for limitation of seasons (Bylaw 25) when planning their season. Coaches/athletic administrators are required to present their basic practice and competition schedules to the appropriate school administrator for their approval.
4. **Severe Weather. Lightning Advisory** – All coaches are required to read, understand, and adhere to the KHSAA and NFHS guidelines for severe weather and lighting.

<http://khsaa.org/sportsmedicine/lightning/nfhsguidelinesforlightning-october2010.pdf>

Please refer to KHSAA Bylaws 25 and 27.
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## Sportsmanship

*“The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules for athletes and coaches. We will not tolerate negative statements or actions between opposing players, especially trash-talking, taunting or baiting of opponents. If such comments are heard or actions seen, a penalty will be assessed immediately. We have been instructed not to issue warnings. Let today’s contest reflect mutual respect.”*

It is the clear obligation of all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships.

**THE KENTON COUNTY SCHOOL DISTRICT SPIRIT OF SPORTSMANSHIP CREED**

*The Kenton County School District appreciates all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language, however, deemed inappropriate by the school administration and/or game officials **will not** be tolerated and may be grounds for ejection from the game and/or the facility.*

<b>Please refer to KHSAA Bylaw 11.</b>
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The following behaviors represent the types of behaviors that will not be tolerated at school/District athletic events. Those who exhibit such behaviors will be asked to leave the premises, and extreme or repeated violation may result in permanent exclusion from school/District athletic events.

- Verbally berating players, coaches, official administrators or others in attendance.
- Use of obscene language or gestures or acts of physical violence or threats of violence directed at same or at contest officials.

Specifically, actions that are discouraged and may warrant further action include, but are not limited to:

1. Cursing and use of obscenities,
2. Disrupting or threatening to disrupt school or office operations,
3. Acting in an unsafe manner that could threaten the health or safety of others,
4. Verbal or written statements or gestures indicating intent to harm an individual or property, and
5. Physical attacks intended to harm an individual or substantially damage property. **05.45, 10.21**

## **Awards and Recognitions**

The Board recognizes that a significant part of interscholastic athletics is the recognition of achievement by student-athletes. All teams shall hold an end-of-season recognition ceremony where student achievement is recognized. The individual sport shall establish the criteria that will be used to determine whether or not an athlete has achieved status as a varsity, junior-varsity, etc., member and whether a varsity letter will be awarded. The criteria shall be clearly defined and communicated to the team members at the beginning of the season.

<b>Please refer to KHSAA Bylaws 8 and 12.</b>
---

## Section

# 5

## Appendix

### Code of Ethics for Teachers/Certified Employees

16 KAR 1:020:

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:
  - (a) To students:
    1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
    2. Shall respect the constitutional rights of all students;
    3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
    4. Shall not use professional relationships or authority with students for personal advantage;
    5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
    6. Shall not knowingly make false or malicious statements about students or colleagues;
    7. Shall refrain from subjecting students to embarrassment or disparagement; and
    8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students.

Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(b) To parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgement, and shall not offer any of these to obtain special advantage.

(c) To the education profession;

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

Section 2. Violation of this administrative regulation may result in cause to initiate proceedings for revocation or suspension of Kentucky certification as provided in 704 KAR 20:585.

## Code of Ethics for Coaches

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or the Kentucky High School Athletic Association (KHSAA).

-National Federation of High School Associations (NFHS)

# Acknowledgement Form

<b>2013-2014 School Year</b>
------------------------------

I, \_\_\_\_\_, have received a copy of the  
*Name*

Coaches' Handbook issued by the Kenton County School District, and understand and agree that I am to review this handbook in detail, familiarize myself with the requirements listed on my job description and to consult District and school policies and procedures with my Principal/supervisor if I have any questions concerning its contents.

I understand and agree:

1. that this handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of the referenced policies and procedures, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the information contained in this handbook, the changes will become binding on me immediately upon issuance of the new or revised policy or procedure by the District.

*I understand that as an employee of the Kenton County School District I am required to review and follow the information set forth in this handbook and rules disseminated by the Kentucky High School Athletic Association and other governing bodies specific to the sport/s I coach and I agree to do so.*

\_\_\_\_\_  
*Employee Name (please print)*

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

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

Return this signed form to the school Athletic Director who will make a copy for each coach and keep a copy on file at the school.

# **Document G701™ – 2001**

## Change Order

<b>PROJECT</b> (Name and address):	<b>CHANGE ORDER NUMBER:</b> 001	<b>OWNER:</b> <input checked="" type="checkbox"/>
Scott High School - Phase 2B	<b>DATE:</b> 2013.07.18	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
5400 Old Taylor Mill Road		<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
Taylor Mill, KY 41015		<b>FIELD:</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address):	<b>ARCHITECT'S PROJECT NUMBER:</b> 2010-097	<b>KDE:</b> <input checked="" type="checkbox"/>
Morel Construction Co., Inc.	<b>CONTRACT DATE:</b> April 02, 2013	
Morel Construction Co., Inc.	<b>CONTRACT FOR:</b> General Construction	
2801 Alexandria Pike		
Highland Heights, KY 41076		

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

#### GENERAL CONSTRUCTION

ITEM NO. 001-01

Contractor's Request

1. Furnish and install pressure treated wood bucks in lieu of the prefabricated window bucks originally specified.

**REASON:** Vendor selected by the Contractor would not provide items without pre-payment. Contractor requested a change to permit him to construct the pressure treated wood bucks.

**DEDUCT:** \$3,642.00

**TOTAL DEDUCT:** \$3,642.00

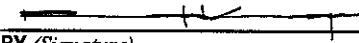


The original Contract Sum was	\$	9,793,000.00
The net change by previously authorized Change Orders	\$	-3,642.00
The Contract Sum prior to this Change Order was	\$	9,789,358.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	9,789,358.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is as listed in the Project Manual and as modified by Addendum.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<b>PCA Architecture, PSC</b>	<b>Morel Construction Co., Inc.</b>	<b>Kenton County Board of Education</b>
<b>ARCHITECT</b> (Firm name)	<b>CONTRACTOR</b> (Firm name)	<b>OWNER</b> (Firm name)
14 East Eighth Street,	Morel Construction Co., Inc.,	1055 Eaton Drive,
Covington, KY 41011	2801 Alexandria Pike,	Ft. Wright, KY 41017
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
		
<b>BY</b> (Signature)	<b>BY</b> (Signature)	<b>BY</b> (Signature)
Ralph Cooper	Adolph Zell	
(Typed name)	(Typed name)	(Typed name)
2013.07.18		
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>

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User Notes:

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KENTUCKY DEPARTMENT OF EDUCATION  
DIVISION OF FACILITIES MANAGEMENT

CHANGE ORDER SUPPLEMENTAL  
INFORMATION FORM

702 KAR 4:160

(Supplement to AIA G701 and G701/CMA Change Order Form)

District: Kenton County School District District Code: 291 Facility Name: Scott High School School Code: 120  
BG No: 11-096 Project: Scott High School Phase 02-B Classroom Addition Contract/Bid Package: All

Original Contract Sum: \$9,793,000.00 Change Order Number: 001

Requested Change Order Amount: \$-3,642.00 Time Extension Required: ☐ Yes ☒ No

NOTE: All change orders shall be submitted with complete cost breakdown including materials, labor, overhead and profit, and any descriptive drawings and information.

Contract change requested by:

☐ Local Board of Education ☒ General Contractor  
☐ Architect/Engineer ☐ Construction Manager  
☐ Code Enforcement Official ☐ Other: \_\_\_\_\_

Change Order Description and Justification:

GENERAL CONSTRUCTION

ITEM NO. 001-01

Contractor's Request

1. Furnish and install pressure treated wood bucks in lieu of the prefabricated window bucks originally specified.

REASON: Vendor selected by the Contractor would not provide items without pre-payment. Contractor requested a change to permit him to construct the pressure treated wood bucks.

DEDUCT: \$3,642.00

TOTAL DEDUCT: \$3,642.00

Cost Benefit to Owner:

1. Necessary to permit construction to proceed.

Have contract unit prices been utilized to support the cost associated with this change order?

☐ Yes ☒ No

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☐ Yes ☒ No

Does this change order effect the total Architect/Engineer design fee for the project? ☐ Yes ☒ No

Current A/E Contract Amount: \_\_\_\_\_ \$

Fee Amount for this change +/-: \_\_\_\_\_ \$0.00

New A/E Contract Amount: \_\_\_\_\_ \$

Board of Education Designee Signature

Date

# **AIA® Document G701™ – 2001**

## Change Order

<b>PROJECT</b> (Name and address): Scott High School - Phase 2B 5400 Old Taylor Mill Road Taylor Mill, KY 41015 <b>TO CONTRACTOR</b> (Name and address): Morel Construction Co., Inc. Morel Construction Co., Inc. 2801 Alexandria Pike Highland Heights, KY 41076	<b>CHANGE ORDER NUMBER:</b> 002 <b>DATE:</b>  <b>ARCHITECT'S PROJECT NUMBER:</b> 2010-097 <b>CONTRACT DATE:</b> April 02, 2013 <b>CONTRACT FOR:</b> General Construction	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input checked="" type="checkbox"/> <b>KDE:</b> <input checked="" type="checkbox"/>
--	---	--

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

#### FIRE SUPPRESSION WORK

ITEM NO. 002-01

Contractor's Request

1. Revise sprinkler heads in existing building to turn the heads upward.

#### REASON:

1. Necessary because no new ceiling was specified for this area and the building code requires protection at a higher level in the room.

ADD: \$1,608.00

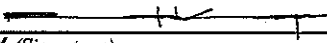
The original Contract Sum was	\$ 9,793,000.00
The net change by previously authorized Change Orders	\$ -3,642.00
The Contract Sum prior to this Change Order was	\$ 9,789,358.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,608.00
The new Contract Sum including this Change Order will be	\$ 9,790,966.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is as listed in the Project Manual and as modified by Addendums.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<b>PCA Architecture, PSC</b> <b>ARCHITECT</b> (Firm name) 14 East Eighth Street, Covington, KY 41011 <b>ADDRESS</b>  <b>BY</b> (Signature) Ralph Cooper (Typed name) 2013.07.18 <b>DATE</b>	<b>Morel Construction Co., Inc.</b> <b>CONTRACTOR</b> (Firm name) Morel Construction Co., Inc., 2801 Alexandria Pike, Highland Heights, KY 41076 <b>ADDRESS</b>  <b>BY</b> (Signature) Matt Morel (Typed name)  <b>DATE</b>	<b>Kenton County Board of Education</b> <b>OWNER</b> (Firm name) 1055 Eaton Drive, Ft. Wright, KY 41017 <b>ADDRESS</b>  <b>BY</b> (Signature)  (Typed name)  <b>DATE</b>
--	--	---

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User Notes:

(1733512779)

KENTUCKY DEPARTMENT OF EDUCATION  
DIVISION OF FACILITIES MANAGEMENT

CHANGE ORDER SUPPLEMENTAL  
INFORMATION FORM

702 KAR 4:160

(Supplement to AIA G701 and G701/CMA Change Order Form)

District: Kenton County School District District Code: 291 Facility Name: Scott High School School Code: 120  
BG No: 11-096 Project: Scott High School Phase 02-B Classroom Addition Contract/Bid Package: All

Original Contract Sum: \$9,793,000.00 Change Order Number: 002

Requested Change Order Amount: \$1,608.00 Time Extension Required: ☐ Yes ☒ No

NOTE: All change orders shall be submitted with complete cost breakdown including materials, labor, overhead and profit, and any descriptive drawings and information.

Contract change requested by:

☐ Local Board of Education ☒ General Contractor  
☐ Architect/Engineer ☐ Construction Manager  
☐ Code Enforcement Official ☐ Other: \_\_\_\_\_

Change Order Description and Justification:

FIRE SUPPRESSION WORK

ITEM NO. 002-01

Contractor's Request

1. Revise sprinkler heads in existing building to turn the heads upward.

REASON:

1. Necessary because no new ceiling was specified for this area and the building code requires protection at a higher level in the room.

ADD: \$1,608.00

Cost Benefit to Owner:

1. Necessary to meet the building code.

Have contract unit prices been utilized to support the cost associated with this change order?

☐ Yes ☒ No

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☐ Yes ☒ No

Does this change order effect the total Architect/Engineer design fee for the project? ☐ Yes ☒ No

Current A/E Contract Amount: \_\_\_\_\_ \$

Fee Amount for this change +/-: \_\_\_\_\_ \$0.00

New A/E Contract Amount: \_\_\_\_\_ \$

Board of Education Designee Signature

Date

Emergency ☐

District: Kenton County District Code: 291 Facility Name: Twenhofel/South Bus Lot School Code: \_\_\_\_\_

Grade Level Served: \_\_\_\_\_ Current Student Capacity: \_\_\_\_\_ District Organization Plan: \_\_\_\_\_

1. DESCRIPTION AND SCOPE OF PROPOSED PROJECT

A. Check and complete the applicable items:

1. New Building
2. Addition
3. Renovation or Alteration (Describe) Asphalt, fencing, electric service for bus block heaters.
4. Relocatable Classroom. Number \_\_\_\_\_ Size \_\_\_\_\_
5. Equipment/Furnishings Procurement (Describe) \_\_\_\_\_
6. Other (Describe) \_\_\_\_\_
7. Site (Complete the Following)
  - a. Site Acquisition \_\_\_\_\_ Expansion \_\_\_\_\_ Number of Acres \_\_\_\_\_
  - b. A site has been acquired in accordance with 702 KAR 4:050 regulations \_\_\_\_\_
  - c. Location \_\_\_\_\_
  - d. Proposed site currently owned by District (Y) (N) \_\_\_\_\_

B. Compliance with 702 KAR 4:180 and 702 KAR 4:160

This application is being submitted for (refer to current District Facility Plan):

1. Priority Category: 4
2. Discretionary Item Number: \_\_\_\_\_
3. Minor project not listed on Facility Plan: \_\_\_\_\_

If none of the above apply, your District Facility Plan will need to be amended.

C. Provide a complete narrative of the proposed project.

The scope of work involves the preparation of a bus lot at the former Twenhofel Middle School (recently occupied by the National Guard). The bus lot will be occupied by busses being relocated from Simon Kenton High School and from closure of the Scott High School bus lot. It is necessary to prepare the parking surface and drive lane access to the lot. Electric service will be installed for electric block heaters. Some site lighting will be added for security.

D. Proposed work related to the project but excluded from the scope of this BG1: \_\_\_\_\_

Local board order authorizing project and narrative justification must be attached.

E. Program Space Square Footage  
Complete for new facilities, additions and renovations.

New Facility:

\_\_\_\_\_ Preschool \_\_\_\_\_ Elementary \_\_\_\_\_ Middle \_\_\_\_\_ High \_\_\_\_\_ Alternative Center

Additions or Renovations: (Please mark "R" after total program square footage entered if renovation.)

<u>Number</u>	<u>Total Net Program Sq. Ft.</u>	<u>Number</u>	<u>Total Net Program Sq. Ft.</u>
Instructional:		Support Space:	
_____ Preschool Classroom (P)	_____	_____ General Office (GO)	_____
_____ Elementary Classroom (E)	_____	_____ Staff Office (SO)	_____
_____ Middle/High Classroom (MH)	_____	_____ Administrative Area (AD)	_____
_____ Special Education/FMD	_____	_____ Guidance Office (GUO)	_____
_____ (Self-Contained) (SE)	_____	_____ Guidance Reception (GUR)	_____
_____ Resource - Elementary (ER)	_____	_____ Custodial Receiving (CR)	_____
_____ Resource - Middle/High (MHR)	_____	_____ Site Based Office (SBO)	_____
_____ Art - Elementary (ARE)	_____	_____ Site Based Conference (SBC)	_____
_____ Art - Middle/High (AR)	_____	_____ Family Resource Area (FRA)	_____
_____ Band (BA)	_____	_____ First Aid with Toilet (FA)	_____
_____ Vocal Music (MUV)	_____	_____ Records Room (RR)	_____
_____ Music (MUE)	_____	_____ Workroom (WR)	_____
_____ Computer (Elementary) (COE)	_____	_____ Kitchen (K)	_____
_____ Computer - Middle (COM)	_____	_____ Cafeteria (C)	_____
_____ Computer - High (COH)	_____	_____ Mechanical Room (MR)	_____
_____ Science Classroom (SCR)	_____	_____ Other:	_____
_____ Science Lecture Lab (SCL)	_____	_____	_____
_____ Auditorium (AU)	_____	_____	_____
_____ Business Education	_____	_____	_____
_____ Computer Lab (BEL)	_____	_____ Bay Bus Garage (BU)	_____
_____ Pathways to Careers (PC)	_____	_____ Central Office (CO)	_____
_____ Marketing Education 1 Lab (ME)	_____	_____ Board Room (BR)	_____
_____ Fam. & Consumer Sciences (FCS)	_____	_____ Central Storage Facility (CSF)	_____
_____ Industrial Technology (IT)	_____	_____	_____
_____ Drafting (DRF)	_____	X _____ Other _____ Bus Lot (Twenhofel/South)	_____
_____ Other _____	_____	_____ Other _____	_____
_____ Other _____	_____	_____ Other _____	_____
_____ Other _____	_____	TOTAL NET PROGRAM SPACE _____	
_____ Other _____	_____		

For Phased Projects:	
Estimated Total Net Program Square	
Footage (include all Phases)	_____
Estimated Total Construction	
Cost (Include all Phases)	_____
Estimated Contract Date of	
Final Phase	_____
This BG-1 is for Phase _____ of _____ Phases	

Local board order authorizing project and narrative justification must be attached.

SCHOOL DISTRICT: Kenton County Initial: X Revised: \_\_\_\_\_ BG# \_\_\_\_\_

**TWENHOFEL/SOUTH BUS LOT**

II. PROPOSED PLAN TO FINANCE APPLICATION

A. Statement of Probable Costs:

1. Total Construction Cost	\$420,000.00
2. Architect/Engineer Fee	\$33,600.00
3. Construction Manager Fee	\$0.00
4. Bond Discount	\$0.00
5. Fiscal Agent Fee	\$0.00
6. Contingencies	\$21,000.00
7. Site Acquisition	\$0.00
8. Equipment/Furnishings	\$0.00
9. Equipment/Computers	\$0.00
10. Technology Network Sys. (KETS)	\$0.00
11. Other*	\$0.00
12. Other*	\$0.00
13. Other*	\$0.00
14. Other*	\$0.00
Total Estimated Cost	\$474,600.00

\*Define

B. Funds Available:

1. SFCC Cash Requirement	\$0.00
2. SFCC Bond Req.	\$0.00
3. SFCC Bond Sale	\$0.00
4. Local Bond Sale	\$0.00
5. Cash - General Fund	\$474,600.00
6. Cash - Capital Outlay	\$0.00
7. Cash - Building Fund	\$0.00
8. Cash - Investment Earr	\$0.00
9. KETS	\$0.00
10. Other	\$0.00
11. Other	\$0.00
12. Other	\$0.00
13. Other	\$0.00
14. Other	\$0.00
Total Funds Available	\$474,600.00

THE ABOVE INFORMATION IS A STATEMENT OF PROBABLE COST AND FUNDS AVAILABLE AND IS REQUIRED TO BE REVISED TO CORRESPOND TO ACTUAL BIDS RECEIVED PRIOR TO THE SIGNING OF CONSTRUCTION CONTRACTS.

**TO BE COMPLETED ON INITIAL & REVISED APPLICATION:** The signing of this financial document certifies the above stated funds are available and designated for this project during this fiscal year.

_____	Superintendent	_____	Date
_____	Finance Officer	_____	Date
_____	Chairman	_____	Date

ORIGINAL SIGNATURES REQUIRED

NOTE: Any district anticipating the financing of this and/or other projects in a combined school revenue Bond should discuss the financing with the Director/Branch Manager, Division of District Operations.

**TO BE COMPLETED ON INITIAL APPLICATION:**

This building project application is approved by the Division of Facilities Management indicating compliance with current Facility Plan or minor project under 702 KAR 4:180.

Comments: \_\_\_\_\_

Director/Branch Manager, Facilities Management

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

**TO BE COMPLETED ON INITIAL & REVISED APPLICATION:**

Tentative financial approval based upon information provided to this office in support of projected cost.

Comments: \_\_\_\_\_

Director/Branch Manager, Division of District Operations

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

**TO BE COMPLETED ON INITIAL APPLICATION:**

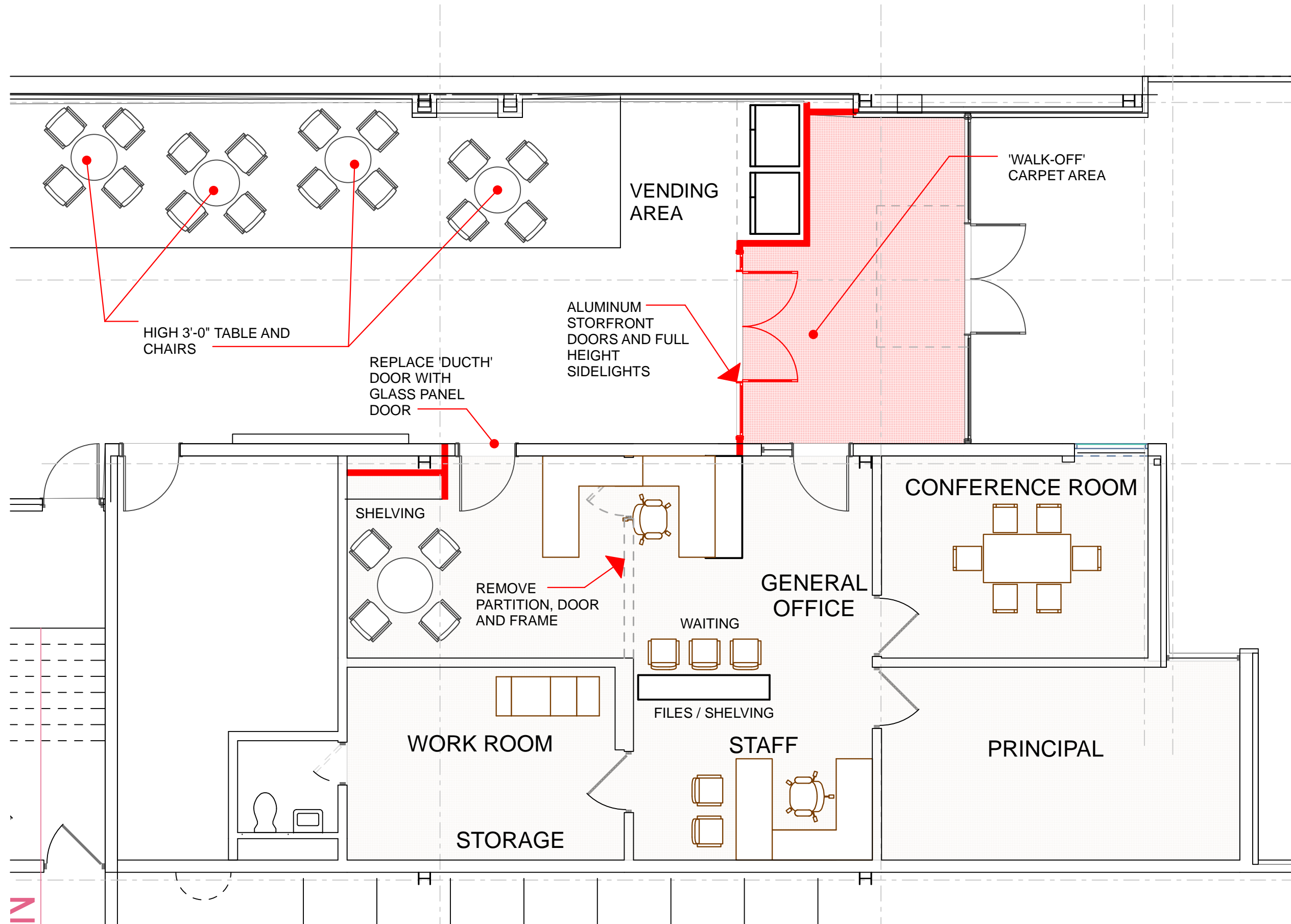
This building project application is hereby approved according to the conditions outlined in the application. Proceed in accordance with the attached submittal checklist.

Comments: \_\_\_\_\_

Associate Commissioner, District Support Services

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

LOCAL BOARD ORDER AUTHORIZING PROJECT MUST BE ATTACHED ON INITIAL & REVISED APPLICATION



# SECURE ENTRY VESTIBLE PROJECT

PINER  
ELEMENTARY

FT. WRIGHT  
ELEMENTARY

RYLAND HEIGHTS  
ELEMENTARY

RIVER RIDGE  
ELEMENTARY

SUMMIT VIEW  
ELEMENTARY

SUMMIT VIEW  
MIDDLE SCHOOL

R.C. HINSDALE  
ELEMENTARY

KENTON  
ACADEMIES OF  
INNOVATION &  
TECHNOLOGY

SUCCESS  
ACADEMY

KENTON  
COUNTY  
SCHOOL  
DISTRICT





SECURE  
ENTRY  
VESTIBLE  
PROJECT

*PINER  
ELEMENTARY*

**FT. WRIGHT  
ELEMENTARY**

*RYLAND HEIGHTS  
ELEMENTARY*

*RIVER RIDGE  
ELEMENTARY*

*SUMMIT VIEW  
ELEMENTARY*

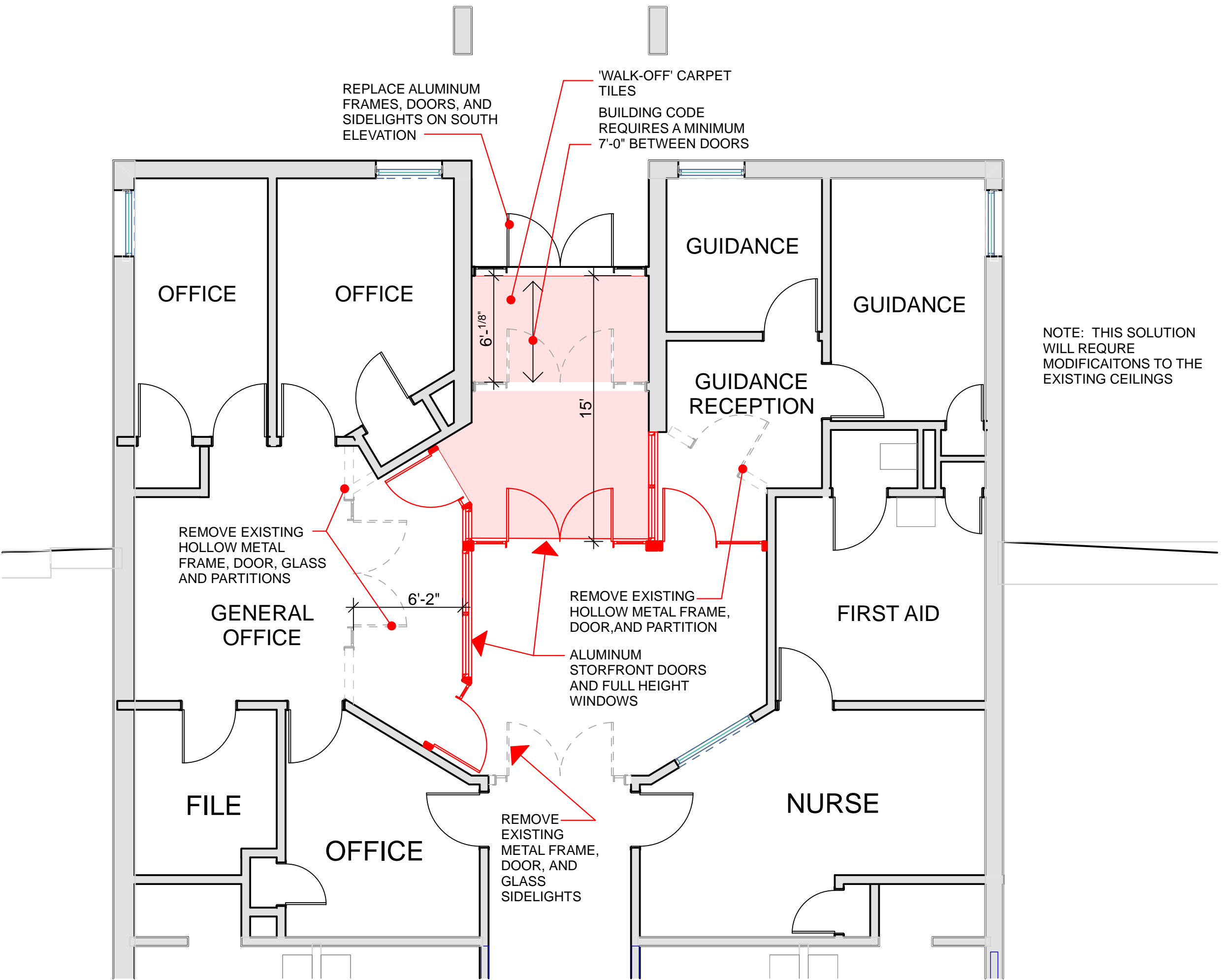
*SUMMIT VIEW  
MIDDLE SCHOOL*

*R.C. HINSDALE  
ELEMENTARY*

*KENTON  
ACADEMIES OF  
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*SUCCESS  
ACADEMY*

**KENTON  
COUNTY  
SCHOOL  
DISTRICT**







SECURE  
ENTRY  
VESTIBULE  
PROJECT

*PINER  
ELEMENTARY*

*FT. WRIGHT  
ELEMENTARY*

*RYLAND HEIGHTS  
ELEMENTARY*

*RIVER RIDGE  
ELEMENTARY*

*SUMMIT VIEW  
ELEMENTARY*

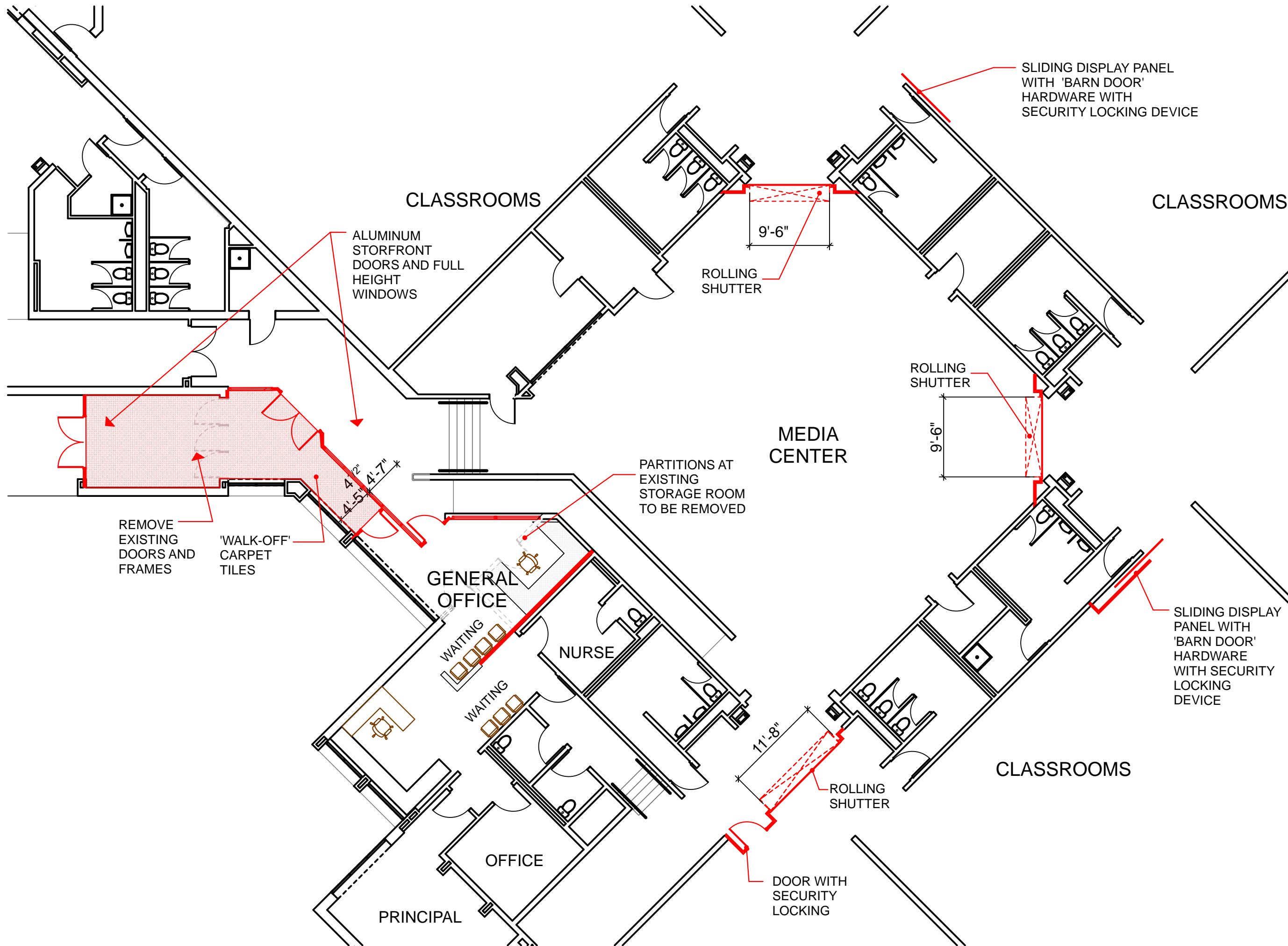
*SUMMIT VIEW  
MIDDLE SCHOOL*

**R.C. HINSDALE  
ELEMENTARY**

*KENTON  
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TECHNOLOGY*

*SUCCESS  
ACADEMY*

**KENTON  
COUNTY  
SCHOOL  
DISTRICT**





SECURE  
ENTRY  
VESTIBULE  
PROJECT

**PINER  
ELEMENTARY**

*FT. WRIGHT  
ELEMENTARY*

*RYLAND HEIGHTS  
ELEMENTARY*

*RIVER RIDGE  
ELEMENTARY*

*SUMMIT VIEW  
ELEMENTARY*

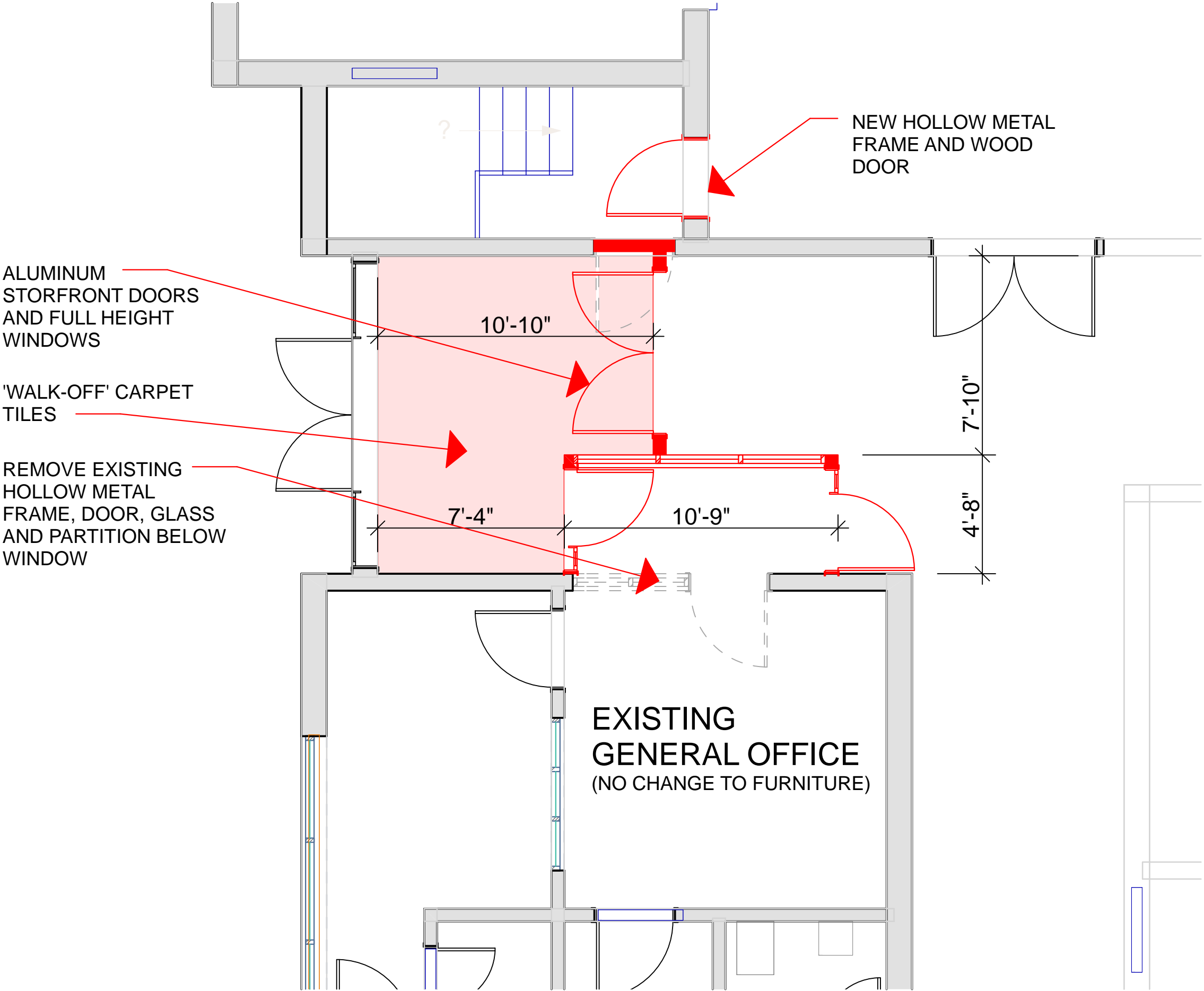
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MIDDLE SCHOOL*

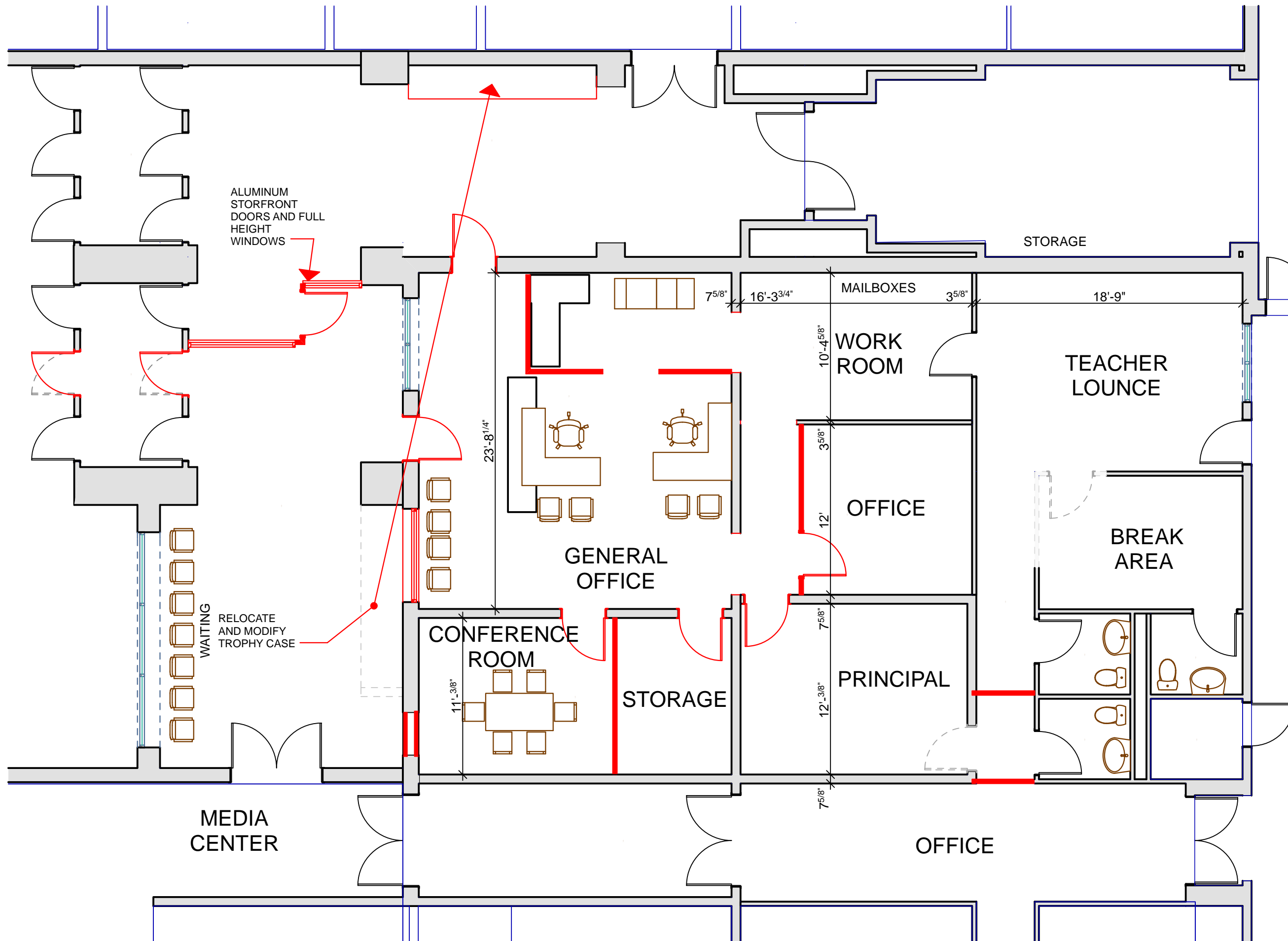
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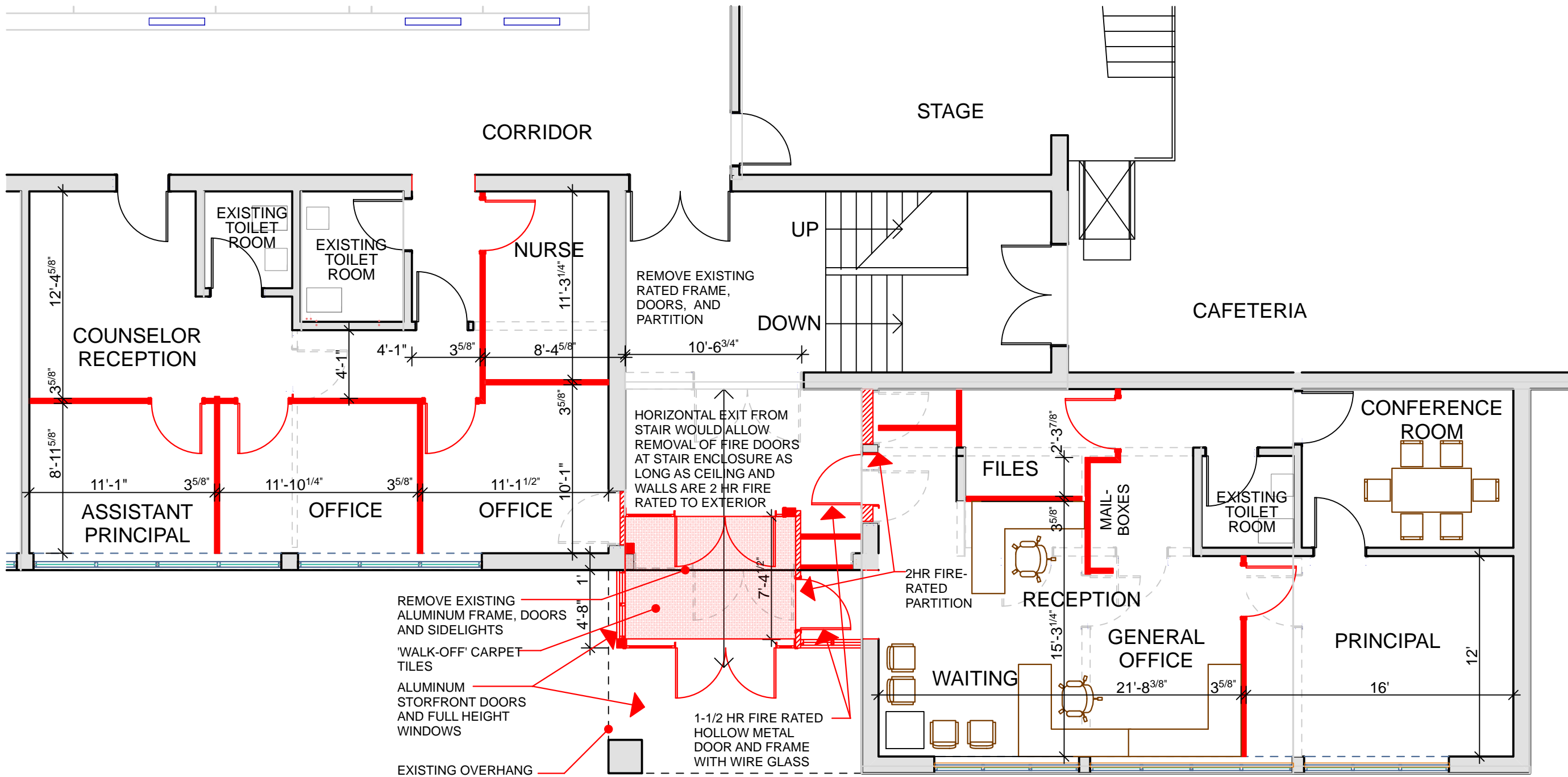


# SECURE ENTRY VESTIBULE PROJECT

- PINER ELEMENTARY
- FT. WRIGHT ELEMENTARY
- RYLAND HEIGHTS ELEMENTARY
- RIVER RIDGE ELEMENTARY
- SUMMIT VIEW ELEMENTARY
- SUMMIT VIEW MIDDLE SCHOOL
- R.C. HINSDALE ELEMENTARY
- KENTON ACADEMIES OF INNOVATION & TECHNOLOGY
- SUCCESS ACADEMY

KENTON COUNTY SCHOOL DISTRICT





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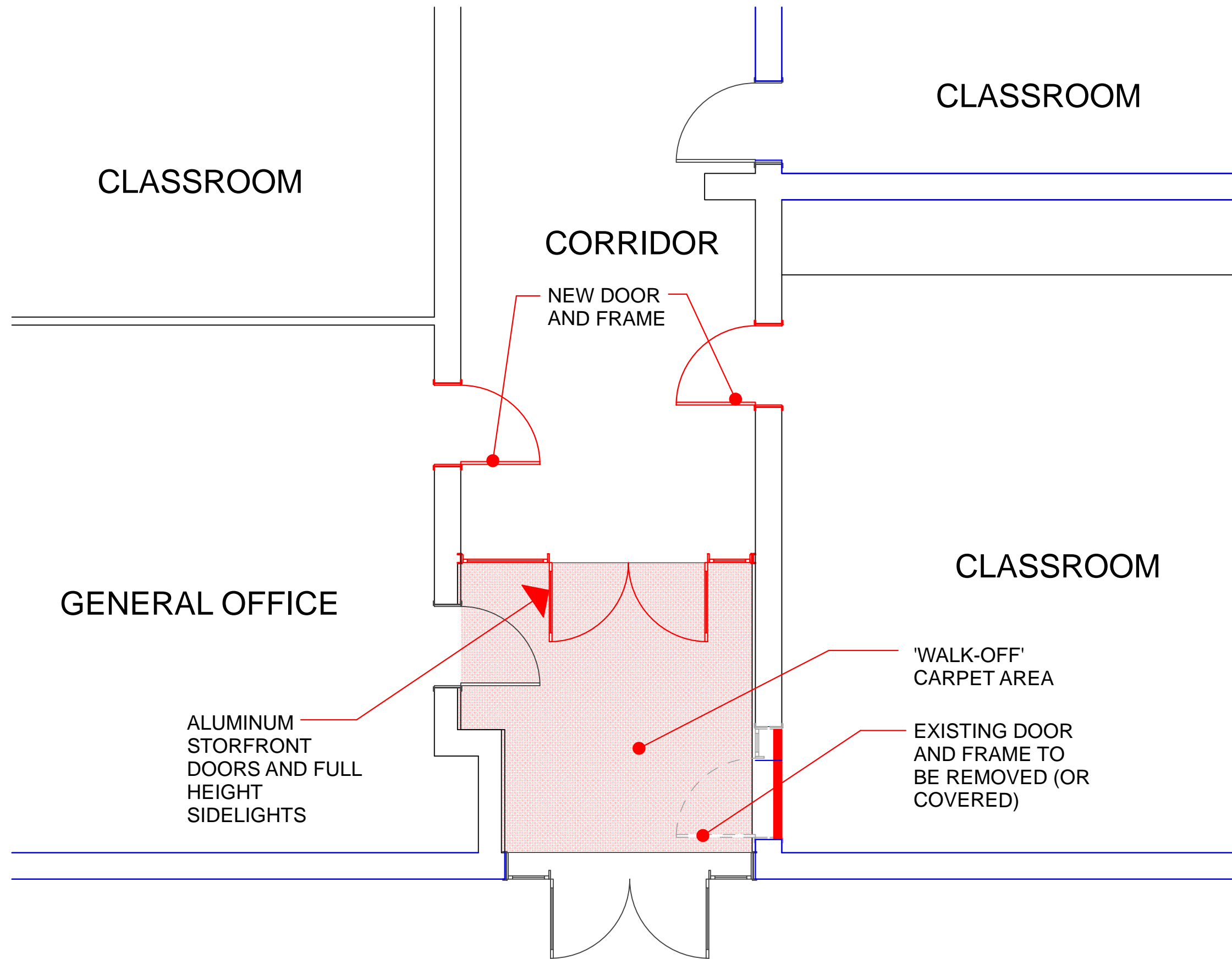
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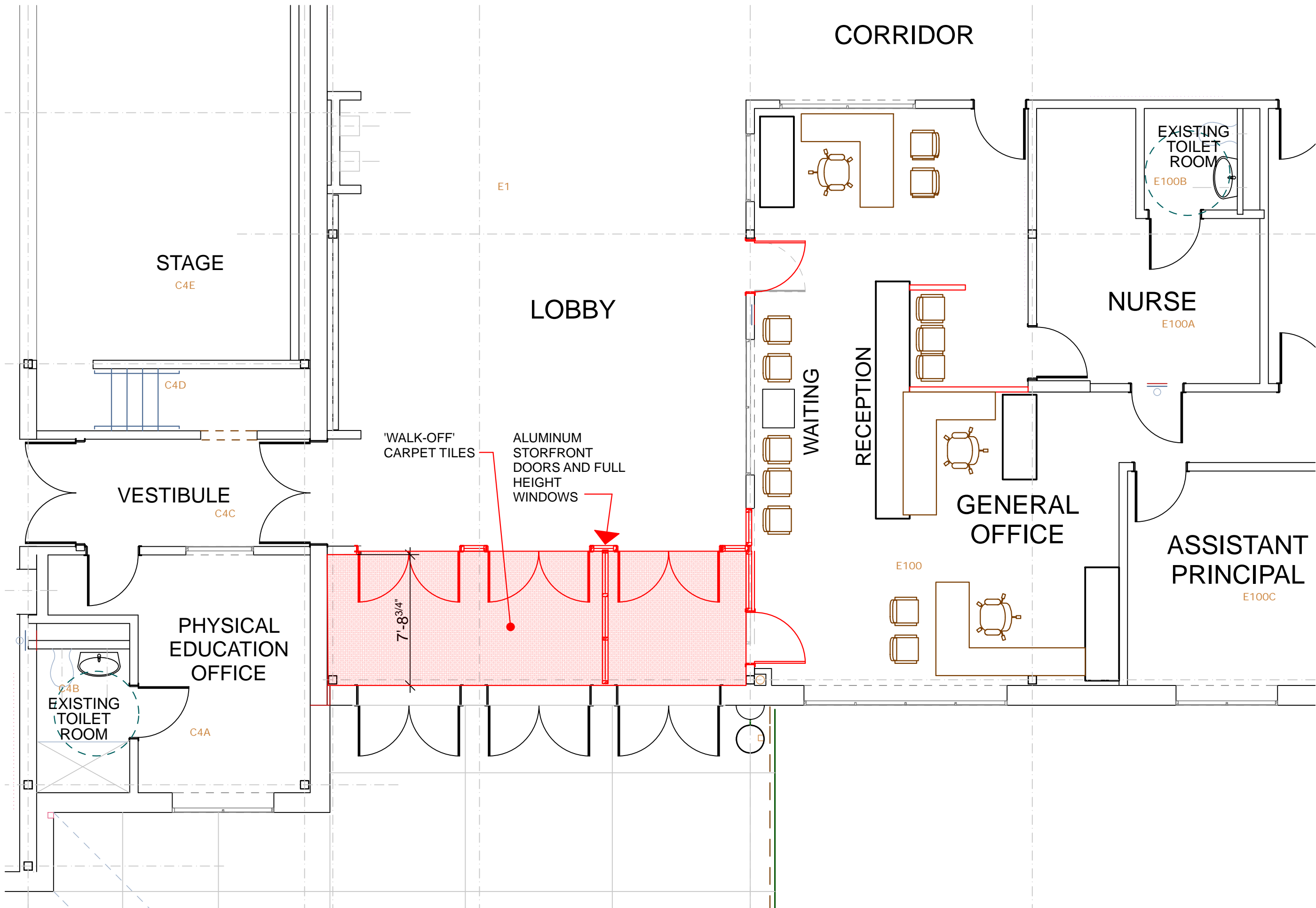
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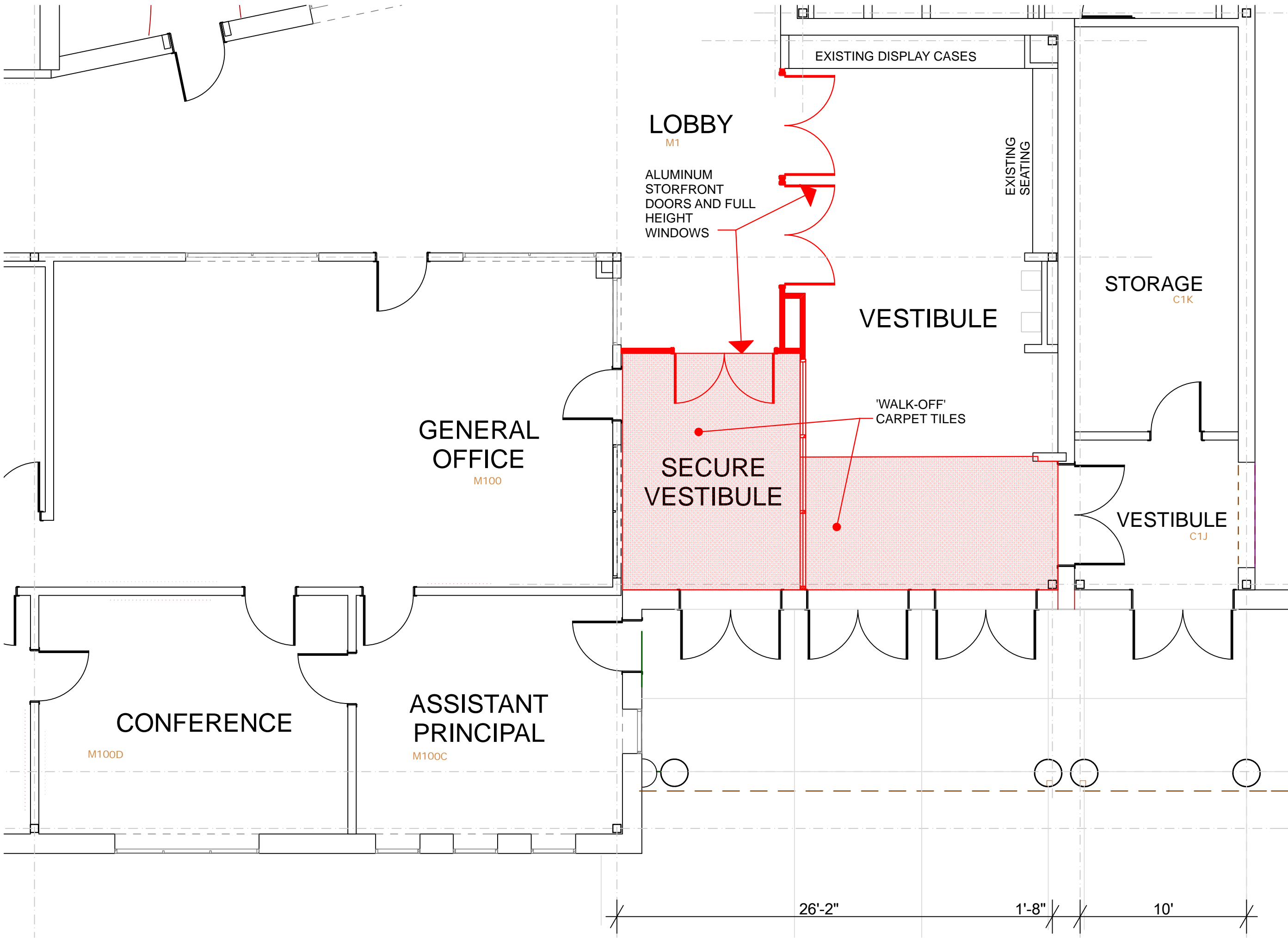
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