

SCHOOL FACILITIES

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Facilities (Construction and Naming)

CONSTRUCTION ADVICE SOUGHT

When the Board engages in a major construction project, it will seek the advice of employees and citizens of the school district, as appropriate, in determining the scope and educational specifications of the construction project.¹

FACILITIES PLAN

In compliance with applicable statutes and administrative regulations, the Local Planning Committee shall prepare a District facilities plan for approval by the Board.²

CONSTRUCTION OVERSIGHT

Construction projects shall be undertaken and conducted in compliance with standards set forth in applicable statutes and regulations, including, but not limited to, rules covering the capital construction process.²

NAMING OF NEW OR EXISTING SCHOOLS, OR ADMINISTRATIVE FACILITIES, AND ALTERNATIVE EDUCATION PROGRAMS

~~The Board shall name a new school or new administrative facility as soon as possible after the decision has been made to build, improve or develop. Names should be compatible with the names of other schools, facilities and properties of the District. (Names of District facilities in place as of 10/01/04 shall not be subject to these provisions.)~~

~~At least one (1) of the following factors must be used in naming new schools, facilities and properties:~~

- ~~1. A name that is in use now and describes a geographical area of Lexington/Fayette County.~~
- ~~2. The name of a prominent deceased person who has contributed to the history and/or progress of the Lexington/Fayette County area, such as a name that has been famous in the history of Lexington/Fayette County or the name of a prominent national figure.~~
- Naming of school buildings, District facilities, as well as the naming of alternative education programs, shall be the responsibility of the Board. names will be selected from the following:
- Prominent state, local, or national deceased figures of good character;
- Prominent deceased persons who have contributed to the history and/or progress of the Lexington/Fayette County area;
- Community leaders, former Board members, retired school leaders and/or teachers;
- Donors of school property;
- Geographic areas; and
- A descriptive name that aligns with the mission or learning culture of the school.
- School buildings, District facilities, as well as alternative education programs shall not be named for living individuals.

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Facilities (Construction and Naming)**NAMING OF NEW OR EXISTING SCHOOLS, FACILITIES, AND ALTERNATIVE EDUCATION PROGRAMS (CONTINUED)**

The Superintendent/designee, in collaboration with an appointed committee reflective of the local community, shall recommend to the Board a name or names for a new building, facility or property.

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The Superintendent/designee, in collaboration with an appointed committee reflective of the local community, shall recommend to the Board a name or names for a new building, facility or property.

NAMING OF NEW OR EXISTING PORTIONS OF FACILITIES, AND ALTERNATIVE EDUCATION PROGRAMS

Naming of school building wings, media centers, athletic fields, gymnasiums, auditoriums, cafeterias, outdoor property, and other portions of District facilities, shall be the responsibility of the Board. Names will be selected from the following:

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- Prominent state, local, or national figures of good character;
- Prominent persons who have contributed to the history and/or progress of the Lexington/Fayette County area;
- Community leaders, former Board members, retired school leaders and/or teachers;
- Donors of school property;
- Geographic areas; and
- A descriptive name that aligns with the mission or learning culture of the school.

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NAMING OF NEW OR EXISTING SCHOOLS, FACILITIES, AND ALTERNATIVE EDUCATION PROGRAMS (CONTINUED)

Such venues may be named for living persons, but may not be named for active employees of the District. This does not preclude individuals from being hired if a venue has been previously named for them.

Venues under this section may be renamed in the event they are closed and reopened or if the current name does not meet the naming criteria above.

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The Superintendent/designee, in collaboration with an appointed committee reflective of the local community, ~~shall~~may recommend to the Board a name or names for a new building, facility or property.

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Facilities (Construction and Naming)**NAMING/RENAMING OF EXISTING PROPERTY**

~~After considering the recommendation of an ad hoc committee, the Board may name or rename an existing property or portion thereof in honor of a deceased staff member, community member or former student who achieved national, state or local prominence.~~

~~By March 30 of each year (to be effective the following school year), a School-Based Decision Making (SBDM) Council may make a naming/renaming recommendation to the Superintendent. For existing rooms or spaces that do not have an SBDM Council, a staff member may make a recommendation to the Superintendent. The Superintendent shall then appoint an ad hoc committee to review suggestions received for naming/renaming of existing properties for a deceased individual.~~

NAMING/RENAMING OF EXISTING PROPERTY (CONTINUED)

~~Areas subject to recommendations include a gym/arena, auditorium, library/media center, cafeteria, or an outdoor property (courtyard, stadium, field or sub parcel of land where students participate in extra- and co-curricular activities).~~

~~The committee shall present to the Superintendent its recommended response to suggestions and supporting rationale. The Superintendent shall present to the Board for its consideration those recommendations that support approving a new or different name.~~

CORPORATE NAMING

The Board may also authorize corporate naming rights for new or existing facilities in consideration of financial donations made to the District.

The Superintendent/designee, in collaboration with an appointed committee reflective of the local community, shall review corporate names for new or existing facilities.

REFERENCES:

¹Kentucky School Facilities Planning Manual

²702 KAR 4:160

KRS 157.615; KRS 157.620; KRS 157.622

KRS 162.060; KRS 162.070; KRS 162.080; KRS 162.090

KRS 162.100; KRS 162.120; KRS 162.160

KRS 162.290; KRS 162.300; KRS 322.360

KRS 424.260; KRS Chapter 45A

702 KAR 4:005; 702 KAR 4:050

702 KAR 4:100; 702 KAR 4:170; 702 KAR 4:180

750 KAR 1:010; 750 KAR 1:030

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Magnet and Gifted and Talented Allocations

Magnet School: Maxwell Spanish Immersion Magnet

Magnet Programs: Dixie, Magnet, Bryan Station Middle Spanish Immersion and Bryan Station Senior Spanish Immersion, Lexington Traditional Magnet, Liberty, Frederick Douglas High School – Biomedical Sciences, and Bates Creek High School International Baccalaureate Program.

Gifted/Talented Programs: Gifted and Talented Accelerated Program for Elementary and Middle Feeder Schools, SCAPA Bluegrass, SCAPA Lafayette, Henry Clay Liberal Arts Accelerated Program~~Cluster~~ and MSTC at Paul Laurence Dunbar.

International Baccalaureate Program: Bates Creek and Middle High Schools.

ELEMENTARY GIFTED AND TALENTED, MAGNET SCHOOLS AND PROGRAMS	
Dixie Magnet Primary 24:1 4 th Grade 28:1 5 th Grade 29:1	Maxwell Primary 24:1 4 th Grade 28:1 5 th Grade 29:1
<u>Liberty</u> <u>1.0 Intermediate Teacher shall be allocated for overflow students not in the Immersion Program.</u>	
Elementary <u>Gifted and Talented Accelerated Program</u>Cluster: <u>Ashland, Meadowthorpe, Bates Creek Elementary</u> 4 th Grade 28:1 5 th Grade 29:1 <u>Teachers for the Elementary Gifted and Talented Accelerated Program shall be allocated at a student to teacher ratio of 28:1 for 4th Grade and 29:1 for 5th Grade and rounded up to nearest 1.0.</u>	
MIDDLE SCHOOLS	
Lexington Traditional Magnet 6 th Grade 29:1 7 th -8 th Grade 31:1	Bryan Station Middle Bryan Station's Spanish Immersion 6 th Grade 29:1 7 th -8 th Grade 31:1 1 Spanish Immersion Facilitator shared with BSHS (District Position)
Tates Creek Middle Teachers Middle-Gifted and Talented Accelerated Cluster p Program 6 th Grade 29:1 7 th -8 th Grade 31:1	Winburn <u>Gifted and Talented</u> Accelerated Cluster p Program 6 th Grade 29:1 7 th -8 th Grade 31:1
<u>Middle school teachers for the Middle School Accelerated Program shall be allocated at a student to teacher ratio of 29:1 at 6th Grade and 31:1 at 7th and 8th Grade and rounded up to nearest 1.0.</u>	

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Magnet and Gifted and Talented Allocations**MIDDLE SCHOOLS (CONTINUED)****SCAPA**

Teachers Based on Ratio

4th Grade 28:15th & 6th Grade 29:17th & 8th Grade 31:16 Visual and Performing ArtsMagnet Teachers

1 Media Specialist

1 Principal

1 Assistant Principal

Discretionary Based on Ratio Elementary 150:1 and Middle School 75:1
rounded up to nearest .5. Plus 3

1 Counselor

1 Safe Para

1 GT Resource Teacher

2 Clerical

.4 Gifted and TalentedMagnet Program Facilitator and 0.1 GT/District

Magnet and Gifted and Talented Allocations

HIGH SCHOOLS	
Bryan Station's Spanish Immersion Staffed at 31:1 1 Spanish Immersion Facilitator shared with BSMS (District Position)	Frederick Douglas High School Biomedical Sciences Academy Program staffed at 31:1
Henry Clay Liberal Arts Accelerated Academy 1 G/T Facilitator (0.8 assigned to the school with 0.2 assigned to G/T District LAKSS) .50 G/T Enrollment counted toward G/T staff and .50 G/T enrollment counted toward regular staff 0.2 Teacher for Program Enrichment Program staffed at 31:1	Lafayette - SCAPA SCAPA Teachers/Consultants = 4.4 positions 0.4 G/T Facilitator School and 0.1 G/T Facilitator District
Paul Laurence Dunbar 1 G/T Facilitator (0.8 assigned to the school with 0.2 assigned to G/T District LAKSS) .50 G/T Enrollment counted toward G/T staff and .50 G/T enrollment counted toward regular staff 0.2 Teacher for Program Enrichment Program staffed at 31:1	
INTERNATIONAL BACCALAUREATE PROGRAM	
Tates Creek Middle 6 th Grade 29:1 7 th -8 th Grade 31:1 International Baccalaureate 1 IB Facilitator (District Position)	
Tates Creek High School International Baccalaureate 1 IB Facilitator (District Position)	

EXPLANATION: THE UPDATED FBI CJIS SECURITY POLICY CHANGES THE TRAINING REQUIREMENTS FROM EVERY TWENTY-FOUR (24) MONTHS TO EVERY TWELVE (12) MONTHS.
FINANCIAL IMPLICATIONS: MORE FREQUENT TRAINING

PERSONNEL

03.11 AP.2521

Criminal History Record Information

PURPOSE

The District may use Criminal History Record Information (CHRI) obtained from the Kentucky State Police (KSP) to check qualification for employment or service as provided in KRS 160.380 and related policies and for authorizing personnel who will make fitness determinations. CHRI may not be used for any other purpose.

AUTHORITY

The District has the authorization to submit fingerprints to KSP for a fee-based state and federal background check pursuant to KRS 160.380.

NONCRIMINAL JUSTICE AGENCY CONTACT (NAC) & LOCAL AGENCY SECURITY OFFICER (LASO)

The Superintendent will designate employee(s) to serve as the NAC and LASO points of contact with KSP through which communication regarding audits, District personnel changes, training, and security are conducted. The NAC and LASO will receive and disseminate communication from KSP to all authorized District personnel. Additionally, the LASO shall where applicable:

1. Identify who is using the Criminal Justice Information Services (CJIS) Systems Agency (CSA) approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated.
4. Ensure approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the CSA Information Security Officer is promptly informed of security incidents.

AUTHORIZED PERSONNEL

Authorized personnel will be given access to view and handle CHRI after completing the required Security Awareness Training and any additional training required by KSP. Only authorized personnel may access, discuss, use, possess, disseminate, or destroy CHRI.

The District will keep an updated list of authorized personnel that will be available to the KSP Auditor during the audit process.

TRAINING OF AUTHORIZED PERSONNEL

The District will ensure all persons authorized to have CHRI access will complete Security Awareness Training via CJIS Online immediately upon hire or appointment to access CHRI. The NAC will keep on file the Security Awareness Training certificate on all authorized personnel.

The District will ensure authorized users complete recertification of Security Awareness Training every ~~twelv~~~~etwenty-four~~ (12~~24~~) months.

Authorized personnel will review the KSP website Noncriminal Justice Agency (NCJA) section for policies, procedures, and forms necessary for CHRI handling and fitness determination.

Criminal History Record Information**FINGERPRINT CARD PROCESSING**

The District requires that all covered persons for whom fingerprint check is required must provide a valid, unexpired form of government-issued photo identification prior to fingerprinting to verify their identity.

A copy of the FBI Privacy Rights Notification will be provided to the covered persons prior to fingerprinting. Covered persons will also be advised of the process regarding a challenge of the criminal history record.

Covered persons that have disclosed a conviction must still be fingerprinted. Proper reason for fingerprinting must be documented in the "Reason for Fingerprinting" box.

Proper chain of custody procedures protecting the integrity of the covered person's fingerprints prior to submission will include maintaining fingerprints in a secure environment, in a sealed envelope.

COMMUNICATION

Authorized personnel may discuss the CHRI results with covered persons in a secure, private area. Extreme care will be taken to prevent overhearing, eavesdropping, or interception of communication.

The District will not allow a covered person to have a copy of their record or take a picture of it with an electronic device.

The District will provide the covered person with required forms and options to obtain their record if a record is to be challenged.

PHYSICAL SECURITY

The District will ensure that information system hardware, software, and media are physically protected through access control measures by ensuring the perimeter of a physically secured location shall be prominently posted and separated from non-secure locations by physical controls. The District will control all access points (except for those areas within the facility officially designated as publicly accessible) and will verify individual access authorizations before granting access. The District will control physical access to information system distribution and transmission lines within the physically secure location. The District will control physical access to information system devices that display Criminal Justice Information (CJI) and will position information system devices in such a way as to prevent unauthorized individuals from accessing and viewing CJI. The District will monitor physical access to the information system to detect and respond to physical security incidents. The District will control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible) and will escort visitors in a secured location.

Criminal History Record Information**STORAGE AND RETENTION OF CHRI**

The fingerprint results from KSP should only be handled by authorized personnel.

During the fitness determination:

- CHRI will be stored in a locked drawer/container at the Central Office and only accessible to authorized personnel.
- CHRI will be stored in a separate file that cannot be released for any public records request and will not be archived in a publicly accessible location.
- CHRI results will be stored electronically the agency using proper security and encryption methods.
- If stored electronically, the District will ensure compliance of CJIS Security Policy for the Network Infrastructure to include the following:
 1. Network Configuration
 2. Personally Owned Information Systems
 3. Publicly Accessible Computers
 4. System Use Notification
 5. Identification/User ID
 6. Authentication
 7. Session Lock
 8. Event Logging
 9. Advance Authentication
 10. Encryption
 11. Dial-up Access
 12. Mobile Devices
 13. Personal Firewalls
 14. Bluetooth Access
 15. Wireless (802.11x) Access
 16. Boundary Protection
 17. Intrusion Detection Tools and Techniques
 18. Malicious Code Protection
 19. Spam and Spyware Protection
 20. Security Alerts and Advisories
 21. Patch Management
 22. Voice over Internet Protocol (VoIP)
 23. Partitioning and Virtualization
 24. Cloud Computing
- Per KRS 61.878, CHRI is not subject to disclosure under the Kentucky Open Records Act and will not be archived in a publicly accessible location.

PERSONNEL

03.11 AP.2521
(CONTINUED)

Criminal History Record Information

MEDIA TRANSPORT

The District will protect and control digital and physical media during transport outside of controlled areas and will restrict the activities associated with transport of such media to authorized personnel.

DISPOSAL OF MEDIA CHRI

The District will properly sanitize or destroy physical or electronic CHRI per the Kentucky Department of Libraries and Archives (KDLA) Public School District Records Retention Schedule. If a third party performs the destruction, an authorized person shall accompany the CHRI through the destruction process. For electronic media, the District shall overwrite three (3) times or degauss digital media prior to disposal or release, inoperable digital media shall be destroyed; cut up, shredded, etc. The District shall ensure the sanitation or destruction is witnessed or carried out by authorized personnel.

MISUSE OF CHRI

In the event of deliberate or unintentional misuse of CHRI, the District will subject the employee to disciplinary action per Board policy and procedures, up to and including termination, or request for criminal investigation/charges.

EXPLANATION: HB 319 REMOVES THE REQUIREMENT THAT AN AFFIDAVIT BE SUBMITTED FOR SICK (INCLUDING EMERGENCY LEAVE USED FOR THIS PURPOSE) AND PERSONAL LEAVE AND REPLACES AFFIDAVIT WITH STATEMENT.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.123 AP.2

Leave Form

SCHOOL LOCATION: _____	SALARIED EMPLOYEE <input type="checkbox"/>
PLEASE USE BLUE OR BLACK INK ONLY	HOURLY EMPLOYEE <input type="checkbox"/>

☐ **SICK LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1232/03.2232. (**STATEMENT AFFIDAVIT OR PHYSICIAN STATEMENT REQUIRED)**

DATE(S) OF SICK LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____

REASON FOR ABSENCE (CHECK ONE)

☐ EMPLOYEE'S ILLNESS ☐ FAMILY MEMBER ILLNESS ☐ MOURNING (RELATIONSHIP TO EMPLOYEE) _____

☐ **PERSONAL LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1231/03.2231. (**STATEMENT AFFIDAVIT REQUIRED)**

DATE(S) OF PERSONAL LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____

*Two (2) day prior supervisor approval required

****Comes the affiant/employee, _____, after being duly sworn, and states as follows:**

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

Affiant/Employee Signature: _____ Date: _____

Affiant/Employee Printed Name: _____ Affiant/Employee No.: _____
(Legal Name on Master File)

Subscribed and sworn before me in the county of Fayette, state of Kentucky, on this the _____ day of _____, 20____.

My Commission Expires: _____

Notary Public _____ Notary signature indicates the employee swore under oath to the information contained herein as truthful. It does not verify or certify the employee's actual leave time.

☐ **EMERGENCY LEAVE: REQUESTED UNDER THE TERMS OF POLICIES 03.1236/03.2236.**

DATE(S) OF EMERGENCY LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____

*OTHER REASONS FOR ABSENCE THAT DO NOT REQUIRE TWO (2) DAY APPROVAL (CHECK ONE):

☐ *BEREAVEMENT ☐ *DISASTERS ☐ LEGAL PROCEEDINGS (SUBPOENA REQUIRED – COURT DOCUMENTATION TO ACCOMPANY LEAVE FORM)

☐ *OTHER, AS APPROVED BY THE SUPERINTENDENT/DESIGNEE (MUST SPECIFY): _____

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

DATE(S) OF EMERGENCY LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____

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

DATE(S) OF JURY LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____

☐ FEDERAL COURT ☐ OTHER (COURT DOCUMENTATION IS REQUIRED TO ACCOMPANY LEAVE FORM (DISTRICT WILL BE REIMBURSED BY DEDUCTION FROM EMPLOYEE'S PAYCHECK.).

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

DATE(S) OF MILITARY LEAVE: _____ ☐ SALARIED # OF DAYS _____ OR ☐ HOURLY # OF HOURS _____

Employee's Signature

Date

Employee's Printed Name (Legal Name on Master File)

Employee Number

Superintendent/designee's Signature Approving Leave as Requested Date

This form should accompany Payroll Reports.

Leave Form

Leave time must be used in half-day or whole-day increments for salaried employees and in quarter hour increments for classified hourly employees.

~~AFFIANT-EMPLOYEE STATEMENT SIGNATURE/NOTARIZATION REQUIRED FOR SICK LEAVE (WITHOUT PHYSICIAN STATEMENT) AND PERSONAL LEAVE~~**

SICK LEAVE: BOARD POLICIES 03.1232/03.2232

In accordance with provisions stated in KRS 161.155, administrators, teachers, full-time classified employees and eligible part-time classified employees of the Fayette County Board of Education may be granted sick leave days not to exceed twelve (12) days per school year for the following:

- a) For personal illness, including illness or temporary disabilities arising from pregnancy. Sick leave may not be used for any period of absence required for child rearing.
- b) For the purpose of attending to a member of the immediate family who is ill. Immediate family includes the employee's spouse, children (including stepchildren) foster children, grandchildren, parents, spouse's parents, grandparents, spouse's grandparents without reference to the location or residence of said relative, siblings, son/daughter-in-law, and any other blood relative who resides in the employee's home.
- c) For the adoption of a child up to thirty (30) days following the adoption of the child or children.
- d) For mourning an immediate member of employee's family.
- e) The Board may allow employees to use up to three (3) days sick leave per school year for emergency leave according to policy.

PERSONAL LEAVE: BOARD POLICIES 03.1231/03.2231

Personal leave shall not be taken on the Opening or Closing day of school. Personal leave notice shall be given at least two (2) days in advance to Principal or Supervisor for approval. The maximum number of employees that may be absent on personal leave on any given day shall not exceed five percent (5%) within the major job categories or (one [1] person classified, two [2] people certified) whichever is greater. The immediate Supervisor is authorized to limit the use of Personal leave in emergencies.

~~DOES NOT REQUIRE NOTARIZATION~~

EMERGENCY LEAVE: BOARD POLICIES 03.1236/03.2236, IN ACCORDANCE WITH PROVISIONS STATED IN KRS 161.152

*Other: Leave reasons that do not require two (2) day prior approval from immediate Supervisor are as follows:

- a) Natural disasters of the magnitude of tornadoes, fires, floods, etc. This applies only in cases not covered by sick leave.
- b) Weather-related transportation problems which prevent travel from another area to home and/or workstation, such as airport closing and flight cancellations.
- c) Bereavement
- d) Court/Legal proceedings. Subpoena required and court documentation must accompany leave form.
- e) Personal disasters such as water heater bursts, sewage backups, pet injuries/deaths, etc.
- f) Other emergency reasons as approved by the Superintendent or Superintendent's Designee where there exists a pressing necessity that requires immediate attention.

Leave Form**VACATION LEAVE: BOARD POLICIES 03.122/03.222**

- a) Regular twelve-month employees shall be eligible for Vacation leave as specified:
- b) Vacations must be scheduled in advance with the immediate Supervisor.
- c) No more than thirty (30) vacation days can be carried over into the next fiscal year.

JURY LEAVE: BOARD POLICIES 03.1237/03.02237

Employees who will be absent from work to serve on jury duty must give advance notice to their immediate Supervisor.

In accordance with KRS 161.153 and Board policies 03.1237/03.2237, certified staff and all eligible permanent classified employees of the FCBE shall be granted leave with full pay, less any compensation received as jury pay for jury duty in any duly constituted Local, State or Federal Court for the period of actual jury service. This jury duty leave shall be in addition to all other leave to which the employee may be entitled.

- a) Inform the courtroom clerk on the first day of service that you are employed by the FCBE and your certificate of jury service should indicate: date(s) served, amount of jury pay, amount of expenses and juror ID#. This court documentation must be attached to employee's leave form.
- b) Employees reporting for jury duty and released from service for part of a day or any full day(s) shall report to their respective school or department for assignment if released with at least one hour remaining in their workday.
- c) The jury duty pay (not including expenses) will be deducted from the employee's wages by the Payroll department.

MILITARY LEAVE: BOARD POLICIES 03.1238/03.2238

All regular employees who are members of the National Guard, any reserve component of the Armed Forces of the United States, or of the Reserve Corps of the United States Public Health Services shall be entitled to military leave of absence without loss of time, pay, regular leave, impairment of efficiency rating, or any other rights or benefits to which they are entitled, while in the performance of military duty or training in the service of Kentucky of the United States under competent orders for a period in any federal fiscal year not to exceed twenty-one (21) working days.

Such employees while on military leave shall be paid their salaries or compensation. Military leave shall not be available to an employee not employed on a twelve-month basis during any period when such employee is working at other than the usual work assignment; nor shall it be available when the employee is working on a temporary or a special project basis or during any period of active military service when the employee is not carrying out regular duties.

EXPLANATION: HB 331 AMENDS KRS 158.162 REGARDING TRAINING REQUIREMENTS FOR USE OF AUTOMATED EXTERNAL DEFIBRILLATORS(AEDS)
FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, TRAINING COSTS
EXPLANATION: SB 1 (2022) CHANGED THE PROCESS FOR HIRING THE PRINCIPAL FROM THE COUNCIL TO THE SUPERINTENDENT WITH CONSULTATION
WITH THE COUNCIL AND REMOVED THE REQUIRED TRAINING ON INTERVIEWING TECHNIQUES.
FINANCIAL IMPLICATIONS: SAVINGS ON TRAINING COSTS

PERSONNEL

03.19 AP.23

District Training Requirements**SCHOOL YEAR:** _____

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

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
District planning committee members.		01.111			✓	
Board member training hours.	KRS 160.180; 702 KAR 1:115; 701 KAR 8:020	01.83			✓	
Superintendent training program to be completed within two (2) years of taking office.	KRS 160.350	02.12			✓	
Certified Evaluation Training.	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management.		02.3			✓	
All School Resource Officers (SROs) shall successfully complete forty (40) hours of annual in service training that has been certified or recognized by the Kentucky Law Enforcement Council for SROs.	KRS 158.4414	02.31			✓	
Council member training required for Principal selection.	KRS 160.345	02.4244			✓	
Council member training hours.	KRS 160.345	02.431			✓	
Employees authorized to use Criminal History Record Information (CHRI) will complete Security Awareness Training via Criminal Justice Information Services (CJIS)	KRS 160.380	03.11 AP.2521			✓	
Initial/follow-up training for coaches of interscholastic athletic activities or sports.	KRS 160.445; KRS 161.166; KRS 161.185; 702 KAR 7:065	03.1161 03.2141 09.311			✓	
Asbestos Containing Building Material (ACBM), Lockout/Tagout and personal protective equipment (PPE) training for designated employees.	40 C.F.R. Part 763 401 KAR 58:010 803 KAR 2:308 OSHA 29 C.F.R. 1910.132 29 C.F.R. 1910.147 29 C.F.R. 1910.1200	03.14/03.24			✓	
Bloodborne pathogens.	OSHA 29 C.F.R. 1910.1030	03.14/03.24		✓		
Behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	03.162/03.262		✓		

PERSONNEL

03.19 AP.23
(CONTINUED)**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Title IX Sexual Harassment	34 C.F.R. § 106.45	03.1621/03.2621/09.428111		✓		
Teacher professional development/learning.	KRS 156.095	03.19	✓			
Active Shooter Situations.	KRS 156.095	03.19/03.29			✓	
Instructional leader training.	KRS 156.101	03.1912			✓	
The Superintendent shall develop and implement a program for continuing training for selected classified personnel.		03.29			✓	
Training of the instructional teachers' aide with the certified employee to whom s/he is assigned.	KRS 161.044	03.5			✓	
Orientation materials for volunteers.	KRS 161.048	03.6			✓	
Integrated Pest Management (7a) Certification.	302 KAR 29:060	05.11			✓	
Training for designated personnel on use and management of equipment.		05.4			✓	
If District owns Automated external defibrillators (AEDs), training on use of such.	KRS 158.162 KRS 311.667	03.1161/03.2241 05.4/09.311/09.224			✓	
School Safety Coordinator (SSC) training program developed by the Kentucky Center for School Safety (KCSS) School Principal training on procedures for completion of the required school security risk assessment.	KRS 158.4412	05.4			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.162 KRS 158.163	05.47		✓		
First Aid and Cardiopulmonary Resuscitation (CPR) Training.	702 KAR 5:080	06.221			✓	
Annual in-service school bus driver training.	702 KAR 5:030	06.23			✓	
Designated training for School Nutrition Program Directors and food service personnel.	KRS 158.852 7 C.F.R. §210.31	07.1 07.16			✓	
Teachers of gifted/talented students required training on identifying and working with gifted/talented students. All other personnel working with gifted students shall be prepared through appropriate professional development to address the individual needs, interests, and abilities of the students.	704 KAR 3:285	08.132	✓		✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
KDE to provide training to address the characteristics and instructional needs of students at risk of school failure and most likely to drop out of school.	KRS 156.095	08.141	✓		✓	
Student training on appropriate online behavior on social networking sites and cyberbullying awareness and response.	47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520	08.2323			✓	
Confidentiality of student record information.	34 C.F.R. 300.623	09.14		✓		
Student suicide prevention training: Minimum of one (1) hour in-person, live stream, or via video recording every year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]	KRS 156.095; KRS 158.070	09.22			✓	
At least one (1) hour of self-study review of seizure disorder materials required for all principals, guidance counselors, and teachers by July 1, 2019, and for all principals, guidance counselors, and teachers hired after July 1, 2019.	KRS 158.070	09.22			✓	
Training for school personnel authorized to give medication.	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
Training on employee reports of criminal activity.	KRS 158.148; KRS 158.154; KRS 158.155; KRS 158.156; KRS 620.030	09.2211		✓		
Personnel training on restraint and seclusion and positive behavioral supports.	704 KAR 7:160	09.2212		✓	✓	
Personnel training child abuse and neglect prevention, recognition, and reporting.	KRS 156.095	09.227	✓		✓	
Age appropriate training for students during the first month of school on behaviors prohibited/required reporting of harassment/discrimination.	34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Guidance	09.42811			✓	

PERSONNEL

03.19 AP.23
(CONTINUED)**District Training Requirements**

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Training to build capacity of staff and administrators to deliver high-quality services and programming in the District's Alternative Education Program.	704 KAR 19:002	09.4341			✓	
Student discipline code.	KRS 158.148; KRS 158.156; KRS 158.444; KRS 525.070; KRS 525.080	09.438		✓		
Intervention and response training on responding to instances of incivility.		10.21		✓		
Training for Supervisors of Student Teachers.	16 KAR 5:040				✓	
Career Tech – If funds available, High School teachers to receive training regarding embedding reading, math, and science in career tech courses.	KRS 158.818				✓	
Committee for Mathematics Achievement – training for teachers based on available funds.	KRS 158.832		✓			
KDE to provide or facilitate statewide training for teachers and administrators regarding content standards, integrating performance assessments, communication, and higher order thinking.	KRS 158.6453 (SB 1)		✓			
Grants regarding training for state-funded community education directors.	KRS 160.156				✓	
Local Board to develop and implement orientation program for adjunct instructors.	KRS 161.046				✓	
KDE shall provide technical assistance and training for multi-tiered system of supports upon District request.	KRS 158.305				✓	

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

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

EXPLANATION: HB 32 AMENDS KRS 161.011 TO PERMIT HIRING OF CLASSIFIED PERSONNEL WITHOUT A HIGH SCHOOL DIPLOMA IF OPPORTUNITY TO OBTAIN A HIGH SCHOOL EQUIVALENCY DIPLOMA IS PROVIDED BY THE DISTRICT AND PERMITS CERTAIN GOVERNMENT ISSUED CERTIFICATIONS OR LICENSES TO SUBSTITUTE.

FINANCIAL IMPLICATIONS: POTENTIAL COSTS ASSOCIATED WITH ADMINISTERING THE EQUIVALENCY PROGRAM.

EXPLANATION: HB 13 AMENDS KRS 281A.175 RELATED TO THE PHYSICAL EXAM REQUIREMENT FOR SCHOOL BUS DRIVERS. IT CHANGES THE REQUIRED PHYSICAL EXAM FROM EVERY YEAR TO EVERY TWO (2) YEARS.

FINANCIAL IMPLICATIONS: LESS FREQUENT EXAMS COULD BE A COST SAVINGS.

PERSONNEL

03.221 AP.22

- CLASSIFIED PERSONNEL -

Classified Personnel File Checklist

LAST NAME _____ FIRST NAME _____ SSN# _____

STREET ADDRESS _____ APT# _____ CITY _____ STATE _____

BIRTH DATE _____ GENDER _____ (M) _____ (F) ETHNICITY _____

LOCATION: _____ POSITION: _____ RETIREE Y / N. _____

HUMAN RESOURCES STAFF WILL VERIFY RECEIPT OF THE ITEMS BELOW:

____ FINGERPRINTS ____ MONEY ORDER ____ CHECK

____ H.S. DIPLOMA ____ HIGH SCHOOL EQUIVALENCY DIPLOMA [LICENSE/CREDENTIAL](#) ____ COLLEGE TRANSCRIPT

____ JOB DESCRIPTION

____ OFFICIAL START DATE FORM

____ NEW EMPLOYEE AGREEMENT (**COMPLETED ONLINE?** Yes ____ No ____)

____ DISABILITIES ACT FORM (**COMPLETED ONLINE?** Yes ____ No ____)

____ I-9: ____ DRIVERS LICENSE ____ SOCIAL SECURITY CARD OR BIRTH CERTIFICATE

____ W4 & K4 TAX FORMS (**COMPLETED ONLINE?** Yes ____ No ____)

____ DIRECT DEPOSIT ENROLLMENT FORM (**COMPLETED ONLINE?** Yes ____ No ____)

____ PHYSICAL EXAMINATION W/ TB ASSESSMENT (*On File* ____ *Received* ____)

____ W2 ELECTRONIC ENROLLMENT FORM (**COMPLETED ONLINE?** Yes ____ No ____)

* Elected to Receive W2: Electronic Form ____ Paper ____ (please select which option was chosen)

____ EMPLOYEE BENEFITS ACKNOWLEDGEMENT FORM

____ FINGERPRINTS ____ MONEY ORDER ____ CHECK

____ LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES: Applicants (hired on or after April 4, 2018) must provide a letter from the Cabinet for Health and Family Services stating there are no administrative findings of child abuse or neglect on record.

____ EDUCATION/EXPERIENCE VERIFICATION SUMMARY SHEET

____ EXPERIENCE VERIFICATION FORM(S):

HOW MANY _____ DATE SENT FOR PROCESSING: _____

____ KRS FORM 6751-RETIREEES RETURNING TO WORK (IF APPLICABLE)

____ FOOD HANDLERS CARD (FOOD SERVICE ONLY)

HR Use Only: Contract Sent? _____ (*Date and Initial*)

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

05.4 AP.1

Use of Automated External Defibrillators (AEDs)

Each school's emergency plan shall include procedures to be followed in case of a medical emergency, a written cardiac emergency response plan, and a diagram that clearly identifies the location of each AED. Procedures for the use and training of AEDs shall be included in the emergency response plan.

NOTE: The following District documents can be accessed from the District's web site on the FCPS Risk Management and Safety page:

- Monthly Inspection Report
- AED Protocol
- Event Summary Form

INTRODUCTION

An automated external defibrillator (AED) is a medical device used to treat victims who experience sudden cardiac arrest (SCA). It is to be applied only to victims who are unconscious, not breathing normally, and showing no signs of circulation (signs of circulation include normal breathing, coughing, and movement). The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

AEDS ARE MEDICAL DEVICES THAT REQUIRE MEDICAL OVERSIGHT AND THAT ARE TO BE USED ONLY BY INDIVIDUALS WITH PROPER TRAINING AND CERTIFICATION.

PROGRAM COORDINATION AND MEDICAL OVERSIGHT

Overall coordination of the District's AED program shall be provided by the Division of Risk Management and Safety in the Department of Physical Support Services. Medical oversight of the District's AED program shall be provided by a physician licensed in Kentucky (the "Medical Advisor"). The physician serving as Medical Advisor shall be listed in Administrative Procedure 05.4 AP.23, Schedule A. The Division of Risk Management & Safety shall update and amend Schedule A from time-to-time as appropriate.

Responsibilities of Division of Risk Management & Safety:

- Communication with an agent of the local emergency medical services (EMS) system and the local emergency communications or vehicle dispatch center to notify such entities of the existence, location, and type of each AED acquired;
- Coordination of inspection and maintenance of AED hardware and support equipment and supplies according to manufacturers' labeling and other operational guidelines;

Use of Automated External Defibrillators (AEDs)**PROGRAM COORDINATION AND MEDICAL OVERSIGHT (CONTINUED)**

- Selection of Medical Emergency Response Team (“MERT”) members (“MERT Members”) and distribution and updating of MERT Member lists as needed;
- Coordination of training for MERT Members;
- Receipt from MERT Members and Trained Lay Responders of completed Event Summary Forms, and retention of such forms in the records of the Division;
- Distribution to the Medical Advisor and/or his/her designee of copies of completed Event Summary Forms and communication with the Medical Advisor about issues related to the District’s AED program;
- Periodic review of the effectiveness of the District’s AED program from the standpoint of risk management and safety;
- Periodic review and (if appropriate) proposed revision of this and related Administrative Procedures.

Responsibilities of Medical Advisor:

- Issuance of prescriptions for the acquisition of AEDs, via written approval of the selection and placement of AEDs at particular locations within the District. Such prescriptions shall be documented in Administrative Procedure 05.4 AP.23, Schedule B. The Medical Advisor shall update and amend Schedule B from time-to-time as appropriate.
- Risk Management and Safety in consultation with medical oversight to assure compliance with requirements for:
 - communication with the local emergency medical services system, including requirements for notifying agents of the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED acquired;
 - inspection and maintenance of AED units and accessories;
 - training of MERT Members.
- Review and approval of written protocols to be posted with each AED concerning emergency procedures and AED deployment;
- Performance of a review of each use of an AED, including evaluation of each completed Event Summary Form and each set of data retrieved from the AED’s electronic storage module;
- Periodic review of the effectiveness of the District’s AED program from a medical standpoint;
- Communication with the Division of Risk Management & Safety about issues related to the District’s AED program;
- Periodic review and (if appropriate) proposed revision of this and related Administrative Procedures.

Use of Automated External Defibrillators (AEDs)**ACQUISITION OF AEDs**

Only commercially-available AEDs that have been approved or cleared for marketing by the Food and Drug Administration shall be acquired for use within the District. The Medical Advisor can explain the relative advantages and disadvantages of various models of AEDs for particular locations and should be involved in each AED acquisition decision. Use of a single brand of AEDs within a particular campus or facility will greatly simplify training, maintenance, and data management. The Medical Advisor may want to contact local EMS personnel to seek opinions about the acquisition of AEDs and to clarify protocols regarding equipment use.

PLACEMENT OF AEDs WITHIN CAMPUSES AND FACILITIES

Selection of a Location: Considerations relating to the appropriate numbers and locations of AEDs within a campus or facility environment should be based on (a) an optimal response time of three (3) minutes or less, and (b) an assessment of the level of cardiac risk in each environment. Factors to be considered include:

- **Response Time:** The optimal response time is three (3) minutes or less. This interval begins at the moment a victim is identified as needing emergency care and ends at the moment the AED is at the victim's side. Survival rates decrease by 7% – 10% for every minute defibrillation is delayed. For this reason, it is recommended that each facility train as many personnel as feasible on the use of AEDs.
- **Physical Layout of Facility:** Response time should be calculated based on how long it will take a Trained Lay Responder with an AED, walking at a rapid pace, to reach a victim. Campuses with several separate buildings and large facilities with large open areas, unusual designs, elevators, or physical impediments all present unique challenges to a Trained Lay Responder.
- **Demographics of Campus/Facility Workforce:** The make-up of the campus's or facility's workforce and student population should be examined. Since the likelihood of a cardiac event increases with age, consideration should be given to the age profile of the workforce.
- **Visitors:** Campuses and facilities that host large numbers of visitors are more likely to experience a cardiac event; as a result, an appraisal of visitor demographics should be included in any assessment.
- **Specialty Areas:** Since persons engaged in strenuous physical activities are more likely to experience a cardiac event, athletic venues, gymnasiums, playgrounds, and facilities housing physical education or similar classes should be considered to have a higher risk than locations where there is minimal physical activity.

Proper Placement within a Location: Factors contributing to proper placement of an AED within a particular location should include:

- Close proximity to a functioning telephone that can be used to call backup, security, Emergency Medical Services (EMS) or 9-1-1 to be sure additional help is dispatched. Access to early 9-1-1 notification is a key component of success in any AED program.
- The ability to post written protocols with the AED that clearly address procedures for (a) activating local Emergency Medical Services (EMS) personnel and (b) notifying EMS personnel of the brand and location of the AED. This information will enhance dispatch and EMS responder protocol, enabling proper planning and scene management once EMS personnel arrive at the victim's side.

Use of Automated External Defibrillators (AEDs)**PLACEMENT OF AEDS WITHIN CAMPUSES AND FACILITIES (CONTINUED)**

- Unobstructed access to the AED storage cabinet and placement at a height where the AED can be reached and removed by shorter individuals.
- Minimization of the potential for tampering, theft, improper removal and/or misuse, and prevention of access by unauthorized users. Equipment stored in a manner in which the removal of the AED automatically notifies security, EMS, or a central control center is ideal.

Note: Once a location has been selected and the AED has been placed within the location, the location should be well-marked, publicized, and known among MERT Members. Periodic “tours” of locations by MERT Members are recommended.

AED Designated for Portable Use: If a campus or facility has more than one (1) AED, the School Principal or other individual responsible for the management of the campus or facility, or an appropriate designee, may designate a particular AED for portable use by an athletic trainer or other individual. In the event the portable AED is unavailable at a specific venue during a medical emergency because it has been transported to another venue, then another AED on campus or in the facility should be accessed during the emergency.

As of the date(s) shown thereon, AEDs had been placed in the specific facilities and locations listed in Administrative Procedure 05.4 AP.23, Schedule B. The Medical Advisor shall update and amend Schedule B from time-to-time as appropriate.

EQUIPMENT AND SUPPLIES

Each AED shall have at least one (1) set of defibrillation electrodes (electrode pads) attached to the AED. Since CPR is an essential element of an effective rescue and since a victim who collapses may suffer other physical injury, additional items necessary to a successful rescue should also be placed into a bag and stored with the AED. Such items should include:

- A set of simple directions for administration of CPR and use of the AED;
- Several pairs of latex-free, protective gloves in small, medium, and large sizes;
- One (1) or more appropriate barrier device(s) that can be used in mouth to mouth resuscitation;
- A disposable razor to dry shave a victim in chest areas if needed, as well as a supply of 4 x 4 gauze pads to clear or dry an area, to assure proper electrode-to-skin contact;
- A pair of scissors;
- One (1) set of adult and one (1) set of pediatric defibrillation electrodes (pads);
- Two (2) biohazard or medical waste plastic bags for disposal of waste and/or for transport of the AED should it become contaminated;
- An absorbent, dry towel.

AUTHORIZED USERS

Public access to an AED does not mean that any member of the public who witnesses an event should be authorized to use an AED. Public access refers instead to the accessibility of the AED device itself. While AEDs are reasonably uncomplicated to use, they should be used only by persons who have received proper training and education and who have been certified by a competent authority. Persons without these basic credentials should not use an AED.

Use of Automated External Defibrillators (AEDs)**AUTHORIZED USERS (CONTINUED)**

The following persons are authorized to use AEDs acquired for use within the District:

- Members of community Emergency Medical Services (EMS) teams who have successfully completed approved CPR+AED training programs within the last two (2) years and who have current successful course completion cards.
- Members of campus or facility Medical Emergency Response Teams (“MERTs”) who have successfully completed approved CPR+AED training programs within the last two (2) years and who have current successful course completion cards.
- Any other persons (“Trained Lay Responders”) who have successfully completed approved CPR+AED training programs within the last two (2) years and who have current successful course completion cards.

Responsibilities of MERT Members:

- Responding to emergency medical events by either:
 - (a) activating the facility’s internal emergency response system as soon as possible so that others in the system can contact the community 9-1-1- response team; or
 - (b) if the facility’s internal emergency response system is for any reason not functioning, personally contacting the community 9-1-1 response team (EMS) as soon as possible;
- Providing basic life support, including (as appropriate) medical first aid, CPR and use of an AED in accordance with the MERT Member’s training and experience.
- If an AED is used to render emergency care or treatment:
 - reporting any clinical use of the AED by completing an AED Event Summary Form and by furnishing the completed form, within 24 hours after deployment of the AED, to the School Principal or other individual responsible for management of the facility;
 - participating in a post-event review and debriefing.
- Understanding and complying with the requirements of this and related Administrative Procedures.

Responsibilities of Trained Lay Responders:

- Responding to emergency medical events by either:
 - (a) activating the facility’s internal emergency response system as soon as possible so that others in the system can contact the community 9-1-1- response team; or
 - (b) if the facility’s internal emergency response system is for any reason not functioning, personally contacting the community 9-1-1 response team (EMS) as soon as possible;
- Providing basic life support, including (as appropriate) medical first aid, CPR and use of an AED in accordance with the Trained Lay Responder’s training and experience;
- If an AED is used to render emergency care or treatment:
 - Reporting any clinical use of the AED by completing an AED Event Summary Form and by furnishing the completed form, within 24 hours after deployment of the AED, to the School Principal or other individual responsible for management of the facility;
 - Participating in a post-event review and debriefing;

Use of Automated External Defibrillators (AEDs)**AUTHORIZED USERS (CONTINUED)**

- Supplying appropriate documentation of training in CPR and use of an AED (“CPR + AED”).

Responsibilities of School Administrative Staff:

- Receiving emergency medical calls from internal locations within the school or other facility;
- Using the established 9-1-1 checklist to assess the emergency and determine the appropriate level of response.
- Contacting the community 9-1-1 response team (EMS) if required;
- Deploying members of the facility’s MERT to the location of the emergency;
- Assigning members of the facility’s MERT to meet responding EMS vehicles to direct EMS personnel to the site of the medical emergency.
- Understanding and complying with the requirements of this and related Administrative Procedures.
- Members of each facility’s MERT must complete training adequate to provide not only basic first aid, but also adequate to provide CPR and use of an AED (“CPR + AED”). The CPR + AED training course must be either (a) a course in CPR and AED use approved by the American Heart Association, (b) a course in CPR and AED use approved by the American Red Cross, or (c) an equivalent, nationally recognized course in CPR and AED use.

TRAINING OF AUTHORIZED USERS/INITIAL TRAINING

Members of the MERT shall also be trained in universal precautions against bloodborne pathogens and shall be offered hepatitis B vaccination free of charge. The Division of Risk Management & Safety shall maintain training records for all Members of the Medical Emergency Response Team.

- Trained Lay Responders will possess various amounts of training in emergency medical response; such training may have been supplied by sources outside of the District. Trained Lay Responders may assist in emergencies, but should only participate to the extent allowed by their training and experience. A Trained Lay Responder should not contemplate use of an AED unless s/he has successfully completed, within the past two years, either (a) a course in CPR and AED use approved by the American Heart Association, (b) a course in CPR and AED use approved by the American Red Cross, or (c) an equivalent, nationally recognized course in CPR and AED use. It is preferable that a Trained Lay Responder be trained on the operation and maintenance of the specific AED model used in the subject facility. The District will not maintain training records for Trained Lay Responders.

TRAINING OF AUTHORIZED USERS/REFRESHER TRAINING

- Each member of the facility’s MERT shall renew his/her training in basic first aid, CPR and AED use at least once every two (2) years. Each MERT Member is encouraged to maintain annual certification in CPR + AED by taking an annual refresher course. Individual MERT Members may receive additional periodic remedial training in the use of the AED. This can be accomplished through simulated drills. Computer based programs and video teaching materials permit more frequent review

Use of Automated External Defibrillators (AEDs)**TRAINING OF AUTHORIZED USERS/REFRESHER TRAINING (CONTINUED)**

- Trained Lay Responders should obtain documented renewal training at least once every two (2) years. Trained Lay Responders are encouraged to refresh their AED skills on an annual basis. It is recommended that Trained Lay Responder teams engage in periodic “scenario” practice sessions to maintain their skills and rehearse protocols. In addition to bi-annual re-certification, mock drills and practice sessions are important to maintain current knowledge and a reasonable comfort level among Trained Lay Responders and/or teams.

DEPLOYMENT OF AN AED

The AED and first aid emergency care kit should be brought to all medical emergencies. The AED with adult electrodes (pads) should be used on any person who is at least 8 years of age; the AED with pediatric electrodes (pads) should be used on any person who is less than 8 years of age. If pediatric pads are not available, cardiopulmonary resuscitation (CPR) has been tried for a minute, and the child is over one (1) year old, you may use regular adult pads. The AED should be used only on a victim who displays ALL of the symptoms of cardiac arrest—i.e., only on a victim as to whom the following symptoms are confirmed:

- Victim is unconscious;
- Victim is not breathing;
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing, or movement.

UNLESS EMT PERSONNEL INSIST, THE AED SHALL NOT ACCOMPANY THE VICTIM TO THE HOSPITAL, BUT SHALL BE RETAINED ON-SITE FOR REVIEW BY THE MEDICAL ADVISOR.

POST EVENT ACTIVITIES

Retrieval of Data from Electronic Storage Module: All AEDs are equipped with a data card or other internal storage device that will record and retain information about the patient’s heart rhythm, AED assessment functioning, and characteristics of the shock administered.

Within 24 hours after each deployment of an AED, any electronic files and recorded data can be downloaded from the electronic storage module and given to the School Principal or other individual responsible for facility management. If requested by the victim’s physician, the School Principal or other individual responsible for facility management shall immediately forward the data to the Division of Risk Management & Safety, which shall retain the data in its files. A copy of the data shall be furnished by the Division of Risk Management & Safety to the Medical Advisor within 72 hours after deployment of the AED, and to state or local authorities if and as required by state and local law. Risk Management and Safety will pick up the AED and forward the data as needed.

Use of Automated External Defibrillators (AEDs)**POST EVENT ACTIVITIES (CONTINUED)**

Post-Event Documentation: Medical emergencies involving deployment of an AED require special documentation. Each time an AED is used, the individual who deployed the AED shall complete, sign, and date an AED Event Summary Form. Within 24 hours after deployment of an AED, the completed Event Summary Form shall be furnished to the School Principal or other individual responsible for facility management. The School Principal or other individual responsible for facility management shall immediately forward the Event Summary Form to the Division of Risk Management & Safety, which shall retain the form in its files.

A copy of Event Summary Form shall be furnished by the Division of Risk Management & Safety to the Medical Advisor within 72 hours after deployment of the AED, and to state or local authorities if and as required by state and local law.

Post-Event Review and Debriefing: Following each use of an AED, a post-event review shall be conducted to learn from the experience. The Medical Advisor or his/her designee should conduct and document the post-event review. All key participants in the event shall participate in the review, including the individual(s) who called 9-1-1; the individual(s) who obtained the AED; the individual(s) who administered first aid and/or CPR; the individual(s) who deployed the AED; the School Principal or other individual responsible for management of the facility; and a representative of the Division of Risk Management and Safety. All aspects of the performance of the system, people, device, and protocols should be addressed in a non-judgmental manner, with an eye towards verifying or improving effectiveness and identifying opportunities for improvement. A written summary of the post-event review shall be sent by the Medical Advisor to the Division of Risk Management & Safety, which shall retain the summary in its records. The Division shall share the post-event summary with the applicable School Principal or other individual responsible for facility management and may, in its discretion, share the post-event summary with other interested party(ies) as permitted by applicable laws concerning privacy and confidentiality.

Replenishment of AED, Equipment, and Supplies: Following each use of an AED, the AED hardware and all non-disposable, support equipment and supplies shall be cleaned and/or decontaminated as required.

If contamination involves body fluids, the hardware, support equipment and supplies shall be disinfected according to procedures established in the District's policies relating to bloodborne pathogens. Disposable supplies and medical waste shall be properly disposed of in a biohazard or medical waste plastic bag. Assuring that support equipment and supplies are replenished and that the AED is returned to service shall be the responsibility of the Risk Management and Safety Division.

Patient Confidentiality: Each post-event activity should be arranged and conducted with sensitivity to issues of medical and patient record confidentiality. For this reason, the Medical Advisor should conduct a thorough review of all documentation prior to the post-event review and debriefing. The Medical Advisor is responsible for assuring that privileged or confidential patient information is shielded.

Use of Automated External Defibrillators (AEDs)**POST EVENT ACTIVITIES (CONTINUED)**

Psychological Effect on Rescuers: An essential post-event consideration is the psychological effect on MERT Members, Trained Lay Responders, and others. It is not at all uncommon for MERT Members, Trained Lay Responders, witnesses, and co-workers to have psychological or stress reactions to an event. Such individuals may have both emotional and physical reactions that need to be tended to, but for which there is a reluctance to come forward and ask for help. Post-event support is especially important in cases where a rescue is unsuccessful. Post-event support should be available and offered promptly after an event, and the invitation to seek assistance should remain open. The School Principal or other individual responsible for management of the facility should pro-actively reach out and offer help, affirming that psychological or stress reactions are normal and to a large extent to be expected. The School Principal shall notify the District's Crisis Response Team of the event, so that assistance may be obtained from trained professionals with expertise in the area of critical incident stress management.

EQUIPMENT INSPECTION AND MAINTENANCE

AED hardware and support equipment and supplies shall be inspected on a regular basis and maintained in a state of readiness. Specific inspection and maintenance recommendations and requirements are mentioned below.

Inspection after Each AED Use: Following deployment of an AED but before it is returned to service, the AED hardware and all support equipment and supplies shall be inspected according to the manufacturer's labeling and other operational guidelines, to ensure that the AED is in working order and that all support equipment and supplies have been replenished. Assuring that the AED hardware and all support equipment and supplies are inspected shall be the responsibility of the School Principal or other individual responsible for management of the facility.

Monthly AED System Inspection:

- It is recommended that a monthly, visual inspection be performed as to the state of readiness of the AED hardware and the AED support equipment and supplies. The inspection shall be performed according to the inspection procedures outlined in the District's Monthly AED Inspection Report form;

Annual AED System Inspection:

At least once each calendar year, the Division of Risk Management and Safety shall conduct and document a more detailed systems review. This annual review shall include a review of the following items:

- Ready availability of protocols for activating the facility's internal emergency response system, for contacting the local 9-1-1 response team (EMS), for administering CPR, and for using the AED;
- Ready availability of a phone operator 9-1-1 checklist
- AED battery life;
- AED operation & supplies;
- Emergency kit supplies.

The annual review shall be documented on the District's Annual AED Inspection Report form.

If the AED is not in a state of readiness, the Division of Risk Management and Safety shall as necessary:

Use of Automated Automatic External Defibrillators (AEDs)**EQUIPMENT INSPECTION AND MAINTENANCE (CONTINUED)**

- Replenish any missing supplies;
- Inform School Administrative Staff so that it can inform MERT Members of changes in the availability of the AED;
- Inform the local emergency medical services (EMS) system and the local emergency communications or vehicle dispatch center of changes in the availability of the AED;
- Contact the manufacturer for repair or replacement of the AED.
- Advise School Administrative Staff if and when the AED is returned to service.

ANNUAL REVIEW OF AED PROGRAM

At least once each calendar year, the Division of Risk Management & Safety shall conduct and document an overall AED system readiness review. This review shall include an assessment of the following items:

- AED training records;
- AED inspection and maintenance records, including Monthly AED Inspection Reports and Annual AED Inspection Reports;
- AED operation records, including AED Event Summary Forms and AED Post-event Summary Forms.

Since AED technology and practices are continually evolving, the Medical Advisor should additionally review the AED program (including policies and procedures) on an annual basis in light of most recent scientific literature and improved where feasible. A current protocol that takes into consideration both new treatment recommendations and any changes in the FDA labeling of the AED should be integrated into the training and education and re-training programs.

Approvals are kept on file in the Risk Management and Safety Office.

EXPLANATION: HB 331 AMENDS KRS 158.162 TO REQUIRE EACH SCHOOL TO HAVE A WRITTEN CARDIAC EMERGENCY RESPONSE PLAN. IT ALSO REQUIRES THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY MIDDLE AND HIGH SCHOOL BUILDING, AND AS FUNDS BECOME AVAILABLE, AT SCHOOL-SANCTIONED MIDDLE AND HIGH SCHOOL ATHLETIC PRACTICES AND COMPETITIONS, AND TO ADOPT PROCEDURES FOR THE USE OF AEDS DURING EMERGENCIES.

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

SCHOOL FACILITIES

\$05.4 AP.231

Automated External Defibrillator (AED) Reporting Form

Submit this form to Superintendent/designee within forty-eight (48) hours of AED use.

AED USER:

LOCATION OF AED USE:

NAME:

DATE OF INCIDENT:

☐ Staff Member

☐ Student

☐ Parent/Visitor

Condition upon arrival (check all that apply)

☐ unconscious

☐ not breathing

☐ no pulse and/or shows signs of circulation such as normal breathing, coughing or movement

NUMBER OF DEFIBRILLATIONS:

Please describe the incident from the beginning of the emergency until its conclusion:

Were efforts terminated? ☐ Yes ☐ No If yes, please explain.

Signature of AED User

Date

FINANCIAL IMPLICATIONS: COSTS OF PURCHASING, MAINTAINING AEDS, COPYING AND DISTRIBUTING PLANS, AND PERSONNEL TRAINING COSTS

05.4 AP.232

Automated External Defibrillator Inspection Log

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EXPLANATION: HB 522 AMENDS KRS 45A.385 AND KRS 424.260 INCREASING THE AGGREGATE CONTRACT AMOUNT MAXIMUM FOR SMALL PURCHASE TO \$40,000.

FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

DRAFT 5/26/23

SUPPORT SERVICES

07.13 AP.1

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Bidding of School Food Service Supplies

LIKE ITEMS IN EXCESS OF ~~\$30,000~~40,000

If the total amount of purchases for like items is ~~\$30,000~~40,000 or more, formal bid procedures will be utilized. Food, food products, supplies and equipment will be bid ~~semi~~-annually or as needed.

BID SPECIFICATIONS

1. The bid specifications, including delivery and storage instructions, for all lunchroom/cafeteria supplies shall be prepared by the School Food Service/School Nutrition Program Director.
2. The request for bid shall be advertised through <http://www.FCPS.NET/BIDS>~~in the local newspaper with the greatest circulation in~~ the District website.
3. Specifications and bid documents: Vendor registers through above link, selects commodity codes affiliated with their company~~shall be mailed to all potential bidders~~.
4. Bids shall be opened and tabulated by both of the District and Food Service Procurement Specialists and the School Food Service/School Nutrition Program Director.
5. The bids shall be submitted to the Board of Education for action.

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PERISHABLES

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

EMERGENCY PURCHASES

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

A log of emergency purchases shall include: Item name, dollar amount, vendor, reason for emergency.

RECORDS MANAGEMENT

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

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

SUPPORT SERVICES

07.13 AP.1
(CONTINUED)

Bidding of School Food Service Supplies

RELATED PROCEDURE:

04.32 AP.1

EXPLANATION: SB 5 CREATES A NEW SECTION OF KRS 158 TO REQUIRE THE BOARD TO ADOPT A COMPLAINT RESOLUTION POLICY FOR PARENTS OR GUARDIANS ALLEGING THAT MATERIAL, A PROGRAM, OR AN EVENT THAT IS "HARMFUL TO MINORS" HAS BEEN PROVIDED OR IS CURRENTLY AVAILABLE TO THEIR STUDENT ENROLLED IN THE DISTRICT.
FINANCIAL IMPLICATIONS: TIME SPENT INVESTIGATING, RESPONDING TO APPEALS, COST OF NEWSPAPER ADVERTISEMENT REGARDING FINAL OUTCOME

STUDENTS

08.23 AP.21

"Harmful to Minors" Complaint Resolution Process

This parent or guardian complaint must be submitted in writing to the Principal of the school where the student is enrolled alleging that material, a program, or an event that is "harmful to minors" has been provided or is currently available to the child of the parent or guardian.

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"Harmful to minors" is defined in KRS 158.192 and Policy 08.23.

COMPLAINANT (PARENT OR GUARDIAN)

Complainant Name _____ Date _____
Home Address _____ Phone _____
Student Name(s) _____
Home Address _____ Phone _____
School _____ Grade Level _____

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COMPLAINT(S)

A reasonably detailed description of the material, program, or event that is alleged to be "harmful to minors," and how the material, program, or event is believed to be "harmful to minors." (Use additional sheet if necessary.)

Complainant's Signature _____ Date _____

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LEVEL ONE: SCHOOL PRINCIPAL NAME:

Within seven (7) business days of receiving a written complaint, the Principal shall review the complaint and take reasonable steps to investigate the allegations in the complaint, including but not limited to reviewing the material, program, or event that is alleged to be "harmful to minors;"

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Per KRS 158.192, the Principal shall determine whether:

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- The material, program, or event that is the subject of the complaint is "harmful to minors;"
- Student access to material that is the subject of the complaint shall remain, be restricted, or be removed;
- A program or event that is the subject of the complaint shall be eligible for future participation by students in the school.

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STUDENTS

08.23 AP.21
(CONTINUED)

“Harmful to Minors” Complaint Resolution Process

COMPLAINT(S) (CONTINUED)

Within ten (10) business days of receiving the complaint, unless another schedule is mutually agreed to by the parent or guardian and the Principal, the Principal shall confer with the parent or guardian and inform him or her whether the material, program, or event that is the subject of the complaint was determined to be "harmful to minors" and what the resolution will be.

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PRINCIPAL'S DETERMINATION (USE ADDITIONAL SHEET IF NECESSARY.)

Principal's Signature	Date
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A parent or guardian not having filed the appeal may request in writing access to the appealed materials, programs, or events for review and shall abide by the school's and District's policies and procedures when requesting and reviewing such information.

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LEVEL TWO: APPEAL OF THE PRINCIPAL'S DETERMINATION TO THE BOARD

Complainant Name: _____

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Date appeal received at this level: _____

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The parent or guardian shall make any appeal within ten (10) days. The appeal shall:

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- Be subject to full administrative and substantive review by Board and shall not be delegated;
- Include an opportunity for the parent or guardian to provide input during public comment at a Board meeting;
- Be completed within thirty (30) calendar days of receiving the written appeal unless another time frame is mutually agreed upon by the parent or guardian and the Board; and
- Be discussed and voted on during a meeting of the Board subject to the open records and open meeting requirements under KRS Chapter 61.

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STUDENTS

08.23 AP.21
(CONTINUED)

“Harmful to Minors” Complaint Resolution Process

LEVEL TWO: APPEAL OF THE PRINCIPAL’S DETERMINATION TO THE BOARD (CONTINUED)
(USE ADDITIONAL SHEET IF NECESSARY.)

Complainant’s Signature Date

The Board’s final disposition of the appeal shall be made in writing and shall state whether the material, program, or event was determined to be “harmful to minors” and whether student access to the material will remain, be restricted, or be removed and whether the program or event shall be eligible for future participation by students in the school.

Within fifteen (15) business days from the date of a final disposition, the title of the material or a description of the program or event submitted for appeal, whether the material, program, or event was determined to be “harmful to minors,” whether student access to the material will remain, be restricted, or be removed or whether the program or event shall be eligible for future participation by students in the school, and the vote cast by each individual Board member shall:

- Be published on the website of the Board where it shall remain available for review; and
- Be published in the newspaper with the largest circulation in the county.

BOARD’S FINAL DISPOSITION (USE ADDITIONAL SHEET IF NECESSARY.)

Board Member Name: _____ Vote: _____

Board Member Name: _____ Vote: _____

Board Member Name: _____ Vote: _____

Board Member Name: _____ Vote: _____

Board Member Name: _____ Vote: _____

Board Chair’s Signature Date

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EXPLANATION: SB 145 AMENDS KRS 156.070 REMOVING THE STATUTORY ELIGIBILITY RESTRICTION FOR NONRESIDENT STUDENT PARTICIPATION IN INTERSCHOLASTIC ATHLETICS.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.12 AP.21

Nonresident Student Agreement

Form to be used by NONRESIDENT students requesting admission.

Student's Name _____
Last First Middle Initial

Home Address _____ Phone # _____

Present District and School _____ Present Grade _____

Requested School _____ For School Year _____ Grade _____

Date of Request: _____

Reason for Transfer _____

NOTICE

1. Transfers involving athletics will be in accordance with Kentucky High School Athletic Association (KHSAA) By-Laws. ~~Any student who transfers enrollment from a district of residence to a nonresident district shall be ineligible to participate in interscholastic athletics for one (1) calendar year from the date of transfer.~~
2. Requests for transfer for middle and high school students are considered incomplete until class scheduling information has been submitted to the prospective school.

I UNDERSTAND THAT, IF APPROVED, THIS ASSIGNMENT WILL BE GRANTED FOR ONLY ONE (1) SCHOOL YEAR AND THAT ANY SPECIAL TRANSPORTATION NEEDED IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN.

Parent/Guardian's Signature

Date

TO BE COMPLETED BY CENTRAL OFFICE PERSONNEL

Application ☐ Approved ☐ Disapproved Date _____

Parent/guardian contacted ☐ Yes ☐ No Date _____

Present School Contacted ☐ Yes ☐ No Date _____

Requested School Contacted ☐ Yes ☐ No Date _____

Professional recommendation, if required _____

Superintendent/designee's Signature

Date

EXPLANATION: REVISIONS TO 704 KAR 19:002 REQUIRE THE DISTRICT TO DEVELOP PROCEDURES FOR MONITORING THE ALTERNATIVE EDUCATION PROGRAM.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.4341 AP.11

Alternative Education

MONITORING

The District shall provide for:

1. Regular, periodic monitoring of the alternative education program; and
2. Selecting, implementing, and monitoring the impact of professional learning designed to meet the needs of the teachers and students served by the alternative education program.

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LEGAL: SB 7 (EFFECTIVE NOW) AMENDS KRS 336.134 TO PROHIBIT DISTRICTS FROM DEDUCTING MONEY FROM EMPLOYEE PAYROLL FOR CERTAIN PURPOSES. DISTRICTS SHALL NO LONGER DEDUCT ANY AMOUNT FOR: "ANY DUES, FEES, ASSESSMENTS, OR OTHER CHARGES TO BE HELD FOR, TRANSFERRED TO, OR PAID OVER TO A LABOR ORGANIZATION; OR ... POLITICAL ACTIVITIES."

ALSO NOTE THAT SB 7 AMENDS KRS 161.158 TO REFLECT THE FOLLOWING:

"THE DISTRICT BOARD IS PROHIBITED FROM DEDUCTING MEMBERSHIP DUES OF AN EMPLOYEE ORGANIZATION, MEMBERSHIP ORGANIZATION, OR LABOR ORGANIZATION [WITHOUT THE EXPRESS WRITTEN CONSENT OF THE EMPLOYEE. EXPRESS WRITTEN CONSENT OF THE EMPLOYEE MAY BE REVOKED IN WRITING BY THE EMPLOYEE AT ANY TIME]."

Financial IMPLICATIONS: Time spent removing payroll DEDUCTIONS

PERSONNEL

03.1211 AP.1

Payroll Deduction Procedures

EMPLOYEE BENEFITS

The Benefits Department shall schedule conferences to provide for the distribution of employee benefits materials and scheduling of benefit conferences. For information about related services and benefits, refer to the District's web site:

<http://www.fcps.net/administration/departments/financial-services/benefits>

FREQUENCY OF VOLUNTARY DEDUCTIONS

Per pay amounts are deducted from each semi-monthly pay check for which deductions are scheduled.

Credit union deductions shall be made from each semi-monthly paycheck. Employees shall consult with the credit union and complete the proper form if they wish to change the amount of their credit union deduction.

~~Process for employee association deductions: Deduction of membership dues for the professional teachers' and support professionals' organization with the largest paid membership in the District will be offered to the employee and authorized by each in writing.~~

Voluntary deductions include deductions for medical, life, disability, vision, and dental insurance; flexible spending accounts; tax sheltered annuities; professional dues; credit union; and United Way.

FREQUENCY OF MANDATORY DEDUCTIONS

Deductions that are mandatory shall be made as a percentage of taxable wages from each pay check. Mandatory deductions include federal, state and local taxes, Social Security Medicare, and retirement.

Sick Leave Donation Procedures

ELIGIBILITY TO DONATE

An employee (donor) who has accrued more than fifteen (15) days of sick leave may request the Board to transfer a designated amount of sick leave to another employee (recipient), who is authorized to receive the sick leave donated. The donor shall maintain a sick leave balance of no less than fifteen (15) days.

Certified employees may donate sick leave to both certified and classified employees, and classified employees may donate to both classified and certified employees.

ELIGIBILITY TO RECEIVE

Recipients may receive donations of sick leave for the following reasons:

1. If they or a member of their immediate family suffers from a medically certified illness, injury, impairment, or physical or mental condition that has caused or will likely cause them to be absent for at least ten (10) working days; or
2. If the receiving employee suffers from a catastrophic loss to his/her personal or real property, due to either a natural disaster or fire, that either has caused or will likely cause the employee to be absent for at least ten (10) consecutive working days.

6.3. Donated sick days may be approved for intermittent use based on medical documentation. Intermittent donations must be certified by a licensed physician for every absence during the donation period.

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Recipients shall have exhausted their own accumulated sick leave, personal leave, vacation, and any other paid leave granted by the District.

While recipients are on sick leave provided by this section, they shall be considered District employees, and their salary, wages, and employee benefits shall not be affected.

PROCESS REQUIRED

The recipient shall comply with the Board's policies governing the use of sick leave. In addition, the donor and the recipient shall complete and sign a sick leave donation form specifying the days to be donated, and the recipient shall attach the required written certification by a licensed physician. The donor shall donate in full day increments, only.

Donation of sick leave is not revocable. Once the donor's application has been accepted, the donation cannot be withdrawn.

Once the employee returns to work from their declared leave, all donated leave that is not used by the recipient shall be returned on a proportionate/pro-rated basis to the donor(s).

RESTRICTIONS

A donor cannot sell, offer to sell, bargain, exchange, transfer or assign accumulated sick leave for any consideration or in any manner other than authorized herein.

No employee shall use any promise, exchange, or influence to require another employee to donate excess sick leave to any other employee.

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Sick Leave Donation Procedures**RESTRICTIONS (CONTINUED)**

Requests to donate or receive sick leave days shall be processed through the Payroll Office after being submitted by the school/building secretary on the appropriate payroll reports. Donated sick leave is not retroactive. The sick leave donation form must be received in the Payroll Office along with the official payroll documentation submitted for the relevant pay period. No sick leave donation cards will be accepted once the relevant payroll period has been closed out by the Payroll Office.

EXPLANATION: HB 32 AMENDS KRS 161.011 TO PERMIT HIRING OF CLASSIFIED PERSONNEL WITHOUT A HIGH SCHOOL DIPLOMA IF OPPORTUNITY TO OBTAIN A HIGH SCHOOL EQUIVALENCY DIPLOMA IS PROVIDED BY THE DISTRICT AND PERMITS CERTAIN GOVERNMENT ISSUED CERTIFICATIONS OR LICENSES TO SUBSTITUTE.
FINANCIAL IMPLICATIONS: POTENTIAL COST ASSOCIATED WITH ADMINISTERING THE EQUIVALENCY PROGRAM

DRAFT 4/19/23

03.21 AP.1

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PERSONNEL

- CLASSIFIED PERSONNEL -

Hiring

The following procedures shall apply in the recruitment, selection, and employment of all classified personnel hired in the District.

RECRUITMENT

Recruiting shall be the responsibility of the Superintendent/designee. Efforts shall be made to recruit a quality staff to include, but not be limited to:

1. Working through placement bureaus of regional and state colleges and universities;
2. Working with state educational associations and the state department of education;
3. Advertising through appropriate media.

POSTING

Vacancies shall be posted on the District web site.

The closing date for receiving applications shall be listed when vacancies are posted unless the position is designated as one open until filled.

APPLICATIONS

All applications for positions shall be made via electronic forms under the Department of Human Resources section of the District's web site.

The Superintendent/designee shall review each application for completeness and shall send a notice to each applicant indicating (a) the date of the review and (b) any additional materials requested.

CRIMINAL RECORD INQUIRY

The District shall make appropriate inquiries with law enforcement agencies to ascertain if an applicant has a criminal record. The applicant shall submit with the application his/her check or money order in the required amount made payable to the "Fayette County Board of Education." To complete this requirement, the applicant recommended for hire shall be finger-printed by the Department of Human Resources.

EEOC COMPLIANCE

The Equal Employment Opportunity Commission recordkeeping regulations require the District to maintain records in chronological order of the name, address, sex and race of all persons who have applied for employment, including the dates on which such applications are made.

Hiring

ELIGIBILITY REQUIREMENTS

No person shall be initially hired unless s/he holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma. [Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement.](#)

Clerical: Applicants must take the required clerical assessments and earn a passing score and must have a high school diploma or High School Equivalency Diploma.

Bus Driver and Bus Monitor: Applicants must have a high school diploma or High School Equivalency Diploma.

Food Service: Applicants must have a high school diploma or High School Equivalency Diploma.

ELIGIBILITY VERIFICATION

The United States Immigration and Naturalization Service (INS), Immigration Reform and Control Act of 1986, requires that eligibility for employment in the United States shall be verified. Accordingly, the applicant shall file with the Department of Human Resources the required documents for verification as specified by the INS. The applicant shall advise the Department of Human Resources, in advance, of the need to determine appropriate alternative documents if s/he is unable to provide the required documents.

SUPPORTING MATERIALS

Diploma or High School Equivalency Diploma - Classified personnel hired since July 13, 1990, shall hold at least a high school diploma or High School Equivalency Diploma.

Designated classified employees are required to be licensed as follows:

Food Service - All food service/school nutrition employees shall meet the qualifications of and be in compliance with the responsibilities noted in federal regulation. Food Service Supervisors shall hold a valid Driver's License, and specified food service positions will require that the employee hold a valid Kentucky Commercial Driver's License.

Instructional Support Services - Specified Instructional Support Service positions require that the employee hold a valid Kentucky Driver's License or a valid Kentucky Commercial Driver's License.

Law Enforcement - A valid Kentucky Driver's license is required for all Law Enforcement positions. Sworn Officers are required to have a "Special Law Enforcement Officer Commission." Communications personnel are required to hold a "Law Enforcement Telecommunicator Certificate."

Maintenance - All Maintenance positions require the employee hold a valid Driver's License or a valid Kentucky Commercial Driver's License. The position of Plumber requires a Master Plumber's License. The position of electrician requires an Electrical Contractor's License.

Plant Operations - Designated Plant Operations positions require that the employee hold a valid Driver's License or a valid Kentucky Commercial Driver's License.

Hiring**SUPPORTING MATERIALS (CONTINUED)**

Paraeducator - For instructional positions, employees shall be required to hold a high school diploma or a High School Equivalency Diploma and to earn a minimum score on any required testing.

Transportation - School bus drivers are required by Kentucky Administrative Regulation to complete a state-mandated training course prior to employment, along with eight (8) hours of update training annually (702 KAR 5:080). Bus drivers and mechanics are required to hold a valid Kentucky Commercial Driver's License.

EXPIRATION OF CERTIFICATION/LICENSURE

When an employee's required certification/license has expired, the following process shall be implemented:

1. The employee will be notified in writing of the expired certificate/license and temporary placement and guidelines.
2. When an employee has allowed a certification/license to expire, the employee will be temporarily placed in a non-certificate/license required position for thirty (30) days to allow for follow up on renewal of the certificate/license.
3. When the period of thirty (30) days has lapsed and certificate/license has not been renewed/updated, the employee will be terminated.
4. The employee may reapply when the certificate/license has been renewed; however the District will be under no obligation to rehire the individual.
5. The employee's salary will be adjusted to the thirty (30) temporary placement job salary, and the District will be under no obligation to retroactively pay the individual once the certificate/licenses has been renewed/updated.
6. If the employee is able to renew/update the certificate/license before the thirty (30) day timeline, they will be placed in a position similar to the one previously held; however, there is no guarantee of placement in the same position or at the same location.

ADDITIONAL DOCUMENTS

In the event employment is offered to the applicant, s/he shall submit the following additional required support documents/items or take the appropriate additional action, as specified:

Health Certificate - Prior to beginning work, employees are required to submit a health certificate that is issued by the designated contractor or personal physician. The certificate shall verify a completed medical examination within the ninety (90) day period immediately prior to the employment date.

ADA Form - The Special Notice to Disabled Individuals shall be available to employees who wish to volunteer information concerning any personal physical or mental disability in accordance with the Rehabilitation Act and Americans with Disabilities Act.

Confirmation of Employment - New classified employees shall sign a "Confirmation of Employment" establishing hourly rate, status, and work schedule.

Hiring

ADDITIONAL DOCUMENTS (CONTINUED)

Tax Exemption Certificates - The W-4 (federal) and K-4 (Kentucky) tax exemption certificates shall be completed for income tax purposes.

Employment Eligibility Verification - The Form I-9 shall be completed for employment eligibility.

Job Description - New employees shall sign their job description, which shall delineate the general duties and responsibilities of the position. (Job descriptions shall not be considered all-inclusive descriptions of the job, but shall indicate the general parameters of the duties and responsibilities of the position.)

Experience - Previous experience of classified personnel shall be verified in writing by former employers. The District shall recognize up to four (4) years of professionally related experience outside the Fayette County School System as specified on the applicable salary schedule for the purpose of salary calculation.

References - The applicant shall provide specific and correct names, mailing addresses, and email addresses for all references and shall not list relatives, friends or prospective in-laws.

At least three (3) confidential references shall be provided and must include only former employers or professional contacts.

SELECTION FACTORS

The Superintendent/designee shall screen applicants based on the following factors:

1. Certification (when required for the position)
2. Educational background
3. Previous work experience
4. Recommendations
5. Results from required testing

HIRING OF RELATIVES OF THE PRINCIPAL/HIRING MANAGER

The Superintendent shall not employ a relative of a member of the Board.

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.

The Superintendent shall not employ a relative of any employee to work under the direct or indirect supervision of that employee. "Relative" means father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, (including subcategories of in-law, half and step relatives).

Exception to the above is substitute personnel.

COMPLETION OF EMPLOYMENT PROCESS

For SBDM schools, hiring shall follow statutory guidelines and the provisions of Policy 02.4244, and the Superintendent shall complete the hiring process. Decisions on It's About Kids Support Services and District-wide personnel shall be made by the Superintendent/designee. The Superintendent shall inform the Board of the appointment of all personnel.

Hiring**HIRING OF RETIRED PERSONNEL**

Re-employment on a full-time basis of persons previously retired from the District shall not be a standard practice. In an emergency situation, however, consideration and employment of retired personnel is acceptable, as long as it can be demonstrated that the individual is the best qualified person for a particular vacancy. Retired classified personnel may be hired for permanent positions working four (4) hours or more each day. Retired classified personnel may be hired as classified substitutes, working no more than seventy (70) days each school year.

SCREENING/INTERVIEW

Interview teams, as appointed by the Superintendent/designee, shall determine those applicants to be interviewed in accordance with the needs of the school system.

For school-based positions, the first phase of applicant screening for basic qualifications shall be conducted by the Department of Human Resources. Interview teams led by the hiring manager, school Principal and/or the SBDM council, as appropriate under law, which include subject area specialists and principals, shall review and evaluate only those applicants who have successfully completed the credential screening by the Department of Human Resources.

In areas where special skills are required, applicants may be referred to the appropriate District staff for a performance assessment to determine competency.

The Division of Human Resources shall make available to the hiring manager, Principal and SBDM councils information regarding qualified applicants.

Applicants may be requested to provide additional information or to undergo further interviews regarding position-specific qualifications.

The Principal/hiring manager shall communicate the candidate selected for employment to the Department of Human Resources for validation and presentation to the Superintendent. In schools operating under SBDM, the Principal shall consult with the Council before submitting the selection.

The Department of Human Resources shall prepare and distribute necessary forms and instructions to all administrators responsible for interviewing and placement of District employees. However, the official offer of employee shall be made by the Division of Human Resources.

CONTRACT

Personnel hired by the Superintendent shall be notified of their contractual obligations by letter. The contract must be signed and returned to the Department of Human Resources within two (2) weeks.

EXPLANATION: HB 522 AMENDS KRS 45A.385 INCREASING THE AGGREGATE CONTRACT AMOUNT
MAXIMUM FOR SMALL PURCHASE TO \$40,000.
FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

FISCAL MANAGEMENT

04.32 AP.1

Procurement

ACCOUNTABILITY

All school funds shall be subject to the conditions set forth in 04.31 AP.1.

GENERAL AUTHORITY

The Superintendent, the Executive Director for Financial Services and the Board Treasurer, and the Director of Purchasing are vested with general purchasing authority for the Board. These persons may contract or purchase through competitive sealed bidding; competitive negotiation; negotiations after competitive sealed bidding when all bids exceed available funds; or non-competitive negotiation.

Principals may purchase in the instances and in the manner provided for small purchases and by non-competitive negotiation in connection with the purchase of items for resale as provided herein.

AUTHORITY FOR DIVISIONS

The Head of Division of School Food Services is vested with authority to contract for perishables purchased on a weekly, or more frequent, basis by non-competitive negotiation. Each Division Head is vested with the authority for his division under small purchase procedures when a purchase does not exceed \$40,000~~30,000~~.

PRINCIPAL'S AUTHORITY

Each Principal is vested with the authority to utilize small purchase procedures in connection with purchases from his school's activity funds when a purchase does not exceed \$40,000~~30,000~~. Principals may also utilize non-competitive negotiation procedures for the purchase of proprietary items for resale, upon their finding and determination that the items to be purchased are proprietary items for resale.

EXPENDITURE PROCEDURES

In accordance with the Model Procurement Code, all expenditures of Board funds and school activity funds shall follow one (1) of the following procedures:

1. Competitive sealed bidding
2. Competitive negotiation
3. Non-competitive negotiation
4. Small purchase procedures

This requirement shall include purchase of supplies, equipment, services and construction, but shall exclude employee salaries.

Except as permitted by law, every invitation for bid or request for proposals shall provide that an item equal to that named or described in the specifications may be furnished.

BASED ON CONTRACT

All expenditures shall be made according to an award of contract by the Board under the competitive sealed bid method, unless it is determined that the purchase can be made properly through competitive negotiation, non- competitive negotiation, or small purchase procedures.

Procurement**BOOSTER ORGANIZATIONS**

School booster organizations do not fall within the definition of agencies which shall comply with the Model Procurement Code. Therefore, these organizations are free to purchase supplies, equipment, etc., without regard to established bidding practices. However, these groups are expected to follow sound business practices in order to protect the good name of their organization.

FUND-RAISING PROJECTS

When items such as candies, T-shirts, fruit, etc., are placed in the school on a consignment basis and there are no expenditures of school funds, but funds are received from the process of selling the item(s), provisions of the Model Procurement Code shall not apply.

SMALL PURCHASES

Small purchase procedures may be used in connection with purchase of supplies, services or construction when the aggregate amount of the contract during a fiscal year does not exceed ~~\$40,000~~~~30,000~~. When practicable, price quotations shall be obtained from several reputable sources before purchases are made. Documentation of oral and written quotations shall be maintained.

DEFINING AGGREGATE AMOUNT

"Aggregate amount" of a contract shall refer to the total dollar amount during a fiscal year in connection with items of a like nature, function and use, the need for which can be reasonably determined at the beginning of the fiscal year. (Items need not be included in an aggregate amount, if the need for such items could not reasonably be established in advance.) If the total dollar amount exceeds ~~\$40,000~~~~30,000~~, general procurement procedures, rather than small purchase procedures, shall be used for the purchase of such items.

Determination that the "aggregate amount" does not exceed ~~\$40,000~~~~30,000~~ shall be made in writing; shall include the written findings upon which the determination is made; and shall be kept in the file relating to the contract. This written determination is only required when items of a like nature, function and use are purchased, the need for which can reasonably be determined at the beginning of the fiscal year. Supplies, equipment or services normally supplied as a unit cannot be artificially divided for the sole purpose of using small purchase procedures.

Supplies, equipment or services to be provided over a period of time at the same unit price shall be considered a single purchase contract. If the amount of the purchase contract exceeds ~~\$40,000~~~~30,000~~, other procedures shall be utilized.

Supplies, services or construction, the need for which cannot be reasonably established in advance, or which were unavailable because of a failure of delivery, may be obtained utilizing small purchase procedures, if the price, at the time of awarding contract, does not exceed ~~\$40,000~~~~30,000~~.

Officials authorized to determine if the aggregate amount of any contract exceeds ~~\$40,000~~~~30,000~~ shall make such decisions in good faith and shall not use small purchase procedures to circumvent the general requirements of the Model Procurement Code.

Procurement**INDIVIDUAL SCHOOLS**

Each school, as a sub-unit of the Fayette County Public Schools, may utilize small purchase procedures in connection with purchases from activity funds in cases where the aggregate amount of the purchases does not exceed ~~\$40,000~~\$30,000.

The purchase of proprietary items for resale, contracts which relate to an enterprise in which the buying and selling by students is a part of the educational experience, and contracts or purchases for expenditures made on authorized trips outside of the boundaries of the District in connection with a school activity may be made by the Principal in accordance with general procurement procedures, upon necessary determination and finding by the Principal. Such purchases are not limited in amount and are not subject to small purchase procedures.

PURCHASES FROM CODED FUNDS

Purchases from Coded Funds allotted to individual schools or departments/divisions under the budget adopted by the Board shall be made by the Director of Purchasing upon his approval of a purchase order submitted by a school or department/division.

When the supplies or services to be purchased from Coded Funds cost less than ~~\$40,000~~\$30,000, small purchase procedures may be utilized. However, if the purchase order involves the award of any contract exceeding ~~\$40,000~~\$30,000, or can be reasonably combined with similar purchase orders from other schools so that the purchase exceeds ~~\$40,000~~\$30,000, then he shall not use small purchase procedures.

INFORMATION TO BE MADE AVAILABLE

Copies of this procedure shall be made available, upon request, to vendors and the general public.

If the amount of a purchase contract for a school activity fund exceeds ~~\$40,000~~\$30,000, purchase may be made by competitive sealed bidding, competitive negotiation or non-competitive negotiation.

COMPETITIVE SEALED BIDDING

The Principal requesting a purchase shall forward to the Director of Purchasing specifications for items to be bid, the account code, amount of available funds, and other appropriate information.

The Director of Purchasing shall be responsible for preparing the bid, distributing bids to vendors, advertising, publicly opening bids, assisting the Principal in evaluating the bids, and making recommendations to the Board for official action.

Upon Board approval, the following options are available to use in preparing purchase orders and payment of invoices:

1. The Director of Purchasing shall prepare and distribute the purchase order and the Board shall pay the invoice and bill the school activity fund; or
2. The Principal shall prepare and submit the school activity fund purchase order to the Director of Purchasing for approval and submission to the vendor. Items shall be delivered and billed directly to the school.

Procurement**NON-COMPETITIVE NEGOTIATION**

The Principal shall file a written determination with the Director of Purchasing when it is not feasible to purchase an item by competitive sealed bidding. Upon approval of the determination request, the Principal shall prepare a school activity purchase order and submit it to the Director of Purchasing for approval and mailing to the vendor. Items purchased by this method shall be delivered and billed directly to the school. Upon payment of the invoice, the school shall report the date and amount paid to the Director of Purchasing.

The following items or services, in connection with a school activity, may be obtained by non-competitive negotiation when the Principal makes a written determination and forwards a copy to the Director of Purchasing:

1. The contract is for proprietary items for sale;
2. The contract relates to an enterprise in which the buying or selling by students is a part of the educational experience;
3. The contract or purchase is for expenditures made on authorized trips outside of the boundaries of the District.

Upon filing the written determination with the Director of Purchasing, the school shall mail the school activity fund purchase order to the vendor. Items purchased under this method shall be delivered and billed directly to the school.

Each school shall maintain a contract file for such purchases to include a copy of the written determination, a copy of the school purchase order, and a statement reflecting the date and amount paid for such purchases.

The Director of Purchasing shall assign a Determination Number to each determination and shall maintain a file of all determinations.

All contracts or purchases shall be awarded by competitive sealed bidding with the Board of Education approving the lowest and/or best bid, except as otherwise provided by KRS 45A.370 to 45A.385.

DEBARMENT OF BIDDERS

The Superintendent, the Executive Director for Financial Services and Treasurer of the Board of Education, and the Director of Purchasing, after reasonable inquiry, may each determine in writing that certain bidders for supplies, services or construction are debarred from submitting bids to the Board upon a written finding by one (1) of the aforementioned officials that a particular bidder, based upon past experience with the Board or other information available to the Board, is an unsatisfactory vendor or contractor.

Principals, in connection with items purchased from school activity funds or items for resale, may determine that certain vendors for supplies or services are debarred from submitting quotations to their school, upon a written finding by the Principal, based on past experience or other information available to him that the vendor or contractor is an unsatisfactory vendor or contractor.

The Principal shall notify immediately the Executive Director for Financial Services and Treasurer of the Board of any debarment, and shall furnish a copy of his written finding.

Procurement**DEBARMENT OF BIDDERS (CONTINUED)**

The Board shall be apprised of any debarments and may raise the issue of correctness of any such debarments at any time. The Board may countermand any such finding or determination or may independently make a determination that a person or firm is an unsatisfactory vendor or contractor and should be debarred.

Any determination in writing required by this procedure may be in the form of a written finding and determination by the Superintendent of Schools or the Deputy Superintendent or the Executive Director for Financial Services and Treasurer of the Board of Education or the Director of Purchasing.

Principals may make findings and determinations in connection with debarments in the manner set forth in the preceding paragraphs, determinations as to the aggregate amount of purchases under small purchase procedures, and a determination that a contract is for the purchase of proprietary items for resale in connection with an activity in their schools.

The Head of the Division of School Food Services may make a determination that a contract is for the purchase of perishable items purchased with funds other than school nutrition service funds on a weekly, or more frequent, basis.

Purchase of such items with school nutrition service funds shall be done consistent with methods authorized by federal regulation (7 C.F.R. §3016.36).

The Board may make any determination required by this procedure at a Board meeting, and the minutes of the Board shall constitute the written findings and determination of the Board. Additionally, an agenda item setting forth a finding and determination which is approved by the Board at its meeting and recorded as a part of the minutes of said meeting shall constitute a determination. All determinations and written findings shall be retained in the official contract file.

CANCELLATION

In accordance with KRS 45A.390, any invitation to bid, a request for proposal or other solicitation may be canceled, or all bids or proposals may be rejected, if it is determined in writing that such action is in the best interest of the District. Additionally, in connection with all bids, the Board may consider alternate bids and waive informalities in offers.

INVITATIONS

All invitations for competitive sealed bids shall state whether the award shall be made on the basis of the lowest bid price or the lowest evaluated bid price. If the latter is used, the objective measurable criteria to be utilized shall be set forth in the invitation for bids. The "evaluated bid price" shall mean the dollar amount of a bid after bid price adjustments, pursuant to objective measurable criteria which affect the economy and effectiveness in the operation or use of the product, such as reliability, maintainability, useful life, residual value, and time of delivery, performance, or completion. In order to utilize "objective measurable criteria" in connection with bids where the award is to be made on the basis of the lowest evaluated bid price, the invitation to bid shall include the weight to be given to various qualities or items in the product or service to be furnished, together with the method of evaluation so that the evaluation of bids may be determined with reasonable mathematical certainty and, where appropriate, criteria may be utilized which are otherwise subjective, such as taste and appearance.

Procurement**PROCUREMENT WITHDRAWAL OF BIDS**

The Board may allow the withdrawal of a bid where there is a patent error on the face of bid document, or where the bidder presents sufficient evidence, substantiated by bid worksheets, that the bid was based upon an error in the formulation of the bid price.

If the amount of a purchase contract for a school/ division exceeds \$~~40,000~~^{30,000}, purchase may be made by competitive sealed bidding, competitive negotiation or non-competitive negotiation.

COMPETITIVE SEALED BIDDING

The Principal/Division Head requesting a purchase shall forward to the Director of Purchasing specifications for items to be bid, the account code, amount of available funds, and other appropriate information.

The Director of Purchasing shall be responsible for preparing the bid, distributing bids to vendors, advertising, publicly opening bids, assisting the Principal/Division Head in evaluating the bids, and making recommendations to the Board for official action.

Upon Board approval, the Director of Purchasing shall prepare a purchase order and mail it to the vendor. After receipt of the items, the Board shall pay the invoice and charge the allocated funds of the school/division.

NON-COMPETITIVE NEGOTIATION

The Principal/Division Head shall file a written determination with the Director of Purchasing when it is not feasible to purchase an item by competitive sealed bidding. Upon approval of the determination request, the Principal/Division Head shall prepare a purchase order and submit it to the Director of Purchasing for approval and mailing to the vendor. After the receipt of the item, the Board shall pay the invoice and charge the allocated funds of the school/division.

NON-COMPETITIVE NEGOTIATION

The Fayette County Public Schools may contract or purchase through non-competitive negotiation when there has been a written determination by the Superintendent or the Executive Director for Financial Services and Treasurer or the Director of Purchasing that competition is not feasible and further determination by one (1) of the foregoing that:

1. An emergency exists which will cause public harm as a result of the delay in competitive procedures; or
2. There is a single source within a reasonable geographical area of the product or service to be procured; or
3. The contract is for the services of a licensed professional, such as attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician, provided, however, that this provision shall not apply to architects or engineers providing construction management services rather than professional architect or engineer services; or
4. The contract is for the purchase of perishable items, as indicated in applicable federal and state law, purchased with funds other than school nutrition service funds on a weekly or more frequent basis;

Purchase of such items with school nutrition service funds shall be done consistent with methods authorized by federal regulation (7 C.F.R. §3016.36).

Procurement**NON-COMPETITIVE NEGOTIATION (CONTINUED)**

5. The contract is for replacement parts where the need cannot be reasonably anticipated and stockpiling is not feasible;
6. The contract is for proprietary items for resale¹;
7. The contract relates to an enterprise in which the buying or selling by students is a part of the educational experience¹;
8. The contract or purchase is for expenditures made on authorized trips outside of the boundaries of the local public agency¹;
9. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids;
10. The contract is for group life insurance, group health and accident insurance, group professional liability insurance, worker's compensation insurance and unemployment insurance; or
11. The contract is for a sale of supplies at reduced prices that will afford a purchase at savings to the local public agency.
12. In situations where the Board of Education has properly advertised for bids and has received no bids, it may proceed to acquire the necessary supplies, services or construction by non-competitive negotiation.

¹These items or services, in connection with a school activity, may be obtained by non-competitive negotiation whenever a written determination is made by the Principal. The Principal immediately shall forward a copy of any such determination to the Director of Purchasing.

CONFLICTS PROHIBITED

The prohibition against conflicts of interest and gratuities and kickbacks as provided for in the Kentucky Model Procurement Code shall be conspicuously set forth in every written Board contract (purchase order or letter requesting supplies, equipment, and services) and solicitation therefore. Each school shall affix the following statement to all school activity fund purchase orders or to school correspondence requesting supplies, equipment or services, and this statement shall be affixed to all purchase orders forwarded to the Director of Purchasing:

"KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of the Board of Education in connection with contracts for supplies or services whether such gratuities or kickbacks are direct or indirect.

KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees which are designed to secure a public contract for supplies or services."

EXCEPTION FOR PURCHASING MADE OUTSIDE CONTRACTS

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

STUDENTS

Tuition Fees

~~Tuition students may be admitted in accordance with Board Policy 09.124, and the fee schedule shall be established by the Board.~~

~~Tuition must be paid based on one (1) of the following options:~~

- ~~• In full at the beginning of the school year;~~
- ~~• One-half paid on the opening day of school and the balance paid on the first day school opens in January; or~~
- ~~• Monthly (for 10 months starting in August).~~

~~Tuition fees may be prorated if students enroll in the District after the beginning of the school year~~

RELATED PROCEDURE:

09.124 AP.21

Non-Resident Student Tuition Application**FAYETTE COUNTY EMPLOYEES ONLY**

~~Administrative Procedure 09.124 AP.1 provides a reduction in the tuition cost for Fayette County employees who live outside of Fayette County and wish to bring their children to a Fayette County Public School. The employee must be employed as a full time permanent employee.~~

~~The reduced tuition schedule for employees (non-resident student) is \$500 for the first child, \$400 for the second child in the same calendar year in the same family, and \$300 for all additional children in the same calendar year in the same family. The cost per day is \$2.86 (per 175 days). Tuition is payable in advance.~~

~~EMPLOYEE'S NAME: _____~~

~~EMPLOYEE'S ADDRESS: _____~~

~~SCHOOL WHERE EMPLOYED: _____~~

<u>Name of Child:</u>	<u>Tuition Per School Year</u>
1). _____ School requested: _____ Grade: _____	\$500.00
2). _____ School requested: _____ Grade: _____	\$400.00
3). _____ School requested: _____ Grade: _____	\$300.00
4). _____ School requested: _____ Grade: _____	\$300.00
Total Tuition: _____ (payable prior to enrollment).	

~~The student may attend the school or campus where the parent is employed. This option may not be used to request placement in a magnet/pre-kindergarten program (if any). This option may not be used to request a gifted/talented program or school. Employee's children must meet all applicable magnet school entrance criteria. When the parent is no longer employed by Fayette County Public Schools, this approval is revoked.~~

~~Requested for specific schools shall not be approved if (1) projected or actual enrollment in the school requested is at or above 95% capacity, (2) granting the request would require another teacher (this condition may be waived to reduce overcrowding at another school or to prevent the need to add or remove a portable from the attendance area school), (3) granting the request would move the school's diversity out of compliance.~~

~~I understand and agree to the conditions of the Non-Resident Student Tuition policy and procedures.~~

~~Signature of Parent: _____~~

DPP Office Use Only:

Approved ☐ Signature: _____ Date: _____

Approved School(s): _____

School Staffing Guidelines**STAFFING LEVELS**

Primary (K-3)	24
4 th Grade	28
5 th and 6 th Grade	29
7 th – 12 th Grade	31

School staffing allocations for Section 4 and Section 5 staffing shall be provided as positions. This allocation shall budget funds sufficient for the council to comply with state law. The staff funding allocation shall use District average costs, be based on District enrollment projections and be calculated as follows:

ELEMENTARY SCHOOL**Section 4 Funding**

Principal: One (1)

Media specialist: One (1)

Base funding for primary and intermediate regular teaching positions shall be based upon the state maximum class sizes. Kindergarten enrollment shall be counted as full-time for this calculation.. Teaching positions shall be rounded up to nearest 0.5. Gifted Accelerated ~~Cluster~~ Program enrollment shall not be counted for this calculation.

Discretionary teaching positions: One (1) teaching position per one hundred fifty (150) students (rounded up to nearest 0.5)

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 22:1 for Primary and 26:1 for 4th Grade and 27:1 for 5th Grade (rounded up to nearest 0.5). District shall follow same date/timeline as Title I to determine school eligibility.

Section 5 Funding

Base funding for kindergarten ~~parasaides~~ shall be based upon the state maximum class sizes.

Instructional ~~ParasAides~~: Ratio of one (1) for every twenty-four (24) full-time equivalent kindergarten students and one (1) for every fifty-five (55) 1st-3rd students plus two (2) discretionary instructional ~~parasaides~~.

Clerical: Ratio of one (1) per two hundred twenty-five (225) students rounded up to the nearest 0.5, but not less than two (2).Eighty (80) hours of office/clerical time to be used during the summer and/or school year.

School Staffing Guidelines**MIDDLE SCHOOL****Section 4 Funding**

Principal: One (1)

Media specialist: One (1)

Base funding for regular teaching positions shall be based upon the state maximum class sizes. Teaching positions shall be rounded up to nearest 0.5.

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 27:1 for 6th Grade and 29:1 for 7th and 8th Grade (rounded up to nearest 0.5). District shall follow same date/timeline as Title I to determine school eligibility.

Discretionary teaching positions: Ratio of one (1) per seventy-five (75) students (rounded up to nearest 0.5). Plus two (2) positions.

Section 5 Funding

Clerical: Ratio of one (1) per two hundred twenty-five (225) students rounded up to nearest 0.5, and one (1) attendance clerk. Eighty (80) hours of office/clerical time to be used during the summer and/or school year.

~~S.A.F.E~~-Instructional Para-Aide: One (1)

HIGH SCHOOL**Section 4 Funding**

Principal: One (1)

Media specialist: One (1)

Base funding for regular teaching positions shall be based upon the state maximum class sizes. Teaching positions shall be rounded up to nearest 0.5.

Schools with Free and Reduced lunch counts of 75% or higher will be staffing at a ratio of 29:1. District shall follow same date/timeline as Title I to determine school eligibility.

Discretionary teaching positions: Ratio of one (1) per one hundred thirty-five (135) students (rounded up to nearest 0.5). Plus three (3) positions.

Section 5 Funding

Clerical: Ratio of one (1) per two hundred twenty-five (225) students rounded up to nearest 0.5, plus one (1) additional attendance clerk.

~~S.A.F.E~~-Instructional Para-Aide: One (1)

School Staffing Guidelines**PROGRAMS****Career Technical Centers**

Staffed at 100%

Schools will be staffed based on number of pathways approved by the District and state classroom requirements.

Eastside, Southside and Locust Trace will receive the following:

One (1) Principal

One (1) Assistant Principal

One (1) Counselor

One (1) Custodian

Two (2) Clerical

Locust Trace will also receive one (1) Media Specialist and additional 1.5 custodians for total of 2.5.

Stables

One (1) Middle School Teacher

One (1) High School Teacher

One (1) Program Director

One (1) Counselor

0.2 Clerical

One (1) Instructional Para

Fayette County Learning Center

Staffed at 100% based on 200 students

Middle School Ratio 15:1 rounded up to nearest 0.5

High School Ratio 15:1 rounded up to nearest 0.5

Discretionary Ratio 100:1 rounded up to nearest .05. Plus four (4)

One (1) Media Specialist

One (1) Assistant Principal

One (1) Program Director

Two (2) Counselors

Two (2) Clerical

Two (2) Custodians

School Staffing Guidelines**PROGRAMS (CONTINUED)****Success Academy**

Four (4) High School Teachers

Two (2) Discretionary Teachers

One (1) Counselor

One (1) Program Director

One (1) Clerical

One (1) Custodian

Staffing for Virtual Learners will be at 98%Ratio 29:1 for 6th grade

Ratio 31:1 for 7-12 grade

One (1) PGES plus ten (10) Days

Counselor to be shared with Success Academy. One (1) additional counselor if needed, depending on student enrollment and need.

Steam Academy

High School Ratio 31:1

Discretionary Ratio 135:1 rounded up to the nearest 0.5, plus one (1) for Technology Resource

Assistant Principal One (1) for 1-550 Students, two (2) for 501-1000 Students.

One (1) Program Director

Counselor Ratio 350:1 with Minimum of two (2)

Clerical ratio 225:1 rounded up to nearest 0.5 plus one (1) Attendance Clerk

Four (4) Custodians

Family Care

2.5 High School Teachers

0.2 Counselor – shared with AGC

0.4 Clerical – shared with AGC/Stables

Audrey Grevious Center

Four (4) High School Teachers

One (1) Instructional Assistant

0.3 Counselor – shared with Family Care

0.4 Clerical – shared with Family Care/Stables

School Staffing Guidelines**PROGRAMS (CONTINUED)****Opportunity Middle College**

~~Three (3)~~²⁻⁴ High School Teachers

One (1) ~~Assistant Principal or Counselor~~

One (1) Counselor

One (1) Administrative Assistant II

Martin L King Academy

Staffed at 100% based on 250 students

18.5 Middle or High School Teachers

Three (3) Discretionary

Two (2) Behavior Specialist at 219 days

Three (3) Social Workers

One (1) Psychologist

Two (2) Counselors

One (1) Program Director

One (1) Assistant Principal

Three (3) Clerical

One (1) Safe Para

Five (5) Instructional Para²s

Two (2) Custodians

Carter G Woodson Academy

Staffed at 98%

Middle School Ratio 20:1

High School Ratio 20:1

Discretionary Ratio 100:1

One (1) Program Director

One (1) Assistant Principal

0.5 Academic Dean

One (1) Community Liaison

Clerical Ratio 225: One (1) but not less than two (2)

One (1) Counselor

ADMINISTRATION

02.4331 AP.1
(CONTINUED)

School Staffing Guidelines

PROGRAMS (CONTINUED)

George Washington Carver~~Carter G Woodson Elementary~~

Eight (8) Primary Teachers

Two (2) Intermediate Teachers

Three (3) Discretionary Teachers

One (1) Media Specialist

One (1) Principal/Program Director

Two (2) Clerical

Two (2) Kindergarten Para's

Two (2) Primary Paras

Two (2) Instructional Para's

One (1) Counselor

2.5 Custodians

* Staffing will change as grade levels are added

RISE

Eight (8) Primary Teachers

Four (4)~~Two (2)~~ Intermediate Teachers

Five (5) Discretionary Teachers

One (1) Media Specialist

One (1) Principal/Program Director

One (1) Assistant Principal

Two (2) Clerical

Two (2) Kindergarten Para's

Three (3)~~Two (2)~~ Primary Para's

Two (2) Instructional Paras

One (1) Counselor

2.5 Custodians

* Staffing will change as grade levels are added

School Staffing Guidelines**DISTRICT-WIDE AND CATEGORICAL PROGRAMS**

Additional certified and classified staff shall be allocated to support categorical and District-wide programs. Staffing shall be allocated according to state and/or federal regulations and shall comply with all applicable grant and non-grant funding sources. Teaching positions may be designated by the District as itinerant or non-itinerant.

Itinerant teachers are scheduled by the District and are subject to District guidelines for beginning and ending work time, planning time, travel time, lunch time (if appropriate) and full-time equivalent employment calculation per this procedure. No more than .1 (one-tenth) FTE shall be assigned for itinerant travel.

Elementary School Staffing

Elementary schools will receive one (1) Assistant Principal or Professional Growth Effectiveness Specialist (PGES), as determined by Council. Schools with enrollment of 675 or over will receive (1) additional Assistant Principal or Professional Growth Effectiveness Specialist (PGES) as determined by Council.

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Middle School Staffing

Schools with student enrollment of 1-550 will receive one (1) Assistant Principals or Professional Growth Effectiveness Specialist (PGES), schools with student enrollment of 551-1000 will receive two (2) Assistant Principals or Professional Growth Effectiveness Specialist (PGES), schools with enrollment of 1001-1500 will receive three (3) Assistant Principals or Professional Growth Effectiveness Specialist (PGES) as determined by Council.

High School Staffing**Academy Schools will receive:**

One (1) Academy Coach per School

One (1) Assistant Principal per Academy, not to exceed five (5)

Up to two (2) CTE positions with Superintendent approval

One.five (1.5) FTE for Accelerated Courses for CGW

Non-Academy Schools will receive:

One (1) Assistant Principal for student enrollment of 1-550. Two (2) Assistant Principals for student enrollment of 551-1000 Three. (3) Assistant Principals for student enrollment of 1001 – 1500. Four (4) Assistant Principals for student enrollment of 1501-2000. Five (5) Assistant Principals for student enrollment greater than 2001. Superintendent may, at their discretion, adjust the number of Assistant Principals.

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One (1) College and Career Ready Coach per School

Current Associate Principals may be Grand-fathered in. New hires beginning with the 2022-2023 SY will be hired as Assistant Principals at 209 days.

Early Start

Staffing shall be adjusted in accordance with state regulations to meet the staffing needs of enrolled 3- and 4-year-old students with disabilities and low income.

School Staffing Guidelines**DISTRICT-WIDE AND CATEGORICAL PROGRAMS (CONTINUED)****English Learners**

Staffing may be adjusted to meet the needs of enrolled LEP students based on an analysis of school need by the English Learners administrator in consultation with the Assistant Superintendent for Academic Services and Director of Budget and Financial Planning, and as approved by the Superintendent.

District Social Workers**Dropout Prevention Transition Program**

- Six(6.0) full-time special Social Workers shall be assigned to the high schools at an allocation of one (1.0) per high school as District-wide itinerant positions. The assigned social workers will work with the high schools and their respective feeder schools on an as needed basis and as assigned by the Chief of Student Support Services.

Middle Schools

- Two and four-tenths (2.4) full-time Social Workers shall be assigned to the Middle Schools at an allocation of two-tenths (0.2) per middle school as District-wide itinerant positions. The assigned social workers will work with the middle schools on an as needed basis and as assigned by the Chief of Student Support Services.

Child Guidance Specialist and Counselors

Child Guidance Specialist and Counselors shall be allocated as a District-wide support program as follows:

- Elementary Child Guidance Specialist: One (1)
- Middle and Non-Academy High Schools Child Guidance Counselors Ratio of one (1) per three hundred fifty (350) students, but not less than two (2) per school (rounded up to nearest 0.5). [EXCEPTION: SCAPA Bluegrass shall have no more than one (1).]
- Academy High Schools Child Guidance Counselors will be One (1) Counselor Per Academy or 350:1 whichever is greatest.

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District Mental Health Specialist

- District Mental Health Specialists shall be assigned to schools as District-wide itinerant positions.

School Staffing Guidelines**DISTRICT-WIDE AND CATEGORICAL PROGRAMS (CONTINUED)****Band and Orchestra**

Band and orchestra teachers shall be allocated to all schools as District-wide itinerant positions as follows:

Elementary Schools

Staff shall be assigned at an allocation up to four-tenths (0.4) of a full-time position at each elementary school requesting services. An additional one-tenth (0.1) of a full-time position will be assigned for regular planning time at the school housing the planning time for the itinerant teachers.

Middle and High Schools

Staff shall be assigned so that a band teacher will be assigned to each instructional period for band and an orchestra teacher will be assigned for each instructional period provided for orchestra. Minimum required class sizes shall be twelve (12) for orchestra and eighteen (18) for band. When a single band or orchestra class has a student enrollment that exceeds sixty (60) students, a team teacher shall be assigned to assist with instruction in that class.

Jazz and percussion band teachers shall be assigned to the high schools on an as needed basis by the Director of Fine Arts. Minimum required enrollment shall be twelve (12) and maximum enrollment of seventeen (17) participating students.

Gifted and Talented Programs

Primary Talent Pool, (K-3), and Elementary Gifted and Talented, (4-5) ~~and Elementary Gifted and Talented Accelerated Program~~ staff shall be allocated as District-wide itinerant positions ~~as follows: Elementary and Middle Gifted and Talented Accelerated Program staff shall be allocated by enrollment at the Accelerated Program sites.~~

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Elementary Schools Talent Pool

Teachers for the Primary Talent Pool (K-3) and Elementary Gifted and Talented (4-5) shall be allocated based on the total number of gifted and talented students minus the number of gifted and talented students enrolled in the elementary accelerated ~~programs~~~~clusters~~ divided by 182.

Elementary Schools Accelerated Program

-Teachers for the Elementary Gifted and Talented Accelerated Program shall be allocated at a student to teacher ratio of 28:1 for 4th Grade and 29:1 for 5th Grade and rounded up to nearest 1.0.

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Middle Schools Gifted and Talented Students

Middle Schools Gifted and Talented students shall be allocated as District-wide itinerant positions. Each location will be allocated at least a .2 position.

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Middle Schools Accelerated Program

~~Middle school-t~~Teachers for the Middle School Accelerated Program shall be allocated at a student to teacher ratio of 29:1 at 6th Grade and 31:1 at 7th and 8th Grade and rounded up to nearest 1.0.

School Staffing Guidelines**DISTRICT-WIDE AND CATEGORICAL PROGRAMS (CONTINUED)****School-based Custodial Staff**

Custodial staff shall be allocated as a District-wide support program and will be based on the building and portables square footage as follows:

Elementary Schools

Each school shall receive one (1) lead custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (0.5). Notwithstanding the square footage allocation, all elementary schools will be staffed with a minimum of one (1) lead and one (1) helping custodian.

Middle Schools

Each school shall receive one (1) lead custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (0.5).

High Schools

Each school shall receive one (1) Custodial Supervisor responsible for 12,000 square feet, one (1) lead custodian responsible for 15,000 square feet and one (1) helping custodian per 31,000 square feet, rounded up to the nearest five-tenths (0.5).

COUNCIL AUTHORITY

After receiving notification of the final financial allocation for the school from the Board, the council shall determine, within the funds allocated, the number of persons to be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals.

The council may reallocate staffing funds for other purposes consistent with its responsibilities provided sufficient staff is provided to meet the vision, mission and goals of the school and to comply with any applicable laws and regulations. The staffing allocation for categorical and District-wide programs shall be determined by the District.

Funds remaining from the school's staffing allocation shall revert to the District's General Fund on June 30.

ADJUSTING STAFF FUNDING ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS

Opening enrollment verification data will be collected from each school by the close of the fourth instructional day.

SBDM council-approved revised staffing plans shall be submitted by the Principal to the Budget & Financial Planning Office and the Department of Human Resources at least two (2) full instructional days prior to the deadline for notification of staff. The Department of Human Resources will inform District staff of any contractual or assignment changes for the current school year no later than September 15. Decreases in student enrollment after September 15 will not result in reassignment of school staff members.

School Staffing Guidelines**ADJUSTING STAFF FUNDING ALLOCATIONS TO ACTUAL SCHOOL ENROLLMENTS (CONTINUED)****Initial funding allocations will be adjusted as follows:**

Funding adjustments will be made for all elementary, middle, and high schools based on the District's staffing ratios as outlined herein.

Initial Staffing Allocation

Schools receive tentative Staffing Allocation from the Office of Budget and Financial Planning by ~~February~~ ~~March~~ 1st. Staffing based upon 95% projection for elementary, 98% projection for middle and 100% projection for high school student enrollments.

Staffing allocations shall be calculated based upon the maximum class sizes described in District policy.

Adjusting Staff Funding Allocations

Adjustments to staffing prior to September 15th shall be made by the Budget and Financial Planning Director in accordance with established ratios. All adjustments will be reported to the Superintendent for final approval.

After September 15th, Section 3 resources will be considered when school enrollment by cluster (K-3, 4-5, 6-8, and 9-12) exceeds the state maximum class size by ten students for fifteen (15) consecutive instructional days. If additional resources are provided, the Director of Human Resources will determine whether to use a substitute or a contracted employee, depending upon the time of year.

Prior to instructional day 1 and if enrollment is anticipated to exceed projected enrollment, Schools may obligate SEC 6 funds to allow schools to secure a classroom teacher or substitute teacher to establish an additional classroom for a teacher who has been assigned students in excess of established staffing ratios. Subsequent to instructional day one, staffing adjustments will follow the normal staffing adjustment process as provided herein.

OVERLAP TIME TO REPLACE CLASSROOM TEACHERS

District funded overlap time will be limited to classroom teachers that have an effective retirement date on or before September 1 to avoid disruption in the classroom.

If a critical shortage area is involved, the District will allow overlap time of retirement dates up to October 1. If the retiree request to rescind their letter of intent after the PAF is issued for his/her replacement, it shall be subject to available funding as determined by the Superintendent.

For classroom teachers retiring AFTER September 1, or October 1 for critical shortage areas, Principals requesting overlap time will need to provide their own funding for a long-term substitute unless their council secures funds for a permanent hire.

The District will continue to fund one (1) day of overlap time for all other certified school based positions such as librarians, counselors, academic deans, associate principals, etc. (This group is not considered for extended overlap time because the purpose of such extended time is to avoid disruption in the classroom.)