

## KENTUCKY DEPARTMENT OF EDUCATION STAFF NOTE

**Topic:** Amendments to Kentucky Tech Policies and Procedures

**Date:** April 2024

**Action Requested:**  Review  Action/Consent  Action/Discussion

**Held In:**  Full Board  State Schools Committee  United We Learn

### SUMMARY OF ISSUE BEFORE THE BOARD:

To act on proposed annual amendments to the Kentucky Tech policies and procedures.

### COMMISSIONER'S RECOMMENDATION:

The Commissioner recommends approval of the amendments to the Kentucky Tech policies and procedures which address outdated links and references and improve language and clarity. The separation of forms into a separate procedures section ensures the organization and ongoing accuracy of form requirements.

### APPLICABLE STATUTE OR REGULATION:

KRS 156.802

### BACKGROUND:

#### *Existing Policy:*

The Kentucky Department of Education (KDE) has the responsibility for all administrative functions of the state in relation to the management, control and operation of the secondary Area Technology Centers (ATCs). The ATCs shall be operated in compliance with program standards established by the Kentucky Board of Education (KBE). The Ky Tech policies and procedures guide the work of the administrators, teachers and staff within the 50 ATCs and ensure consistent practice that is compliant with relevant state and federal statutes, regulations and policies.

#### *Summary of Issue:*

The KDE contracts with the Kentucky School Boards Association (KSBA) for maintenance, revision and upkeep of the Ky Tech policies and procedures. The OCTE, who is responsible for the operation of Ky Tech schools, has worked with the KSBA and the KDE Office of Legal Services (OLS) to update numerous outdated portions of policies and broken website addresses. Previously referred to as the Ky Tech Policy Manual, the clean-up of policies also included a procedures development project resulting in the procedures links being removed from policies and the procedures documents themselves being stored in a separate procedures section of the KSBA portal. A summary of all policy changes is provided in the KBE meeting materials folder under separate cover.

*Budget Impact:*

The proposed amendments to the Kentucky Tech policies and procedures have no fiscal impact on state funds.

**GROUPS CONSULTED AND BRIEF SUMMARY OF RESPONSES:**

OLS and KSBA

The amendments also will be reviewed by the Local Superintendents Advisory Council (LSAC) at its March 2024 meeting.

**CONTACT PERSON(S):**

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*Robin Fields Kinsey*  
**Commissioner of Education**

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