



Kenton County School District | *It's about ALL kids.*

ISSUE PAPER

DATE:

July 10, 2026

AGENDA ITEM (ACTION ITEM):

Consider/Approve the Annual Policy Update and Revision Drafts upon the second reading

APPLICABLE BOARD POLICY:

01.5 – School Board Policies

HISTORY/BACKGROUND:

The Kentucky School Board Association has completed an annual update of our policies after the legislation session to align our policies with revised statutes. Administrators in the district also reviewed and revised several policies that are included in the annual update.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

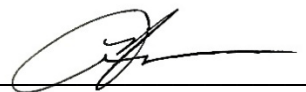
Approve the Annual Policy Update and Revision Drafts upon the second reading

CONTACT PERSON:

Henry Webb

Principal/Administrator

District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.

LEGAL: HB 869 AMENDS KRS CHAPTER 424 REQUIRING THE TIME CONTAINED IN LEGAL ADVERTISEMENTS AND NOTICES BE STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

Definitions

The following expressions are defined with respect to their intended meanings in the context of this manual:

POLICIES

An expression of the will of the elected Board of Education or the school council. Although other statutes may have Board policy implications, the general scope of Board policies is defined by KRS 160.290 and KRS 160.340. The scope of council policies is defined by KRS 160.345. Board policies cover the general management and governance of school district operations and functions. Within the parameters of the District's legal authority, violations of policy may provide grounds for administrative response or action as relates to students, District employees, parents, and members of the community, but such policies are not intended to heighten standards of care, establish grounds for liability or create rules for immunities enjoyed by defendants in civil judicial actions against the Board, its members, District employees, officers, or volunteers.

ADMINISTRATIVE REGULATIONS

References such as "State Board regulations", state regulations", and "administrative regulations" shall mean Kentucky Administrative Regulations (KAR) promulgated by the Kentucky Board of Education.

FULL-TIME/PART-TIME STATUS

Employment status shall be determined in compliance with statute and regulation.

SUPERINTENDENT

Policies that charge the Superintendent with preparing and/or implementing provisions of procedures, plans or programs for Board review also direct any other employee to whom the Superintendent may delegate such charges.

PRINCIPAL/HEAD TEACHER

In this manual the term principal refers to principal or head teacher as appropriate and includes any other employee to whom the principal or head teacher may delegate responsibility for a specific task.

TEACHER

Except for referenced statutes which specify a different definition for the purposes of those statutes, in this manual the term teacher shall refer to any person, other than the Superintendent, for whom certification is required as a basis for employment.

HUSBAND AND WIFE

The term husband and wife, as used in the policy manual, shall be deemed to include a spouse in a legally recognized marriage unless the context otherwise requires.

PARENT OR GUARDIAN

Parent, as used in the policy manual, means parent, legal guardian, or other person authorized by law to act as a parent as the context requires.

Definitions**GENDER**

Unless otherwise noted, all gender references include both male and female.

SCHOOL NUTRITION PROGRAM

Use of the term "food service" shall also refer to the District's School Nutrition Program.

STUDENT ATTENDANCE DAY

Unless otherwise noted, use of the term "instructional day" shall have the same meaning as "student attendance day".

SIGNATURE

"Signature" means the act of signing one's name to something. "Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. An electronic signature will have the same effect as hand written signature.

HEALTH PROVIDER

Unless otherwise noted, the terms "health care provider" and "health care practitioner" have the same meaning.

CHARTER SCHOOL

Use of the term "charter school" means a public charter school.

CHARTER SCHOOL AUTHORIZER

A local board of education as defined in KRS 160.1590.

KENTUCKY PUBLIC PENSIONS AUTHORITY

Use of the terms Kentucky Retirement System (KRS) or County Employees' Retirement System (CERS) includes the Kentucky Public Pensions Authority (KPPA).

RELATED POLICIES

The listing of related policies at the bottom of a document is a generic list and may include some policy numbers that this manual does not contain.

REFERENCES

Legal references listed in this manual, such as state and federal statutes and regulations, Kentucky Attorney General Opinions, and court cases are provided as a tool for additional research and are not intended to be viewed as a complete listing of legal resources applicable to a particular topic.

LEGAL ADVERTISEMENTS AND NOTICES

In accordance with KRS Chapter 424, in legal advertisements and notices the time shall be stated in both Eastern and Central time.²

Definitions

REFERENCES:

¹KRS 157.320; 102 KAR 1:036; 702 KAR 1:035

²[KRS Chapter 424](#)

KRS 78.510 – KRS 78.852

KRS 158.144; KRS 160.1590

KRS 160.290; KRS 160.340; KRS 160.345

KRS 369.102; KRS 405.028

701 KAR 8:010; 701 KAR 8:020; 701 KAR 8:030; 701 KAR 8:040

702 KAR 6:010; 702 KAR 6:020; 702 KAR 6:040

702 KAR 6:075; 702 KAR 6:090

DRAFT

LEGAL: SB 2 AMENDS KRS 160.346 TO AUTHORIZE A SUPERINTENDENT TO REMOVE A PRINCIPAL IF THE SCHOOL HAS BEEN IDENTIFIED FOR TARGETED SUPPORT AND IMPROVEMENT OR COMPREHENSIVE SUPPORT AND IMPROVEMENT FOR TWO (2) OR MORE CONSECUTIVE YEARS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF MARCH 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 59 AMENDS KRS 48.025 TO EXPLICITLY APPLY THE PROHIBITION TO SCHOOL DISTRICTS ON USING TAX DOLLARS TO ADVOCATE FOR OR AGAINST A PUBLIC QUESTION AND ESTABLISHES PENALTIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 263 AMENDS KRS 156.161 TO ALLOW THE BOARD'S DESIGNEE IN ADDITION TO THE SUPERINTENDENT TO REQUEST A WAIVER.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 253 AMENDS KRS 160.151 TO PROHIBIT DISTRICTS ENTERING INTO NONDISCLOSURE AGREEMENTS RELATING TO MISCONDUCT INVOLVING A MINOR OR STUDENT, INCLUDING ABUSIVE CONDUCT. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: KRS 158.194 REQUIRES THE BILL OF RIGHTS OF THE U.S. CONSTITUTION TO BE PROMINENTLY DISPLAYED IN ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL CLASSROOMS.

FINANCIAL IMPLICATIONS: COST ASSOCIATED WITH PRINTING/HANGING THE DOCUMENT

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.11

General Powers and Duties of the Board

General Powers and Duties of the Board

ESTABLISHMENT OF SCHOOLS

The Board has general control and management of the public schools in its district. The Board may establish schools and provide for courses and other services it deems necessary for the promotion of education and the general health and welfare of pupils, consistent with the administrative regulations of the Kentucky Board of Education.¹

CHARTER SCHOOLS

KRS 160.1590 provides for charter school authorization, application, evaluation of applications and contracts with a charter school Board of Directors. Pursuant to this statute and Kentucky Board of Education regulations, the Board may serve as an authorizer for charter schools in the District.

REQUEST FOR WAIVER AND EXEMPTIONS

The Board may authorize the Superintendent or the Board's designee to request, on behalf of the District, a waiver of state regulations and/or a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education as permitted by statute.¹⁵

When approved as a School or program of Innovation by the Kentucky Board of Education, the District is to be granted waivers and exemptions from selected Kentucky Administrative Regulations, Kentucky Revised Statutes, and may be granted waivers of certain Board policies this may include a school identified for comprehensive support and improvement under KRS 160.346.¹¹

COMPREHENSIVE SUPPORT AND IMPROVEMENT

The Superintendent and Principal of a school identified for comprehensive support and improvement shall collaborate with the Kentucky Department of Education to create a turnaround training and support team. The Board shall approve the turnaround team.

When a school is identified for targeted support and improvement or comprehensive support and improvement for two (2) or more consecutive years, the Superintendent may remove the Principal.

RELATIONSHIP WITH THE COMMUNITY

The Board shall interpret the educational needs of the community. Through appropriate dissemination of information, the Board shall keep the community apprised of the goals, purposes, values, condition and needs of the schools.

SCHOOL FUNDS AND PROPERTY

The Board has control and management of all school funds and public school property and may use its funds and property to promote public education.¹

The Board shall oversee the financial management of the District in order to assure that sound business procedures are implemented.

General Powers and Duties of the Board**SCHOOL FUNDS AND PROPERTY (CONTINUED)**

The Board shall provide for the planning, expansion, improvement, financing, construction and maintenance of the physical plant of the District.

Local, state, and federal tax dollars and resources shall not be used to advocate for or against any public question that appears on the ballot.¹⁶

ADMINISTRATION

The Board shall exercise generally all powers prescribed by law in the administration of the public school system, appoint the Superintendent of schools, create and abolish positions, establish job classifications, and fix the compensation of employees.¹

MANAGEMENT

The Board shall set goals for the District and shall make and adopt, and amend or repeal, policies for its meetings and proceedings for the management of the schools and school property of the District, for the transaction of its business and for the qualifications and duties of employees and the conduct of pupils.

SUBPOENA

The Board may, in any investigation or proceeding before it, concerning a matter that may be a proper subject of inquiry by it, summon witnesses by subpoena, enforce their attendance, and require that they testify under properly administered oath.²

INSURANCE

The Board may set aside funds to provide for liability and indemnity insurance against the negligence of the drivers or operators of school buses, other motor vehicles, and mobile equipment owned or operated by the Board.³ The Board may expend funds necessary for liability insurance premiums and for the defense of any civil action brought against an individual Board member in his official or individual capacity, or both, on account of an act made in the scope and course of his performance of legal duties as a Board member.⁴ The Board shall make available liability insurance coverage for the protection of all members of school councils from liability arising in the course of pursuing their duties as members of the councils.⁹ In accordance with 702 KAR 3:330, the District shall provide Certified Employee Liability Insurance in an amount not less than one (1) million dollars for the protection of the employee from liability arising in the course and scope of pursuing the duties of his or her employment.¹³

As long as they pay full cost of premiums required, Board members may choose to participate in any group life insurance¹² or any group medical or dental insurance provided by the District for employees.¹⁰

FREE SUPPLIES

The Board may furnish necessary school supplies free of charge to indigent children in its school district, or to such other children as it deems advisable, under such rules and regulations as it may adopt.

General Powers and Duties of the Board**FREE SUPPLIES (CONTINUED)**

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced price lunches. All students who qualify shall be informed in writing of the fee waiver provisions. Mandatory waiver of fees for qualifying students shall be accomplished in compliance with applicable statutory and regulatory requirements.⁵ Fees included are those that are in direct purview of the Board.

REPORTS

The Board shall, on forms prepared by the Commissioner of Education and approved by the Kentucky Board of Education, prepare and submit to the Kentucky Board of Education reports on all phases of its school service. It may prepare and publish for the information of the public a report on the progress of its schools.⁶

LEVY OF TAX RATES

As part of the budgetary process, the Board shall levy tax rates in compliance with statutory and regulatory requirements.⁷

POWER TO BORROW MONEY

The Board may borrow money on the credit of the Board and issue negotiable notes in anticipation of revenues from school taxes and state revenue for the fiscal year in which the money is borrowed, and may pledge the anticipated revenues for the payment of principal and interest on the loan.⁸

ETHICAL STANDARDS

The Board shall endeavor to inspire in the student body a desire to excel in all school activities in keeping with the highest standards of ethical conduct and sportsmanship.

APPRAISAL AND EVALUATION

The Board shall provide for long and short term planning for effective and efficient operation of the District. The Board shall appraise the attainment of broad goals it has set.

The Board shall function as a body of the whole. Individual Board members have no authority over school affairs.

RETENTION OF AUTHORITY

The Board shall extend equal hearing, consideration and involvement in school affairs to all individuals, groups and organizations of the school community, while retaining its responsibility to act on such input in the best interests of the total educational program.

The Board shall provide accountability to the citizens of the District through retention of its decision-making authority and its responsibility for the operation and management of the schools.

General Powers and Duties of the Board**CONTRACTS WITH CONSULTANTS**

The Board may contract for consulting services to provide specialized advice or assistance to the school system concerning educational, management, or administrative matters.⁴

Proposed contracts with consultants shall be submitted to the Board for approval and shall be accompanied by figures showing the estimated cost of the consulting project to the District. Where appropriate, the Board may require bids for consulting services to be sought.

Consultants who serve the District shall exercise no authority over District employees, but will act only as advisor in accordance with their contract.

APPLICATIONS FOR GRANTS

Schools, employees, and school-related groups who are applying for grants on behalf of the District or District schools shall submit the completed application to the Superintendent/designee for approval prior to submission of the grant. Except as provided by law, such applications shall not be submitted until the Superintendent gives his/her approval.

NONDISCLOSURE AGREEMENT

A District shall not enter into a nondisclosure agreement relating to misconduct involving a minor or student, including abusive conduct as defined in KRS 160.380.

DISPLAY OF NATIONAL MOTTO

The Board shall require each elementary and secondary school to display the national motto, "In God We Trust," in a prominent location which means a school entryway, cafeteria, or common area where students are likely to see an item on display. Per KRS 158.195, the display may take the form of, but is not limited to, a plaque or student artwork.¹⁴

DISPLAY OF BILL OF RIGHTS

Each elementary and secondary classroom shall prominently display the Bill of Rights from the United States Constitution.¹⁷

DISPLAY OF NOTICE REGARDING EMPLOYMENT OF MINORS

The Board shall require each school that contains instructional space for students in grades six (6) through twelve (12) to conspicuously display in a prominent location, in both English and Spanish, a printed abstract of KRS 339.210 to 339.450, a list of the limited or prohibited occupations for minors, and a notice stating the working hours per day for each day of the week permissible for minors to work. The same information or display shall also be posted on the District's or school's website.¹⁴

General Powers and Duties of the Board

REFERENCES:

- ¹KRS 160.290
- ²KRS 160.300
- ³KRS 160.310
- ⁴KRS 160.160
- ⁵KRS 160.330; 702 KAR 3:220
- ⁶KRS 160.340
- ⁷KRS 160.470
- ⁸KRS 160.540
- ⁹KRS 160.345
- ¹⁰KRS 160.280; KRS 161.158
- ¹¹KRS 160.346; ~~701 KAR 5:140~~
- ¹²KRS 18A.205; KRS 18A.210
- ¹³702 KAR 3:330
- ¹⁴KRS 158.195
- ¹⁵KRS 156.161
- ¹⁶[KRS 48.025](#)
- ¹⁷[KRS 158.194](#)
- KRS 116.200; KRS 156.072; KRS 156.160;
- KRS 160.1590; KRS 160.1592; KRS 160.1593; KRS 160.1594; KRS 160.1595
- KRS 160.1599; [KRS 160.380](#); KRS 161.158; KRS 162.010; KRS 339.210 to KRS 330.450;
- KRS 416.560
- ~~702 KAR 4:160~~
- OAG 91-10; OAG 91-122; OAG 95-10

RELATED POLICIES:

01.41; 01.5; 01.7; 03.124; 03.224; 04.92

DRAFT

LEGAL: HB 500 REQUIRES DISTRICTS TO DISPLAY ACADEMIC INFORMATION ON THE DISTRICT'S WEBSITE.

FINANCIAL IMPLICATION: NONE ANTICIPATED

LEGAL: HB 48 (2025) AMENDED KRS 158.4416 REMOVING TRAUMA-INFORMED APPROACH PLAN FROM THE COMPREHENSIVE DISTRICT IMPROVEMENT PLAN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION 01.111

District Planning

District Planning**PLANNING CYCLE**

The District's planning cycle shall follow a process of continuous improvement as data becomes available. The structure of the CDIP shall include completion of a narrative summary of the current state of the school between August 1 and October 1 of each school year and completion of the needs assessment between October 1 and November 1 of each school year. A process for development of the CDIP is to be completed between November 1 and January 1 of each school year, and a District level plan for providing an equitable education to English Learners is to be completed by May 1 of each school year and other components required by state statutes or regulations. Unless otherwise noted, all additional components of the CDIP must be complete by May 1 of each school year.

PLAN REQUIREMENTS

The District seeking Commissioner approval of the nontraditional instruction (NTI) plan shall annually incorporate it within the CDIP. The District shall submit the NTI plan to the Department by May 1 for implementation at the beginning of the upcoming school term. The primary purposes of the CDIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments;
- To eliminate achievement gaps among groups of students; and
- To develop District strategies and services to address deficiencies and/or sustain or strengthen current efforts.

The District plan shall be comprised of a Comprehensive District Improvement Plan. The plan shall be updated on an annual basis.

The District Plan shall provide assistance in reducing physical, mental health, and academic barriers to learning and address student equity. The Superintendent shall present to the Board for review and approval the form and function of the planning process, including format and timelines.

The Comprehensive District Improvement Plan (CDIP) shall reflect the Comprehensive School Improvement Plan (CSIP). The plan structure shall include the components set out in 703 KAR 5:225, the Every Student Succeeds Act of 2015 (ESSA), and KRS 158.649.

As part of the District planning process, the Board shall review District academic performance on the state assessments for various groups of students in compliance with legal requirements. Upon agreement of the council, or the Principal if there is not a council, and the Superintendent/designee, the Board shall establish an annual target for each school for reducing identified gaps in achievement.²

District Planning**PLAN REQUIREMENTS (CONTINUED)**

If the Board determines that a school has not met its target to reduce the identified gap in student achievement for a group of students, the Board shall require the council, or the Principal if no council exists, to submit its revisions to the school improvement plan describing the use of the professional development funds and funds allocated for continuing education to reduce the school's achievement gap for review and approval by the Superintendent. The plan shall address how the school will meet the academic needs of the students in the various gap groups. [Funding to reduce the achievement gap should also be identified in the school's professional learning plan.](#)

PLANNING

~~Meaningful consultation with teachers, principals, council members, other school leaders, paraprofessionals, central office administrators, administrators, Board member(s), classified staff, parents, and community representatives will occur in order for these groups to provide input into the development of the Comprehensive District Improvement Plan (CDIP).~~

[Stakeholders shall be appointed by the Superintendent to develop, review, and revise annually a Comprehensive District Improvement Plan \(CDIP\).](#)

The Superintendent/designee shall establish times for consultation with stakeholder groups for input. The Superintendent/designee shall make the procedures known to the community and school personnel.

Active minority participation will be encouraged.

The Comprehensive District Improvement Plan shall be compiled by District Staff and shared publicly as a draft prior to Board review and action.

~~TRAUMA-INFORMED APPROACH PLAN~~

~~The trauma-informed approach plan shall be reviewed and updated annually and submitted to the Kentucky Department of Education (KDE).~~

~~PUBLIC REVIEW~~

~~The Comprehensive District Improvement Plan shall have public review prior to presentation to the Board for final adoption.~~

BOARD APPROVAL

The Comprehensive District Improvement Plan shall be completed between November 1 and January 1 of each school year and presented to the Board for review and approval.

The Superintendent shall submit required assurances to the KDE no later than September 30 of each year.

IMPLEMENTATION

The District shall maintain a copy of each plan permanently and, consistent with the District's planning cycle, post the current plan on the District's web site.

The plan shall serve as a resource for Board decision making.

District Planning**SCHOOL PLANS**

The District plan shall be broad enough to allow each school to develop its own School Improvement Plan, within the goals and objectives of the District.

DISTRICT REPORT CARDS

The District shall post the District report card on its website, as required by ESSA. District report cards shall be widely accessible to the public, in an understandable and uniform format, and when possible, written in a language that parents can understand.

As outlined in KRS 160.463, a copy of the report card is to be publicized by one of the following methods:

- a. In the newspaper of the largest general circulation in the county;
- b. Electronically on a website of the District; or
- c. By printed copy at a prearranged site at the main branch of the public library within the District.

If b or c above is selected, the Superintendent/designee shall cause notification to be published in the newspaper with largest circulation in the county that includes the electronic address of the website or the address of the library where the report card can be viewed by the public.

The District shall send a District report card to parents containing information about performance as outlined in KRS 158.6453 and 703 KAR 5:140, and information on electronic access to a summary of the results for the District shall be published in the newspaper with the largest circulation in the county.

SUMMATIVE ASSESSMENT RESULTS

The District shall prominently display, in not less than 16-point type, on the District's internet landing page, the District's percentage of students scoring the following on the most recent Kentucky Summative Assessment (KSA):

- Proficient and Distinguished in Reading; and
- Proficient and Distinguished in Mathematics.

The information above will also be displayed at the top of each page of the District's website in a banner format.

The District shall display on the internet landing page a web link to the detailed results of the District's performance on the most recent KSA Summative Assessment.

District Planning

REFERENCES:

¹KRS 156.500

²KRS 158.649

KRS 158.070; ~~KRS 158.4416~~; KRS 158.6453

KRS 160.290; KRS 160.340; KRS 160.345; KRS 160.463

701 KAR 5:150; 703 KAR 5:140; 703 KAR 5:225; 703 KAR 5:280; 704 KAR 3:395

202~~6~~⁴ Budget Bill

P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

02.44; 02.441; 02.442; 04.1; 09.21

LEGAL: HB727 AMENDS KRS 160.160 REQUIRING EACH BOARD TO REVIEW THE PROCEDURES AND RESPONSIBILITIES OF THE BOARD AND EMPLOYEES REGARDING THE DISTRICT BUDGET.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB727 AMENDS KRS 160.160 CHANGING CHAIRMAN AND VICE-CHAIRMAN TO CHAIR AND VICE-CHAIR.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: KRS 160.160 SPECIFIES THAT BOARD CHAIR TERMS ARE NOT TO EXCEED TWO (2) YEARS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.41

Organizational Meetings**ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

The first meeting in January shall be an organizational meeting for the purpose of electing a Chairperson and Vice-Chairperson.

TERM OF OFFICE FOR CHAIRPERSON AND VICE-CHAIRPERSON

The Chairperson and Vice-Chairperson shall serve a term prescribed by the Board, not to exceed two (2) years ~~one (1) year terms beginning immediately following their election.~~

VACANCIES

In the event the office of Chairperson or Vice-Chairperson becomes vacant, a new officer shall be elected at the first meeting after the vacancy occurs.

REVIEW OF BUDGET PROCEDURES AND RESPONSIBILITIES

Upon the election of a Chair and Vice-Chair, each Board shall review, with the Superintendent and the Finance Officer, the specific procedures and responsibilities of the Board and District employees relating to the District budget. The review shall not count toward the annual in-service training requirements.

REFERENCE:

KRS 160.160

RECOMMENDED: TO BE CONSISTENT WITH POLICY 01.41, PER KRS 160.160, CHAIRMAN AND VICE-CHAIRMAN WERE REVISED TO CHAIR AND VICE-CHAIR.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.411

Duties and Responsibilities of Chairperson and Vice-Chairperson

1. The Chairperson of the Board shall preside at meetings.
2. The Chairperson may appoint special committees, subject to Board approval.
3. The Chairperson may call special meetings of the Board.¹
4. The Chairperson may make or second motions and vote on motions.
5. The Chairperson shall countersign all orders of the Board² (including contracts and reports as required by law).
6. When outside agencies send communications and notifications only to the Chairperson, s/he shall bring before the Board information intended for all Board members.
7. The Chairperson shall act as public spokesperson for the Board unless another member is so designated. S/he shall appear on behalf of the bBoard in all actions brought by or against it, unless individually a part, in which case this duty shall be performed by the Board sSecretary.
8. The Chairperson shall consult with the Superintendent in the planning of Board meeting agenda.
9. The Chairperson shall confer with the Superintendent on crucial matters that may occur between Board meetings and bring before the Board such matters as may require Board consideration.
10. The Chairperson shall be responsible for orderly conduct of Board meetings.
11. The Chairperson shall perform all duties as required by statutes and other such duties as prescribed by Board action.
12. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.

REFERENCES:¹KRS 160.270²KRS 160.440**RELATED POLICIES:**

01.0

01.41

LEGAL: HB 869 AMENDS KRS 61.805 DEFINING TIME AS MEANING THE TIME OF DAY STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.42

Regular Meetings

By January of each year the Board shall adopt a schedule of regular meetings for the following fiscal year, identifying the date, time (stated in both Eastern and Central time⁶) and place of each meeting. Rescheduled regular meetings shall be noticed and held as special meetings.^{1 & 5}

PUBLICITY

All meetings of the Board, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public. The schedule of regular meetings shall be made available to the public.²

Note: Additional notice requirements applicable to regular meetings held for purposes of adopting the school calendar are located in KRS 158.070 and are covered in Board Policy 08.3.

OPEN MEETINGS

All meetings of a quorum of the members of the Board at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in KRS 61.810.³

PUBLIC COMMENT PERIOD

Each regular meeting shall include a public comment period of at least fifteen (15) minutes, unless no one has signed up to speak. Any Board rules and policies regarding conduct during school board meetings shall apply during the public comment period.¹

VIDEO TELECONFERENCES

The Board may conduct its meeting by video teleconference (including closed sessions). Notice of a video teleconference meeting shall comply with the requirements of KRS 61.820 or KRS 61.823 as appropriate. The notice shall clearly state that the meeting will be a video teleconference; provide specific information on how any member of the public or media organization may view the meeting electronically; and in any case where the Board has elected to provide a physical location, or in any circumstance where two (2) or more members of the Board are attending a video teleconference meeting from the same physical location, precisely identify a primary physical location of the video teleconference where all members can be seen and heard and the public may attend in accordance with KRS 61.840.

The same procedures with regard to participation, distribution of materials and other matters shall apply in all video teleconference locations. Members of the Board who participate in a video teleconference shall remain visible on camera at all times that business is being discussed.

Any interruption in the video or audio broadcast of a video teleconference at any location shall result in the suspension of the video teleconference until the broadcast is restored.

If a regular meeting is changed to a video conference, the meeting shall remain a regular meeting if the meeting occurs on the same date and time as originally scheduled and the Board follows the provisions of KRS 61.823 to provide a notice that meets these requirements.⁴

Regular Meetings

REFERENCES:

- ¹KRS 160.270
- ²KRS 61.820; OAG 78-274; OAG 78-614
- ³KRS 61.810
- ⁴KRS 61.823; KRS 61.826
- ⁵92-OMD-1677; 04-OMD-056
- ⁶[KRS 61.805](#)
- KRS 61.840; KRS 158.070
- 17-OMD-148

RELATED POLICIES:

- 01.421; 01.43; 01.44; 08.3; 08.31

LEGAL: HB 869 AMENDS KRS 61.805 DEFINING TIME AS MEANING THE TIME OF DAY STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

RECOMMENDED: TO BE CONSISTENT WITH POLICY 01.41, PER KRS 160.160, CHAIRMAN WAS REVISED TO CHAIR.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.44

Special Called Meetings**AUTHORIZATION**

The Board may hold such special meetings as are necessary to expedite its business.¹ A special meeting may be open or closed, and the Board may accordingly conduct any activities in a special meeting that are permitted in an open or closed meeting.² The Board may consider only those subjects set forth in the notice of the meeting and agenda.³

CALL AND NOTICE

A special meeting may be called at any time by the Chairperson or on request of three (3) Board members. The secretary shall provide written notice of the special meeting. The notice shall consist of the date, time (stated in both Eastern and Central time⁵) and place of the special meeting and the agenda. Discussion and action at the meeting shall be limited to items listed on the agenda in the notice.¹

DELIVERY AND TIMING OF NOTICE

Notice of a special meeting must be delivered personally, transmitted by fax, mailed, or, if requested in writing, by electronic mail (email) so that it is received at least twenty-four (24) hours prior to the time of such meeting as specified in the notice. Notice shall be given to each Board member and to each media organization which has on file with the Board a written request to be notified of special meetings. Written notice shall also be posted at least twenty-four (24) hours before the meeting in a conspicuous place in the building where the meeting will take place and in the Board central office.⁴

EXCEPTION

Requirements for notice, delivery and timing are not required in case of an emergency which prevents compliance. In such a case reasonable effort shall be made to notify Board members, media organizations that have filed a written request for notification and the public of the emergency meeting. At the beginning of the meeting, the Chairperson shall explain, for the record, the emergency circumstances preventing compliance with notice, delivery and timing requirements. This explanation shall be recorded in the minutes of the meeting. Discussion and action at this meeting shall be limited to the emergency for which the meeting has been called.⁴

REFERENCES:

¹KRS 160.270

²OAG 78-274

³OAG 77-221; OAG 61-24

⁴KRS 61.823

⁵KRS 61.805

92-OMD-1677

LEGAL: HB 727 AMENDS KRS 160.180 REQUIRING ANNUAL IN-SERVICE TRAINING FOR SCHOOL BOARD MEMBERS TO INCLUDE ETHICS, OPEN MEETINGS, OPEN RECORDS, FINANCE TRAINING, AND SUPERINTENDENT EVALUATION. DIRECT THE KENTUCKY BOARD OF EDUCATION TO IDENTIFY CRITERIA TO FULFILL THE TRAINING REQUIREMENTS.
FINANCIAL IMPLICATIONS: COST OF TRAINING

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.83

In-service Training

IN-SERVICE TRAINING FOR MEMBERS IN OFFICE AS OF DECEMBER 31, 2014

Annual in-service training for all members of boards of education in office as of December 31, 2014, shall include training on topics required by regulation that meet the minimum number of total training hours as follows:¹

1. Twelve (12) hours for members with zero (0) to three (3) years of experience;
2. Eight (8) hours for members with four (4) to seven (7) years of experience; and
3. Four (4) hours for members with eight (8) or more years of experience.

The in-service training requirements shall include a minimum of:

1. One (1) hour of ethics training every year;
2. One (1) hour of open meetings and open records training every four (4) years; and
3. Two (2) hours of finance training every two (2) years.

IN-SERVICE TRAINING FOR MEMBERS ON OR AFTER JANUARY 1, 2015

For all members of boards of education who begin initial service on or after January 1, 2015, the in-service training requirements shall ~~be include training on topics required by regulation that meet the minimum number of total training hours as follows:~~¹

- a. Twelve (12) hours for members with zero to eight (0-8) years of experience each year which shall include a minimum of:
 1. One (1) hour of ethics training each year; and
 2. One (1) hour of open meetings and open records training within the first twelve (12) months of initial service and at least once every four (4) years thereafter; ~~and~~
 3. Three (3) hours of finance training within the first two (2) years of initial service and two (2) hours of finance training at least once every two (2) years thereafter; and
 4. One (1) hour of superintendent evaluation within the first two (2) years of service; and
- b. Eight (8) hours for members with more than eight (8) years of experience each year, which shall include a minimum of:
 1. One (1) hour of ethics training each year; ~~and~~
 2. One (1) hour of open meetings and open records training at least once every four (4) years; and
 3. Two (2) hours of finance training at least once every two (2) years.

The Kentucky Board of Education shall identify the criteria for fulfilling the above requirements.
~~Training topics for members with less than two (2) years of consecutive service shall include three (3) hours of finance and one (1) hour of Superintendent evaluation within the first two (2) years of service.~~

If a Board member obtains hours through any sources other than KSBA, they shall have local Board approval prior to participation in the training event, and they shall ensure that a copy of proof of attendance including a recitation of the time, date, location, and description of the training is sent by the training provider to KSBA within two (2) weeks of completion of the training.

In-service Training**IN-SERVICE TRAINING REGARDING CHARTER SCHOOL AUTHORIZATION**

Separate and apart from the above in-service training, Board members shall participate in in-service training regarding charter school authorizers as follows:

When the Board, or a collaborative of local school boards including the Board, receives a charter school application, any member of the Board or boards who has not received charter authorization training within twelve (12) months immediately preceding the date the application was received shall receive six (6) hours of in-service training prior to evaluating the charter application. Except for training provided prior to July 15, 2020, the training shall be in addition to the annual in-service training required under KRS 160.180, and the Board shall select the trainer to deliver the training to its members. Charter authorizer training shall not be required of any Board member until a charter application is submitted to the Board or boards.²

The charter authorizer training requirements shall be approved by the Commissioner of Education and shall address the following topics of authorizer responsibility and charter school formation and operation:

1. Financial governance and transparency;
2. Conflict of interest;
3. Charter application;
4. Charter school contracting;
5. Charter school monitoring;
6. Charter school renewal, nonrenewal, and revocation;
7. Charter school closure;
8. Ethics;
9. Curriculum and instruction;
10. Educational services provided for special needs, at risk, English learner, gifted, and other special population students; and
11. Physical restraint and seclusion of students.

ORIENTATION OF NEW BOARD MEMBERS

The Superintendent/designee and/or the Board Chair shall acquaint new Board members with their duties and obligations and furnish them with a copy of the Board's policy manual and/or access to the District's online manual and such other information and guidance materials as necessary to prepare them for service. Areas should include, but not be limited to, District budgeting, planning and student learning indicators. In addition, new Board members shall be provided assistance in locating training opportunities to help them meet statutory training requirements and to support them in learning their roles and responsibilities.

In-service Training

REFERENCES:

¹KRS 160.180
²KRS 160.1594
701 KAR 8:020
702 KAR 1:116
OAG 85-53; OAG 85-145

LEGAL: HB 67 AMENDS KRS 160.390 ADDING STATUTE TO BUDGET PREPARATION.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.12

Duties of Superintendent

PROFESSIONAL ADVISOR

The Superintendent shall be the professional advisor to the Board. As advisor to the Board, the Superintendent shall recommend policies to the Board for its consideration and should advise and counsel the Board on all educational matters.¹

EXECUTIVE OFFICER

The Superintendent shall be the executive officer of the District. As executive officer, the Superintendent is responsible for carrying out all policies and rules and regulations established by the Board.¹

SPECIFIC DUTIES

The Superintendent shall:

1. Attend and participate in all meetings of the Board except when his/her own tenure, salary, or the administration of his/her office is under consideration;¹
2. See that the laws relating to the schools, the administrative regulations and policies of the Board are carried into effect;¹
3. Prepare, under the direction of the Board, all rules, procedures, bylaws, and statements of policy for review, approval and/or adoption by the Board;¹
4. Have general supervision, subject to the control of the Board, of the general conduct of the schools, the management of business affairs and, in accordance with state law, the course of instruction, and the discipline of pupils;¹
5. Make all appointments, promotions, and transfers of principals, supervisors, and other public school employees, and at the next Board meeting notify the Board of all personnel actions taken;²
6. Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other districts;³
7. Prepare or have prepared all budgets, salary schedules, and reports required by the Board by statute or ~~and by~~ the State Board for Elementary and Secondary Education;²
8. Determine the need of extension of the school system of the district;³
9. Receive and examine reports from teachers and other school officers;³
10. Make reports from time to time as directed by the Board;³
11. Be responsible to the Board for the general condition of the schools;³
12. Inform the public about school policies, practices and problems;
13. Keep informed of modern educational thought and practices by attending educational conferences, through advanced study, or by other appropriate means;
14. Inform the public and the Board about current educational trends and practices;
15. Inform the Board of policy needs and, in the absence of policy, develop, publish, and disseminate necessary rules, regulations and directives until such time policy is adopted by the Board;

Duties of Superintendent

SPECIFIC DUTIES (CONTINUED)

16. Administer the development and maintenance of a positive educational program designed;
17. Serve as a consultant to other educational organizations when it does not interfere with local duties; and
18. Meet all training and continuing education requirements specified in statute and administrative regulations.⁴

REFERENCES:

¹KRS 160.370; OAG 78-274; OAG 82-604

²KRS 160.380

³KRS 160.390

⁴KRS 156.111; 704 KAR 3:406

KRS 15.257; KRS 160.395

OAG 91-122

LEGAL: SB 2 AMENDS KRS 157.350 REQUIRING SUPERINTENDENT PERCENTAGE PAY INCREASE NOT BE GREATER THAN THAT PROVIDED FOR CLASSROOM TEACHERS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 2 AMENDS KRS 160.350 ADDING LANGUAGE TO PUBLISH THE SUPERINTENDENT'S CONTACT ON THE DISTRICT WEBSITE AND SUBMIT TO THE KENTUCKY DEPARTMENT OF EDUCATION WITHIN THIRTY (30) DAYS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.131

Contract of Superintendent

CONTRACT

Except for individuals serving in an interim or acting capacity, the Superintendent shall be granted a contract by the Board for a term of one (1), two (2), three (3), or four (4) years in accordance with statutory requirements.¹

The Board shall establish and approve the Superintendent's salary and length of term before entering into a contract for his/her employment. In determining compensation for the Superintendent, the Board shall consider the District's financial resources, current economic conditions, employee performance, and salary data for similar positions at relevant organizations within the region.

Any contract, renewal, or extension for the Superintendent entered into on or after July 1, 2026, shall not provide a percentage pay increase greater than that provided to District classroom teacher. Upon the expiration of the Superintendent's contract, the Board may negotiate a salary increase, which shall be set forth in a new contract. The Board may request a waiver of this paragraph from the Commissioner of Education. If the Commissioner denies the waiver request, the Board may request a waiver in accordance with KRS 156.161.

The Board shall approve the salary, benefits and other conditions of employment to be provided to the Superintendent in an open and public meeting. All such payments, benefits, and conditions shall be clearly documented in the Superintendent's current employment contract and in any contractual extensions approved by the Board thereafter.

In accordance with KRS 160.350 the Superintendent's contract, and any amendments, renewals, extensions or addendums, shall be published on the District's website and submitted to the Kentucky Department of Education, within thirty (30) days of execution.

VACANCY

In case of a vacancy in the office of Superintendent prior to the expiration of the term set by the Board, the term shall expire on the date the vacancy occurs.

When a vacancy occurs between a school Board election and the time that new members take office, the vacancy may not be filled until the new members take office. The Board may appoint an acting Superintendent during that period for a term not to exceed six (6) months. Such term may be renewed once for a period not to exceed three (3) months.

RESIGNATION

No Superintendent may resign his/her term prior to its expiration date and accept a new term from the same Board.

REFERENCES:

- ¹KRS 160.350
- [KRS 156.161](#)
- [KRS 157.350](#)

LEGAL: HB 869 AMENDS KRS 61.805 DEFINING TIME AS MEANING THE TIME OF DAY STATED IN BOTH EASTERN AND CENTRAL TIME. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS EFFECTIVE AS OF APRIL 27, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.423

School Council Meetings (SBDM)**OPEN MEETING AND OPEN RECORD REQUIREMENTS**

All meetings of the council are open to the public and subject to the open meetings law. Council records are also subject to open records law and the Records Retention Schedule, Public School District.

SCHEDULE

The first meeting of the council shall be called by the Principal; thereafter, the council shall set its own meeting schedule. At this meeting, the council shall adopt a schedule of regular meetings for the fiscal year, identifying the date, time (stated in both Eastern and Central time⁴) and place of each meeting. Any change to this schedule shall be a special-called meeting.¹

All meetings of the council, and any committees or subcommittees thereof, shall be held at specified times and places. The schedule of regular meetings shall be made available to the public.²

PUBLIC MEETINGS

All meetings of a quorum of the members of the council at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in KRS 61.810.³

OPEN RECORDS

The Principal shall be the Chair of the council and shall be responsible for securing minutes that record the council's actions. Minutes shall be approved by the council, kept in a permanent file along with other council records, and open to public inspection. A copy of the minutes of each council meeting shall be forwarded by the Principal to the Superintendent/designee who shall keep the Board informed of council actions.

REFERENCES:

¹92-OMD-1677

²KRS 61.820; OAG 78-274, OAG 78-614

³KRS 61.810

⁴KRS 61.805

KRS 61.815; KRS 61.823; KRS 61.826

KRS 61.835; KRS 61.840; KRS 61.846

KRS 61.848; KRS 61.850; KRS 61.870; KRS 61.872

KRS 61.874; KRS 61.876; KRS 61.884

Records Retention Schedule, Public School District

RELATED POLICIES:

01.43; 01.44; 10.11

LEGAL: HB 500 PROVIDES THAT A LOCAL BOARD MAY REDUCE THE ALLOCATIONS TO INDIVIDUAL SCHOOLS AS OUTLINED IN 702 KAR 3:246, NOTWITHSTANDING KRS 160.345(8). ALLOCATIONS SHALL NOT BE LESS THAN \$100 PER PUPIL IN AVERAGE DAILY ATTENDANCE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.4242

School Budget and Purchasing

BOARD ALLOCATIONS

The Board shall appropriate to each school an amount equal to or greater than that specified by the formula prescribed in 702 KAR 3:246. Notwithstanding KRS 160.345(8), the Board may reduce the allocations to individual schools within the District; however, the allocation shall not be less than one hundred (\$100) dollars per pupil in average daily attendance.¹ School councils shall be provided notice of allocations for the next budget year in accordance with the timelines required by regulation.¹²

An amount for professional development shall be allocated as required by Kentucky Administrative Regulation.

The Board shall allocate Section 7 funds according to the options provided in 702 KAR 3:246. Notice of the Section 7 allocation shall be provided in accordance with that regulation. Based on the needs assessment conducted by the school, the council shall forward to the Board a list of those priorities no later than January 15 each year.

SCHOOL RESPONSIBILITY

The school shall, in expending allocated funds, comply with all state and Board budgeting, purchasing and reporting laws, regulations, policies and procedures. Board purchasing procedures shall be followed in the expenditure of these funds.

The Board allocation is the total financial resource available to that school in those budget categories for the fiscal year. The council may reassign these funds to alternate budget categories for purposes consistent with its responsibilities. The school shall not expend or commit to expend any funds in excess of those allocated to the school. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present, for Board approval, a plan to reimburse the District for the amount spent in excess of the allocation.

School councils shall submit a budget/financial management plan to the Superintendent/designee by the date specified each year for the following year.

All allocated funds managed by the school but not expended by the end of the fiscal year, shall revert to the District general fund, unless the school council has received the Financial Officer's approval by July 31 to escrow the funds to be used at a future date for an approved project.

BOARD APPROPRIATION

The Superintendent shall determine which curriculum, textbooks, instructional materials, and student support services shall be provided in the school after consulting with the Board, the Principal, and the school council and after a reasonable review and response period for stakeholders in accordance with applicable state laws, regulations, and Board policy.

PURCHASING

In order to comply with state accounting and bidding requirements, all purchases of goods and services shall be made in conformity with Board policy.

School Budget and Purchasing**SUPERINTENDENT'S RESPONSIBILITY**

The Superintendent/designee shall prepare and provide the school a monthly statement of the current financial status of funds allocated to the school. This statement shall include the beginning unencumbered balance for each category of authorized expenditure, an itemized listing of purchase orders paid, an itemized listing of purchase orders authorized but not paid, and the end-of-the-month unencumbered balance of funds allocated.

EXPENDITURE OF FUNDS

In schools where SBDM has been implemented, the school council shall determine the expenditure of funds allocated to the school. In schools not operating under SBDM, the District administration shall determine the expenditure of these funds.

REFERENCES:

[¹2026 Budget Bill](#)

²⁴702 KAR 3:246; School Council Allocation Formula
704 KAR 3:510; KRS 156.445; KRS 160.345
OAG 91-10; OAG 91-206; OAG 92-59

RELATED POLICIES:

04.1; 04.312; 08.1

LEGAL: HB 500 REQUIRES SCHOOLS TO DISPLAY ACADEMIC INFORMATION ON THE SCHOOL'S
INTERNET LANDING PAGE.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.442

Comprehensive School Improvement Plan

RESPONSIBILITY

Each school council, or Principal, in a school without a council, shall develop, review, and revise annually a Comprehensive School Improvement Plan (CSIP) by January 1 of each school year.

In an SBDM school, the school council shall organize a planning process, consistent with District's established planning process. The structure of the CSIP shall include completion of a narrative summary of the current state of the school between August 1 and October 1 of each school year and completion of the needs assessment between October 1 and November 1 of each school year. A process for development of the CSIP is to be completed between November 1 and January 1 of each school year, and other components required by state statutes or regulations. Unless otherwise noted, all additional components of the CSIP may be complete by May 1 of each school year.

In a school without a council, the Principal shall appoint a School Planning Committee comprised, at a minimum, of four (4) teachers, four (4) parents, and a community representative. The high school(s) shall include a student on the committee. The community representative shall not be a teacher, spouse of a teacher, or a parent of child(ren) attending the District schools.

The primary purposes of the CSIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments; and
- To eliminate achievement gaps among groups of students.

FORM

Unless the school planning committee requests and is granted a waiver by the Board, the school committee shall use any improvement plan format that has been established and approved by the Board. The CSIP structure shall include the component set out in 703 KAR 5:225, Every Student Succeeds Act of 2015 (ESSA), and the elements required by KRS 158.649.

In addition, the school council, or school planning committee appointed by the Principal if there is no school council, shall review annually the school's disaggregated student data and revise the school's improvement plan, as required by applicable statute and regulation, to address any achievement gaps between various groups of students.

The plan shall also address the reduction of physical and mental health barriers to learning, student equity, District safety and student discipline assessments, and District goals established by the Board.

The school plan shall serve as a resource for school/council decision making and shall be posted to the school's web site.

PUBLIC REVIEW

The Principal shall convene a public meeting at the school to present and discuss the plan prior to submitting it to the Superintendent and Board.

SCHOOL REPORT CARDS

Each school shall post its school report card on its website as required by ESSA. School report cards shall be widely accessible to the public, in an understandable and uniform format, and when possible, written in a language that parents can understand.

Comprehensive School Improvement Plan**SCHOOL REPORT CARDS (CONTINUED)**

As outlined in KRS 160.463, a copy of the report card is to be publicized by one of the following methods:

- a. In the newspaper of the largest general circulation in the county;
- b. Electronically on a website of the District; or
- c. By printed copy at a prearranged site at the main branch of the public library within the District.

If b or c above is selected, the Superintendent shall be directed to publish notification in the newspaper with the largest circulation in the county. The notification shall include the electronic address of the website or the address of the library where the report card can be viewed by the public.

Each school shall send to parents a school report card containing information about school performance as outlined in KRS 158.6453 and 703 KAR 5:140, and information on electronic access to a summary of the results for the district shall be published in the newspaper with the largest circulation in the county.

SUMMATIVE ASSESSMENT RESULTS

The School shall prominently display in a banner format, in not less than 16-point type, on the School's internet landing page and at the top of each page of the School's website, the School's percentage of students scoring the following on the most recent Kentucky Summative Assessment (KSA):

- Proficient and Distinguished in Reading; and
- Proficient and Distinguished in Mathematics.

The information above will also be displayed at the top of each page of the School's website in a banner format.

The School shall display on the internet landing page a web link to the detailed results of the School's performance on the most recent KSA-Summative Assessment.

BOARD REVIEW

The school's plan for eliminating gaps among various groups of students shall be presented to the Board for its review and comment. The Board may share its comments, in writing, with the council.

In keeping with Board Policy 02.44, each School Council or School Planning Committee shall annually report to the Board regarding the progress toward achieving the goals and desired outcomes and meeting the needs identified in the improvement plan, including those for student groups for whom data indicate an achievement gap exists.

REFERENCES:

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.649
KRS 160.290; KRS 160.345; KRS 160.463
703 KAR 5:140; 703 KAR 5:225; 703 KAR 5:280; 20262024 Budget Bill
P. L. 114-95 (Every Student Succeeds Act of 2015)

Comprehensive School Improvement Plan

REFERENCES:

KRS 158.645; KRS 158.6451; KRS 158.6453; KRS 158.649
KRS 160.290; KRS 160.345; KRS 160.463
703 KAR 5:140; 703 KAR 5:225; 703 KAR 5:280; ~~2026~~2024 Budget Bill
P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICIES:

01.111; 02.432; 02.44

DRAFT

LEGAL: HB 253 AMENDS KRS 160.380 TO REQUIRE DISTRICTS TO DISCLOSE ANY DISCIPLINARY ACTIONS RELATED TO ABUSIVE CONDUCT OF APPLICANTS AND ADDS ANNUAL NOTIFICATION OF SELF-REPORTING REQUIREMENT OF CHILD ABUSE OR NEGLECT. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF APRIL 10, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 727 AMENDS KRS 160.380 REMOVING THE REQUIREMENT OF THE SUPERINTENDENT TO CONDUCT A SEARCH TO LOCATE MINORITY TEACHERS. THIS BILL CONTAINS AN EMERGENCY CLAUSE AND IS IN EFFECT AS OF JULY 1, 2026.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.11

- CERTIFIED PERSONNEL -

Hiring

- CERTIFIED PERSONNEL -

Hiring

SUPERINTENDENT'S RESPONSIBILITIES

All appointments, promotions, and transfers of certified personnel for positions authorized by the Board shall be made by the Superintendent who, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes.

EFFECTIVE DATE

Personnel actions shall not be effective until the employee receives written notice of such action from the Superintendent. Certified employees may be appointed by the Superintendent for any school year at any time after February 1 preceding the beginning of the school year.

QUALIFICATIONS

The Superintendent shall employ only individuals who are certified for the positions they will hold and who possess qualifications established by law, regulation and Board policy, except in the case where no individual applies who is properly certified and/or who meets established qualifications set by Board policy.

All teachers shall meet applicable certification or licensure requirements as defined by state and federal regulation.³

CRIMINAL BACKGROUND CHECK AND TESTING

Applicants, employees, and student teachers assigned within the District shall undergo records checks and testing as required by applicable statutes and regulations.¹

Each application form provided by the employer to an applicant for a certified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO ADMINISTRATIVE FINDINGS OF CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES."

Employment shall be contingent on receipt of records documenting that the individual has not been convicted of an offense that would classify a person as a violent offender under KRS 439.3401, a sex crime defined by KRS 17.500 or a misdemeanor offense under KRS Chapter 510, is required to register as a sex offender, or other conviction determined by the Superintendent to bear a reasonable relationship to the ability of the individual to perform the job. Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have an administrative finding of child abuse or neglect in records maintained by the Cabinet.

"Administrative finding of child abuse or neglect" means a substantiated finding of child abuse or neglect issued by the Cabinet for Health and Family Services that is:

1. Not appealed through an administrative hearing conducted in accordance with KRS Chapter 13B;

Hiring

CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)

2. Upheld at an administrative hearing conducted in accordance with KRS Chapter 13B and not appealed to a Circuit Court; or
3. Upheld by a Circuit Court in an appeal of the results of an administrative hearing conducted in accordance with KRS Chapter 13B.¹

Probationary employment shall terminate on receipt of a criminal history background check documenting a conviction for a felony sex crime or as a violent offender.

The form for requesting a CA/N check is available on the Cabinet for Health and Family Services website.

REPORT TO SUPERINTENDENT

An employee shall report to the Superintendent if the employee has been found by the Cabinet for Health and Family Services to have abused or neglected a child, and if the employee has waived the right to appeal such a substantiated finding or the finding has been upheld upon appeal. The Superintendent shall annually notify District employees of the self-reporting requirement.

JOB REGISTER

The Superintendent or the Superintendent's designee shall maintain in the Central Office a job register listing all current job openings in the District. The register shall describe the duties and qualifications for each opening, and District employment policies shall be attached to the register. The job register shall be open to public inspection during Central Office business hours.

VACANCIES POSTED

When a vacancy occurs, the Superintendent shall submit the job posting to the statewide job posting system fifteen (15) days before the position is to be filled.

All vacancies, as they occur, shall be listed in the central office directory and updated on the Kenton County webpage.

No vacancy shall be filled until it has been posted for fifteen (15) calendar days, unless a waiver has been granted by the Kentucky Department of Education in order to prevent disruption of the instructional program. Waivers shall be requested within fifteen (15) calendar days prior to the beginning of the school year and, as they occur, during the school year. In those instances where a vacancy occurs during the school year, the position may be filled on a one (1) year contract basis.

~~The Superintendent shall conduct a search to locate minority candidates to be considered for a vacant position.~~

REVIEW OF APPLICATIONS

Each application shall be reviewed and each applicant so notified upon initial application. Applications shall be kept on file for two (2) years.

Hiring

RELATIONSHIPS

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

A relative of the Superintendent shall not be employed. No Principal's relative shall be employed in the Principal's school.

Relatives of current District employees may be employed. They shall not be assigned to positions wherein they are directly responsible to or would directly supervise a relative.

CONTRACT

Except for noncontracted substitute teachers, all certified personnel shall enter into written contracts with the District.

JOB DESCRIPTION

All employees shall receive a copy of their job description and responsibilities.

INTENT

~~Under procedures developed by the Superintendent, e~~Employees may be requested to indicate their availability for employment for the next school year.

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

Each year all full-time and part-time certified employees shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

~~Certified employees assigned extra duties such as coaching, but are not otherwise employed by the District on a full-time basis, shall be notified in writing by the last day of that assigned duty if they have reasonable assurance of continued employment in that or a similar capacity for the following school year.~~

EMPLOYMENT OF RETIREES

Hiring of certified personnel who have previously retired under TRS shall be in compliance with applicable legal requirements.²

DISCLOSURE OF DISCIPLINARY ACTION

If requested by a school district, public school, or nonpublic school regarding an applicant for a position, the district that employs or previously employed the applicant shall disclose any disciplinary action, and any resulting resignation or termination, related to abusive conduct while the applicant was employed by the district in accordance with KRS 160.380. This also applies to a school district, public school, or nonpublic school located in a member state of the Interstate Teacher Mobility Compact.

The District considering the applicant for employment shall, if the application is for a certified position, request information from the Education Professional Standards Board (EPSB) related to pending and resolved disciplinary action against the applicant involving abusive conduct. The EPSB shall provide the requested information, if applicable, within ten (10) working days.

Hiring**DISCLOSURE OF DISCIPLINARY ACTION (CONTINUED)**

If there is a finding of abusive conduct regarding an applicant, the applicant shall be:

1. Ineligible for hire by the District; and
2. Subject to dismissal or termination if the applicant is hired by the District or is a current employee of the District.

REFERENCES:

¹KRS 160.380

²KRS 161.605; ~~702 KAR 1:150~~

³P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)

45 C.F.R. § 1302.90

KRS Chapter 13B

KRS 17.160; KRS 17.165; KRS 17.500 to KRS 17.580

KRS 156.106; KRS 160.345; KRS 160.390; KRS 161.042; KRS 161.611

KRS 161.750; KRS 335B.020; KRS 405.435

KRS 439.3401

KRS Chapter 510

16 KAR 9:080; 702 KAR 3:320; 704 KAR 7:130

OAG 18-017; OAG 73-333; OAG 91-10; OAG 91-149; OAG 91-206

OAG 92-1; OAG 92-59; OAG 92-78; OAG 92-131; OAG 97-6

Records Retention Schedule, Public School District

Hiring

RELATED POLICIES:

01.11; 02.4244; 03.132

LEGAL: SB 2 AMENDS KRS 157.350 REGULATING SALARY INCREASES FOR ADMINISTRATORS FOR
CONTRACTS ENTERED INTO ON OR AFTER JULY 1, 2026.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.121