

**- CERTIFIED PERSONNEL -****District Leadership Academy****JEFFERSON COUNTY LEADERSHIP ACADEMY (JCLA)**

The Superintendent/designee shall develop and implement the Jefferson County Leadership Academy (JCLA), a comprehensive leadership development program that provides multiple pathways for a certified employee to become an effective educational leader. The purpose of the JCLA is to ensure that the District has high-quality, equity-centered District leaders on every level and supporting every school.

The JCLA's multiple pathways shall address the needs of all certified aspiring leaders in the District, including an employee who wishes to become a well-prepared, equity-centered Teacher/Counselor leader, Assistant/Associate Principal, Principal, Central Office leader, Principal Supervisor, Assistant Superintendent, or Superintendent. A classified employee who is an aspiring District leader may also participate in a JCLA pathway, as appropriate.

**JCLA PATHWAY COMPONENTS**

The JCLA pathways shall have multiple components to provide specific training, coaching, and supports tailored to each role group. The pathways shall address the professional learning needs of a participant based on his/her/their current position, previous experience, and professional goals.

The JCLA pathways may include development programs for, but not limited to, the following groups:

- Aspiring Assistant Principals
- Aspiring Principals
- New Assistant Principals
- Aspiring Central Office Leaders

The JCLA pathways may include support programs for, but not limited to the following groups:

- Assistant Principals
- Principals
- Certified Central Office Leaders

**EQUITY-CENTERED LEADERS**

The JCLA shall strive to foster the development of equity-centered certified leaders who exhibit dispositions toward disruptive equity leadership, data-driven equity solutions, culturally competent practice, and reflection and growth regarding equity practice. An equity-centered leader exhibits the following characteristics:

- Understands that equity refers to fairness and justice;
- Shows the confidence to lead the implementation of systems that ensure equity and access for all students, and that address historical marginalization and disproportionate outcomes of students of color;

**District Leadership Academy**

**EQUITY-CENTERED LEADERS (CONTINUED)**

- Demonstrates courage to make decisions to drive continual improvement in all aspects of their work with a specific focus on increasing student outcomes; and
- Uses the identification and analysis of disparities in student outcome data to intentionally problem-solve to support the District in achieving its goals of student academic growth and sense of belonging, especially for students of color.

**RELATED POLICIES:**

03.1912; 03.29121

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**- CLASSIFIED PERSONNEL -**

**District Leadership Academy**

**JEFFERSON COUNTY LEADERSHIP ACADEMY (JCLA)**

The Superintendent/designee shall develop and implement the Jefferson County Leadership Academy (JCLA), a comprehensive leadership development program that provides multiple pathways for an employee to become an effective educational leader, as set forth in Board Policy 03.19121. The purpose of the JCLA is to ensure that the District has high-quality, equity-centered District leaders on every level and supporting every school.

A classified employee who is an aspiring District leader may participate in a JCLA pathway, as appropriate.

**RELATED POLICY:**

03.19121

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## **District Issuance of Checks**

### **AUTHORIZATION**

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

All checks in the amount of \$10,000 or \$5,000 and over shall carry the manual signatures of two (2) of the four (4) persons authorized to sign checks. Checks for less than \$10,000 ~~\$5,000~~ shall carry one (1) manual signature or facsimile.

### **PAYMENT OF CLAIMS**

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

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

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

### **BOARD MINUTES**

The original copy of warrants or "Orders" shall be maintained on file as a part of the official Board minutes.

### **SUBSEQUENT APPROVAL**

The Board shall give subsequent approval to all budgeted disbursements made between meetings of the Board. Payments made between regular Board meetings where "Orders of the Treasurer" are presented on the consent agenda shall be confined to the following:

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

**District Issuance of Checks**

**SUBSEQUENT APPROVAL (CONTINUED)**

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

**DIRECT DEPOSIT**

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

**REFERENCES:**

[KRS 160.290](#); [KRS 160.340](#)

[KRS 160.370](#); [KRS 160.560](#)

[OAG 79-321](#); [702 KAR 003:120](#)

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

Adopted/Amended: 12/13/2022

Order #: 2022-211

## Pregnant or Parenting Students

### PROTECTION OF THE RIGHTS AND PRIVILEGES OF PREGNANT AND PARENTING STUDENTS

~~A student who is pregnant, has a pregnancy-related condition, or is parenting~~ Pregnant students shall be permitted the same rights and privileges as other students.<sup>1</sup> Title IX of the Education Amendments of 1972, as amended, states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”<sup>2</sup> This protection includes differential treatment, discrimination, harassment, or exclusion from an educational program or activity based on pregnancy, childbirth, false pregnancy, termination of a pregnancy, conditions arising in connection with a pregnancy, recovery from any of those conditions, or marital or parental status.<sup>1</sup>

### EQUAL ACCESS TO EDUCATION PROGRAMS OR ACTIVITIES

The Board shall provide opportunities for the uninterrupted academic progression of a pregnant or parenting student ~~students at the school in which the student is enrolled.~~ A pregnant or parenting student also has the option to may continue pursuit of formal education through voluntary participation in an appropriate alternative educational program designed by the District to meet the student’s needs.

### ADMINISTRATIVE PROCEDURES

The Superintendent shall prepare administrative procedures to set forth the manner in which the District shall protect a student who is pregnant, has a pregnancy-related condition, or is parenting from discrimination or harassment, and provide supports tailored to promote student success.

~~Pregnant students may not participate in activities which will endanger the student or fetus.~~

### **REFERENCES:**

<sup>1</sup>34 CFR §106.40

<sup>2</sup>Title IX, 20 U.S.C. § 1681 et.seq.

~~OAG 93-37~~

OAG 97-26

Adopted/Amended: 3/29/2022

Order #: 2022-53

## Persons Over Compulsory Attendance Age

### ENROLLMENT ~~ADMISSION~~ OF RESIDENT STUDENTS OVER AGE TWENTY-ONE (21)

~~Resident students over age twenty-one (21) may be admitted on a tuition basis.~~

A student currently enrolled in the District who reaches his/her/their twenty-first (21st) birthday after the school year begins shall be eligible to remain enrolled as a student until the end of the semester, subject to the exceptions below~~complete that school year tuition free. Any student who reaches his/her twenty-first (21st) birthday on or before the day school begins shall be subject to a tuition charge as determined by the Board. This policy does not apply to those war veterans covered by KRS 158.105 or to individuals enrolled in any experimental program approved by the Board.~~

~~Students under age twenty-one (21) who have earned a High School Equivalency Diploma shall be permitted to enroll to work toward completion of graduation requirements.~~

A veteran of the Armed Forces whose secondary school attendance was interrupted due to induction or enlistment in the Armed Forces shall be permitted to enroll to work toward completion of graduation requirements without tuition.<sup>2</sup>

#### **EXCEPTIONS**

The District may provide an approved high school program to a student who is a refugee or legal alien until the student graduates or until the end of the school year in which the student reaches the age of twenty-one (21), whichever comes first.<sup>3</sup>

The District may provide a virtual high school completion program for persons twenty-one (21) years of age or older as permitted by KRS 158.100.<sup>3</sup>

#### **STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, the procedures mandated by federal and state law for such students shall be followed.<sup>1</sup>

#### **REFERENCES:**

<sup>1</sup>20 U.S.C. § 1412

<sup>2</sup> KRS 158.105

<sup>3</sup> KRS 158.100

KRS 157.200

KRS 157.360

~~KRS 158.100~~

~~KRS 158.140~~

KRS 159.010

KRS 159.030

704 KAR 003:305

707 KAR 001:290

#### **RELATED POLICY:**

08.4

Adopted/Amended: 8/31/2021

Order #: 2021-147