

November 21, 2022 Policy Committee

Students

09.433 Corporal Punishment New Policy

Human Resources

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09.312 Insurance (Athletics) Align with Current Practice

NEW POLICY

Note: JCPS has prohibited corporal punishment for decades, which has been codified in the Board-approved Student Support and Behavior Intervention Handbook (SSBIH). Passage of a new administrative regulation, 704 KAR 7:170 requires the prohibition to be set forth in a Board policy, as well as in the SSBIH.

STUDENTS

09.433

Corporal Punishment

An employee shall not utilize corporal punishment upon a student. Corporal punishment means the deliberate infliction of physical pain by any means upon the whole or any part of a student's body as a penalty or punishment for student misbehavior.

REFERENCES:

KRS 160.290

KRS 160.340

KRS 161.180

704 KAR 7:160; 704 KAR 7:170

RELATED POLICIES:

09.2212

09.43

POLICY REVIEW CYCLE
Addition of Clarifying Language Recommended

ADMINISTRATION

02.3

Management

STANDARDS OF PERSONNEL MANAGEMENT

For purposes of this policy, a supervisor is defined as a person who has authority to oversee and direct work assignments, assign tasks, schedule hours of work, evaluate work performance, or recommend the hiring, discipline or termination of an employee.

Supervisors shall observe the following standards in providing direction to employees under their supervision:

1. Supervisors shall endeavor to establish an atmosphere of cooperation and professional courtesy.
2. Supervisors shall direct employees under their supervision in keeping with Board policies, administrative procedures and other legal requirements.
3. Supervisors shall assist employees in solving problems that arise in the workplace in a timely and supportive manner. This shall include providing information to help the employee to communicate to a higher level an employee's complaint, grievance or suggestion to improve performance of assigned tasks.
4. Supervisors shall monitor employee performance to document training needs and share this information with the Superintendent/designee.

Supervisors shall receive appropriate training to equip them to meet the standards in this policy.

Supervisors shall not have a dating relationship, as defined in Board Policy 01.0, with an employee they supervise. As required by Board Policies 03.131 and 03.231, it is the responsibility of a supervisor and an employee in a dating relationship to immediately notify the Human Resources Department. A supervisor who has a dating relationship with a person they supervise is subject to appropriate disciplinary action under the provisions of Board Policies 03.17 or 03.27, as applicable.

In addition, the Superintendent shall establish a process to monitor personnel management practices to include the opportunity for employees to communicate their concerns and recommendations about the working environment.

RELATED POLICIES:

01.0
03.113/03.212
03.132/03.232
03.16/03.26
03.162/03.262
03.17/03.27
03.19/03.29

Adopted/Amended: 12/11/2018
Order #: 2018-278

POLICY REVIEW CYCLE
Substantive Policy Change

PERSONNEL

03.121

- CERTIFIED PERSONNEL -

Salaries

SINGLE-SALARY BASIS

The Board shall approve salary schedules for all employees based on job qualifications, duties, and responsibilities for each position.

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 and/or any relevant addendums as adopted by the Board.

A District may provide monetary compensation, in addition to that provided through the single salary schedule, to all classroom teachers employed in a school that is identified by the Kentucky Department of Education as being in targeted or comprehensive support and improvement status as described in [KRS 160.346](#).

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.

Teachers newly employed by the District shall be placed on the salary schedule in accordance with applicable state statutes, regulations of the Kentucky Board of Education, other applicable state and federal regulations and procedures established by the Superintendent.

QUALIFICATIONS

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

DETERMINATION OF EXPERIENCE

Newly employed teachers may receive credit for a maximum of ~~ten (10)~~ **fifteen (15)** years teaching experience recognized by the Kentucky Board of Education, including up to two (2) years for active pre-employment military experience. Additional years of experience up to twenty (20) years may be awarded for critical need shortage areas, including instructional coaches or resource teachers, and military years for ROTC teachers, as approved by the Board.

The District shall recognize Rank III + 15 hours and Rank II + 15 hours for advancement on the salary schedule, upon successful completion of appropriate coursework.

Only bona fide college credit as determined by the Education Professional Standards Board shall be recognized in advancing from one salary rank to another. Non-college credit shall not apply to salary rank advancement.

A teacher will be credited for one (1) year of experience when the teacher is employed for at least one hundred forty (140) days of a school year and performs teaching duties for the equivalent of at least seventy (70) full school days during that school year.

Salaries**DETERMINATION OF EXPERIENCE (CONTINUED)**

Experience credit shall not be given for the following:

- Substitute teaching
- Summer school teaching
- Nursery/Pre-school teaching (unless teaching certification was required)
- Student teaching

In no event shall more than one (1) year of experience be credited for professional experience during a given school year.

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, AND SUPPLEMENTARY PAY

The Board shall approve a schedule of compensation for extra services.

NATIONAL BOARD CERTIFIED TEACHER (NBCT) SUPPLEMENT

As provided under law, teachers who attain certification from the National Board for Professional Teaching Standards on or before July 1, 2020, shall be given an annual salary supplement of two thousand dollars (\$2,000) for the life of the certificate. A teacher who attains certification after July 1, 2020, shall be given an annual salary supplement for the life of the certificate, in accordance with the amount appropriated for this purpose by the General Assembly. If an annual supplement amount appropriated by the General Assembly is less than two thousand dollars (\$2,000), the Board may provide an additional supplement up to the amount required for the total annual supplement to equal two thousand dollars (\$2,000). Salary supplements for National Board Certified Teachers shall be provided in accordance with the negotiated agreement for teachers.

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 NBCT 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**SENIORITY**

Seniority shall be computed from the first compensable day of employment as a permanent employee in the District following last break in service, if any.

EXCEPTION

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

PAYROLL DISTRIBUTION

Employees shall be paid according to a schedule approved annually by the Board. The District shall furnish the employee with an electronic statement. Employees shall be provided access to a computer and printer for review and printing of their statement.

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. Employees are expected to meet the deadlines designated by the payroll department.

NOTICE OF SALARY

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.

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 160.346](#)
[KRS 161.1211](#); [KRS 161.134](#); [KRS 161.168](#); [KRS 161.760](#)
[KRS 337.070](#); [KRS 424.120](#); [016 KAR 001:040](#); [OAG 97-25](#)
[702 KAR 003:060](#); [702 KAR 003:070](#); [702 KAR 003:100](#); [702 KAR 003:310](#)
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

Adopted/Amended: 7/21/2020
Order #: 2020-101

POLICY REVIEW CYCLE
No Change Recommended

PERSONNEL

03.132

- CERTIFIED PERSONNEL -

Supervision

IMMEDIATE SUPERVISOR

The Superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators and holding each of them accountable for satisfactorily completing their assigned duties. In doing so, the Superintendent may delegate the responsibility of supervision for improvement of instruction to those persons who have been identified for the task within the organizational structure. The goal of supervision shall be to maximize employee capabilities in the pursuit of educational excellence and student achievement.

Supervision shall be provided to all employees. All employees shall be informed of the name of their immediate supervisor.

REFERENCE:

[KRS 160.290\(1\)](#)

RELATED POLICY:

03.133

Adopted/Amended: 11/25/2013
Order #: 2013-191

POLICY REVIEW CYCLE
Clarifying Changes Recommended

03.232

- CLASSIFIED PERSONNEL -

Supervision

IMMEDIATE SUPERVISOR

The Superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators and holding each of them accountable for satisfactorily completing their assigned duties. In doing so, the Superintendent may delegate the responsibility of supervision of classified employees in roles supporting schools and the District for the improvement of instruction and the structures supporting instruction to those persons who have been identified for the task within the organizational structure. The goal of supervision shall be to maximize employee capabilities in supporting the pursuit of educational excellence and student achievement.

Supervision shall be provided for all classified employees. All employees shall be informed of the name of their immediate supervisor.

REFERENCE:

[KRS 160.290](#)

RELATED POLICY:

03.233

Adopted/Amended: 11/25/2013

Order #: 2013-191

POLICY REVIEW CYCLE

Electronic Communications section deleted, having been superseded by
new Administrative Procedure 05.51 AP.21 promulgated by IT Division
and Minor Technical Changes Recommended

PERSONNEL

03.1321

- CERTIFIED PERSONNEL -

Use of School Property

All personnel shall be responsible for school equipment, supplies, books, furniture, and apparatus under their care and use. ~~An The~~ employee shall report any damaged, lost, stolen, or vandalized property to the employee's his/her immediate supervisor, who shall ~~then~~ report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

~~An employee In addition, employees~~ shall not perform personal services for themselves or for others for pay or profit during work time, nor shall they use and/or using District property, resources, or facilities. ~~District property being used~~ for unauthorized purposes. Violations shall be reported to the employee's immediate supervisor.

OUTSIDE WORK

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

RESOURCES DEVELOPED AT DISTRICT EXPENSE

Royalties and profits derived from the sale or use of articles, writings, publications, presentations, audio-visual aids, and other materials developed at District expense for school use or as a result of officially assigned duties shall accrue to the District's general fund.

Residuals shall not be paid to any person who, while employed by the District, produced or participated in the development of such materials at District expense.

ACCEPTABLE USE OF DISTRICT TECHNOLOGY DEVICES, NETWORKS, AND RESOURCES

Employees shall comply with the District technology Employee Acceptable Use Agreement in administrative procedure 05.51 AP.21.

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.~~

~~The JCPS Networks are provided to assist employees in carrying out the educational business of the District, conducting research, and communicating with others in regard to school work. Along with this access comes the availability of materials that may not be considered appropriate for use in the workplace. Because it is impossible to control all materials available through the Internet, each employee is ultimately responsible for observing the JCPS standards outlined below, as well as other applicable school and District rules for behavior and communications.~~

Access is a privilege, not a right.

Use of School Property

~~Access to this shared resource is given to employees who agree to utilize JCPS Networks to support the educational business of JCPS and to act in a considerate and responsible manner.~~

~~Employees will:~~

- ~~• Use the JCPS networks for the educational business of JCPS such as conducting research and communicating with others in regard to school business; and~~
- ~~• Use appropriate language, avoiding swearing, vulgarities, or abusive language.~~

~~**Employees will NOT:**~~

- ~~• Transmit or receive materials in violation of federal or state laws or regulations pertaining to copyrighted or threatening materials; or transmit or receive obscene or sexually explicit materials;~~
- ~~• Use JCPS Networks for personal or commercial activities, product promotion, political lobbying, or illegal activities;~~
- ~~• Break into/attempt to break into another computer network;~~
- ~~• Damage/attempt to damage, move, or remove software, hardware or files;~~
- ~~• Use unauthorized multi-user games;~~
- ~~• Send or forward chain letters;~~
- ~~• Download or use unauthorized software products;~~
- ~~• Create or share computer viruses;~~
- ~~• Share access to their JCPS Network account, fail to reasonably protect their JCPS Network account, share passwords provided to access District information, or use another person's account; or,~~
- ~~• Use JCPS Networks to disrupt the efficient operation and/or educational programs of the District.~~

~~Employees are encouraged to use electronic mail and other District technology resources to promote student learning and communication with parents and education related entities. If those resources are used, they shall be used for purposes directly related to work related activities.~~

~~Technology based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.~~

~~Employees who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.~~

~~Employees shall be subject to disciplinary action, up to and including termination for violating this policy and acceptable use rules and regulations established by the school or District.~~

USE OF BOARD-OWNED VEHICLES

The Superintendent/designee shall issue operational and management administrative procedures for all Board-owned vehicles used by District employees.

Use of School Property**USE OF BOARD-OWNED VEHICLES (CONTINUED)**

~~An employee~~ ~~Employees~~ who ~~has~~ ~~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 ~~Cabinet~~. Any traffic citation received ~~by an employee~~ during the year shall be reported to the Superintendent prior to ~~the employee~~ driving a Board-owned vehicle or transporting students.

USE OF ASSIGNED TELECOMMUNICATION DEVICES

The Board authorizes the purchase and employee use of ~~District-owned~~ telecommunication devices, as deemed appropriate by the Superintendent/~~designee~~. These devices shall include, but are not limited to, ~~pagerstwo-way radios~~, and ~~mobile digital or cell~~ phones. A uniform and controlled system shall be established for monitoring use and appropriate reimbursement to the District, based on itemized billing statements for each device.

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.

RESPONSIBILITY FOR DAMAGES

~~An employee~~ ~~Individuals~~ shall reimburse the District for repair or replacement of District property lost, stolen, damaged or vandalized while under their care. ~~An employee~~ ~~Employees~~ who defaces ~~a District web site~~ or otherwise makes unauthorized changes to a ~~District~~ web site shall be subject to disciplinary action, up to and including termination.

REFERENCES:

[KRS 160.290](#)
[KRS 189.292](#); [KRS 189.294](#)
[KRS 281A.205](#)
[702 KAR 005:080](#)
 15-ORD-190

RELATED POLICY:

03.1721

Adopted/Amended: 11/25/2013
 Order #: 2013-191

POLICY REVIEW CYCLE

Electronic Communications section deleted, having been superseded by new Administrative Procedure 05.51 AP.21 promulgated by IT Division and Minor Technical Changes Recommended

PERSONNEL

03.2321

- CLASSIFIED PERSONNEL -

Use of School Property

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An employee ~~In addition, employees~~ shall not perform personal services for themselves or for others for pay or profit during work time, nor shall they use and/or using District property, resources, or facilities. ~~District property being used for~~ unauthorized purposes. Violations shall be reported to the 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 employment. These items (including security codes and electronic records, such as E-mail) are property of the District and shall not be used solely for outside employment.

RESOURCES DEVELOPED AT DISTRICT EXPENSE

Royalties and profits derived from the sale or use of articles, writings, publications, presentations, audio-visual aids, and other materials developed at District expense for school use or as a result of officially assigned duties shall accrue to the District's general fund.

Residuals shall not be paid to any person who, while employed by the District, produced or participated in the development of such materials at District expense.

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ELECTRONIC COMMUNICATIONS (CONTINUED)

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USE OF BOARD-OWNED VEHICLES

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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; ~~or-~~
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.

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~~An employee~~ ~~Individuals~~ shall reimburse the District for repair or replacement of District property lost, stolen, damaged or vandalized while under their care. ~~An employee~~ ~~Employees~~ who defaces ~~a District web site~~ or otherwise make unauthorized changes to a District web site shall be subject to disciplinary action, up to and including termination.

REFERENCES:

[KRS 160.290](#)
[KRS 189.292](#)
[KRS 189.294](#)
[KRS 281A.205](#)
[702 KAR 005:080](#)
 15-ORD-190

RELATED POLICY:

03.2721

Adopted/Amended: 11/25/2013

Order #: 2013-191

POLICY REVIEW CYCLE
Minor Technical Changes Recommended

PERSONNEL

03.1911

- CERTIFIED PERSONNEL -

Professional Meetings

DEFINITION

Professional meeting shall refer to any meeting that is not included in the school/District professional development plan and that relates to the condition, improvement and/or operation of the schools or any meeting held by a professional education organization, which specifically addresses job effectiveness, efficiency, safety, or performance.

AUTHORIZATION TO ATTEND

District employees may apply for and be granted a leave of absence for the purpose of attending authorized professional meetings, conferences and workshops outside the District which are judged to be in the interest of the District.

Employees shall obtain prior authorization to attend professional meetings as specified by council policy (where applicable) and District procedures. The requesting employee shall submit a professional leave request to attend the meeting, with or without pay and/or expense reimbursement, to the Principal/immediate supervisor, who shall forward approved requests to the Superintendent/designee.

Approval of the Superintendent/designee shall be contingent on:

1. Whether the meeting meets the definition established by this policy;
2. Skills required by the employee's job description or goals of his/her/their growth plan; and
3. Availability of funds and substitutes.

Temporary, seasonal and substitute employees are not eligible for leave to attend professional meetings unless approved by the Superintendent/designee.

EXPENSES

Payment of allowable expenses of individuals attending such meetings and the cost of necessary substitutes may be made upon approval of the appropriate authority.

REFERENCES:

[KRS 156.190, KRS 156.095, KRS 160.345, KRS 160.410](#)
[702 KAR 003:246](#)

RELATED POLICIES:

03.125
03.19

Adopted/Amended: 11/25/2013
Order #: 2013-191

POLICY REVIEW CYCLE
Minor Technical Changes Recommended

PERSONNEL

03.2911

- CLASSIFIED PERSONNEL -

Professional Meetings

DEFINITION

Professional meeting shall refer to any meeting that is not included in the school/District professional development plan and that relates to the condition, improvement and/or operation of the schools or any meeting held by a professional education organization, which specifically addresses job effectiveness, efficiency, safety, or performance.

AUTHORIZATION TO ATTEND

District employees may apply for and be granted a leave of absence for the purpose of attending authorized professional meetings, conferences and workshops outside the District which are judged to be in the interest of the District.

Employees shall obtain prior authorization to attend professional meetings as specified by council policy (where applicable) and District procedures. The requesting employee shall submit a professional leave request to attend the meeting, with or without pay and/or expense reimbursement, to the Principal/immediate supervisor, who shall forward approved requests to the Superintendent/designee.

Approval of the Superintendent/designee shall be contingent on:

1. Whether the meeting meets the definition established by this policy;
2. Skills required by the employee's job description or goals of his/her/their growth plan;
and
3. Availability of funds and substitutes.

Part-time classified, temporary, seasonal and substitute employees are not eligible for leave unless to attend professional meetings approved by the Superintendent/designee.

EXPENSES

Payment of allowable expenses of individuals attending such meetings and the cost of necessary substitutes may be made upon approval of the appropriate authority.

REFERENCES:

[KRS 156.190](#), [KRS 156.095](#), [KRS 160.345](#), [KRS 160.410](#)
[702 KAR 003:246](#)

RELATED POLICIES:

03.225
03.29

Adopted/Amended: 11/25/2013
Order #: 2013-191

POLICY REVIEW CYCLE
Substantive Change Recommended

PERSONNEL

03.2232

- CLASSIFIED PERSONNEL -

Sick Leave

Sick leave shall be granted to employees in accordance with the limits and restrictions set by law provided the employee has not exhausted the current and accumulated sick leave credit. Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize sick leave, unless the employee submits documentation to support a leave under Board Policies 03.22322 Family and Medical Leave or 03.2234 Medical Leave.

A new classified employee or a former employee newly rehired in a classified position shall not be paid for sick leave while serving in the ninety (90) day probationary period. A new classified employee or a former employee rehired in a classified position may be granted an unpaid leave for no more than ten (10) days while serving in the ninety (90) day probationary ~~period, if a certificate of a physician covering the absence(s) is submitted.~~ A permanent employee placed on probation for disciplinary reasons, shall be paid for any accumulated sick leave in the event of illness during this probationary period.

A new classified or former classified employee newly rehired in a classified position may be granted up to twenty (20) ~~ten (10)~~ additional days while serving in a ninety (90) day new hire probationary period, if appropriate documentation is submitted for an approved absence. ~~a physician attests that the employee has a medical condition that will require extended time off. A Certification of Healthcare Provider form from the Leave Center must be completed by the attending physician who indicates an extended leave is necessary.~~ The new hire probationary period for a classified or former employee rehired in a classified position with a medical condition related to the Kentucky Pregnancy Act, may be granted up to twenty (20) additional days beyond those described above. All absences during the new hire probationary period for classified employees are unpaid and shall extend the probationary period.

Part-time classified, new hire probationary, temporary, seasonal and substitute employees and student workers shall be excluded from paid sick leave.

AFFIDAVIT

Except as provided above, sick leave may be granted to an employee upon presentation of a personal affidavit or a certificate of a physician stating that the employee or member of employee's immediate family was ill on the day or days absent from duty and providing the employee has not exhausted the current and accumulated sick leave credit.¹

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the classified employee to whom they were granted.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

Sick Leave**FAMILY ILLNESS/MOURNING**

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

TRANSFER OF SICK LEAVE

Classified employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to which the employee was entitled on the date of transfer to the District.

SICK LEAVE DONATION PROGRAM

A sick leave donation program shall be established as required by law. The Superintendent shall establish procedures to implement this program.

SICK LEAVE BANKS

Sick leave banks may be established as provided by law.

REFERENCES:

[KRS 161.155](#)

[OAG 79-148](#)

[OAG 93-39](#)

Family & Medical Leave Act of 1993

RELATED POLICIES:

03.22322

03.2233

03.2234

03.224

03.273

Adopted/Amended: 10/23/2020

Order #: 2020-152

POLICY REVIEW CYCLE
Minor Technical Changes Recommended

PERSONNEL

03.1912

- CERTIFIED PERSONNEL -

Instructional Leadership Program

Instructional leaders, as defined by ~~KRS 156.101-the Educational Professional Standards Board (EPSB)~~, shall participate in a continuing intensive training program designed especially for instructional leaders.¹

REQUIRED HOURS

Each school year an instructional leader shall complete no less than twenty-one (21) participant hours in an intensive training program approved by the Kentucky Board of Education. As required by Kentucky Administrative Regulation, the District shall report the name of any instructional leader who fails to complete the required twenty-one (21) hours of training.¹

PROBATION

Failure to participate in the required training shall result in a one-year probation. Those instructional leaders who fail to complete the training hours for the prior year and the current year during the probationary period shall have their administrative certificates revoked by the Education Professional Standards Board.²

REFERENCES:

¹[KRS 156.101](#)

²[704 KAR 003:325](#)

~~016 KAR 003:030 -016 KAR 003:030; 016 KAR 003:320~~

[704 KAR 003:035](#)

Adopted/Amended: 11/25/2013

Order #: 2013-191

POLICY REVIEW CYCLE
No Change Recommended

FISCAL MANAGEMENT

04.0

Fiscal Management

The Board recognizes the importance of adequate financing and efficient use of funds in the operation of the District under its management and control and shall utilize all available financial resources to support the schools. Policies shall be clearly defined in order to assure proper management of funds. Every effort shall be made to keep the public informed of the District's financial and budgetary condition. Reports developed for this purpose shall be organized and presented with as much clarity and completeness as the complexity of the system's fiscal management will allow.

FINANCE OFFICER QUALIFICATIONS

All finance officers shall meet the qualifications of and be in compliance with the certification requirements noted in [702 KAR 003:320](#).

REFERENCES:

[KRS 160.431](#)
[702 KAR 003:320](#)

Adopted/Amended: 8/23/2016
Order #: 2016-144

POLICY REVIEW CYCLE
Minor Technical Changes Recommended

FISCAL MANAGEMENT

04.1

Budget Planning and Adoption

ANNUAL OPERATING BUDGET

The annual operating budget of the District is a plan that defines the allocation of resources to support costs of the program of public education approved by the Board.

No later than the second board meeting in September, the Superintendent shall present for Board approval the planning/budgeting checklist/calendar for the next fiscal year. Members of the Board shall have an opportunity to review the recommended budget during its development.

The Superintendent shall present an educational plan outlining the programs necessary to achieve the broad objectives established by the Board. This plan shall lead to successful implementation of curriculum-based budgeting and shall describe each program, give the estimated cost, the time line for implementation, and the methods that will be used for evaluation.

Based upon this plan, the Superintendent shall have the annual budget prepared and presented to the Board for review and adoption. The preparation of the budget shall be delegated to the ~~Division of Fiscal~~ Financial Services Division under the supervision of the Chief Financial Officer, who will coordinate the compilation of the total budget in order to meet the objectives and policies of the Board within the limits of available resources.

Each year, school councils shall review the budgets for all categorical programs and, as appropriate, provide comments to the Board, through submissions to the Chief Financial Officer, prior to the adoption of the budgets.

The fiscal year shall begin on July 1 and end on June 30.

TIMELINE

On or before January 31, the Board shall formally and publicly examine a detailed estimate of revenues and proposed expenditures by line item for the following fiscal year. A budget known as the "Tentative Working Budget", must be approved by the Board on or before May 30, to include no less than a minimum reserve of two percent (2%) of the total budget.

The Superintendent shall submit a "Working Budget" for Board approval no later than the last board meeting in September. The Working Budget shall then be submitted to the Kentucky Board of Education by September 30.

BUDGET CONTROL RESPONSIBILITY

Budgeted funds will be expended to meet the Board's goals and objectives. Appropriate and adequate budget controls shall be devised and implemented and deviations promptly reported, together with plans for correction, to the appropriate cost center head.

Responsibility for control of the annual budget shall be delegated to the appropriate cabinet member and school principals with additional responsibility for controlling the total budget to the Chief Financial Officer.

Budget Planning and Adoption

REFERENCES:

[KRS 156.160](#); [KRS 157.330](#); [KRS 157.350](#); [KRS 157.360](#)
[KRS 157.440](#); [KRS 160.370](#); [KRS 160.390](#)
[KRS 160.460](#); [KRS 160.470](#); [KRS 160.530](#); [KRS 424.250](#)
[702 KAR 003:100](#); [702 KAR 003:110](#); [702 KAR 003:246](#); [OAG 67-510](#)

RELATED POLICIES:

01.11; 02.4242; 02.4331; 04.91

Adopted/Amended: 5/13/2013
Order #: 2013-78

POLICY REVIEW CYCLE

No Change Recommended

FISCAL MANAGEMENT

04.2

Depositories

SELECTION

The depository(ies) for all District funds, including school activity accounts, shall be designated by the Board every two (2) years. The Board may issue an invitation to bid banking services prior to selection of depositories.

The Board may designate up to six (6) banks or trust companies to serve as the depositories for District funds under procedures specified by Kentucky Revised Statutes.

The depository(ies) so selected shall be accessible, capable of handling short-term investments, capable of providing those services necessary for the efficient operation of the schools, and subject to the requirements of [KRS 160.570](#).

Written agreement(s) with the depository(ies) shall designate types of interest bearing accounts available and how the rate(s) of interest on deposits will be determined.

COLLATERAL

In accordance with [KRS 41.240](#) and Kentucky Board of Education administrative regulations, each depository selected shall, before entering upon its duties, provide collateral to be approved by the Board and by the Commissioner of Education.

REFERENCES:

[KRS 41.240](#)

[KRS 160.570](#)

[702 KAR 003:090](#)

Accounting Procedures for Kentucky School Activity Funds

Adopted/Amended: 5/13/2013

Order #: 2013-78

POLICY REVIEW CYCLE
No Change Recommended

FISCAL MANAGEMENT

04.5

Revenue Bonds

SALE

The sale of any school revenue or school-voted bond issues is subject to the approval of the Commissioner of Education.

ISSUANCE

School revenue or school-voted bonds will be issued in accordance with [702 KAR 003:020](#) and KRS Chapter 162.

FISCAL AGENTS

The Board shall select the fiscal agents for the proposed bond issue. The fiscal agents shall employ appropriate bond counsel subject to the approval of the Board.

REFERENCES:

[702 KAR 003:020](#)
[KRS 162.080](#); [KRS 162.090](#); [KRS 162.100](#)
[KRS 162.170](#); [KRS 162.180](#); [KRS 162.185](#)
[KRS 162.190](#); [KRS 162.200](#); [KRS 162.280](#)
[KRS 162.290](#); [KRS 162.300](#); [KRS 162.360](#)
[KRS 162.385](#); [KRS 162.520](#); [KRS 162.580](#)
[KRS 162.600](#); [KRS 162.620](#); [KRS 162.990](#)

Adopted/Amended: 5/13/2013
Order #: 2013-78

POLICY REVIEW CYCLE

No Change Recommended

FISCAL MANAGEMENT

04.7

Inventories

A perpetual inventory system shall be maintained for supplies and materials stored in District warehouses. Also, a record of the location and value of all furniture and equipment belonging to the District shall be maintained. The accuracy of the perpetual inventory shall be verified by performing periodic cycle counts and/or year end counts.

EQUIPMENT AND ASSETS

The District shall adhere to the property inventory procedures developed by the Kentucky Department of Education. Principals and other supervisors designated by the Superintendent are accountable for inventory, control and maintenance of all assets and equipment in their area of responsibility.

Each school year, results of inventories shall be reconciled, coordinated and reported to the Superintendent and the Board as required by the Chief Financial Officer.

A complete, up-to-date inventory of the following shall be maintained:

1. Fixed assets (real property) with an acquisition value of \$1000 or more that has a useful life of more than one (1) year;
2. ALL computer workstations, laptops and digital tablets, regardless of value; and
3. Any additional items designated by the Superintendent/designee.

The Superintendent shall develop procedures and forms for the annual inventory and shall be responsible for maintaining the inventory.

CAPITAL ASSETS

The District shall refer to the KDE Capital Asset Guide for guidance in establishing capitalization threshold amounts.

TRANSFER AND DISPOSAL

Fixed assets no longer needed or useable shall be returned to a designated central location and transferred or disposed of in compliance with Board policy, District inventory procedures and applicable legal requirements.

REFERENCES:

[780 KAR 007:060](#)

[KRS 160.290](#)

Kentucky Education Technology System

[Accounting Procedures for Kentucky School Activity Funds](#)

[KDE Capital Asset Guide](#)

RELATED POLICIES:

04.8, 05.21

Adopted/Amended: 5/13/2013

Order #: 2013-78

POLICY REVIEW CYCLE
No Change Recommended

FISCAL MANAGEMENT

04.92

Uniform Guidance

Federal funds received by the District are to be administered and federally funded personnel expenses documented in accordance with applicable Uniform Grant Guidance requirements.¹

REFERENCES:

- ¹2 C.F.R 200.430(i)
- 2 C.F.R. Part 200

RELATED POLICIES:

- 01.11
- 08.1345

Adopted/Amended: 11/7/2017
Order #: 2017-321

POLICY REVIEW CYCLE

No Change Recommended

FISCAL MANAGEMENT

04.3111

District Issuance of Checks

AUTHORIZATION

The treasurer shall prepare, in accordance with the state mandated District Administration Software, "Orders of the Treasurer" to be acted upon at each regular Board meeting where they are presented on the consent agenda. Except for situations requiring subsequent Board approval, before checks are issued, the treasurer shall have received the approved "Orders", which shall include signatures of the chairperson, treasurer and secretary of the Board.

All checks in the amount of \$5,000 and over shall carry the manual signatures of two (2) of the four (4) persons authorized to sign checks. Checks for less than \$5,000 shall carry one (1) manual signature or facsimile.

PAYMENT OF CLAIMS

Invoices for just and proper claims against the District for services, supplies, and equipment shall be processed efficiently and paid promptly according to approved procedures and policies. In keeping with prudent and sound business practices, the Superintendent or designee shall establish adequate internal controls for all purchases and disbursements.

With the exception of recurring monthly payments such as utilities and fixed charges, payments to vendors shall require the following supportive information:

1. A purchase order signed by the Superintendent or designee, or payment voucher, or travel reimbursement form;
2. An invoice as to goods or services shipped/received; and
3. Confirmation that invoiced materials or services were shipped/received in accurate quantity and in acceptable condition.

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 where "Orders of the Treasurer" are presented on the consent agenda shall be confined to the following:

1. Contracts (including legal matters, renovations and new construction),
2. Salaries,
3. Debt service,
4. Preapproved contract schedules,
5. Employee travel and expense reimbursements,
6. Purchase Orders,
7. Payment Vouchers,
8. Recurring payments,

District Issuance of Checks

SUBSEQUENT APPROVAL (CONTINUED)

9. Payments to take advantage of discounts, prevent penalties, avoid disruption of services, and make necessary interfund transfers, and
10. Payments for purchases made in accordance with District policy and procedures to avoid invoices being more than thirty (30) days past due as of the invoice date.

DIRECT DEPOSIT

Employees shall participate in the program to receive net pay and travel/expense reimbursements deposited electronically to a designated account in any bank, savings and loan, or credit union that is a member of the National Automatic Clearing House Association (NACHA).

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: 5/13/2013

Order #: 2013-78

POLICY REVIEW CYCLE
Minor Technical Changes Recommended

FISCAL MANAGEMENT

04.3114

District Petty Cash

PETTY CASH FUND

In order to facilitate refunds of minor purchases, the Board authorizes a petty cash fund in the Board office. The custodian for such account will be the Superintendent ~~designee or his designated representative~~. The petty cash fund shall not exceed \$100.00.

PURPOSES

Petty cash funds shall be used for the following purposes: miscellaneous, postage, collect deliveries, and other small disbursements. The petty cash fund will be replenished as imprest funds and is to be reimbursed to each account through accounts payable. Each transaction must be supported with proper receipts by the account custodian. Petty cash funds must be reconciled at the end of each month.

REFERENCES:

[KRS 160.340](#)

[KRS 160.290](#)

Adopted/Amended: 5/9/2017

Order #: 2017-138

POLICY REVIEW CYCLE
Minor Technical Changes Recommended

FISCAL MANAGEMENT

04.3121

Board Allocated Funds

ALLOCATION METHOD

Subject to ~~Kentucky administrative state~~ regulations for allocating funds to schools with school councils, the Board shall allocate general fund monies to individual schools (excluding special needs schools defined below) using the standards approved annually by the Board and the Department of Education. Funds shall be allocated so that staffing patterns may be correlated to the District's curricular goals and strategic priorities. Decisions regarding staffing patterns shall be data driven with funding going to the highest needs.

SPECIAL NEEDS SCHOOLS

Schools classified as special needs schools shall receive an allocation of funds. Such schools are classified as special needs schools because their programs are so unique that funding them using the standardized allocation method would be inadequate and inappropriate. In these schools, the number of students may vary significantly during the year, or the class size may necessarily be lower than at other schools. Consequently, such schools are funded based upon a plan submitted by them to the Superintendent and Board. The Board then allocates funds taking into account their special student needs.

DISTRICT ALLOCATION

The Board also allocates funds to the District office to cover the administrative costs of the District. Included in this District allocation is a reserve required by state law which cannot be less than two percent (2%) of the overall general fund budget.

REFERENCES:

KRS 160.470

702 KAR 3:246

RELATED POLICIES:

02.4242

02.4331

04.1

Adopted/Amended: 5/13/2013

Order #: 2013-78

POLICY REVIEW CYCLE

Change Recommended to Align Policy with Current Practice Relating to
Insurance for Student Athletes

STUDENTS

09.312

Insurance (Athletics)

All students participating in interscholastic athletics are provided a student must purchase the District's athletic accident insurance policy by the District. at the current designated rate

RELATED POLICY:

09.23

Adopted/Amended: 5/12/2014

Order #: 2014-071