

From: [Cooper, Matt - KSBA](#)
To: [Six, Sharla \(Superintendent\)](#)
Cc: [Arney, Hillary](#)
Subject: KSBA 2025 Policy & Procedure Update - A03
Date: Friday, May 30, 2025 5:08:01 PM
Attachments: [image001.png](#)
[Update Cover Letter 2025.docx](#)
[A03_Pol.docx](#)
[A03_Pol.pdf](#)
[A03_AP.docx](#)
[A03_AP.pdf](#)

Attached are your district's materials as prepared by the KSBA Policy Service, which include the following documents:

1. Update cover letter;
2. Update checklist;
3. Update drafts; and

We suggest the following process.

- When your District receives the annual Update, forward the electronic documents to administrative staff and Board members to review.
- Policy 09.2 requires creation or revision(if applicable) of a district-wide wellness plan. You will not adopt as written the version in the update, you must create a plan compliant with its requirements, send that completed plan to us and we will process it as your local version.
- Policy 08.2324: (KRS 160.145) Traceable Communications requires careful review, as it includes major district level requirements on staff and volunteers.
- At the top of each draft is the legal and/or recommended explanation for the proposed change. In the body of each draft, new language is underlined. Language with strike through is recommended for deletion.
- Present the update drafts to the Board for a first and second reading (per Board Policy 01.5).
- Reminder that KRS 160.340 and policy 01.45 required policies to be kept up to date by filing annual amendments by August 15th.
- Administrative procedures only require one review (not approval) by the Board with an opportunity to make comments.
- After the final reading, please return ONLY the completed update checklist and electronic copies of any drafts you chose to modify (with changes clearly indicated in Word).
- Please email the signed checklist and changes back to me at KSBA.

Once you review this information, let me know if you have questions.

Best,
Matt Cooper
Director, Policy & eMeeting Services
Kentucky School Boards Association
Direct: 502.783.0084 | matt.cooper@ksba.org
eMeeting (after hours) 502.783.2727
260 Democrat Drive | Frankfort, KY 40601



KSBA is providing the attached/enclosed information/documents at your request. This information only reflects draft and/or sample language. Although it may contain provisions to facilitate a general understanding of the law, it is not intended to be an exhaustive treatment of the law on this subject, nor is it intended to substitute for the advice of your local Board attorney. We recommend consulting with your own attorney in order to apply legal guidance to district specific fact situations.