



Fayette County Board of Education Planning Meeting

Conference Room C
701 East Main Street
Lexington, KY 40502
June 10, 2019
5:30 PM

A. CALL TO ORDER	Raymond Daniels
1. Roll Call	
B. EXTEND WELCOME TO GUESTS	
C. MOMENT OF SILENCE	
D. PLEDGE OF ALLEGIANCE	Tyler Murphy
E. READING OF MISSION STATEMENT	Tyler Murphy
Our mission is to create a collaborative community that ensures all students achieve at high levels and graduate prepared to excel in a global society.	
F. APPROVAL OF AGENDA	
Approve the agenda with any changes voiced including the lifting of items from the consent section for discussion.	
1. Addendum:	
a. _____	
b. _____	
2. Deletions:	
a. _____	
b. _____	
G. INTRODUCTIONS, RECOGNITIONS AND PROCLAMATIONS:	
1. Introductions	
2. Student Performance	
a. Performance, SCAPA at Bluegrass Dance	
3. Recognitions	
a. Recognition, Donovan Musgrove, Crawford Middle School, Award of Excellence, 2019 National PTA Reflections Contest	
b. Recognition, Sophie Pennington & Ariana Rojas, Bryan Station High School, First Place, 2019 Kentucky Art Education Association State Competition	
c. Recognition, Kenan Flores, Lafayette High School, Runner-Up, 2019 Kentucky Art Education Association State Competition	
d. Recognition, Chasity Ogle, Squires Elementary; Jennifer Cook, Southern Middle; Caroline Morales, STEAM Academy, 2019 FCEA Award for Teaching Excellence	
e. Recognition, Several Winners, 2019 National History Day	

f. Recognition, Melanie Trowel, Leestown Middle School, KEA
2020 Teacher of the Year

4. Proclamations	
H. REPORTS AND COMMUNICATIONS:	
1. Progress Reports	
a. Superintendent's Report	Emmanuel Caulk
1. Academic Services	
2. Equity Report	Miranda Scully
3. Operations & Support	Myron Thompson
4. Comprehensive 10 Point Safety Investment Plan	
2. Remarks by Citizens (persons who have signed up to speak):	
Fayette County Board of Education Policy 01.45 states,	
<p>“...Members of the public may address the Board during the period set aside by the Board without submitting an item for the agenda. No action shall be taken during this portion of the meeting on issues raised by employees or the public unless deemed an emergency by the Board...”</p> <p>Please note: Speakers will not be allowed to make any disparaging or critical remarks about individuals or employees of the District. Critical comments or complaints are processed through the District’s complaint procedures, which afford the individuals to whom comments or complaints are directed, the opportunity for response and due process.</p> <p>a. There are two opportunities for the public to address the Board: At the beginning of the meeting, the public, who have signed up prior to the meeting, is invited to speak on items that are On the Agenda. This is not intended to be a time for debate, however, the Board will take the public's input into consideration when making their final decision this evening. Each speaker will be allowed a maximum of 5 minutes.</p> <p>At the end of the meeting, members of the public who have signed up prior to the meeting are invited to address the Board on any topic of District-related concern that is NOT on the official agenda for this meeting (Policy # 01.45). Please know that since these items are not on tonight's agenda, our Board may or may not comment. It is important to know that this is not intended to be a time where issues will be debated. The Chair will determine the amount of time for each speaker, depending upon the lateness of the hour and the number of speakers.</p>	
I. APPROVAL OF ROUTINE MATTERS:	
J. APPROVAL OF CONSENT ITEMS:	
1. Award of Bids/Proposals	John White/Myron Thompson
2. Declaration of Surplus	Myron Thompson
3. Surplus and Intent to Sell	Myron Thompson
4. Post Approval Placeholder	Rodney Jackson
5. Special and Other Leaves of Absence	Jennifer Dyar
6. Approval of a BG-4 Contract Closeout Form the Contract and Direct Purchase Orders for the Construction of Frederick Douglass High School BG 14-159	Myron Thompson
7. Approval of Bid, Proposed Contract, and a Revision to the BG-1	Myron Thompson

Project Application for Construction of the Title IX Improvements / Softball Fieldhouse (Phase 2) at Bryan Station High School BG 15-153	
8. Approval of a Proposed Change Order (No. Twelve) to the Contract for the Construction of Brenda Cowan Elementary School (New Elementary School at Athens-Boonesboro Road) BG 17-185	Myron Thompson
9. Rescission of Board Approval (May 20, 2019) of Bid, Proposed Contract, and a Revision to the BG-1 Project Application for the Construction of New Parking Lots at the Liberty Road Bus Garage BG# 18-378	Myron Thompson
10. Approval of Negotiated Bid, Proposed Contract, and a Revision to the BG-1 Project Application for Modifications to the Front Entries and Secured Vestibules at Bryan Station High, Henry Clay High, Lafayette and Paul Laurence Dunbar High Schools; Beaumont, Morton, Southern and Winburn Middle Schools; and SCAPA (GROUP A) BG# 19-121	Myron Thompson
11. Approval of Negotiated Bid, Proposed Contract, and a Revision to the BG-1 Project Application for Modifications to the Front Entries and Secured Vestibules at Ashland, Harrison, Maxwell, Booker T. Washington, Dixie, Northern and Picadome Elementary Schools; Crawford Middle School; and the FCPS Preschool Center (GROUP B) BG# 19-122	Myron Thompson
12. Approval of Negotiated Bid, Proposed Contract, and a Revision to the BG-1 Project Application for Modifications to the Front Entries and Secured Vestibules at Julius Marks, Lansdowne, Southern, Rosa Parks and Veterans Park Elementary Schools; Eastside and Southside Technical Centers; The Learning Center; and Martin Luther King Academy (GROUP C) BG# 19-123	Myron Thompson
13. PLACEHOLDER -- Approval of Bid, Proposed Contract, and a Revision to the BG-1 Project Application for the Renovation of 1555 Georgetown Road to house the STEAM Academy and the Success Academy BG# 19-163	Myron Thompson
14. PLACEHOLDER -- Resolution of Board of Education of Fayette County, Kentucky, Relating to the Issuance of Fayette County School District Finance Corporation School Building Revenue Bonds, Series 2019A	John White
K. APPROVAL OF ACTION ITEMS(PLANNING):	
1. Requests From Principals For Extended Trips	Chiefs of Schools
2. Professional Leave by District Personnel	Jennifer Dyar
3. New Job Description - Program Manager for After School Programs	Jennifer Dyar
4. New Job Description - Associate Director of Assessment Literacy	Jennifer Dyar
5. Revised Job Description - 504 Coordinator	Jennifer Dyar
6. Revised Job Description - Lead Student Information System Support Technician	Jennifer Dyar
L. PLANNING DISCUSSION/INFORMATIONAL ITEMS:	
1. KSBA 2019 Policy Update (1st Read)	Shelley Chatfield
2. 2019 KSBA Proposed Procedure Updates	Shelley Chatfield
3. FRYSC Budget Modification (Placeholder)	Raine Minichan
4. 2020-2021 Draft Proposed Instructional Calendar (Placeholder)	Steve Hill
5. Contract with Health Department (Placeholder)	Debbie Boian
6. Facility Usage Hourly Rate Schedule for School Year 2019-2020 (Effective July 1, 2019)	Myron Thompson
7. PLACEHOLDER -- Approval of Contract for Engineering Services	Myron Thompson

for Disconnecting and Setting Up Utilities at Lexmark Building #82	
8. Approval of Contract for Architectural/Engineering Services for Feasibility Study of 701 East Main Street (RFP #36-19)(Placeholder)	Myron Thompson
9. Early Childhood Department Updates	Whitney Stevenson
10. Contract Renewal Hoonuit I, LLC (Placeholder)	Billy Buchanan
11. FCPS Sustainability + Wellness Strategic Plan-Draft	Tresine Logsdon/Logan Poteat
12. Personnel Changes	Jennifer Dyar
13. School Activity Fund Placeholder	Rodney Jackson
14. Indirect Cost Rate Approval and Adoption	Rodney Jackson
15. Pay Date Schedule FY20 Placeholder	Rodney Jackson
16. Monthly Financial Report(Placeholder)	Rodney Jackson
17. 2019-2020 Salary Schedule (Placeholder)	Julane Mullins
18. District Assurances (Placeholder)	Julane Mullins
19. Interfund Transfer Report	Julane Mullins
20. Budget Transfer Report	Julane Mullins
21. Position Control Document	Julane Mullins

M. ORAL COMMUNICATIONS:

1. Public	
NOTICE: Our next item is where members of the public may address the Board on any topic of District-related concern that is NOT on the official agenda for this meeting (Policy # 1.45). Please know that since these items are not on tonight's agenda our Board may or may not comment. It is important to know that this is not intended to be a time where issues will be debated. The Chair will determine the amount of time for each speaker, depending upon the lateness of the hour and the number of speakers.	
2. Board Request Summary	
A motion is in order to approve the following Board requests:	
a. _____	
b. _____	
c. _____	
3. Other Business	
a. Board Discussion of Board Work	
b. Staff	

N. MOTION MAKING AGENDA PART OF THE OFFICIAL BOARD MINUTES:

A motion is in order to: "make the agenda dated June 10, 2019 on which action has been taken at this meeting, a part of the minutes as if copied in the minutes verbatim."

O. CLOSED SESSION:

1. Reconvene in Open Session	
The Board will reconvene to discuss and, if necessary, take any votes on real property, pending litigation and personnel matters discussed in closed session.	

P. ADJOURNMENT:

Complete supplemental detail concerning this agenda is available for public review during normal business hours, 8:00 a.m. to 5:00 p.m. at the District Office

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/3/2019

TOPIC: Award of Bids/Proposals

PREPARED BY: Matt Moore, Logistical Services & Purchasing

Recommended Action on: 6/24/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Approve the award recommendations for the listed bids, proposals and extensions

Background/Rationale: A summary of bids/proposals submitted from the Purchasing Department for approval.

Policy: KRS 45A.365, KRS 45A.370

Fiscal Impact: Included in attachment

Attachments(s): Award of Bids/Proposals

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Board of Education: Stephanie Spires, Chair • Raymond Daniels, Vice Chair • Daryl Love • Will Nash • Tyler Murphy

Superintendent Emmanuel Caulk

701 East Main Street, Lexington, Kentucky 40502 • Phone: 859.381.4100 • www.fcps.net

Mailing Address: 1126 Russell Cave Rd., Lexington, Kentucky 40505

AWARD OF BIDS/PROPOSALS

PLACEHOLDER

The following is a summary of bids/proposals submitted from the Purchasing Department for approval.

BIDS/PROPOSALS

BID	MAILING ROSTER	DEPARTMENT	RESPONSE – NUMBER RECEIVED
1. Bid 28-19 Food Service Paper Products	1. TSMSDC 2. Commerce Lexington 3. Economic Engine 4. NAVOBA 5. KYPTAC 6. ORVWBC	Child Nutrition	3
2. Bid 31-19 Food Products	1. TSMSDC 2. Commerce Lexington 3. Economic Engine 4. NAVOBA 5. KYPTAC 6. ORVWBC	Child Nutrition	1
3. Bid 32-19 Small Wares	1. TSMSDC 2. Commerce Lexington 3. Economic Engine 4. NAVOBA 5. KYPTAC 6. ORVWBC	Child Nutrition	2
4. RFP 41-19 Farm to School Local Apples	1. TSMSDC 2. Commerce Lexington 3. Economic Engine 4. NAVOBA 5. KYPTAC 6. ORVWBC	Child Nutrition	2
5. RFP 42-19 Farm to School Local Blueberries	1. TSMSDC 2. Commerce Lexington 3. Economic Engine 4. NAVOBA 5. KYPTAC 6. ORVWBC	Child Nutrition	2
6. Bid 48-19 Asphalt Resurfacing	1. TSMSDC 2. Commerce Lexington 3. Economic Engine 4. NAVOBA 5. KYPTAC	Plant Operations	1

	6. ORVWBC		
7. RFP 35-19 Electronic Document Management and Distribution Services	1. TSMSDC 2. Commerce Lexington 3. Economic Engine 4. NAVOBA 5. KYPTAC 6. ORVWBC	Facility Design and Construction	1

CONTRACT EXTENSIONS	VENDOR	DEPARTMENT	YEAR OF EXTENSION
1. Bid 55-16 Fresh Fruit and Vegetable Program	Papania Produce Creation Gardens Fresh Approach	Child Nutrition	3
2. Bid 17-17 Fire Extinguisher and Hood Suppression System Services	Collins Fire Protection	Risk Management & Safety	2
3. RFP 04-18 Telephonic Interpreting Services	Language Line Services Inc	ESL	1
4. RFP 18-16 Learning Management System	Canvas	Technology	3
5. RFP 02-18 Bond Issue Financial Advisor	Hilliard Lyons	Chief Operating Officer	1
6. RFP 47-18 Auxiliary Security Services FDHS, Dunbar, TCHS	Helping Hand LLC Green's Investigations LLC	Chief Operating Officer	1
7. RFP 07-19 Auxiliary Security Service - BSHS	SBSMC	Chief Operating Officer	1

AWARD OF BIDS/PROPOSALS

PLACEHOLDER

1. Bid 31-19 Food Service Paper Products

BACKGROUND AND RATIONALE:

School Lunch Paper Supplies are used in the operation of the National School Lunch and Breakfast programs and are competitively bid annually.

Vendor: The following bidders received specifications and have bid on the indicated contract:

Key to Markings
- Recommended Bid Award
A – Non-responsive

		Baumann Paper ###		
Item #	Usage	Description	Unit Price	Total Price
1	125 rolls	<u>Aluminum Foil</u> - 24" wide x 1000' long, .001 weight of foil.	\$72.64	\$9,080.00
2	200 rolls	<u>Food Service Film</u> - To be continuous roll; each roll is to be in a dispenser box with a "hinged shield" that covers the cutting teeth. 18" x 2000' per roll.	\$12.82	\$2,564.00
3	1100 cases of 2,500	<u>Soufflé Cups</u> - 5-1/2 oz. capacity, plastic.	\$41.80	\$57,475.00
	100 cases of 2,500	<u>Lid</u> - Lids to fit 5-1/2 oz. plastic soufflé cups.	\$35.73	\$3,573.00
		Total for Item 3		\$61,048.00
4	25 cases of 500	<u>Stay Lock Clear Hinged Container, Square,</u>	\$69.58	\$1,739.50
5	250 cases of 1,000	<u>Cold Cups</u> - Paper or plastic, 16 oz. capacity.	\$57.20	\$11,954.80
6	50 cases of 1,000	<u>Hot Cups</u> - Styrofoam, 8 oz. capacity.	\$17.63	\$881.50
7	500 cases of 1,000	<u>Bowls</u> – Biodegradable, 12 oz. capacity, to be used in serving hot soups. Color-white or off white. <u>Samples may be requested if needed.</u>	\$48.85	\$24,425.00

8	1000 cases of 1,000	<u>Foam Bowls</u> - 5 oz. capacity. <u>Samples may be requested if needed.</u> LAMINATED	\$18.89	\$15,112.00
9	150 bales of 1200	<u>School Lunch Bag 5#</u>	\$40.68	\$6,102.00
10	275 cases of 250	<u>Salad Container</u> - 24 oz. Clear container Hinged Lid. 7 1/4" x 6 3/8" x 2 1/4". <u>Samples may be requested if needed.</u>	\$33.64	\$11,538.52
11	250 cases of 1,000	<u>Plate</u> , Biodegradable - 6". Non-compartment. Color-white or off white.	\$33.66	\$8,415.00
12	1500 cases of 500	<u>Plate</u> , Biodegradable- 8 3/4". Non-compartment. Color-white or off white.	\$30.99	\$46,485.00
13	3000 cases of 500	<u>Trays</u> – 5 Compartment, Biodegradable. Color - white or off white. Approximately 9" x 11" X 1" five compartments per tray. <u>Samples may be requested if needed.</u>	\$40.72	\$122,160.00
14	350 cases of 1,000	<u>Paper Food Tray</u> - 4 oz. capacity, grease resistant, for serving French fries. <u>Samples may be requested if needed.</u>	\$12.88	\$4,508.00
15	800 cases of 1,000	<u>Paper Food Tray</u> - 5 lb. capacity, grease resistant, for serving French fries and hamburgers.	\$20.61	\$32,976.00
16	100 cases of 500	<u>Disposable Cutlery Lunch Kit</u> - Kit to include fork, spoon, straw and napkin. Medium weight,	\$23.75	\$2,375.00
17	3000 cases of 1,000	<u>Disposable Forks</u> - Medium weight, break resistant, polypropylene. <u>Samples may be requested if needed.</u>	\$6.61	\$19,830.00
18	150 cases of 1,000	<u>Disposable Knives</u> - Medium weight, break resistant, polypropylene. <u>Samples may be requested if needed.</u>	\$6.61	\$991.50
19	3000 cases of 1,000	<u>Disposable Teaspoons</u> - Medium weight, break resistant, polypropylene. <u>Samples may be requested if needed.</u>	\$6.61	\$19,830.00
20	150 cases of 2,000	<u>Sandwich Bag</u> - High molecular, high density	\$9.11	\$1,366.50

21	500 cases of 250	<u>Storage Bags</u> - Zip lock only, 1 gallon size.	\$13.50	\$6,750.00
22	125 cases of 1800	<u>Storage Bags</u> - Zip lock only, sandwich size.	\$7.96	\$3,582.00
23	70 cases	<u>Delicatessen Paper</u> - Heavy weight, approximately 15 ² x 10 ² , 500 sheets per box, 12 boxes per case.	\$70.51	\$4,935.70
24	1000 cases of 6,000	<u>Dispenser Napkins</u> —Brown- to fit “Stand-Up” style Dispenser non proprietary. If needed dispensers	\$38.80	\$38,800.00
25	350 cases of 12,000	<u>Straws</u> - Single wrapped, approximately 6 ² long, minimum 1/8 ² in diameter. 12,000 per case. <u>Samples may be requested if needed.</u>	\$27.11	\$9,488.50
26	100 boxes of 100	<u>Plastic Apron</u> - Poly bags 24 ² x 42 ² , one size fits all, White. <u>Samples may be requested if needed.</u>	\$3.89	\$389.00
27	100cases	<u>Bag Foil Paper</u> Laminated 6 X 3/4 X 6-1/2. To keep food warm.	\$26.50	\$2,650.00
28	125 cases of 1,000	<u>Paper Food Tray</u> - 2 lb. capacity, grease resistant, for serving French fries and hamburgers.	\$21.47	\$2,683.75
29	150 cases of 200	<u>Hinged Tray</u> – 3 compartment, Foam, S-lock, Medium	\$14.41	\$2,161.50
30	100 cases of 500	<u>Bunn Rack Cover</u>	\$17.79	\$1,779.00
31	25 Cases of 2400	Cups, 12oz Polycoated Paper, Capacity	\$90.74	\$2,268.50
32	300 cases of 1000	<u>Paper Baking Sheets</u>	\$36.47	\$10,941.00
33	250 cases of 250	<u>Lunch Box</u> – Fast Top, Easy Automatic Construction	\$57.95	\$9,098.15
34	50 cases of 1,000	<u>Bun Pan Bags</u> – High Density	\$16.26	\$813.00
35	75 cases	<u>Parfait Cup</u> , crystal clear plastic, 9 oz. squat cup. 1000 per case	\$50.60	\$3,795.00
		<u>Lid - Lids to fit 9 oz. squat cup</u>	\$32.35	\$2,426.25
		<u>Total for Item 35</u>		\$6,221.25

36	200 cases of 2500	<u>Cold Cup</u> , Paper or Plastic 5oz. capacity	\$60.09	\$12,558.81
37	300 cases	<u>High heat Pan Liners</u> ½ size DEEP. 23"x14"	\$28.65	\$8,595.00
38	350 cases	<u>High Heat Pan Liner</u> Full size DEEP. 34" x 18"	\$58.23	\$18,280.50
39	250 cases	<u>Square Tray</u> , 5oz. offer vs. serve black tray insert.	\$28.01	\$7,002.50
40	500 cases	<u>Square Tray</u> . 10 oz. offer vs. serve black tray; 15 mil with dimensions 3.5 x 3.5 x 2 1/8 deep.	\$31.40	\$15,700.00

Norvex – A (Bid samples submitted did not meet bid specifications)

Joshen Paper – A (Response sheet not included with bid response)

Contract Period: August 1, 2019 through July 30, 2020 with option to renew

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Food Service Paper Products	Last year's expenditure was approximately \$500,000.00	Food Service Accounts	Recurring	Will provide paper products to school cafeterias for 2019-2020 school year

Funding key: Food Service Accounts

STAFF CONTACT: Janus Mankovich, Child Nutrition

POLICY REFERENCE: KRS 45A.365

RECOMMENDATION: A motion is in order to:
"Award the contract to Baumann Paper"

PLACEHOLDER

2. Bid 31-19 Food Products

BACKGROUND AND RATIONALE:

Food Service has used the HPS School Food Purchasing Program bid through GFS to insure they receive the best pricing for the products they serve. This bid is for specific items that are not available through the HPS bid.

Key to Markings ### - Recommended Bid Award

Clem's Refrigerated Foods ###			
Item No.	Description	Estimated Quantity	Unit Price
1.	Potato, 3/8" Oven Fry, Coated Fry, Reduced Sodium, Smart Snack Eligible.	3,500	\$26.90
2.	Bakery Product, Reduced Sodium, Pre-Split, Pre-Baked, 2.0oz Grain Equivalent	2,900	\$28.05
3	Bakery Product, Muffin, WG Cornbread, 1.0oz Grain Equivalent	750	\$17.95
4	Bakery Product, Muffin, WG Cornbread, 2.0oz Grain Equivalent	100	\$19.80
5	Bakery Product, Cinnamon Roll, Whole Grain, Individually Wrapped, 2.0oz Grain Equivalent	1,000	\$29.90
6	Bakery Product, Donuts, Mini, Chocolate, WG, 2.0oz Grain Equivalent	400	\$34.10
7	Bakery Product, Donuts, Mini, Powdered Sugar, WG, 2.0oz Grain Equivalent	300	\$33.25
8	Bakery Product, Breakfast Bites, Mini, WG, Apple, 4pk, 2.0oz Grain Equivalent	2,500	\$28.85
9	Bakery Product, Breakfast Bun, WG, 2.0oz Grain Equivalent	300	\$23.50

10	Bakery Product, Cookies, Chocolate Chip, Mini	750	\$20.95
11	Sandwich, Hoagie, WG, Turkey Ham, Turkey Pepperoni, Cheese IW	325	\$76.90
12	Cookie Dough, Oatmeal Raisin, WG .5 Grain Equivalent	750	\$30.10
13	Cookie Dough, Chocolate Chip, WG, .5 Grain Equivalent	750	\$29.15
14	Cookie Dough, Carnival, WG, .5 Grain Equivalent	750	\$29.55
15	Cookie Dough, Sugar, WG, .5 Grain Equivalent	750	\$25.10
16	Cookie Dough, Fudge Brownie, WG., 0.5 Grain Equivalent	750	\$26.37
17	Chicken Smackers, Whole Grain Breaded Popcorn Chicken	3,000	\$81.15
18	Chicken Tender, Minimally Processed , Whole Grain Breaded	750	\$73.70
19	Chicken Patty, Whole Grain Breaded	1,500	\$73.70
20	Chicken, Ring Things, Whole Grain Breaded	1,000	\$70.70
21	Chicken, Wings, Fully cooked	600	\$89.10
22	Chicken, Breast Fillet, Spicy	1,500	\$98.30
23	Chicken, Tenderloins, Spicy Guajillo	700	\$81.20
24	Beef, Meatballs, Four/ 0.65oz, 2 M/MA Equivalent	100	\$28.10
25	Beef, Reduced Fat Beef Chili w/o Beans	230	\$26.90
26	Beef, Reduced Fat, Reduced Sodium Sloppy Joe	300	\$25.00
27	Beef, Reduced Fat Spaghetti Sauce	1,900	\$26.00
28	Beef, Reduced Fat, Reduced, Sodium Taco Filling	1,500	\$25.00
29	Cheese, Queso Blanco Sauce	700	\$59.25
30	Cheese, Reduced Fat, Reduced Sodium Mac & Cheese	1,000	\$51.05
31	Pork, Breaded Chop Shaped Patty, Reduced Sodium WG	350	\$43.25
32	Beef, Philly Steak	150	\$58.50

33	Beef, Patty Premium, Allergen Free	2000	\$33.60
34	Pork, Patty, Southern Style Sausage, Allergen Free	500	\$36.10
35	Juice, Apple 100%, frozen, plastic cups, no added sweeteners, unsweetened juice	6,000	\$13.90
36	Juice, Grape 100%, frozen, plastic cups, no added sweeteners, unsweetened juice	3,200	\$15.75
37	Juice, Orange 100%, frozen, plastic cup, no added sweeteners, unsweetened juice	5,000	\$16.05
38	Hotdog: Meat, 8:1, reduced fat, frozen, cooked	1,000	\$21.90
39	Hotdog: Turkey, 8:1, reduced fat, frozen cooked	1,000	\$14.90
40	Anytimers, WG Cheese pizza kit	200	\$67.80
41	Anytimers, WG Cheese and Turkey Pepperoni pizza kit	330	\$72.35
42	Garlic Knot, WG, 2.0 Grain Equivalent	200	\$46.25
43	Italian Combo Wrap (Cheese, Turkey Ham, Turkey Pepperoni & Turkey Salami) in Whole Grain Tortilla, IW	275	\$71.40
44	Sandwich, Croissant, Turkey Ham & Cheese, IW, 2 M/MA, 2oz Grain Equivalent	275	\$72.60
45	Mozzarella Sticks, Breaded WG	450	\$65.85
46	Chicken, Breast Filet WG	2,200	\$62.30
47	Pancake Wrap, Turkey, WG	2,000	\$23.35
48	Corn Dog, Chicken WG	1500	\$32.40
49	Frozen Yogurt, 350 cases 3 X year December, February and March	1050	\$39.75

Contract Period: August 1, 2019 through July 30, 2020 with the option to renew

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Food Products	Last year's expenditure was approximately \$3,300,000.00	Food Service Accounts	Recurring	Will provide food products to schools for 2019-2020 school year

Funding key:	Food Service Accounts
<u>STAFF CONTACT:</u>	Janus Mankovich, Child Nutrition
<u>POLICY REFERENCE:</u>	KRS 45A.365
<u>RECOMMENDATION:</u>	A motion is in order to: “Award the contract to Clem’s Refrigerated Foods”

PLACEHOLDER

3. Bid 32-19 Small Wares

BACKGROUND AND RATIONALE:

This bid is used by Food Service to purchase small wares that are used in the school cafeterias. The bid is awarded by line item based on the lowest price.

Vendor: The following bidders received specifications and have bid on the indicated contract:

Key to Markings
Recommended Bid Award
NB = No Bid

Bid 32-19 Smallwares			C Worth ###	Central Restaurant Products ###
Item No.		Description	Unit Price	Unit Price
1.	-	Bun Pan, aluminum, full size 22 Guage, 26X18X2	NB	NB
2.	-	Sheet Pan, aluminum, full size, 22 Guage, 26X18X1	\$10.24	NB
3.	-	Sheet Pan, aluminum, half size, 22 Guage, 12X18X1	\$8.23	NB
4	-	Steam Table Pans, 22Guage Full Size, 20 3/4 X 12 3/4	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	2 1/2" D	\$13.09	\$11.73
	<u>B</u>	4" D	\$16.35	\$13.42
	<u>C</u>	6: D	\$21.88	\$18.11
5.	-	Steam Table Pans, 22Guage, Half Size 12 3/4 X 10 3/8	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	2 1/2 D	\$7.63	\$7.28
	<u>B</u>	9	\$9.46	\$8.78
	<u>C</u>	6"D	\$13.74	\$12.88
6	-	Steam Tale Pans, 22Guare Third Size 12 3/4 X 6 7/8	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	2 1/2" D	\$6.36	\$11.16
	<u>B</u>	4" D	\$7.85	\$14.82
	<u>C</u>	6: D	\$11.96	\$23.11

7.	-	Steam Table Pans, 22Guage Fourth Size 10 3/8 X 6 3/8	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	2 1/2" D	\$5.12	NB
	<u>B</u>	4" D	\$6.83	NB
	<u>C</u>	6" D	\$10.55	NB
8.	-	Steam Table Pan Covers, Slotted	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	Full Size	\$9.38	\$8.87
	<u>B</u>	Half Size	\$4.82	\$4.68
	<u>C</u>	Third Size	\$3.62	\$10.54
	<u>D</u>	Fourth Size	\$3.32	NB
9.	-	Steam Table Pan Covers, Solid	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	Full Size	\$9.38	\$8.87
	<u>B</u>	Half Size	\$4.82	\$4.59
	<u>C</u>	Third Size	\$3.62	\$9.72
	<u>D</u>	Fourth Size	\$3.32	NB
10.	-	Steam Table Pan, perforated	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	Full Size 2"	\$16.26	NB
	<u>B</u>	4'	\$20.00	\$17.77
	<u>C</u>	Half Size 2"	\$10.63	NB
	<u>B</u>	4"	\$12.08	\$9.88
11.	-	Steam Table Pans, Half Size Long, 22 Guage	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	2" D	\$10.63	NB
	<u>B</u>	4" D	\$13.13	\$20.75
	<u>C</u>	6" D	\$20.39	\$36.17
12	-	Steam Table Pan Cover, Half Size Long, Slotted	\$7.73	\$7.17
13	-	Steam Table Pan Cover, Half Size Long, Solid	\$7.73	\$7.02
14	-	Pan Grates	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	Full Size 18X10	\$4.59	\$2.57
	<u>B</u>	Half Size 10 1/2 X 8 1/4	\$2.70	NB
	<u>C</u>	Third Size 10 1/2 X 4 7/8	\$2.10	NB
15	-	Dishers, Stainless Steel, Squeeze	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	Size 4	NB	\$14.86
	<u>B</u>	Size 8	\$7.35	\$8.53
	<u>C</u>	Size 10	\$7.35	\$9.00
	<u>D</u>	Size 12	\$7.35	\$9.00
	<u>E</u>	Size 16	\$7.35	\$9.00
16	-	Dishers, Stainless Steel, Color Coded	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	Size 4	NB	NB
	<u>B</u>	Size 8	\$9.20	\$4.39
	<u>C</u>	Size 10	\$9.20	\$4.39

	<u>D</u>	Size 12	\$9.20	\$4.39
	<u>E</u>	Size 16	\$9.20	\$4.39
17	-	Portion Servers, Solid	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	Capacity 2oz	\$3.30	\$0.93
	<u>B</u>	Capacity 4oz	\$3.30	\$1.19
	<u>C</u>	Capacity 5oz	NB	\$1.46
	<u>D</u>	Capacity 6oz	\$3.30	\$1.42
	<u>E</u>	Capacity 8oz	\$3.30	\$1.60
18	-	Portion Servers, Perforated	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	Capacity 2oz	\$3.30	\$1.04
	<u>B</u>	Capacity 4oz	\$3.30	\$1.34
	<u>C</u>	Capacity 5oz	NB	\$1.49
	<u>D</u>	Capacity 6oz	\$3.30	\$1.58
	<u>E</u>	Capacity 8oz	\$3.30	\$1.79
19	-	Ladle, Stainless Steel 12 1/2" Long	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	Capacity 1oz	\$1.89	NB
	<u>B</u>	Capacity 2oz	\$1.99	NB
	<u>C</u>	Capacity 4oz	\$2.65	\$1.35
	<u>D</u>	Capacity 6oz	\$3.10	NB
20	-	Serving Spoon, Stainless Steel. Solid, 11" Long	\$1.90	\$0.61
21	-	Serving Spoon, Stainless Steel, Perforated, 11" Long	\$1.95	\$0.65
22	-	Tong, Scalloped Utility, Stainless St	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	7"	\$1.29	\$13.68
	<u>B</u>	9"	\$1.57	\$14.40
	<u>C</u>	12"	\$1.97	\$6.00
23	-	Pom Tongs, Stainless Steel	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	6"	NB	\$0.30
	<u>B</u>	9"	NB	\$0.54
24	-	Tong, Plastic	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	<u>A</u>	9"L Flat Edge	NB	\$1.05
	<u>B</u>	12"L Scalloped Edge	NB	\$1.94
25	-		NB	
26	-	Hamburger Turner, Stainless Steel, Solid, Beveled, 4 1/2" X 3" Blade Length	NB	\$2.20
27	-	Mini Turner, 2 1/2" Blade Length	\$13.10	\$4.62
28	-	Sandwich Spreader 3 1/2" Blade Length	\$2.90	\$2.89
29	-	Vegetable Peeler	\$2.25	\$0.59
30	-	Pizza Cutter, 4" Dia	\$4.95	\$3.10
31	-	Knife, Butcher 10" Blade	\$25.85	\$19.46
32	-	Knife, Paring, 3 1/2" Blade	\$5.00	\$3.24

33		Knife, Serrated Edge 12" Blade	\$20.40	\$13.83
34		Brush, Vegetable, 8"L, plastic handle	\$12.60	NB
35		Brush, Pastry, plastic handle	\$12.35	\$7.73
36		Brush, Pot and Pan, White, molded polypropylene, 20" L	\$13.40	\$11.77
37		Measuring Cup, polycarbonate	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	One Gallon	\$18.81	\$8.62
	B	One Pint	\$11.27	\$2.47
	C	One Quart	\$12.78	\$3.71
	D	Two Quart	\$17.46	\$6.18
38		Measuring Cup Set, Stainless Steel	\$4.75	\$3.06
39		Measuring Spoon Set, Stainless Steel	\$6.10	\$0.43
40-1		Food Storage Containers, polycarbonate	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	2 QT	\$5.57	\$4.00
	B	4 QT	\$7.80	\$2.36
	C	6 QT	\$8.82	\$7.90
	D	8 QT	\$11.04	\$10.02
	E	12 QT	\$15.87	\$14.13
	F	18 QT	\$23.68	\$19.49
	G	22 QT	\$29.36	\$22.32
40-2		Food Storage Container Lids	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	2QT	\$2.45	\$1.35
	B	4 QT	\$2.45	\$1.35
	C	6 QT	\$2.95	\$1.39
	D	8QT	\$2.95	\$1.39
	E	12QT	\$4.35	\$2.99
	F	18 QT	\$4.35	\$2.99
	G	22 QT	\$4.35	\$2.99
41		Spatula, Scraper, Hi-temp	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	10" L	\$6.38	\$4.60
	B	14" L	\$7.77	\$5.93
	C	16" L	\$8.29	NB
42		Spatula, Spoon, Hi-temp	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	10" L	\$2.88	\$7.50
	B	14" L	\$4.84	NB
	C	16" L	\$5.07	NB
43		Spatula, Scraper, plastic	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	10" L	\$2.43	\$0.75
	B	14" L	\$4.27	\$1.18
	C	16" L	\$5.83	\$14.64
44		Spatula, Spoon, plastic	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX

	A	10" L	\$3.28	\$0.70
	B	14" L	\$5.40	\$1.35
	C	16" L	\$6.08	\$1.25
45		Beverage Dispenser Set tank,base, lids and spigot	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	3 Gal	\$48.00	\$29.97
	B	5 Gal	\$51.94	\$54.51
46		Pitcher, Polycarbonate, 60oz	\$9.17	\$4.33
47		Cutting Board, polyethylene	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	6 X 9	\$2.52	NB
	B	12 X 18	\$8.52	\$6.78
48		Flatware Cylinder Inserts, plastic	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	White	\$3.70	\$2.04
	B	Black	\$3.70	\$2.67
49		Silverware Holder, durable black polystyrene	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	6 Compartment 10 1/8" L X 15 5/8" W X 13" H	NB	NB
	B	8 Compartment 10 1/8" L X 18 3/4" W X 15 3/4" H	NB	NB
50		Condiment Organizer, durable black polystyrene, Removable bins, bins measure 5W X 12D X 4 1/4 H	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	6 Bins	NB	NB
	B	8 Bins	NB	NB
	C	9 Bins	NB	NB
51		Shaker with lid, 10oz capacity	NB	\$2.58
52		Condiment Bottle/Widemouth	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	Clear 24oz	\$1.29	\$0.66
	B	Red 12oz	\$1.29	\$4.56
53		TableCraft White Plastic Server with Plastic lid	NB	NB
54		Whip, French	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	24"l	\$8.00	\$3.52
	B	16" L	\$5.50	\$2.47
	C	10" L	\$3.90	\$1.54
55		Pasta Fork 13" L	NB	\$5.33
56		Funnel, stainless steel	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	Capacity, Pint	NB	NB
	B	Capacity, Quart	NB	\$218.18
57		Colander	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
		Aluminum, 16Qt	\$29.00	\$20.42
		Aluminun, 6QT	NB	NB

58		Ice Scoop	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	12oz	\$5.75	\$2.01
	B	64oz	\$10.50	\$8.68
59		Ice Bucket, dishwasher safe, 3.0L	NB	\$22.18
60		Thermometer	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	All-Purpose, water resistant, dual-zone, -40 to 120F, 4 1/2"L	NB	NB
	B	Stem with built in wrench, temp range 0 to 220F	\$4.35	\$2.44
	C	Digital Probe	NB	\$131.53
	D	Cooler, Adhesive front or back or magnetic back. Easy read, -40to 120F.	NB	\$2.94
61		Saddle Bag Dispenser, 3" post spacing	NB	NB
62		Kitchen Shears, multi-purpose, 4" blade, 8" overall length	\$3.20	\$11.68
63		Gloves, Cut Resistant, Ansi level 4.7 Guage or higher.	NB	\$9.08
64		Sunkist Sectioner, 8 wedge	NB	\$256.55
65		Utility Cart, 3 Shelf, 40.63X20X37.81, open sided, plastic with aluminum uprights. Load capacity 300lbs, 100lbs per shelf. Assembled	\$298.00	NB
66		Utility Cart, 2 Shelf, Large, Black or Gray, Load Capacity 500 lbs, 45X25X33, Sturdy structural foam, round edges, 2 5/8 deep trays.	\$285.00	NB
67		Waste Receptacle, commercial grade resin and texture. 44 gal	NB	\$27.19
68		Dolly, twist on, 44 gal	NB	\$16.71
69		Tray, Fast Food, red, polypropylene	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	14" X 18"	\$3.72	\$2.26
	B	12" X 16"	\$2.80	\$1.79
	C	10 5/8" X 13.75"	\$2.12	102.71doz
70		Tray, Display, fiberglass, black	NB	
	A	25 1/2" X 17 3/4" X 1"	NB	NB
	B	24 1/2" X 8 3/4" X 1"	NB	NB
71		Tray, Cafeteria, 5 compartment, dishwasher safe, Cambro or	NB	NB

		Carlisle,assorted colors available		
72		Dishwasher Rack	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	A	Flat Rack	\$21.20	\$13.82
	B	Peg Rack	\$21.20	\$13.82
	C	Open End Tray Rack	NB	\$54.05
73		Dolly, Warewashing, Steel Handle 20" X 20 "	\$173.00	\$116.81
74		Dolly, Sheet Pan, 27LX22WX32H, Steel Handle	\$332.00	\$156.21
75		Gloves	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	A	Steamglove, watertight, flexible, protects up to 225', sizes M and L	NB	NB
	B	Thermal, fleece lining, textured rubber palm and fingers for no slip grip.	NB	NB
76		Mat	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	A	Kitchen Drainage, 1/2" thick, slip resistant anti-fatigue mat. Molded beveled edges 60"L X 30" W, Black	NB	NB
	B	VIP, Black Cloud Mat, 2 X 3, Grease-proof, closed cell, non absorbant, lightweight	NB	NB
77		Camwarmer, 13 1/4" X 10 7/8" X 19/16"	NB	NB
78		Can opener, hand operated	\$8.95	\$105.58
79		Can Opener, Electric, Single Speed	NB	\$654.51
80		Coffee Maker, electric	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	A	35 cup	NB	\$79.09
	B	50 cup	NB	\$110.95
	C	100 cup	NB	\$82.53
81		Scale, 5lb, weighs in ounces or grams. Battery operated	\$235.00	NB
82		Scale, Portion	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX
	A	1lb X 1/8oz	NB	\$108.19
	B	5lb X 1/2oz	NB	\$166.17
83		Food Processor, 120V, 60HZ, single phase. S-Blade, Slicing disc, Grating disc	NB	\$1,419.85
84		Food Blender, 120V, 56-60HZ, Single Phase, 44-48oz container	NB	\$126.80

85		Mandoline, plastic, equipped with 5 blades. Slicing, wavy, crinkle, waffle, and julienne. Thickness adjusts from 1/16 to 5/16.	NB	NB
86		Salad Spinner, 5 Gallon	\$189.00	NB
87		Waterproof Bib Apron, 100% Nylon, 30"L ties, 40L X 28W, Color-white or black	NB	NB
88		Bowl, Stainless Steel	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
	A	16", 13qt	\$9.22	\$3.54
	B	10", 4qt	\$4.20	\$1.71

Contract Period: August 1, 2019 through July 30, 2020 with the option to renew

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Small Wares	Last year's expenditure was approximately \$800,000.00	Food Service Accounts	Recurring	Will provide small wares to school cafeterias for 2019-2020 school year

Funding key: Food Service Accounts

STAFF CONTACT: Janus Mankovich, Child Nutrition

POLICY REFERENCE: KRS 45A.365

RECOMMENDATION: A motion is in order to:
"Award contracts to C Worth Superstore and Central Restaurant Products".

PLACEHOLDER

4. RFP 41-19 Farm to School – Local Apples

BACKGROUND AND RATIONALE:

Child Nutrition provides fresh fruits and vegetables to school cafeterias throughout the year for school lunches and the summer feeding program. This bid is to establish the best pricing for next school year on apples grown in Kentucky. RFP was evaluated on price and distance from Lexington. Reed Valley Orchard is located closer to Lexington which resulted in a higher score. Staff recommends awarding a primary contract and secondary contract in case the primary vendor cannot provide enough apples throughout the year.

Vendor: The following bidders received specifications and have bid on the indicated contract:

Key to Markings

Primary- Recommended RFP Award Primary

Secondary – Recommended RFP Award Secondary

<u>Vendor</u>	<u>Cost per bushel</u>	<u>Total RFP Score</u>
Reed Valley Orchard	\$35.00	95/100 ### Primary
Mulberry Orchard LLC	\$32.00	90/100 ### Secondary

Contract Period: August 1, 2019 – July 31, 2020 with the option to renew

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Local fruits and vegetables	Estimated to be \$100,000	0630	Recurring	Will provide fresh fruits and vegetables to school cafeterias for the 2019-2020 school year

Funding key: Food Service Accounts

STAFF CONTACT: Wendy Young, Child Nutrition

POLICY REFERENCE: KRS 45A.370

RECOMMENDATION: A motion is in order to:
“Award contracts to Reed Valley Orchard and Mulberry Orchard LLC”.

PLACEHOLDER

5. RFP 42-19 Farm to School – Local Blueberries

BACKGROUND AND RATIONALE:

Child Nutrition provides fresh fruits and vegetables to school cafeterias throughout the year for school lunches and the summer feeding program. This bid is to establish the best pricing for next school year on blueberries grown in Kentucky. RFP was evaluated separately for fresh and frozen blueberries on price and distance from Lexington. Reed Valley Orchard is located closer to Lexington which resulted in a higher score for fresh blueberries and KY Blueberry Growers Association was the only response for frozen blueberries. Staff recommends awarding a primary contract and secondary contract in case the primary vendor cannot provide enough fresh blueberries throughout the year.

Vendor: The following bidders received specifications and have bid on the indicated contract:

Key to Markings

Primary- Recommended RFP Award Primary

Secondary – Recommended RFP Award Secondary

Fresh Blueberries

<u>Vendor</u>	<u>Cost per pound</u>	<u>RFP Score</u>
Reed Valley Orchard	\$5.65/lb	95/100 ### Primary
KY Blueberry Growers Association	\$5.75/lb	80/100 ### Secondary

Frozen Blueberries

<u>Vendor</u>	<u>Cost per pound</u>	<u>RFP Score</u>
Reed Valley Orchard	No Bid	
KY Blueberry Growers Association	\$5.50/lb	85/100 ### Primary

Contract Period: August 1, 2019 – July 31, 2020 with the option to renew

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Local fruits and vegetables	Estimated to be \$100,000	0630	Recurring	Will provide fresh fruits and vegetables to school cafeterias for the 2019-2020 school year

Funding key: Food Service Accounts

STAFF CONTACT: Wendy Young, Child Nutrition

POLICY REFERENCE: KRS 45A.370

RECOMMENDATION: A motion is in order to:
“Award contracts to Reed Valley Orchard and KY Blueberry Growers Association”.

PLACEHOLDER

6. Bid 48-19 Asphalt Resurfacing

BACKGROUND AND RATIONALE:

Asphalt resurfacing is a necessary procedure needed in order to preserve the Districts parking lots and bus lanes. This not only adds to the appearance of the districts properties but also allows vehicles to enter and exit the properties without damage to their vehicles and reduces the amount of dirt brought into a building. This bid is to establish a unit pricing contract to be used for resurfacing projects for the district.

Vendor: The following bidders downloaded specifications and have bid on the indicated contract:

Key to Markings ### - Recommended Bid Award

LM Asphalt Partners
dba ATS Construction
###

			QUANTITY	UNIT PRICE	TOTALS
A Price per square yard			1000	\$7.50	\$7,500.00
B	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTALS
1	Excavation	CY	10	\$24.00	\$240.00
2	Rock Excavation (Blasting)	CY	10	\$45.00	\$450.00
3	Rock Excavation (Mechanical)	CY	10	\$125.00	\$1,250.00
4	Remove Curb and Gutter	LF	10	\$12.00	\$120.00
5	Remove Sidewalk, Entrance Pavement	SY	10	\$18.00	\$180.00
6	Remove Bituminous Concrete Pavement	SY	10	\$15.00	\$150.00
7	Dense Graded Aggregate Base	TN	10	\$26.00	\$260.00
8	No. 2 Stone	TN	10	\$30.00	\$300.00
9	No. 9 Stone	TN	10	\$30.00	\$300.00
10	No. 57 Stone	TN	10	\$28.00	\$280.00
11	Curb and Gutter, Type 1	LF	10	\$32.00	\$320.00
12	Curb and Gutter, Type 4	LF	10	\$30.00	\$300.00
13	Bituminous Pavement Milling and Texturing	TN	10	\$35.00	\$350.00
14	Class I Bituminous Base	TN	10	\$90.00	\$900.00

15	Class I Bituminous Surface less than 50 tons	TN	10	\$98.00	\$980.00
16	Class I Bituminous Surface greater than 50 tons	TN	100	\$92.00	\$9,200.00
17	Bituminous Material for Tack	TN	10	\$1.00	\$10.00
	Total of items 1-17				\$15,590.00
	Total of A and B				\$23,090.00

Contract Period: Beginning July 1, 2019 and ending June 30, 2020 with option to renew

PROPOSAL:

Item	Amount	Funding Source	Recurring / Nonrecurring	Measurable Expected Impact and Timeline
Asphalt Resurfacing	Budgeted amount for FY 2020 is \$200,000.00	920 088 0491	Recurring	Provide a safer parking area for students and staff

Funding Key: 920 – Maintenance, 1 – General Fund, 088 – Plant Operations, 0491 – Asphalt Resurface/Stripping

STAFF CONTACTS: Larry Hellard, Utility Services Supervisor

POLICY REFERENCE: KRS 45A.365.

RECOMMENDATION: A motion is in order to:
“Award the contract to “LM Asphalt Partners dba ATS Construction”.

PLACEHOLDER

7. RFP 35-19 Electronic Document Management and Distribution & Printed Copy Services

BACKGROUND AND RATIONALE:

Facility Design and Construction needed a service for construction/renovation projects that allowed the ability to manage, route and edit documents during the design, then allow for distribution to contractors during the bidding phase and to centrally manage all documents throughout the life of the project. An RFP was released to find potential vendors that offered the service with Lynn Imaging the only response.

Vendor: Lynn Imaging

Electronic Document Management and Distribution	Fixed bid amount or % of Construction Cost
Construction Project Cost less than \$3 million	Fixed \$3,600.00
Construction Project Cost between \$3 - \$45 million	0.12%
Construction Project Cost greater than \$45 million	Fixed \$54,000.00

Printed Copy Services	Size of Copy	Cost Per Sheet
Black / White Copy	8 ½" x 11"	.06 / sheet
	8 ½" x 14"	.08 / sheet
	Full Size Plan	1.08 / sheet
	Half Size Plan	.54 / sheet
Color Copy	8 ½" x 11"	.30 / sheet
	8 ½" x 14"	.40 / sheet
	Full Size Plan	2.16 / sheet
	Half Size Plan	1.08 / sheet

Contract Period: July 1, 2019 – June 30, 2020 with the option to renew

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Electronic Document Management Services	Based on Construction Project	0559	Recurring	Will provide electronic document management and distribution services for bids issued by Facility Design and Construction

Funding key: 0559

STAFF CONTACT:

Melinda Joseph-Dezarn, Facility Design & Construction

POLICY REFERENCE:

KRS 45A.370

RECOMMENDATION:

A motion is in order to:
“Award the contract to Lynn Imaging”.

APPROVAL FOR CONTRACT EXTENSIONS

PLACEHOLDER

1. Bid 55-16 Fresh Fruit and Vegetable Program

BACKGROUND AND RATIONALE:

This bid is for Food Services for supplying fresh fruit and vegetables to school cafeterias. The bid has an option to renew the contract for an additional year up to five years pending Board approval. Papania Produce and Fresh Approach have both requested to renew the contract for an additional year. This is the third renewal.

Vendor: Papania Produce
Fresh Approach

Contract Period: August 1, 2019 through July 30, 2020

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Fresh Fruit & Vegetables	Last year's expenditure was approximately \$1,000,000.00	Food Service Accounts	Recurring	Will provide fresh fruit & vegetables to schools for 2019-2020 school year

Funding key: Food Service Accounts

STAFF CONTACT: Janus Mankovich, Food Services

POLICY REFERENCE: KRS 45A.365

RECOMMENDATION: A motion is in order to:
"Extend the contract for an additional year with Papania Produce and Fresh Approach."

PLACEHOLDER

2. Bid 17-17 Fire Extinguishers and Hood Suppression System Services

BACKGROUND AND RATIONALE:

The Division of Risk Management is responsible for the state and federal mandates regarding safety regulations and insurance requirements for the protection and safety of FCPS employees, students and buildings. A bid was sent two years ago and was awarded to Collins Fire Protection. The bid has an option to renew the contract for an additional year up to five years pending Board approval. Collins Fire Protection has requested to extend the contract for an additional year. This would be the second renewal.

Vendor: Collins Fire Protection

Contract Period: August 1, 2019 through July 31, 2020

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Fire extinguisher and hood suppression system services	Approximately \$48,000.00 spent this fiscal year.	920 134 0433	Recurring	Immediate impact as mandated by state and federal regulations and for the protection and safety of FCPS employees, students and buildings

Funding key: 922 – Physical Support Services, 1 – General Fund,
0349 – Other Professional Services MUNIS ORG Code 0011072

STAFF CONTACT: Jeff Harris, Risk Management and Safety (x3827)

POLICY REFERENCE: KRS 45A.365

RECOMMENDATION: A motion is in order to:
“Extend the contract for one year with Collins Fire Protection”.

PLACEHOLDER

3. RFP 04-18 Telephonic Interpreting Services

BACKGROUND AND RATIONALE:

The district is required by federal law to provide interpreting services for non-English speaking families to support the sharing of information and communication with schools and the district office. An RFP was sent out last year to establish a contract for telephonic interpreting services and was awarded to Language Line. The RFP has an option to renew the contract for an additional year up to five years pending Board approval. Language Line has proposed three year annual agreement that would lower the cost of services for the district.

Vendor: Language Line

Contract Term: July 1, 2019 through June 30, 2022

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Spanish Translating/ Services	FY to date amount is approximately \$26,000.00	Title I, ESL, Special Education	Recurring	Contract for Telephonic Interpreting

Funding Key: Title I, ESL, Special Education

STAFF CONTACT: Jessica Sanchez, Student Achievement and Support

POLICY REFERENCE: KRS 45A.370

RECOMMENDATION: A motion is in order to:
“Renew the contract for a three year annual agreement with Language Line.”

PLACEHOLDER

4. RFP 18-16 Learning Management System

BACKGROUND AND RATIONALE:

In 2016 the district solicited proposals for an online Learning Management System for the delivery, administration, tracking, and reporting of online and blended classes and professional development. The contract allowed for an annual renewal pending Board approval. This would be the third renewal.

Vendor: Instructure Inc (Canvas)

Contract Period: July 1, 2019 and ending June 30, 2020.

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Online Learning Management System	FY to date amount is approximately \$102,000.00	Technology Software Funds	Recurring	Will permit the District to continue to offer more differentiated, online, and blended instruction as well as offering and tracking professional development for faculty and staff.

Funding Key: Technology Software Funds

STAFF CONTACT: Bob Moore, Director of Technology

POLICY REFERENCE: KRS 45A.365

RECOMMENDATION: A motion is in order to:
“Extend contract with Instructure Inc (Canvas) for an additional year.”

PLACEHOLDER

5. RFP 02-18 Bond Issue Financial Advisor (Fiscal Agent)

BACKGROUND AND RATIONALE:

Last year proposals were solicited for a Bond Issue Financial Advisor for bonding projects current and future. Four proposals were submitted and reviewed by a committee based on several different criteria. The contract was awarded to Hilliard Lyons. The RFP has an option to renew the contract for an additional year up to five years pending Board approval. Hilliard Lyons has requested to extend the contract for an additional year. This would be the first renewal.

Vendor: Hilliard Lyons

Contract Period: July 1, 2019 through June 30, 2020

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Bond Fiscal Advisor	Cost based on bond proceeds	0349	Recurring	Will provide a bond fiscal agent for 2019-2020 school year

Funding key: 0349

STAFF CONTACT: Myron Thompson, Chief Operating Officer

POLICY REFERENCE: KRS 45A.370

RECOMMENDATION: A motion is in order to:
"Extend contract with Hilliard Lyons for an additional year"

PLACEHOLDER

6. RFP 47-18 Auxiliary Security Services

BACKGROUND AND RATIONALE:

An RFP was sent out in 2018 to establish contracts for security services at district high schools as metal detectors were installed. There were two responses to the original RFP from Greene's Investigations and Helping Hand. The contracts allowed for an annual renewal pending Board approval. This would be the first renewal.

Vendor: Greene's Investigations LLC, Helping Hand LLC

Contract Period: School Year 2019/2020 with option for annual renewal

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Security Services	FY to date amount is approximately \$300,000.00	0349	Recurring	Immediate impact to enable FCPS to continue to have workers at metal detectors at Frederick Douglass and Tates Creek High School

Funding key: 0349

STAFF CONTACT: Myron Thompson, Chief Operating Officer

POLICY REFERENCE: KRS 45A.365

RECOMMENDATION: A motion is in order to:
"Extend contracts with Greene's Investigations LLC, Helping Hand LLC"

PLACEHOLDER

7. RFP 07-19 Auxiliary Security Services at Bryan Station High School

BACKGROUND AND RATIONALE:

An RFP was sent out in 2018 to establish contracts for security services at district high schools as metal detectors were installed. There were only two responses to the original RFP. A new RFP was sent out for Bryan Station High School in January of 2019 since other vendors were now available to provide security services and there were three responses. A contract was awarded to SBSMC LLC. The contract allowed for an annual renewal pending Board approval. This would be the first renewal.

Vendor: SBSMC LLC

Contract Period: School Year 2019/2020 with option for annual renewal

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Security Services	FY to date amount is approximately \$77,000.00	0349	Recurring	Immediate impact to enable FCPS to continue to have workers at metal detectors at Bryan Station High School

Funding key: 0349

STAFF CONTACT: Myron Thompson, Chief Operating Officer

POLICY REFERENCE: KRS 45A.365

RECOMMENDATION: A motion is in order to:
"Extend contract with SBSMC LLC"

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: 6/3/2019

TOPIC: Declaration of Surplus

PREPARED BY: Matt Moore, Logistical Services & Purchasing

Recommended Action on: 6/24/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Declaration of Surplus and intent to sell.

Background/Rationale: Operations have three vehicles that are no longer needed by the district and are needed to be declared surplus.

Policy: KRS45A.425

Fiscal Impact: Money resulting from sale of items will be returned to the general fund

Attachments(s): Declaration of Surplus

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DECLARATION OF SURPLUS AND INTENT TO SELL

BACKGROUND AND RATIONALE:

Plant Operations has three vehicles that are no longer needed by the district and are needed to be declared surplus. Unit O25 has major rust damage underneath to the frame, brake lines, fuel lines, brake backing plates and frame supports. Unit LE-1 has been replaced with new vehicle Unit 1901 and Unit LE-6 has been replaced with new Unit 1906. The District is presently using online auction through www.publicsurplus.com for disposal. These resources have produced substantially more return than other methods of disposal.

Unit O25 2001 Ford Explorer Sport-Trac, VIN 1FMZU77E81UC90872, 75,633 miles
Unit LE-1 2001 Crown Vic police cruiser VIN# 2FAFP71W91X195199, 118445 miles
Unit LE-6 2006 Ford Explorer police SUV, VIN# 1FMVU76E96UA80391, 89904 miles

STAFF CONTACT: Larry Hellard, Plant Operations

POLICY REFERENCE: KRS 45A.425

RECOMMENDATION: A motion is in order to:

“Approve the declaration of surplus for the listed items, and authorize disposal pursuant to the referenced policy.”

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: 6/10/2019

TOPIC: Surplus and Intent to Sell

PREPARED BY: Marcus Dobbs

Recommended Action on: 6/24/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Approve the declaration of surplus buses for the vehicles listed and authorize disposal pursuant to KRS 45A.425

Background/Rationale: Presently, the Transportation Division has four (4) buses that have exceed their life cycle and are considered surplus due to the cost of maintaining them. Repair is not normally undertaken when the cost of repair exceeds 50% of the replacement value.

Policy: KRS 45A.425

Fiscal Impact: N/A

Attachments(s): Declaration of Surplus and Intent to Sell

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DECLARATION OF SURPLUS AND INTENT TO SELL

BACKGROUND AND RATIONALE:

The Transportation Division has four (4) buses that have exceeded their life cycle and are considered surplus due to the cost of maintaining them in a safe operating condition. Repair is not normally undertaken when the cost of repair exceeds 50% of the replacement value of the remaining prorated life of the vehicle. The vehicles listed below have met the age and/or repair criteria for replacement. The District is presently using PublicSurplus (an internet auction) and private party sale for vehicle/equipment disposal and advertises the auction on the FCPS Purchasing and Transportation web pages. Before listing on PublicSurplus or using private party sale, the District has allowed community partners and other school districts to purchase the buses at fair market value. It is our intent to proceed down this path first. The proceeds from the sale of these vehicles will be deposited into the General Fund. The vehicles for disposal are listed below:

<u>Year</u>	<u>Side No.</u>	<u>Make</u>	<u>Mileage</u>	<u>Type of Bus</u>	<u>VIN</u>
<u>2006</u>	<u>551</u>	<u>International</u>	<u>140,956</u>	<u>Lift</u>	<u>4DRBUAALX6A183577</u>
<u>2006</u>	<u>552</u>	<u>International</u>	<u>160,840</u>	<u>Lift</u>	<u>4DRBUAAL16A183578</u>
<u>2006</u>	<u>554</u>	<u>International</u>	<u>164,809</u>	<u>Lift</u>	<u>4DRBUAALX6A183580</u>
<u>2007</u>	<u>671</u>	<u>International</u>	<u>174,949</u>	<u>Transit</u>	<u>4DRBVAAR37A355693</u>

STAFF CONTACT: Marcus Dobbs, Transportation Division

POLICY REFERENCE: KRS 45A.425

RECOMMENDATION: A motion is in order to: "Approve the declaration of surplus for the listed vehicles, and authorize disposal pursuant to the reference."

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: Post Approval Agenda Placeholder

PREPARED BY: Rodney Jackson

Recommended Action on: 6/10/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Upon examination of claims by the Board of Education a motion is in order to: “approve the action of the Chairman and Treasurer in issuing the checks above from the above listed accounts, approve all claims as submitted, direct the Treasurer to make payment accordingly, and enter official copies of all claims as listed into the Official Minutes of the Board of Education.”

Background/Rationale: This is a regular board agenda item, which allows for the timely approval and processing of checks and claims in accordance with board policy.

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: N/A

Attachments(s): One attachment

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**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: 06/24/2019

TOPIC: Special and Other Leaves of Absence

PREPARED BY: Jennifer Dyar

Recommended Action on: 06/24/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: N/A

Background/Rationale: This is to report employee leaves of absence and requests for days without pay

Policy: 03.123/03.223

Fiscal Impact: N/A

Attachments(s): Special and Other Leaves of Absence for June 24, 2019 Board Agenda

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SPECIAL AND OTHER LEAVE OF ABSENCE

1. CERTIFIED/SALARIED CLASSIFIED PERSONNEL

- a. Leave of Absence of Certified/Salaried Classified Personnel - This is to report the leave of absence of the following certified/salaried classified personnel:

Name	Location	Assignment	Effective Date	
ALBRIGHT	SHELLEY	BRYAN STATION TRADL MIDDLE	MID MATH INSTRUCTOR	4/29/2019
BECKHAM	MONIQUE	BRYAN STATION TRADL MIDDLE	MID MATH INSTRUCTOR	4/29/2019
DESPAIN	TRACY	FAYETTE PRESCHOOL CENTER	EXC CHILD MODERATE SEVERE	5/13/2019
NIXON	SHELBY	LEXINGTON TRAD MAGNET MIDDLE	MID MULTI POSITION	5/9/2019
ROBERTS	CORNELIA	LIBERTY ELEMENTARY	ELEM PRIMARY INSTRUCTOR	4/25/2019
THOMAS	BRITTANY	FAYETTE PRESCHOOL CENTER	ELEM PRESCHOOL INSTRUCTOR	4/29/2019
WILMOT	SUZANNE	JULIUS MARKS ELEMENTARY	ELEM GENERAL/VOCAL MUSIC INSTR	5/3/2019

- b. Return of Leave of Absence of Certified/Salaried Classified Personnel - This is to report the return from leave of absence of the following certified/salaried classified personnel:

Name	Location	Assignment	Effective Date	
MATTHEWS	RACHEL	WELLINGTON ELEMENTARY	GIFTED & TALENTED INSTRUCTOR	5/1/2019

2. HOURLY CLASSIFIED PERSONNEL

- a. Leave of Absence of Classified Hourly Personnel - This is to report the leave of absence of the following classified hourly personnel:

Name	Location	Assignment	Effective Date	
BINGHAM	WILLIAM	BUS GARAGE	BUS MONITOR	5/7/2019
GAY	RENITA	HENRY CLAY HIGH SCHOOL	CUSTODIAN	5/15/2019
JOHNSON	NASHAYLA	BUS GARAGE	BUS MONITOR	4/22/2019
LANIER	RONALD	MAINTENANCE SHOP	MAINTENANCE TECHNICIAN II	5/2/2019
MEEKS	NYKEJA	MILLCREEK ELEMENTARY FOOD SERV	FOOD SERVICE ASSISTANT II	4/17/2019
WASHINGTON	RAEVION	BUS GARAGE	BUS MONITOR	5/13/2019

b. Return from Leave of Absence of Classified Hourly Personnel - This is to report the return from leave of absence of the following classified hourly personnel:

Name	Location	Assignment	Effective Date
MEEKS	NYKEJA MILLCREEK ELEMENTARY FOOD SERV	FOOD SERVICE ASSISTANT II	4/30/2019

3. REQUEST FOR DAYS WITHOUT PAY

Name	Location	Effective Dates
COCHRAN	SHEILA ATHENS-CHILESBURG ELEM	4/26/2019
GARR	PAULA SCAPA AT BLUEGRASS	4/8/19 - 4/9/19
JELLEY	CHARITY EARLY START	4/30/2019
DEAN	TOI LEXINGTON TRAD MAGNET FOOD SERV	6/3/19
FOX	LYNDA GLENDOVER FOOD SERVICE	5/31/2019
GORRELL	TODD FOOD SERVICES	5/3/19, 5/6/19
HUNSUCKER	KAREN FAYETTE PRESCHOOL CTR	3/14/18 - 3/15/19
JACKSON	TILACKIA LEXINGTON TRAD MAGNET FOOD SERV	6/4/19
MOORE	CHRISTEL GARDEN SPRINGS ELEM	5/3/2019
O'HARA	KAREN WINBURN MIDDLE FOOD SERVICE	6/3/2019
WICKER	BROOKE BRECKINRIDGE ELEM	5/24/2019

Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item

MEETING: Regular

DATE: June 24, 2018

TOPIC: Approval of a BG-4 Contract Closeout Form the Contract and Direct Purchase Orders for the Construction of Frederick Douglass High School BG 14-159

PREPARED BY: Myron Thompson, Chief Operating Officer @ 381-4165

Recommended Action on: 6/24/2018
Consent Item

Superintendent Prior Approval: No

Recommendation/Motion: Accept the completion of the contract for the construction of Frederick Douglass High School and approve the BG-4 Contract Closeout Form, subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Background/Rationale: Bid documents were prepared by the architect, Tate Hill Jacobs Architects, for a contract for the construction of Frederick Douglass High School. The contract in the total amount of \$62,044,000 (GC--\$42,295,120; DPOs--\$19,748,880) with D.W. Wilburn, Inc. was accepted and approved by the Board in a meeting held on May 26, 2015 and construction began in July 2015. The Department of Facility Design & Construction, the design consultants Tate Hill Jacobs Architects, and the local building code officials have reviewed the progress of the work. Minor changes to the original plans and specifications have been necessary in order to: resolve unforeseen existing conflicts found during construction; comply with building code requirements; correct deficiencies in the plans; or to provide improvements over the original specification. The Board has approved 31 change orders adding the amount of \$883,667.37 to the total construction cost. The adjusted contract amount is \$62,927,667.37. All work has been satisfactorily completed by the contractor. At this time, a BG-4 Contract Closeout Form is presented for acceptance of the work by the Board.

<u>Item</u>	<u>Amount</u>	<u>Funding Source</u>	<u>Recurring/ Nonrecurring</u>	<u>Measurable Expected Impact and Timeline</u>
BG-4 Contract Closeout Form	\$0	Fund 360	Nonrecurring	Approval of the BG-4 complies with the intent of the requirements of 702 KAR 4:160 and the Kentucky Department of Education, District Facilities Branch.

Original Contract Amount	\$42,295,120.00	
Total of Change Orders to Contract	\$1,059,250.89	
Total GC Contract		\$43,354,370.89
Original DPO Total	\$19,748,880	
New DPOs Added via Change Orders	\$535,062.78	
Total of Change Orders to Original DPOs	(\$710,646.30)	
Total DPOs		\$19,573,296.48
Total Cost of Construction		\$62,927,667.37

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Superintendent Emmanuel Caulk

Policy: 702 KAR 4:160

Fiscal Impact: None

Attachments: None

On motion by _____, seconded by _____,
the Board accepted the completion of the contract for the construction of Frederick Douglass High School
and approved the BG-4 Contract Closeout Form, subject to the approval of the Kentucky Department of
Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Stephanie Spires, Board Chair

Emmanuel Caulk, Superintendent

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: June 24, 2019

TOPIC: Approval of Bid, Proposed Contract, and a Revision to the BG-1 Project Application for Construction of the Title IX Improvements / Softball Fieldhouse (Phase 2) at Bryan Station High School BG 15-153

PREPARED BY: Myron Thompson, Chief Operating Officer @ 381-4165

Recommended Action on: 6/24/2019
Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Accept the base bid as submitted by BCD, Inc. approve the proposed contract in the amount of \$647,900.00 (Six Hundred Forty-seven Thousand, Nine Hundred Dollars), and approve a revision to the BG-1 Project Application for a total of \$808,615.00 (Eight Hundred Eight Thousand, Six Hundred Fifteen Dollars), for the construction of a new Softball Fieldhouse (Phase 2 plus Phase 1 expenses) at Bryan Station High School, subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Background/Rationale: On November 17, 2014, the press box and concession stand structure at the Bryan Station High School softball field were heavily damaged by a fire. An emergency declaration related to the replacement was issued in time to avoid conflicts for the softball team before the spring 2015 season began. The replacement of the press box and concession stand was completed as Phase 1 of a two phase project. Phase 2 provides an opportunity to satisfy existing Title IX deficiencies as identified by KHSAA, with a new Softball Fieldhouse to include dressing area/lockers, showers/toilets, batting cage, coaches' office and equipment storage. The building was originally estimated at 1800 SF, but the design to suit the actual functions yields a building of 2,600 SF. It is intended that this building design become a model for all FCPS softball fields.

The revised BG-1 Project Application for the Phase 2 construction, identifying the extent and cost of the work, was approved by the Board at its January 28, 2019 meeting. Pearson & Peters Architects produced final Construction Documents for bidding describing the scope of the work. The project is planned to start July 1, 2019 and final completion is planned for December 31, 2019. On May 29, 2019, 4 (four) bidders submitted proposals on the base bid. The results of the bidding are as follows:

BIDDER	BASE BID
1 BCD, Inc.	\$647,900
2 Omni Commercial	\$698,000
3 Olympic Construction	\$760,000
4 Mefford Contracting	\$800,000

Proposal: Based on the review of these proposals, the FCPS staff and the design consultants recommend acceptance of the base bid of \$647,900.00 (Six Hundred Forty-seven Thousand, Nine Hundred Dollars) from BCD, Inc. The FCPS staff and the design consultants recommend approval of the proposed contract and revised BG-1. Upon the Board's approval, these documents will be submitted to the KDE

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District Facilities Branch for review and approval. Approval will allow the award of a contract for construction of a new Softball Fieldhouse (Phase 2) at Bryan Station High School to commence with minimal delay. Based on this recommendation, a revision to the BG-1 is required as follows:

	Phases 1 & 2 Total Revised BG-1 (including Phase 1 Expenses) 1/19	Phases 1 & 2 Total Revised BG-1 (including Phase 1 Expenses)
Total Construction Cost:	\$468,400.00	\$697,900.00
Architect/Engineer Fee:	\$41,217.00	\$57,707.00
Contingencies:	\$23,420.00	\$32,395.00
Technology Systems:	\$2,000.00	\$2,000.00
Special Inspect:	\$6,976.00	\$7,500.00
Surveys/Printing/Miscellaneous:	\$14,244.00	\$11,113.00
Total Estimated Cost:	\$556,257.00	\$808,615.00

Policy: 702 KAR 4:160
Board Policy 01.1 – General Powers and Duties of Board

Fiscal Impact:

Fund	Org. Code	Object Code	Project	Amount
General Fund	9201407	0450	BOND	\$266,010.00
General Fund	9201407	0450	DEPT	\$201,841.00
General Fund	9201407	0450	REFCK	\$15,200.00
General Fund	9201407	Various	DEPT	\$211,075.27
Residuals – Canceled Leestown Portable Project	360	5210	17113	\$73,206.00
Residuals – PLD Track Replacement	360	5210	17112	\$41,282.73

Attachments(s): None

On motion by _____, seconded by _____, the Board accepted the base bid as submitted by BCD, Inc. approve the proposed contract in the amount of \$647,900.00 (Six Hundred Forty-seven Thousand, Nine Hundred Dollars), and approve a revision to the BG-1 Project Application for a total of \$808,615.00 (Eight Hundred Eight Thousand, Six Hundred Fifteen Dollars), for the construction of a new Softball Fieldhouse (Phase 2 plus Phase 1 expenses) at Bryan Station High School, subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Stephanie Spires, Board Chair

Emmanuel Caulk, Superintendent



FAYETTE COUNTY PUBLIC SCHOOLS

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: June 24, 2019

TOPIC: Approval of a Proposed Change Order (No. Twelve) to the Contract for the Construction of Brenda Cowan Elementary School (New Elementary School at Athens-Boonesboro Road) BG 17-185

PREPARED BY: Myron Thompson, Chief Operating Officer @ 381-4165

Recommended Action on: 6/24/2019
Consent Item

Superintendent Prior Approval: No

Recommendation/Motion: Approve the proposed additive Change Order No. Twelve to the contract with Griggs Enterprises for the construction of Brenda Cowan Elementary School (New Elementary School at Athens-Boonesboro Road) in the amount of \$35,568.15 (Thirty-five Thousand, Five Hundred Sixty-eight Dollars and Fifteen Cents), with an equivalent transfer of funds from Object Code 0840 to 0450; and a corresponding transfer of \$1,158.54 (One Thousand, One Hundred Fifty-eight Dollars and Fifty-four Cents) for design consultant fees from Object Code 0840 to 0346, subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Background/Rationale: The construction of the new elementary school to be located on Athens-Boonesboro Road is listed as priority 2a.1 on FCPS's 2013 District Facility Plan. EOP Architects produced final Construction Documents for bidding describing the construction of a new building totaling approximately 80,948 SF to serve 750 students, based upon FCPS elementary school program standards. Bids were received on February 14, 2018 and construction began in April 2018. The Office of Facility Design & Construction, the design consultants and the local building code officials have reviewed the progress of the work. Changes to the original plans and specifications have been necessary in order to satisfy the requirements described below. Approval of these changes allows the work to be completed. The description and cost of these items are summarized as follows:

	Change to DPOs	Change to GC Contract	5.05% A/E FEE
To correct deficient plans and specs:			
• Provide labor, materials and equipment to add antifreeze loop for sprinkler heads in Maintenance Storage Room 560; add:		\$4,319.20	\$0
• Provide labor, materials and equipment to furnish and install tactile warning surfaces at main entry to school; add:		\$8,307.60	\$0
To improve original plans and specs:			
• Provide labor, materials and equipment to provide copper line connection, back flow preventer and freeze-proof yard hydrant at lift station; add:		\$22,941.35	\$1,158.54
Total Change Order No. Twelve:		\$35,568.15	
Design consultant fees:			\$1,158.54
Total Cost:		\$36,726.69	

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Superintendent Emmanuel Caulk

An initial 5% contingency (\$893,393) and revised contingency (\$1,260,694) increased by revised BG1 dated 8/27/18 are included in the project's available funds. There have been eleven previous change orders on this project. The cost of the current and all changes orders represents an 8.08% increase in the construction cost.

Policy: 702 KAR 4:160

Fiscal Impact:

<u>Fund</u>	<u>Org. Code</u>	<u>Project Code</u>	<u>Object Code</u>	<u>Balance</u>
Construction 360	0003610	17185	0840	\$585,971.18

Attachments(s): None

On motion by _____, seconded by _____, the Board approved the proposed additive Change Order No. Twelve to the contract with Griggs Enterprises for the construction of Brenda Cowan Elementary School (New Elementary School at Athens-Boonesboro Road) in the amount of \$35,568.15 (Thirty-five Thousand, Five Hundred Sixty-eight Dollars and Fifteen Cents), with an equivalent transfer of funds from Object Code 0840 to 0450; and a corresponding transfer of \$1,158.54 (One Thousand, One Hundred Fifty-eight Dollars and Fifty-four Cents) for design consultant fees from Object Code 0840 to 0346, subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Stephanie Spires, Board Chair

Emmanuel Caulk, Superintendent



FAYETTE COUNTY PUBLIC SCHOOLS

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: June 24, 2019

TOPIC: Rescission of Board Approval (May 20, 2019) of Bid, Proposed Contract, and a Revision to the BG-1 Project Application for the Construction of New Parking Lots at the Liberty Road Bus Garage BG# 18-378

PREPARED BY: Myron Thompson, Chief Operating Officer @ 381-4165

Recommended Action on: 6/24/2019
Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Rescind the acceptance of the base bid with Alternate 1 as submitted by C&R Asphalt, approval of the proposed contract in the amount of \$991,675.00 (Nine Hundred Ninety-one Thousand, Six Hundred Seventy-five Thousand) and approval of a revision to the BG-1 Project Application for a total of One Million, One Hundred Thirty-four Thousand, Three Hundred Six Dollars (\$1,134,306.00) for the construction of Expanding the Bus Parking Lot at Liberty Road Bus Garage, previously approved at the Board's May 20, 2019 meeting.

Background/Rationale: At its May 20, 2019 meeting, the Board approved the bid, proposed contract and revision to the BG1 for this project. Subsequently, on May 27, 2019, the Director of Facility Design & Construction received a letter from C&R Asphalt withdrawing their bid due to an error in their bid documents. As allowed by law, C&R Asphalt's five percent (5%) bid bond will be forfeited to the District. At this time, staff is evaluating a schedule for when this project can be rebid and the work performed.

Attachments(s): C&R Asphalt Bid Withdrawal Letter

On motion by _____, seconded by _____, the Board rescinded the acceptance of the base bid with Alternate 1 as submitted by C&R Asphalt, approval of the proposed contract in the amount of \$991,675.00 (Nine Hundred Ninety-one Thousand, Six Hundred Seventy-five Thousand) and approval of a revision to the BG-1 Project Application for a total of One Million, One Hundred Thirty-four Thousand, Three Hundred Six Dollars (\$1,134,306.00) for the construction of Expanding the Bus Parking Lot at Liberty Road Bus Garage, previously approved at the Board's May 20, 2019 meeting.

Stephanie Spires, Board Chair

Emmanuel Caulk, Superintendent

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Superintendent Emmanuel Caulk

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(859) 255-2570 Fax



www.asphaltanimals.com

05-27-19

To: Fayette County Board of Education
RE: Liberty Road Bus Garage FCPS # 27-19

To Whom It May Concern

C & R Asphalt regrettfully must withdraw our bid for the project listed about. Due to confusion within the bid documents and therefore confusion within our organization during the bid process.

C & R appropriated Base Bid money into Alternate # 2, therefore increasing the total of Alternate # 2 substantially.

A handwritten signature in black ink, appearing to read 'Joshua Coleman', is written over the printed name.

Joshua Coleman
Manager / Member
C & R Asphalt

PLACEHOLDER

Executive Summary Fayette County Public Schools Board Meeting Agenda Item

MEETING: Regular

DATE: June 24, 2019

TOPIC: Approval of Negotiated Bid, Proposed Contract, and a Revision to the BG-1 Project Application for Modifications to the Front Entries and Secured Vestibules at Bryan Station High, Henry Clay High, Lafayette and Paul Laurence Dunbar High Schools; Beaumont, Morton, Southern and Winburn Middle Schools; and SCAPA (GROUP A) BG# 19-121

PREPARED BY: Myron Thompson, Chief Operating Officer @ 381-4165

Recommended Action on: 6/24/2019
Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Determine that, pursuant to KRS K45A.380, bids should be obtained by non-competitive negotiation as explained herein; and therefore, accept the negotiated base bid with Alternates 1, 2, 3, 4, 5 and 6, as submitted by E.C. Matthews Company, Inc., approve the proposed contract in the amount of \$1,561,600.00 (One million, five hundred sixty-one thousand, six hundred dollars and zero cents), and approve a revision to the BG-1 Project Application for a total of \$1,763,556.00 (One million, seven hundred sixty-three thousand, five hundred fifty-six dollars and zero cents), for Modifications to the Front Entry and Secured Vestibule at Bryan Station, Henry Clay, Lafayette and Paul Laurence Dunbar High Schools; Beaumont, Morton, Southern and Winburn Middle Schools; and SCAPA (GROUP A), subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Background/Rationale: When these facilities were renovated in the past, FCPS buildings did not include the features of a secured vestibule. As a part of the new Board-approved 10-Point Safety Investment Plan, modifications need to be made to the front entries and secured vestibules to provide a higher level of protection for students and staff. The revised BG-1 was approved by the Board at its February 25, 2019 meeting. Sherman Carter Barnhart Architects have produced final Construction Documents for bidding describing these modifications. The project is planned to start field work and shop drawings in July 2019, but work in the field is anticipated to start in October 2019 and complete by December 2020. In April 2019, no bids were received and thus, based on KRS 45A.375 and KRS 45A.380, it was necessary to enter into non-competitive negotiated bidding. Two bids were received, but they were also contingent on approving all three groups of vestibule projects together. The results of the bidding are as follows:

BIDDER	BASE BID	Alternate Bid Nos. (1,2,3,4,5&6)	BASE BID Plus Alt. Nos. (1,2,3,4,5&6)
1 E.C. Matthews Company, Inc.	\$1,561,600.00	\$0.00	\$1,561,600.00
2 Griggs Enterprises	\$1,928,000.00	\$25,600.00	\$1,953,600.00
Alternate #1=Henry Clay High Addition; Alternate #2=Plastic Laminate Casework; Alternate #3=Door Hardware; Alternate #4=Roofing System; Alternate #5=Sonitrol; Alternate #6=NewTech			
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Superintendent Emmanuel Caulk

Proposal: Based on the review of these proposals, the FCPS staff and the design consultants recommend acceptance of the base bid with Alternates 1, 2, 3, 4, 5 and 6 of \$1,561,000.00 from E.C Matthews Company, Inc. The FCPS staff and the design consultants recommend approval of the proposed contract and revised BG-1. Upon the Board's approval, these documents will be submitted to the KDE District Facilities Branch for review and approval. Approval will allow the award of a contract for the Modifications to the Front Entry and Secured Vestibule at Bryan Station, Henry Clay, Lafayette and Paul Laurence Dunbar High Schools; Beaumont, Morton, Southern and Winburn Middle Schools; and SCAPA (GROUP A) to commence with minimal delay. Based on this recommendation, a revision to the BG-1 is required as follows:

	Revised BG-1 Project Application Budget (2/19)	Revised BG-1 Project Application Budget
Total Construction Cost:	\$903,551	\$1,561,600
Architect/Engineer Fee:	\$77,932	\$122,976
Contingencies:	\$45,178	\$78,080
Surveys, Printing, Etc.:	\$900	\$900
Total Estimated Cost:	\$1,027,561	\$1,763,556

Policy: Board Policy 01.1 – General Powers and Duties of Board

Fiscal Impact:

<u>Fund</u>	<u>Org. Code</u>	<u>Object</u>	<u>Project</u>
General Fund	9201407	0450	SAFE

Attachments(s): None

On motion by _____, seconded by _____, the Board determined that, pursuant to KRS K45A.380, bids should be obtained by non-competitive negotiation as explained herein; and therefore, accepted the negotiated base bid with Alternates 1, 2, 3, 4, 5 and 6, as submitted by E.C. Matthews Company, Inc., approve the proposed contract in the amount of \$1,561,600.00 (One million, five hundred sixty-one thousand, six hundred dollars and zero cents), and approve a revision to the BG-1 Project Application for a total of \$1,763,556.00 (One million, seven hundred sixty-three thousand, five hundred fifty-six dollars and zero cents), for Modifications to the Front Entry and Secured Vestibule at Bryan Station, Henry Clay, Lafayette and Paul Laurence Dunbar High Schools; Beaumont, Morton, Southern and Winburn Middle Schools; and SCAPA (GROUP A), subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Stephanie Spires, Board Chair

Emmanuel Caulk, Superintendent

PLACEHOLDER

Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item

MEETING: Regular

DATE: June 24, 2019

TOPIC: Approval of Negotiated Bid, Proposed Contract, and a Revision to the BG-1 Project Application for Modifications to the Front Entries and Secured Vestibules at Ashland, Harrison, Maxwell, Booker T. Washington, Dixie, Northern and Picadome Elementary Schools; Crawford Middle School; and the FCPS Preschool Center (GROUP B)
BG# 19-122

PREPARED BY: Myron Thompson, Chief Operating Officer @ 381-4165

Recommended Action on: 6/24/2019
Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Determine that, pursuant to KRS K45A.380, bids should be obtained by non-competitive negotiation as explained herein; and therefore, accept the negotiated base bid with Alternates 1, 2, 3, 4, 5 and 6, as submitted by E.C. Matthews Company, Inc., approve the proposed contract in the amount of \$1,586,600.00 (One million, five hundred eighty-six thousand, six hundred dollars and zero cents), and approve a revision to the BG-1 Project Application for a total of \$1,791,775.00 (One million, seven hundred ninety-one thousand, seven hundred seventy-five dollars and zero cents), for Modifications to the Front Entry and Secured Vestibule at Ashland, Harrison, Maxwell, Booker T. Washington, Dixie, Northern and Picadome Elementary Schools; Crawford Middle School; and the FCPS Preschool Center (GROUP B), subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Background/Rationale: When these facilities were renovated in the past, FCPS buildings did not include the features of a secured vestibule. As a part of the new Board-approved 10-Point Safety Investment Plan, modifications need to be made to the front entries and secured vestibules to provide a higher level of protection for students and staff. This project will also include an alternate for a clinic at Harrison Elementary School, which will be partially funded through HealthFirst Bluegrass. The revised BG-1 was approved by the Board at its February 25, 2019 meeting. Ross Tarrant Architects have produced final Construction Documents for bidding describing these modifications. The project is planned to start field work and shop drawings in July 2019, but work in the field is anticipated to start in October 2019 and complete by December 2020. In April 2019, no bids were received and thus, based on KRS 45A.375 and KRS 45A.380, it was necessary to enter into non-competitive negotiated bidding. Two bids were received, but they were also contingent on approving all three groups of vestibule projects together. The results of the bidding are as follows:

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Superintendent Emmanuel Caulk

BIDDER	BASE BID	Alternate Bid Nos. (1,2,3,4,5&6)	BASE BID Plus Alt. Nos. (1,2,3,4,5&6)
1 E.C. Matthews Company, Inc.	\$1,586,600.00	\$0.00	\$1,586,600.00
2 Griggs Enterprises	\$1,548,000.00	\$14,000.00	\$1,562,000.00
Alternate #1= Door Hardware; Alternate #2=Plastic Laminate Casework; Alternate #3=Sonitrol; Alternate #4=NewTech; Alternate #5=Harrison Clinic; Alternate #6=Linlee Vestibule			

Proposal: Based on the review of these proposals, the FCPS staff and the design consultants recommend acceptance of the base bid with Alternates 1, 2, 3, 4, 5 and 6 of \$1,586,600.00 from E.C. Matthews Company, Inc. The FCPS staff and the design consultants recommend approval of the proposed contract and revised BG-1. Upon the Board's approval, these documents will be submitted to the KDE District Facilities Branch for review and approval. Approval will allow the award of a contract for the Modifications to the Front Entry and Secured Vestibule at Ashland, Harrison, Maxwell, Booker T. Washington, Dixie, Northern and Picadome Elementary Schools; Crawford Middle School; and the FCPS Preschool Center (GROUP B), to commence with minimal delay. Based on this recommendation, a revision to the BG-1 is required as follows:

	Revised BG-1 Project Application Budget (2/19)	Revised BG-1 Project Application Budget
Total Construction Cost:	\$1,022,047	\$1,586,600
Architect/Engineer Fee:	\$83,042	\$124,945
Contingencies:	\$51,103	\$79,330
Surveys, Printing, Etc.:	\$900	\$900
Total Estimated Cost:	\$1,157,092	\$1,791,775

Policy: Board Policy 01.1 – General Powers and Duties of Board

Fiscal Impact:

<u>Fund</u>	<u>Org. Code</u>	<u>Object</u>	<u>Project</u>	<u>Project</u>
General Fund	9201407	0450	SAFE	\$1,781,775
Donation –HealthFirst Bluegrass	N/A	N/A	N/A	\$100,000

Attachments(s): None

On motion by _____, seconded by _____, the Board determine that, pursuant to KRS K45A.380, bids should be obtained by non-competitive negotiation as explained herein; and therefore, accepted the negotiated base bid with Alternates 1, 2, 3, 4, 5 and 6, as submitted by E.C. Matthews Company, Inc., approve the proposed contract in the amount of \$1,586,600.00 (One million, five hundred eighty-six thousand, six hundred dollars and zero cents), and approve a revision to the BG-1 Project Application for a total of \$1,791,775.00 (One million, seven hundred ninety-one thousand, seven hundred seventy-five dollars and zero cents), for Modifications to the Front Entry and Secured Vestibule at Ashland, Harrison, Maxwell, Booker T. Washington, Dixie, Northern and Picadome Elementary Schools; Crawford Middle School; and the FCPS Preschool Center (GROUP B), subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Stephanie Spires, Board Chair

Emmanuel Caulk, Superintendent

PLACEHOLDER

Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item

MEETING: Regular

DATE: June 24, 2019

TOPIC: Approval of Negotiated Bid, Proposed Contract, and a Revision to the BG-1 Project Application for Modifications to the Front Entries and Secured Vestibules at Julius Marks, Lansdowne, Southern, Rosa Parks and Veterans Park Elementary Schools; Eastside and Southside Technical Centers; The Learning Center; and Martin Luther King Academy (GROUP C) BG# 19-123

PREPARED BY: Myron Thompson, Chief Operating Officer @ 381-4165

Recommended Action on: 6/24/2019
Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Determine that, pursuant to KRS K45A.380, bids should be obtained by non-competitive negotiation as explained herein; and therefore, accept the negotiated base bid with Alternates 1, 2, 3 and 4 and the casework is to be owner-preferred, as submitted by E.C. Matthews Company, Inc., and approve the proposed contract in the amount of \$1,078,800.00 (One million, seventy-eight thousand, eight hundred dollars and zero cents), and approve a revision to the BG-1 Project Application for a total of \$1,221,293.00 (One million, two hundred twenty-one thousand, two hundred ninety-three dollars and zero cents), for Modifications to the Front Entry and Secured Vestibule at Julius Marks, Lansdowne, Southern, Rosa Parks and Veterans Park Elementary Schools; Eastside and Southside Technical Centers; The Learning Center; and Martin Luther King Academy (GROUP C), subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Background/Rationale: When these facilities were renovated in the past, FCPS buildings did not include the features of a secured vestibule. As a part of the new Board-approved 10-Point Safety Investment Plan, modifications need to be made to the front entries and secured vestibules to provide a higher level of protection for students and staff. JRA Architects have produced final Construction Documents for bidding describing these modifications. Through the negotiations process however, FCPS asked to have the owner preferred casework in the project because it was included in the other two groups as well. The project is planned to start field work and shop drawings in July 2019, but work in the field is anticipated to start in October 2019 and complete by December 2020. In April 2019, no bids were received and thus, based on KRS 45A.375 and KRS 45A.380, it was necessary to enter into non-competitive negotiated bidding. Two bids were received, but they were also contingent on approving all three groups of vestibule projects together. The results of the bidding are as follows:

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BIDDER	BASE BID	Alternate Bid Nos. (1,2,3,&4)	BASE BID Plus Alt. Nos. (1,2,3&4)
1 E.C. Matthews Company, Inc.	\$1,078,800.00	\$0.00	\$1,078,800.00
2 Griggs Enterprises	\$1,283,000.00	\$9,800.00	\$1,292,800.00
Alternate #1=Plastic Laminate Casework; Alternate #2=Door Hardware; Alternate #3=NewTech; Alternate #4=Sonitrol			

Proposal: Based on the review of these proposals, the FCPS staff and the design consultants recommend acceptance of the base bid of \$1,078,000.00 with Alternates 1, 2, 3 and 4 and the casework is to be owner-preferred from E.C. Matthews Company, Inc. The FCPS staff and the design consultants recommend approval of the proposed contract and revised BG-1. Upon the Board's approval, these documents will be submitted to the KDE District Facilities Branch for review and approval. Approval will allow the award of a contract for the Modifications to the Front Entry and Secured Vestibule at Julius Marks, Lansdowne, Southern, Rosa Parks and Veterans Park Elementary Schools; Eastside and Southside Technical Centers; The Learning Center; and Martin Luther King Academy (GROUP C), is required as follows:

	Revised BG-1 Project Application Budget (2/19)	Revised BG-1 Project Application Budget
Total Construction Cost:	\$640,000	\$1,078,800
Architect/Engineer Fee:	\$59,200	\$87,653
Contingencies:	\$32,000	\$53,940
Surveys, Printing, Etc.:	\$900	\$900
Total Estimated Cost:	\$732,100	\$1,221,293

Policy: Board Policy 01.1 – General Powers and Duties of Board

Fiscal Impact:

<u>Fund</u>	<u>Org. Code</u>	<u>Object</u>	<u>Project</u>
General Fund	9201407	0450	SAFE

Attachments(s): None

On motion by _____, seconded by _____, the Board determined that, pursuant to KRS K45A.380, bids should be obtained by non-competitive negotiation as explained herein; and therefore, accepted the negotiated base bid with Alternates 1, 2, 3 and 4 and the casework is to be owner-preferred, as submitted by E.C. Matthews Company, Inc., and approve the proposed contract in the amount of \$1,078,800.00 (One million, seventy-eight thousand, eight hundred dollars and zero cents), and approve a revision to the BG-1 Project Application for a total of \$1,221,293.00 (One million, two hundred twenty-one thousand, two hundred ninety-three dollars and zero cents), for Modifications to the Front Entry and Secured Vestibule at Julius Marks, Lansdowne, Southern, Rosa Parks and Veterans Park Elementary Schools; Eastside and Southside Technical Centers; The Learning Center; and Martin Luther King Academy (GROUP C), subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Stephanie Spires, Board Chair

Emmanuel Caulk, Superintendent

PLACEHOLDER

Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item

MEETING: Regular

DATE: June 24, 2019

TOPIC: Approval of Bid, Proposed Contract, and a Revision to the BG-1 Project Application for the Renovation of 1555 Georgetown Road to house the STEAM Academy and the Success Academy BG# 19-163

PREPARED BY: Myron Thompson, Chief Operating Officer @ 381-4165

Recommended Action on: 6/24/2019
Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Accept the base bid with Alternates _____ submitted by _____, approve the proposed contract in the amount of \$_____, and approve a revision to the BG-1 Project Application for a total of \$_____, for the renovation of 1555 Georgetown Road to house the STEAM Academy and the Success Academy, subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Background/Rationale: The renovation of 1555 Georgetown Road as the STEAM Academy and the Success Academy is listed as priority 1.a.1 on FCPS's 2017 District Facility Plan (April 2019 Finding). Ross Tarrant Architects produced final Construction Documents for bidding describing renovation and reconfiguration of the existing building yielding a final project of approximately 119,688 SF to serve 600 STEAM Academy students and 14,274 SF to serve 80 Success Academy students. The program is consistent with other recent FCPS school projects. The project is planned to start construction around July 15, 2019. Substantial completion is planned for October 15, 2020. On Thursday, June 6, 2019, _____ (____) general contractors submitted proposals on a base bid and _____ (____) alternate bids. The results of the bidding are as follows

BIDDER	BASE BID	Alternate Bid No. _____	BASE BID plus No. _____
1			
2			
3			
4			
5			
Alt #1 – STEAM Entrance; Alt #2 – Success Entrance; Alt #3 – Polk Lane Entrance; Alt #4 – Geothermal HVAC; Alt #5 – Door Hardware; Alt #6 – Plastic Laminate Casework; Alt #7 – Wood Lab Casework; Alt #8 – Security Alarm Manufacturer; Alt #9 – PA System Manufacturer; Alt #10 – Kitchen Equipment Manufacturers			

Proposal: Based on the review of these proposals, the FCPS staff and the design consultants recommend acceptance of the base bid with Alternates _____, as submitted by _____, approve the proposed contract in the amount of \$_____ and approve a revision to the BG-1 Project Application

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Superintendent Emmanuel Caulk

for a total of \$_____. The FCPS staff and the design consultants recommend approval of the proposed contract and revised BG-1. Upon the Board's approval, these documents will be submitted to the KDE District Facilities Branch for review and approval. Approval will allow the award of a contract and renovation of 1555 Georgetown Road to house the STEAM Academy and the Success Academy, to commence with minimal delay. Based on this recommendation, a revision to the BG-1 is required as follows:

	Initial BG-1 Project Application Budget (____/18)	Proposed BG-1 Revision Total
Total Construction Cost:	\$21,600,000.00	
Contingencies:	\$1,080,000.00	
Architect/Engineer Fee:	\$1,446,785.00	
Fiscal Agent Fee:	\$100,758.00	
Bond Discount:	\$400,950.00	
Furnishings/Equipment:	\$1,475,000.00	
Furnishings/Computers:	\$285,495.00	
Technology Network Systems (KETS), telephone, etc.:	\$211,900.00	
Site Acquisition:	\$0.00	
Site Survey:	\$10,000.00	
Geotechnical Investigations:	\$20,000.00	
Special Inspections:	\$101,637.53	
Fundamental Commissioning:	\$75,000.00	
Advertising:	\$0.00	
Printing:	\$10,000.00	
HVAC Balancing:	\$12,000.00	
Total Estimated Cost:	\$26,829,525.53	

Policy: 702 KAR 4:160

Funding Source:

<u>Fund</u>	<u>Org. Code</u>	<u>Object Code</u>	<u>Balance</u>
360	Residuals various	18276	\$93,383.03
360	Residuals various	17186	\$6,142.50
360	5110 Local Bond	19163	\$26,730,000

Attachment(s): None

On motion by _____, seconded by _____, the Board accepted the base bid with Alternates _____ submitted by _____, approved the proposed contract in the amount of \$_____, and approved a revision to the BG-1 Project Application for a total of \$_____, for the renovation of 1555 Georgetown Road to house the STEAM Academy and the Success Academy, subject to the approval of the Kentucky Department of Education, District Facilities Branch, per the provisions of 702 KAR 4:160.

Stephanie Spires, Board Chair

Emmanuel Caulk, Superintendent

PLACEHOLDER

Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item

MEETING: Regular

DATE: 6/24/2019

TOPIC: Resolution of Board of Education of Fayette County, Kentucky, Relating to the Issuance of Fayette County School District Finance Corporation School Building Revenue Bonds, Series 2019A

PREPARED BY: John White, Chief Financial Officer @ 381-4165

Recommended Action on: 6/24/2019
Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Approve a resolution authorizing the sale and issuance of School Building Revenue Bonds, Series 2019A in the approximate amount of \$27,000,000 (Twenty-seven Million Dollars) for the purposes of financing construction, installation and equipping of renovation and other improvements at 1555 Georgetown Road to house the STEAM Academy and the Success Academy.

Background/Rationale: The Board desires and intends to finance the costs of construction, installing and equipping of renovation and other improvements to existing facilities of the Board located at 1555 Georgetown Rd. to house the STEAM Academy and the Success Academy through the issuance of Series 2019A revenue bonds by the Board's corporate agency and instrumentality, the Fayette County School District Finance Corporation, the interest on which bonds may qualify for exclusion from gross income for federal and Kentucky income tax purposes.

Policy: 01.11 – General Powers and Duties of the Board

Attachments(s): Resolution

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**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: Requests From Principals For Extended Trips

PREPARED BY: Chiefs of Schools

Recommended Action on: 6/10/2019

Action Item for Vote (PLANNING MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Approve the extended trip requests as listed.

Background/Rationale: These trips have been planned to enhance the education of participating students. Some of the trips involve educational projects while some are performance or competition events. All of the trips assist the students in dealing with people and events outside the ordinary realm of home and school. Each extended trip has been pre-planned and will be properly supervised. The itinerary for each trip, in addition to a list of participating students, has been included. Any trip taken during the school day must be educationally justified.

Policy: 09.36 (School Related Student Trips)

Fiscal Impact: N/A

Attachments(s): June 10, 2019 Planning Meeting

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Superintendent Emmanuel Caulk

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Mailing Address: 1126 Russell Cave Rd., Lexington, Kentucky 40505

REQUESTS FROM PRINCIPALS FOR EXTENDED TRIPS

	<u>School/Organization</u>	<u>Destination/Purpose</u>	<u>Inclusive Dates</u>
*****	Russell Cave Elementary	Newport Aquarium	May 28
A,/	5th Grade	Newport, KY	(1 school day)
	Sponsor's name: Ryan Arbuckle . Additional chaperones 7. Students 47	Students will tour the aquarium and discuss energy in ecosystems, life cycles and patterns of ocean tides.	Post Approval
*****	The Academy for Leadership at Millcreek Elementary	Cincinnati Zoo	June 4
A,/	PBIS Rewards	Cincinnati, OH	(1 school day)
	Sponsor's name: Jessica Davis. Additional chaperones 5. Students 24.	Students will tour the zoo and discuss ecosystems, life cycles and habitats.	Post Approval
*	Winburn Middle	Rosemont, IL	June 6-10
B,/	Academic Team	Hyatt Regency O'Hare	(0 school days)
	Sponsor's name: Trasci Robyn Wilson. Additional chaperones 4. Students 17.	National Academic Competition	
*****	Tates Creek Middle & Winbur	Columbus, OH	June 12
A,/	Camp Groups	COSI	(0 school days)
	Sponsor's name: Carmen Combs and TC Johnson. Additional chaperones 2. Students TBD.	Students will explore, measure, build, program, create, test, question, cheer, dissect, touch and learn.	
*****	Winburn Middle	Columbus, OH	June 12
A,/	YSC-BCTC Stem	COSI	(0 school days)
	Sponsor's name: TC Johnson. Additional chaperones 1. Students 10.	Students will explore, measure, build, program, create, test, question, cheer, dissect, touch and learn.	

*****	Winburn Middle	Washington, DC	June 17-19
A,/	YSC	Washington, DC	(0 school days)
	Sponsor's name: TC Johnson. Additional chaperones 1. Students 10.	Education trip to Washington, DC with Nations Classroom	

***	Student Support Services	Cincinnati, OH	July 10
/	McKinney Vento	Cincinnati Museum Center	(1 school day)
	Sponsor's name: James Hodge. Additional chaperones 16. Students TBD.	Tour museum	Date change. Board approved 5/20/19.

*	Transportation by Parents and/or Sponsor
**	Transportation by Rental Van/Car
***	Transportation by Fayette County School Bus
****	Transportation by Commercial Airlines
*****	Transportation by Commercial Bus
A	Fayette County School Bus Unavailable
B	Comfort
/	Instructional Extended Trip

RATIONALE: These trips have been planned to enhance the education of participating students. Some of the trips involve educational projects while some are performance or competition events. All of the trips assist the students in dealing with people and events outside the ordinary realm of home and school. Each extended trip has been pre-planned and will be properly supervised. The itinerary for each trip, in addition to a list of participating students, has been included. Any trip taken during the school day must be educationally justified.

POLICY REFERENCE 09.36 (School Related Student Trips)

RECOMMENDATION: A motion is in order to:

"Approve the extended trip requests as listed."

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: Professional Leave By District Personnel

PREPARED BY: Jennifer Dyar

Recommended Action on: 6/10/2019

Action Item for Vote (PLANNING MEETING)

Superintendent Prior Approval: Yes

Recommendation/Motion: A motion is in order to approve the professional leave as indicated.

Background/Rationale: Board policy and Kentucky law requires board approval.

Policy: 03.1911\03.2911

Fiscal Impact: \$88,971.93

Attachments(s): N/A

Reimbursement Funding Source	Current Agenda	Year-to-Date
Employee Self-Funded	\$0	\$7704.13
General Funds	\$13639.00	\$434,027.05
Outside Third-Party Source	\$0	\$71,677.17
School Funds	\$3805.64	\$166,864.84
IDEA Grant	\$1817.00	\$81,304.00
Perkins Grant	\$9234.00	\$227,232.30
Title I Grant	\$12,651.88	\$244,329.09
Title II Grant	\$44888.41	\$625,187.05
Title III Grant	\$705.00	\$32,958.00
Title IV Grant	\$2231.00	\$34,980.71
Other Grants	\$0	\$182,806.98
TOTALS	\$88971.93	\$2,109,071.32

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PROFESSIONAL LEAVE BY DISTRICT PERSONNEL

1. Professional Leave Request Recommended:

<u>Professional Meeting</u>				<u>Reimbursement</u>	
<u>Location & Dates</u>	<u>Staff Member</u>	<u>School</u>	<u>Substitute</u>	<u>Funding Sources</u>	<u>Total Cost</u>
Green Dot Institute Spring Field, VA March 11-15, 2019 Work Days -3	Patricia Ballard	Paul L Dunbar High	NO	School fund	\$1,961.81
KHSADA Annual Louisville, KY April 24-26, 2019 Work Days - 3	Shelli Warburton	Bryan Station High	School funds	School fund	\$500.00
Extreme Connect Conference Nashville, TN May 13-16,2019 Work Days -4	David Carty	Technology	NO	Gen funds/Tech	\$500.00
FCCLA Leadership Hardinsburg, KY June 3-6, 2019 Work Days - 3	Anna Sullinger	Beaumont Middle	NO	Perkins	\$510.00
KY Standards Learning Hopkinsville, KY	Veda Stewart	Booker T Washington Elem	NO	Title I	\$320.00

June 9-10, 2019

Work Days - 1

KY Coalition for English Learners Summer Institute Louisville, KY June 9-11, 2019 Work Days - 2	Lisa Hillenbrand	IAKSS	NO	Title III	\$705.00
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Tri-State Minority Supplier Development Council Centers of Excellence Meeting Nashville, TN June 10-12, 2019 Work Days - 3	Marilyn Clark	Warehouse	NO	Gen/Economic	\$2,094.00
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2019 Behavior Institute Louisville, KY June 13-14, 2019 Work Days - 2	Beau Robinson	IAKSS	NO	IDEA/Special ED	\$260.00
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Professional Learning
Community at Work
Institute
Fort Lauderdale, FL
June 18-21, 2019
Work Days - 4

Tammie Franks	Harrison Elem	NO	Title II	\$2,094.00
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Naomi Carroll	Harrison Elem	NO	Title II	\$2,094.00
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Work Days - 0	Brittney Mattingly	Harrison Elem	NO	Title II	\$2,094.00
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	Alison Ward	Harrison Elem	NO	Title II	\$2,094.00
Early Childhood Institute Louisville, KY June 18-21, 2019 Work Days - 4	Whitney Stevenson	IAKSS	NO	Gen/Preschool	
Innovation Schools Summit Atlanta, GA June 18-22, 2019 Work Days - 4	Rose Santtago	IAKSS	NO	Gen fund/Equity	\$3,780.00
	Christian Adair	IAKSS	NO	Gen fund/Equity	\$3,780.00
KACTE Louisville, KY June 23-26, 2019 Work Days - 3	Shawn Hinds	Frederick Douglass High	NO	Perkins	\$1,470.00
July 22-25, 2019 Work Days - 0	Helen Graham	Lafayette High	NO	Perkins	\$1,036.00
July 23-26, 2019 Work Days - 0	Jennifer Burton	Lafayette High	NO	Perkins	\$1,036.00
	Tiua Chilton	Eastside /Tates Creek High	NO	Perkins	\$925.00
	Kate FitzGerald	Lafayette High	NO	Perkins	\$1,025.00
AP Human Georgraphy Training Bowling Green, KY June 23-28, 2019 Work Days - 0	Colin Broderick	Tates Creek High	NO	Title II	\$1,775.00

Fusion Education
Conference on Map
St. Louis, MO
June 25-28, 2019

Work Days - 2	David Hoskins	Edythe J Hayes Middle	NO	Title II	\$1,751.00
Work Days - 0	Emily Haneline	Edythe J Hayes Middle	NO	Title II	\$1,499.00
	Kristin Church	Edythe J Hayes Middle	NO	Title II	\$1,499.00
	Kelly Maggard	Edythe J Hayes Middle	NO	Title II	\$1,499.00

University Of Puerto Rico	Faith Thompson	IAKSS	NO	Gen fund/Equity	\$2,380.00
Recruitment Conference	Rose Santiago	IAKSS	NO	Gen fund /Equity	\$3,380.00
Puerto, Rico	Cindy Godsey	IAKSS	NO	Gen fund/Equity	\$2,380.00
June 26-30, 2019	Kiyon Massey	IAKSS	NO	Gen fund/Equity	\$2,380.00
Work Days - 3	Scott Flowers	IAKSS	NO	Gen fund/Equity	\$2,380.00
	Kevin Disney	IAKSS	NO	Gen fund/Equity	\$2,380.00

National TSA	Scottie Davis	Southside Tech	NO	Perkins	\$916.00
Conference	Staci Davis	Southern Middle	NO	Perkins	\$2,316.00
National Harbor, MD					
June 27-July 2, 2019					
Work Days - 0					

The DaVinci Initiative	Aubrey Brice	Bryan Station High	NO	Title I	\$5,550.00
Summer Teacher Atelier					
Jersey City, NJ					
July 7-August 3, 2019					
Work Days - 0					

Journalism Advisers	Wendy Turner	Paul L Dunbar High		School fund	\$1,343.83
Conference					
New Orleans, LA					

July 7-11, 2019

Work Days - 0

PLTW Medical
Interventions
Owings Mills, MD
July 7-19, 2019
Work Days - 0

Johanna Rosevear

Frederick Douglass High

NO

Title II

\$5,664.61

IB Training
Spanish B Category 2
Atlanta, GA
July 8-11, 2019
Work Days - 0

Walter Leszozynski

Tates Creek High

NO

Title IV

\$2,231.00

AP Summer Insititute
Indianapolis, IN
July 8-12, 2019
Work Days - 0

Kelley Hayden

Frederick Douglass High

NO

Title II

\$1,255.40

Kagan Coaching
Orlando, FL
July 13-14, 2019
Work Days - 0

Allison George

Mary Todd Elem

NO

Title II

\$1,799.00

Victory Over Violence
State Training
Covington, KY

July 15-17, 2019
Work Days - 3

Alsina Bailey

Liberty Elem

NO

Gen Fund/FRC

\$323.00

July 15-19, 2019

Laura Hartman

Squires Elem

NO

Gen fund/FRC

\$323.00

Work Days - 0	Sarah Yates	Athens-Chilesburg Elem	NO	Gen fund/FRC	\$435.00
	Mary Jo Dendy	Sandersville Elem	NO	Gen fund/FRC	\$435.00
	Terona Cobble-Johnson	Winburn Middle	NO	Gen fund/FRC	\$470.00
	Kasey Spicer	Dixie Elem	NO	Gen fund/FRC	\$470.00
KASA Annual Leadership Conference Louisville, KY July 17-19, 2019 Work Days - 3	Kate McAnelly	IAKSS	NO	Title II	\$824.00
Serious Play Conference Orlando, FL July 23-27, 2019 Work Days - 0	Brandon French	Leestown Middle	NO	Title I	\$1,250.00
World Council for Gifted and Talented Children Nashville, TN July 23-28, 2019 Work Days - 0	Jennifer Souers	Millcreek Elem	NO	Title I	\$2,765.94
	Sharon Mofield-Boswell	Millcreek Elem	No	Title I	\$2,765.94
NCTM Regional Math Conference Nashville, TN October 2-4, 2019 Work Days- 3	Susan McGrath	Frederick Douglass High	NO	Title II	\$1,204.00
	Zach Wooten	Paul L Dunbar High	NO	Title II	\$1,204.00
	Ronni Tallent	IAKSS	NO	Title II	\$1,204.00
		Cardinal Valley			
	Mary Mills	Elem	NO	Title II	\$1,204.00
	Cassie Lewis	Southern Middle	NO	Title II	\$1,204.00
	Christina Emerson	Tates Creek Middle	NO	Title II	\$1,204.00

	Valerie Hairston	Winburn Middle	NO	Title II	\$1,204.00
	Jill Kidder	Edythe J Hayes Middle	NO	Title II	\$1,204.00
	Mary Moore	Paul L Dunbar High	NO	Title II	\$1,204.00
	James Higgins	Yates Elem	NO	Title II	\$1,144.40
		Meadowthorpe			
	Amy Baker	Elem	NO	Title II	\$1,144.00
	Debbie Waggoner	IAKSS	NO	Title II	\$1,144.00
	Natalee Feese	IAKSS	NO	Title II	\$1,144.00
	Dickson Shelley	IAKSS	NO	Title II	\$1,144.00
USMRC National Math Pre-Conference Providence, RI November 17-21, 2019 Work Days - 4	Shelley Dickson	IAKSS	NO	Title II	\$2,390.00
National Association for Bilingual Education Las Vegas,NV February 25-28, 2020 Work Days - 4	Karyn Renfrow	Cardinal Valley Elem	NO	IDEA/Special ED	\$1,557.00

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/3/2019

TOPIC: Job Description- Program Manager for After School Programs

PREPARED BY: Jennifer Dyar

Recommended Action on: 6/10/2019

Action Item for Vote (PLANNING MEETING)

Superintendent Prior Approval: Yes

Recommendation/Motion: A motion is in order to approve the job description of Program Manager for After School Programs

Background/Rationale: This is a job description for a program manager to oversee the After School Programs currently located in nineteen of our elementary schools across the district. This will centralize implementation and monitoring of the programs to ensure they are effective and efficient. The funding for the position will be from the programs and therefore cost neutral.

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: None

Attachments(s): Job Description

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Superintendent Emmanuel Caulk

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PROGRAM MANAGER – After School Programs

State Job Code: _____

TITLE: Program Manager – After School Programs (ASP)

REPORTS TO: Superintendent's Designee

SUPERVISES: Assigned Staff

JOB FUNCTION: Responsible for project management and program evaluation, implementation and monitoring specifically for After School Programs. Provide administrative responsibilities and assist the Associate Director of Financial Accounting and Benefits Services in the management of these programs.

MEASURES OF SUCCESS:

- Identified and approved new and innovative program processes serving After School Program students to ensure:
 - Increase in student achievement and growth
 - Provide emotional support
 - Provide general guidance
 - Provide benchmark assessments of the programs, efficiency, effectiveness and business management.
- Evaluate program outcomes and determine sustainability of After School Programs.
- Increase the support for schools in development of a comprehensive, multi-tiered system of services to promote After School Program initiatives and compliance indicated by program evaluation and district strategic plan.
- Audits indicate that the program is implemented in accordance to the guidelines for local, state and federal regulations
- Increase student, family and community engagement

PERFORMANCE RESPONSIBILITIES

The key areas of focus are student success and program accountability:

- Facilitates the implementation and administration of all after school programs
- Develops, in cooperation with the Director and Associate Director of Finance, Principals and Instructional Chiefs, a timeline to implement and evaluate after school programming and compliance.
- Coordinates/facilitates the after school program training requirements

PROGRAM MANAGER – After School Programs

- Ensures all applicable paperwork and documentation is processed, completed and submitted timely.
- Prepares &/or coordinates program reports for submission to the proper authorities according to program guideline schedules
- Responsible for all Fund 52 (ASP) financial audit preparation schedules, work papers and analytics for project management efficiencies and timelines
- Collaborates with district team and school administrators to establish and monitor high standards for excellence with students, teachers, staff, and other stakeholders involved with after school programs
- Prepares annual reports and disseminates information regarding the implementation and evaluations of each after school program individually and cumulatively
- Works productively and consistently with After School Program Supervisor, After School Program Directors, After School Program Teachers, After School Program Assistants, parents, youth, and community
- Assesses program accessibility and viability to reflect linguistic, socioeconomic, and ethnically diverse student population
- Assures the health and safety of students by following health and safety practices and regulations
- Identifies potential issues and obstacles and proactively takes action to create and implement solutions.
- Supports and creates a district-wide business plan of action and sustainability for all after school programs.
- Provides administrative and clerical support regarding After School Programs for the Associate Director of Financial Accounting and Benefits Services as needed.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Performs other duties as assigned.
- Maintains regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF AND THE ABILITY TO:

- Project management process and protocols
- Efficiency based practices: process flow, communication, analysis, improvement solutions
- Practices, policies and procedures involved in the functional areas assigned.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Laws, rules, and regulations related to assigned activities.
- District organizations, operations, policies, procedures, and objectives.

PROGRAM MANAGER – After School Programs

- Interpersonal skills using tact, patience, and courtesy.
- Budget preparation and control.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Make administrative procedural decisions and judgments.
- Organize resources and establish priorities.
- Develop and analyze budgets and financial reports.
- Maintain records and prepare reports.
- Prioritize and schedule work.

PHYSICAL DEMANDS:

- Ability to manage stress and workload within non-traditional work hours
- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weight

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in business management, accounting, education or related field, project management, teaching certificate, Certified School Financial Officer or related licensure. Master's degree preferred, but not required.

Original Date: 06/2019

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/3/2019

TOPIC: Job Description- Associate Director of Assessment Literacy

PREPARED BY: Jennifer Dyar

Recommended Action on: 6/10/2019

Action Item for Vote (PLANNING MEETING)

Superintendent Prior Approval: Yes

Recommendation/Motion: A motion is in order to approve the job description of Associate Director of Assessment Literacy.

Background/Rationale: This position will be responsible for overseeing the development and implementation of the assessment literacy initiative in modeling of and provide technical assistance on best practice assessments to schools to advance student learning.

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: \$7,960

Attachments(s): Job Description

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TITLE: **ASSOCIATE DIRECTOR OF ASSESSMENT LITERACY**

REPORTS TO: Superintendent's Designee

SUPERVISES: Assigned Staff

JOB FUNCTION: Responsible for overseeing the development and implementation of the assessment literacy initiative in modeling of and provide technical assistance on best practice assessments to schools to advance student learning. This position will work with school administrators, teachers, higher education, career technology centers, career academies, and Kentucky Department of Education staff.

MEASURES OF SUCCESS:

- Increase student achievement and growth on:
 - State Academic Standard expectations
 - District based assessments
 - Curriculum benchmark assessments
- Close achievement and opportunity gaps
- Improve learning, culture, and environment
- Increase student, family and community engagement
- Increase the high school graduation rate and ensure every child graduates college and career-ready

DUTIES AND RESPONSIBILITIES:

The key area of focus is student success, which includes:

- Assists teachers to strengthen the utilization of assessment results in the next steps of instructional planning
- Works cooperatively with principals, building assessment coordinators, teachers and other specialists in the use of quality assessments and assessment results to make appropriate decisions and guide specific plans of supports for students and program effectiveness
- Researches past and current best practices in areas of standards and assessment

- Works cooperatively with the Chief Academic Officer and school leaders to provide professional learning opportunities in the areas of standards of quality in assessments
- Responsible for district assessment coordinator duties
- Provides information to stakeholders on the procedures and guidelines for the state testing program
- Assists staff with data analysis from assessments and diagnostic instruments and develops instructional strategies for supporting students who are experiencing difficulties
- Ensures that school leaders are implementing with fidelity the district's continuous improvement process that produces evidence, including measurable results for improving conditions that support student learning and professional practice
- Supports school leaders with collecting and analyzing a range of feedback data from multiple stakeholder groups to inform decision-making that results in increased organizational effectiveness and school improvement
- Works with schools leaders and their instructional leadership teams to assess the needs of their schools through the analysis of implementation data and student outcomes and then develop goals, a targeted theory of action and action plan
- Develops instructional and informational materials to use as handouts in conducting professional learning with school faculties; present at district, regional, state, or international conferences, and for other purposes as needed
- Conducts workshops to train educators on assessment and data literacy, development of high quality assessment items, and evaluation of assessments for high quality and accessibility considerations
- Provides technical assistance to district and school staff in the areas of assessment
- Provides professional-level technical assistance to District and school instructional staff in the areas of assessment involving the development, monitoring and implementation of Kentucky Academic Standards
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.

- Maintains regular attendance
- Performs other duties as assigned

KNOWLEDGE AND ABILITIES:

- Knowledge of standardized, large-scale assessments
- Knowledge of summative assessments, interim benchmark assessments, formative-assessment practices, and criterion vs. norm-referenced assessment interpretations
- Knowledge of state and federal school laws, rules and regulations as they pertain to student assessment, including assessing students with disabilities
- Is willing and able to perform necessary job-related travel
- Possesses short and long-range planning techniques applicable to area of standards and assessment.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Master's Degree
- Five (5) years of successful classroom teaching at any level of K-12 education.

LICENSES AND OTHER REQUIREMENTS:

Original Date: 6/2019

- Valid Kentucky Teaching Certificate
- Valid Kentucky Principal Certificate

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/3/2019

TOPIC: Job Description-504 Coordinator

PREPARED BY: Jennifer Dyar

Recommended Action on: 6/10/2019

Action Item for Vote (PLANNING MEETING)

Superintendent Prior Approval: Yes

Recommendation/Motion: A motion is in order to approve the job description of 504 Coordinator.

Background/Rationale: The job description has been updated to include measures of success and world language components.

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: None

Attachments(s): Job Description

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COORDINATOR, SECTION 504

TITLE:	504 Coordinator
REPORTS TO:	Superintendent's Designee
SUPERVISES:	N/A
JOB FUNCTION:	Provide leadership and coordinates the district's Section 504 program for students to ensure compliance

MEASURES OF SUCCESS

- Ensure compliance with all procedures and procedural safeguards required under Section 504/ADA
- Increase students' abilities to succeed in school by working in collaboration with other district staff, school administrators and building level staff as evidenced by Section 504 meeting documentation and data review.
- Prevents discrimination against students on the basis of disability.

PERFORMANCE RESPONSIBILITIES:

- Coordinates and monitors the district's compliance with Section 504 and Title II of the ADA, as well as state civil rights requirements regarding student discrimination and harassment based on disability
- Develops a systematic process for monitoring both district and building level compliance with Section 504 requirements, including but not limited to: child find responsibilities, parental consent before initial evaluations/placements, written notice to parents, including notice of procedural safeguards, team based decision making, dissemination of section 504 plans to appropriate staff, periodic re-evaluations, and manifestation determination requirements.
- Coordinates training for building level Section 504 chairs, and ensure that they are informed about their responsibilities regarding Section 504 and serves as a resource/support to school 504 teams when needed
- Implements the district's discrimination complaint procedures with respect to allegations of Section 504/ADA violations, discrimination based on disability and disability harassment
- Collaborates regularly with the district's Compliance Officer on issues related to student disability discrimination and ensures a complaint procedure is available to students, parents, and staff who allege student discrimination or discriminatory harassment

COORDINATOR, SECTION 504

- Exhibits and articulates a working knowledge of current laws, regulations, and guidelines related to student disability discrimination in public schools, including Section 504 and Title II of the ADA, as well as rules and guidelines adopted by OSPI and the U.S. Department of Education's Office for Civil Rights (OCR)
- Attends ongoing training on Section 504/ADA
- Receives and responds to inquiries from students, families, staff, administrators and others regarding Section 504/ADA, as it pertains to students.
- Monitors all active Section 504 plans in the district to ensure compliance and meet district obligations
- Coordinates and disseminates revisions to district policies and procedures related to Section 504/ADA, as necessary, to ensure that they are up-to-date and consistent with current requirements under these laws.
- Revises/updates the district 504 guide and provides updates to all administrative levels
- Provides updates to Section 504 materials to appropriate administrators for inclusion in district procedure publications
- Answers inquiries and prepares chronologies for the Office of Civil Rights on behalf of the district
- Oversees prevention efforts to avoid Section 504 and ADA violations from occurring
- Participates in the district's process to routinely review disaggregated student discipline data to identify and address potential disparities and systemic barriers based on disability
- Utilizes and manages district 504 funds to meet the needs of students served under Section 504
- Coordinates due process hearings when requested
- Develops and maintains a positive rapport with families and staff
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Maintains regular attendance
- Performs other duties as assigned by Supervisor

PHYSICAL DEMANDS:

COORDINATOR, SECTION 504

-
- Work is performed while standing, sitting and/or walking
 - Requires the ability to communicate effectively using speech, vision and hearing
 - Requires the use of hands for simple grasping and fine manipulations
 - Requires bending, squatting, crawling, climbing, reaching

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and procedures associated with Section 504/ADA.
- Knowledgeable or able to locate information from local, state and federal laws.
- Requirements under state and federal disability discrimination laws, regulations, and guidance (including Section 504, and Title II of the ADA)
- Student disabilities, diagnoses and possible accommodations
- Preference to individuals with experience in laws pertaining to students with disabilities.

ABILITY TO:

- Communicate with others and build positive, trusting and effective interpersonal relationships.
- Make recommendations and decisions and be responsible for those decisions.
- Communicate effectively both orally and writing.

EDUCATION AND EXPERIENCE:

- Master's degree in education
- Five (5) years of related experience
- Successful leadership experience
- Related experience (preferred)

LICENSES AND OTHER REQUIREMENTS:

- Kentucky teacher certification

COORDINATOR, SECTION 504

Original Date: 05.2015

Revision Date: 06.2019

Revision Date: _____

Revision Date: _____

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/3/2019

TOPIC: Job Description-Lead Student Information System Support Technician

PREPARED BY: Jennifer Dyar

Recommended Action on: 6/10/2019

Action Item for Vote (PLANNING MEETING)

Superintendent Prior Approval: Yes

Recommendation/Motion: A motion is in order to approve the job description of Lead Student Information System Support Technician.

Background/Rationale: This job description is being updated due to a retirement. The job description has been revised to update the title and duties and to make it more applicable to the current technology environment. It also includes measures of success and world language components. No new funding is required, this position already exists.

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: None

Attachments(s): Job Description

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LEAD STUDENT INFORMATION SYSTEM SUPPORT TECHNICIAN

Class Code: 7505

TITLE: Lead Student Information System Support Technician

REPORTS TO: Director of Technology or Designee

SUPERVISES: SIS Support Technician staff

JOB FUNCTION: Coordinate and provide Student Information System (SIS) support; coordinate and provide SIS training; maintain and produce documentation for the SIS in the District; maintain records and coordinate efforts for supporting user efforts and problem resolution; coordinate and provide support for state and federal scholarship programs.

MEASURES OF SUCCESS:

- Increase efficiency and effectiveness of Student Information System support through improved procedures and training with the department
- Increase system availability of Student Information Systems for teachers and staff
- Improve the quality of training provided to school and district staff on the use of Student Information Systems

DUTIES AND RESPONSIBILITIES:

- Maintain records and coordinate efforts to process and correct user computer problems involving the SIS software; advise systems development personnel and assist in troubleshooting user problems.
- Assure adherence to standards relating to applications, documentation and FERPA.
- Provide SIS technical support, training and guidance to school users.
- Research, diagnose, troubleshoot and identify solutions to resolve system and user issues.
- Regularly review support cases to identify common trends and underlying problems.
- Serve as a liaison between SIS vendor and schools.
- Supervise and direct the SIS Support Technician staff.
- Monitor user-training needs and develop user guides to assure effective system utilization by the user.
- Read all upgrade release notes and prepare documentation for training.
- Map out SIS training plans and schedules.

LEAD STUDENT INFORMATION SYSTEM SUPPORT TECHNICIAN

- Choose appropriate training methods per case.
- Serve as liaison between the District and KHEAA for state and federal scholarship programs.
- Coordinate and provide education to secondary school staff regarding state and federal scholarship programs.
- Lead efforts to educate parents, guardians and students on state and federal scholarship programs.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Maintain required records
- Maintain regular attendance
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Enterprise Student Information Systems
- Support of various software systems
- Effective training methods
- Business applications used to support a modern office
- Gifted and Talented, IEP, ESS, PD, LEP, Health and other district programs that
- use student data
- Alternative student programs such as A6 and A5 schools
- KEES Scholarship program
- Student scheduling and transcripts

Ability to:

- Work with minimal direct supervision
- Maintain privacy and confidentiality of sensitive data
- Provide technical assistance to district SIS users
- Plan and organize work for support staff
- Coordinate support across various locations

LEAD STUDENT INFORMATION SYSTEM SUPPORT TECHNICIAN

- Coordinate support with other technical staff
- Develop training for users of various skill and knowledge levels.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Education, Information Systems, Business, or a related field.
- Three years increasingly responsible experience performing support for SIS applications
- Three years as a successful lead SIS user in high school or middle school administrative or guidance offices (preferred)



FAYETTE COUNTY PUBLIC SCHOOLS

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: KSBA 2019 Policy Update

PREPARED BY: Shelley Chatfield & Katrina Kitman

Recommended Action on: 6/10/2019
Action Item First Read

Superintendent Prior Approval: No

Recommendation/Motion: A motion is in order to accept changes to policies for the 2019-2020 school year.

Background/Rationale: KRS 160.340 requires that board policies be kept up to date by filing annual amendments by August 15.

Policy: Customized 2019 policy update (#42)

Fiscal Impact: N/A

Attachments(s): Cover letter from KSBA & proposed policy changes

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Mailing Address: 1126 Russell Cave Rd., Lexington, Kentucky 40505



Ronnie Holmes,
President

Kerri Schelling,
Executive Director

May 31, 2019

Dear Superintendent/Policy Contact:

We are enclosing your district's customized 2019 policy update (#42) and if applicable procedure update (#23) and the related checklists. Proposed changes reflect new legal requirements, as well as "best practice" recommendations from KSBA.

Please note the following:

- **KRS 160.340 requires that board policies be kept up to date by filing annual amendments thereto by August 15.**
- At the top of each draft is the legal and/or recommended rationale for the proposed change. In the body of each draft, new language is underlined. Language with ~~strike-through~~ is recommended for deletion.

Please mark any indicated changes in edit mode or contact your district's KSBA consultant with the changes highlighted in some manner. Also, if you have been working with your consultant on a draft to revise any of the update areas, please contact him/her if you want to substitute that draft for the one enclosed with this update.

SPECIAL NOTE: This update amends **Policy 08.113**, your district's **GRADUATION REQUIREMENTS**. The state has adopted new **minimum** graduation requirements. Local boards may adopt their own requirements that may go farther than the state minimum, and many have done so previously. We advise you to carefully review your current requirements in Policy 08.113, and compare them to the proposed changes in this update which reflect the new state minimum. As with all policies, please contact your policy consultant with any changes your board seeks to make to Policy 08.113 as proposed in the update, to either retain any existing local requirements, or to adopt new ones, that go beyond the state minimum.

The update checklist is the only document we need returned to us, unless there are drafts to be modified. Please complete the checklist and return to the KSBA Policy Service by **September 1** so that final copies can be returned to you for use during the upcoming school year.

As we do each year, we request that your District review the introductory pages in your hard copy manual for changes to be made to any vision/mission statement and/or District goals found there.

If you have questions or comments about the updating process or need your consultant to prepare additional drafts, please call us immediately at 1-800-372-2962. If this will be your first experience with a policy update, we strongly recommend you contact your District's assigned Policy Consultant for help.

Please be aware that because your District's policies belong to your Board of Education, **the choice of language to be adopted rests solely with the Board**. The KSBA Policy Service appreciates the opportunity to serve your District and stands ready to assist the Board with this important task.

Please note the approved changes go into effect as of the date of Board approval, unless otherwise noted in your Board meeting minutes.

Sincerely,

Your Policy Staff

Enclosures

LEGAL: SB 18 AMENDS KRS CHAPTER 344 BY ADDING PROTECTIONS COVERING PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO STATE EMPLOYMENT DISCRIMINATION LAW.

FINANCIAL IMPLICATIONS: POTENTIAL COST OF PROVIDING NOTICE AND ACCOMMODATIONS

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.1

Legal Status of the Board

CORPORATE POWERS

1. The school district is under the management and control of the Board of Education consisting of five (5) members.
2. The Board is a body politic and corporate with perpetual succession.
3. The Board shall be known as the “Board of Education of Fayette County, Kentucky.”
4. The Board may sue and be sued; make contracts; 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; purchase, receive, hold, and sell property; issue its bonds to build and construct improvements; and do all things necessary to accomplish the purposes for which it is created.¹

FEDERAL NOTICE OF NONDISCRIMINATION

As required by ~~federal~~ law, the District does not discriminate on the basis of race, color, national origin, sex, genetic information, disability, ~~or age~~, or limitations related to pregnancy, childbirth, or related medical conditions in its programs and activities and provides equal access to its facilities to the Boy Scouts and other designated youth groups.

In addition, the District does not discriminate on the basis of political affiliation, religion, sexual orientation or gender identity.

Notice of the name, work address and telephone number of the Title IX Coordinator and the Section 504 Coordinator for the District shall be provided to employees, applicants for employment, students, parents/guardians, and other beneficiaries such as participants in activities offered to the public.

WEBSITE ACCESSIBILITY

The District is committed to ensuring accessibility of its website for students, employees, visitors, and members of the community with disabilities. All pages on the District’s website shall conform to Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0 developed by the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI), or updated equivalents of these guidelines.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.1
(CONTINUED)

Legal Status of the Board

REFERENCES:

¹KRS 160.160
KRS 160.370
[KRS Chapter 344](#)
Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Title VI of the Civil Rights Act of 1964
42 U.S.C. 200e, Civil Rights Act of 1964, Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
Genetic Information Nondiscrimination Act of 2008
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Web Content Accessibility Guidelines

RELATED POLICIES:

03.113; 03.212; 03.162; 03.262
05.3; 09.13; 09.3211; 09.42811
10.5

LEGAL: REVISIONS TO 701 KAR 5:140 REMOVE THE CATEGORY “PERSISTENTLY LOW-ACHIEVING” AND REPLACE IT WITH A SCHOOL IDENTIFIED FOR “COMPREHENSIVE SUPPORT AND IMPROVEMENT” AS IT PERTAINS TO THE DISTRICT’S PLAN OF INNOVATION. IN ADDITION, IN ORDER TO QUALIFY AS A DISTRICT OF INNOVATION, THE SUBMITTED PLAN MUST CALL FOR AN EXEMPTION FROM REGULATION OR STATUTE.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 46 AMENDS KRS 158.195 TO REQUIRE LOCAL BOARDS TO REQUIRE EACH ELEMENTARY AND SECONDARY SCHOOL TO DISPLAY THE NATIONAL MOTTO “IN GOD WE TRUST” IN A PROMINENT LOCATION IN THE SCHOOL BEGINNING WITH THE 2019-2020 SCHOOL YEAR. IT ALSO STATES THE DISPLAY MAY BE, BUT IS NOT LIMITED TO, A PLAQUE OR STUDENT ARTWORK. PROMINENT LOCATION IS DEFINED AS THE SCHOOL’S ENTRYWAY, CAFETERIA, OR COMMON AREA WHERE STUDENTS ARE LIKELY TO SEE IT.

FINANCIAL IMPLICATIONS: POTENTIAL COST OF THE DISPLAY/ANY INSTALLATION

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.11

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 WAIVERS AND EXEMPTIONS

When approved as a District of Innovation by the Kentucky Board of Education, the District ~~is to~~ may be granted waivers and exemptions from selected Kentucky Administrative Regulations, Kentucky Revised Statutes, and, for a school of innovation, ~~may be granted waivers of~~ certain Board policies. A school may decide whether it voluntarily chooses to be designated as a school of innovation and, thus, be included in the District's application and plan. However, the Board may require a school identified ~~for comprehensive support and improvements as persistently low-achieving~~ under KRS 160.346 to participate in the District's plan of innovation.¹¹

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

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

TEACHER CERTIFICATION

When the Board establishes positions, teacher certification shall be required only for those positions for which the Educational Professional Standards Board (EPSB) requires such certification.

General Powers and Duties of the Board**MANAGEMENT**

The Board may set goals for the District and shall make and adopt, and may 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 an official or individual capacity, or both, on account of an act made in the scope and course of the 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

As long as they pay the 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.

The Superintendent shall recommend and the Board shall approve a process to waive fees for students who qualify for free and reduced priced 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

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

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

Any proposed contracts for more than \$20,000 shall be submitted to the Board for approval and shall be accompanied by figures showing the estimated cost of the project to the District. Subject to the Model Procurement Code (KRS Chapter 45), the Board may require bids for consulting services to be sought. The Superintendent or designee is authorized to approve contracts not exceeding \$20,000, provided there is an appropriate allocation in the Board-adopted budget.

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

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 send a copy of the completed application to the Superintendent/designee for approval or disapproval. Except as provided by law, such applications shall not be submitted until the Superintendent gives his/her approval.

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 it. Per KRS 158.195, the display may take the form of, but is not limited to, a plaque or student artwork.

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REFERENCES:¹KRS 160.290²KRS 160.300³KRS 160.310⁴KRS 160.160⁵KRS 160.330⁶KRS 160.340⁷KRS 160.470⁸KRS 160.540⁹KRS 160.345¹⁰KRS 160.280¹¹KRS 156.108; KRS 160.107; KRS 160.346; 701 KAR 5:140¹²KRS 18A.205; KRS 18A.210

KRS Chapter 45

KRS 116.200; KRS 156.072; KRS 156.160; KRS 158.195

KRS 160.1590; KRS 160.1592; KRS 160.1593; KRS 160.1594; KRS 160.1595

KRS 160.1599; KRS 161.158; KRS 162.010; KRS 416.560

OAG 91-10; OAG 91-122; OAG 95-10

702 KAR 3:220; 702 KAR 4:160

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.11
(CONTINUED)

General Powers and Duties of the Board

RELATED POLICIES:

01.41; 01.5; 01.7

03.124; 03.224; 04.31; 04.92

LEGAL: HB 22 AMENDS KRS 160.190 TO CHANGE THE PROCESS FOR FILLING A BOARD VACANCY FROM A PERSON APPOINTED BY THE COMMISSIONER TO A PERSON APPROVED BY A MAJORITY VOTE OF THE REMAINING MEMBERS OF THE LOCAL BOARD, AND INCLUDES TIMELINES, VACANCY ADVERTISEMENT CONDITIONS AS WELL AS AN APPLICATION PROCESS.
FINANCIAL IMPLICATIONS: COST OF ADVERTISEMENT, STAFF TIME FOR PROCESSING, AND POSSIBLE ADDITIONAL MEETINGS

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.3

Board Vacancy Filling Unexpired Terms

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APPOINTMENT

Any vacancy on the Board shall be filled by ~~the Commissioner of Education~~ a majority vote of the remaining members of the Board within ~~ninety-sixty (90/60)~~ days after the vacancy occurs. ~~The member so chosen shall meet the eligibility requirements as established by KRS 160.180 and shall hold office until a successor is elected and has qualified. The Board may make nominations and any person may nominate himself/herself or another for the office. Within thirty (30) days of the vacancy, the Board shall, for two (2) weeks, solicit applications by posting a notice on the District's website and place an advertisement for two (2) weeks in the newspaper of the largest general circulation in the county to solicit applications.~~

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An applicant shall file a letter of intent with the Board affirming that s/he meets the legal qualifications for the office as established by KRS 160.180. In addition, the applicant shall submit a transcript as evidence of completion of the twelfth (12th) grade or results of a twelfth (12th) grade equivalency exam.

The Board shall select from the applicants who complete this process. Discussions that may lead to the appointment of an individual to fill the vacancy may take place in closed session. Such discussions may include individual interviews and consideration of individual applicants.¹ Final action to fill the vacancy shall be taken in open session.

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As the executive agent of the Board, the Superintendent shall provide written notice to the following parties when a vacancy occurs or is expected to occur and also when a vacancy has been filled or has not been filled within the sixty (60) day timeline:

- Kentucky Secretary of State;
- County Clerk;
- Commissioner of Education; and
- Kentucky School Boards Association.

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If the Board fails to make the appointment within the subject sixty (60) day timeline, then the Commissioner of Education shall fill the vacancy within sixty (60) days of the Board's failure to appoint. The member, meeting the legal requirements to fill the vacancy, shall hold office until his/her successor is elected and has qualified.

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ELECTION

Any vacancy having an unexpired term of one (1) year or more on August 1 shall be filled for the unexpired term by an election to be held at the next regular ~~November~~ election after the vacancy occurs. The elected member shall succeed the member chosen by the Board or the Commissioner of Education to fill the vacancy.⁺

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Board Vacancy Filling Unexpired Terms**ELECTION (CONTINUED)**

If no candidate files a petition of nomination to fill this unexpired term, then a new vacancy shall exist on November 1 and that vacancy shall be filled by the Board as prescribed by law.

If no candidate files a petition of nomination for a new term pursuant to KRS 118.315 and KRS 118.365, then a vacancy shall exist on January 1 and that vacancy shall be filled by the Board as prescribed by law.²

REFERENCES:

¹KRS 61.810; The Courier Journal and Louisville Times Company and Keith Runyon v. University of Louisville Board of Trustees, et. al, 596 S.W. 2d 374 (1979)

⁴²KRS 160.190

KRS 118.315; KRS 118.365; KRS 160.180

OAG 81-316

RELATED POLICY:

01.2

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LEGAL: HB 227 AMENDS KRS 160.280 INCREASING, AS OF JULY 1, 2019, THE PER DIEM AMOUNT AND INCREASING THE "CAPS" ON THE PER DIEM AND IN-DISTRICT EXPENSES A BOARD MEMBER MAY RECEIVE. AS BEFORE, STATUTE REQUIRES THE BOARD TO AUTHORIZE THE PER DIEM. BOARD MEMBERS INDIVIDUALLY MAY ELECT TO WAIVE THE PER DIEM. CONTACT YOUR POLICY CONSULTANT FOR A SAMPLE WAIVER FORM 01.821 AP.2.
FINANCIAL IMPLICATIONS: INCREASED PER DIEMS

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.821

Board Member Expense Reimbursement

PER DIEM

Board members shall receive a per diem of ~~one-hundred-fifty~~~~seventy-five~~ dollars (\$~~150~~~~75~~) ~~per for each day a~~ regular or special Board meeting ~~is attended~~ or ~~for each day a~~ training session ~~required by law is~~ attended ~~as required by law~~, not to exceed ~~\$6,000~~~~\$3,000~~ per calendar year per member.

IN-DISTRICT EXPENSES

Members shall be reimbursed for actual and necessary expenses incurred within the District while attending to Board business, not to exceed ~~\$6,000~~~~\$3,000~~ per calendar year per member.

Actual mileage shall be reimbursed at the same rate as that for employees of the District.

DEDUCTIONS

At the request of a Board member, deductions from per diem and expense reimbursement may be made for, but not be limited to, membership dues that provide a reasonable business benefit, health insurance purchases, scholarship funds, and contributions to a political action committee.

OUT-OF-DISTRICT TRAVEL

Members of the Board may be reimbursed for actual and necessary expenditures incurred outside the District. Board members shall obtain Board approval prior to incurring out-of-district expenses. The rate of expense reimbursement shall be in accordance with procedures and allowable time frames established for employees of the District as developed by the Superintendent. Requests for reimbursement must be submitted on the District reimbursement form. Advancements for anticipated expenses shall not be made.

Expenses for personal entertainment shall not be reimbursed.

Expenses not in compliance with this policy shall not be reimbursed or paid by the Board.

CREDIT CARDS

Board members shall not be issued District credit cards.

SPOUSE'S TRAVEL

All travel expenses of spouses shall be paid by the Board member at the time the expense is incurred. There shall be no reimbursement of such expenditures.

REFERENCES:

KRS 160.280; KRS 161.158
OAG 76-329; OAG 80-395; OAG 85-53; OAG 92-136

RELATED POLICIES:

01.4; 03.125; 03.225

LEGAL: A NEW SECTION OF KRS CHAPTER 158 ENACTED IN THE SCHOOL SAFETY AND RESILIENCY ACT (SB 1, 2019) PROVIDES THAT LOCAL BOARDS OF EDUCATION UTILIZING A SCHOOL RESOURCE OFFICER (SRO) DIRECTLY EMPLOYED BY THE DISTRICT SHALL ADOPT POLICIES AND PROCEDURES STATING THE PURPOSE OF THE SRO PROGRAM AND CLEARLY DEFINING THE ROLES AND EXPECTATIONS OF SROS AND OTHER SCHOOL EMPLOYEES. THE FOLLOWING POLICY IS DEVELOPED TO BROADLY COMPLY WITH THIS PORTION OF SB1, BUT IT IS NOT INTENDED TO BE EXCLUSIVE OR SET FORTH "ALL ENCOMPASSING" STANDARDS, RULES, OR THE CHAIN OF COMMAND FOR SROS. DISTRICTS SHOULD CONSULT WITH COUNSEL AND LAW ENFORCEMENT AUTHORITIES REGARDING ALTERNATIVE OR ADDITIONAL POLICY AND PROCEDURE LANGUAGE, JOB DESCRIPTIONS, AND RULES COVERING SROS TO REFLECT THE DISTRICT'S SRO PROGRAM. ADDITIONALLY, SCHOOL RESOURCE OFFICERS (SROS) MUST COMPLETE FORTY (40) HOURS OF ANNUAL IN-SERVICE TRAINING. FINANCIAL IMPLICATIONS: COST OF SALARY, BENEFITS AND INSURANCE; DAILY COMPENSATION WHILE SRO ATTENDS TRAINING; EQUIPMENT, LIABILITY INSURANCE, RECORD KEEPING

ADMINISTRATION

02.31

School Resource Officers (SROs)

DEFINITION

"School resource officer" or "SRO" means an officer who has specialized training to work with youth at a school site and is:

(a) 1. A sworn law enforcement officer; or

2. A special law enforcement officer appointed pursuant to KRS 61.902; and

(b) Employed:

1. Through a contract between a local law enforcement agency and a school district;

2. Through a contract as secondary employment for an officer, as defined in KRS 16.010, between the Department of Kentucky State Police and a school district; or

3. Directly by a local Board of Education.¹

PURPOSE

The purpose of the SRO program is to: promote and foster a safe environment in schools, at school-sponsored events, and on school transportation; provide a law enforcement presence on school property and at school-sponsored events; enhance educational programs relating to safety and positive behaviors; and provide a liaison to community and law enforcement agencies. The purpose of the program is not to enforce or administer matters of school discipline and student conduct which are the responsibility of other District or school personnel.

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School Resource Officers (SROs)

ROLES AND EXPECTATIONS

- An SRO will have such training, certification, and commission as is required by provisions of KRS Chapters 15, 61, and 158. Per KRS 158.(NEW), an SRO who fails to successfully and timely complete SRO training requirements shall lose his/her SRO certification and shall no longer work in a school. An SRO is also expected to obtain training on the use of physical restraint and seclusion as required of all school personnel except additional training applicable to “core team” school personnel designated to respond to dangerous behavior.²
- An SRO is vested with law enforcement jurisdiction and authority as described in KRS 61.902 to KRS 61.930 and other applicable law, including, but not limited to, investigating and responding to possible criminal offenses and to health or safety threats to students or school personnel.
- As authorized under the Family Educational Rights and Privacy Act (“FERPA”), SROs are designated as the District’s “law enforcement unit” possessing the law enforcement authority and exercising safety and security functions described in state law and referenced above. Records created and maintained by an SRO for a law enforcement purpose do not constitute education records under FERPA.³ District staff other than law enforcement personnel are not responsible for the creation of law enforcement records and are expected to observe restrictions on access to such records. An SRO is expected to provide guidance and insight to District officials and staff on such restrictions.

NATURE OF EMPLOYMENT

An SRO who is directly employed by the District is a classified employee. An SRO is therefore generally covered by District classified employee policies, including, but not limited to, policies regarding terms and conditions of employment; fringe benefits; employee discipline; and reductions in force.⁴ However, as applied to an SRO, such general District classified employee policies may be subject to the terms of his/her contract with the District; his/her job description; and his/her authority to carry out certain law enforcement functions as permitted by law, including, but not limited to, statutory provisions permitting officers to carry and use weapons.⁵

TRAINING REQUIREMENTS

Effective January 1, 2020, 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. Any SRO who fails to successfully complete training requirements within the specified time periods, including approved extensions, shall lose his/her SRO certification and shall no longer work in a school.

SUPERINTENDENT TO REPORT

No later than November 1 of each year, the Superintendent shall report to the Center for School Safety the number and placement of SROs in the District. The report shall include the source of funding and method of employment for each position.

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School Resource Officers (SROs)REFERENCES:¹KRS 158.441²704 KAR 7:160³20 U.S.C. 1232(g)(a)(4)(ii); 34 C.F.R. § 99.8⁴KRS 161.011⁵KRS 61.902 – KRS 61.930; KRS 527.020; KRS 527.070New Section of KRS 158RELATED POLICIES:09.14; 09.2211; 09.227; 09.422; 09.425; 09.4361**Formatted:** ksba normal, Font: Bold**Formatted:** sideheading**Formatted:** ksba normal, Superscript**Formatted:** ksba normal**Formatted:** ksba normal**Formatted:** ksba normal

LEGAL: SB 15 AMENDS KRS 160.380 TO CLARIFY THAT A NEWLY ELECTED SCHOOL COUNCIL PARENT MEMBER WHO IS TO PROVIDE A LETTER (CA/N CHECK) FROM THE CABINET FOR HEALTH AND FAMILY SERVICES MAY SERVE PENDING RECEIPT OF A CLEAR CHECK.
FINANCIAL IMPLICATIONS: POSSIBLE COST OF REPRINTING SBDM ELECTION FORMS

ADMINISTRATION

02.421

Election of School Council Members

GUIDELINES

The following are guidelines to reflect the Board's recommended process for electing teacher and parent members to the school council:

Election of Teacher Members

Recommended:

Teachers assigned to a school shall organize the election to select teacher council members. Teachers may request the Principal to provide administrative assistance in preparing for the election.

Written notice of the meeting to elect teacher council members shall be given by the Principal to all faculty members assigned to the school at least five (5) school days in advance of the meeting.

Teachers may nominate themselves or another teacher. A written ballot containing the names of all qualified teachers nominated shall be prepared and kept on file with other council records. The teachers attending the meeting shall choose a chairperson to chair the meeting to elect teacher members to the council. For the purpose of electing teacher council members, a Principal or Assistant Principal may not vote or serve as a teacher council member. Voting shall be by the method selected by the teachers.

Itinerant teachers may vote at all schools to which they are assigned and may serve on the council of any of those schools.

The teacher(s) chosen by the faculty shall count the ballots and announce the results at the conclusion of the meeting.

Required by Law:

Kentucky law requires that teacher candidates be employees of the District and currently assigned to the school where they are elected as council member. Election shall be by majority vote of all teachers assigned to the school. Individual council positions will be filled as majority votes occur. Voting shall continue until all teacher members are elected.

Kentucky law prohibits teachers elected to a council from being involuntarily transferred during their term of office.

Election of Parent Members

Parents or legal guardians of students assigned to a school shall organize the election to select parent council members. They may request the Principal to provide administrative assistance required to conduct the election.

Required by Law:

The president of the parent-teacher organization shall organize and oversee the election of parent council members.

Election of School Council Members**Election of Parent Members (continued)**

Kentucky law requires that parent council members be a parent, stepparent, or foster parent of a student to be enrolled in the school during the parent's term of council service. Parent shall also mean a person who has legal custody of a student pursuant to a court order and with whom the student resides. Parent council member shall not be an employee of the school in which that parent serves, nor shall the parent representative be an employee or relative of an employee in the District administrative offices. A parent representative shall not be a local Board member or Board member's spouse. Relative shall mean father, mother, brother, sister, wife, son, and daughter.

A parent council member shall submit to a state and national fingerprint-supported criminal history background as required by KRS 160.380. In addition, the parent council member shall provide a ~~clear CA/N check letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record. Receipt of notice or verification of a finding of neglect or abuse shall subject the parent council member to removal under KRS 160.347.~~ A parent member may serve prior to the receipt of the criminal history background check and CA/N check report, but shall be removed from the council on receipt by the District of a report documenting a record of ~~abuse or neglect, or~~ a sex crime or criminal offense against a victim who is a minor as defined in KRS 17.500 or as a violent offender as defined in KRS 17.165 and no further procedures shall be required.

Link to DPP-156 Central Registry Check and more information on the required [CA/N check](#) ~~Cabinet Letter~~:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANCChecksandCentralRegistryChecks.aspx>

SCHOOLS WITHOUT PARENT TEACHER ORGANIZATION

If the school does not have a parent teacher organization, the parents shall form a group of parents to set the date and time for an election of parent council members and shall provide notice of this meeting to parents.

MINORITY REPRESENTATIVES

If the council formed under the elections described above does not have a minority member, and the school has eight percent (8%) or greater enrollment of minority students, the Principal shall be responsible for carrying out the following:

1. The Principal shall organize a special election no sooner than ten (10) and no later than twenty (20) calendar days following the elections described above to elect a minority parent to the council by ballot. The Principal shall notify all parents of the date, time, and location of the election. The notice shall call for nominations of minority parents for the ballot. The election shall be conducted using the same procedures as the election of the two (2) other parent members of the council.
2. The Principal shall call a meeting of all teachers in the building within seven (7) days following the initial election of parent and teacher council members. The teachers shall select one (1) minority teacher to serve as a teacher member on the council. If no minority teacher chooses to serve on the council, then the additional teacher council position shall go unfilled.

Election of School Council Members**MINORITY REPRESENTATIVES (CONTINUED)**

However, if there are no minority teachers who are assigned to the school, an additional teacher member shall be elected by a majority of all teachers. Procedures for election of the teacher representative shall be the same as the procedures for election of the other three (3) teacher members of the council.

TERMS

Terms of school council members shall be for one (1) year. A school council, once elected, may adopt a policy setting different terms of office for parent and teacher members subsequently elected. Annual elections for the following year's terms shall be held on a date set by the school council.

Term limitations shall not apply for a minority teacher member who is the only minority on faculty.

COUNCIL ELECTIONS FOR NEW OR CONSOLIDATED SCHOOLS

When a new school is opened or schools are consolidated, these guidelines shall be followed:

- If a school is scheduled to close at the end of the school year, there is no need to hold council elections for the upcoming school year.
- Council members of a school being consolidated with another school may not carry over a term of office to the newly consolidated school's council, but may stand for election if otherwise qualified.
- Following the opening of a new or consolidated school, elections shall be held to form a council.

CONFLICT OF INTEREST

Council members shall not have a conflict of interest pursuant to KRS Chapter 45A, except the salary paid to District employees.

REMOVAL OF COUNCIL MEMBERS

On recommendation of the Commissioner of Education and pursuant to statutory requirements, the Board may remove a council member for cause by a vote of four-fifths (4/5) of the Board's membership.

VACANCIES

Council vacancies shall be filled at a special called election, for which councils are encouraged to follow the recommended guidelines set forth in this policy. A vacancy is created when a teacher is no longer assigned to the school, a parent no longer has a child enrolled in the school, a member of the council has been removed pursuant to statutory requirements, or a member resigns.

Any parent or teacher representative elected to fill a vacancy shall serve only the remaining term of the council position he or she has been elected to fill.

ADMINISTRATION

02.421
(CONTINUED)

Election of School Council Members

REFERENCES:

KRS 17.165; KRS 17.500; KRS 156.132
KRS 160.345; KRS 160.347; KRS 160.380
701 KAR 5:100
OAG 91-148; OAG 91-192; OAG 91-206
OAG 92-88; OAG 93-49; OAG 94-41

LEGAL: REVISIONS TO 701 KAR 5:140 AFFECT THE PROCESS FOR A SCHOOL TO BE INCLUDED IN THE DISTRICT OF INNOVATION APPLICATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

ADMINISTRATION

02.4241

School Council Policies (SBDM)

PURPOSE

The council shall adopt policies, which shall provide an environment that enhances student achievement and help the school meet goals established by law and those established in School/District Improvement Plans.

COMPLIANCE WITH BOARD POLICY

In the development and application of school policies as permitted by statute, schools operating under SBDM shall comply with those policies that fall within the authority of the Board, including but not limited to those prohibiting discrimination based on age, race, sex, genetic information on personnel, color, religion, national origin, political affiliation, or disability. In addition, the District does not discriminate on the basis of sexual orientation or gender identity.

ADOPTION OF POLICY

Prior to implementation of a policy by the council, it shall be forwarded by the Principal to the Superintendent/designee for review. The areas for review are:

1. Compliance with policy that falls within the authority of the Board and the law;
2. Concerns for health and safety;
3. Concerns for liability;
4. Financial resources available;
5. Contractual obligations to personnel and other providers of goods and services; and
6. The authority delegated to the council by the Board within the statutes.

Comments shall be returned to the Principal within thirty (30) work days, unless an unforeseen circumstance delays the response. If an unforeseen circumstance arises, the Superintendent/designee shall advise the Principal in writing of the reasons for the delay and the date that the policy will be returned to the Principal.

The Principal shall discuss the policy at the next council meeting, in light of the comments shared. Any amendments made to the policies shall be sent to the Superintendent/designee in accordance with this policy. When there are no subsequent concerns, written notification shall be given to the Principal.

REQUIRED POLICY

The council shall establish school policy with equitable development and application. All school policies shall be designed to enhance student achievement and meet the goals of the Education Reform Act. The school council shall adopt policy to be implemented by the Principal in each of the following areas of responsibility, as required by KRS 160.345:

1. Determination of curriculum including needs assessment and curriculum development;

Such policies shall determine the writing program for the school, consistent with KRS 158.6453, to be submitted to the Kentucky Department of Education for review and comment

School Council Policies (SBDM)**REQUIRED POLICY (CONTINUED)**

2. Assignment of all instructional and non-instructional staff time;
3. Assignment of students to classes and programs within the school;
 - Placement of students from the household of an active duty service member or civilian military employee transferring into the District before or during the school year shall be based initially on enrollment in courses offered at the sending school and/or educational assessments conducted at that school. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advanced Placement, Cambridge Advanced International, vocational, technical, and career pathways courses. Initial placement does not preclude the District/school from performing subsequent evaluations to ensure appropriate placement and continued enrollment of students in the course(s).
 - Each secondary school-based decision making council shall establish a policy on the recruitment and assignment of students to Advanced Placement (AP), International Baccalaureate (IB), Cambridge Advanced International, dual enrollment (college courses), and dual credit (college) courses that recognizes that all students have the right to participate in a rigorous and academically challenging curriculum.
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar and transportation requirements established by the Board;
5. Determination of the use of school space during the school day related to improving classroom teaching and learning;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor and Principal;
8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision;

In selecting extracurricular activities, councils shall consider student safety, liability exposure for the District and potential program costs. A checklist will be provided for the council's use in considering these factors. Following council determination, the checklist shall be forwarded to the Superintendent's designee as directed.
9. Adoption of a school emergency plan and implementation of safety practices required by KRS 158.162;
10. Procedures, consistent with local Board policy, for determining alignment with state standards, technology utilization, and program appraisal;
11. Procedures to assist the council with consultation in the selection of personnel by the Principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation.

School Council Policies (SBDM)**REQUIRED POLICY (CONTINUED)**

12. Schools with K-5 organization, or any configuration thereof, shall develop and implement, in compliance with requirements of federal and state law and board policy, a wellness policy that includes moderate to vigorous physical activity each day, encourages healthy choices among students, and incorporates an assessment tool to determine each child's level of physical activity on an annual basis. The policy may permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. (In the absence of a council, the Principal of the school shall develop and implement the required wellness policy.)

The Superintendent/designee shall provide assistance in identifying strategies and options to promote daily moderate to vigorous physical activity for students, which may include those that increase strength and flexibility, speed heart rate and breathing and stress activities such as stretching, walking, running, jumping rope, dancing, and competitive endeavors that involve all students.

As an alternative to adopting separate policies, school councils may adopt Board policy or standards established by the Board as council policy in the above areas, or they may delegate responsibility for developing a policy to the Principal.

BOARD RECOMMENDED POLICIES

- In order to enhance the learning environment and school climate, the Board recommends each council develop a multicultural education policy to be implemented by the Principal through the SBDM/School Improvement Council.
- The Board recommends each council also develop a parent/family/community involvement policy/process that demonstrates the school's role in:
 1. Establishing an environment open and friendly to parents, families, and community members;
 2. Increasing parent/family/community participation;
 3. Improving two-way communication between school and home and school and community;
 4. Assuring minority participation; and
 5. Developing parent/family/community outreach programs.
- In addition, the Board recommends that councils adopt grading policies that require reports be sent home regularly. The Board also encourages specific written explanations/descriptions of student performance beyond computer-generated statements. As appropriate, descriptions should reflect progress on learning goals articulated in the student's Individual Learning Plans.

The Principal shall report to the Superintendent/designee the council's schedule for issuing grade reports and a copy of the related council policy.

School Council Policies (SBDM)**WAIVER OF STATE REGULATIONS**

School councils who decide to request a waiver of state regulations and/or reporting requirements established by a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education shall submit the supporting information to the Superintendent as required by law. The Superintendent shall then forward the request to the Kentucky Board of Education.

SCHOOLS OF INNOVATION

In a designated **s**School of **i**Innovation participating in a **d**District of **i**Innovation application and plan, the council may request a waiver from KRS 160.345 or specific provisions within that statute by conducting a vote as set out in KRS 160.107.

The school council shall **vote and** be responsible for conducting a vote to determine if the school shall be an applicant as a **s**School of **i**Innovation in the District's application for **d**District of **i**Innovation status and to approve the school's plan of innovation before it is submitted to the District. The vote shall be taken by secret ballot among eligible employees as defined in KRS 160.107. At least seventy percent (70%) of those casting votes in the affirmative shall be required before the school requests to be included in the District's plan and to approve the school's plan of innovation.

REFERENCES:

KRS 156.072; KRS 156.160; KRS 156.730; KRS 156.735
KRS 158.197; KRS 158.645; KRS 158.6451; KRS 158.6453
KRS 158.162
KRS 160.345; KRS 160.348
KRS 156.108; KRS 160.107; 701 KAR 5:140
OAG 93-55; OAG 94-29; OAG 97-15; 702 KAR 7:140; 704 KAR 3:510
Board of Educ. of Boone County v. Bushee, Ky., 889 S.W. 2d 809 (1994)
U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICIES:

01.11; 02.422; 02.4231; 03.112; 08.221

LEGAL: SB 15 AMENDS KRS 160.380 TO CLARIFY EMPLOYMENT RECORDS CHECK REQUIREMENTS. SB 15 ALSO REMOVES THE EXCEPTION ON HIRING A RELATIVE OF A BOARD MEMBER WHO WAS AN EMPLOYEE OF THE DISTRICT AS OF JULY 13, 1990.
FINANCIAL IMPLICATIONS: COST OF REPRINTING APPLICATIONS

PERSONNEL

03.11

- CERTIFIED PERSONNEL -

Hiring

SUPERINTENDENT'S RESPONSIBILITIES

When a vacancy occurs, the Superintendent shall notify the Chief State School Officer fifteen (15) days before the position is to be filled.

When a vacancy needs to be filled in less than fifteen (15) days to prevent disruption of necessary instructional or support services of the school district, the Superintendent may seek a waiver of the fifteen (15) day advance notice requirement from the Chief State School Officer. If the waiver is approved, the appointment shall not be made until the person selected by the Superintendent has been approved by the Chief State School Officer.

The Superintendent shall make all appointments, promotions, and transfers of certified personnel for positions authorized by the Board and, at the first meeting following the actions, shall notify the Board of same. Such notification shall be recorded in the Board minutes. No personnel action shall be effective prior to receipt of written notice of the action by the affected employee from the Superintendent. Certified employees may be appointed by the Superintendent for any school year at any time after February 1 next 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 Board policy, except in the case where no individual applies who is properly certified and/or who meets qualifications set by Board policy.

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

ELIGIBILITY

In determining the eligibility of a particular candidate for appointment to a position, the priority of the Superintendent shall be to employ that person, who by reasons of preparation, experience and ability to work effectively with students, other staff members, and citizens of the school community, will render the highest possible level of service.

Employees who are terminated and/or non-renewed for cause by the District, or who resigned and are not eligible for a position, shall not be considered for any future employment by the District.

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, regulations, and Board policy.¹

Hiring**CRIMINAL BACKGROUND CHECK AND TESTING (CONTINUED)**

The District shall not employ or permit the assignment of, the following individuals:

1. Those who have been convicted of violent offenses or sex crimes as defined by KRS 17.165;
2. Those who have been convicted of other crimes which bear a reasonable relationship to the position for which the individual is applying, or to which the individual may transfer within the District at a later time as determined by the Superintendent; or
3. Those who materially misrepresent their criminal history, credentials, or any other fact when applying for a position in the District.

Each application or renewal form provided to applicants 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 ~~HAVE~~ A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE ~~APPLICANT HAS EMPLOYEE IS CLEAR TO HIRE BASED ON~~ NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES ~~AS A CONDITION OF EMPLOYMENT.~~"

~~Initial~~ Employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 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 a substantiated finding of child abuse or neglect in records maintained by the Cabinet.

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.

~~Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have a substantiated finding of child abuse or neglect in records maintained by the Cabinet.~~

Link to DPP-156 Central Registry Check and more information on the required CAN check ~~Cabinet Letter~~:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANCHECKsandCentralRegistryChecks.aspx>

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

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.

HIRING OF RETIRED PERSONNEL

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

Hiring**HIRING OF RETIRED PERSONNEL (CONTINUED)**

Persons who have previously retired from the District and who subsequently are rehired shall be credited with a maximum of twelve (12) sick leave days at the outset of their new period of employment.

JOB REGISTER

The Superintendent or the Superintendent's designee shall maintain at IAKSS and on the District web site 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 IAKSS business hours.

VACANCIES POSTED

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted at IAKSS and on the District web site on a timely basis and shall refer interested persons to IAKSS job register for additional information.

When a vacancy for a teaching position occurs in the District the Superintendent shall conduct a search to locate minority candidates to be considered for the position.

APPLICATIONS

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified upon initial application. Applications shall be kept on file for three (3) years. All applications for positions shall be made utilizing written or electronic forms furnished by the Department of Human Resources.

RELATIONSHIPS

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

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.¹

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.

JOB DESCRIPTION

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

AFFIRMATIVE ACTION PLAN

All employment practices shall be in keeping with the Board approved Affirmative Action Plan.

Hiring**EMPLOYEES SEEKING A JOB CHANGE**

Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

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)

~~34 C.F.R. 200.55-200.56~~; 45 C.F.R. § 1302.90

KRS 17.160; KRS 17.165

KRS 156.106; KRS 160.345; KRS 160.390

KRS 161.042; KRS 161.611; KRS 161.750

KRS 335B.020; KRS 405.435

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

RELATED POLICIES:

01.11; 02.4244; 03.132

LEGAL: SB 18 AMENDS KRS CHAPTER 344 BY ADDING PROTECTIONS COVERING PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO STATE EMPLOYMENT DISCRIMINATION LAW.

FINANCIAL IMPLICATIONS: POTENTIAL COST OF PROVIDING NOTICE AND ACCOMMODATIONS

PERSONNEL

03.113

- CERTIFIED PERSONNEL -

Equal Employment Opportunity

It is the intent of the Board that equal employment opportunities be provided in full compliance with state and federal legal requirements.

NONDISCRIMINATION

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, ~~or~~ disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.¹ In addition, the District does not discriminate on the basis of sexual orientation or gender identity.

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.²

District employment practices shall be in accordance with the Board-approved policies and District procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupational qualification for the job in question as defined in KRS 207.135.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are applicable statutory or federal or state regulatory requirements, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District to provide reasonable accommodations necessary for them to perform the essential duties of the position. Medical information obtained as part of an employee request shall be confidential.³

If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion.

The District shall engage in a timely, good faith and interactive process to determine reasonable accommodations for an employee's limitations related to pregnancy, childbirth, or related medical conditions. Reasonable accommodation shall be provided as required by law.

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.¹

PERSONNEL

03.113
(CONTINUED)

Equal Employment Opportunity

REFERENCES:

¹KRS 161.164; [KRS Chapter 344](#); [42 U.S.C. 2000e](#), Civil Rights Act of 1964, Title VII

²29 U.S.C.A. 794

³29 U.S.C. section 1630.14

KRS 207.135

34 C.F.R. 104.3 - 104.14

42 C.F.R. 2000e-2; 42 C.F.R. 2000(k)

~~42 U.S.C. 2000e, Civil Rights Act of 1964, Title VII; KRS Chapter 344~~

Americans with Disabilities Act

Kentucky Education Technology System (KETS)

Section 504 of the Rehabilitation Act of 1973

Title IX of the Education Amendments of 1972

Revised Sexual Harassment Guidance: Harassment of Students by School Employees,
Other Students, or Third Parties, Title IX

Genetic Information Nondiscrimination Act of 2008

Oncale v. Sundowner Offshores Service, Inc. (U.S.S.Ct.)

RELATED POLICIES:

03.133

05.11

LEGAL: SB 8 AMENDS KRS 161.770 BY STATING SPECIFIC REQUIREMENTS FOR BOARDS OF EDUCATION IN THEIR COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT, AND ANY OTHER FEDERAL LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.123

- CERTIFIED PERSONNEL -

Leaves of Absence

APPROVAL

Authorization of leave and time taken off from one's job shall be in accordance with specific leave policy. All leave must be taken in whole day or half day increments, unless otherwise noted.

ACCOUNTABILITY

All absences shall be accounted for under an appropriate leave policy. Absence from work that is not based on appropriate leave for which the employee is qualified may lead to disciplinary consequences, up to and including termination of employment.

EXTENDED LEAVE WITHOUT PAY (15 DAYS OR MORE)

In addition to other leaves covered in this section, certified employees may be granted special leave of absence with loss of pay for a period not to exceed one (1) fiscal year. Such leaves may include educational leaves and employees on loan to educational or governmental entities. Extensions of a leave of absence may not exceed one (1) fiscal year. Requests must be submitted in writing to the Superintendent for approval by the Board.

DAYS WITHOUT PAY (LESS THAN 15 DAYS)

Certified employees may be granted no more than fifteen (15) consecutive days without pay away from their assigned duties, unless the days would fall under any other appropriate Board leave policy. Supervisors may approve such days without pay, provided all appropriate, available leave has been used by the employee. Requests for days without pay shall be submitted in writing before the absence begins and directed to the employee's next immediate supervisor. Upon the supervisor's approval, the request shall be forwarded to the Superintendent or designee to be placed on the Board agenda for approval.

Failure to obtain prior approval may be grounds for disciplinary action that may include termination, unless the absence was the result of an emergency, as determined by the Superintendent.

OUTSIDE EMPLOYMENT

Employees on leave of absence without pay shall not accept other employment during the period of leave of absence, with the exception of employees on educational leave.

NOTIFICATION

Employees on extended leave through the end of a school/fiscal year shall notify the Superintendent in writing by February 28 of their intent to return to the school system the following school year.

Employees who fail to notify the Superintendent by February 28 cannot be guaranteed employment for the following school year. If an employee on leave has not contacted the Superintendent by February 28, the Superintendent is authorized to fill the position for the following school year. When an employee in the final year of leave fails to contact the Superintendent by February 28, to either request an extension of leave or to provide a date of return, the Superintendent may determine whether personnel action is required.

Leaves of Absence**LEAVE FOLLOWING ASSAULT**

The District shall provide leave with pay for employees assaulted while performing their assigned duties when the assault results in injuries that qualify the employee for workers' compensation benefits. The period of leave shall not exceed one (1) calendar year following the assault. During that period, the employee shall not experience loss of income or benefits, including sick leave, under terms and conditions set forth in KRS 161.155.

PLACEMENT UPON RETURN

Employees taking leave will be entitled on return to a similar position for which they are qualified, if available. Placement in the same position or the same building cannot be guaranteed.

EMPLOYEES NOT ELIGIBLE

Nothing contained in any of the leave policies in this section shall be construed as extending leave benefits to teachers employed on a per diem or per hour basis for extra or occasional work.

FMLA

Eligible employees may apply for leave under the provisions of the Family and Medical Leave Act of 1993.

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

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REFERENCES:

KRS 161.155; KRS 161.770
OAG 01-9
Family and Medical Leave Act of 1993

RELATED POLICIES:

03.1232, 03.12322, 03.1233, 03.1234, 03.1235, 03.124

LEGAL: SB 8 AMENDS KRS 161.770 BY STATING SPECIFIC REQUIREMENTS FOR BOARDS OF EDUCATION IN THEIR COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT, AND ANY OTHER FEDERAL LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1233

- CERTIFIED PERSONNEL -

Maternity Leave

PAID SICK LEAVE

Childbirth and recovery therefrom, which prevent the employee from performing assigned duties, shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

An illness of the newborn shall entitle the employee to sick leave benefits as provided in Board Policy 03.1232.

An employee may use up to thirty (30) days of sick leave following the birth or adoption of a child or children. Additional sick leave days may be used when the need is verified by a physician's statement.

UNPAID MATERNITY LEAVE (KRS 161.770)

On written request, the parent of a newborn or the employee who adopts a child or children shall be granted unpaid leave of absence not to exceed the remainder of the semester in which the birth or placement occurred. Thereafter, leave may be extended in increments of one (1) semester, not to exceed two (2) consecutive school years.

Employees on maternity leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

Employees taking a maternity leave will be entitled on return to a similar position for which they are qualified, if available. Placement in the same position or the same building cannot be guaranteed.

FMLA

In compliance with the Family and Medical Leave Act of 1993, eligible employees are entitled to up to twelve (12) workweeks for unpaid leave to care for the employee's child after birth or placement of a child with the employee for adoption or foster care. Leave to care for an employee's healthy newborn baby or minor child who is adopted or accepted for foster care must be taken within twelve (12) months of the birth or placement of the child.

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

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REFERENCES:

KRS 161.155; KRS 161.770
OAG 80-151; OAG 84-43; OAG 86-66
Family and Medical Leave Act of 1993

PERSONNEL

03.1233
(CONTINUED)

Maternity Leave

RELATED POLICIES:

03.123; 03.1232; 03.12322

LEGAL: SB 8 AMENDS KRS 161.770 BY STATING SPECIFIC REQUIREMENTS FOR BOARDS OF EDUCATION IN THEIR COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT, AND ANY OTHER FEDERAL LAW.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.1234

-CERTIFIED PERSONNEL-

Extended Disability Leave

This policy shall be applied in a manner consistent with policy 03.113 and the Americans with Disabilities Act (ADA), when those provisions are applicable.

UNPAID LEAVE

Unpaid disability leave shall be granted by the Board, upon written request, for the remainder of the school year, unless at the time of such request, a proceeding has been instituted to terminate the employee's contract under the provisions of KRS 161.790. (In the event such a proceeding is pending, the request for a leave of absence may be deferred by the Superintendent until the conclusion of such proceedings.) Thereafter, leave may be extended by the Board in increments of one (1) semester, not to exceed two (2) consecutive school years.

FMLA

In compliance with the Family and Medical Leave Act of 1993, medical leave shall be granted in accordance with Board Policy 03.12322.

NOTIFICATION OF RETURN

Employees on extended disability leave shall notify the Superintendent in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123. Employees who fail to notify the Superintendent of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

VERIFICATION

The Superintendent may require the employee to secure a licensed physician's verification of disability.

REQUEST FOR MEDICAL INFORMATION

Per KRS 161.770, the Board may only request medical information necessary to decide whether to grant a leave of absence; shall not request or retain unnecessary medical information; and shall not disclose any medical information received, except as permitted by state and federal law.

INVOLUNTARY DISABILITY LEAVE

When, in the opinion of the Superintendent, there is evidence that an employee is no longer able to perform satisfactorily the assigned duties due to possible physical or mental health issues, the Superintendent may require the employee to provide evidence of ability to perform the essential functions of the position in the form of an examination and report by an appropriate health care and/or occupational professional of the Superintendent's choosing. The Board shall bear the cost of this examination.

Extended Disability Leave**INVOLUNTARY DISABILITY LEAVE (CONTINUED)**

In an emergency situation, the Superintendent may suspend the employee temporarily, without pay, pending the examination by the health care and/or occupational professional. Upon recommendation of the Superintendent, the Board may place the employee on involuntary disability leave. When the Superintendent's personal health is in question, the Board may place him or her on involuntary disability leave pending an examination by an appropriate health care and/or occupational professional of the Superintendent's choosing.

The employee shall have the right to a hearing on such involuntary leave and its renewal or extension in accordance with the provisions for hearing and appeal in KRS 161.790.¹

RETIREMENT DISABILITY

Retirement disability shall be handled in accordance with KRS 161.662.²

REFERENCES:

¹KRS 161.790; OAG 65-560; ²KRS 161.662
KRS 161.770; OAG 80-151; OAG 84-43
Consolidated Omnibus Budget Reconciliation Act
Family and Medical Leave Act of 1993
Americans with Disabilities Act

RELATED POLICIES:

03.111
03.113
03.123
03.12322
03.173

LEGAL: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. THE POLICIES MUST ALSO PROVIDE FOR ADEQUATE NOTICE TO STUDENTS, PARENTS/GUARDIANS, EMPLOYEES, AND THE PUBLIC. IN ADDITION, THE POLICIES MUST REQUIRE SIGNAGE ON OR IN ALL PROPERTY INCLUDING ANY VEHICLE OWNED, OPERATED, LEASED, OR CONTRACTED FOR USE BY A LOCAL BOARD. SUCH SIGNAGE SHALL CLEARLY STATE THAT THE USE OF SUCH PRODUCTS IS PROHIBITED AT ALL TIMES AND BY ALL PERSONS ON OR IN THE PROPERTY. SCHOOL EMPLOYEES ARE REQUIRED TO ENFORCE THE POLICIES. NOTE THAT DISTRICTS HAVE THE OPTION TO OPT OUT OF THESE PROVISIONS WITHIN THREE (3) YEARS OF JUNE 27, 2019.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

PERSONNEL

03.1327

- CERTIFIED PERSONNEL -

Use of Tobacco, Alternative Nicotine, or Vapor Products

USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.¹

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Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

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School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by the Board.

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~~Tobacco use and use of electronic cigarettes are prohibited twenty four (24) hours a day, seven (7) days a week, inside Board owned buildings or vehicles, on property of Fayette County Public Schools, and during school related student trips.~~

REFERENCES:

¹New Section of KRS 438

KRS 160.290; KRS 160.340

KRS 438.050; KRS 438.305

OAG 81-295; OAG 91-137

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

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RELATED POLICIES:

03.2327; 05.3; 05.31; 06.221; 09.4232; 10.5

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LEGAL: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS.
FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.133

- CERTIFIED PERSONNEL -

Duties

All employees are expected to use sound judgment in the performance of their duties and to take reasonable measures to protect the health, safety, and well-being of others, as well as District property.

JOB DESCRIPTION

Prior to the authorization of any personnel position in the District budget, the Superintendent, collaborating with other District authorities with personnel assignment responsibilities, shall develop, for Board approval, a job description which establishes all essential functions of the position. The description shall encompass supervision responsibilities, completion of records and reports, and achievement of professional goals identified to enhance student achievement and help the school and/or District meet goals established by statute and/or Board policy. Certified personnel shall also be held responsible for cooperation with students, professional associates, parents, staff, and community groups.

INVESTIGATIONS

All employees shall cooperate with investigations conducted by the District as authorized by policy or applicable law. Failure to cooperate with any investigation conducted by the District may result in disciplinary action.

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability or limitations related to pregnancy, childbirth, or related medical conditions to comply with the requirements of law and regulation.¹

REFERENCES:

¹Americans With Disabilities Act (ADA); [KRS Chapter 344](#)
P. L. 101-336
Rehabilitation Act of 1973
P. L. 93-112 Sec. 504
KRS 158.645
KRS 158.6451
16 KAR 1:020 (Code of Ethics)
OAG 91-10
OAG 92-1

RELATED POLICIES:

03.113
03.1325
03.17
03.173

LEGAL: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS.
FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.162

- CERTIFIED PERSONNEL -

Harassment/Discrimination

DEFINITION

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national or ethnic origin, age, religion, sex, genetic information, gender identity, sexual orientation, political affiliation, veteran status, ~~or disability~~, or limitations related to pregnancy, childbirth, or related medical conditions of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Harassment/discrimination based on sex applies to acts committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Employees who engage in harassment/discrimination of another employee or student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to termination of employment.

Failure by employees to report a suspected violation of this policy or to otherwise follow this policy and related procedures, or failure by the Superintendent or designee to report a suspected violation as directed or initiate an investigation of alleged harassment/discrimination by students or District employees, as required by this policy, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

GUIDELINES

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it to their immediate supervisor. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to include the submission of a written report of all findings of an investigation, regardless of the manner in which the complaint is communicated to a District administrator;
2. Establishment of measures to provide confidentiality in the complaint process;

Harassment/Discrimination**GUIDELINES (CONTINUED)**

3. A process to identify and employ methods to correct and prevent reoccurrence of the harassment/discrimination;
4. A process where the provisions of this policy are disseminated in writing annually to all staff and students; and
5. Annual training explaining prohibited behaviors.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy conduct and/or actions that could be considered a violation of this policy include but are not limited to:

1. Derogatory nicknames, slurs, demeaning stories, jokes, or pictures relating to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

FAILURE TO REPORT SUSPECTED ABUSE

Any employee who fails to report to the Principal or building supervisor suspected abuse of a student shall be subject to disciplinary action, including termination. This requirement does not alter or amend the reporting requirements of KRS 620.030 of any person to report abused children to the appropriate law enforcement agency.

PERSONNEL

03.162
(CONTINUED)

Harassment/Discrimination

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.113, 03.1325 and/or 09.422.

REFERENCES:

KRS 158.156; [KRS Chapter 344](#); [42 USC 2000e, Civil Rights Act of 1964, Title VII](#)
~~42 USC 2000e, Civil Rights Act of 1964, Title VII; KRS Chapter 344~~
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations
Implementing Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other
Students, or Third Parties, Title IX
Oncale v. Sundowner Offshores Service, Inc. (U.S.S.Ct.)
34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights Regulations
Implementing Title IX
Genetic Information Nondiscrimination Act of 2008
Age Discrimination Act, 42 U.S.C. 6101-6107; 34 C.F.R. 110.25

RELATED POLICIES:

03.113
03.1325
03.16
09.2211
09.227
09.422
09.42811

LEGAL: SB 1 AMENDS KRS 156.095 TO REQUIRE TRAINING FOR HOW TO RESPOND TO AN ACTIVE SHOOTER SITUATION FOR ALL SCHOOL DISTRICT EMPLOYEES WITH JOB DUTIES REQUIRING DIRECT CONTACT WITH STUDENTS.
FINANCIAL IMPLICATIONS: COST OF TRAINING

PERSONNEL

03.19

- CERTIFIED PERSONNEL -

Professional Development

PROGRAM TO BE PROVIDED

The District shall provide a high quality, personalized, and evidence based professional development (PD) program that meets the goals established in KRS 158.6451, the Every Student Succeeds Act (ESSA), and in the local needs assessment. At the direction of the Superintendent or designee and in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. School-wide programs may also include classified staff and parent members of school councils and committees.

The PD program for the District and each school shall be incorporated into the Comprehensive School/District Improvement Plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

The program shall be based on the Board-approved Comprehensive District Improvement Plan and District Strategic Plan for the District, which is designed;

1. to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451;
2. to support the District's mission, goals and assessed needs; and
3. to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans.

These plans shall reflect individual needs of schools and be aligned with the Comprehensive School/District Improvement Plan, ESSA requirements, and teacher growth plans. The District Professional Development Council may recommend areas of focus to the Superintendent for professional development in the District based upon the District's Improvement and Strategic Plans, legal mandates, and local needs assessments. The Superintendent shall determine that the focus areas properly address the mission and goals of the District and meet existing legal requirements before recommending them to the Board for approval.

The Superintendent and Board may require any or all schools, or any or all classifications of personnel, to participate in training established by the District in one (1) or more of the approved areas of focus.

ACTIVE SHOOTER SITUATIONS

By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all District employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Education in collaboration with the Kentucky Law Enforcement Council and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the District shall provide materials on how to respond to an active shooter situation.

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Professional Development**SCHOOL RESPONSIBILITIES**

Each school shall coordinate professional development with the PD coordinator and, when appropriate, with other schools to maximize training opportunities.

The District Professional Development Council or its designee shall review all individual school PD plans to determine that they meet current state and local mandates and directives, and address the identified focus areas approved by the Board.

The District Improvement and Strategic Plans shall be reviewed annually by the District Professional Development Council.

DOCUMENTATION

The school/District PD plan shall include the method for evaluating impact on student learning and using evaluation results to improve professional learning.

Documentation of completed professional development shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

REFERENCES:

KRS 156.095; KRS 156.553
KRS 158.070; KRS 158.645; KRS 158.6451; KRS 160.345
704 KAR 3:035; 704 KAR 3:325
P. L. 114-95 (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1911; 09.22

LEGAL: SB 15 AMENDS KRS 160.380 TO CLARIFY EMPLOYMENT RECORDS CHECK REQUIREMENTS. SB 15 ALSO REMOVES THE EXCEPTION ON HIRING A RELATIVE OF A BOARD MEMBER WHO WAS AN EMPLOYEE OF THE DISTRICT AS OF JULY 13, 1990.
FINANCIAL IMPLICATIONS: COST OF REPRINTING APPLICATIONS

PERSONNEL

03.21

- CLASSIFIED PERSONNEL -

Hiring

SUPERINTENDENT'S RESPONSIBILITIES

All appointments, promotions, and transfers of classified 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.

ELIGIBILITY

In determining the eligibility of a particular candidate for appointment to a classified position, the sole concern of the Superintendent shall be to employ that person who, by reasons of preparation, experience and ability to work effectively, will render the highest possible level of service.

Employees who are terminated and/or non-renewed for cause by the District, or who resigned and are not eligible for a position, shall not be considered for any future employment by the District.

EFFECTIVE DATE

Personnel actions shall not be effective until the employee receives written notice from the Superintendent.

CRIMINAL BACKGROUND CHECK AND TESTING

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations.^{1 & 2}

Each application or renewal form provided to applicants for a classified position shall conspicuously state the following:

"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND ~~HAVE~~ A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE ~~APPLICANT HAS EMPLOYEE IS CLEAR TO HIRE BASED ON~~ NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES ~~AS A CONDITION OF EMPLOYMENT.~~"

Initial Employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 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 a substantiated finding of child abuse or neglect in records maintained by the Cabinet.

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.

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Hiring

CRIMINAL BACKGROUND CHECK AND TESTING

~~Employment shall also be contingent on receipt of a letter from the Cabinet provided by the individual documenting that the individual does not have a substantiated finding of child abuse or neglect in records maintained by the Cabinet.~~

Link to DPP-156 Central Registry Check and more information on the required [CA/N check](#)~~Cabinet Letter~~:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANCChecksandCentralRegistryChecks.aspx>

Criminal records checks on persons employed in Head Start programs shall be conducted in conformity with 45 C.F.R. § 1302.90.

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.

HIRING OF RETIRED PERSONNEL

Except for cases involving disability retirement, persons who have previously retired from the District and who subsequently are rehired shall be considered first-year employees for the purposes of sick leave. (See Policy 03.2232.) Classified retirees are eligible to be hired in a permanent position working four (4) hours or more each day. Classified retirees may work as substitutes up to seventy (70) days per school year. Exemptions may be granted by the Senior Director of Administrative Services.

EDUCATIONAL 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. Employees shall hold the qualifications for the position as established by the Commissioner of Education.³

All paraprofessionals shall satisfy educational requirements specified by federal law.⁴

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

Under procedures developed by the Superintendent, a listing of all District job openings shall be posted in the Department of Human Resources/Central Office, on the District web site, in each school building, and in all work areas on a timely basis and shall refer interested persons to the Central Office job register for additional information.

APPLICATION

All applications for positions shall be made utilizing written or electronic forms furnished by the Department of Human Resources.

Intentional misrepresentation shall be sufficient grounds to refuse to hire or to terminate, if the employee has been hired prior to discovery of falsification.

Hiring

REVIEW OF APPLICATIONS

Under procedures developed by the Superintendent, each application shall be reviewed and each applicant so notified. Completed applications for candidates not employed shall be retained for three (3) years.

RELATIONSHIPS

The Superintendent shall not employ a relative of a member of the Board ~~unless the relative was initially employed by the District prior to the tenure of the Board member and the member was seated on the Board prior to July 13, 1990.~~

A relative may be employed as a substitute for a certified or classified employee if the relative is not:

1. A regular full-time or part-time employee of the District;
2. Accruing continuing contract status or any other right to continuous employment;
3. Receiving fringe benefits other than those provided other substitutes; or
4. Receiving preference in employment or assignment over other substitutes.¹

A relative of the Superintendent shall not be employed except as provided by KRS 160.380.¹

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, spouse, son, daughter, aunt, uncle, son-in-law, and daughter-in-law (including subcategories of in-law, half and step relatives).

Exception to the above is substitute personnel.

EMERGENCY HIRING

During emergency situations, job openings may be filled without listing in the job register or posting in District buildings.

JOB DESCRIPTION

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

AFFIRMATIVE ACTION PLAN

All employment practices shall be in keeping with the Board approved Affirmative Action Plan.

CONTRACT

All regular full-time and part-time employees shall receive a contract.

REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT FOR TEMPORARY EMPLOYEES

Temporary employees shall be notified in writing by April 30 of each year as to whether they have reasonable assurance of continued employment for the following year.

EMPLOYEES SEEKING A JOB CHANGE

Other than the routine transmission of administrative and personnel files, District employees are prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law and such school employee, contractor, or agent does not meet the exceptions outlined in 20 U.S.C. § 7926.

PERSONNEL

03.21
(CONTINUED)

Hiring

REFERENCES:

¹KRS 160.380

²702 KAR 5:080

³KRS 161.011; Kentucky Local District Classification Plan; 13 KAR 3:030

⁴P. L. 114-95, (Every Student Succeeds Act of 2015)

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

34 C.F.R. 200.58-~~200.59~~; 45 C.F.R. § 1302.90

KRS 17.160; KRS 17.165

KRS 160.345, KRS 160.390; KRS 335B.020; KRS 405.435

OAG 18-017; OAG 91-10; OAG 91-149; OAG 91-206; OAG 92-1; OAG 92-59

OAG 92-78; OAG 92-131; OAG 97-6; 702 KAR 3:320

Records Retention Schedule, Public School District

RELATED POLICIES:

01.11; 02.4244; 03.232; 03.27; 03.5; 06.221

LEGAL: SB 18 AMENDS KRS CHAPTER 344 BY ADDING PROTECTIONS COVERING PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO STATE EMPLOYMENT DISCRIMINATION LAW.

FINANCIAL IMPLICATIONS: POTENTIAL COST OF PROVIDING NOTICE AND ACCOMMODATIONS

PERSONNEL

03.212

- CLASSIFIED PERSONNEL

Equal Employment Opportunity

It is the intent of the Board that equal employment opportunities be provided in full compliance with state and federal legal requirements.

NONDISCRIMINATION

The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, ~~or~~ disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.¹ In addition, the District does not discriminate on the basis of sexual orientation or gender identity.

INDIVIDUALS WITH DISABILITIES

No qualified person with a disability, as defined by law, shall, on the basis of the disability, be subject to discrimination in employment.²

District employment practices shall be in accordance with the Board-approved policies and District procedures addressing requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

No human immunodeficiency virus (HIV) related test shall be required as a condition of hiring, promotion, or continued employment, unless the absence of HIV infection is a bona fide occupational qualification for the job in question as defined in KRS 207.135.

If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are applicable statutory or federal or state regulatory requirements, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

REASONABLE ACCOMMODATION

Employees who have a long-term or permanent disability may request the District to provide reasonable accommodations necessary for them to perform the essential duties of the position. If assistive technology is deemed necessary for an employee, every effort will be made to obtain that technology in a timely fashion. Medical information obtained as part of an employee request shall be confidential.³

The District shall engage in a timely, good faith and interactive process to determine reasonable accommodations for an employee's limitations related to pregnancy, childbirth, or related medical conditions. Reasonable accommodation shall be provided as required by law.

ADVISING EMPLOYEES

The Superintendent shall inform all school employees of the provisions of this policy.¹

PERSONNEL

03.212
(CONTINUED)

Equal Employment Opportunity

REFERENCES:

¹KRS 161.164; [KRS Chapter 344](#); [42 U.S.C. 2000e](#), Civil Rights Act of 1964, Title VII

²29 U.S.C.A. 794

³29 U.S.C. section 1630.14

KRS 207.135

34 C.F.R. 104.3 - 104.14

42 C.F.R. 2000e-2; 42 C.F.R. 2000(k)

~~42 U.S.C. 2000e, Civil Rights Act of 1964, Title VII; KRS Chapter 344~~

Americans with Disabilities Act

Kentucky Education Technology System (KETS)

Section 504 of the Rehabilitation Act of 1973

Title IX of the Education Amendments of 1972

Genetic Information Nondiscrimination Act of 2008

Revised Sexual Harassment Guidance: Harassment of Students by School

Employees, Other Students, or Third Parties, Title IX

Oncale v. Sundowner Offshores Service, Inc. (U.S.S.Ct.)

RELATED POLICIES:

03.233

05.11

LEGAL: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. THE POLICIES MUST ALSO PROVIDE FOR ADEQUATE NOTICE TO STUDENTS, PARENTS/GUARDIANS, EMPLOYEES, AND THE PUBLIC. IN ADDITION, THE POLICIES MUST REQUIRE SIGNAGE ON OR IN ALL PROPERTY INCLUDING ANY VEHICLE OWNED, OPERATED, LEASED, OR CONTRACTED FOR USE BY A LOCAL BOARD. SUCH SIGNAGE SHALL CLEARLY STATE THAT THE USE OF SUCH PRODUCTS IS PROHIBITED AT ALL TIMES AND BY ALL PERSONS ON OR IN THE PROPERTY. SCHOOL EMPLOYEES ARE REQUIRED TO ENFORCE THE POLICIES. NOTE THAT DISTRICTS HAVE THE OPTION TO OPT OUT OF THESE PROVISIONS WITHIN THREE (3) YEARS OF JUNE 27, 2019.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

PERSONNEL

03.2327

- CLASSIFIED PERSONNEL -

Use of Tobacco, Alternative Nicotine, or Vapor Products

USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.¹

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Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. A person in violation of this policy shall be subject to discipline or penalties as set forth by the Board.

~~Tobacco use and use of electronic cigarettes are prohibited twenty four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on property of Fayette County Public Schools, and during school-related student trips.~~

REFERENCES:

¹New Section of KRS 438

KRS 160.290; KRS 160.340

KRS 438.050; KRS 438.305

OAG 81-295; OAG 91-137

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

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RELATED POLICIES:

03.1327; 05.3; 05.31; 06.221; 09.4232; 10.5

LEGAL: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS.
FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.233

- CLASSIFIED PERSONNEL -

Duties

All employees are expected to use sound judgment in the performance of their duties and take reasonable measures to protect the health, safety, and well-being of others, as well as District property.

JOB DESCRIPTION

Prior to the authorization of any personnel position in the District budget, the Superintendent, collaborating with other District authorities with personnel assignment responsibilities, shall develop, for Board approval, job descriptions which establish all essential functions of each position. The description shall encompass job responsibilities, completion of records and reports, and achievement of goals identified to enhance student achievement and help the school and/or District meet goals established by statute and/or Board policy.

INVESTIGATIONS

All employees shall cooperate with investigations conducted by the District as authorized by policy or applicable law. Failure to cooperate with any investigation conducted by the District may result in disciplinary action.

ACCOMMODATION

Reasonable accommodation shall be provided each qualifying employee with a disability or limitations related to pregnancy, childbirth, or related medical conditions to comply with the requirements of law and regulation.¹

REFERENCES:

¹Americans With Disabilities Act (ADA); Rehabilitation Act of 1973; KRS Chapter 344
P. L. 93-12 Sec. 504; P. L. 101-336
KRS 158.645
KRS 158.6451
OAG 91-10

RELATED POLICIES:

03.212
03.2325
03.27

LEGAL: SB 18 AMENDS KRS CHAPTER 344 BY ADDING LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS TO CATEGORIES INCLUDED IN STATE LAW REGARDING DISCRIMINATION, NOTICE REQUIREMENT, AND ACCOMMODATIONS.
FINANCIAL IMPLICATIONS: POTENTIAL COST IN PROVIDING NOTICE OR ACCOMMODATIONS

PERSONNEL

03.262

- CLASSIFIED PERSONNEL -

Harassment/Discrimination

DEFINITION

Harassment/Discrimination of employees is unlawful behavior based on the race, color, national or ethnic origin, age, religion, sex, genetic information, gender identity, sexual orientation, political affiliation, veteran status, ~~or~~ disability, or limitations related to pregnancy, childbirth, or related medical conditions of an employee involving intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation, or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred or prejudice.

PROHIBITION

Harassment/Discrimination is prohibited at all times on school property and off school grounds during school-sponsored activities. This prohibition also applies to visitors to the school who may come into contact with employees and students. (Harassment/discrimination based on sex applies to acts committed by persons of the same or the opposite sex.)

District staff shall provide for a prompt and equitable resolution of complaints concerning harassment/discrimination.

DISCIPLINARY ACTION

Employees who engage in harassment/discrimination of another employee or student on the basis of any of the areas mentioned above shall be subject to disciplinary action, including but not limited to termination of employment.

Failure by employees to report a suspected violation of this policy or to otherwise follow this policy and related procedures, or failure by the Superintendent or designee to report a suspected violation as directed or initiate an investigation of alleged harassment/discrimination by students or District employees, as required by this policy, to follow approved procedures, or to take corrective action shall be cause for disciplinary action.

GUIDELINES

Employees who believe they or any other employee, student, or visitor is being or has been subjected to harassment/discrimination shall, as soon as reasonably practicable, report it to their immediate supervisor. Complaints of harassment/discrimination, whether verbal or written, shall lead to a documented investigation and a written report.

The Superintendent shall provide for the following:

1. Investigation of allegations of harassment/discrimination to include the submission of a written report of all findings of an investigation, regardless of the manner in which the complaint is communicated to a District administrator;
2. Establishment of measures to provide confidentiality in the complaint process; A process to identify and employ methods to correct and prevent reoccurrence of the harassment/discrimination;

Harassment/Discrimination**GUIDELINES (CONTINUED)**

3. A process where the provisions of this policy are disseminated in writing annually to all staff and students; and
4. Annual training explaining prohibited behaviors.

If a supervisory staff member is an alleged party in the harassment/discrimination complaint, procedures shall also provide for addressing the complaint to a higher level of authority.

PROHIBITED CONDUCT

Depending on the circumstances and facts of the situation, and within the definition of harassment/discrimination contained in this policy conduct and/or actions that could be considered a violation of this policy include but are not limited to:

1. Derogatory nicknames, slurs, demeaning stories, jokes, or pictures relating to any of the protected categories listed in the definition of harassment/discrimination contained in this policy;
2. Unwanted touching, sexual advances, requests for sexual favors, and spreading sexual rumors;
3. Instances involving sexual violence;
4. Causing an employee to believe that he or she must submit to unwelcome sexual conduct in order to maintain employment or that a personnel decision will be based on whether or not the employee submits to unwelcome sexual conduct;
5. Implied or overt threats of physical violence or acts of aggression or assault based on any of the protected categories;
6. Seeking to involve individuals with disabilities in antisocial, dangerous or criminal activity where they, because of disability, are unable to comprehend fully or consent to the activity; and
7. Destroying or damaging an individual's property based on any of the protected categories.

RETALIATION PROHIBITED

No one shall retaliate against an employee or student because s/he submits a grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of harassment/discrimination of an individual or because s/he has opposed language or conduct that violates this policy.

FAILURE TO REPORT SUSPECTED ABUSE

Any employee who fails to report to the Principal or building supervisor suspected abuse of a student shall be subject to disciplinary action, including termination. This requirement does not alter or amend the reporting requirements of KRS 620.030 of any person to report abused children to the appropriate law enforcement agency.

PERSONNEL

03.262
(CONTINUED)

Harassment/Discrimination

OTHER CLAIMS

When a complaint is received that does not appear to be covered by this policy, administrators shall review other policies that may govern the allegations, including but not limited to, 03.212, 03.2325 and/or 09.422.

REFERENCES:

KRS 158.156
42 USC 2000e, Civil Rights Act of 1964, Title VII; KRS Chapter 344
29 C.F.R. 1604.11, Equal Employment Opportunity Commission (EEOC) Regulations Implementing Title VII
20 U.S.C. 1681, Education Amendments of 1972, Title IX
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX
Oncale v. Sundowner Offshores Service, Inc. (U.S.S.Ct.)
34 C.F.R. 106.1-106.71, U. S. Department of Education Office for Civil Rights Regulations Implementing Title IX
Genetic Information Nondiscrimination Act of 2008
Age Discrimination Act, 42 U.S.C. 6101-6107; 34 C.F.R. 110.25

RELATED POLICIES:

03.212
03.2325
03.26
09.2211
09.227
09.422
09.42811

LEGAL: SB 1 AMENDS KRS 156.095 TO REQUIRE TRAINING FOR HOW TO RESPOND TO AN ACTIVE SHOOTER SITUATION FOR ALL SCHOOL DISTRICT EMPLOYEES WITH JOB DUTIES REQUIRING DIRECT CONTACT WITH STUDENTS.
FINANCIAL IMPLICATIONS: COST OF TRAINING

PERSONNEL

03.29

- CLASSIFIED PERSONNEL -

Staff Development

At the direction of the Superintendent, the designated administrator shall develop and implement the Board-approved program of continuing staff development/training for all classified employees.

ACTIVE SHOOTER SITUATIONS

By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all District employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Education in collaboration with the Kentucky Law Enforcement Council and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the District shall provide materials on how to respond to an active shooter situation.

REFERENCES:

KRS 156.095; KRS 158.070

P. L. 114-95, (Every Student Succeeds Act of 2015)
34 C.F.R. 200.58

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LEGAL: SB 15 AMENDS KRS 160.380 TO STATE THAT A SUPERINTENDENT MAY REQUIRE A STATE AND NATIONAL BACKGROUND CHECK AND CLEAR CA/N CHECK.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.6

Volunteers

DEFINITION

Volunteers are persons who do not receive compensation for assisting in school or District programs. Volunteers are encouraged to use their time and effort to support school and District programs. The Superintendent shall develop procedures that encourage volunteers to assist in school and/or District programs and to facilitate effective communication with persons who volunteer.

Teacher education students or students enrolled in an educational institution who participate in observations and educational activities under direct supervision of a local school teacher or administrator in a public school shall not be considered volunteers.

REQUIREMENTS

All volunteers shall provide assistance only under the direction and supervision of a member of the professional administrative and teaching staff.¹

Volunteers who assist in the District on a scheduled or continuing basis shall be provided with the same liability insurance coverage as a District employee and shall be given written or verbal details of responsibilities and expectations.

RECORDS CHECK

The District shall conduct, at District expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis, or who have supervisory responsibility for children at a school site or on school-sponsored trips.

Pursuant to KRS 160.380, the Superintendent/designee also may require volunteers to submit to a state and national criminal (fingerprint) history background check and to provide a [clear CA/N check](#) ~~letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record.~~ With prior approval of the Superintendent/designee, the background checks will be conducted at District expense. Otherwise, except as stated previously, the volunteer must pay for the background checks.

No volunteer shall be utilized to supervise students, or deemed to have the authority to supervise students, unless the volunteer has been designated to supervise students by the Principal and approved by the Superintendent/designee, and the volunteer has undergone the required records check. ~~The Superintendent may also require such a volunteer to provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record.~~

Link to DPP-156 Central Registry Check and more information on the required [CA/N check](#) ~~Cabinet Letter~~:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANCHECKsandCentralRegistryChecks.aspx>

PERSONNEL

03.6
(CONTINUED)

Volunteers

ORIENTATION

The Superintendent/designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures.

REFERENCES:

¹KRS 161.148
KRS 160.380
KRS 161.044

RELATED POLICIES:

03.5; 08.113; 08.1131

LEGAL HB 26 AMENDS KRS 45A.385 INCREASING THE AGGREGATE CONTRACT AMOUNT MAXIMUM FOR SMALL PURCHASE TO \$30,000.

FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

LEGAL: SB 15 AMENDS KRS 160.380 TO ELIMINATE THE DEFINITION OF "CONTRACTOR" AND THE SCOPE OF REQUIRED VENDOR/CONTRACTOR BACKGROUND CHECKS TO ADULTS ACCESSING SCHOOL GROUNDS UNDER A WRITTEN AGREEMENT TO PROVIDE DIRECT STUDENT SERVICES AS PART OF A SCHOOL-SPONSORED PROGRAM ACTIVITY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.32

Model Procurement Code Purchasing Bidding

AUTHORITY

Bidding Purchasing procedures shall conform to the Model Procurement Code, KRS 45A.345 - KRS 45A.460.¹ All contracts or purchases shall be awarded by competitive sealed bidding or competitive negotiation, both of which may include the use of a reverse auction, except as otherwise provided by law.²

All purchases of Kentucky Education Technology System (KETS) components shall adhere to KETS architectural standards and procedures.

The District may purchase supplies and/or equipment outside an established price contract of the federal government (GSA), the State Division of Purchases, a cooperative agency bid approved by the Board, or a District bid if:

1. The supplies and/or equipment meet the specifications of contracts awarded by the Division of Purchases, a federal agency (GSA), a cooperative agency, or a District bid;
2. The supplies and/or equipment are available for purchase at a lower price;
3. The purchase does not exceed \$2,500^{4 & 8}; and
4. The District's finance or purchasing officer has certified compliance with the first and second requirements.

The Fayette County Public School System (FCPS) promotes the participation of Minority, Women, and Veterans' Business Enterprises (MBE/WBE/VBE) as vendors and construction contractors. The FCPS Manager of Economic Development and Supplier Diversity shall annually track and report the inclusion and participation of minority-, women-, and veterans-owned businesses from all procurement contracts, projects and awards in an effort to reach the District's annual MBE/WBE/VBE goal from the District's annual spend.

Prior to purchase of education technology components defined in the master technology plan, the Department of Education must certify that the items to be purchased meet or exceed the specifications of components of the original equipment of manufacturers currently holding Kentucky price contracts.⁴

FEDERAL AWARDS/CONFLICT OF INTEREST

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.⁸

Model Procurement Code Purchasing Bidding**FEDERAL AWARDS/CONFLICT OF INTEREST (CONTINUED)**

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. In determining whether an activity constitutes an impermissible acceptance of a gratuity or item of monetary value, the definition of “gratuity” (covering anything of more than fifty dollars [\$50] value) set forth in KRS 45A.445 shall apply. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

ETHICAL STANDARDS

To avoid conflicts that may arise during the decision-making process for procurement of services and products for the District, employees shall adhere to the ethical standards set out in KRS 45A.455.

PREFERENCE FOR RESIDENT BIDDERS

For all contracts funded in whole or in part by the District, the Board shall apply the reciprocal preference for resident bidders required by law. Geographical preferences relating to school nutrition service purchases may be utilized only as permitted by applicable federal law.⁸

PRICE REDUCTIONS

Price reductions may be accepted on supplies and/or equipment being offered by the vendor with whom a price agreement has been made if the supplies and/or equipment meet all terms and conditions specified in the price agreement except for price and if the price reduction is offered to all participants in the price agreement. Price reductions may be accepted even if the reduced price requires the purchase of a specified quantity of units different from the quantity stated in the original price agreement.

SMALL PURCHASES

District small purchase procedures may be used for any contract in which the aggregate amount does not exceed \$30,000.00~~\$20,000.00~~.⁵

ADVERTISEMENT OF BIDS

Adequate public notice of invitations for bids shall be provided through posting via the District’s web-based procurement portal and on the Internet or publication in the legal section of the local newspaper.⁶

WAIVER STIPULATION

The Board shall reserve the right to waive defects and informalities in proposals, to reject or accept any proposal, and to award by item, combination of items or lot.

RECORDING OF BIDS

All bids meeting Board specifications shall be recorded in Board minutes. In the event the lowest bid is not accepted, the Board shall record in the minutes the reason for the rejection.⁷

Model Procurement Code Purchasing Bidding

BACKGROUND CHECKS FOR CONTRACTORS

The Superintendent shall require an adult who is permitted access to school grounds on a regularly scheduled and continuing basis pursuant to a written agreement for the purpose of providing services directly to a student or students as part of a school-sponsored program or activity that a contractor who works on school premises during school hours when students are present to submit, at no expense to the District, to a national and state criminal history background check by the Kentucky State Police and the Federal Bureau of Investigation and to provide a clear CA/N check a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record in keeping with KRS 160.380.⁹

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~~The Superintendent may require that a contractor who does not have contact with students to submit, at no expense to the District, to a national and state criminal history background check by the Kentucky State Police and the Federal Bureau of Investigation and to provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record. These provisions shall become part of the contractual obligation of the contractor and shall be reflected in the bid specifications, or, if the contract is not subject to bid requirements, in the negotiations with the contractor.~~

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Link to DPP-156 Central Registry Check and more information on the required CA/N check~~Cabinet Letter~~:

<http://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3013RequestfromthePublicforCANCHECKsandCentralRegistryChecks.aspx>

~~“Contractor” shall refer to any adult who is permitted access to school grounds pursuant to a current or prospective contractual agreement with the school, school board, school district, or school-affiliated entity, at times when students are present. The term “contractor” includes an employee of a contractor.~~⁹

REFERENCES:

¹KRS 45A.343

²KRS 45A.~~070~~³⁴⁵; KRS 160.290; KRS 45A.380

³KRS 160.303; 200 KAR 5:400; KRS 45A.494

⁴KRS 156.076

⁵KRS 45A.385

⁶KRS 45A.365

⁷202 KAR 3:135

⁸2 C.F.R. 200.318 KRS 160.380; OAG 79-501; OAG 82-170; OAG 82-407

⁹ KRS 160.380

⁸KRS 45A.360

~~KRS 45A.343~~; KRS 45A.352; ~~KRS 45A.345~~; ~~KRS 45A.360~~; KRS 45A.365; KRS 45A.370

KRS 45A.420; KRS 45A.445; KRS 45A.455

KRS 45A.460; KRS 45A.620

KRS 65.027; KRS 160.151; KRS 162.070; KRS 164A.575; KRS 176.080

Kentucky Educational Technology Systems (KETS)

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FISCAL MANAGEMENT

04.32

(CONTINUED)

Model Procurement Code Purchasing Bidding

RELATED POLICIES:

05.6; 06.4; 07.13

LEGAL: HB 69 AMENDS KRS 66.480 AND THE REQUIREMENTS FOR INVESTMENTS INCLUDING A PHYSICAL PRESENCE IN KENTUCKY FOR INSTITUTIONS ISSUING CERTIFICATES OF DEPOSIT, CHANGES "NATIONALLY RECOGNIZED" TO COMPETENT, AND ADDS NEW INVESTMENT CATEGORIES/OPTIONS. IT ALSO AMENDS PERCENTAGE LIMITS FOR CERTAIN INVESTMENT CATEGORIES/OPTIONS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

FISCAL MANAGEMENT

04.6

Investments

EXCESS FUNDS

Funds that are temporarily in excess of operating needs shall be invested by the Finance Officer in accordance with the contract with the depositories. Such funds shall be invested in one (1) or more of the following:

1. Obligations of the United States and of its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian~~;~~
2. Obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States or a United States government agency~~;~~
3. Obligations of any corporation of the United States government~~;~~
4. Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution having a physical presence in Kentucky which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, including surety bonds, by any obligations permitted by KRS 41.240(4)~~;~~
5. Uncollateralized certifications of deposit issued by any bank or savings and loan institution having a physical presence in Kentucky rated in one (1) of the three (3) highest categories by a ~~nationally recognized~~competent rating agency~~;~~
6. Bankers' acceptances for banks rated in one (1) of the three (3) highest categories by a ~~nationally recognized~~competent rating agency~~;~~
7. Commercial paper rated in the highest category by a ~~nationally recognized~~competent rating agency~~;~~
8. Bonds or certificates of indebtedness of this state and of its agencies and instrumentalities~~;~~
9. Securities issued by a state or local government or any instrumentality of agency thereof, in the United States, and rated in one (1) of the three (3) highest categories by a ~~nationally recognized~~competent rating agency~~;~~
10. Shares of mutual funds and exchange traded funds, as permitted in KRS 66.480~~(4)(j)~~¹
11. Individual equity securities if the funds being invested are managed by a professional investment manager regulated by a federal regulatory agency. The individual equity securities shall be included within the Standard & Poor's 500 Index, and a single sector shall not exceed twenty five percent (25%) of the equity allocation; and

Investments**EXCESS FUNDS (CONTINUED)**

12. Individual high-quality corporate bonds that are managed by a professional investment manager that are issued, assumed, or guaranteed by a solvent institution created and existing under the laws of the United States; have a standard maturity of no more than ten (10) years; and are rated in the three (3) highest rating categories by at least two (2) competent credit rating agencies.

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The Board shall not purchase any investment on a margin basis or through the use of any similar leveraging technique. In addition, the amount of money the District invests at any time in one (1) or more of the categories/options 5, 6, 7, 11, and 12 listed above shall not exceed twenty percent (20%) of the total amount of money invested. The amount of money the District invests in categories/options 10, 11, and 12 above shall not, aggregately, exceed forty percent (40%) of the total money invested.

At the time the investment is made, no more than five percent (5%) of the total amount of money invested by the District shall be invested in any one (1) issuer unless:

1. The issuer is the United States government or an agency or instrumentality of the United States government, or an entity which has its obligations guaranteed by either the United States government or an entity, agency, or instrumentality of the United States government;
2. The money is invested in a certificate of deposit or other interest-bearing accounts as authorized by law;
3. The money is invested in bonds or certificates or indebtedness of this state and its agencies and instrumentalities as authorized by law; or
4. The money is invested in securities issued by a state or local government, or any instrumentality or agency thereof, in the United States as authorized by law.

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TRUST FUND INVESTMENTS

Trust funds from which the District receives benefit may be invested by the Finance Officer in accordance with the terms of such trust agreement(s). If specific investment guidelines are not set forth in the trust agreement(s), the Finance Officer shall consider recommendations provided by the fund administrator(s). In addition to investment options approved for excess funds, trust funds may be invested in equities unless specifically prohibited in the trust agreement(s).

GUIDELINES

The primary objectives of investment activities, in priority order, shall be:

1. *Legality* - All investments shall be made in accordance with applicable legal requirements.
2. *Safety* - The Finance Officer shall consider safety of principal, along with reduction of credit and interest rate risk, in making investment decisions.
3. *Liquidity* - Investments shall remain sufficiently liquid to meet reasonably anticipated operating requirements. To promote this objective, the Finance Officer shall develop a fiscal year anticipated cash flow projection schedule.

Investments**GUIDELINES (CONTINUED)**

4. *Yield* - The Finance Officer shall select investments or recommend investments with the objective of attaining the maximum rate of return.

Prior to investment, the Finance Officer shall ascertain the current rate of interest payable for the investment at all financial institutions approved by the Board.

At the next regular Board meeting following the investment, the Board shall be informed as to the amount invested, type of investment, date of investment, rate of interest, length of investment, and current market value of the funds invested. The Finance Officer also shall provide a monthly report to the Board of the total amount invested at the end of the previous month, the maturity date of those investments and the rate of interest being earned.

The Finance Officer shall prepare for Board review an annual review of the District's investment program, which shall summarize the information that has been presented monthly.

REFERENCES:

¹KRS 66.480
KRS 160.570
KRS 41.240
KRS 160.431
702 KAR 3:090

RELATED POLICIES:

04.2
04.21

LEGAL: LEGAL: IN CONJUNCTION WITH THE AUTHORIZATION FOR THE BOARD TO ACCEPT DONATIONS FOR SCHOOL PURPOSES IN CONFORMITY WITH KRS 160.580, SB1 PROVIDES FOR RESTRICTED GIFTS AND DONATIONS TO THE BOARD TO BE USED IN FURTHERANCE OF LAWFUL SCHOOL SAFETY, SECURITY, AND STUDENT HEALTH PURPOSES TO THE EXTENT ALLOWED BY APPLICABLE FEDERAL TAX LAWS.

FINANCIAL IMPLICATIONS: ADDITIONAL FUNDING FOR SCHOOL SECURITY AND SAFETY

LEGAL: THE BOARD MAY ESTABLISH A POLICY ALLOWING SCHOOLS TO MAINTAIN DONATIONS AND HAS DISCRETION DETERMINING DONATION VALUE TO BE RETAINED AT SCHOOL LEVEL.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 21 AMENDS KRS 156.496 TO PERMIT DISTRICTS TO ACCEPT MONETARY DONATIONS FOR FAMILY RESOURCE AND YOUTH SERVICE CENTERS. SUCH DONATIONS MAY BE GIVEN FOR THE OPERATION AND MAINTENANCE OF THE CENTER AND SHALL BE USED FOR THAT PURPOSE ONLY.

FINANCIAL IMPLICATIONS: NO COST TO DISTRICT, DONATIONS BENEFIT THE CENTERS

FISCAL MANAGEMENT

04.61

Gifts and Donations

The Board may directly accept gifts or donations that are restricted by the grantor to be used in furtherance of lawful school safety, security, and student health purposes to the extent allowed by applicable laws and shall use any accepted gift or donation for the purpose for which it was granted.¹

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FAMILY RESOURCE AND YOUTH SERVICE CENTERS

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The District may accept monetary donations for the operation and maintenance of Family Resource and Youth Service Centers (FRYSCs). Any donations given to the District for operation and maintenance of FRYSCs shall be used for that purpose only.²

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REFERENCES:

¹KRS 160.580

²KRS 156.496

KRS 158.441

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Accounting Procedures for Kentucky School Activity Funds (Redbook)

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RELATED POLICY:

04.312

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LEGAL: SB 164 REPEALS KRS 160.325 WHICH HAD SET ENERGY REPORTING REQUIREMENTS FOR THE KENTUCKY POLLUTION PREVENTION CENTER (KPPC). THE STATUTORY PROGRAM ENDED WITH THE DEMISE OF FUNDING IN 2012. THIS POLICY MAINTAINS LANGUAGE THAT SUPPORTS SCHOOL DISTRICT ENGAGEMENT IN ENERGY SAVINGS PROGRAMS.

FINANCIAL IMPLICATIONS: REVISION MEMORIALIZES NO STATUTORY PROGRAM FOR ENERGY MANAGEMENT REPORTING OR GRANT FUNDING IMPLICATING NEED TO CONSIDER OTHER OPTIONS OR SELF-SUSTAINING PROGRAMS

FACILITIES

05.23

Energy Management

~~It is the intent of the Board that the District~~In order to use energy resources in a safe and efficient manner with an on-going focus on identifying and implementing cost saving measures and developing staff and student commitment to identified energy management practices, the Board may participate in energy-saving measures to implement an effective energy management program.

~~To promote this effort, the Superintendent/designee shall direct the development of an energy management plan (EMP) for Board approval and oversee the implementation and maintenance of that plan, which shall address the following components:~~

- ~~— A District level committee shall be appointed by the Superintendent/designee to develop and implement the energy management plan (EMP).~~
- ~~1. The District level committee shall track and monitor the EMP to determine progress toward managing and reducing energy costs.~~
- ~~1. Effective with the 2011-2012 school year, the Superintendent/designee shall report the EMP results for each fiscal year, including annual District energy usage, costs and anticipated savings to KPPC—the Kentucky Pollution Prevention Center—by October 1st annually through the Kentucky Energy Efficiency Program for Schools (KEEPS).~~

~~A status report on implementation of the plan in Board-owned and Board-operated facilities shall be provided to the Board following the end of each fiscal year.~~

REFERENCE:

~~KRS 160.325~~

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LEGAL: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. THE POLICIES MUST ALSO PROVIDE FOR ADEQUATE NOTICE TO STUDENTS, PARENTS/GUARDIANS, EMPLOYEES, AND THE PUBLIC. IN ADDITION, THE POLICIES MUST REQUIRE SIGNAGE ON OR IN ALL PROPERTY INCLUDING ANY VEHICLE OWNED, OPERATED, LEASED, OR CONTRACTED FOR USE BY A LOCAL BOARD. SUCH SIGNAGE SHALL CLEARLY STATE THAT THE USE OF SUCH PRODUCTS IS PROHIBITED AT ALL TIMES AND BY ALL PERSONS ON OR IN THE PROPERTY. SCHOOL EMPLOYEES ARE REQUIRED TO ENFORCE THE POLICIES. NOTE THAT DISTRICTS HAVE THE OPTION TO OPT OUT OF THESE PROVISIONS WITHIN THREE (3) YEARS OF JUNE 27, 2019.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

SCHOOL FACILITIES

05.31

Application for Use and Contract

CONDITIONS OF USAGE

All use of school facilities is subject to the following conditions:

1. An official application shall be made to the Principal or other person designated by the Superintendent.
2. Conditions of that contract shall include:
 - a. Acceptance of responsibility by representatives of the user group for any damage or loss resulting from the use;
 - b. Agreement that user groups, and representatives thereof, shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it;
 - c. Agreement to observe all fire and safety regulations;
 - d. ~~Prohibition on the use of tobacco and electronic cigarettes twenty four (24) hours a day, seven (7) days a week, inside Board-owned buildings and on property of Fayette County Public Schools~~ Agreement that the use of any tobacco product, alternative nicotine product, or vapor product shall not occur on or in all property;
 - e. Prohibitions on the use of alcoholic beverages;
 - f. Observance that no immoral or illegal activity, including gambling, shall be allowed on the premises;
 - g. The presence of a school employee at all times. The cost of operational and rental charges will be set forth in the contract. Designated employees shall, in no way, be responsible for the conduct of persons present nor shall such employees perform duties other than those involving the care, safety and security of the building.
 - h. The Principal and/or the Department of Law Enforcement shall determine the need for security when facilities are used.
 - i. Agreement that no alterations to the buildings or grounds be made without prior approval;
 - j. Agreement that the user group shall not sublease or reassign any portion of the building or item of equipment covered by the contract;

Application for Use and Contract

CONDITIONS OF USAGE (CONTINUED)

- k. Agreement that school equipment shall not be a part of the contract unless specifically enumerated;
- l. Agreement to leave the facilities in as good a condition as before used.
- m. Agreement that no organization using facilities shall operate food or drink concessions, unless approved by the Principal.
- n. Groups shall not sell or offer for sale any merchandise at any function conducted in a school building or facility, other than approved food and drink concessions.
- o. Agreement to abide by administrative procedures relevant to conservation of energy.
- p. Timely payment of charges.

REFERENCES:

KRS 162.055; KRS 438.050; [KRS 438.305; New Section of KRS 438](#)
OAG 81-295
P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

[03.1327](#); [03.2327](#); [06.221](#); [09.4232](#); 10.3; [10.5](#)

LEGAL: SB1 CREATES A NEW SECTION OF KRS 158 THAT REQUIRES THE SUPERINTENDENT TO APPOINT A DISTRICT-LEVEL SCHOOL ADMINISTRATOR TO SERVE AS THE DISTRICT'S SCHOOL SAFETY COORDINATOR AND PRIMARY POINT OF CONTACT FOR PUBLIC SCHOOL SAFETY AND SECURITY FUNCTIONS.

REQUIRES THE SUPERINTENDENT TO SEND VERIFICATION TO THE STATE SCHOOL SECURITY MARSHAL AND KDE THAT ALL SCHOOLS WITHIN THE DISTRICT HAVE COMPLETED THE SCHOOL SECURITY RISK ASSESSMENT FOR THE PREVIOUS YEAR.

REQUIRES THE SUPERINTENDENT TO REPORT TO THE CENTER FOR SCHOOL SAFETY THE NUMBER AND PLACEMENT OF SCHOOL RESOURCE OFFICERS (SROS) IN THE DISTRICT.

AMENDS KRS 158.162 TO DEVELOP AND ADHERE TO PRACTICES TO CONTROL ACCESS TO THE SCHOOL. NO LATER THAN JULY 1, 2022.

FINANCIAL IMPLICATIONS: ADDITIONAL STAFF AS FUNDING BECOMES AVAILABLE

SCHOOL FACILITIES

05.4

Safety

BOARD TO ADOPT PLAN

The Board shall adopt a plan for immediate and long-term strategies to address school safety and discipline, which shall be reviewed annually and revised, as needed. This plan shall utilize information gathered from school and District assessments of school safety and student discipline required by law and shall include the Board's code of acceptable behavior and discipline and a description of instructional placement options for threatening or violent students. The committee that develops the plan for Board consideration shall consist of school staff, students, parents, and key agencies in the community, such as law enforcement, courts, local prosecutors, etc.

The plan shall identify measures to be taken in protecting students, staff, visitors, and property. Areas addressed by the plan shall include, but not be limited to, the following:

1. Employment practices and employee management;
2. School facility design, maintenance and usage;
3. Safety and security procedures, orientation and training in use and management of equipment and facilities;
4. Supervision of students;
5. Compliance with state and federal safety requirements;
6. Annual reports to the Board concerning implementation of the plan and its effects on District students, personnel and operations.
7. Emergency/crisis intervention;
8. Community involvement.

DISTRICT SCHOOL SAFETY COORDINATOR

The Superintendent shall appoint a District-level school administrator to serve as the District's School Safety Coordinator (SSC) and primary point of contact for public school safety and security functions.¹The SSC shall:

1. Complete the school safety coordinator training program developed by the Center for School Safety within six (6) months of his or her date of appointment;

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Safety**DISTRICT SCHOOL SAFETY COORDINATOR (CONTINUED)**

2. Designate a school safety and security threat assessment team at each school in the District consisting of two (2) or more staff members to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or security. Members of a threat assessment team may include school administrators, school counselors, school resource officers, school-based mental health services providers, teachers, and other school personnel;
3. Provide training to school Principals on procedures for completion of the school security risk assessment;
4. Review all school security risk assessments completed within the District and prescribe recommendations as needed in consultation with the state school security marshal;
5. Advise the Superintendent by July 1, 2021, and annually thereafter of completion of required security risk assessments;
6. Formulate recommended policies and procedures, which shall be excluded from the application of KRS 61.870 to KRS 61.884, for an all-hazards approach including conducting emergency response drills for hostage, active shooter, and building lockdown situations in consultation and coordination with appropriate public safety agencies to include but not be limited to fire, police, and emergency medical services for review and adoption as part of the school emergency plan required by KRS 158.162. The recommended policies shall encourage the involvement of students, as appropriate, in the development of the school's emergency plan; and
7. Ensure each school campus is toured at least once per school year, in consultation and coordination with appropriate public safety agencies, to review policies and procedures and provide recommendations related to school safety and security.
8. The SSC, and any school employees participating in the activities of a School Safety and Security Threat Assessment Team, acting in good faith upon reasonable cause in the identification of students shall be immune from any civil or criminal liability that might otherwise be incurred or imposed from:
 - a. Identifying the student and implementing a response pursuant to policies and procedures adopted as required above; or
 - b. Participating in any judicial proceeding that results from the identification.

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SUPERINTENDENT TO REPORT

No later than November 1 of each year, the Superintendent shall report to the Center for School Safety the number and placement of School Resource Officers (SROs) in the District. The report shall include the source of funding and method of employment for each position.

SCHOOL EMERGENCY PLANNING

The school council or, if none exists, the Principal shall adopt an emergency plan for the school that shall include procedures to be followed in cases of fire, severe weather, earthquake or a building lockdown as defined in KRS 158.164. A copy of the emergency plan, including a diagram of the facilities shall be given to first responders, including local fire, police, and emergency medical personnel.

Safety**SCHOOL EMERGENCY PLANNING (CONTINUED)**

Following the end of each school year, the school council, or if none exists, the Principal, and first responders shall review the emergency plan and revise it as needed.

The school emergency plan shall address staff responsibilities for safely evacuating students needing special assistance during safety drills and actual emergency situations, including students with disabilities and those with 504 plans. The Principal shall discuss the emergency plan with all school staff prior to the first instructional day annually and shall document the date and time.

Whenever possible, first responders shall be invited to observe emergency response drills.

In addition, the school council or, if none exists, the Principal shall:

1. Establish and post primary and secondary evacuation routes in each room by any doorway used for evacuation;
2. Identify the best available severe weather safe zones, in consultation with local and state safety officials and informed by guiding principles set forth by the National Weather Service and the Federal Emergency Management Agency, and post the location of the safe zones in each room;
3. Develop school procedures to follow during an earthquake; and
4. Develop and adhere to practices to control access to the school. As soon as practicable but no later than July 1, 2022, practices shall include but not be limited to:
 - Controlling outside access to exterior doors during the school day;
 - Controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;
 - Controlling access to individual classrooms;
 - Requiring classroom doors to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;
 - Requiring classroom doors to remain closed and locked during instructional time;
 - Requiring classroom doors with windows to be equipped with material to quickly cover the window during a building lockdown;
 - Requiring all visitors to report to the front office of the building, provide valid identification, and state the purpose of the visit; and
 - Providing a visitor's badge to be visibly displayed on a visitor's outer garment.

No later than November 1 of each school year, the Superintendent shall send verification to the Kentucky Department of Education that all schools are in compliance with school emergency planning requirements.

PRECAUTIONS

Precautions will be taken for the safety of the students, employees, and visitors.

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Safety**AED PROGRAM**

An Automated External Defibrillator (“AED”) is a medical device that may be used for the purpose of saving the life of a person in cardiac arrest. An AED is an external defibrillator capable of cardiac rhythm analysis that will charge and, with or without further operator action, deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia. AEDs are also known as fully or semi-automatic defibrillators.

In the event the District acquires one or more AEDs, the Superintendent/designee shall establish an AED program. In order to ensure public health and safety, the AED program shall require:

1. Designation of a physician licensed in Kentucky to serve as the program’s physician of record (“Medical Advisor”). The Medical Advisor shall:
 - provide medical oversight for the AED program to ensure compliance with requirements for training, maintenance, notification, and communication with the local emergency medical services system,
 - work with each AED site to establish protocols for AED deployment, and
 - conduct a review of each use of an AED.
2. That expected AED users receive American Heart Association or American Red Cross training in CPR and AED use, or an equivalent nationally recognized course in CPR and AED use;
3. That each AED is maintained and tested according to the manufacturer’s operational guidelines;
4. That an agent of the local emergency medical services system and the local emergency communications or vehicle dispatch center is notified of the existence, location, and type of each AED acquired; and
5. That any person who renders emergency care or treatment on a person in cardiac arrest by using an AED activates the local emergency medical services system as soon as possible and reports any clinical use of the AED to the physician providing medical oversight of the AED program.

REPORTING

Each employee observing a potential safety or security hazard shall report such hazard in writing to his immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy. Any injury suffered while on the job shall be reported to the Division of Risk Management and Safety.

Safety**COMMUNICATION SYSTEM**

The Board shall establish a process for a two-way communication system for employees to notify the Principal, supervisor or other administrator of an existing emergency. The process may include, but is not limited to, use of intercoms, telephones, and two-way radios.

EMERGENCY MANAGEMENT PLAN

The Superintendent's designee shall be responsible for the development of a current Emergency Management Plan to cover any local or regional emergency which occurs when schools are in session and the welfare of students, employees and visitors may be in danger. The designee shall review this plan annually and distribute any changes to appropriate personnel.

REFERENCES:

¹[New Section KRS 158](#)

[KRS 61.870 to KRS 61.884](#)

[KRS 158.148](#); [KRS 158.162](#); [KRS 158.164](#); [KRS 158.445](#)

[KRS 160.290](#); [KRS 160.445](#)

[KRS 311.667](#); [KRS 411.148](#)

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RELATED POLICIES:

[02.31](#); [03.14](#); [03.24](#); [05.2](#); [05.21](#); [05.41](#); [05.411](#); [05.42](#); [05.45](#); [05.47](#); [05.5](#)

[09.214](#); [09.22](#); [09.221](#); [09.4](#) (entire section); [10.5](#)

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LEGAL: HB 328 AMENDS KRS 527.070 TO SPECIFY THAT THE CURRENT EXCEPTION FOR ADULTS WITH A FIREARM LAWFULLY STORED IN A LOCKED VEHICLE ON SCHOOL PROPERTY DOES NOT APPLY TO STUDENTS.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SCHOOL FACILITIES

05.48

Weapons

This policy applies to students, staff members, and visitors to the school.

WEAPONS PROHIBITED

Except where expressly and specifically permitted by Kentucky Revised Statute, the carrying, bringing, using, or possessing any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, at any school-sponsored activity, or on the way to and from school is prohibited.

Violation of this policy by staff members shall constitute reason for disciplinary action, including possible termination.

Violation of this policy by students shall require that the Principal immediately make a report to the Superintendent. The Superintendent shall refer students in possession of a deadly weapon to the Board for expulsion. The Superintendent shall determine if charges for expulsion from the District schools should be filed under Policy 09.435 and the Student Code of Conduct for students in possession of other weapons. In addition, when they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a firearm in violation of the law or assault involving the use of a weapon.

Violations by visitors shall be reported to a law enforcement agency.

Exceptions:

- An exception may be made for students participating in an authorized curricular or extracurricular activity or team involving the use of firearms and to those persons listed in KRS 527.070.
- An exception may be made for staff members in possession of ordinary pocket knives or knives authorized by the Superintendent.
- Law enforcement officials, including peace officers and police as provided in KRS 527.070 and KRS 527.020, are authorized to bring weapons onto school property in performance of their duties.

FEDERAL AND STATE REQUIREMENTS REGARDING STUDENTS

The penalty for students possessing a firearm at school or bringing a firearm, other deadly weapon, destructive device, or booby trap device to school or onto the school campus/property under jurisdiction of the District shall be expulsion for a minimum of twelve (12) months under Policy 09.435. However, the Board may modify such expulsions on a case-by case basis. Any case-by-case modification of the one (1)-year expulsion requirement, including those made for students with disabilities to meet the requirements of IDEA and Section 504, shall be in writing and may be based upon a recommendation of the Superintendent/designee.¹

Any student who possesses a firearm at school or brings to school a firearm or other deadly weapon, destructive device, or booby trap device shall be referred to the criminal justice or juvenile justice system.

~~Although students are subject to disciplinary action for violating any restriction in this policy, the twelve (12) month expulsion penalty mandated by the Federal Gun Free Schools Act does not apply to a firearm lawfully stored in a locked vehicle on school property.¹~~

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Weapons**STATE POSTING REQUIREMENTS**

The Superintendent shall post the following notice in prominent locations in the schools, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and shall state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.¹

The above criminal penalty shall not apply to those persons listed in KRS 527.070 (3).

STATE REPORTING REQUIREMENTS

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police and the Division of Law Enforcement, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the carrying, possession, or use of a deadly weapon on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. For state reporting purposes, a deadly weapon shall be defined as:

1. a weapon of mass destruction;
2. any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged;
3. any knife other than an ordinary pocket knife or hunting knife;
4. billy, nightstick or club;
5. blackjack or slapjack;
6. nunchaku karate sticks;
7. shuriken or death star; or
8. artificial knuckles made from metal, plastic, or other similar hard material.

Employees who receive information from a student or other person regarding conduct required to be reported shall report the conduct in the same manner as stated above.

ENFORCEMENT

In the enforcement of this policy, principals may authorize, if they have reasonable suspicion, searches in compliance with applicable Board policies.

REFERENCES:

¹KRS 527.070; KRS 158.150; 20 U.S.C. §7141 (Gun-Free Schools Act)
18 U.S.C. §921(a)
KRS 158.154; KRS 158.155; KRS 160.290; KRS 160.340; KRS 161.790
KRS 237.106; KRS 237.110; KRS 237.138 to KRS 237.142
KRS 500.080; KRS 508.075; KRS 508.078; KRS 527.020
Individuals with Disabilities Education Improvement Act (IDEA)
Section 504 of the Rehabilitation Act of 1973, as amended

RELATED POLICIES:

09.435; 09.436; 09.4361

LEGAL: SB1 CREATES A NEW SECTION OF KRS 158 THAT REQUIRES THE SUPERINTENDENT TO SEND VERIFICATION TO THE STATE SCHOOL SECURITY MARSHAL AND KDE THAT ALL SCHOOLS WITHIN THE DISTRICT HAVE COMPLETED THE SCHOOL SECURITY RISK ASSESSMENT FOR THE PREVIOUS YEAR.

FINANCIAL IMPLICATIONS: TIME TO CONDUCT RISK ASSESSMENTS AND ADDITIONAL STAFF AS FUNDING BECOMES AVAILABLE

SCHOOL FACILITIES

05.5

Security

DEVELOPMENT OF PLAN

The Superintendent shall develop and implement a plan ensuring the reasonable security of District property.

SCHOOL SECURITY RISK ASSESSMENT

No later than July 15, 2021, and each subsequent year, Superintendent shall send verification to the state school security marshal and KDE that all schools within the District have completed the school security risk assessment for the previous year.¹

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RESPONSIBILITY

The Principal has general oversight of school property under his or her supervision and shall use good judgment for the reasonable security of such property.

REFERENCES:

¹New Section of KRS 158
KRS 158.162

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RELATED POLICY:

05.4

LEGAL: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. THE POLICIES MUST ALSO PROVIDE FOR ADEQUATE NOTICE TO STUDENTS, PARENTS/GUARDIANS, EMPLOYEES, AND THE PUBLIC. IN ADDITION, THE POLICIES MUST REQUIRE SIGNAGE ON OR IN ALL PROPERTY INCLUDING ANY VEHICLE OWNED, OPERATED, LEASED, OR CONTRACTED FOR USE BY A LOCAL BOARD. SUCH SIGNAGE SHALL CLEARLY STATE THAT THE USE OF SUCH PRODUCTS IS PROHIBITED AT ALL TIMES AND BY ALL PERSONS ON OR IN THE PROPERTY. SCHOOL EMPLOYEES ARE REQUIRED TO ENFORCE THE POLICIES. NOTE THAT DISTRICTS HAVE THE OPTION TO OPT OUT OF THESE PROVISIONS WITHIN THREE (3) YEARS OF JUNE 27, 2019.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

TRANSPORTATION

06.221

Bus Drivers' Use of Tobacco, Drugs and Alcohol

(Including all CDL holders)

TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS

The use of any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and is in the presence of a student or students.¹

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy.

~~The use of tobacco products by employees is prohibited in buildings or on grounds of the District. While on the bus, bus drivers shall not use tobacco products at any time and shall not permit students to use them.~~

OTHER SUBSTANCES

Employees of the District shall not operate a District-owned motor vehicle while under the influence of alcohol or any other substance which may impair their ability to safely operate the vehicle. Employees found to be under the influence of such substance, while in a duty status, may be suspended pending further disciplinary action.

School bus drivers convicted of any violation of laws related to illegal substances, or for use of intoxicants at any time that may impair the safe operation of a vehicle, shall be immediately suspended from duty pending termination proceedings.

DEFINITIONS

The following definitions apply for purposes of drug and alcohol testing required by federal and state law:

"Drugs" refers to controlled substances as prohibited by the Omnibus Act, including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP).

"Alcohol" refers to the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including but not limited to, methyl and isopropyl. Alcohol use includes the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

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Bus Drivers' Use of Tobacco, Drugs and Alcohol**USE PROHIBITED**

All employees subject to commercial driver's license (CDL) requirements shall be prohibited from:

1. The use of any drugs, that may affect the employee's ability to safely drive a school bus or perform other job responsibilities;
2. The use of alcohol:
 - a. While on duty;
 - b. Four (4) hours before driving;
 - c. Eight (8) hours following an accident; or
 - d. Consumption at any time resulting in alcohol in the system while on duty.

REQUIRED REPORTS

- Drivers taking medication either by prescription or without prescription shall report to the immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities.²
- Drivers shall immediately report to the Superintendent or designee any traffic violation specified in Kentucky Administration Regulation:²
 1. Revocation of driver's license;
 2. Conviction for DUI/DWI;
 3. Conviction for reckless driving; or
 4. Citation for any moving motor vehicle violation including DUI/DWI and reckless driving.

TESTING

All covered applicants and employees shall be subject to pre-employment testing (controlled substances only), and reasonable suspicion, random and post-accident testing for drugs and alcohol. Return-to-duty and follow-up testing shall also be required.

All offers of employment with the District shall be made contingent upon testing results. An applicant who tests positive shall not be employed.

Current employees who test positive shall be subject to immediate disciplinary action up to and including dismissal in accordance with Board policy and administrative procedures. A school bus driver, substitute driver, school bus mechanic or anyone performing safety-sensitive pupil transportation duties who tests 0.02 percent or higher on the confirmation alcohol test immediately before, during, or immediately following the performance of these duties shall be relieved of these duties immediately. (Drivers found under the influence of alcohol or any illegal drugs while on duty or with remaining driving responsibilities that same day shall be dismissed from employment in accordance with Kentucky Administrative Regulation and Board policy and shall not be eligible for reemployment.)

Employees who test positive shall be notified of referral services. Additionally, employees shall be subject to CDL prohibitions and penalties under the Omnibus Act and applicable Federal Motor Carrier Safety Regulations.

Bus Drivers' Use of Tobacco, Drugs and Alcohol**TESTING (CONTINUED)**

Applicants who refuse drug and alcohol testing shall be terminated immediately from employment consideration. Current employees who refuse to comply with testing requirements will be regarded as insubordinate and shall be subject to disciplinary action, up to and including dismissal.

Refusal to submit to an alcohol or controlled substance test means that the individual demonstrated noncompliance, including but not limited to the following actions:

- Failed to appear for any test within a reasonable period of time as determined by the employer and consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed;
- Failed to provide a sample specimen for any required test;
- Failed to provide a sample in an amount sufficient for testing without an adequate medical reason for the failure;
- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;
- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

TESTING COSTS

Pre-employment drug testing costs shall be paid for by the District. All current employee drug and alcohol testing including reasonable suspicion, random and post-accident testing cost shall be paid for by the District.

MATERIALS TO BE PROVIDED

The Superintendent/designee shall distribute educational materials to explain state and federal legal requirements for alcohol and controlled substance testing of CDL drivers and the District's policies and procedures to implement it and answer questions about the materials. Materials shall meet content requirements of state and federal regulations and shall be distributed to each driver prior to the start of alcohol and controlled substances testing each year and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. Each member is required to sign a statement certifying that s/he has received a copy of these materials.

NOTIFICATION OF SUPERINTENDENT/DESIGNEE

Employees of the District whose duties require them to operate a motor vehicle owned or leased by the District shall notify their supervisor immediately of a conviction or guilty plea for any traffic violation (except parking), including violations while operating a privately-owned vehicle.

Bus Drivers' Use of Tobacco, Drugs and Alcohol**REFERENCES:**

¹[KRS 438.050; KRS 438.305; New Section of 43849 C.F.R. Part 382](#)

²702 KAR 5:080

[49 C.F.R. Part 382](#)

~~KRS 438.050~~

Omnibus Employee Testing Act of 1991, Public Law 102-143, Title V

RELATED POLICIES:

03.11; 03.13251; [03.1327](#); 03.17

03.21; 03.23251; [03.2327](#); 03.27

[09.4232](#); [10.5](#)

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LEGAL: AMENDMENTS TO 704 KAR 3:305 CHANGE GRADUATION REQUIREMENTS FOR STUDENTS ENTERING 9TH GRADE IN THE 2018-2019, 2019-2020 AND 2020-2021 SCHOOL YEARS. LOCAL BOARDS MAY ADOPT THEIR OWN REQUIREMENTS THAT MAY GO FARTHER THAN THE STATE MINIMUM. ANY DISTRICT CHANGES OR ADDITIONAL REQUIREMENTS SHOULD BE SENT TO YOUR POLICY CONSULTANT.

FINANCIAL IMPLICATIONS: REQUIREMENTS FOR MORE OFFERINGS MAY ADVERSELY IMPACT DISTRICT BUDGETS

CURRICULUM AND INSTRUCTION

08.113

Graduation Requirements

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic ~~Standards~~~~Expectations~~, students must complete a minimum of twenty-two (22) credits, including demonstrated performance-based competency in technology, and all other state and local requirements in order to graduate from high school in the District.

~~Beginning July 1, 2018,~~ Students wishing to receive a regular diploma must pass a civics test made up of one hundred (100) questions selected from the civics test administered to persons seeking to become naturalized citizens and prepared or approved by the Board. A minimum score of sixty percent (60%) is required to pass the test and students may take the test as many times as needed to pass. Students that have passed a similar test within the previous five (5) years shall be exempt from this civics test. This shall be subject to the requirements and accommodations of a student's individualized education program (IEP) or a Section 504 Plan.⁵

~~In addition to the content requirements established by the Kentucky Academic Standards, and the credits required by the minimum requirements for high school graduation in 704 KAR 3:305, the Board may impose other requirements for graduation from high school.~~ Students shall complete an Individual Learning Plan (ILP) that focuses on career exploration and related postsecondary education and training needs.

~~Students that do not meet the college readiness benchmarks for English and language arts and/or mathematics shall take a transitional course or intervention before exiting high school.~~

~~The high school student handbook shall include complete details concerning specific graduation requirements.~~

~~In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.²~~

Graduation Requirements**FOR STUDENTS ENTERING GRADE NINE (9) ON OR BEFORE THE FIRST DAY OF THE 2018-2019 ACADEMIC YEAR**

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 3:303 and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

<u>Language Arts</u>	<u>Four (4) Credits (English I, II, III, and IV) taken each year of high school. Students that do not meet the college readiness benchmarks for English and language arts shall take a transitional course or intervention, which is monitored to address remediation needs, before exiting high school.</u>
<u>Social Studies</u>	<u>Three (3) Credits</u>
<u>Mathematics</u>	<u>Three (3) Credits (Algebra I, Geometry and Algebra II) (An integrated, applied, interdisciplinary, occupational, or technical course that prepares a student for a career path based on the student's ILP may be substituted for a traditional Algebra I, Geometry, or Algebra II course on an individual student basis if the course meets the content standards in the Kentucky Academic Standards, established in 704 KAR 3:303 and 704 Chapter 8. A mathematics course or its equivalent as determined by the District shall be taken each year of high school to ensure readiness for postsecondary education or the workforce. Any mathematics course other than Algebra I, Geometry, or Algebra II shall be counted as an elective. Students that do not meet the college readiness benchmarks for mathematics shall take a transitional course or intervention, which is monitored to address remediation needs, before exiting high school.</u>
<u>Science</u>	<u>Three (3) Credits incorporating lab-based scientific investigation</u>
<u>Health</u>	<u>One-half (1/2) Credit</u>
<u>P.E.</u>	<u>One-half (1/2) Credit</u>
<u>Visual and Performing Arts</u>	<u>One (1) Credit or a standards-based specialized arts course based on the student's ILP</u>
<u>Academic and Career Interest Standards-based Learning Experiences</u>	<u>Seven (7) Credits total (Three (3) plus four (4) standards-based credits in an academic or career interest based on the student's ILP)</u>
<u>Technology</u>	<u>Demonstrated performance-based competency</u>

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Graduation Requirements**FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2019-2020 ACADEMIC YEAR**

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 3:303 and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

<u>Language Arts</u>	Four (4) Credits total (English I and II plus two (2) credits aligned to the student's ILP)
<u>Social Studies</u>	Three (3) Credits total – (Two (2) plus one (1) credit aligned to the student's ILP)
<u>Mathematics</u>	Four (4) Credits total (Algebra I and Geometry plus two (2) credits aligned to the student's ILP)
<u>Science</u>	Three (3) Credits total – (Two (2) credits incorporating lab-based scientific investigation experiences plus one (1) credit aligned to the student's ILP)
<u>Health</u>	One-half (1/2) Credit
<u>P.E.</u>	One-half (1/2) Credit
<u>Visual and Performing Arts</u>	One (1) Credit or a standards-based specialized arts course based on the student's ILP
<u>Academic and Career Interest Standards-based Learning Experiences</u>	Six (6) Credits total (Two (2) plus four (4) standards-based credits in an academic or career interest based on the student's ILP)
<u>Technology</u>	Demonstrated performance-based competency
<u>Additional qualifiers as follows:</u>	

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Complete one (1) or more of the following graduation qualifiers:

1. Satisfy precollege curriculum as established by the Council on Postsecondary Education in 13 KAR 2:020;
2. Achieve benchmark score as established by the Council on Postsecondary Education in 13 KAR 2:020 in one (1) section of a college admissions or placement examination;
3. Complete three (3) postsecondary credit hours or more of a Kentucky Department of Education approved dual credit course with a grade of C or higher;
4. Complete one (1) course and corresponding assessment meeting the following criteria:
 - a) Advanced placement (AP) with a score of three (3) or higher;
 - b) Cambridge Advanced International (CAI) with a score at E or higher; or
 - c) International Baccalaureate (IB) with a score of five (5) or higher;

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Graduation Requirements**FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2019-2020 ACADEMIC YEAR (CONTINUED)**

5. Obtain an industry certification as approved by the Kentucky Workforce Innovation Board;
6. Complete four (4) credits from valid courses within a single Kentucky Department of Education approved career pathway;
7. Complete a Kentucky Department of Education approved process to verify 500 hours of exceptional work experience, or alternative requirements as determined by a student's Admissions and Release Committee and specified in the student's IEP; and
8. Complete two (2) years in an approved Kentucky Department of Education or Kentucky Labor Cabinet pre-apprenticeship or apprenticeship program.

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Graduation Requirements**FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2020-2021 ACADEMIC YEAR**

Credits shall include content standards as provided by the Kentucky Academic Standards established in 704 KAR 3:303 and 704 KAR Chapter 8. The required credits and demonstrated competencies shall include the following minimum requirements:

<u>Language Arts</u>	<u>Four (4) Credits total (English I and II plus two (2) credits aligned to the student's ILP)</u>
<u>Social Studies</u>	<u>Three (3) Credits total – (Two (2) plus one (1) credit aligned to the student's ILP)</u>
<u>Mathematics</u>	<u>Four (4) Credits total (Algebra I and Geometry plus two (2) credits aligned to the student's ILP)</u>
<u>Science</u>	<u>Three (3) Credits total – (Two (2) credits incorporating lab-based scientific investigation experiences plus one (1) credit aligned to the student's ILP)</u>
<u>Health</u>	<u>One-half (1/2) Credit</u>
<u>P.E.</u>	<u>One-half (1/2) Credit</u>
<u>Visual and Performing Arts</u>	<u>One (1) Credit or a standards-based specialized arts course based on the student's ILP</u>
<u>Academic and Career Interest Standards-based Learning Experiences</u>	<u>Six (6) Credits total (Two (2) plus four (4) standards-based credits in an academic or career interest based on the student's ILP)</u>
<u>Technology</u>	<u>Demonstrated performance-based competency</u>
<u>Financial Literacy</u>	<u>One (1) or more courses or programs that meet the financial literacy requirements pursuant to KRS 158.1411.</u>
<u>Additional qualifiers and prerequisites as follows:</u>	

I. Complete one (1) or more of the following graduation qualifiers:

1. Satisfy precollege curriculum as established by the Council on Postsecondary Education in 13 KAR 2:020;
2. Achieve benchmark score as established by the Council on Postsecondary Education in 13 KAR 2:020 in one (1) section of a college admissions or placement examination;
3. Complete three (3) postsecondary credit hours or more of a Kentucky Department of Education approved dual credit course with a grade of C or higher;

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Graduation Requirements**FOR STUDENTS ENTERING GRADE NINE (9) ON OR AFTER THE FIRST DAY OF THE 2020-2021 ACADEMIC YEAR (CONTINUED)**

4. Complete one (1) course and corresponding assessment meeting the following criteria:
 - a) Advanced placement (AP) with a score of three (3) or higher;
 - b) Cambridge Advanced International (CAI) with a score at E or higher; or
 - c) International baccalaureate (IB) with a score of five (5) or higher;
 5. Obtain an industry certification as approved by the Kentucky Workforce Innovation Board;
 6. Complete four (4) credits from valid courses within a single Kentucky Department of Education approved career pathway;
 7. Complete a Kentucky Department of Education approved process to verify 500 hours of exceptional work experience, or alternative requirements as determined by a student's Admissions and Release Committee and specified in the student's IEP; and
 8. Complete two (2) years in an approved Kentucky Department of Education or Kentucky Labor Cabinet pre-apprenticeship or apprenticeship program.
- II. Meet one (1) of the following graduation prerequisites for reading and one (1) of the following graduation prerequisites for mathematics:
1. Score at or above the minimum criteria on the tenth (10th) grade state-required assessments in reading or mathematics;
 2. Score proficient or higher for reading or mathematics on the eighth (8th) grade state required assessment; or
 3. A student collection of evidence submitted by the Principal to the Superintendent/designee for review and approval. The collection of evidence shall include the following:
 - The student's ILP that includes student transcript;
 - If applicable, for students with IEPs, evidence that the student has achieved progress on measurable annual IEP goals as determined by the Admissions and Release Committee;
 - Performance on the tenth (10th) grade state-required assessments in reading or mathematics;
 - Appropriate interventions, targeted to the student's needs;
 - Student work demonstrating the student's competency in reading or mathematics; and
 - The student's post-graduation plans.

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Graduation Requirements**PERFORMANCE-BASED CREDITS**

The District shall accept performance-based credits toward graduation in addition to Carnegie units. It is the responsibility of each high school SBDM Council (with IAKSS staff support) to develop performance descriptors and assessments for proposed performance-based courses. (For schools/programs without SBDM Councils the Superintendent or designee shall assume this responsibility.) The Director of High Schools, or designee, shall develop and implement a process for District review of SBDM Council-approved performance-based course descriptors, and the Board will only accept performance-based credits for courses approved by both the high school SBDM Council and Director of High Schools.

The District's standards-based, performance-based credit system shall comply with requirements of Kentucky Administrative Regulation. Procedures for the developing and amending the system shall address the following:

1. Conditions under which high school credit will be granted under the system that allow students to demonstrate proficiency and earn credit for learning acquired outside the normal classroom setting, outside of school, or in prior learning;

Performance-based credit may be earned while the student is still "in school," but the instructional setting will look different from a traditional "seat time" environment.

2. Performance descriptors and their linkages to State content standards and academic [standardsexpectations](#);

At the high school level, performance descriptors and evaluation procedures shall be established to determine if the content and performance standards have been met.

3. Assessments and the extent to which state-mandated assessments will be used;
4. An objective grading and reporting process; and
5. Criteria to promote and support school and community learning experiences, such as internships and cooperative learning, in support of a student's [ILPindividual learning plan](#). Such experiences shall be supervised by qualified instructors and aligned with State and District content and performance standards.

[The high school student handbook shall include complete details concerning specific graduation requirements.](#)

[In keeping with statutory requirements, the District shall accept for credit toward graduation and completion of high school course requirements an advanced placement or a high school equivalent course taken by a student in grades 5, 6, 7, or 8 if that student attains performance levels expected of high school students in the District as determined by achieving a score of "3" or higher on a College Board Advanced Placement examination or a grade of "B" or better in a high school equivalent.²](#)

Graduation Requirements**OTHER PROVISIONS**

The Board, Superintendent, Principal, or teacher may award special recognition to students.

The Board may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

Consistent with the District's graduation practices for all students, an alternative high school diploma shall be awarded to students with disabilities in compliance with applicable legal requirements. In addition, former students may submit to the Superintendent a request that the District provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the District.³

A student who is at least seventeen (17) years of age and who is a state agency child, as defined in KRS 158.135, shall be eligible to seek attainment of a High School Equivalency Diploma.

The District shall report individual student data regarding the completion of each graduation qualifier and each graduation prerequisite to the Kentucky Department of Education.

The Board may substitute an integrated, applied, interdisciplinary, occupational, technical, or higher-level course for a required course if the alternative course provides rigorous content.

EARLY GRADUATION CERTIFICATE

Students who meet all applicable legal requirements shall be eligible for early graduation in relation to receipt of a graduation diploma and an Early Graduation Certificate. Students wishing to follow an early graduation pathway shall notify the Principal of their intent prior to the beginning of grade nine (9) or as soon thereafter as the intent is known, but within the first thirty (30) school days of the academic year in which they wish to graduate. A Letter of Intent to Apply shall be entered into the student information system by October 1 of the year the student declares intent to graduate early.⁴

Students working toward receipt of an Early Graduation Certificate shall be supported by development and monitoring of an ILP individual learning plan to support their efforts.

To graduate early and earn an Early Graduation Certificate, a student shall:

1. Score proficient or higher on the state-required assessments; and
2. Meet the college readiness exam benchmarks established 13 KAR 2:020 for placement in credit-bearing courses without the need for remediation.

A student who has indicated an intent to graduate early may participate in the student's state administration of the college readiness exam prior to the junior year, if needed. Students who meet all applicable legal requirements shall be awarded a diploma and an Early Graduation Certificate.

DIPLOMAS FOR VETERANS

In keeping with statute and regulation, the Board shall award an authentic high school diploma to an honorably discharged veteran who was enrolled in, but did not complete, high school prior to being inducted into the United States Armed Forces during World War II, the Korean conflict, or the Vietnam War.¹

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Graduation Requirements

REFERENCES:

¹KRS 40.010; KRS 158.140; 704 KAR 7:140

²KRS 158.622

³KRS 156.160; 20 U.S.C. sec. 1414

⁴KRS 158.142; 704 KAR 3:305

⁵[KRS 158.141](#)

KRS 156.027; KRS 158.135

~~[KRS 158.141](#)~~; [KRS 158.1411](#); KRS 158.143; KRS 158.183; KRS 158.281

KRS 158.302; KRS 158.645; KRS 158.6451

KRS 158.860

13 KAR 2:020; 702 KAR 7:125; 703 KAR 4:060

704 KAR 3:303; 704 KAR 3:306; [704 KAR Chapter 8](#)

OAG 78-348; OAG 82-386

Kentucky Academic Standards

RELATED POLICIES:

08.1131; 08.14; 08.14; 08.22; 08.222

LEGAL: SB 1 CREATES A NEW SECTION OF KRS 158 TO INCORPORATE TRAUMA-INFORMED PRACTICES IN COUNSELING AND MENTAL HEALTH SERVICES AND REQUIRES THE SUPERINTENDENT TO REPORT ON THE NUMBER AND PLACEMENT OF SCHOOL COUNSELORS IN THE DISTRICT.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: REVISIONS TO 704 KAR 3:035 REQUIRE DISTRICTS TO INCORPORATE KENTUCKY ACADEMIC STANDARDS FOR CAREER STUDIES.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.14

Guidance

Guidance and counseling services shall be provided for students. [Counselors may perform mental health services and provide implementation and training on trauma-informed practices as addressed in law.¹](#)

SERVICES

Services provided by the guidance program shall consist of educational counseling; career and personal counseling; testing, and other services requested by students, parents, or staff.

INDIVIDUAL LEARNING PLANS

The District shall implement an advising and guidance process to support development and implementation of an ~~i~~Individual ~~L~~earning ~~p~~lan for each eligible student at the grade level designated by Kentucky Administrative Regulation that includes career development and awareness. [The ILP shall specifically address the content as provided in the Kentucky Academic Standards for career studies.](#)

CONFIDENTIAL MATERIAL

All records and counseling information shall be kept in confidence as provided by applicable law.⁺²

SUPERINTENDENT TO REPORT

[No later than November 1, 2019, and each subsequent year, the Superintendent shall report to the Kentucky Department of Education the number and placement of school counselors in the District. The report shall include the source of funding for each position, as well as a summary of the job duties and work undertaken by each counselor and the approximate percent of time devoted to each duty over the course of the year.](#)

REFERENCES:

¹[New Section of KRS 158](#)

⁺²KRE 506 (Kentucky Rules of Evidence); KRS 158.154; KRS 158.155; KRS 158.156;
[KRS 61.878](#); KRS 620.030

~~KRS 61.878~~; 703 KAR 4:060; [704 KAR 3:303](#); 704 KAR 3:305; [704 KAR Chapter 8](#)

RELATED POLICIES:

08.113

09.14

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LEGAL: HB 399 CREATES A NEW SECTION OF KRS CHAPTER 159 TO ALLOW CHILDREN OF MILITARY FAMILIES WHO ARE TRANSFERRING TO KENTUCKY ON OFFICIAL MILITARY ORDERS TO PRE-ENROLL IN A SCHOOL DISTRICT WITH OFFICIAL DOCUMENTATION.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.126

Students of Military Families

The following are key provisions that apply to students from military families that are based on the compact agreed upon by states belonging to the Interstate Commission on Educational Opportunity for Military Children:

ENROLLMENT

A child of a military family may pre-enroll or participate in pre-admission in the District if the parent or guardian of the child is transferred to or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The District shall accept an application for enrollment and course registration by electronic means for the child, including enrollment in a specific school or program within the District.

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The parent or guardian of a child of a military family shall provide proof of residence to the District within ten (10) days after the arrival date provided on official documentation. The parent or guardian may use, as proof of residence, the address of:

1. A temporary on-post billeting facility;
2. A purchased or leased home or apartment; or
3. Any federal government housing or off-post military housing, including off-post military housing that may be provided through a public-private venture.

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Until actual attendance or enrollment in the District, the child of a military family shall not:

1. Count for the purposes of average daily attendance;
2. Be charged tuition pursuant to KRS 158.120; or
3. Be included in the state assessment and system.¹

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Students from a household of an active duty service member who are moving into the District shall be enrolled and appropriately placed as quickly as possible based on information provided in the student's unofficial records pending validation by the official record that the District shall request from the sending school.

Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. A transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in a jurisdiction other than that of the custodial parent may continue to attend the school in which s/he was enrolled while residing with the custodial parent.

TUITION

Tuition shall not be charged for a transitioning child of a military family who is placed in the care of a non-custodial parent or other person standing in loco parentis and living in the jurisdiction other than that of the custodial parent.

Students of Military Families**IMMUNIZATION REQUIREMENTS**

Students from military families shall have thirty (30) days from the date of enrollment to obtain required immunizations or additional time as may be determined by the Interstate Commission Compact rules.

PLACEMENT

Kindergarten and first grade students from a household of an active duty service member moving into the District from an accredited school in another state shall be allowed to continue placement at their current grade level, regardless of age.

Decisions about placement of students from military families in educational programs shall be based on current educational assessments conducted at the sending school or participation/placement in like programs in the sending state. Such programs include, but are not limited to the following programs:

1. Gifted and talented; and
2. English as a second language (ESL).

This shall not preclude the District/school from performing subsequent evaluations to ensure appropriate placement of a student.

SPECIAL EDUCATION SERVICES

The District shall initially provide comparable services to a student with disabilities based on his or her current Individualized Education Program (IEP).

The District shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing Section 504 (Title II) Plan*, to provide the student with equal access to education. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

* In Kentucky, a student Title II Plan is the same as a Section 504 Plan.

DEPLOYMENT-RELATED ABSENCES

Students whose parent or legal guardian is an active member of the uniformed services, as defined by this compact, and has been called to active duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the Superintendent to visit with their parent or legal guardian relative to such leave or deployment.

EXTRACURRICULAR PARTICIPATION

The District shall facilitate the opportunity for transitioning children of military families to participate in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.

Students of Military Families**GRADUATION REQUIREMENTS**

The District shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another school district or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the District shall provide alternative means of acquiring required coursework so that graduation may occur on time. Otherwise, the District shall ensure receipt of a diploma from the sending school district if the student completed graduation requirements of that district.

Exit exam scores from sending schools shall be accepted in accordance with the Interstate Commission Compact.

CHILDREN OF CIVILIAN MILITARY EMPLOYEES

Children of civilian military employees shall be afforded the same rights as children of military families under KRS 156.730 if the parents are required to move to perform their job responsibilities resulting in the students having to change schools.

REFERENCES:

¹[New Chapter of KRS 159](#)

[KRS 156.730; KRS 156.735; KRS 158.020](#)

[Individuals with Disabilities Education Improvement Act of 2004](#)

[Section 504 of the Rehabilitation Act; District 504 procedures](#)

[Americans with Disabilities Act](#)

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RELATED POLICIES:

02.4241; 08.113; 08.131; 08.132; 08.13452; [08.222](#)
09.12; 09.121; 09.123; 09.124; 09.211; 09.3; 09.313

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LEGAL: SB1 AMENDS KRS 156.095 REQUIRING SUICIDE PREVENTION TRAINING TO INCLUDE THE RECOGNITION OF SIGNS AND SYMPTOMS OF POSSIBLE MENTAL ILLNESS FOR ALL SCHOOL DISTRICT EMPLOYEES WITH JOB DUTIES REQUIRING DIRECT CONTACT WITH STUDENTS IN GRADES SIX (6) THROUGH TWELVE (12) AND MODIFIES SUICIDE TRAINING REQUIREMENTS.
FINANCIAL IMPLICATIONS: COST OF TRAINING

STUDENTS

09.22

Student Health and Safety

PRIORITY

Student health, welfare and safety shall receive priority consideration by the Board.

Rules and regulations on health and safety promulgated by the Kentucky Board of Education under Kentucky statute and by local and state boards of health relating to student safety and sanitary conditions shall be implemented in each school.

HEALTH SERVICES TO BE PROVIDED

In keeping with applicable legal requirements, only licensed medical professionals or school employees who have been appropriately trained and authorized to do so shall provide health services to students.

Employees to whom health service responsibilities have been delegated must be approved in writing by the delegating physician or nurse. The approval form shall state the employee consents to perform the health service when the employee does not have the administration of health services in his/her contract or job description as a job responsibility, possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The approval form shall be maintained as required by law. Delegation of health service responsibilities shall be valid only for the current school year.¹

If the delegation involves administration of medication, the District will maintain proof that the employee has completed the required training provided by the Kentucky Department of Education (KDE) or as allowed under KRS 158.838.

Employees to whom health service responsibilities have been delegated shall notify their immediate supervisor by April 15 of each year if they are not willing to perform the service(s) during the next school year.

SAFETY PROCEDURES

All pupils shall receive annual instruction in school bus safety.

The Superintendent shall develop procedures designed to promote the safety of all students. Said procedures shall specify specific responsibilities for line positions having responsibility for student supervision.

ANIMALS IN THE CLASSROOM

When there is a specific and appropriate educational purpose, the Principal may authorize the housing of animals or insects in classrooms. However, the health and safety of students and staff shall be a priority consideration when considering such requests. When a request is granted, teachers shall adhere to guidelines set out in administrative procedures.

Student Health and Safety**SUICIDE PREVENTION**

All ~~employees with job duties requiring direct contact with students in grades six (6) through twelve (12) middle and high school teachers, principals, and guidance counselors~~ shall complete a minimum one (1) hour of high-quality suicide prevention training, including the recognition of signs and symptoms of possible mental illness. Such training shall be in-person, by live streaming, or via video recording and may be included in the four (4) days of professional development required by statute. The District shall provide suicide prevention materials for review by any employee subject to training hired during a year in which the in-person, live streaming, or video recording training is not required.³

By September 15 of each ~~school~~ year, ~~each public school administrators~~ shall provide suicide prevention awareness information to students in grades six (6) through twelve (12) middle school grades and above, as provided by the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.²

SEIZURE DISORDER MATERIALS

All principals, guidance counselors, and teachers shall complete at least one (1) hour of self-study review of seizure disorder materials no later than July 1, 2019. At least one (1) hour of self-study review of seizure disorder materials shall also be required for all principals, guidance counselors, and teachers hired after July 1, 2019.³

REFERENCES:

¹KRS 156.501; KRS 156.502; 702 KAR 1:160

²KRS 156.095

³KRS 158.070

KRS 156.160; KRS 158.836; KRS 158.838
702 KAR 5:030

RELATED POLICY:

09.2241

LEGAL: REVISIONS TO 702 KAR 1:160 INCLUDE MEDICATIONS TO BE ADMINISTERED PURSUANT TO A STUDENT'S SEIZURE ACTION PLAN.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.224

Emergency Medical Treatment

FIRST AID TO BE PROVIDED

First aid shall be provided all pupils in case of an accident or sudden illness until the services of a trained medical professional become available.

FIRST AID AREA

A first-aid area with appropriate equipment, supplies, and provisions for the child to recline shall be designated in each school. At least two (2) adult employees in each school at least one (1) of whom shall be present at the school at all times during school hours, shall have completed and been certified in a standard first aid course that includes CPR for infants and children.

The District shall have employees trained in accordance with the law to administer or help administer emergency medications.

PERSONNEL

Any school that has a student enrolled with diabetes or seizure disorders shall have on duty at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, FDA approved seizure rescue medication, or medication prescribed to treat seizure disorder symptoms as prescribed by the student's health care practitioner.

When enrolled students, for whom documentation under KRS 158.838, [including seizure action plans](#), has been provided to the school, are present during school hours or as participants in school-related activities, a school employee who has been appropriately trained to administer or assist with the self-administration of glucagon, insulin, seizure rescue medications, or medication prescribed to treat seizure disorder symptoms [approved by the FDA and administered pursuant to a student's seizure action plan](#), shall be present.

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INFORMATION NEEDED

A number at which parents can be reached and, if provided, the name of the family physician shall be maintained at each school for all its pupils.¹ The school nurse or a school staff member shall notify parents in the event their child is involved in an accident causing substantial injury. Examples would include, but not be limited to, a possible head injury or an accident requiring medical treatment other than minimal first aid measures.

EMERGENCY CARE PROCEDURES

Schools shall have emergency care procedures comporting with regulation¹ and may utilize the Kentucky Department of Education's Health Services Reference Guide (HSRG) as a resource.

In the event of a medical emergency involving a student, the Principal/designee shall make a reasonable effort to contact the parents or legal guardians. If the Principal is unable to make such contact, he/she shall call for emergency assistance (911).

REFERENCES:

¹702 KAR 1:160

KRS 156.160; KRS 156.502; KRS 158.836; KRS 158.838

Kentucky Department of Education Health Services Reference Guide (HSRG)

STUDENTS

09.224
(CONTINUED)

Emergency Medical Treatment

RELATED POLICIES:

09.21; 09.22; 09.2241

LEGAL: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. THE POLICIES MUST ALSO PROVIDE FOR ADEQUATE NOTICE TO STUDENTS, PARENTS/GUARDIANS, EMPLOYEES, AND THE PUBLIC. IN ADDITION, THE POLICIES MUST REQUIRE SIGNAGE ON OR IN ALL PROPERTY INCLUDING ANY VEHICLE OWNED, OPERATED, LEASED, OR CONTRACTED FOR USE BY A LOCAL BOARD. SUCH SIGNAGE SHALL CLEARLY STATE THAT THE USE OF SUCH PRODUCTS IS PROHIBITED AT ALL TIMES AND BY ALL PERSONS ON OR IN THE PROPERTY. SCHOOL EMPLOYEES ARE REQUIRED TO ENFORCE THE POLICIES. NOTE THAT DISTRICTS HAVE THE OPTION TO OPT OUT OF THESE PROVISIONS WITHIN THREE (3) YEARS OF JUNE 27, 2019.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

STUDENTS

09.4232

Tobacco, Alternative Nicotine, or Vapor Products

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 ~~on property owned or operated by the~~ on or in all Board property at all times, inside Board-owned including any vehicles, owned, operated, leased, or contracted for use by the Board and while attending or participating in any on the way to and from school, and during school-sponsored related student trips and or student activities ~~activity~~.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the Student Code of Conduct.

REFERENCES:

KRS 160.290; KRS 160.340; KRS 161.180

KRS 438.050; KRS 438.305; KRS 438.350; New Section of KRS 438

OAG 81-295; OAG 91-137

P. L. 1114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1327; 03.2327; 05.3; 05.31; 06.221; 10.5

LEGAL: SB1 CREATES A NEW SECTION OF KRS 158 REQUIRING THE PRINCIPAL TO PROVIDE WRITTEN NOTICE TO ALL STUDENTS, PARENTS, AND GUARDIANS OF STUDENTS WITHIN TEN (10) DAYS OF THE FIRST INSTRUCTIONAL DAY OF EACH SCHOOL YEAR OF THE PROVISION OF KRS 508.078 AND POTENTIAL PENALTIES UNDER KRS 532.060 AND KRS 534.030 UPON CONVICTION:
FINANCIAL IMPLICATIONS: COST OF PROVIDING NOTICE

STUDENTS

09.425

Assault and Threats of Violence

For purposes of this Policy, a “threat” shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

PUPILS

Any pupil who threatens, assaults, batters or abuses another pupil shall be subject to appropriate disciplinary action, including suspension or expulsion.¹

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.²

SCHOOL PERSONNEL

Any pupil who threatens, assaults, batters or physically or verbally abuses a teacher or other school personnel shall be subject to appropriate disciplinary action¹ up to and including expulsion from school and/or legal action.

REMOVAL OF STUDENTS

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
2. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal shall be notified immediately of such removal.

Removal of students from a bus shall be made in compliance with 702 KAR 5:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

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Assault and Threats of Violence**REPORT TO LAW ENFORCEMENT AGENCY**

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District's area.

NOTIFICATIONS

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify individual staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other school official who has knowledge of the student's behavior prior to the assignment or contact.

STUDENTS

09.425
(CONTINUED)

Assault and Threats of Violence

REFERENCES:

¹KRS 158.150

²[New Section of KRS 158](#)

KRS 158.154; KRS 160.290

KRS 161.155; KRS 161.190; KRS 161.195

KRS 209A:020; KRS 209.160

KRS 209A.100; KRS 209A.110; KRS 209A.130

KRS 211.160; KRS 403.720; KRS 456.010

KRS 508.025; KRS 508.075; KRS 508.078; KRS 525.080

[KRS 532.060](#); [KRS 534.030](#); KRS 620.030

702 KAR 5:080

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RELATED POLICIES:

03.123; 03.13253; 03.223; 03.23253; [05.4](#)

06.34; 09.14; 09.2211; 09.422; [09.429](#)

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LEGAL: SB 1 CREATES A NEW SECTION OF KRS 158 THAT REQUIRES DISTRICTS TO HAVE A THREAT ASSESSMENT POLICY COVERING THE DESIGNATION OF A THREAT ASSESSMENT TEAM THAT IS TO IDENTIFY AND RESPOND TO STUDENTS EXHIBITING BEHAVIOR THAT INDICATES A POTENTIAL THREAT TO SCHOOL SAFETY OR SECURITY.
FINANCIAL IMPLICATIONS: HIRING AND TRAINING OF TEAM MEMBERS

STUDENTS

09.429

Threat Assessments

DEFINITIONS

"School safety" shall mean a program of prevention that protects students and staff from substance abuse, violence, bullying, theft, the sale or use of illegal substances, exposure to weapons and threats on school grounds, and injury from severe weather, fire, and natural disasters.

"School security" shall mean procedures followed and measures taken to ensure the security of school buildings, classrooms, and other school facilities and properties.

"Threat assessment team" and "team" shall mean a school safety and security threat assessment team established pursuant to this policy and a new section of KRS 158.

ESTABLISHMENT AND MEMBERSHIP OF TEAMS

A school safety and security threat assessment team shall be established at each school of the District. The members of the team at each school shall be designated by the District School Safety Coordinator, and shall consist of two (2) or more school staff members. School staff members that may be designated as a member of the team at any given school may include: school administrators; school counselors; school resource officers; school-based mental health services providers; teachers; and other school personnel. If necessary, a threat assessment team may serve more than one (1) school of the District.

PURPOSE OF TEAM

The purpose of a team shall be to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or school security.

GENERAL COMPONENTS OF SCHOOL SAFETY AND SCHOOL SECURITY PLANNING

According to the U.S. Secret Service Guide, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence, key components of a comprehensive school safety and school security plan include efforts to:

1. Foster a climate of respect and trust;
2. Build relationships;
3. Promote communication;
4. Identify concerning behaviors;
5. Maintain a threat assessment team;
6. Reinforce clear policies and procedures;
7. Provide resources to appropriately respond to students;

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Threat Assessments**GENERAL COMPONENTS OF SCHOOL SAFETY AND SCHOOL SECURITY PLANNING (CONTINUED)**

8. Promote information-sharing between the school District and appropriate community stakeholders as allowed by law;
9. Liaison with law enforcement; and
10. Provide consistent training to stakeholders.

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GUIDING PRINCIPLES OF COMPREHENSIVE THREAT ASSESSMENT PLANNING

The District School Safety Coordinator, members of threat assessment teams, and other appropriate District administrators and staff, shall give appropriate consideration to the following non-exhaustive list of general principles as threat assessment teams are established and as they plan for and conduct their work;

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1. A threat assessment process best functions as one component of overall school safety, in conjunction with physical school security and emergency management.
2. Students may engage in a continuum of concerning behaviors, the vast majority of which will be non-threatening and non-violent, but may still call for some type of response.
3. Students should feel empowered to communicate their own concerns to appropriate school staff without fear of reprisal. Incoming reports regarding concerning behavior or statements presenting a threat to school safety and school security should be given due consideration and assessed.
4. The goal of a threat assessment process is to identify, assess, and respond to potential threats to school safety and school security. The process begins with establishing a comprehensive plan for schools to:
 - a. Identify students or situations of concern;
 - b. Gather additional relevant information in a lawful manner;
 - c. Assess the student or situation risk, in context based on the totality of the information available; and
 - d. Identify and implement or recommend appropriate response strategies to address the concern.

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THREAT ASSESSMENT TEAM MEMBER TRAINING

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Training to members of threat assessment teams should be provided or arranged by the District regarding the purpose of the team, the guiding principles stated above, and the members' roles in enhancing school safety and school security through identifying and responding to students exhibiting behavior that indicates a potential threat to school safety or school security. Training shall address the following: strategies to properly respond to students who provide information about a threatening or concerning situation, ways to assess and respond to potential threats, and how and to whom they should report threatening communications or behavior.

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Threat Assessments**THREAT ASSESSMENT TEAM MONITORING**

The District School Safety Coordinator and the Superintendent/designee shall monitor the work of the threat assessment team in each school of the District.

ACCESS TO STUDENT RECORDS

Threat assessment team members, including any members who are not school District employees, are hereby designated as “school officials” for purposes of the Family Educational Rights and Privacy Act (FERPA), and as such may access student records to the extent necessary in connection with the work of the team, in accordance with FERPA and Board Policy 09.14.

INTERACTION OF TEAM ACTIVITIES WITH SCHOOL DISCIPLINARY ACTION AND/OR LAW ENFORCEMENT

Threat assessment team activities and any responses undertaken or recommended by a team, do not negate or override applicable disciplinary procedures or action under Board policy or the Code of Acceptable Behavior and Discipline or legal reporting requirements, including those covering bullying or criminal activity; dependency, neglect or abuse; or domestic and dating violence.²

IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY

A school District, School Safety Coordinator, and any school employees participating in the activities of a school safety and security threat assessment team enjoy immunity from civil and criminal liability regarding their participation in the threat assessment process as provided in New section of 158.¹

REFERENCES:

¹New Section of KRS 158

²U.S. Secret Service Guide, *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*

RELATED POLICIES:

²09.2211; 09.227; 09.438
05.4; 09.14;; 09.425

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LEGAL: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. THE POLICIES MUST ALSO PROVIDE FOR ADEQUATE NOTICE TO STUDENTS, PARENTS/GUARDIANS, EMPLOYEES, AND THE PUBLIC. IN ADDITION, THE POLICIES MUST REQUIRE SIGNAGE ON OR IN ALL PROPERTY INCLUDING ANY VEHICLE OWNED, OPERATED, LEASED, OR CONTRACTED FOR USE BY A LOCAL BOARD. SUCH SIGNAGE SHALL CLEARLY STATE THAT THE USE OF SUCH PRODUCTS IS PROHIBITED AT ALL TIMES AND BY ALL PERSONS ON OR IN THE PROPERTY. SCHOOL EMPLOYEES ARE REQUIRED TO ENFORCE THE POLICIES. NOTE THAT DISTRICTS HAVE THE OPTION TO OPT OUT OF THESE PROVISIONS WITHIN THREE (3) YEARS OF JUNE 27, 2019.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

COMMUNICATIONS/COMMUNITY RELATIONS

10.5

Visitors to the Schools

To ensure that school personnel are aware of the presence of visitors, visits to classrooms shall be scheduled in advance unless authorized by the Principal/designee and all visitors must report immediately to the school front office upon entering the school and identify themselves as well as their purposes for visiting.

Communications between home and school must be an integral part of the educational process if students are to achieve the greatest educational success. Therefore, parents, guardians, and family members are welcomed and encouraged to visit their child's school, under the following guidelines:

1. Visits must not interrupt the instructional program for students, i.e., teaching, testing, etc.
2. Visits should be scheduled in advance with the teacher and/or Principal.
3. Visits must be reasonable in length and frequency.
4. Visits should be related to the need(s) of the child.
5. All visitors shall follow school check-in/check-out procedures.

REGISTRANTS

No registrant, as defined in KRS 17.500, nor any person residing outside of Kentucky who would be required to register under KRS 17.510 if the person resided in Kentucky, shall be on the clearly defined grounds of a District school, except with the advance written permission of the Principal or the Board that has been given after full disclosure of the person's status under KRS 17.510 as a registrant or sex offender from another state and all registrant information as required in KRS 17.500.

A registrant is defined as:

1. Any person eighteen (18) years of age or older at the time of the offense or any youthful offender, as defined in KRS 600.020, who has committed:
 - a. A sex crime; or
 - b. A criminal offense against a victim who is a minor; or
2. Any person required to register under KRS 17.510; or
3. Any sexually violent predator; or
4. Any person whose sexual offense has been diverted pursuant to KRS 533.250, until the diversionary period is successfully completed.

A registrant, who is the parent/legal guardian, or the person designated by the parent/legal guardian to have access to a student, must request and receive prior permission from the

Visitors to the Schools**REGISTRANTS (CONTINUED)**

Principal to come onto school grounds. The Principal shall determine whether the requesting registrant is permitted to come onto school grounds for the following reasons:

1. To pick up or drop off their child each day.
2. To pick up their child in the event of injury or illness.
3. To confer with school staff concerning academic, disciplinary or placement issues involving the student, including matters required by federal or state law.
4. To attend a school activity or student performance, including athletic practices and competition, in which the student is a participant.
5. To vote when the school has been designated as a polling place.

Depending on the facts of the particular request, the Principal's response options may include, but are not be limited to the following:

- Requiring the registrant to provide additional information needed;
- Specifying check-in and check-out requirements;
- Requiring the registrant to be directly supervised by an individual designated by the Principal while on school grounds;
- Restricting the registrant to a designated location on school grounds;
- Limiting the time the registrant will be permitted to be on school grounds; and
- Denying the request to come onto school grounds.

The Principal shall notify the Superintendent/designee of each request from a registrant and the response made to the registrant. If questions arise about a request, the Principal shall consult with the Superintendent concerning requests from registrants, and the Superintendent may seek further advice from legal counsel.

For all other reasons and for all individuals making a request other than parent/legal guardian/designee, the Principal shall consult with the Superintendent as the executive agent of the Board before making a final determination.

CONDUCT/PROHIBITION ON RECORDING

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program. (Please refer to Policy 10.21.)

Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal/designee and the affected individual(s).

An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

Such devices include, but are not limited to, personal cell phones and tablets.

Visitors to the Schools**USE OF TOBACCO, ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS PROHIBITED**

The use of any tobacco product, alternative nicotine product, or vapor product, as defined in KRS 438.305, is prohibited for all persons and at all times on or in all property, including any vehicle, that is owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity and in the presence of a student or students.¹

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Persons in violation of this policy, in addition to fines which may be imposed by law², are subject to verbal warnings to refrain from use of the subject product. Refusal to refrain from such use or repeated instances of prohibited use after prior warnings may subject the individual to a ban from school property as permitted by law and corresponding civil and criminal penalties.³

~~Tobacco use and use of electronic cigarettes are prohibited twenty-four (24) hours a day, seven (7) days a week, inside Board-owned buildings or vehicles, on property of Fayette County Public Schools, and during school-related student trips.~~

ACCOMMODATION

Visitors with disabilities shall be accommodated as required by law. Individuals requesting accommodation shall contact the District ADA/504 Coordinator or site administrator for assistance and guidance. Accommodations may include, but are not limited to, the following considerations:

- Effective communication
- Event ticket sales accommodation
- Companion seating at events
- Use of power driven mobility devices
- Use of service animals

The District shall notify the public of any requirements and/or deadline for requesting such accommodation.

WEBSITE ACCESSIBILITY

The District is committed to ensuring accessibility of its website for students, parents, and members of the community with disabilities. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

Under District developed administrative procedures, students, parents, and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504 related to the accessibility of any official District web presence which is developed by, maintained by, or offered through the District or third party vendors and open sources.

Visitors to the Schools

REFERENCES:

¹[New Section of KRS 438](#)

²[KRS 438.050](#)

³[KRS 511.070; KRS 511.080; OAG 90-11](#)

[KRS 17.545; KRS 17.500; KRS 17.510](#)

[KRS 160.380; KRS 211.394, KRS 211.395; \[KRS 438.305\]\(#\)](#)

[KRS 600.020; KRS 620.146](#)

[OAG 91-137](#)

[P. L. 114-95, \(Every Student Succeeds Act of 2015\)](#)

[29 U.S.C. 794, Rehabilitation Act of 1973, \(Section 504\)](#)

[42 U.S.C. 2000, Civil Rights Act of 1964, Titles VI and VII](#)

[42 U.S.C. 12101 et seq., Americans with Disabilities Act](#)

RELATED POLICIES:

[01.1; 03.113; 03.1327; 03.162; 03.212; 03.2327; 03.262](#)

[05.3; 05.31; \[06.221\]\(#\); 09.14; 09.1231; 09.227; 09.3211; 09.4232; 09.426; 09.42811](#)

[10.2; 10.21; 10.4](#)

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PERSONNEL

- CERTIFIED PERSONNEL -**Sick Leave****NUMBER OF DAYS**

Full-time certified employees shall be entitled to ten (10) days of sick leave with pay each school year.

Certified employees who work eleven (11) or twelve (12) months shall be entitled to eleven (11) or twelve (12) days, respectively, with pay each school year.

Employees who are hired after the beginning of their work calendar will be given prorated days based on the month hired.

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~~Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day.~~

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

RETIRED PERSONNEL

Except for cases involving disability retirement, persons who have previously retired from the District and who subsequently are rehired shall be credited with a maximum of ten (10) sick leave days at the outset of their new period of employment. Sick leave earned prior to retirement shall not carry over to subsequent employment with the District.

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the certified employee to whom they were granted.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

FAMILY ILLNESS/MOURNING

Sick leave may also be taken for the purpose of attending to a member of the immediate family who is ill or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents without reference to the location or residence of said relative, and any other blood relative who resides in the employee's home.

TRANSFER OF SICK LEAVE

Teachers coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Employees are eligible to receive donated days if they meet the criteria established in statute.

Any sick leave not used by the recipient shall be returned on a proportionate/pro-rated basis to the donor(s) who donated days to that specific person.

Sick Leave**AFFIDAVIT**

Upon return to work, a certified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.¹

ABSENCES ON OPENING DAY OF SCHOOL

Accumulated days of sick leave shall be granted to a teacher, if prior to the opening day of the school year, an affidavit or a certificate of a physician is presented to the Board, stating that the employee is unable to assume his duties on the opening day of the school year, but will be able to assume his duties within a period of time that the Board determines to be reasonable.²

DEATH BENEFIT

Beneficiaries of an employee who dies while in active service shall receive accrued sick leave death benefits on behalf of the deceased employee. Death benefits shall be calculated at the rate of 30% of the daily salary for each accumulated sick leave day, based on the employee's last annual salary.

A lump sum payment from which appropriate deductions have been taken shall be made to the beneficiary of the employee's retirement fund or to a directed beneficiary. If no such beneficiary has been designated, payment shall be made to the first surviving class of the following successive preference beneficiaries:

1. Employee's husband or wife;
2. Employee's children;
3. Employee's parents;
4. Employee's siblings;
5. Employee's executors or administrators.

REFERENCES:

¹KRS 161.155

²KRS 161.155, Sec. 4

KRS 161.152, OAG 79-148, OAG 93-39
Family & Medical Leave Act of 1993

RELATED POLICIES:

03.12321 (Sick Leave Bank)
03.12322, 03.1233, 03.1236
03.124, 03.175 (Retirement Compensation)

PERSONNEL

- CLASSIFIED PERSONNEL -**Sick Leave****NUMBER OF DAYS**

Full-time classified employees shall be entitled to ten (10) days of sick leave with pay each school year.

Classified employees who work eleven (11) or twelve (12) months shall be entitled to eleven (11) or twelve (12) days, respectively, with pay each school year.

Employees who are hired after the beginning of their work calendar will be given prorated days based on the month hired.

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~~Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day.~~

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

In determining eligibility for sick leave, part-time classified personnel are those who are employed for ten (10) or more hours per week in positions that are established for a full school year in the work calendar for each job classification. Sick leave shall be for the number of hours the employee is confirmed to work per week divided by five (5).

RETIRED PERSONNEL

Except for cases involving disability retirement, persons who have previously retired from the District and who subsequently are rehired in a full-time or eligible part-time position shall earn sick leave as set out above.

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the classified employee to whom they were granted.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

FAMILY ILLNESS/MOURNING

Sick leave may also be taken for the purpose of attending to a member of the immediate family who is ill or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents without reference to the location or residence of said relative, and any other blood relative who resides in the employee's home.

TRANSFER OF SICK LEAVE

Classified employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

Sick Leave**SICK LEAVE DONATION PROGRAM**

Under procedures developed by the Superintendent, employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Employees are eligible to receive donated days if they meet the criteria established in procedures.

Any sick leave not used by the recipient shall be returned on a proportionate/pro-rated basis to the donor(s) who donated days to that specific person.

AFFIDAVIT

Upon return to work, a classified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill.

ABSENCES ON OPENING DAY OF SCHOOL

Accumulated days of sick leave shall be granted to an employee if prior to the opening day of the school year, an affidavit or a certificate of a physician is presented to the Board, stating that the employee is unable to assume his/her duties on the opening day of the school year, but will be able to assume his duties within a period of time that the Board determines to be reasonable.

DEATH BENEFIT

Beneficiaries of an employee who dies while in active service shall receive accrued sick leave death benefits on behalf of the deceased employee. Death benefits shall be calculated at the rate of 30% of the daily salary for each accumulated sick leave day, based on the employee's last annual salary.

A lump sum payment from which appropriate deductions have been taken shall be made to the beneficiary of the employee's retirement fund or to a directed beneficiary. If no such beneficiary has been designated, payment shall be made to the first surviving class of the following successive preference beneficiaries:

1. Employee's husband or wife;
2. Employee's children;
3. Employee's parents;
4. Employee's siblings;
5. Employee's executors or administrators.

REFERENCES:

KRS 161.155; OAG 79-148; OAG 93-39
Family & Medical Leave Act of 1993

RELATED POLICIES:

03.22321 (Sick Leave Bank), 03.22322, 03.2233, 03.2236, 03.224,
03.273 (Retirement Compensation)

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: KSBA 2019 Procedure Update

PREPARED BY: Shelley Chatfield & Katrina Kitman

**Recommended Action on: 6/10/2019
Informational Item**

Superintendent Prior Approval: No

Recommendation/Motion: N/A

Background/Rationale: Review of district's customized 2019 procedure update (#23).

Policy: Customized 2019 procedure update (#23)

Fiscal Impact: N/A

Attachments(s): Cover letter from KSBA & proposed procedure changes

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Board of Education: Stephanie Spires, Chair • Raymond Daniels, Vice Chair • Daryl Love • Will Nash • Tyler Murphy

Superintendent Emmanuel Caulk

701 East Main Street, Lexington, Kentucky 40502 • Phone: 859.381.4100 • www.fcps.net

Mailing Address: 1126 Russell Cave Rd., Lexington, Kentucky 40505



Ronnie Holmes,
President

Kerri Schelling,
Executive Director

May 31, 2019

Dear Superintendent/Policy Contact:

We are enclosing your district's customized 2019 policy update (#42) and if applicable procedure update (#23) and the related checklists. Proposed changes reflect new legal requirements, as well as "best practice" recommendations from KSBA.

Please note the following:

- **KRS 160.340 requires that board policies be kept up to date by filing annual amendments thereto by August 15.**
- At the top of each draft is the legal and/or recommended rationale for the proposed change. In the body of each draft, new language is underlined. Language with ~~strike-through~~ is recommended for deletion.

Please mark any indicated changes in edit mode or contact your district's KSBA consultant with the changes highlighted in some manner. Also, if you have been working with your consultant on a draft to revise any of the update areas, please contact him/her if you want to substitute that draft for the one enclosed with this update.

SPECIAL NOTE: This update amends **Policy 08.113**, your district's **GRADUATION REQUIREMENTS**. The state has adopted new **minimum** graduation requirements. Local boards may adopt their own requirements that may go farther than the state minimum, and many have done so previously. We advise you to carefully review your current requirements in Policy 08.113, and compare them to the proposed changes in this update which reflect the new state minimum. As with all policies, please contact your policy consultant with any changes your board seeks to make to Policy 08.113 as proposed in the update, to either retain any existing local requirements, or to adopt new ones, that go beyond the state minimum.

The update checklist is the only document we need returned to us, unless there are drafts to be modified. Please complete the checklist and return to the KSBA Policy Service by **September 1** so that final copies can be returned to you for use during the upcoming school year.

As we do each year, we request that your District review the introductory pages in your hard copy manual for changes to be made to any vision/mission statement and/or District goals found there.

If you have questions or comments about the updating process or need your consultant to prepare additional drafts, please call us immediately at 1-800-372-2962. If this will be your first experience with a policy update, we strongly recommend you contact your District's assigned Policy Consultant for help.

Please be aware that because your District's policies belong to your Board of Education, **the choice of language to be adopted rests solely with the Board**. The KSBA Policy Service appreciates the opportunity to serve your District and stands ready to assist the Board with this important task.

Please note the approved changes go into effect as of the date of Board approval, unless otherwise noted in your Board meeting minutes.

Sincerely,

Your Policy Staff

Enclosures

EXPLANATION: HB 22 AMENDS KRS 160.190 TO CHANGE THE PROCESS FOR FILLING A BOARD VACANCY FROM A PERSON APPOINTED BY THE COMMISSIONER TO A PERSON APPROVED BY A MAJORITY VOTE OF THE REMAINING MEMBERS OF THE LOCAL BOARD, TIMELINE, AND INCLUDES VACANCY ADVERTISEMENT CONDITIONS AS WELL AS AN APPLICATION PROCESS. THESE FORMS ARE TO BE USED TO PROVIDE NOTICE THAT A VACANCY EXISTS, A SAMPLE NEWSPAPER ADVERTISEMENT, THAT A VACANCY HAS BEEN FILLED, AND THAT A MEMBER IS APPOINTED.

FINANCIAL IMPLICATIONS: COST OF ADVERTISEMENT AND NOTICES

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.2

Board Vacancy Forms

FORM TO PROVIDE NOTICE THAT A VACANCY EXISTS:

Date: _____

To Whom it May Concern:

A vacancy exists on the _____ Board of Education, as of _____¹ in the seat [Division # _____ (for county school systems) or the District at large (for independent school systems)] formerly held by _____. The unexpired term for this seat is set to end on _____. The Board will proceed to appoint an individual to fill this seat for the unexpired term pursuant to KRS 160.190 and Board Policy 01.3.

Sincerely,

Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

County Clerk

Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,

Frankfort, KY 40601

Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

REFERENCE:

¹OAG 81-316

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Board Vacancy Forms**SAMPLE NEWSPAPER ADVERTISEMENT ANNOUNCING A BOARD VACANCY****NOTICE OF VACANT****BOARD OF EDUCATION SEAT**

The _____ Board of Education ("Board") is seeking applications for appointment to fill a vacancy on the Board representing seat [Division # _____ (*for county school systems*) or the District at large (*for independent school systems*)]. This appointment will be effective until the November _____ regular election (use if the next November regular election is scheduled more than one [1] year prior to end of the remaining term) or the end of the term in _____ (use if the next November regular election is scheduled one [1] year or less prior to end of remaining term).

Responsibilities include: setting policy to govern the District; hiring/evaluating the Superintendent; and levying taxes and adopting the District budget. Board members must:

- Be at least 24 years old and a Kentucky citizen for the last three years;
- Be a registered voter in the particular District of the vacancy;
- Have completed the 12th grade or have a GED certificate;
- Meet all other legal qualifications (KRS 160.180); and
- Complete required annual in-service training.

Applications are available at _____ or online at _____.
 _____ . Mail applications to: Superintendent, ATTN: Board Vacancy,
 _____, KY _____.

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Board Vacancy Forms

FORM TO PROVIDE NOTICE THAT VACANCY HAS BEEN FILLED BY THE BOARD:

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Date: _____

To Whom it May Concern:

Pursuant to KRS 160.190, and Board Policy 01.3, the _____ Board of Education, by
vote of the Board on _____, has appointed _____ to fill the
vacancy created on _____ in the seat [Division # _____ (for county school
systems) or the District at large (for independent school systems)] formerly held by
_____.

The appointment is effective immediately. _____'s address is
_____.

The term for this appointment will end on _____.

Sincerely,

Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

County Clerk

Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,
Frankfort, KY 40601

Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

Board Vacancy Forms**FORM LETTER TO NEWLY APPOINTED MEMBER, ON DISTRICT LETTERHEAD:**

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Date: _____

Mr./Ms. _____

_____, KY

Dear Mr./Ms. _____:

Pursuant to KRS 160.190, and Board Policy 01.3, the _____ Board of Education, by vote of the Board on _____, has appointed you to fill the vacancy created on _____ in the seat [Division # _____ (for county school systems) or the District at large (for independent school systems) formerly held by _____. The appointment is effective immediately. Upon being duly sworn in, you may assume the duties of the office.

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The term of this appointment is set to end _____. Pursuant to KRS 160.190, this seat will be open to election in the November _____ general election. The _____ County Clerk should be consulted for election and candidacy filing information regarding this seat.

All new local Board of Education members must receive a minimum of twelve (12) hours of in-service training annually, per KRS 160.180 and 702 KAR 1:115, on a calendar year basis. These hours shall include certain mandated topics of ethics, finance, and Superintendent evaluation, as well as on various other topics such as Board member roles and responsibilities, and the Board's role in student achievement. Additionally, per 701 KAR 8:020, local Board members are required to complete twelve (12) hours of in-service training annually in their capacity as charter school authorizers. This requirement is separate from, and in addition to, the training required by KRS 160.180, but certain hours may count towards both requirements. Depending on the date of appointment, special provisions may apply.

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The Kentucky School Boards Association (KSBA) provides local Board member in-service training, and maintains the legal records relating to required Board member training completion. KSBA makes efforts to offer training courses that will meet legal requirements for both general training and charter authorizer training. KSBA will contact you soon to begin scheduling training for the current calendar year. You may contact KSBA by calling 1-800-372-2962.

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Sincerely,

Superintendent/Board Secretarycc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601
County Clerk_____
Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd.,
Frankfort, KY 40601_____
Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.2
(CONTINUED)

Board Vacancy Forms

RELATED PROCEDURE:

01.3 AP.21

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EXPLANATION: HB 22 AMENDS KRS 160.190 TO CHANGE THE PROCESS FOR FILLING A BOARD VACANCY FROM A PERSON APPOINTED BY THE COMMISSIONER TO A PERSON APPROVED BY A MAJORITY VOTE OF THE REMAINING MEMBERS OF THE LOCAL BOARD, TIMELINE, AND INCLUDES VACANCY ADVERTISEMENT CONDITIONS AS WELL AS AN APPLICATION PROCESS.
FINANCIAL IMPLICATIONS: COST OF ADVERTISEMENT

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.21

Application for Board Vacancy

Name of School District:

[Division # _____ (for county school systems) or the District at large (for independent school systems)]

Name: _____ Birthdate: _____
Last First MI

Address: _____
Street or Box # State Zip Code

Telephone: _____
Business Home Cell

Email Address: _____

1. Have you been a citizen of Kentucky for a minimum of at least the last three (3) years? ☐ Yes ☐ No

2. Are you registered to vote in the Division (in the case of a county school District) or District (in the case of an independent school District) you wish to serve? ☐ Yes ☐ No

3. Are you an officer of, or employed by, any city, county, consolidated local government, or other municipality? ☐ Yes ☐ No

If yes, please identify. _____

4. Does the city or county Board where you reside presently employ you? ☐ Yes ☐ No

5. Do you have any relatives employed by the District? ☐ Yes ☐ No

If yes, please indicate their relationship to you:

☐ Brother ☐ Sister ☐ Husband ☐ Wife ☐ Son ☐ Daughter ☐ Father ☐ Mother

☐ Other _____

6. Have you ever been a member of any local Board of Education in Kentucky? ☐ Yes ☐ No

If so, which District _____ and when _____?

7. Do you currently hold any elective federal, state, county, or city office? ☐ Yes ☐ No

If yes, please identify. _____

8. Do you own or are you a stockholder in a business involved in sales or other contracts with the Board or with individual schools of the District? ☐ Yes ☐ No

If yes, please identify. _____

9. Do you work for a company that provides any goods or services to the District or with the individual schools of the District? Do you receive any commissions or other benefits as a result of any contracts or business with the District? ☐ Yes ☐ No

If yes, please describe. _____

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Application for Board Vacancy

10. Have you ever been fined or convicted for violation of any law? Are you now facing any charges for any violation of law? ☐ Yes ☐ No

If yes, please describe.

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11. Do you serve on any county, city, or joint agency government boards? ☐ Yes ☐ No

If yes, please describe.

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12. Do you currently hold a leadership position with any organization that provides financial support or raises funds in the name of the District, a school in the District, or students of the District?

☐ Yes ☐ No

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13. Have you completed at least the twelfth (12th) grade or been issued a High School Equivalency Diploma? ☐ Yes ☐ No

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14. Please circle the highest level of formal education you have completed:

GRADE SCHOOL HIGH SCHOOL COLLEGE GRADUATE SCHOOL

1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4

Note: Application must include a transcript evidencing completion of the twelfth (12th) grade, or, if appropriate, the results of a twelfth (12th) grade equivalency examination. A diploma is not acceptable.

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High School Attended Address Dates Attended/Graduated

College/University Attended Address Dates Attended/Degree

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Graduate Schools Attended Address Dates Attended/Degree

15. List schools or school related activities in which you are currently involved or with which you have had previous involvement:

16. Work Experience (Please provide employment history and attach current resume.)

a.

Current Employer Address

Date of Employment Duties

b.

Previous Employer Address

Date of Employment Duties

c.

Previous Employer Address

Date of Employment Duties

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Application for Board Vacancy

17. Please describe why you are interested in serving on the local Board of Education:

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18. Please describe the benefits that you believe strong public schools bring to a community:

Application for Board Vacancy

19. Please describe one (1) goal or objective that you think the local Board of Education should seek to complete in the next four (4) years:

Note: Board members must complete annual in-service training as required by law.

Signature: _____ Date: _____

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Application for Board Vacancy**COUNTY CLERK'S CERTIFICATION****RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT**

COUNTY CLERK: Please complete this form as it applies to the legal residence status of the applicant for school board appointment.

_____ who resides at _____
Name Address

is a resident and registered voter in _____ School District
[Division # _____ (for county school systems) or the District at large (for independent school systems).]

Certified by: _____

_____ County Clerk's Office Date: _____

NOTE: This form must be completed by the County Clerk and returned to Central Office along with the other four (4) pages of the application.

RELATED PROCEDURE:

01.3 AP.2

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EXPLANATION: SB 230 PROVIDES THAT A PUBLIC AGENCY MAY ACCEPT OPEN RECORDS REQUESTS VIA EMAIL. ADDITIONALLY, PER THE OPEN RECORDS ACT, USERS REQUESTING RECORDS FOR COMMERCIAL PURPOSES ARE EXPECTED TO NOTIFY THE PUBLIC AGENCY OF SUCH.

FINANCIAL IMPLICATIONS: TIME ADDRESSING OPEN RECORDS REQUESTS

POWERS AND DUTIES OF THE BOARD OF EDUCATION

01.6 AP.2

Request to Examine and/or Copy District Records

NOTE: When a document is submitted that provides information requested by this form, there is no need to require the applicant to complete this form.

PUBLIC ACCESS

Records of the Board, except those specifically exempted by statute, are open to public inspection at the Office of the Superintendent. Persons desiring to examine records that are not exempt from public disclosure may do so during regular working hours. Regular working hours shall be posted at the main entrance of IAKSS, as appropriate.

Records exempted from public access include:

1. Records of a personal nature where public disclosure is an invasion of personal privacy.
2. Records or information confidentially disclosed to the Board whose disclosure would permit an unfair advantage to competitors.
3. Records or negotiation of real estate transactions until such time as property has been acquired.
4. Test questions and scoring keys before an exam, examinations that are to be reused, and tests that are copyrighted.
5. Preliminary drafts and recommendations.
6. Student records that are prohibited from being released by the Family Educational Rights and Privacy Act and/or the Kentucky Family Education Rights and Privacy Act.
7. Any record, the disclosure of which would have a reasonable likelihood of threatening the public safety.
8. Emergency plan and diagram of a school.

For complete information, see the District's CONFIDENTIALITY HANDBOOK, which is available on the FCPS web site.

Records Requested From:

Records Custodian: _____

District Name: _____

District Address: _____

Records Requested By:

Name (**MUST BE PRINTED**): _____

Address: _____

Date: _____ Phone #: _____

Are you the parent/guardian of a child enrolled in one of the District's schools? ☐ Yes ☐ No

If Yes: Child's Name _____ School _____

Request to Examine and/or Copy District Records

Specify in detail the record(s) requested. (Attach another page if necessary.)

*Signature of Person Requesting Record(s)*_____
*Month/Day/Year***Please attach requests made by letter, email, or FAX to this form.**

Any fees associated with the cost of copying shall be collected at the time copies are made. Fees shall not exceed actual copying costs. Copying cost per page shall not exceed 10 cents for requested copies and postage may be charged if the requester does not pick up the copies.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

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NOTE: Except when individuals designated by the Superintendent are reviewing records, an authorized employee shall provide appropriate supervision while records are being inspected.

For Office Use Only

Records Request received by _____ Date _____

Records Request referred to (if applicable) _____ Date _____

Records Request complied with by _____ Date _____

 Records request ☐ Approved ☐ Not approved (explanation attached)

EXPLANATION: A NEW SECTION OF KRS CHAPTER 158 ENACTED IN THE SCHOOL SAFETY AND RESILIENCY ACT (SB 1, 2019) PROVIDES THAT LOCAL BOARDS OF EDUCATION UTILIZING A SCHOOL RESOURCE OFFICER (SRO) DIRECTLY EMPLOYED BY THE DISTRICT SHALL ADOPT POLICIES AND PROCEDURES STATING THE PURPOSE OF THE SRO PROGRAM AND CLEARLY DEFINING THE ROLES AND EXPECTATIONS OF SROS AND OTHER SCHOOL EMPLOYEES. THE FOLLOWING PROCEDURE IS DEVELOPED TO BROADLY COMPLY WITH THIS PORTION OF SB1, BUT IT IS NOT INTENDED TO BE EXCLUSIVE OR SET FORTH "ALL ENCOMPASSING" STANDARDS, RULES, OR THE CHAIN OF COMMAND FOR SROS. DISTRICTS SHOULD CONSULT WITH COUNSEL AND LAW ENFORCEMENT AUTHORITIES REGARDING ALTERNATIVE OR ADDITIONAL POLICY AND PROCEDURE LANGUAGE, JOB DESCRIPTIONS, AND RULES COVERING SROS TO REFLECT THE DISTRICT'S SRO PROGRAM. FINANCIAL IMPLICATIONS: COST OF SALARY, BENEFITS AND INSURANCE; EQUIPMENT, LIABILITY INSURANCE, RECORD KEEPING

ADMINISTRATION

02.31 AP.1

School Resource Officers (SROs)

DEFINITION

"School resource officer" or "SRO" means an officer who has specialized training to work with youth at a school site and is:

- (a) 1. A sworn law enforcement officer; or
2. A special law enforcement officer appointed pursuant to KRS 61.902; and

(b) Employed:

1. Through a contract between a local law enforcement agency and a school district;
2. Through a contract as secondary employment for an officer, as defined in KRS 16.010, between the Department of Kentucky State Police and a school district; or
3. Directly by a local Board of Education.¹

ROLES AND EXPECTATIONS

This procedure describes the roles and expectations in addition to the matters covered in Policy 02.31, of SROs directly employed by the District as well as other school employees who work with SROs as follows.¹

- An SRO, as assigned and coordinated with the Central Office administration or Principal, is expected to provide or assist with presentations, trainings, and instruction to students, faculty, administration, and school-related groups regarding law enforcement, safety, drug education and prevention, crime prevention and emergency preparedness, and laws intended to protect the safety and well-being of students, staff, and the community. An SRO is expected to develop appropriate, positive relationships to promote crime prevention, good citizenship, and healthy behaviors intended to prevent the need for disciplinary or law enforcement interventions.

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School Resource Officers (SROs)**ROLES AND EXPECTATIONS (CONTINUED)**

- An SRO will not be responsible for enforcement or administration of discipline of students by other school staff, the Superintendent, school administration, or the Board, nor are SROs responsible for discipline of school employees. Other school employees are likewise not responsible for law enforcement functions or investigations and are not vested with criminal law enforcement authority.
- In furtherance of the promotion of school safety and security, and consistent with Policy 09.14 and corresponding procedures/notices under the Family Educational Rights and Privacy Act ("FERPA"), an SRO may access personally identifiable information ("PII") contained in student records in which s/he has a legitimate educational interest as a "school official." An SRO is expected to observe prohibitions on the redisclosure of PII to which s/he is permitted access unless a FERPA exception applies.
- An SRO is expected to assist other school staff as needed in order to determine whether conduct implicates a criminal reporting standard under KRS 158.154; KRS 158.155, or KRS 158.156. After receiving assistance from an SRO regarding the conduct at issue, the staff person and SRO may jointly contact outside law enforcement where it is determined that such a report is required.¹
- In the event an SRO is involved in an interview of a student or others, an SRO or other law enforcement officer is expected to determine within his/her discretion whether *Miranda* warnings are required and for administering such warnings.²
- An SRO is expected to consult and provide input as requested by the Superintendent, Principal, the District School Safety Coordinator and other school staff on school safety issues and requirements including, but not limited to, physical security measures, emergency planning, drills and trainings, school safety plans, security risk assessments, and threat assessment planning and implementation.
- An SRO is expected to serve as a liaison to outside law enforcement, first responders, the court system and other state and local agencies in coordination with and under the direction of the Principal or Superintendent/designee.
- An SRO is expected to solicit support and develop understanding of the SRO program, as requested by the Superintendent/designee. An SRO is expected to be available for conferences with students, parents, and faculty members in furtherance of the purposes of the SRO program.

School Resource Officers (SROs)**ROLES AND EXPECTATIONS (CONTINUED)**

- An SRO is expected to become familiar with community agencies and school-based resources, which offer assistance to youth and their families such as mental health and drug intervention and counseling services in order to make or assist with referrals to such resources when necessary.

References:

¹KRS 158.154; KRS 158.155; KRS 158.156

²N.C. vs. Commonwealth, Ky. 386 S.W.3d 852 (2013)

RELATED POLICIES:

09.14; 09.2211; 09.227; 09.422; 09.425; 09.4361

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EXPLANATION: SB1 CREATES A NEW SECTION OF KRS 158 REQUIRING A SCHOOL SAFETY COORDINATOR TRAINING PROGRAM, REQUIRED TRAINING FOR PRINCIPALS TO COMPLETE SCHOOL SECURITY RISK ASSESSMENT, REQUIRED TRAINING FOR SCHOOL RESOURCE OFFICERS, AMENDS KRS 156.095 SUICIDE PREVENTION TRAINING AND ADDS REQUIRED TRAINING FOR HOW TO RESPOND TO AN ACTIVE SHOOTER SITUATION FOR ALL SCHOOL DISTRICT EMPLOYEES WITH JOB DUTIES REQUIRING DIRECT CONTACT WITH STUDENTS.
FINANCIAL IMPLICATIONS: COST OF TRAINING

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			✓	
Certified Evaluation Training	KRS 156.557; 704 KAR 3:370	02.14/03.18	✓		✓	
Superintendent training program to be completed within two (2) years of taking office	KRS 160.350	02.12			✓	
Council member training required for Principal selection	KRS 160.345	02.4244			✓	
Supervisors shall receive appropriate training to equip them to meet the standards of Personnel Management		02.3			✓	
Effective January 1, 2020, 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.	New Section of KRS 158	02.31			✓	
Council member training hours.	KRS 160.345	02.431			✓	
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		✓		
Training for Supervisors of Student Teachers	16 KAR 5:040				✓	

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Orientation materials for volunteers	KRS 161.048	03.6			✓	
Teacher professional development/learning	KRS 156.095	03.19	✓			
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			✓	
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 defibrillator (AEDs), training on use of such	KRS 311.667	05.4			✓	
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.	New Section of KRS 158	05.4			✓	
Fire drill procedure system.	KRS 158.162	05.41		✓		
Lockdown drill procedure system.	KRS 158.162 KRS 158.164	05.411		✓		
Active Shooter Situations	KRS 156.095	03.19/03.29			✓	
Severe Weather/Tornado drill procedure system.	KRS 158.162 KRS 158.163	05.42		✓		
Earthquake drill procedure system.	KRS 158.163	05.47		✓		
Annual in-service school bus driver training	702 KAR 5:030	06.23			✓	
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)		✓			

District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
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				✓	
Designated training for School Nutrition Program Directors and food service personnel	702 KAR 6:045 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	✓		✓	
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 other year including the recognition of signs and symptoms of possible mental illness. New hires during off year to receive suicide prevention materials to review. (teachers, principals, counselors) [Employees with job duties requiring direct contact with students in grades six (6) through twelve (12).]	KRS 156.095, KRS 158.070	09.22			✓	
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		✓	✓	

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District Training Requirements

TOPIC	LEGAL CITATION	RELATED POLICY	EMPLOYEES OR OTHERS AS DESIGNATED			DATE COMPLETED
			CERTIFIED	ALL	DESIGNATED	
Personnel training child abuse and neglect prevention, recognition, and reporting	KRS 156.095	09.227	✓		✓	
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			✓	
Training for school personnel authorized to give medication	KRS 158.838 KRS 156.502 702 KAR 1:160	09.22 09.224 09.2241			✓	
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			✓	
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			✓	
KDE shall provide technical assistance and training for Response to Intervention upon District request.	KRS 158.305				✓	
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		✓		

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: SB1 CREATES A NEW SECTION OF KRS 158 REQUIRING A SCHOOL SAFETY COORDINATOR TRAINING PROGRAM, REQUIRED TRAINING FOR PRINCIPALS TO COMPLETE SCHOOL SECURITY RISK ASSESSMENT, REQUIRED TRAINING FOR SCHOOL RESOURCE OFFICERS, AMENDS KRS 156.095 SUICIDE PREVENTION TRAINING AND ADDS REQUIRED TRAINING FOR HOW TO RESPOND TO AN ACTIVE SHOOTER SITUATION FOR ALL SCHOOL DISTRICT EMPLOYEES WITH JOB DUTIES REQUIRING DIRECT CONTACT WITH STUDENTS.
FINANCIAL IMPLICATIONS: COST OF TRAINING

PERSONNEL

03.29 AP.23

- CLASSIFIED EMPLOYEES -

District Training Requirements

See existing Procedure 03.19 AP.23.

EXPLANATION: HB 26 AMENDS KRS 45A.385 INCREASING THE AGGREGATE CONTRACT AMOUNT
MAXIMUM FOR SMALL PURCHASE TO \$30,000.

FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

FISCAL MANAGEMENT

04.32 AP.1

Bidding/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 ~~\$30,000~~ \$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 ~~\$30,000~~ \$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.

Bidding/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 ~~\$30,000~~20,000. 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 ~~\$30,000~~20,000, 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 ~~\$30,000~~20,000 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 ~~\$30,000~~20,000, 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 ~~\$30,000~~20,000.

Officials authorized to determine if the aggregate amount of any contract exceeds ~~\$30,000~~20,000 shall make such decisions in good faith and shall not use small purchase procedures to circumvent the general requirements of the Model Procurement Code.

Bidding/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 ~~\$30,000~~20,000.

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 ~~\$30,000~~20,000, small purchase procedures may be utilized. However, if the purchase order involves the award of any contract exceeding ~~\$30,000~~20,000, or can be reasonably combined with similar purchase orders from other schools so that the purchase exceeds ~~\$30,000~~20,000, 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 ~~\$30,000~~20,000, 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.

Bidding/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.

Bidding/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.

Bidding/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 \$~~30,000~~20,000, 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 purchased with funds other than school nutrition service funds on a weekly or more frequent basis, such as fresh fruits, vegetables, fish or meat;

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

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).

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."

FISCAL MANAGEMENT

04.32 AP.1
(CONTINUED)

Bidding/Procurement

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.

EXPLANATION: SCHOOLS ARE REQUIRED TO CONDUCT BUILDING LOCKDOWNS. THIS POINTER IS USED TO DOCUMENT SUCH IN 05.41 AP.2.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SCHOOL FACILITIES

\$05.411 AP.1

Building Lockdowns

DRILLS

Lockdown drills are to be conducted according to Policy 05.411 and documented under Procedure 05.41 AP.2.

EXPLANATION: SB1 REQUIRES SECURITY MEASURES TO BE IMPLEMENTED AS SOON AS PRACTICABLE BUT NO LATER THAN JULY 1, 2022. THE MAIN ENTRANCE OF EACH SCHOOL TO HAVE ELECTRONICALLY LOCKING DOORS, A CAMERA, AND AN INTERCOM SYSTEM, CLASSROOM DOORS TO BE EQUIPPED WITH HARDWARE THAT ALLOWS THE DOOR TO BE LOCKED FROM THE OUTSIDE BUT OPENED FROM THE INSIDE, AND OTHER SAFETY PROVISIONS.
FINANCIAL IMPLICATIONS: COST TO UPGRADE EXISTING FACILITIES

SCHOOL FACILITIES

05.5 AP.1

Building Security Procedures

In order to address reasonable security of District property the following practices (Items 1-3) are required in all schools and shall be implemented as soon as practicable but no later than July 1, 2022):

1. Controlling access to the main entrance of the school with electronically locking doors, a camera, and an intercom system. No other entrances shall be left open to outside access during the school day.

Windows and outside doors will be properly secured after the close of the school day.

2. Classroom doors are to be equipped with hardware that allows the door to be locked from the outside but opened from the inside. Classroom doors are to remain closed and locked during instructional time.

3. Classroom doors with windows are to be equipped with material to quickly cover the window during a building lockdown.

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LIMITED BUILDING ACCESS

To promote student and staff safety, all exterior perimeter doors shall be secured to limit building access and shall remain secured from school starting time through school dismissal. One (1) main building entrance shall be designated for monitoring visitor entry during this period of time.

Limited building access before and after school shall be maintained by permitting building entry through only one (1) or two (2) designated entrances.

CUSTODIAN'S RESPONSIBILITIES

Custodians shall properly secure exterior doors and windows one (1) hour after dismissal. They shall re-inspect all windows and exterior doors at the close of their work day.

Custodians shall monitor the building when the temperature indicates to prevent frozen pipes and mechanical damage.

LIGHTING

Exterior security lights and interior emergency lighting shall be provided in strategic locations.

MONEY

Money shall not be left in the school overnight. The school bookkeeper may leave up to \$100 in the school safe.

BURGLAR ALARM

An alarm system has been installed in each school. This alarm shall be activated when the school is not occupied by District personnel. The Division of Law Enforcement or alarm company contracted by the District shall monitor these systems on a twenty-four (24) hour basis, seven (7) days per week.

Building Security Procedures**OBSERVATION, CAMERA, INTERCOM AND DOOR ENTRY CONTROL**

Cameras, intercom and remote door control device provided by the District shall be operated in a manner that will monitor visitors at the designated building entry point.

Visitors shall sign in and receive a visitor's pass.

VISITOR SIGN-IN AND VISITOR PASS

School facility access shall be limited to authorized personnel only at all times.

All non-building personnel visiting or conducting business at the site shall check in at a designated area in the building and sign in upon arrival and sign out upon leaving. A sign-in log shall be maintained for this purpose and shall contain visitor information that includes the date and time of arrival, visitor's name, company represented (if applicable), nature of business, name of school personnel they are contacting, and date and time of departure.

Visitor passes may be issued to non-building personnel at the time of arrival and retrieved at the time of departure. School district employees who are displaying a current, official Fayette County Schools ID badge will not require a visitor's pass, but will still be required to sign in and sign out on the building's register.

RETENTION/DISPOSAL OF BUILDING SIGN-IN LOG

The Sign-In Log shall be retained for one (1) year from the close of the school year.

KEY AND LOCK CONTROL

Guidelines have been designed to establish uniform key and lock control procedures and management of keys and locks issued by the District. The following procedures apply to all locations and activities in the Fayette County Public School District (FCPS).

In addition to establishing control key and lock control, the objectives of these procedures shall be as follows:

1. To minimize the number of keys issued to secure FCPS owned and rented/leased property.
2. To deter theft of FCPS property.
3. To complement the intrusion alarm systems installed in FCPS buildings.

RESPONSIBILITIES

The Director for Maintenance or Superintendent's designee shall be responsible to the Superintendent for key/lock-controlled physical security on FCPS owned/operated facilities.

Principals and Building Managers shall maintain a key/lock control system in accordance with standards established by FCPS policies and procedures and are responsible for the key and lock control measures for their facilities and for proper utilization of intrusion alarms in their facilities.

EXPLANATION: KDE SCHOOL NUTRITION ADVISES THAT PER 7 CFR 210.14(F) LOCAL BOARDS OF EDUCATION ARE TO SET ADULT MEAL PRICES ANNUALLY ACCORDING TO THE FNS FORMULA.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

SUPPORT SERVICES

07.11 AP.1

Food Services

FREE AND REDUCED PRICE MEALS

Since schools in the District participate in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program, FCPS complies with all Federal and State Regulations while providing healthy meals to students.

OPERATION

The School Food Service program shall be operated under the direction of the Associate Director for Food Service. Each school shall have a food service contact person (such as a manager or satellite leader) under the supervision of the Associate Director for Food Service and Principal.

DEFINITION

For purposes of this administrative procedure, "authorized school official" means school personnel as designated in the National School Lunch program application and agreement with the Kentucky Department of Education who are authorized by applicable law and regulation to process information or act in connection with the matter described.

COMMUNITY ELIGIBILITY PROVISION (CEP) MEAL PROGRAM

If a school in the District participates in the National School Lunch Program, School Breakfast Program, and/or the Donated Food Program through the Community Eligibility Provision (CEP), they must follow the federal and state policies and regulations below:

STUDENTS

To implement required policies and regulations, these procedures will be followed for student participants:

1. Letters explaining the School Food Service Program shall be sent to all parents each year at the opening of school and as needed throughout the year.
2. Household Income Forms (HIF) shall be collected by a designated District official outside of federal food service operations. It is recommended by KDE that copies of Household Income Forms (HIF) be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.
3. A master list/roster to track student withdrawals, transfers, and entries shall be maintained by the Superintendent or designee (s).

ADULTS

All school personnel regularly assigned to a school may have access to meals served in the School Food Service Program. The cost of the meal shall be determined by the Board. Charges for adult meals shall be as follows:

1. Those adults who are assigned to work full or part-time in the School Food Service Program and whose salaries are paid entirely from food service funds may at the discretion of the District receive meals at no cost.

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Free and Reduced-Price Meals

ADULTS (CONTINUED)

2. All other District employees and all other adults shall pay the full adult meal price according to the following formula in FNS Instruction 782-5, Rev. 1.
 - a. Adult meal price formula for Pricing Sites: The minimum adult payment should reflect the price charged to students paying the school's designated full price, plus the current value of Federal cash and donated food assistance (entitlement and bonus) for full price meals.
 - b. Adult meal price formula for Non-Pricing Sites: The minimum adult payment should reflect the price of the free meal reimbursement, plus the current value of Federal cash and donated food assistance (entitlement and bonus).
3. It is required that the school food service program cost out their meals and ensure that the calculated price covers the cost and if not, the adult price must be higher than the calculated cost.
4. The cost of the adult meal price must be determined annually by the Board according to the current federal requirements for establishing adult meal pricing.

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EXPLANATION: HB 26 AMENDS KRS 424.260 AND KRS 45A.385 INCREASING THE MAXIMUM FOR SMALL PURCHASE TO \$30,000.

FINANCIAL IMPLICATIONS: LARGER AMOUNT FOR SMALL PURCHASE PROCEDURES

SUPPORT SERVICES

07.13 AP.1

Bidding of School Food Service Supplies

LIKE ITEMS IN EXCESS OF ~~\$30,000~~~~\$20,000~~

If the total amount of purchases for like items is ~~\$30,000~~~~\$20,000~~ or more, formal bid procedures will be utilized. Food, food products, supplies and equipment will be bid semi-annually or as needed.

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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 in the local newspaper with the greatest circulation in the District.
3. Specifications and bid documents shall be mailed to all potential bidders.
4. Bids shall be opened and tabulated by the School Food Service/School Nutrition Program Director.
5. The bids shall be submitted to the Board of Education for action.

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

RELATED PROCEDURE:

04.32 AP.1

EXPLANATION: REVISIONS TO 704 KAR 3:365 REQUIRES A COMPLAINT PROCESS FOR ANY PROGRAMS UNDER THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) OF 1965 AS AMENDED BY THE EVERY STUDENT SUCCEEDS ACT (ESSA).
FINANCIAL IMPLICATIONS: POSSIBLE EXPENSE ATTRIBUTABLE TO RESPONDING TO ADDITIONAL COMPLAINTS

CURRICULUM AND INSTRUCTION

08.13451 AP.1

Federal Programs/Title I Violation Complaint Procedure

The Every Student Succeeds Act requires the adoption of a written procedure for the receipt and resolution of complaints alleging violations of Title I, Part A and the Elementary and Secondary Education Act (ESEA) as amended by ESSA in the administration of the Federal pPrograms.

- 1) The complaint must be in writing and addressed to the District Federal Programs/Title I Coordinator. The complaint must contain the following:
 - The name of the complainant and the contact information;
 - The nature of the complaint (the specific violation of the administration of the Title I, Part A or Federal pProgram).
- 2) The Federal Programs/Title I Coordinator must maintain a complaint log. The log must include the following:
 - The name of the complainant;
 - The receipt date of the complaint;
 - The log-in number assigned to the complaint for tracking purposes;
 - The name of the staff to whom the complaint will be referred (if applicable);
 - The date of the response to the complaint.
- 3) The Federal Programs/Title I Coordinator must respond to the complaint within thirty (30) working days upon receipt of the complaint.
- 4) The Federal Programs/Title I Coordinator must maintain a copy of the complaint, log, and response on file in the District office.
- 5) After the complainant has received a response from the Federal Programs/Title I Coordinator, the complainant has thirty (30) days to appeal the local decision. This appeal must be filed in writing with the Kentucky Department of Education in compliance with 704 KAR 3:365.

EXPLANATION: REVISIONS TO 702 KAR 1:160 INCLUDE MEDICATIONS TO BE ADMINISTERED PURSUANT TO A STUDENT'S SEIZURE ACTION PLAN.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.224 AP.1

Emergency Medical Care Procedures

The emergency medical care procedures listed below are to be followed in case of serious accidents and/or sudden illnesses occurring in the schools:

EMERGENCY INFORMATION

Emergency care information for each student shall be filed in the Principal's office. This information is to include:

1. Student's name, address, and date of birth.
2. Parents' names, addresses, and home, work, and emergency phone numbers.
3. Name and phone number of family physician and permission to contact health care professionals in case of emergency.
4. Name and phone number of "emergency" contact (person other than parent/guardian) to reach, if necessary.
5. Unusual medical problems, if any.

MEDICAL EMERGENCY PROCEDURES

The following procedures shall be used in a medical emergency:

1. Administer first aid by a school employee trained in first aid and CPR in accordance with state regulation.
2. Contact the child's parent or other authorized person(s) listed on the school emergency card to:
 - a. Inform parent or authorized contact that the child is not able to remain at school.
 - b. Indicate the apparent symptoms; however, do not attempt to diagnose.
 - c. Advise the contact that s/he may want to contact a health care practitioner regarding the child's condition.
3. Take care of child until parent, health care practitioner, or ambulance arrives.
4. Use emergency ambulance service if needed.
5. Administer medication in accordance with District policy and procedure when ordered by the student's personal health care practitioner.
6. Keep the student in a first aid area if s/he appears to be unable to return to the classroom.
7. Do not allow the student to leave school with anyone other than the parent/guardian/designee after an accident or when ill.
8. After a child has an accident or becomes ill at school, arrange transportation home with the parent/guardian/designee.
9. Report all emergency situations to the building administrator.
10. Treat students with contagious diseases, including AIDS, according to state guidelines.
11. Employees shall follow the District's Exposure Control Plan when clean-up of body fluids is required.

Emergency Medical Care Procedures**SUPPLIES/PERSONNEL**

1. Each school shall have an approved first-aid kit and designated first-aid area.
2. Each school shall keep stock epinephrine as suggested in KRS 158.836.
3. At least two (2) adult employees in each school shall have completed and been certified in a standard first-aid course, including but not limited to, CPR.
4. As provided by Policy 09.224, any school that has a student enrolled with diabetes or seizure disorders, [including seizure action plans](#), shall have on duty during the school day or during any school-related activities in which the student is a participant, at least one (1) school employee who is a licensed medical professional, or has been appropriately trained to administer or assist with the self-administration of glucagon, insulin or seizure rescue medication or medication prescribed to treat seizure disorder symptoms approved by the FDA [and administered pursuant to a student's seizure action plan](#), as prescribed by the student's health care practitioner. The training shall also include recognition of the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms.
5. The parent or guardian of each student diagnosed with a seizure disorder shall collaborate with school personnel to implement a seizure action plan, prepared by the student's treating physician, which shall be kept on file in the office of the school nurse or school administrator.
6. Any school personnel or volunteers responsible for the supervision or care of a student diagnosed with a seizure disorder shall be given notice of the seizure action plan, the identity of the school employee or employees trained in the administration of seizure medication, and how they may be contacted in the event of an emergency.

DOCUMENTATION

A complete record of any emergency care provided shall be made and filed with the student's health record. The following information shall be recorded:

1. Time and place accident or illness occurred.
2. Causative factors, if known.
3. Type of care provided and name(s) of person(s) who gave emergency treatment.
4. Condition of the student receiving emergency care.
5. Verification of actual contacts and attempts to contact parent/guardian.
6. List of names of persons who witnessed the accident or illness and the treatment rendered, as appropriate.

RELATED POLICIES:

09.224; 09.2241

RELATED PROCEDURES:

09.224 AP.21; 09.2241 AP.22; 09.2241 AP.23

EXPLANATION: REQUIREMENTS FOR BOOSTER CLUBS AND SCHOOL ACTIVITY FUNDS HAVE BEEN UPDATED IN THE REVISED ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS (REDBOOK) ISSUED BY THE KENTUCKY DEPARTMENT OF EDUCATION, WHICH WILL GO INTO EFFECT AUGUST 2019. SINCE REQUIRED FORMS ARE INCLUDED IN REDBOOK THOSE SAME FORMS ARE NOT NECESSARY TO BE INCLUDED IN THE PROCEDURE MANUAL.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.33 AP.21

Fund-Raising Proposal

Please refer to the KDE document, *Accounting Procedures for School Activity Funds*, which includes the forms and process required for approval of fund-raising projects.

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~~SALES REPRESENTATIVES WHO WISH TO PROMOTE A FUND-RAISING PROGRAM SHALL COMPLETE THIS FORM AND SUBMIT TO THE SUPERINTENDENT'S DESIGNEE. UPON APPROVAL OF THE REQUEST, A REPRESENTATIVE'S INFORMATION SHALL BE PLACED IN A FILE WHICH IS AVAILABLE TO ALL SCHOOLS. WHEN A PRINCIPAL OR SCHOOL GROUP IS INTERESTED IN A FUND-RAISING PROGRAM, THE PRINCIPAL OR DESIGNEE MAY THEN INITIATE CONTACT WITH THE SALES REPRESENTATIVE ON FILE OFFERING A PROGRAM IN WHICH THE SCHOOL IS INTERESTED.~~

~~BUSINESS FIRM~~ _____

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~~BUSINESS ADDRESS:~~ _____ ~~TELEPHONE #~~ _____

(If home office is not in Lexington, please indicate home office address and phone number above.)

~~NAME OF LOCAL REPRESENTATIVE~~ _____

~~LOCAL ADDRESS~~ _____ ~~ZIP CODE~~ _____

~~DESCRIPTION OF PRODUCTS (BE SPECIFIC AND ATTACH BROCHURE, PICTURE OR OFFICAL PRODUCT DESCRIPTOR, IF AVAILABLE.)~~ _____

Items	Wholesale Price	Retail Price	School Profit
▲ _____			
▲ _____			
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~~Please describe how the fund-raising program will be conducted:~~ _____

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Has the company has registered with the Better Business Bureau? ☒ Yes ☒ No

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Other information _____

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FOR OFFICE USE ONLY

Date _____ ☒ Approved for _____ School Year _____

_____ ☒ Not Approved Reason: _____

EXPLANATION: REQUIREMENTS FOR BOOSTER CLUBS AND SCHOOL ACTIVITY FUNDS HAVE BEEN UPDATED IN THE REVISED ACCOUNTING PROCEDURES FOR KENTUCKY SCHOOL ACTIVITY FUNDS (REDBOOK) ISSUED BY THE KENTUCKY DEPARTMENT OF EDUCATION, WHICH WILL GO INTO EFFECT AUGUST 2019. SINCE REQUIRED FORMS ARE INCLUDED IN REDBOOK THOSE SAME FORMS ARE NOT NECESSARY TO BE INCLUDED IN THE PROCEDURE MANUAL.
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.33 AP.22

Fund-Raising Activities Application Form

Please refer to the KDE document, *Accounting Procedures for School Activity Funds*, which includes the forms and process required for approval of fund-raising projects.

REQUEST FOR APPROVAL OF SCHOOL-WIDE FUND-RAISING PROJECT

A maximum of six (6) school wide fund raising projects are permissible within each school year. A school wide fund raising project is a for profit activity (except for service and profit sharing activities) in which the proceeds benefit all students within the school. School wide fundraising requests will be presented to the Board in October and February and must be submitted to the school director during the month prior by the deadline established by the Director's Office. School wide fundraisers occurring prior to presentation to the Board in October should be submitted on this form for post approval.

TO THE SCHOOL DIRECTOR:

I hereby request that you place the following school wide fund raising project on the Board agenda for approval:

2. Purpose of project: _____

(1a) Budget Need: _____

(1b) Other Funds Available: _____

3. Name or description of product to be sold: _____

• Name and address of publisher or jobber: _____

• Name of school club or department sponsoring the project: _____

• Solicitors' name, age, address, grade number (level), name of school — ATTACH LIST.

NOTE: No door-to-door solicitations are allowed for Elementary or Middle School children. Please communicate to all.

(5) Duration of sales _____

_____ (MONTH) _____ (DAY) _____ (YEAR)

to _____

_____ (MONTH) _____ (DAY) _____ (YEAR)

SIGNED _____ SCHOOL _____

_____ (PRINCIPAL) _____ (DATE)

APPROVED _____

_____ (SCHOOL DIRECTOR) _____ (DATE)

APPROVED _____

_____ (SUPERINTENDENT) _____ (DATE)

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EXPLANATIONS: THE STUDENT SAFETY AND RESILIENCY ACT OF 2019 (SB 1) CREATES A NEW SECTION OF KRS 158 REQUIRING THE PRINCIPAL TO PROVIDE WRITTEN NOTICE TO ALL STUDENTS, PARENTS, AND GUARDIANS OF STUDENTS WITHIN TEN (10) DAYS OF THE FIRST INSTRUCTIONAL DAY OF EACH SCHOOL YEAR OF THE PROVISION OF KRS 508.078 AND POTENTIAL PENALTIES UNDER KRS 532.060 AND KRS 534.030 UPON CONVICTION.
FINANCIAL IMPLICATIONS: COST OF PROVIDING NOTICE
STUDENTS 09.425 AP.22

Assault and Threats of Violence - Notice of Penalties and Provisions

New Section of KRS 158 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below. Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

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KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

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a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;

b) Makes false statements by any means, including by electronic communication, for the purpose of:

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1. Causing evacuation of a school building, school property, or school sanctioned activity;

2. Causing cancellation of school classes or school sanctioned activity; or

3. Creating fear of serious bodily harm among students, parents, or school personnel;

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Assault and Threats of Violence - Notice of Penalties and Provisions**KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE) (CONTINUED)**

- c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
- d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering point and identifies the person from whom the threat was communicated, if known.
4. Terroristic threatening in the second degree is a Class D felony.

PRINCIPAL'S SIGNATURE: _____

DATE: _____

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EXPLANATION: SB 1 CREATES A NEW SECTION OF KRS 158 THAT REQUIRES DISTRICTS TO HAVE THREAT ASSESSMENT TEAM PROCEDURES TO IDENTIFY AND RESPOND TO STUDENTS EXHIBITING BEHAVIOR THAT INDICATES A POTENTIAL THREAT TO SCHOOL SAFETY OR SECURITY.

FINANCIAL IMPLICATIONS: HIRING AND TRAINING OF TEAM MEMBERS

STUDENTS

09.429 AP.1

Threat Assessment Team Procedures

The following procedures cover threat assessment teams, in conjunction with any District-selected threat assessment guidelines and forms, to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or school security.

THREAT ASSESSMENT TEAM PLANNING AND PREPARATION

The following actions are recommended prior to undertaking a threat assessment:

1. Guidelines and forms to facilitate threat assessments undertaken by a threat assessment team will be developed or utilized by or with the assistance of the District School Safety Coordinator (SSC) to assist teams in defining behaviors that will indicate if and when a threat assessment is advisable.
2. The SSC job functions will include providing input and assisting teams in assessing identified potential threats and determining appropriate responses to the threats. Under the supervision of the Principal and Superintendent/designee, the District SSC will recommend, arrange for, or provide training for the team.
3. The Superintendent/designee shall determine if and when a parent or guardian will be notified that their student has been identified by a team as exhibiting behavior that indicates a potential threat to school safety or school security and that needs to be assessed by the team.
4. The team's activities will include notification, as appropriate considering relevant circumstances, to a potential target of behavior deemed to present a substantiated potential threat.

IDENTIFICATION OF A POTENTIAL THREAT

The threat assessment team, utilizing available data and exercising reasonable discretion to assess student behavior, shall identify and respond to students exhibiting behavior that indicates a potential threat to school safety or school security. The process shall not use a profile of characteristics to identify a threat, and should be calculated to take into consideration behaviors, statements, or other communications to identify a potential threat to school safety and school security as follows:

1. Any team member receiving information indicating a potential threat to school safety and school security shall notify:
 - a. The District SSC;
 - b. The rest of the team; and
 - c. The team for any additional schools of the District potentially involved in the identified threat.
2. The District SSC shall appropriately notify any other District SSC for other school Districts identified in the threat or during the threat assessment process, as well as the leader of any non-public school identified in a threat or during the threat assessment process.

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Threat Assessment Team Procedures**ASSESSMENT OF A POTENTIAL THREAT**

Upon identification of a potential threat, the team shall undertake the threat assessment;

1. In accordance with Board policy;
2. Informed by guidelines and applicable forms as described above; and
3. Giving consideration to applicable circumstances regarding the identified student and the behaviors giving rise to his/her identification.

POST-ASSESSMENT RESPONSE

The team shall consider all information gathered during the assessment to determine the type of response that is appropriate to address school safety and school security, and to address the needs of students identified during assessment of the threat. The team shall document the response it takes, as well as all communication from the team and other school staff with students identified during the threat assessment and their parents or guardians relating to the assessment and any resulting response.

ONGOING REVIEW OF THREAT ASSESSMENT PROCESS

The District SSC and the Superintendent shall review the work of each threat assessment team of the District, and make efforts to improve the work of all teams, and adherence to Board policy goals, and legal requirements.

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EXPLANATION: SB 230 PROVIDES THAT A PUBLIC AGENCY MAY ACCEPT OPEN RECORDS REQUESTS VIA EMAIL. ADDITIONALLY, PER THE OPEN RECORDS ACT, USERS REQUESTING RECORDS FOR COMMERCIAL PURPOSES ARE EXPECTED TO NOTIFY THE PUBLIC AGENCY OF SUCH.

FINANCIAL IMPLICATIONS: TIME ADDRESSING OPEN RECORDS REQUESTS

COMMUNICATIONS/COMMUNITY RELATIONS

10.11 AP.21

Public Records Notice

To be posted at the main entrance of the IAKSS Office and of each school building, as appropriate.

RULES/REGULATIONS FOR INSPECTION

Pursuant to KRS 61.870 to KRS 61.884, the public is notified that, as provided herein, the public records of the Fayette County Board of Education are open for inspection.

Public records may be inspected Monday through Friday, except holidays, during regular working hours as posted at the main entrance of the IAKSS Office and of each school building. Upon request, a designated District employee will furnish application forms for the inspection of the public records and, if required, s/he will be available to provide assistance in completing the application form. The official custodian may require:

- a) Written application, signed by the applicant and with his/her name printed legibly on the application, describing the records to be inspected. The written application shall be hand delivered, mailed, or sent via facsimile to the public agency;
- b) Facsimile transmission of the written application; or
- c) Email of the application.

Completed application forms should be submitted to _____, the Board's official custodian of public records, at the following address:

It's About Kids Support Services
701 E. Main Street
Lexington, KY 40502

An individual who applies to review public records shall be advised of the availability of the records requested and shall be notified in writing, not later than three (3) working days after receipt of an application for inspection, of any reason the records s/he requested are not available for public inspection.

Copies of written materials in the public records of this district shall be furnished to the person requesting them on payment of a fee of ten cents (.10) per page. Copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished to the person requesting them upon payment of a fee equal to the actual cost of producing copies of the requested records by the most economical process that is unlikely to damage or alter the records.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the District stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the District. The contract shall state the fee required by the District to produce copies to be used for a commercial purpose.

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COMMUNICATIONS/COMMUNITY RELATIONS

10.11 AP.21
(CONTINUED)

Public Records Notice

Persons who live outside the area and who wish to request copies of public records should contact the person listed above.

Designated Representative

Date

LEGAL: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. THE POLICIES MUST ALSO PROVIDE FOR ADEQUATE NOTICE TO STUDENTS, PARENTS/GUARDIANS, EMPLOYEES, AND THE PUBLIC. IN ADDITION, THE POLICIES MUST REQUIRE SIGNAGE ON OR IN ALL PROPERTY INCLUDING ANY VEHICLE OWNED, OPERATED, LEASED, OR CONTRACTED FOR USE BY A LOCAL BOARD. SUCH SIGNAGE SHALL CLEARLY STATE THAT THE USE OF SUCH PRODUCTS IS PROHIBITED AT ALL TIMES AND BY ALL PERSONS ON OR IN THE PROPERTY. SCHOOL EMPLOYEES ARE REQUIRED TO ENFORCE THE POLICIES. NOTE THAT DISTRICTS HAVE THE OPTION TO OPT OUT OF THESE PROVISIONS WITHIN THREE (3) YEARS OF JUNE 27, 2019.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

COMMUNITY RELATIONS

~~40~~10.5 AP.1

Visitors to the Schools

CLASSROOM VISITATION

Requests for classroom observation by parents, educators, or other local citizens with legitimate educational interests pertaining to the District's public school program shall be made to the Principal with reasonable notification. The Principal may grant the request if:

1. The teacher involved is notified in advance of the arrangement.
2. The number in the group is small enough to be accommodated in the classroom without interfering with the class.
3. The frequency of the visits does not interfere with the scheduled instructional program in the classroom.

LUNCH WITH FAMILY MEMBER

Parents, guardians, grandparents, or other immediate family members as approved by the Principal/designee may request to have lunch with their student.

SPECIAL INVITATION

A special invitation for parents and other interested persons to visit the schools may be extended during appropriate school programs or activities and special occasions.

OBSERVATION BY OUTSIDE AGENCIES

These procedures are established for the purposes of observation only.

NOTE: Unless an outside provider has been sought out and contracted for a needed service by the District, no private therapy or service shall be provided to a student during the school day, within a District School.

The following information/documentation is required by the District before a private, outside therapist/service provider can observe its private client within a District School. Information must be sent to the Director of Special Education (special education students) or to the Director of Health and Family Resource Youth Service Center (FRYSC) Services (regular education students):

- Background check clearance on file with District Schools Central Office;
- Individual liability insurance certificate or worker's compensation insurance certificate;
- A copy of credentials in the form of certification/license for the purpose of the observation; and

Visitors to the Schools**OBSERVATION BY OUTSIDE AGENCIES (CONTINUED)**

- A signed release (form can be requested from the school) by the parent/guardian noting that the therapist/outside service provider has been given permission to observe their child during the school day.

Once this information is received, the therapist/service provider may be allowed to come and observe the identified student as follows:

- At a time/day designated and assigned by the Principal/designee (to cause as little disruption to the class or school/learning environment as possible);
- The therapist is to observe only during these designated times, in an education setting (or activity such as lunch or social gathering) and only if confidentiality of other students/parents and disruption of the educational process in these settings can be adequately addressed by the Principal/designee;
- At any time the school or District needs to cancel an appointment or not allow an outside agency/therapist/service provider to return to the school setting, the outside agency will be notified; and
- The outside service providers MUST provide a photo I.D. as well as sign in and out at the school office any time they are on school property during a school day.

USE OF TOBACCO, ~~ALTERNATIVE NICOTINE, OR VAPOR PRODUCTS~~**Definitions:**

Athletic and Other Events - Any activity on school premises endorsed or approved by the building Principal which occurs after the regular school day for staff. Prior to all events the public will be reminded that the campus is tobacco, ~~alternative nicotine, and vapor product-~~ free via the public address system.

Principal - The person assigned the responsibility for the building.

School Premises - Property used or owned by the Board of Education, not to include residences on school property.

Designation of Tobacco Use Areas:

~~As authorized by KRS 438.050, the Principal shall designate appropriate outside tobacco use areas for those persons attending athletic and other school events after the school day. These areas shall be the same for all activities and shall be approved by the appropriate School Level Director.~~

~~Signage denoting the District's tobacco-free status shall be posted on all exterior doors and in other places designated by the Principal. Additionally, signage denoting tobacco use areas for athletic and other school events shall be posted in the designated place(s); shall be posted on or in all property, including any vehicle that is owned, operated, leases, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all person on or in the property.~~

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| COMMUNITY RELATIONS

~~40~~10.5 AP.1
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Visitors to the Schools

OBSERVATION BY OUTSIDE AGENCIES (CONTINUED)

Consequences for visitors who violate Policy 10.5 and this procedure are:

1st Violation - Verbal warning; if use continues at the same event or function, then the violator will be asked to leave school property.

2nd Violation - Written notification of policy

3rd Violation - Written notification of denial of access to school property

Overt, intentional violations shall be reported to the Fayette County Health Department.

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FINANCIAL IMPLICATIONS: COST OF SIGNAGE

PERSONNEL

0303.1327 AP.1

- CERTIFIED PERSONNEL -

Tobacco, Alternative Nicotine, or Vapor Products Policy Implementation

DEFINITIONS

Athletic and Other Events - Any activity on school premises endorsed or approved by the building Principal which occurs after the regular school day for staff.

Principal - The person assigned the responsibility for the building.

School Premises - Property used or owned by the Board of Education.

SIGNAGE

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property. ~~denoting the District's tobacco free status shall be posted on all exterior doors and in other places designated by the Principal.~~

LEGAL: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. THE POLICIES MUST ALSO PROVIDE FOR ADEQUATE NOTICE TO STUDENTS, PARENTS/GUARDIANS, EMPLOYEES, AND THE PUBLIC. IN ADDITION, THE POLICIES MUST REQUIRE SIGNAGE ON OR IN ALL PROPERTY INCLUDING ANY VEHICLE OWNED, OPERATED, LEASED, OR CONTRACTED FOR USE BY A LOCAL BOARD. SUCH SIGNAGE SHALL CLEARLY STATE THAT THE USE OF SUCH PRODUCTS IS PROHIBITED AT ALL TIMES AND BY ALL PERSONS ON OR IN THE PROPERTY. SCHOOL EMPLOYEES ARE REQUIRED TO ENFORCE THE POLICIES. NOTE THAT DISTRICTS HAVE THE OPTION TO OPT OUT OF THESE PROVISIONS WITHIN THREE (3) YEARS OF JUNE 27, 2019.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

PERSONNEL

03.2327 AP.1

- CLASSIFIED PERSONNEL -

Tobacco, Alternative Nicotine, or Vapor Products Policy Implementation

For procedures concerning implementation of the District's tobacco, alternative nicotine, or vapor products policy, please refer to 03.1327 AP.1

RELATED PROCEDURE:

03.1327 AP.1

LEGAL: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. THE POLICIES MUST ALSO PROVIDE FOR ADEQUATE NOTICE TO STUDENTS, PARENTS/GUARDIANS, EMPLOYEES, AND THE PUBLIC. IN ADDITION, THE POLICIES MUST REQUIRE SIGNAGE ON OR IN ALL PROPERTY INCLUDING ANY VEHICLE OWNED, OPERATED, LEASED, OR CONTRACTED FOR USE BY A LOCAL BOARD. SUCH SIGNAGE SHALL CLEARLY STATE THAT THE USE OF SUCH PRODUCTS IS PROHIBITED AT ALL TIMES AND BY ALL PERSONS ON OR IN THE PROPERTY. SCHOOL EMPLOYEES ARE REQUIRED TO ENFORCE THE POLICIES. NOTE THAT DISTRICTS HAVE THE OPTION TO OPT OUT OF THESE PROVISIONS WITHIN THREE (3) YEARS OF JUNE 27, 2019. FINANCIAL IMPLICATIONS: COST OF SIGNAGE

SCHOOL FACILITIES

0505.31 AP.21

Application for Use and Contract

FACILITY USAGE APPLICATION

Part I to be Completed by Applicant (Please Type or Print, Attach Extra Sheets if Necessary.)

Name of Organization/Applicant:		Name of Contact Person:	Telephone Number:
Street Address:		Fax Number:	Email Address:
City / State / Zip:		Name of Liability Insurance Company:	Insurance Policy Limits:
Type of Organization (if Applicant is an Organization):			
<input type="checkbox"/> School <input type="checkbox"/> School-Related Group (PTA, Booster Club, etc.) <input type="checkbox"/> SBDM Club Sport <input type="checkbox"/> Civic <input type="checkbox"/> Charitable <input type="checkbox"/> Government <input type="checkbox"/> Non-Profit <input type="checkbox"/> Religious <input type="checkbox"/> Commercial (For Profit) <input type="checkbox"/> Other: _____			
Names & Telephone Nos. of Individual Primarily Responsible for Facility & Conduct of Persons Using Facility:			
Primary Person:		Phone #:	Emergency Phone #:
School at Which Facility is Located:		Anticipated # of Participants:	
Description of Proposed Activities, Including Detailed Description of Any Tents, Stages, or Other Structures to be Erected (Attach Extra Sheets if Necessary):			
Is this a school-related fundraiser? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____			
Will inflatables be used: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type: _____			
NOTE: FCPS will not authorize use of inflatable bounce houses or submersible dunking booths.			
Will admission be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No Will donations be solicited or accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No Will concessions or other items be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the answer to any of the above is "Yes," will the net proceeds from such admission charges, donations, etc., be used exclusively for civic, charitable, government, non-profit, or religious purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If a non-District labor force will be used for any purpose, will it include anyone convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Facility or Area within Facility Being Requested:			
<input type="checkbox"/> Baseball Field <input type="checkbox"/> Track <input type="checkbox"/> Kitchen <input type="checkbox"/> Library <input type="checkbox"/> Football Field <input type="checkbox"/> Softball field <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom(s): <input type="checkbox"/> Gymnasium <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Auditorium <input type="checkbox"/> Other: _____			
Types & # of District Employees Requested:			
<input type="checkbox"/> Custodial: _____ (#) <input type="checkbox"/> Law Enforcement: _____ (#) <input type="checkbox"/> Tech. Support: _____ (#) <input type="checkbox"/> Food Service: _____ (#) <input type="checkbox"/> Other: _____ (#)			
Equipment Requested (Audio / Video / Lighting / Athletic Equipment / etc.):			
Date(s) Facility to be Used:	Time(s) Facility to be Used (Include Adequate Time for Setup & Cleanup):	No. of Hours to be Used:	

On behalf of the Applicant, I confirm that I have read and understand all terms and conditions of usage set forth in the District's Facility Usage Contract on the District's web site.

Applicant Signature: _____

Applicant - Send Application to Principal/Designee for Approval

By: _____

Signature of Authorized Representative

Date

Application for Use and Contract**FACILITY USAGE APPLICATION
PAGE 2****Part II to be Completed by School (Please Type or Print, Attach Extra Sheets if Necessary.)**

II. Is the Facility Available & Approved for Use by the Applicant on the Date(s) & at the Time(s) Requested?

☐ Yes ☐ No If no, indicate reason: _____

Will the Proposed Use of the Facility Involve a School Activity?

☐ Yes ☐ No (If a school initiates a request to collaborate on an activity that is in the school's plan or program and if the school maintains primary control of the activity, then it is a school activity).

Will the Proposed Use of the Facility Require the Presence of One or More District Employees to Maintain the Care, Safety & Security of the Facility?

☐ Yes ☐ No If "No," indicate below why a District Employee will not be needed:

☐ The Facility is an outdoor facility of a type which does not require a District Employee.

☐ Other: _____

If the Presence of One or More District Employee(s) is Required, Will it be Necessary for Such Employee(s) to Work Overtime (i.e., to be Overscheduled)?

☐ Yes ☐ No If no, indicate below why it will not be necessary for District employee(s) to work overtime:

☐ Applicant will be conducting after-school activities for students during scheduled custodian hours.

☐ One or more District employees will already be present during Applicant's use of the facility and no clean-up will be required to be ready to conduct school the next school day.

☐ Other: _____

List Below those Overtime Hours to be Worked by District Employees (Attach Extra Sheets if Necessary):

Types & # of District Employees Assigned:	Name(s) of Employees Assigned:	Date(s) Assigned:	Overtime Hours Assigned (In and Out)	Total # Overtime Hours:
<input type="checkbox"/> Custodial: ____ (#)				
<input type="checkbox"/> Food Service: ____ (#)				
<input type="checkbox"/> Law Enforcement: ____ (#)				
<input type="checkbox"/> Tech. Support: ____ (#)				
<input type="checkbox"/> Other: ____ (#)				

List All Equipment Approved for Use:

Principal/Designee Signature:By: _____
Signature of Principal/Designee

Date

Principal Forward Completed Form to: Fayette County Public Schools, Department of Physical Support Services
400 Springhill Drive, Lexington, KY 40503
(Phone: 859.381.3824 Fax: 859.381.3852) or Lisa.Clark@Fayette.kyschools.us

Application for Use and Contract**FACILITY USAGE CONTRACT**

THIS CONTRACT, made and entered into on this ____ day of _____, 20____, by and between _____ (“Applicant”) and the Fayette County Board of Education (the “District”).

W I T N E S S E T H:

WHEREAS, Applicant has requested the use of District facilities, grounds, employees, and/or equipment for non-commercial activities during non-instructional time either before the commencement or after the conclusion of the school day; and

WHEREAS the Principal or other supervisor of such facilities or grounds has, in his or her discretion, confirmed the availability and initially approved the use of designated portions of such facilities and grounds, and/or the use of designated equipment, all on specified date(s) and time(s) pursuant to the terms and conditions of this Contract; and

WHEREAS, the District’s Department of Physical Support Services has determined or will determine usage fees relating to the use of the facility, grounds, and/or equipment approved by the Principal and has, in its discretion, additionally approved the use of such facilities, grounds, and/or equipment on specified date(s) and time(s) pursuant to the terms and conditions of this Contract; and

WHEREAS Applicant has agreed to pay all applicable usage fees and to abide by and satisfy all other terms and conditions of this Contract as consideration for the use of the specified area(s) of the facility, grounds, and/or equipment on the specified date(s) and time(s),

NOW, THEREFORE, in consideration of the mutual promises set forth herein and other good and valuable consideration the receipt of which is hereby acknowledged, the parties hereby agree as follows:

1. The document appended hereto as Exhibit “A” is incorporated by reference into and made a part of this Contract.
2. As consideration for Applicant’s agreements to timely pay all usage fees set forth in Exhibit “A” and to abide by and satisfy all terms and conditions set forth in Paragraph 3 of this Contract, the District agrees to make available for Applicant’s reasonable use, on the date(s) and time(s) specified in Exhibit “A,” the area(s) of the facility and/or grounds (“Facility/Grounds”) and/or the District equipment (“Equipment”) specified in Exhibit “A.”
3. The parties agree that the use by Applicant of the specified area(s) of the Facility/Grounds and/or the specified Equipment shall be subject to each of the following terms and conditions:
 - a. At least two (2) weeks prior to its proposed use of the Facility/Grounds, Applicant shall:
 - i. Execute and return this Contract;
 - ii. Submit payment of the usage fee deposit listed in Exhibit “A;”

Application for Use and Contract

- iii. If requested by the District, procure and maintain throughout the term of this Contract a general liability insurance policy with a reputable insurer having an A.M. Best financial strength rating of “A-” or better, in which: (a) the District is indemnified in an amount not less than \$1,000,000 for any and all claims whatsoever, including injury to persons and damage to property, arising out of the use of the Facilities/Grounds by Applicant, its agents, servants or invitees; and (b) the District is named as an additional insured under the policy. A certificate of insurance must be provided to the District prior to the use of the Facilities/Grounds.

Applicant and the District agree that any insurance policy(ies) procured by Applicant that provides benefits or protection for the District shall be primary and that any insurance policy(ies) procured by the District that might happen to provide benefits or protection to the District arising out of Applicant’s use of the Facilities/Grounds shall be excess.

The executed Contract, usage fee or deposit, and any requested certificate of insurance shall each be submitted to the District’s Department of Physical Support Services, 400 Springhill Drive, Lexington, Kentucky 40503 (Fax: 859-381-3852).

Applicant acknowledges and agrees that failure on its part to timely submit an executed Contract or payment of the full usage fee or a requested certificate of insurance shall be grounds for non-approval by the District of Applicant’s facility usage application and immediate cancellation by the District of this Contract. In the event of non-approval and cancellation, the District shall refund any and all usage fee deposits or other payments received by the District as of the date of such non-approval or cancellation.

Applicant further acknowledges and agrees that any usage fees other than those set forth in Exhibit “A” (such as usage fees relating to catering, food services, and extra time) may, at the option of the District, be separately billed to the Applicant either before or after the Applicant’s use of the Facility/Grounds.

- b. The District reserves the right to have one or more District employees (“Employee”) present at all times the Facility/Grounds is used by Applicant. In the event Employee(s) is/are present, said Employee(s) shall in no way be responsible for the conduct of persons present at Applicant’s activity(ies), nor shall such employee(s) perform duties other than those involving the care, safety, and security of the Facility/Grounds and/or Equipment.
- c. Access to Facilities/Grounds shall be strictly limited to those parts of the Facilities/Grounds specified in Exhibit A and the entrances to those Facilities/Grounds.

Application for Use and Contract

- d. Applicant shall abide by all District policies, procedures, rules and regulations in its use of the Facility/Grounds, and Equipment, and shall be legally responsible for any and all damage resulting from its use of the Facility/Grounds, and Equipment, whether caused by negligence, recklessness, or willfulness on the part(s) of Applicant, its agents, servants, or invitees.
- e. Applicant agrees to indemnify and hold harmless the District, all District elected and appointed officials, all District administrators, all District principals, all District teachers and other employees, all District volunteers and representatives, and all persons and bodies corporate acting for or on behalf of them:
 - i. Against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney's fees) whatsoever, including injury to persons and damages to property, for which they may be or become liable directly or indirectly arising out of the use of the Facilities/Grounds by Applicant or by Applicant's agents, servants, or invitees; and
 - ii. For such further sums in excess of those contained in any insurance policy procured by Applicant relating to the use of the Facilities/Grounds or for such amounts as may not be payable under any such insurance policy.
- f. Applicant shall observe all fire and safety regulations.
- g. Applicant agrees that, except as specified in Exhibit "A," no hazardous materials (including, but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, or strong acids or caustics) and no dangerous animals will be brought onto the Facilities/Grounds or used in any way while occupying any portion of the Facilities/Grounds.
- h. Applicant agrees that, except as specified in Exhibit "A," no amusement rides or attractions (including, but not limited to, trampolines of any type, enclosed air support structures of any type, climbing walls, climbing ropes, firearms or shooting activities, bow and arrow shooting activities, or equipment or devices related thereto) will be brought onto the Facilities/Grounds or used in any way while occupying any portion of the Facilities/Grounds.
- i. Applicant shall prohibit the use of tobacco, alternative nicotine, or vapor products and alcoholic beverages in or on the Facility/Grounds, ~~except that tobacco products may be used after school in such area(s) as may be designated by the Principal.~~
- j. Applicant shall not allow any immoral or illegal activity, including gambling, in or on the Facility/Grounds.
- k. The Principal or other supervisor of the Facility/Grounds and/or the District's Department of Law Enforcement shall determine the need for security during Applicant's use of the Facility/Grounds.
- l. Applicant shall not make any alterations to the Facility/Grounds without prior approval of the District's Department of Physical Support Services.

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Application for Use and Contract

- m. Applicant shall not sublease or reassign any portion of the Facility/Grounds or item of equipment covered by this Contract.
- n. The use of equipment shall not be a part of this Contract unless such equipment is specifically listed in Exhibit "A". In the event equipment is listed in Exhibit "A," Applicant agrees that:
 - i. Equipment may not be used by Applicant if it is needed for school activities;
 - ii. Equipment shall not be removed from the Facility/Grounds; and
 - iii. Applicant shall assume full responsibility for any and all expenses resulting from the transfer, repair, or replacement of Equipment necessitated by its use.

In case of damage to Equipment, the Facility Principal shall send a report to the District's Department of Financial Services at 1126 Russell Cave Rd., Lexington, KY 40505, and to Applicant at the address listed in Applicant's Facility Usage Application. Settlement agreeable to the District shall be a pre-requisite to additional use by Applicant of any facility or grounds in the District.
- o. In the event Equipment assigned for Applicant's use is either unavailable or in unsatisfactory working condition on the date and at the time scheduled for its use, Applicant's sole remedy shall be a refund of any equipment usage fees paid by Applicant up to that point.
- p. Applicant shall ensure that proper care is taken of the Facilities/Grounds during use and that the Facility/Grounds are left in as good a condition as before used. Applicant agrees that any furniture and equipment moved during the use of the Facilities/Grounds shall be restored to its original position and that the Facilities/Grounds shall be left in a clean and tidy condition.
- q. Applicant shall not operate food or drink concessions unless approved by the Principal or other supervisor of the Facility/Grounds.
- r. Applicant shall not sell or offer for sale any merchandise at any function conducted in or on the Facility/Grounds, other than approved food and drink concessions.
- s. Applicant shall abide by all District and other administrative procedures relevant to conservation of energy.
- t. Applicant shall be responsible for the conduct of individuals using the Facility/Grounds. Applicant shall not charge admission or solicit or accept donations for attendance at or participation in events held in or on the Facility/Grounds, except that civic, charitable government, non-profit, and religious groups may charge admission or accept donations when the net proceeds of such charges or donations are used exclusively for civic, charitable, government non-profit, and religious purposes.
- u. Applicant shall not use the Facility/Grounds, or equipment for commercial, for profit activities.

Application for Use and Contract

- v. Unless otherwise provided in this Contract, Applicant's privilege of using the Facility/Grounds or Equipment shall terminate upon the earlier of either (1) the delivery by one party to the other of written notice of termination; (2) the last day of the Applicant's activity as specified on Exhibit "A;" or (3) June 30 following the effective date of this Contract. Notice of termination shall be delivered by one party to the other at the address of the other party as set forth at the conclusion of this Contract.

In the event Applicant terminates this Contract by delivering written notice of termination to the District at least forty-eight (48) hours prior to the earliest date and time scheduled for the Facility's/Ground's use, Applicant shall not be charged any facility usage fees. In the event Applicant terminates this Contract by delivering written notice of termination to the District within the forty-eight (48) hour period immediately prior to the earliest date and time scheduled for the Facility's/Ground's use, Applicant shall pay a minimum of one (1) hour worth of the Full Operational Fee. In the event this Contract terminates or is terminated at any other time, Applicant shall owe all facility usage fees associated with Applicant's use of the Facility/Grounds and/or Equipment.
- w. In the event of inclement weather, Applicant shall be solely responsible for ensuring that it has adequate ingress to, parking at, and egress from the Facility/Grounds by removing snow, ice, and other impediments from established Facility driveways and parking lots. Applicant may contract with a qualified outside entity for the removal of snow, ice, and other impediments, provided the outside entity is able to demonstrate that it possesses at least as much general liability insurance as that demonstrated by Applicant.
- x. In the event the Applicant's activity takes more time than that originally scheduled for the activity, or in the event District employees are required to work more time than originally scheduled to get the Facility/Grounds ready for District use the next business day, the Applicant agrees to pay any additional usage fees attributable to the extra time. The District shall invoice Applicant for such additional usage fees and Applicant agrees to pay such invoices within thirty (30) days after receipt.
- y. Applicant agrees that if the Facility/Grounds, Employees, or Equipment become unavailable due to circumstances beyond the District's control, including but not limited to loss of electrical power, sickness, terrorism, war, or natural disaster (earthquake, fire, flood, ice storm, tornado, windstorm, etc.), Applicant's sole remedy shall be a refund of the applicable usage fee(s) paid by Applicant.

Application for Use and Contract

- z. Applicant agrees that, before conducting any activities at or on the Facility/Grounds, Applicant will require its on-site personnel to review such materials as may be furnished by the District concerning procedures to be followed by the District during earthquakes, fires, severe weather, tornados, and other emergencies.
- aa. Applicant agrees to give notice to the District, within 24 hours, of any incident resulting in bodily injury or property damage occurring on or in any way connected with the use of the Facilities/Grounds. Such notice shall include details of the time, place, and circumstances of the incident, as well as the names and addresses of any person(s) witnessing the incident.
- ab. Applicant acknowledges that approval of this request does not signify District sponsorship, endorsement or approval of the organization or the activity.

Other: _____

IN WITNESS WHEREOF, the parties have hereunto set their hands on this, the day and year first above written.

(Name of Applicant)

BY: _____
(Signature of Person Responsible)

TYPED OR PRINTED NAME

TITLE: _____

ADDRESS: _____

TELEPHONE: Home _____
Work _____

(Name of School)

BY: _____
(Signature of Principal)

TYPED OR PRINTED NAME

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

COPIES: School (white), Organization (yellow)

LEGAL: HB 11 REQUIRES ALL LOCAL BOARDS, ON OR BEFORE JULY 1, 2020, TO ADOPT AND IMPLEMENT POLICIES THAT PROHIBIT THE USE OF ANY TOBACCO PRODUCT, ALTERNATIVE NICOTINE PRODUCT, OR VAPOR PRODUCT FOR ALL PERSONS AND AT ALL TIMES ON OR IN ALL PROPERTY OF THE BOARD, AND WHEN STUDENTS ARE PRESENT IN ANY SCHOOL-RELATED TRIP OR STUDENT ACTIVITY. THE POLICIES MUST ALSO PROVIDE FOR ADEQUATE NOTICE TO STUDENTS, PARENTS/GUARDIANS, EMPLOYEES, AND THE PUBLIC. IN ADDITION, THE POLICIES MUST REQUIRE SIGNAGE ON OR IN ALL PROPERTY INCLUDING ANY VEHICLE OWNED, OPERATED, LEASED, OR CONTRACTED FOR USE BY A LOCAL BOARD. SUCH SIGNAGE SHALL CLEARLY STATE THAT THE USE OF SUCH PRODUCTS IS PROHIBITED AT ALL TIMES AND BY ALL PERSONS ON OR IN THE PROPERTY. SCHOOL EMPLOYEES ARE REQUIRED TO ENFORCE THE POLICIES. NOTE THAT DISTRICTS HAVE THE OPTION TO OPT OUT OF THESE PROVISIONS WITHIN THREE (3) YEARS OF JUNE 27, 2019.

FINANCIAL IMPLICATIONS: COST OF SIGNAGE

STUDENTS

0909.4232 AP.1

Tobacco, Alternative Nicotine, or Vapor Products Violation Procedures

DEFINITIONS

Athletic and Other Events - Any activity on school premises endorsed or approved by the building Principal which occurs after the regular school day for staff.

Principal - The person assigned the responsibility for the building.

School Premises - Property used or owned by the Board of Education, not to include residences on school property.

SIGNAGE

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property. ~~denoting the District's tobacco-free status shall be posted on all exterior doors and in other places designated by the Principal.~~

CONSEQUENCES FOR VIOLATIONS

Consequences for students who violate Policy 09.4232 are subject to consequences set out in the Statement of Rights and Responsibilities and Student Code of Conduct.

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/3/2019

TOPIC: FRYSC Budget Modification

PREPARED BY: Raine Minichan

Recommended Action on: 6/3/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: Yes

Recommendation/Motion: To approve the FY 19 Contract Modification

Background/Rationale: FY 19 Contract Modification that added additional funds to the FRYSC funding for the new centers, and additional funding statewide for all FRYSC.

Policy: N/A

Fiscal Impact: None

Attachments(s): [Click here to enter text.](#)

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Superintendent Emmanuel Caulk

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**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: Approve the 2020-2021 Instructional Calendar

PREPARED BY: Steve Hill

Recommended Action on: 6/24/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Recommendation to approve the 2020-2021 Fayette County Schools instructional calendar.

Background/Rationale: On May 8, 2019 the calendar committee drafted the 2020-2021 instructional calendar framework.

Policy: Policy 08.2, KRS 159.070

Fiscal Impact: N/A

Attachments(s): 2020-2021 Instructional Calendar and Calendar Notes

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Fayette County Public Schools

2020-2021

School Calendar

DRAFT: A

July 20

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 20

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 20

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 20

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 20

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 20

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 21

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 21

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 21

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 21

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 21

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 21

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 21

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 21

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Notes

CODE	EVENT	TOTAL
School Days	Student Days	177
Holidays	Students Off	4
Staff Work/Training Days	Students Off	4
Professional Development	Students Off	4
Non School Days	Students Off	19
Snow Make Up Days	Please do not plan events	7

DATE	EVENT
August 10	Staff Opening Day (PD 1 - Mand.)
August 11	Staff Work Day (Training 1-Mand.)
August 12	First Day for Students
August 21	Staff Work Day (Training 2-Mand.)
September 7	Labor Day
October 1-2	Fall Break (PD 2 & 3 Flex)
November 3	Election Day
November 25-27	Thanksgiving
Dec 21 - Jan 1	Winter Break
January 18	MLK Day
February 15	President's Day
March 19	KEA Day (Training-3 Flex)
March 29 - April 2	Spring Break
May 21	Last Day for Students
May 24	Closing Day for Staff (Training 4-Mand)
May 25	Flex PD Day (PD-4)
May 31	Memorial Day

7 Purposed Snow Days (14-15)

March 19, 2021 will only be used as a makeup day if
FCPS has missed 3 days prior to March 1, 2021.

Approved by Fayette County Board of Ed. (June 24, 2019)

July	0
Aug	13
Sept	21
Oct	20
Nov	17
Dec	14
Jan	19
Feb	19
Mar	19
April	20
May	15
June	0
Total	177

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: DRAFT – Contract with Lexington Fayette Urban County Health Dept.

PREPARED BY: Debbie Boian

Recommended Action on: 6/24/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: Yes

Recommendation/Motion: Placeholder for Contract for June 10, 2019 Plan Meeting

Background/Rationale: On May 20 2019, the Board approved a bid from the Lexington Fayette Urban County Health Department to provide nurse services in schools not serviced by Healthfirst Bluegrass Clinics. This serves as a placeholder for the contract that will formalize the bid.

Policy: 01.1 Powers and Duties of the Board

Fiscal Impact: \$2 million per year (General Fund)

Attachments(s): Previous contract document.

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**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: June 24, 2019

TOPIC: Facility Usage Hourly Rate Schedule for School Year 2019-2020
(Effective July 1, 2019)

PREPARED BY: Myron Thompson, Chief Operating Officer @ 381-4165

Recommended Action on: 6/24/2019
Informational Item

Superintendent Prior Approval: No

Recommendation/Motion: N/A

Background/Rationale: Pursuant to Board Policy 05.3, the District is required to recover costs associated with the use by outside groups of facilities and grounds for non-school activities. In order to recover utility, maintenance, personnel, and other operational costs, a Facility Usage Hourly Rate Schedule has been developed. The Hourly Rate Schedule is revised annually to accommodate changes in District costs and needs and is presented to the Board for its information.

Utility/Maintenance Fees are designed to recover expenses associated with utilities such as electric, gas, water, and sewer; and expenses associated with facility maintenance and wear and tear. The utility component of the Utility/Maintenance Fees is customarily increased each year to account for annual increases in utility costs as determined by the FCPS Energy Manager. The utility component of the 2019-20 Utility/Maintenance Fees has not changed, overall, than its 2018-19 counterpart. Maintenance and wear and tear costs have been established at 200% of utility fees for high school football fields; and at 25% of utility fees for all other facilities.

Personnel Fees are designed to recover expenses associated with the compensation of District personnel assigned to oversee the use of District facilities. Personnel Fees are established by using a district average for the appropriate job classification on the single salary schedule, plus 29% for benefits, and adjustment to accommodate for overtime. It is the recommendation of the Budget and Financial Planning Department that the Personnel Fees reflect the current overtime and benefits rates.

Rental Fees are only applied to rentals initiated by non-commercial organizations other than school-related, charitable, civic, governmental, non-profit, and religious groups. Where applicable, Rental Fees are charged in addition to Utility/Maintenance and Personnel Fees. Each Rental Fee is established at 50% of the sum of (a) the applicable Utility/Maintenance Fee, plus (b) an amount equal to the Personnel Fee for 1 custodian (or, in the case of a kitchen rental, the Personnel Fee for 1 food service worker).

The Hourly Rate Schedule is customarily updated on July 1 of each year. **Groups or individuals using District facilities or grounds are subject to the rates in effect at the time facilities or grounds are used.**

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Superintendent Emmanuel Caulk

**FACILITY USAGE HOURLY RATE SCHEDULE
FOR SCHOOL YEAR 2019 - 2020
(Effective July 1, 2019)**

<u>TYPE OF ROOM / FACILITY</u>	<u>UTILITY / MAINTENANCE FEE</u>	<u>PERSONNEL FEE*</u>	<u>RENTAL FEE</u>
CLASSROOM / LIBRARY			
<i>Elementary</i>	\$11.20	See Personnel Fees	\$20.20
<i>Middle School</i>	\$19.90	See Personnel Fees	\$24.60
<i>High School</i>	\$26.30	See Personnel Fees	\$27.80
AUDITORIUM:			
<i>High School</i>	\$54.80	See Personnel Fees	\$42.05
CAFETERIA:			
<i>Elementary</i>	\$22.10	See Personnel Fees	\$26.55
<i>Middle School</i>	\$33.00	See Personnel Fees	\$32.00
<i>High School</i>	\$54.80	See Personnel Fees	\$42.90
KITCHEN:			
<i>Elementary</i>	\$11.20	See Personnel Fees	\$20.20
<i>Middle School</i>	\$22.10	See Personnel Fees	\$25.70
<i>High School</i>	\$28.90	See Personnel Fees	\$39.00
ATHLETIC FACILITY:			
GYMNASIUM:			
<i>Elementary</i>	\$17.65	See Personnel Fees	\$23.45
<i>Middle School</i>	\$22.11	See Personnel Fees	\$25.70
<i>High School</i>	\$76.95	See Personnel Fees	\$53.10
FOOTBALL FIELD:	\$158.10	See Personnel Fees	\$93.70
RUNNING TRACK:	\$66.00	See Personnel Fees	\$47.65
BASEBALL FIELD:	\$42.00	See Personnel Fees	\$35.65
SOFTBALL FIELD:	\$42.00	See Personnel Fees	\$35.65
OTHER:	\$22.10	See Personnel Fees	\$25.70

*** PERSONNEL FEES**

CUSTODIAL: The Personnel Fee for custodians is **\$29.25 per custodian per hour**. As a general rule, at least one custodian or other type of District employee is required to be on duty for all rentals. If the District determines additional custodial or other personnel are required, the applicant will be charged accordingly.

FOOD SERVICE: The Personnel Fee for food service workers is **\$31.00 per worker per hour**. At least one food service worker is required to be on duty at all times for rentals involving kitchen areas--no exceptions. If the District determines additional food service personnel are required, the applicant will be charged accordingly.

TECHNICAL SUPPORT: The Personnel Fee for technical support personnel is **\$62.00 per technician per hour**. As a general rule, at least one technician is required to be on duty during the use of school-owned technical equipment (audio, video, lighting, etc.). If the District determines additional technical support personnel are required, the applicant will be charged accordingly.

SECURITY: The Personnel Fee for law enforcement personnel is **\$51.50 per officer per hour**. If the District determines security is required for an activity, at least one District law enforcement officer must be on duty at all times designated by the District. If the District determines additional law enforcement personnel are required, the applicant will be charged accordingly.

Policy:	Board Policy 05.3 – Use of School Facilities and Equipment
Fiscal Impact:	N/A
Attachment(s):	None

PLACEHOLDER

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular **DATE:** June 24, 2019

TOPIC: Approval of Contract for Engineering Services for Disconnecting and Setting Up Utilities at Lexmark Building #82

PREPARED BY: Myron Thompson, Chief Operating Officer @ 381-4165

Recommended Action on: 6/24/2019
Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Authorize the Superintendent to execute a contract with _____ to provide design consultation services as the engineer of record for the disconnecting and setting up of utilities for the building currently located on the Lexmark campus, per the provisions of 702 KAR 4:160.

Background/Rationale: Kentucky Department of Education administrative regulation 702 KAR 4:160 requires local boards of education action to secure architectural/engineering services for new construction, additions to existing buildings or any school renovation project that substantially modifies a major building system. On May 28, 2019, a Request for Letters of Interest (RFP #51-19) was sent out through the FCPS Economic Engine to all registered Engineers in that database for firms interested in providing design consultation services for disconnecting and setting up of utilities for the building currently located on the Lexmark campus. The fee for such services will be determined pursuant to the KDE fee schedule set out in 702 KAR 4:160. _____ (____) letters of interest/proposals were received. After review by the Chief Operating Officer and the Director of Facility Design and Construction, _____ was selected as the engineering consultant for this project. Upon Board approval, a proposed contract will be completed and submitted to KDE for review.

Once the engineering consultant has had an opportunity to evaluate the required work on this property, an agenda item will be submitted with an estimate of the project costs and requesting approval of a BG1 application.

Policy: Board Policy 01.1 – General Powers and Duties of Board

Funding Source: N/A

Attachment(s): None

On motion by _____, seconded by _____, the Board authorized the Superintendent to execute a contract with _____ to provide design consultation services as the engineer of record for the disconnecting and setting up of utilities for the building currently located on the Lexmark campus, per the provisions of 702 KAR 4:160.

Stephanie Spires, Board Chair

Emmanuel Caulk, Superintendent

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Superintendent Emmanuel Caulk

Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item

MEETING: Regular **DATE:** June 24, 2019

TOPIC: Approval of Contract for Architectural/Engineering Services for Feasibility Study of 701 East Main Street (RFP #36-19)

PREPARED BY: Myron Thompson, Chief Operating Officer @ 381-4165

Recommended Action on: 6/24/2019
Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Authorize the Superintendent to execute a contract with Ross Tarrant Architects in the amount of thirty-eight thousand, five hundred dollars and zero cents (\$38,500.00).

Background/Rationale: Kentucky Department of Education administrative regulation 702 KAR 4:160 requires local boards of education action to secure architectural services for new construction, additions to existing buildings or any school renovation project that substantially modifies a major building system.

On March 11, 2019, a Request for Letters of Interest was sent out through the FCPS Economic Engine to all registered Architects and Engineers in that database for firms interested in providing design consultation services for a feasibility study of an existing site currently owned by FCPS. Sixteen (16) letters of interest were received. Then on April 19, 2019, the Request for Proposals (RFP) #36-19 was sent out to those companies that had responded. The RFP specifically solicited for architectural and/or engineering firms interested in providing design consultation services for a feasibility study which described the square footage of the buildings, the size of the overall site to be assessed, stated that it is the facility would house an academic program for 650 students, as well as several other details and requirements. It also stated that proposals needed to include a timeline and cost for the study. On May 15, 2019, ten (10) architectural firms turned in proposals. All 10 firms were qualified to do the study, but the cost of these studies varied and are listed below. One of the firms recognized a mistake in their fee proposal and withdrew their submission on May 17, 2019. This agenda item recommends the qualified firm based on their cost, which is Ross Tarrant Architects. Once the selection is approved by the Board, the work will begin on this study and the goal is to have this feasibility study completed by November 2019.

ARCHITECTURAL FIRM	COST PROPOSAL
Ross Tarrant Architects	\$38,500
Nomi	\$48,300
Alt 32 + Cox	\$55,700
Clotfelter/Samokar	\$63,073
Sherman Carter Barnhart	\$67,000
Murphy Group	\$75,000
Moody Nolan	\$96,122
Integrity	\$97,500
EOP Architects	\$165,000
JRA	Withdrew

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Superintendent Emmanuel Caulk

Policy: Board Policy 01.1 – General Powers and Duties of Board

Funding Source:

<u>Fund</u>	<u>Org. Code</u>	<u>Object Code</u>	<u>Project Code</u>
General	9201407	0346	DEPT

Attachment(s): None

On motion by _____, seconded by _____,
the Board authorized the Superintendent to execute a contract with Ross Tarrant Architects in the amount
of thirty-eight thousand, five hundred dollars and zero cents (\$38,500.00).

Stephanie Spires, Board Chair

Emmanuel Caulk, Superintendent

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: Early Childhood Department Updates (preschool calendar/locations, First 5 Lex)

PREPARED BY: Whitney Stevenson

**Recommended Action on: 6/10/2019
Informational Item**

Superintendent Prior Approval: No

Recommendation/Motion: N/A

Background/Rationale: The Preschool calendar varies from the district calendar regarding a later start dates (the Wednesday after K-12) and Preschool Work Days. The 2019-2020 Preschool calendar reflects Preschool starting August 21, 2019 (with August 21st and 22nd) used as transition days for AM/PM sessions) and 12 Preschool Work Days placed throughout the year. The updated locations list provides the one new site for the 19-20 school year (Lansdowne). First 5 Lex updates will include the activities that have been completed throughout this past year and the community partnerships that have occurred.

Policy: N/A

Fiscal Impact: N/A

Attachments(s): 2019-2020 Preschool Calendar and Locations List

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**Fayette County Preschool Calendar
2019-2020**

August	21	First day of Preschool for PM Session-Transition Day; Full Day Sessions attend both days
	22	First day of Preschool for AM Session-Transition Day; Full Day Sessions attend both days
	23	No classes for PreK-12
	26	ALL PRESCHOOL CHILDREN ATTEND
September	2	Holiday-Labor Day; Schools and Offices Closed
	26	No classes for Preschool Students
	27	No classes for Preschool Students
October	3-4	Fall Break
	24	No classes for Preschool Students
	25	No classes for Preschool Students
November	4	No classes for Preschool Students
	5	Election Day; No classes for PreK-12
	27-29	Thanksgiving Break; Schools and Offices Closed
December	23-Jan 3	Winter Break
January	6	Classes Resume
	20	Martin Luther King, Jr. Day; Schools and Offices Closed
	21	No classes for Preschool Students
February	17	President's Day; Schools and Offices Closed
March	5	No classes for Preschool Students
	6	No classes for Preschool Students
	20	No classes for PreK-12; Possible Weather Make-Up Day
	30-April 3	Spring Break
April	16	No classes for Preschool Students
	17	No classes for Preschool Students
May	15	No classes for Preschool Students
	18	No classes for Preschool Students
	19	Election Day; No classes for PreK-12
	25	Memorial Day; Schools and Offices Closed
	26	Last Day of School

2019-2020 Instructional Days for Preschoolers: 160

FCPS Preschool Classrooms 2019-2020

School	# of Rooms	Times	New for the 19-20 school year
Arlington	2 (1 Full Day- HS Partnership)	7:35-2:35 7:35-10:35 & 11:35-2:35	
BTWA	1	7:35-10:35 & 11:35-2:35	
Breckinridge	2	7:35-10:35 & 11:35-2:35	
Cardinal Valley	1	7:35-10:35 & 11:35-2:35	
Coventry Oak	1	7:35-10:35 & 11:35-2:35	
Deep Springs	2	7:35-10:35 & 11:35-2:35	
Dixie	1	7:35-10:35 & 11:35-2:35	
Family Care	1	7:00-9:55 & 10:55-1:50	
FC Preschool Center	3	7:00-9:55 & 10:55-1:50	
Glendover	1		
James Lane Allen	2 (1 Full Day- HS Partnership)	7:35-2:35 7:35-10:35 & 11:35-2:35	
Julius Marks	1	7:35-10:35 & 11:35-2:35	
Lansdowne	1	7:35-10:35 & 11:35-2:35	✓
Mary Todd	1	8:15-11:15 & 12:15-3:15	
Meadowthorpe	1	7:35-10:35 & 11:35-2:35	
Millcreek	3	7:00-9:55 & 10:55-1:50	
Northern	1	8:15-11:15 & 12:15-3:15	

Picadome	1	7:35-10:35 & 11:35-2:35	
Russell Cave	1	7:35-10:35 & 11:35-2:35	
Sandersville	1	7:35-10:35 & 11:35-2:35	
Southern	1	7:35-10:35 & 11:35-2:35	
Squires	1	7:35-10:35 & 11:35-2:35	
Stonewall	1	7:00-9:55 & 10:55-1:50	
Tates Creek	1	7:35-10:35 & 11:35-2:35	
UK-ECL	1 (Full Day)	7:50-2:50 (no transportation)	
Wellington	1	7:35-10:35 & 11:35-2:35	
WWB	2 (Both Full Day-HS Blended)	7:35-2:35	
Yates	3	7:00-9:55 & 10:55-1:50	

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/3/2019

TOPIC: Contract Renewal – Hoonuit I, LLC

PREPARED BY: Billy Buchanan

Recommended Action on: 6/17/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: A motion is in order to approve the renewal of the contract with Hoonuit.

Background/Rationale: Board Policy 01.11 states that contracts with the District with an expenditure amount of \$20,000 or above must be approved by a vote of the Board. We request approval for the renewal of the contract with Hoonuit (formerly VersiFit Technologies) for continuation of work on the Integrated Data Warehouse and Business Intelligence Platform. The recurring funds for the project maintenance were included on the FY 2019 budget that was previously approved.

Policy: 01.11

Fiscal Impact: \$159,395.50

Attachments(s): N/A

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Superintendent Emmanuel Caulk

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Mailing Address: 1126 Russell Cave Rd., Lexington, Kentucky 40505

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: Energy & Sustainability Annual Report

PREPARED BY: Tresine Logsdon & Logan Poteat

Recommended Action on: [Click here to enter a date.](#)
Informational Item

Superintendent Prior Approval: No

Recommendation/Motion: N/A

Background/Rationale: Details of the sustainability & energy related programs in the district. Updates on the energy costs and efficiency of the district.

Policy: [Click here to enter text.](#)

Fiscal Impact: N/A

Attachments(s): FCPS Energy & Sustainability Annual Report 2019, Appendix A: Sustainability & Wellness Strategic Plan Draft

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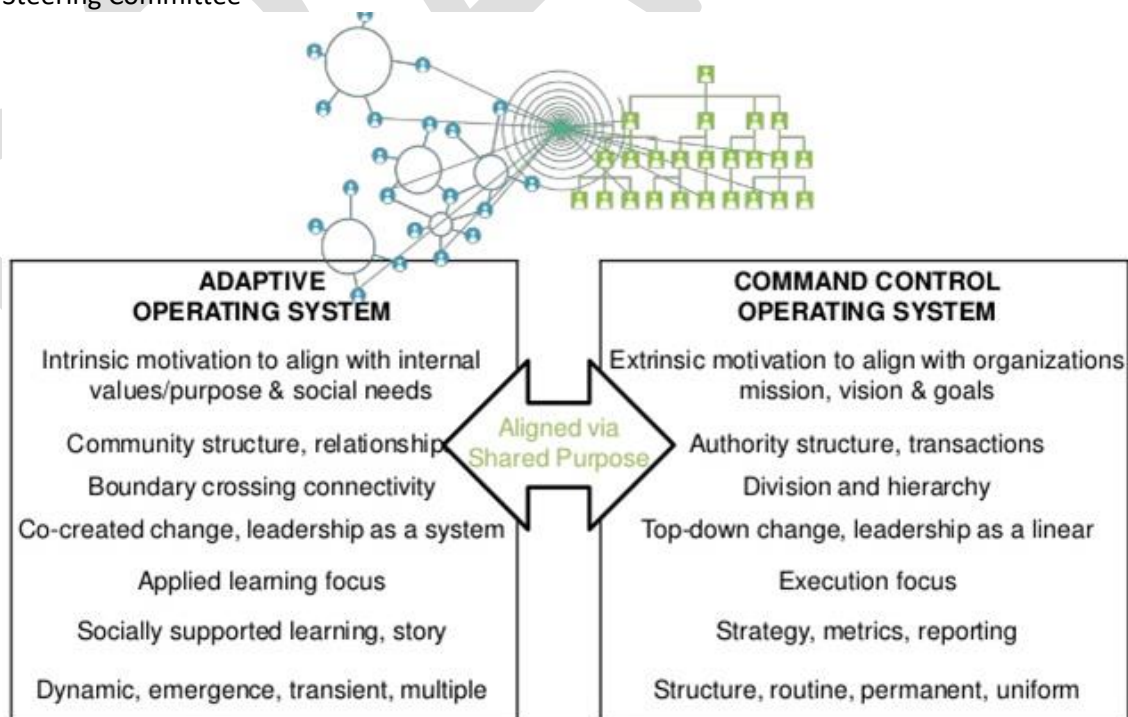
Fayette Co Public Schools Sustainability + Wellness Strategic Plan



2020-2025

Data Is the New Natural Resource

- Round 1, Listening Tour- **March- 31 December 2018**
 - Admin engagement
 - Steering Committee: self-identified through Listening Tour
 - Directors from each Operational Dept + key instructional leaders
- Round 2, Tactic Wish List- **Jan-1 April 2019**
 - Prioritize Strategies: 3-4 per focus area
 - Each strategy 1, 3 and 5 yr benchmarks
 - Developed with Listening Tour analysis and Steering Committee
- Round 3, Develop Plan, Steering Committee Review- **April-1 October 2019**
- Round 4, Plan Release- **Jan 1 2020**, semi-annual benchmark review with Sustainability + Wellness Steering Committee



PRELUDE

Progress is not inevitable. It is the result of choices we make together.

Sustainability Strategic Plan Justification

Our city, state, nation and world face increasingly complex challenges that impact our environment, our economy, and our society. A sustainable school district produces environmentally literate, healthy graduates in an environment that is ecologically sound, socially just and economically viable and will continue to be for future generations. This principled approach to operational practices and intellectual pursuits prepares students for college and career through local & global connections, diverts fiscal resources to teaching and learning and empowers the school district community to evaluate decisions through the lens of sustainability.

FCPS is committed to educating students about the “Triple Bottom Line.” Understanding the interconnectedness and interdependency of social, economic and environmental systems is critical to a student’s education. Concepts such as resiliency, empowerment and inclusion are important to the development of all students. In this context, sustainability becomes an important vehicle to engage students in issues that are larger than themselves.

We recognize that in our mission to *create a collaborative community that ensures all students achieve at high levels and graduate prepared to excel in a global society*, one of our greatest challenges is to provide opportunities for our students to advance economic vitality, ecological integrity and social equity, now and into the future. As such, we are called upon to establish an institutional culture of sustainability. This plan strategically aligns with the following Fayette Co Public Schools 2017-2021 Strategic Plan imperatives and key impacts (*Focus Area Alignments*).

Excellent Student Opportunities

Create and maintain a districtwide menu of high-quality supplemental resources.

Student Engagement/Environmental Literacy
Healthy Schools, Healthy Living
Living Lab Facilities/Outdoor Classrooms
Consumption & Waste
Energy Efficiencies

Excellent Staff

Enhance districtwide professional learning to increase educator capacity to support individual student needs and diversity.

Student Engagement/Environmental Literacy
Healthy Schools, Healthy Living

Excellent Supports

Provide efficient and effective central supports to every school.

Ensure that all district staff can focus on providing students and schools with timely and coordinated operational and instructional support.

Energy Efficiencies

Healthy Schools, Healthy Learning

Excellent Relationships

Foster collaboratively family, community, and industry partnerships.

Engage families and community partners in strong, formal collaborative relationships that promote consistent dialogue and enhance partnerships that support student success.

Identify and expand opportunities for student and family voice and choice of high-quality options to ensure that district priorities align with the priorities of students and families.

Student Engagement/Environmental Literacy

Living Lab Facilities/Outdoor Classrooms

Healthy Schools, Healthy Learning

Charting the Course

Fayette Co Public Schools is part of our larger community that we serve. We help to sustain and perpetuate our community by creating a culture of learning that extends beyond the student.

We are committed to forging a new paradigm based on an ethos of social, economic and ecological sustainability and regeneration. Educating people to better understand themselves in an ecological context and to be ever aware of their relationship to the world and its environment is key to this work. Our plans and actions should reflect and perpetuate the new paradigm of sustainability—which runs like a thread through all that we do.

Vision

Fayette County Public Schools will be a national leader in the three pillars of sustainability: environmental literacy, energy efficiency and student wellness.

Mission

To empower students to create change through enduring improved sustainability by equipping school and community stakeholders with the tools and knowledge to preserve our natural, fiscal and human resources.

Our Approach

- Embrace student-driven model
- Create mindful engagement of diverse stakeholders and ideas
- Utilize data-driven monitoring to inform decisions
- Provide purposeful, continuous, comprehensive support to students and teachers

Core Values

Integrity Passion Collaboration Innovation

The Future and Beyond

Fayette County Public School's Sustainability + Wellness Strategic Plan is a five-year roadmap that builds upon our schools' strengths, momentum, and years of sustainability progress in building efficiency, environmental literacy and student & staff wellness that has established FCPS as a national leader in sustainability. In all realms of our work, the Sustainability + Wellness Strategic Plan must focus on how we are promoting the learning, achievement, development, and well-being of each student by closely monitoring its alignment with FCPS's vision to prepare graduates for college and career, engaged fully in their communities and ready to excel in a global society. This Plan seeks to improve FCPS's stewardship of fiscal, natural and human resources by empowering students, staff and families to improve sustainability + wellness on each school campus. The Plan guides a practice-based understanding of the relationship between sustainability and student learning.

The Plan reflects a future-oriented perspective on sustainability that is optimistic, emphasizes development and strengths, and focuses on human potential. They are aspirational, recognizing that our changing world will continue to transform—and the demands to improve economic, wellness and environmental literacy along with it.

The district-wide Steering Committee is chaired by *It's About Sustainability* chairpersons Logan Poteat (Energy Engineer), Tresine Logsdon (Sustainability Curriculum Coordinator) and Debbie Boian (Wellness Coordinator) and includes insight and expertise from diverse working groups representing all operational and instructional teams.

The Plan is a living document that will be systematically reviewed by the Sustainability + Wellness Steering Committee, a team of diverse stakeholders representing each of the five focus areas. A critical metric to be considered will include schools' annual performance on the Sustainability Scorecard, a benchmarking tool organized by the three pillars of Sustainability + Wellness: Environmental Literacy, Building Efficiency and Student Wellness.

Five Guiding Principles

- It's About Education
- It's About Engagement
- It's About Efficiency
- It's About Wellness
- It's About the Environment

Navigating the Strategic Plan

Five Focus Areas

- Energy Efficiencies
- Student Engagement & Environmental Literacy
- Living Lab Facilities/Outdoor Classrooms
- Healthy Schools, Healthy Learning
- Consumption & Waste

Actions, Tactics & Benchmarks

- 3-4 Actions per Focus Area (Listening & Learning Tour)
- Steering Committee Action Review
- Actions→Tactics→Benchmarks with target completion date (1, 3, 5 yr)
- Include expense (one-time or annual/recurring; internal or unfunded)

Five Focus Areas

Energy Efficiencies

- *Mission: Fiscal resources will be diverted away from utilities towards classroom instruction. A culture of conservation will be instilled throughout FCPS while reducing human impacts.*
- *Goal: Every school will conserve fiscal and environmental resources.*
- *Target: FCPS will reduce EUI (Energy Usage Intensity) by 15% over 5 years.*
- Short Term Goals- buy-in and education

- **Increase participation in Go Green + Earn Green**

- *Tactics*

- Continued revision of Go Green to Earn Green 2.0
 - Increase awareness of GG+EG activities and due dates
 - Monitor participation and payout funds and adjust accordingly
 - Add other incentives to increase participation

- *Benchmarks*

- 1-year: 30% of schools participating
 - 3-year: 50% of schools participating
 - 5-year: 70% of schools participating

Go Green. Earn Green!

- **HVAC set-point and schedule revisions**

- *Tactics*

- Energy Engineer training and access to HVAC controls
 - Audit HVAC set-points and schedule of each building in the district
 - Lower heating season set-point temperatures to be in line with state average school temperatures in schools that are not currently at those temperatures
 - Increase awareness of difference between set-point issues versus mechanical issues

- *Benchmarks*

- 1-year: Thorough audit of >50% of every building's HVAC set-points and schedules, along with appropriate adjustments
 - 3-year: Thorough audit of every building's HVAC set-points and schedules, along with appropriate adjustments
 - 5-year: Optimize building AC schedules in the summer and work with custodians and summer staff to develop a schedule that is efficient and still provides occupant comfort when needed



- **District & individual school energy & conservation updates/reports**

- *Tactics*

- Update SchoolDude Utility Direct to Energy Manager, or look at other options for tracking utility bill data
 - Develop reports that are easy to understand while still conveying necessary information. This will include individual building reports as well as a district-wide report

- Determine who will receive reports at each level and how often they will be published
- *Benchmarks*
 - 1-year: Upgrade utility tracking software and begin development of easy to update reports in a spreadsheet software
 - 3-year: Have either monthly or quarterly energy updates at the district-level and school level
 - 5-year: Incorporate the energy updates/reports into Go Green to Earn Green program
- **Plug Load reduction**
 - *Tactics*
 - Increase awareness of the cost of certain personal appliances
 - Encourage the purchase and use of Energy-Star rated appliances where applicable
 - Provide funding through Go Green to Earn Green or grant funds to reduce plug-loads in schools
 - *Benchmarks*
 - 1-year: District-wide inventory of mini-fridges
 - 3-year: Encouraged and/or incentivized appliance consolidation practices
 - 5-year: Reduce number of mini-fridges in district by 30%



Student Engagement/Environmental Literacy

- *Mission: Every student will have access to problem and place-based education for sustainability through collaborative partnerships and implement student-driven improvement projects.*
- *Goal: Infuse Education for Sustainability into curriculum and family/community engagement*
- *Target: 100% of schools will have a student Green Team that will be recognized by implementing one annual sustainability improvement project.*
- *Target: Bluegrass Youth Sustainability Council will represent 10 Lexington public & private high schools implement a minimum of 6 Community Shared Projects.*

○ **Bluegrass Youth Sustainability Council**

▪ *Tactics*

- Support fall awareness campaign, spring leadership election, Project Committee structure
- Support up to 6 Project Committees/year
- Facilitate BYSC's leadership in annual Student Sustainability Leadership Academy
- Facilitate BYSC's partnership with 20+ community partners
- Facilitate BYSC's leadership in annual Idea Festival (TED Talk Youth + Career Maker Faire)
- Launch + support annual Green Career Maker Faire



▪ *Benchmarks*

- 1-year: BYSC will maintain 45-50 student membership representing 10 Lexington public & private high schools, organized into mission-based Project Committees
- 1-year: BYSC will launch inaugural Green Career Maker Faire OR districtwide Sustainability Fair in close collaboration with community partner Bluegrass Greensource + FCPS teacher committee
- 3-year: In addition to Project Committee projects, BYSC will facilitate Student Sustainability Leadership Academy, Idea Festival and Green Career Maker/Sustainability Faires
- 5-year: BYSC will have a statewide presence and forge partnership with the Prichard Committee Student Voice Team.

○ **NGSS-aligned STEM & Our Environment Curriculum**

▪ *Tactics*

- Teach STEM & Our Environment lesson, to include 5 data-driven investigations, to each *Sustainability Futures* Team.
- Aligned to ESS3.C (Human Impact), design a service learning lesson anchored on a local problem that requires students to design a plausible solution
- Support school-specific, customized sustainability improvement projects

▪ *Benchmarks*



- 1-yr: 90% schools will complete STEM & Our Environment lesson
- 1-yr: ESS3.C (Human Impact) lesson framework will be developed, in collaboration with Teacher Focus Group and David Helm.
- 3-yr: 100% schools will complete STEM & Our Environment lesson
- 3-yr: 25% schools will implement ESS3.C (Human Impact) lesson
- 5-yr: 75% schools will implement ESS3.C (Human Impact) lesson



○ **School Green Teams**

▪ Tactics

- Identify and support a Sustainability Coordinator at each school
- Meet with each school Green Team 2x/yr (STEM & Our Environment + customized visit)
- Incentivize schools to schedule Energy + Sustainability Listening Session
- Facilitate community partner collaboration through SC Training *Community Partner Speed Dating* + serving as ongoing connective tissue

▪ Benchmarks

- 1-yr: 90% schools will be represented at September Sustainability Coordinator Training
- 1-yr: 10% increase of scheduled Listening Sessions
- 3-yr: 20% increase in number of Community Partners actively engaged in student-driven sustainability improvement projects (local, state and national)
- 5-yr: 100% schools will be represented at September Sustainability Coordinator Training

Local partnerships: Farm to School, Bluegrass Greensource, UK Urban Forest Initiative, Citizens Climate Lobby, Food Chain, Fayette Co Extension, Outdoor Classroom Coalition, Seedleaf, Green Tree Plastics, UK Arboretum, Wild Ones, KY American Water

State partnerships: KY Green & Healthy Schools, KY Association for Environmental Education, KY National Energy Education Project

National partnerships: National Green Ribbon School, US Green Building Council Center for Green Schools, Green Schools National Network, Green Schools Alliance



○ **Sustainability + Wellness Scorecard**

▪ Tactics

- Incorporate teacher insight on annual Scorecard updates
- Provide schools minimum of 6 weeks to complete and submit Scorecard
- Increase school engagement in Scorecard submission
- Identify meaningful, timely recognition strategies for top-performing schools

▪ Benchmarks

- 1-yr: Up to 10 teachers will provide insight on annual Scorecard updates
- 1-yr: Scorecard will be posted and disseminated to all schools by April 15th
- 1-yr: Principals will be recognized at September District Leadership Meeting
- 3-yr: 75% schools will submit Sustainability + Wellness Scorecard
- 5-yr: 90% schools will submit Sustainability + Wellness Scorecard

○ **Farm to School**

▪ **Tactics**

- Increase student/staff engagement in environmental, economic and human health benefits of locally sourced food
- Raise awareness among school communities of locally procured menu items in school cafeterias
- Raise awareness among students & staff of *Nutrislice* valuable components

▪ **Benchmarks**

- 1-yr: Reevaluate Farm to School support structure and aligned priorities to FCPS Child Nutrition
- 3-yr: Facilitate student-driven awareness campaigns on the environmental, economic and human health benefits of local food in school cafeterias
- 3-yr: Develop clearly articulated strategies for increasing student participation in FCPS School Lunch Program to support local food procurement
- 5-yr: Up to 20% increase in *Nutrislice* users per year, 100% increase by 2025



Living Lab Facilities/Outdoor Classrooms

- *Mission: Every student will learn in a healthy, engaging school and have access to outdoor learning environments as well as passive and active recreation.*
- *Goal: Buildings will support and enhance teaching and learning, mindful of the physical health and wellbeing of the occupants. Every school will be utilized as a Living Laboratory and have an Outdoor Classroom.*
- *Target: Increase Outdoor Classrooms by 2 schools per year over five years. Launch Living Lab Teams as applicable.*

○ **Outdoor Classrooms**

▪ *Tactics*

- Facilitate an Outdoor Classroom Coalition to include 20+ community partners
- Facilitate annual Outdoor Learning Symposium in partnership with KY Association for Environmental Education
- Streamline Outdoor Classroom protocol to include steps toward vegetable garden, native/monarch garden, rain garden, and urban tree canopy design, installation and curriculum integration

▪ *Benchmarks*

- 1-yr: Successful launch of Outdoor Classroom Coalition
- 1-yr: Co-host annual Outdoor Learning Symposium in partnership with KY Association for Environmental Education
- 3-yr: Incorporate *Outdoor Classroom Community Partner Speed Dating* into annual Outdoor Learning Symposium
- 3-yr: Host Outdoor Classroom Community Partner Speed Dating at annual Outdoor Learning Symposium
- 5-yr: Outdoor Classroom Coalition will address Outdoor Classroom school needs in 7-days



○ **Design 101 & Renovation 101 Teams**

▪ *Tactics*

- Develop Design 101 & Renovation 101 lesson framework and curriculum goals
- Pair school Design 101 & Renovation 101 school to Facility Design Specialists (Architects & Engineers)
- Facilitate Design 101 & Renovation 101 meetings, as requested
- Strategically align outcomes with customized school STEM & Career Pathway programs

▪ *Benchmarks*

- 1-yr: Schools entering into renovation or new construction will be identified and invited to participate in Design 101 or Renovation 101 Team 6-months prior to construction beginning

- 1-yr: Design 101 and Renovation 101 lesson framework is developed
- 3-yr: Teacher/Architect/Engineer Focus Group revises Design 101 and Renovation 101 lesson framework, pacing guide and instructional goals
- 5-yr: Each Design 101 and Renovation 101 Team outcome is clearly aligned to school STEM and/or Career Pathway programs



- **KY Green Schools Coalition**

- *Tactics*

- Create a statewide infrastructure of healthy, high-performing PreK-16 green schools by connecting and convening the Commonwealth's critical stakeholders
 - Develop conduits for FCPS teachers and facility professionals to engage in KGSC to facilitate dialogue on green schools

- *Benchmarks*

- 1-yr: Serve on KY Green Schools Coalition Steering Committee
 - 1-yr: Identify key local and statewide members from three key stakeholder group:
 - Design & Facility Experts
 - Environmental Educators
 - Policy Advocates
 - 3-yr: Launch KY Green Schools Coalition
 - 5-yr: Identify conduits for KY Green Schools Coalition to directly facilitate FCPS green school strategies

Healthy Schools, Healthy Learning

Mission: Every student will have access to a safe, healthy and comfortable school and a school culture that is optimal for learning.

Goal: Every school will be healthy and safe.

Target: 5 schools per year will achieve bronze level of (Alliance of Healthier Generation)

- Increase number of Wellness Committees
- Increase number of bronze-level Alliance for Healthier Generation schools
- Vaccinations

DRAFT

Consumption & Waste

- *Mission: Every student will have access to a school that incorporates waste reduction practices and diverts its waste from landfills.*
- *Goal: Every school will recycle.*
- *Target: FCPS will reduce waste diversion rate by 10% over 5 years.*

○ Recycling

▪ Tactics

- Facilitate engagement between Bluegrass Greensource and schools
- Measure existing recycling rates
- Measure existing contamination rates

▪ Benchmarks

- 1-yr: In partnership with Bluegrass Greensource, launched Lead Custodian & Cafeteria Manager Advisory Council
- 1-yr: Recycling Audit completed in 50% schools
- 3-yr: 100% schools are recycling (classroom, office and cafeteria)
- 5-yr: 25% increase in district wide school recycling rate
- 5-yr: 50% decrease in school recycling contamination



○ Composting

▪ Tactics

- Revise and update *FCPS Composting Manual for Schools*
- Support small-scale composting
- Reduce cafeteria organic landfill-bound waste

▪ Benchmarks

- 1-yr: *Compost Manual for School* revision launched in close partnership with FCPS Child Nutrition, teachers and community partners
- 3-yr: 3 schools participating in small-scale Composting Pilot with Fresh Fruit and Vegetable Programming
- 5-yr: 6 schools participating in small-scale Composting Pilot with Fresh Fruit and Vegetable Programming



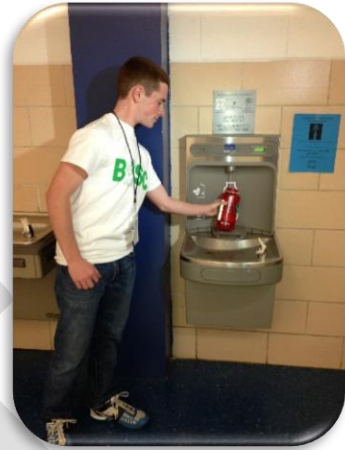
○ **Reduce & Reuse**

▪ *Tactics*

- Develop electronic waste protocol
- Solicit community partnerships to increase number of water bottle hydration stations
- Facilitate S₃- School Supply Swap in May and August

▪ *Benchmarks*

- 1-yr: Launch and communicate districtwide electronic waste protocol (computers, ink cartridges, donated phones/electronics)
- 1-yr: Identify location and staffing protocol for S₃- School Supply Swap
- 3-yr: Launch S₃- School Supply
- 3-yr: >5 schools/yr install water bottle hydration stations
- 5-yr: 80% schools are hosting schoolwide electronic recycling campaign to fundraise student-driven sustainability projects
- 5-yr: 50% schools are participating in S₃



**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: 06/24/2019

TOPIC: Personnel Changes

PREPARED BY: Jennifer Dyar

**Recommended Action on: 06/24/2019
Informational Item**

Superintendent Prior Approval: No

Recommendation/Motion: N/A

Background/Rationale: This is to report the employment and personnel changes for Certified, Classified Salaried, Classified Hourly, Supplemental and Substitute personnel.

Policy: 03.11/03.131/03.1311/03.1312/03.1313/03.17/03.171/03.173/03.174/03.175/03.21/03.231/03.2311/03.2312/03.2313/03.2711/03.273/03.2141/03.4/03.5

Fiscal Impact: N/A

Attachments(s): Personnel Changes for June 24, 2019 Board Agenda

Personnel Status	CERT / CLASS SAL	CLASS HR	SUB	SUPP
New Hires		9	48	47
Retirement		16		
Transfers	1	4		
Resignations	8	13		3

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Personnel Changes

1. CERTIFIED/SALARIED CLASSIFIED PERSONNEL

- a. Transfer in Assignment of Certified/Salaried Classified Personnel - This is to report the transfer in assignment of the following certified/salaried classified personnel:

Name	From	To	Effective Date
SANTIAGO ROSE	SCHOOL COMMUNITY & GOVT SUPPT/DW FAMILY/COMMUNITY LIAISON	IT'S ABOUT KIDS SUPPT SERVICES/ASSOC DIR-MIN RECRUIT&RETENT	4/22/2019

- b. Resignation of Certified/Salaried Classified Personnel - This is to report the resignation of the following certified/salaried classified personnel:

Name	Location	Assignment	Effective Date	
DELPONT	AMBER	BEAUMONT MIDDLE SCHOOL	MID MULTI POSITION	6/30/2019
EGELING	ROBERT	BRYAN STATION HIGH	HS SCIENCE INSTRUCTOR	6/30/2019
FALLON	LAURA	LAFAYETTE HIGH SCHOOL	HS ORCHESTRA INSTRUCTOR	6/30/2019
GRAHAM	CLARA	LAFAYETTE HIGH SCHOOL	HS SOCIAL STUDIES INSTRUCTOR	6/30/2019
HAYDEN	SARAH	CRAWFORD MIDDLE SCHOOL	MID LANGUAGE ARTS INSTRUCTOR	6/30/2019
HEFLING	MICHAEL	DISTINGUISHED EDUCATORS	MEMORANDUM OF AGREEMENT	5/10/2019
IVETIC	ADAM	TATES CREEK HIGH	HS MATH INSTRUCTOR	6/30/2019
MARONEY	APRIL	ARLINGTON ELEMENTARY	ELEM INTERMEDIATE INSTRUCTOR	6/30/2019
MUDD	TYLER	MILLCREEK ELEMENTARY	EXC CHILD LEARNING & BEHAVIOR	6/30/2019

2. HOURLY CLASSIFIED PERSONNEL

- a. Employment of Classified Hourly Personnel - This is to report the employment of the following classified hourly personnel:

Name	Location	Assignment	Effective Date	
FLOREZ GOMEZ	JOHN	BRYAN STATION HIGH	CUSTODIAN	5/21/2019
HART	WALTER	LAW ENFORCEMENT	LAW ENFORCEMENT OFFICER	5/13/2019
JACKSON	MARY	BOOKER T WASHINGTON ELEMENTARY	PART-TIME CUSTODIAN	5/1/2019

JACOBS	BROOKE	GLENDOVER ELEMENTARY	STUDENT WORKER	3/1/2019
KANATZER	WILLIS	HENRY CLAY HIGH SCHOOL	CUSTODIAN	5/9/2019
LYVERS	CALVIN	LANDSDOWNE ELEMENTARY	CUSTODIAN	4/29/2019
MILLER	BRIAN	LAW ENFORCEMENT	LAW ENFORCEMENT OFFICER	5/28/2019
PINKSTON	RUTH	PICADOME ELEMENTARY	AFTER SCHOOL PROGRAM ASST	5/1/2019
PYLES	JOEL	TECHNOLOGY	MICROCOMPUTER SPECIALIST	4/29/2019

b. Transfer in Assignment of Classified Hourly Personnel - This is to report the transfer in assignment of the following classified hourly personnel:

Name	From	To	Effective Date
HELTON	SHAUN	HENRY CLAY HIGH SCHOOL/CUSTODIAN	JESSIE M CLARK MIDDLE/CUSTODIAN 5/14/2019
HUDSON	SHADAWN	FREDERICK DOUGLASS FOOD SERV/FOOD SERVICE ASSISTANT II	SQUIRES ELEMENTARY FOOD SERV/FOOD SERVICE ASSISTANT II 5/13/2019
PARKER	CHARLENE	FREDERICK DOUGLASS FOOD SERV/FOOD SERVICE ASSISTANT I	LIBERTY FD SVC/FOOD SERVICE ASSISTANT I 5/13/2019
WILLIAMS	RONALD	HENRY CLAY HIGH SCHOOL/CUSTODIAN	BRYAN STATION HIGH/CUSTODIAN 4/8/2019

c. Resignation of Classified Hourly Personnel - This is to report the resignation of the following classified hourly personnel:

Name	Location	Assignment	Effective Date
ANTHONY	MARY	HARRISON ELEMENTARY	PART-TIME CUSTODIAN 4/24/2019
BRAFFORD	AUDREY	ROSA PARKS ELEM FOOD SERV	FOOD SERVICE ASSISTANT II 5/21/2019
DODGE	DEBORAH	TATES CREEK HIGH	SCHOOL OFFICE ASSISTANT 6/30/2019
EATON	MICHAEL	STONEWALL ELEMENTARY	PART-TIME CUSTODIAN 5/31/2019
FARIAS OROZCO	ALEJANDRA	WINBURN MIDDLE	CUSTODIAN 4/29/2019
FERRELL	CATHY	GARRETT MORGAN FOOD SERVICE	FOOD SERVICE MANAGER II 6/30/2019
GOINS	BRENT	SOUTHERN MIDDLE	CUSTODIAN 5/6/2019
GRIFFIN	KRYSTAL	TATES CREEK ELEM FOOD SERV	FOOD SERVICE ASSISTANT II 4/26/2019
HARRIS	KAMRI	JULIUS MARKS ELEMENTARY	INSTRUCTIONAL PARAEDUCATOR 5/17/2019
HENSLEY	DANA	RUSSELL CAVE ELEM FOOD SERV	FOOD SERVICE MANAGER I 6/30/2019
KAUFMANN	JENNIFER	HARRISON ELEMENTARY	SP ED PARA 6/30/2019
PHIPPS	JASMINE	DIXIE MAGNET ELEM FOOD SERV	FOOD SERVICE MANAGER II 6/3/2019
ROBINSON	GWENDOLYN	PHYSICAL PLANT OPERATIONS	IAKSS CUSTODIAN 5/31/2019

d. Retirement of Classified Hourly Personnel - This is to report the retirement of the following classified hourly personnel:

Name	Location	Assignment	Effective Date
DOYLE HOLLY	MEADOWTHORPE ELEMENTARY	SP ED PARA	6/30/2019
ELDAFARAWI NAGWA	BUS GARAGE	BUS MONITOR	6/30/2019
ESTES KAREN	SPECIAL EDUCATION	OCCUPATIONAL THERAPIST	6/30/2019
HATTON CHARLES	PHYSICAL PLANT OPERATIONS	LEAD GROUNDS EQUIPMENT MECHANIC	5/31/2019
HOCH KAREN	GARDEN SPRINGS ELEMENTARY	SP ED PARA	5/31/2019
HOLL RUSSELL	BUS GARAGE	BUS DRIVER	4/30/2019
MADISON CLARENCE	LAW ENFORCEMENT	LAW ENFORCEMENT SERGEANT	6/30/2019
MARTIN CONNIE	JULIUS MARKS ELEMENTARY	KINDERGARTEN PARAEDUCATOR	6/30/2019
MASON HELEN	HENRY CLAY HIGH FOOD SVC	FOOD SERVICE ASSISTANT I	5/31/2019
OGDEN DIANE	BRYAN STATION HIGH	SP ED PARA	6/30/2019
POORE SHERRY	TECHNOLOGY	USER SUPPORT MANAGER	6/30/2019
PRATER LINDA	ARLINGTON ELEMENTARY	FAMILY RESOURCE CENTER COORD	6/30/2019
ROSS HORACE	GLENDOVER ELEM FOOD SERV	FOOD SERVICE ASSISTANT I	6/30/2019
SIMPSON KATHY	WELLINGTON ELEMENTARY	KINDERGARTEN PARAEDUCATOR	6/30/2019
SLIGH BETH	ARLINGTON ELEMENTARY	SP ED PARA	6/30/2019
WARD NATHAN	MARY TODD ELEMENTARY	SP ED PARA	6/30/2019

3. SUPPLEMENTARY DUTY ASSIGNMENTS

a. This is to report the appointments of the following employees to the supplementary duty assignment as indicated. Supplementary duty employment is for the current school year and shall terminate at the close of the current school year, unless sooner terminated by the Superintendent or by the employee written notice:

Name	Location	Assignment
ABEL SHELBY	PAUL LAURENCE DUNBAR HIGH	HS SOFTBALL (ASST)
BAKER MADELYN	EDYTHE J HAYES MIDDLE SCHOOL	MID ASST CHEERLEADING
BISHOP ELIZABETH	SOUTHERN ELEMENTARY	ELEM GRADE LEVEL REP
BORCHETTA COLBY	FREDERICK DOUGLASS HIGH SCHOOL	HS ASST WRESTLING #2
BOTTOM KEVIN	LAFAYETTE HIGH SCHOOL	HS ASST BASKETBALL (BOYS)
BROOKING JEREMY	EDYTHE J HAYES MIDDLE SCHOOL	MID DISCR COACH (SPRING)
BROWN STEPHEN	FREDERICK DOUGLASS HIGH SCHOOL	HS SOFTBALL (ASST)

BRYAN	EMILY	PAUL LAURENCE DUNBAR HIGH	HS SOFTBALL (ASST) #2
BRYAN	EMILY	PAUL LAURENCE DUNBAR HIGH	HS SOFTBALL (ASST)
BURKS	ANITREA	DEEP SPRINGS ELEMENTARY	ELEM COMMITTEE CHAIR
BUTLER	THEODORE	PAUL LAURENCE DUNBAR HIGH	HS ASST SOCCER (GIRLS) #2
BUTTS	JOVON	LAFAYETTE HIGH SCHOOL	HS CHEERLDING SPONSOR (HEAD)
CABLE	JOYCE	HENRY CLAY HIGH SCHOOL	HS TRACK & FIELD (ASST)
CROOK	CYNTHIA	HENRY CLAY HIGH SCHOOL	HS ARCHERY COACH
DAULTON	BRANDON	FREDERICK DOUGLASS HIGH SCHOOL	HS SWIMMING & DIVING (ASST)
DAVIS	LEE	BEAUMONT MIDDLE SCHOOL	MID DISCR COACH (SPRING) #2
DAVIS	LEE	BEAUMONT MIDDLE SCHOOL	MID DISCR COACH (SPRING) #3
DAVIS	LEE	BEAUMONT MIDDLE SCHOOL	MID DISCR COACH (SPRING)
DE VRIES	ALLISON	FREDERICK DOUGLASS HIGH SCHOOL	HS INT PLANNING FACILITATOR
DOUGLAS	BARI	MAXWELL ELEMENTARY	ACADEMIC CHAL COORD-SCH LEVEL
DULANEY	JEREMY	FREDERICK DOUGLASS HIGH SCHOOL	HS INT PLANNING FACILITATOR
DUNN	MALLORY	DEEP SPRINGS ELEMENTARY	ELEM COMMITTEE CHAIR
DUVALL	LINDSAY	SOUTHERN ELEMENTARY	ELEM ACADEMIC TEAM COACH
ELAM	LYDIA	FREDERICK DOUGLASS HIGH SCHOOL	HS ORCHESTRA SPONSOR
FERRY	SARA	MILLCREEK ELEMENTARY	ELEM ACADEMIC TEAM COACH
FIGGS	KIVVI	CRAWFORD MIDDLE SCHOOL	MID YEARBOOK SPONSOR
GILLES	JEANA	FREDERICK DOUGLASS HIGH SCHOOL	HS INTRAMURAL DIRECTOR
GILLES	JEANA	FREDERICK DOUGLASS HIGH SCHOOL	HS INT PLANNING FACILITATOR
HARTZ	ASHLEY	LAFAYETTE HIGH SCHOOL	HS BAND-GUARD
HAYDEN	KELLEY	FREDERICK DOUGLASS HIGH SCHOOL	HS INT PLANNING FACILITATOR
HELLARD	JENNIFER	GARDEN SPRINGS ELEMENTARY	ELEM EXTRACURRICULAR COORD
JEFFRIES	REBEKAH	DEEP SPRINGS ELEMENTARY	ELEM COMMITTEE CHAIR
MASON	ERICA	PAUL LAURENCE DUNBAR HIGH	HS CHEER SPONSOR(ASST) #2
MCCULLOUGH	LAURA	MILLCREEK ELEMENTARY	ELEM PROF DEVELOPMENT CHAIR #2

MCCULLOUGH	LAURA	MILLCREEK ELEMENTARY	ELEM PROF DEVELOPMENT CHAIR
MCKISSACK	PHYLLIS	TATES CREEK MIDDLE	MID ASST TRACK & FIELD (GIRLS)
MCPEEK	GARRY	FREDERICK DOUGLASS HIGH SCHOOL	HS INT PLANNING FACILITATOR
MOFIELD-BOSWELL	SHARON	MILLCREEK ELEMENTARY	ELEM ACADEMIC TEAM COACH
MOFIELD-BOSWELL	SHARON	MILLCREEK ELEMENTARY	DW ACADEMIC CHAL COORD-CL HRLY
O'FERRAL	KATHERINE	DEEP SPRINGS ELEMENTARY	ELEM EXTRACURR SUPV-CLAS SAL
PRUITT	JORDAN	FREDERICK DOUGLASS HIGH SCHOOL	HS INT PLANNING FACILITATOR
SLONE	BRITTANY	HARRISON ELEMENTARY	ELEM EXTRACURRICULAR COORD #2
STONER	STEVEN	DIXIE MAGNET ELEMENTARY	ACADEMIC CHAL COORD-SCH LEVEL
TYSON	JOSEPH	DEEP SPRINGS ELEMENTARY	ELEM COMMITTEE CHAIR
VANMETER	CONNOR	SCAPA AT BLUEGRASS	MID SPEECH TEAM SPONSOR-COMP
VINCENT	TRENTON	FREDERICK DOUGLASS HIGH SCHOOL	HS INT PLANNING FACILITATOR
WIATROWSKI	MICHAEL	EDYTHE J HAYES MIDDLE SCHOOL	MID DISCRETIONARY COACH WINTER

b. Resignation from Supplemental Duty Assignment - This is to report the resignation of the following supplemental duty employment:

Name		Location	Assignment
DEATHERAGE	BRITTANY	GARGEN SPRINGS ELEMENTARY	DW ACADEMIC CHAL COORD-CL HRLY
JAMES	NICOLE	GARDEN SPRINGS ELEMENTARY	DW ACADEMIC CHAL COORD-CL HRLY
WILSON	PATRICIA	RUSSELL CAVE ELEMENTARY	ELEM SBDM SECRETARY

4. SUBSTITUTE PERSONNEL

a. Employment of Classified Hourly Substitutes - This is to report the employment of the following classified hourly substitutes:

Name		Assignment	Effective Date
ALCORN	PAMELA	SUB FOOD SERVICE	5/9/2019
PATTERSON	MICHELLE	SUB FOOD SERVICE	5/9/2019

THOMPSON	PATRICE	SUB FOOD SERVICE	4/29/2019
ACKERMAN	CAROLINE	SUB PARAEDUCATOR	5/14/2019
ADOLPH	MATTHEW	SUB PARAEDUCATOR	5/7/2019
GOSS	MARY	SUB PARAEDUCATOR	4/30/2019
GRAY	CALLIE	SUB PARAEDUCATOR	5/8/2019
HAVENS	ASHLEY	SUB PARAEDUCATOR	5/1/2019
HOPWOOD	IEISHA	SUB PARAEDUCATOR	4/30/2019
KING	ELLA	SUB PARAEDUCATOR	5/2/2019
LEDBETTER	PATRICIA	SUB PARAEDUCATOR	4/30/2019
LEONARD	FRANCES	SUB PARAEDUCATOR	5/3/2019
LEWIS	CHRISTOPHER	SUB PARAEDUCATOR	4/30/2019
LEWIS	MELVIN	SUB PARAEDUCATOR	4/30/2019
MALARE	COURTNEY	SUB PARAEDUCATOR	5/10/2019
MARTIN	ASHLEY	SUB PARAEDUCATOR	5/7/2019
MASON	KARA	SUB PARAEDUCATOR	5/8/2019
MCGUIRE	KAITLYN	SUB PARAEDUCATOR	5/14/2019
OVERSTREET	CHARLES	SUB PARAEDUCATOR	4/24/2019
POWELL	DANIELLE	SUB PARAEDUCATOR	4/25/2019
QUINTOS	DANNIELLE	SUB PARAEDUCATOR	5/15/2019
SHEELY	LYNNSEY	SUB PARAEDUCATOR	5/10/2019
SIMMONS	ABIGAIL	SUB PARAEDUCATOR	5/21/2019
STATHIS	ASHTON	SUB PARAEDUCATOR	5/10/2019
STONE	RACHEL	SUB PARAEDUCATOR	5/3/2019
SUTTON	NASHAYE	SUB PARAEDUCATOR	5/13/2019
THEKKOOTT	REKHA	SUB PARAEDUCATOR	5/1/2019
TRAEN	JORDAN	SUB PARAEDUCATOR	5/17/2019
WALSH	ZOWIE	SUB PARAEDUCATOR	5/8/2019
WALSH	ZOWIE	SUB PARAEDUCATOR	5/8/2019
WOODARD	NICOLE	SUB PARAEDUCATOR	5/8/2019
YUFEH	KELLY	SUB PARAEDUCATOR	5/8/2019

- b. Employment of Emergency Certified Substitute Teacher - In accordance with 16 KAR 2:030, this is to report that the Superintendent is requesting the Education Professional Standards Board to issue one-year Provisional Certificates for Emergency Substitute Teaching as indicated for the following teachers:

Name	Assignment	Effective Date	
BAKER	HADLEY	EMERGENCY SUBSTITUTE	5/10/2019
CRAYNE	MASON	EMERGENCY SUBSTITUTE	5/3/2019
DOBSON	MADISON	EMERGENCY SUBSTITUTE	5/3/2019
FILSON	PRESLEY	EMERGENCY SUBSTITUTE	5/3/2019
FRYMAN	HALEY	EMERGENCY SUBSTITUTE	4/25/2019
JELF	HUNTER	EMERGENCY SUBSTITUTE	5/8/2019
LUSK	KEELI	EMERGENCY SUBSTITUTE	5/3/2019
MARKSBURY	MEGAN	EMERGENCY SUBSTITUTE	5/1/2019
MARTIN	LAUREN	EMERGENCY SUBSTITUTE	5/2/2018
MILLER	KATERI	EMERGENCY SUBSTITUTE	5/16/2019
OUELLETTE	VICTORIA	EMERGENCY SUBSTITUTE	5/8/2019
SANKARAN	RANJANI	EMERGENCY SUBSTITUTE	5/15/2019
SCOTT	ALYXANDRA	EMERGENCY SUBSTITUTE	5/8/2019
SMITH	MAYA	EMERGENCY SUBSTITUTE	4/26/2019
TROTTER	CHELSEA	EMERGENCY SUBSTITUTE	5/10/2019

- c. Employment of Certified Substitutes - This is to report the employment of the following certified substitutes:

Name	Assignment	Effective Date	
GILLIAM	MELISSA	RET SUBSTITUTE TEACHER	5/14/2019

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: School Activity Funds Report Placeholder

PREPARED BY: Rodney Jackson

**Recommended Action on: 6/10/2019
Informational Item**

Superintendent Prior Approval: No

Recommendation/Motion: N/A

Background/Rationale: School Activity Fund Reports for the period ending April 30, 2019. The report details each school's activity fund expenses and receipts for the month and year ending previously noted.

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: N/A

Attachments(s): School Activity Funds Report

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Superintendent Emmanuel Caulk

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Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item

MEETING: Planning

DATE: 6/10/2019

TOPIC: Indirect Cost Rate Approval and Adoption

PREPARED BY: Rodney Jackson

Recommended Action on: 6/10/2019
Informational Item

Superintendent Prior Approval: No

Recommendation/Motion: This is to inform the Board of the restricted and non-restricted indirect cost calculations prepared by the Kentucky Department of Education of 5.12% and 15.90% respectively effective July 1, 2019.

Background/Rationale: Indirect costs are expenditures in support of a program that are not directly identifiable to that program. The Federal government allows entities to be reimbursed for a portion of support expenditures incurred with relation to Federal programs. The Kentucky Department of Education calculates two different rates for indirect costs - restricted and non-restricted. Restricted rates may be applied to federal grants that exclude expenses for district administrative support and allow non-restricted rates that may be applied against district food service programs. The U.S. Department of Education requires the Kentucky Department of Education to have the indirect cost rates approved by school districts.

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: NA

Attachments(s): One attachment

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INDIRECT COST RATE APPROVAL AND ADOPTION

BACKGROUND AND RATIONALE:

Indirect costs are expenditures in support of a program that are not directly identifiable to that program. The Federal government allows entities to be reimbursed for a portion of support expenditures incurred with relation to Federal programs. The Kentucky Department of Education calculates two different rates for indirect costs - restricted and non-restricted. Restricted rates may be applied to federal grants that exclude expenses for district administrative support and allow non-restricted rates that may be applied against district food service programs. The U.S. Department of Education requires the Kentucky Department of Education to have the indirect cost rates approved by school districts.

The Kentucky Department of Education Indirect Cost Rate Proposal is included with this agenda item.

PROPOSAL: Approve the adoption of the Indirect Cost Rate Calculated by the Kentucky Department of Education.

<u>Item</u>	<u>Amount</u>	<u>Funding Source</u>	<u>Recurring/ Nonrecurring</u>	<u>Measurable Expected Impact and Timeline</u>
<u>Federal Grants & Awards</u>	<u>\$1,212,834.50</u>	110-5220	recurring	These funds are used to help provide support for federal grants and awards administration for the district

RATIONALE:

Our goal is to allow reimbursement of expenditures made in support of Federal programs and grants that cannot be charged directly to the Federal program or grant under Federal OMB guidelines.

STAFF CONTACT: Rodney Jackson, Director of Finance

POLICY REFERENCE: 01.11 (General Powers and Duties of the Board)

RECOMMENDATION:

A motion is in order to:

“adopt the restricted and non-restricted indirect cost calculations prepared by the Kentucky Department of Education of 5.12% and 15.90% respectively effective July 1, 2019.”

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: Pay Date Schedule FY20

PREPARED BY: Rodney Jackson

Recommended Action on: 6/10/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: A motion is in order to: “Accept the Pay Date Schedule FY20 as presented to the Board.

Background/Rationale: We are required annually to get approved pay dates for the upcoming fiscal year.

Policy: 03.121 03.221 (Personnel – Salaries)

Fiscal Impact: NA

Attachments(s): Pay date schedule attached.

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FY 2019/2020 PAY DATE SCHEDULE

Reporting Period	Pay Date
June 15 - June 28	July 15, 2019*
June 29 - July 12	July 31, 2019*
July 13 - July 26	August 15, 2019*
July 27 - August 9	August 30, 2019
August 10 - August 30	September 13, 2019
August 31 - September 13	September 30, 2019
September 14 - September 27	October 15, 2019
September 28 - October 11	October 31, 2019
October 12 - October 25	November 15, 2019
October 26 - November 8	November 26, 2019
November 9 - November 22	December 13, 2019
November 23 - December 6	December 23, 2019
December 7 - December 27	January 15, 2020
December 28 - January 10	January 31, 2020
January 11 - January 24	February 14, 2020
January 25 - February 7	February 28, 2020
February 8 - February 21	March 13, 2020
February 22 - March 6	March 31, 2020
March 7 - March 20	April 15, 2020
March 21 - April 10	April 30, 2020
April 11 - April 24	May 15, 2020
April 25 - May 8	May 29, 2020
May 9 - May 22	June 15, 2020
May 23 - June 12	June 30, 2020
June 13 - June 26	July 15, 2020*
June 27 - July 10	July 31, 2020*
July 11 - July 24	August 14, 2020*

12-month employees (24 Pays) paycheck dates: July 15, 2019 - June 30, 2020.

Less than 12-month employees (24 Pays) paycheck dates: August 30, 2019 - August 14, 2020

Transportation employees (21 Pays Option) paycheck dates: August 30, 2019 - June 30, 2020

* Pay Dates denotes Summer pay checks for FY 19-20 earnings.

Bold print Reporting Period dates denotes 3 week reporting periods.

Highlighted Pay Dates denotes exceptions to the 15th and last day of the month pay date schedule due to holiday office closures. All other pay dates reflect the actual date unless the pay date falls on a weekend or holiday.

Insurance premiums will be deducted based on the beginning and end date of your pay cycle, the number of days worked and the number of paychecks per fiscal year.

Note: All salaries are annualized. The reporting periods listed are used as cut-off dates for reporting absences, docked days, overtime, stipends, ESS and compensating substitute employees. Reporting periods and/or pay dates are subject to change as necessary to allow for holidays and/or other scheduled breaks.

STAFF CONTACT: Rodney Jackson, Director of Finance 381-4141

Related Policies: 03.121, 03.221

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: Monthly Financial Reports Placeholder

PREPARED BY: Rodney Jackson

Recommended Action on: 6/10/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: A motion is in order to: “Accept the Monthly Treasurer’s Report of Revenue/Expense reports as presented to the Board.”

Background/Rationale: Our goal is to report monthly the financial status of the district to our community, board and staff, in an easy to understand format. We invite suggestions for improving these reports.

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: N/A

Attachments(s): Four attachments

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**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Planning

DATE: 6/10/2019

TOPIC: 2019-2020 Salary Schedule

PREPARED BY: Julane Mullins

**Recommended Action on: 6/10/2019
Discussion Item**

Superintendent Prior Approval: Yes

Recommendation/Motion: Approve the 2019-2020 Salary Schedules: Teachers' Salary Schedule; Occupational Therapist/Physical Therapists; Law Enforcement Lieutenants Salary Schedule; Family Resource and Youth Service Center Coordinators Salary Schedule and Classified Hourly Employees Single Salary Schedule. Approve the 2019-2020 Salary Schedules as presented for the following: Certified Salary Schedule Index; Supplemental Salary Schedule for Academics; Supplemental Salary Schedule for Athletics; Administrative Additive Schedule for Administrative and Supervisory Personnel; Substitute Teacher Salary Schedule; and Student Workers Salary Schedule. Special meeting will be called for Board to approve. Date to be announced.

Background/Rationale: Salary schedules must be approved by the Board of Education and then submitted to the Kentucky Department of Education and the Kentucky Retirement System.

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: TBA

Attachments(s): N/A

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**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: 6/24/2019

TOPIC: District Statement of Assurances

PREPARED BY: Julane Mullins

Recommended Action on: 6/24/2019

Action Item for Vote (REGULAR MEETING)

Superintendent Prior Approval: No

Recommendation/Motion: Approve Fayette County Public Schools' submission of Statement of Assurances for the 2019-2020 school year.

Background/Rationale: Yearly requirement by KDE

Policy: 01.11 (General Powers and Duties of the Board)

Fiscal Impact: N/A

Attachments(s): District Assurance Statement

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DISTRICT STATEMENT OF ASSURANCES

BACKGROUND AND RATIONALE: Annually school districts in Kentucky are required to provide KDE written assurances (attached) that all schools in the school district (including private schools receiving services through the district) are in compliance with district improvement planning requirements as well as all state and federal funding requirements. This Statement of Assurances complies with the requirements of Kentucky's Comprehensive District Improvement Plan funding. Staff have reviewed requirements and the district is in compliance with all assurances.

PROPOSAL:

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Statement of Assurances	N/A	N/A	N/A	Measurable progress toward district achievement goals

STAFF CONTACT:

Julane Mullins, Director Budget and Staffing, X4109

POLICY REFERENCE: 01.11 (General Powers and Duties of the Board)

RECOMMENDATION: A motion is in order to:

“Approve Fayette County Public Schools’ submission of Statement of Assurances for the 2019-2020 school year.”

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0

* The LEA assures that it will comply with the following provisions:

1.	A comprehensive and current needs assessment, consistent with local board policy, supports the district improvement plan. The needs assessment is considered comprehensive and current if all of the following areas have been assessed at some point in the last three years: 1) curriculum; 2) classroom evaluation/assessment; 3) instruction; 4) school culture; 5) family and community involvement; 6) professional growth and evaluation; 7) leadership; 8) organizational structure and resources; and 9) an effective planning process.	* Yes ▼
2.	The district has a planning policy in place for school councils to follow that describes the form and function of school improvement planning in the district as per KRS 160.345(3) (c). This policy includes a description of the district's annual planning cycle (with dates). The district and all schools develop their improvement plans in accordance with this policy and with the involvement of representative groups, including required members of the needs assessment team.	* Yes ▼
3.	The local school district reviews its district improvement plan at least annually and revises as needed. Implementation of activities and strategies described in the action plan are evaluated for impact on student performance and classroom practices. The local school district assures that at least annually, an updated district improvement plan is approved by the local board and posted on the appropriate school or district website. The Comprehensive District Improvement Plan (CDIP) for each district shall be posted to the district's Web site. The Comprehensive School Improvement Plan (CSIP) for each school shall be posted to the school's Web site.	* Yes ▼
4.	The local school district will administer each covered program in accordance with all program plans and applications.	* Yes ▼
5.	Before its district improvement plan is posted, the district has afforded a reasonable opportunity for public comment on the plan and has considered such comment.	* Yes ▼

6.	Where appropriate, the local school district will consult with private school officials in a timely and meaningful way to assure equitable participation of children and/or teachers in the private schools	* Yes ▼
7.	The local school district will coordinate and collaborate with other agencies as required by the Every Student Succeeds Act (ESSA) Title I, Parts A, C, and D; ESSA Title II, Parts A, B, and D; ESSA Title IV, Title VII, Title X, Part C, the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Vocational and Technical Education Act of 2006 or its successor.	* Yes ▼
8.	The local school district will adopt and use proper methods of administering the covered programs, including: implementation of obligations, the correction of deficiencies in program operations as identified through technical assistance, program audits, monitoring or evaluation, and the adoption of written procedures for the receipt and resolution of complaints alleging violations of law in the administration of such programs	* Yes ▼
9.	The local school district will cooperate in carrying out any evaluation of each program conducted by or for the Kentucky Department of Education (KDE), or the U. S. Department of Education.	* Yes ▼
10.	The local school district will:	* Yes ▼
	a. Provide timely program reports to the Kentucky Department of Education on activities and expenditures, including reports requested by the U. S. Department of Education	
	b. Maintain records, provide information, and afford access to the records as the Kentucky Department of Education or the federal offices may find necessary to carry out their responsibilities	
11.	The local school district will comply with the Civil Rights Act of 1964, Title IV, Title VI, Title VII; the Equal Educational Opportunities Act of 1974; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and the Age Discrimination Act prohibiting discrimination on the basis of race, color, national origin, age, religion, marital status, sex, or disability.	* Yes ▼

12.	The local school district assures that its district improvement plan describes steps it will take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation, including barriers to gender, race, color, national origin, disability, and age. [General Education Provisions Act (GEPA) Section 427].	* Yes ▼
13.	The local school district will comply with the Single Audit Act. (2 C.F.R. Part 200 Subpart F)	* Yes ▼
14.	The local school district has control of programs and holds title to property acquired with the funds. The district will administer the funds and property as required by the authorizing law and for the purpose for which they are granted. The district retains control in the event of contractual arrangements made with other parties.	* Yes ▼
15.	The local school district will use fiscal control and fund accounting procedures (MUNIS) to ensure proper disbursement of and accounting for federal and state funds paid to the district under the covered programs.	* Yes ▼
16.	The local school district will submit an amendment prior to opening an object code series or to purchase equipment that costs \$5,000 or more per unit after the initial budget has been submitted and approved.	* Yes ▼
17.	The local school district assures that:	* Yes ▼
	<div style="margin-left: 40px;"> a. Federal appropriated funds have not been paid and shall not be paid by or on behalf of the local school district, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the making of any federal grant, for entering any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement. </div>	

	<p>b. No funds other than federal appropriated funds have been paid, and shall not be paid, to any person for influencing or attempting to influence an officer or employee of any agency in connection with the federal grant. The Superintendent shall complete and file Standard Form LLL "Disclosure Form to Report Lobbying" in accordance with its instructions for any payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	
18.	The superintendent shall require that these assurances and certifications be included in the award documents for all sub-grantees.	* Yes ▼
19.	Federal funds received under covered programs are used only to supplement and in no case supplant funds from non-federal sources.	* Yes ▼
20.	If the project involves construction, the project is consistent with overall state plans for the construction of school facilities; and, in developing plans for construction, due consideration is given to excellence of architecture and design, compliance with the Americans with Disabilities Act and standards prescribed by the Secretary under Section 504 of the Rehabilitation Act of 1973 in order to ensure that facilities constructed with the use of federal funds are accessible to and usable by individuals with disabilities [GEPA, Sec. 436].	* Yes ▼
21.	Federal funds received will not be used to acquire equipment (including computer software) when such acquisition results in a direct financial benefit to an organization representing the interests of the school district or its employees or any affiliate of such organization [GEPA, Sec. 436].	* Yes ▼
22.	The local school district will maintain procedures to minimize the time elapsing between the transfer of federal grant funds and their disbursement (2 C.F.R. Part 200.305).	* Yes ▼

23.	Any plan, budget, evaluation, periodic program plan, or report relating to the covered programs is made readily available to parents and other members of the general public for the purpose of public inspection (34 C.F.R. 76.304). The local school district will comply with the Open Records Act.	* Yes ▼
24.	Children served in covered programs will have access to all state and locally funded instructional, social, health, transportation, and nutritional services on the same basis as any other child and have the opportunity to meet the same challenging content and performance standards as any other child.	* Yes ▼
25.	The local school district will comply with 2 C.F.R. Part 200 - Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards as applicable.	* Yes ▼
26.	The local school district will comply with 2 C.F.R. Part 200 Subpart E as it relates to cost principles for federal fund uses.	* Yes ▼
27.	The local school district will comply with 2 C.F.R. Part 200 Subpart D Property Standards (200.310-200.316).	* Yes ▼
28.	The local school district will comply with the Debarment, Suspension, and other Responsibility matters regulation (34 C.F.R. 85.110).	* Yes ▼
29.	The local school district will comply with assurance of Compliance (Form HEW 441) or any court ordered desegregation plan that applies to this application.	* Yes ▼
30.	The local school district will comply with the Gun-Free Schools Act of 1994.	* Yes ▼
31.	The local school district will comply with the Pro-Children Act of 1994.	* Yes ▼
32.	The local school district will comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Protection of Pupil Rights Amendment (PPRA).	* Yes ▼
33.	The local school district will comply with the Procurement Standards as describe in 2 C.F.R. 200.318-200.326.	* Yes ▼

34.	The local school district shall certify that no policy of the district or the school prevents or otherwise denies participation in constitutionally protected prayer in the public schools (K-12) (20 U.S.C. 7904).	* Yes ▼
35.	The local school district will comply with all provisions of KRS 158.649 relating to the reduction of achievement gaps among student populations.	* Yes ▼
36.	The district improvement plan includes specific strategies based on data in the School Report Card to support schools.	* Yes ▼
37.	The district improvement plan includes specific strategies to support schools that have not met the goals of the Interim Performance Report for the Kentucky Performance Rating for Educational Progress (K-PREP).	* Yes ▼
38.	All current school improvement plans are on file in the district's central office for review.	* Yes ▼
39.	The local school district will have a technology plan in place to support the technology initiatives that are funded through various federal and state programs including the Every Student Succeeds Act (ESSA), the Universal Service Administrative Company (USAC) E-Rate program, and the Kentucky Education Technology System (KETS) program.	* Yes ▼
40.	The local district assures that all students have had access and opportunity to learn the standards contained in the Kentucky Academic Standards. 704 KAR 3:303 and 704 KAR Chapter 8.	* Yes ▼
41.	The local district assures that all students have met the minimum graduation requirements upon graduation. 704 KAR 3:305.	* Yes ▼
42.	The local district assures that all students in grades 6-12 have an Individual Learning Plan. KRS 158.6459 and 704 KAR 3:305.	* Yes ▼
43.	As it relates to student interventions, the local district assures:	* Yes ▼

	a.	A high school student whose highest score on the college admissions examination under KRS 158.6453 (5)(b)5 in English, reading, or mathematics is below the system-wide standard established by the Council on Postsecondary Education for entry into a credit-bearing course at a public postsecondary institution without placement in a remedial course or an entry-level course with supplementary academic support shall be provided the opportunity to participate in accelerated learning designed to address his or her identified academic deficiencies prior to high school graduation. KRS 158.6459(1).	
	b.	By February 1 of each year, the school-based decision making council, or the principal if there is not a council, with the involvement of parents, faculty, and staff shall set the school's targets for eliminating any achievement gap and submit them to the superintendent for consideration. The superintendent and the school-based decision making council, or the principal if there is not a council, shall agree on the targets before they are submitted to the local board of education for adoption. KRS 158.649(4).	
44.	All students not meeting benchmarks established by the Council on Postsecondary Education on the college readiness exam are provided intervention/transition courses. 704 KAR 3:305.		* Yes ▼
45.	The local district assures that all courses in the local course catalog are linked to Kentucky's Uniform Academic Course Codes. 704 KAR 3:540.		* Yes ▼
46.	The local district assures that a library media center has been established in every elementary and secondary school and that a school librarian is employed to organize, equip, and manage the operations of the school media library and holds the appropriate certificate in accordance with KRS 161.020, 161.030, and 158.102.		* Yes ▼
47.	The local district assures that all students grades K-3 have been provided learning experiences that include developmentally appropriate educational practices; multiage and multiability classrooms; continuous progress; authentic assessment; qualitative reporting methods; professional teamwork; and positive parent involvement. 704 KAR 3:440		* Yes ▼

48.	The local district assures that any courses being identified as advanced placement courses are identified as an advanced placement course by the College Board; include the content as described in the college board overview, description, and recommended course syllabus for the appropriate course; are aligned with Kentucky's Academic Expectations as established in KRS 158.6451 and Kentucky's Academic Standards as established in 704 KAR 3:303 and 704 KAR Chapter 8; and prepares a student to take and be successful on the appropriate advanced placement examination administered by the college board. Advanced placement courses must be accessible to all students. 704 KAR 3:510	* Yes ▼																
49.	<p>The district assures compliance with KRS 158.791 which requires:</p> <table border="1"> <tr> <td data-bbox="172 537 388 683">Elementary Schools to:</td> <td data-bbox="388 537 1719 683"></td> </tr> <tr> <td data-bbox="172 683 388 748">a.</td> <td data-bbox="388 683 1719 748">Provide comprehensive school-wide reading program;</td> </tr> <tr> <td data-bbox="172 748 388 854">b.</td> <td data-bbox="388 748 1719 854">Provide diagnostic reading assessments and intervention services for those students who need them to learn to read at the proficient level;</td> </tr> <tr> <td data-bbox="172 854 388 919">c.</td> <td data-bbox="388 854 1719 919">Ensure quality instruction by highly trained teachers;</td> </tr> <tr> <td data-bbox="172 919 388 1024">d.</td> <td data-bbox="388 919 1719 1024">Provide high quality library media programming; (defined in KDE's Beyond Proficiency @ your library)</td> </tr> <tr> <td data-bbox="172 1024 388 1170">Middle and High Schools:</td> <td data-bbox="388 1024 1719 1170"></td> </tr> <tr> <td data-bbox="172 1170 388 1357">a.</td> <td data-bbox="388 1170 1719 1357">Provide direct, explicit instruction to students lacking skills in how to read, learn, and analyze information in key subjects, including language, reading , English, mathematics, science, social studies, arts and humanities, practical living, and career studies;</td> </tr> <tr> <td data-bbox="172 1357 388 1463">b.</td> <td data-bbox="388 1357 1719 1463">Ensure that teachers have the skills to help all students develop critical strategies and skills for subject-based reading.</td> </tr> </table>	Elementary Schools to:		a.	Provide comprehensive school-wide reading program;	b.	Provide diagnostic reading assessments and intervention services for those students who need them to learn to read at the proficient level;	c.	Ensure quality instruction by highly trained teachers;	d.	Provide high quality library media programming; (defined in KDE's Beyond Proficiency @ your library)	Middle and High Schools:		a.	Provide direct, explicit instruction to students lacking skills in how to read, learn, and analyze information in key subjects, including language, reading , English, mathematics, science, social studies, arts and humanities, practical living, and career studies;	b.	Ensure that teachers have the skills to help all students develop critical strategies and skills for subject-based reading.	* Yes ▼
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50.	The district assures compliance with KRS 156.160 which requires every public middle and high school curriculum to include instruction on the Holocaust and other cases of genocide, as defined by the United Nations Convention on the Prevention and Punishment of the Crime of Genocide, that a court of competent jurisdiction, whether a court in the United States or the International Court of Justice, has determined to have been committed by applying rigorous standards of due process.	* Yes ▼
51.	If a school council or, if none exists, the principal adopts a curriculum for human sexuality or sexually transmitted diseases, instruction shall include but not be limited to the following content: (1) Abstinence from sexual activity is the desirable goal for all school-age children; (2) Abstinence from sexual activity is the only certain way to avoid unintended pregnancy, sexually transmitted diseases, and other associated health problems; and (3) The best way to avoid sexually transmitted diseases and other associated health problems is to establish a permanent mutually faithful monogamous relationship.	* Yes ▼
52.	As required by the Every Student Succeeds Act, the school district assures that its employees, contractors, or agents, shall not assisting a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or school district knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. [20 U.S.C.A. 7926]	* Yes ▼

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0

***The LEA assures that it will comply with the following provisions:**

1.	The local school district will designate a point of contact for the district for foster care.	* Yes ▼
2.	<p>The local school district will collaborate with the State or local child welfare agency to develop and implement clear written procedures governing how transportation will be provided, arranged and funded to ensure children in foster care can remain in their school of origin when in their best interest for the duration of the time in foster care.</p> <p>Procedures shall:</p> <p>a. Ensure that children in foster care needing transportation to the school of origin will promptly receive it in a cost-effective manner and in accordance with section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A)); and</p> <p>b. Ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the local educational agency will provide transportation to the school of origin if:</p> <p>i. The local child welfare agency agrees to reimburse the local educational agency for the cost of such transportation;</p> <p>ii. The local educational agency agrees to pay for the cost of such transportation; or</p> <p>iii. The local educational agency and the local child welfare agency agree to share the cost of such transportation.</p>	* Yes ▼

3.	The local school district will adopt policies and practices to ensure that any child in foster care remains in the child's school of origin, unless a determination is made that it is not in such child's best interest. Such decisions shall be based on all factors relating to the child's best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement. ESEA Sec. 1111(g)(1)(E)(i)	* Yes ▼
4.	The local school district will adopt policies and practices to ensure that if it is not in the child's best interest to remain in the school of origin, the child will be immediately enrolled in a new school even if the child is unable to produce records normally required for enrollment. ESEA Sec. 1111(g)(1)(E)(ii)	* Yes ▼
5.	The enrolling school shall immediately contact the school last attended by any such child to obtain relevant academic and other records. ESEA Sec. 1111(g)(1)(E)(iii)	* Yes ▼

Use of Physical Restraint and Seclusion in Public Schools (704 KAR 7:160) Local Education Agency (LEA) Assurances

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0

Use of Physical Restraint and Seclusion in Public Schools (704 KAR 7:160) Local Education Agency (LEA) Assurances

***The LEA assures that it will comply with the following provisions:**

1.	The local school district will fully comply with the requirements of <u>704 KAR 7:160</u> . Use of Physical Restraint and Seclusion in public schools, including but not limited to policy development and reporting incidents of physical restraint and seclusion.	* Yes ▼
2.	If selected, the district will submit to monitoring of its compliance with <u>704 KAR 7:160</u> and will comply with all corrective actions that result from said monitoring.	* Yes ▼

Every Student Succeeds Act (ESSA) Title I, Part A Assurances: Improving Basic Programs

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*** The LEA assures the that it will comply with the following provisions:**

1.	Districts and schools receiving Title I, Part A funds will comply with all requirements outlined in Title I, Part A of the Every Student Succeeds Act, unless a notice of the waiver of specific requirements has been issued by the Kentucky Department of Education.	* Yes ▼								
2.	Districts and schools receiving Title I, Part A funds will maintain records that support their compliance with Title I, Part A requirements and approved plans.	* Yes ▼								
3.	If selected, the local school district will submit to state-conducted Title I, Part A monitoring and will comply with all corrective actions that result of such monitoring.	* Yes ▼								
4.	Districts will comply with the following assurances as outlined within Title I, Part A, Section 1112 of the Every Student Succeeds Act, unless a notice of the waiver of specific requirements has been issued by the Kentucky Department of Education.	* Yes ▼								
	<table border="1"> <tr> <td>The local school district will</td> <td></td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> ensure that migratory children and formerly migratory children who are eligible to receive services under this part are selected to receive such services on the same basis as other children who are selected to receive services under this part; </td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> provide services to eligible children attending private elementary schools and secondary schools in accordance with section 1117, and timely and meaningful consultation with private school officials regarding such services; </td> </tr> <tr> <td></td> <td></td> </tr> </table>	The local school district will			<ul style="list-style-type: none"> ensure that migratory children and formerly migratory children who are eligible to receive services under this part are selected to receive such services on the same basis as other children who are selected to receive services under this part; 		<ul style="list-style-type: none"> provide services to eligible children attending private elementary schools and secondary schools in accordance with section 1117, and timely and meaningful consultation with private school officials regarding such services; 			
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	<ul style="list-style-type: none"> ensure that migratory children and formerly migratory children who are eligible to receive services under this part are selected to receive such services on the same basis as other children who are selected to receive services under this part; 									
	<ul style="list-style-type: none"> provide services to eligible children attending private elementary schools and secondary schools in accordance with section 1117, and timely and meaningful consultation with private school officials regarding such services; 									

	<ul style="list-style-type: none"> participate, if selected, in the National Assessment of Educational Progress in reading and mathematics in grades 4 and 8 carried out under section 303(b)(3) of the National Assessment of Educational Progress Authorization Act (20 U.S.C. 9622(b)(3)); 	
	<ul style="list-style-type: none"> coordinate and integrate services provided under this part with other educational services at the local school district or individual school level, such as services for English learners, children with disabilities, migratory children, American Indian, Alaska Native, and Native Hawaiian children, and homeless children and youths, in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program; 	
	<ul style="list-style-type: none"> ensure that all teachers and paraprofessionals working in a program supported with Title I, Part A funds meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification; and 	
	<ul style="list-style-type: none"> in the case of a local school district that chooses to use Title I, Part A funds to provide early childhood education services to low-income children below the age of compulsory school attendance, ensure that such services comply with the performance standards established under section 641A(a) of the Head Start Act (42 U.S.C. 9836a(a)). 	
5.	Local school districts shall:	* Yes ▼
	<ul style="list-style-type: none"> provide technical assistance and support to schoolwide and targeted assistance programs, including consulting with schools as they develop plans pursuant to section 1114 and 1115 and assisting schools with the implementation of such plans; 	
	<ul style="list-style-type: none"> take into account the experience of model programs for the educationally disadvantaged and the findings of relevant evidence based research when implementing services at Title I-served schools; 	

	<ul style="list-style-type: none"> ensure, through incentives for voluntary transfers, the provision of professional development, recruitment programs, or other effective strategies, that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; 	
	<ul style="list-style-type: none"> use the results of the student academic assessments required under section 1111(b)(3), and other measures or indicators available to the district, to review annually the progress of each school served by the district and receiving funds under this part to determine whether all of the schools are making the progress necessary to ensure that all students will meet the State's proficient level of achievement on the State academic assessments described in section 1111(b)(3); and 	
	<ul style="list-style-type: none"> ensure that the results from the academic assessments required under section 1111(b)(3) will be provided to parents and teachers as soon as is practicably possible after the test is taken, in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand; 	
	<ul style="list-style-type: none"> demonstrate compliance with the supplement, not supplant requirement by demonstrating that the methodology used to allocate State and local funds to each school receiving assistance under Title I ensures that such school receives all of the State and local funds it would otherwise receive if it were not receiving assistance under Title I (ESSA Section 1118 (b)(2)). 	
	<ul style="list-style-type: none"> notify parents of each student attending any Title I school in the district at the start of the school year that they have the right to request, and the agency will provide the parents on request (and in a timely manner), information on the professional qualifications of their children's classroom teachers and paraprofessionals (ESSA Section 1112 (e)) 	
	<ul style="list-style-type: none"> notify parents of each student attending any Title I school in the district at the start of the school year that the parents may request, and the local school district will provide the parents on request (and in a timely manner), information regarding any State or local school district policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local school district (ESSA Section 1112(e)(2)(A). 	

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|---|--|
| <ul style="list-style-type: none"> • make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website), information on each assessment required by the State to comply with section 1111, other assessment required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency (ESSA Section 1112(e)(2)(B). | |
| <ul style="list-style-type: none"> • not later than 30 days after the beginning of the school year, inform parents of an English learner identified for participation or participating in a language instruction educational program of the information described in ESSA Section 1112(e)(3)(A). The notice and information provided to parents shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. | |
| <ul style="list-style-type: none"> • For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the district shall notify the children's parents during the first 2 weeks of the child being placed in a language instruction educational program (1112(e)(3)(B). The notice and information provided to parents shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. | |
| <ul style="list-style-type: none"> • Implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can be involved in the education of their children; and be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. Implementing an effective means of outreach to parents shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under Title I or Title III. The notice and information provided to parents shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand (1112(e)(3)(C). | |

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0

*** The LEA assures the that it will comply with the following provisions:**

<p>1. Districts will not discriminate against children who are not legally admitted to the United States by denying them access to educational programs offered to children of U. S. citizens. Neither shall the district:</p> <table border="1"> <tr> <td data-bbox="157 527 346 592">a.</td> <td data-bbox="346 527 1722 592">Require students or parents to disclose or document their immigration status.</td> </tr> <tr> <td data-bbox="157 592 346 698">b.</td> <td data-bbox="346 592 1722 698">Make inquiries of students or parents which may expose their undocumented status.</td> </tr> <tr> <td data-bbox="157 698 346 841">c.</td> <td data-bbox="346 698 1722 841">Require social security numbers of all students, as it may expose the undocumented status of students or parents (Plyler v. Doe, 457 U.S. 202, (1982))</td> </tr> </table>	a.	Require students or parents to disclose or document their immigration status.	b.	Make inquiries of students or parents which may expose their undocumented status.	c.	Require social security numbers of all students, as it may expose the undocumented status of students or parents (Plyler v. Doe, 457 U.S. 202, (1982))	<p>* <input type="text" value="Yes"/></p>
a.	Require students or parents to disclose or document their immigration status.						
b.	Make inquiries of students or parents which may expose their undocumented status.						
c.	Require social security numbers of all students, as it may expose the undocumented status of students or parents (Plyler v. Doe, 457 U.S. 202, (1982))						
<p>2. Section 1304(b)(3) of the Every Student Succeeds Act states that the Kentucky Department of Education must promote interstate and intrastate coordination of migrant education services, including the transfer of pertinent school records, for migratory children. School districts must meet privacy requirements of FERPA. In carrying out this requirement, the signed Certificate of Eligibility (COE), by the migrant child's parent or legal guardian will serve as a consensual written permission to share personally identifiable information from their migrant record with local educational agencies and migrant regional service centers and to transfer such information to appropriate education officials in other states having migrant programs. Regional migrant service centers will have oversight of district programs in their region.</p> <table border="1"> <tr> <td data-bbox="157 1266 346 1445">a.</td> <td data-bbox="346 1266 1722 1445">Districts and regional offices agree to comply with any and all requests for data and documentation made by the Regional Service Centers and/or KDE in the manner in which it is requested (hard copy, electronic, etc.) within the timeline requested.</td> </tr> </table>	a.	Districts and regional offices agree to comply with any and all requests for data and documentation made by the Regional Service Centers and/or KDE in the manner in which it is requested (hard copy, electronic, etc.) within the timeline requested.	<p>* <input type="text" value="Yes"/></p>				
a.	Districts and regional offices agree to comply with any and all requests for data and documentation made by the Regional Service Centers and/or KDE in the manner in which it is requested (hard copy, electronic, etc.) within the timeline requested.						

		b.	Districts will comply with the written requirements of the state migrant regional service centers to ensure the accuracy of data and the transfer of migrant student records. Districts, educational cooperatives or public colleges and universities serving as a local operating agency or migrant regional service centers will maintain a written record (Certificate of Eligibility) of the basis on which each child was determined to be eligible.	
		c.	Districts and local operating agencies will supply the Kentucky Department of Education with all of the Migrant Student Information eXchange (MSIX) minimum data elements applicable to the child's age and grade within the timeframe established in 34 CFR 200.85 regardless of the type of school in which the child is enrolled (e.g. public, private, or home school), or whether a child is enrolled in any school.	
		i.	For migratory children who are or were enrolled in private schools, the local operating agency meets its responsibility of this section for collecting MDEs applicable to the child's age and grade level by advising the parent of the migratory child, or the migratory child if the child is emancipated, of the necessity of requesting the child's records from the private school, and by facilitating the parent or emancipated child's request to the private school that it provide all necessary information from the child's school records-	
			1) Directly to the parent or emancipated child, in which case the local operating agency must follow up directly with the parent or child; or	
			2) To the SEA, or a specific local operating agency, for forwarding to MSIX, in which case the SEA or local operating agency must follow up with the parent, emancipated child, or the private school to make sure that the records requested by the parent or emancipated child have been forwarded.	
		ii.	For migratory children who are or were enrolled in home schools, the local operating agency meets its responsibility for collecting MDEs applicable to the child's age and grade level by requesting these records, either directly from the parent or emancipated child.	

	d.	The local operating agency is required to use the Consolidated Student Record for all migratory children who have changed residence to a new school district within the State or in another State in order to facilitate school enrollment, grade and course placement, accrual of high school credits, and participation in the MEP.	
	e.	The local operating agency is required to use reasonable and appropriate measures determined by the Kentucky Department of Education to ensure that all data submitted to MSIX are accurate and complete; and to respond promptly to any request by the US Department of Education for information needed to meet the Department's responsibility for the accuracy and completeness of data in MSIX.	
	f.	The local operating agency is required to follow the procedures outlined in the Kentucky MSIX Policies and Procedures guidebook for correcting data as requested by parents, guardians, and migratory children, and other SEAs.	
3.	Sections 1304 and 1306 of the Every Student Succeeds Act states that the Kentucky Department of Education shall identify and address the needs of migrant students through the appropriate coordination of local, state and federal funds. Districts will coordinate the migrant program with schoolwide projects and other programs within the district. Districts should identify all available resources for migrant students who are most academically at need.		* Yes ▼
4.	Each local operating agency will fully participate in a system for the storage of data and the transfer of migrant student records.		* Yes ▼
5.	Each local operating agency must employ personnel to recruit and advocate, ensuring the identification and recruitment of all eligible migrant children. It is highly recommended that these positions be full-time and bilingual.		* Yes ▼
6.	Each local operating agency shall implement effective parent involvement activities in accordance with the program Service Delivery Plan (SDP).		* Yes ▼
7.	The local operating agency will consult with parents of migratory children, including parent advisory councils, for programs not less than 1 school year in duration. All such programs and projects are carried out		* Yes ▼

	a.	In a manner that provides for the same parental involvement as is required for programs and projects under section 1116, unless extraordinary circumstances make such provision impractical; and	
	b.	In a format and language understandable to the parents (ESSA Section 1304 (c)(3)).	
8.	In providing services with funds received under this part, each recipient of such funds shall give priority to migratory children who have made a qualifying move within the previous 1-year period and who:		* Yes ▼
	a.	Are failing, or most at risk of failing, to meet the challenging State academic standards; or	
	b.	Have dropped out of school (ESSA Section 1304 (d)).	

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0*** The LEA assures the that it will comply with the following provisions:**

1.	Districts and schools receiving Title I, Part D, Subpart 2 funds will comply with all applicable requirements outlined in Sections 1421-1432 of the Every Student Succeeds Act. This includes submission of an application to the state by prescribed deadlines and the maintenance of records supporting program compliance and adherence to state-approved plans.	* Yes ▼
2.	The local school district will submit to state-conducted Title I, Part D monitoring and will comply with all corrective actions/findings that result from such monitoring.	* Yes ▼
3.	The programs and services provided under this grant will be used to address the needs set forth in the application and fiscal related information will be provided within the fiscal year timelines established for new, reapplying, and/or continuing programs.	* Yes ▼
4.	The local school district will comply with civil rights and nondiscrimination requirement provisions and equal opportunities to participate for all eligible students, teachers, and other program beneficiaries. The programs and services provided with federal funds under this grant will be operated so as not to discriminate on the basis of age, gender, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities.	* Yes ▼
5.	The local school district will require the entity and its principals involved in any subtier covered transaction paid through federal funds, that requires such certification, to ensure it/they are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by a federal department or agency. {EDGAR-Part 85}	* Yes ▼

6.	The local school district will evaluate its program periodically to assess its progress toward achieving its goals and objectives and use its evaluation results to refine, improve, and strengthen its program and to refine its goals and objectives as appropriate. The local school district will submit to the department such information, and at such intervals, that the department requires to complete state and/or federal reports.	* Yes ▼
7.	Each local school district receiving Title I, Part D Subpart 2 funds will ensure accurate and timely submission of neglected and delinquent student data as requested by the Kentucky Department of Education, including reports requested by the U.S. Department of Education.	* Yes ▼
8.	The local school district will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program.	* Yes ▼
9.	Each agency receiving funds under this grant shall use these funds only to supplement, and not to supplant, state and local funds that, in the absence of such funds, would otherwise be spent for activities under this section.	* Yes ▼
10.	The local school district will administer such funds and property to the extent required by the authorizing statutes.	* Yes ▼
11.	Where feasible, the local school district will ensure educational programs in juvenile facilities are coordinated with the student's home school, particularly with respect to special education students with an individualized education program.	* Yes ▼
12.	Where feasible, the local school district will provide transition assistance to help the youth stay in school, including coordination of services for counseling, assistance, in accessing drug and alcohol abuse prevention programs, tutoring, and family counseling.	* Yes ▼
13.	The local school district will provide support programs which encourage youth who have dropped out to re-enter school once their term has been completed or provide such youth with the skills necessary for such youth to gain employment or seek a high school diploma or its recognized equivalent.	* Yes ▼

14.	The local school district will ensure facilities for neglected, delinquent, or at-risk students are staffed with teachers and other qualified staff who are trained to work with children with disabilities and other students with special needs taking into consideration the unique needs of such children and students.	* Yes ▼
15.	The local school district will use, to the extent possible, technology to assist in coordinating educational programs between the juvenile facility and the community school.	* Yes ▼
16.	Where feasible, the local school district will involve parents in efforts to improve the educational achievement of their children and prevent the further involvement of such children in delinquent activities.	* Yes ▼
17.	The local school district will coordinate funds received under this program with other local, state, and federal funds available to provide services to participating youths, such as funds under the Job Training Partnership Act, and vocational education funds.	* Yes ▼
18.	The local school district will coordinate programs operated under this subpart with activities funded under the Juvenile Justice and Delinquency Prevention Act of 1974 as amended by the Juvenile Justice Reform Act of 2018 and other comparable programs, if applicable.	* Yes ▼
19.	If appropriate, the local school district will work with local businesses to develop training and mentoring programs for participating youth.	* Yes ▼

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***Districts receiving ESSA Title II, Part A funds shall:**

1.	Submit an application to the Kentucky Department of Education (KDE) at such time, in such manner, and containing such information as required;	* Yes ▼
2.	Ensure activities carried out under this program are in accordance with the purpose of Title II as stated in Section 2001 of the ESSA, which is to:	* Yes ▼
a.	Increase student achievement consistent with the challenging State academic standards;	
b.	Improve the quality and effectiveness of teachers, principals, and other school leaders; and	
c.	Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and	
d.	Provide low-income and minority students greater access to effective teachers, principals, and other school leaders;	
3.	Comply with all applicable requirements outlined in Sections 2102-2104 of the ESSA or its successor;	* Yes ▼
4.	Comply with section 8501 of the ESSA regarding the participation by private school children and teachers;	* Yes ▼
5.	Coordinate professional learning activities authorized under this part with professional learning activities provided through other Federal, State, and local programs;	* Yes ▼
6.	Engage shareholders in the following ways:	* Yes ▼

	a.	Meaningfully consult with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in a local school district that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of this title;	
	b.	Seek advice from the individuals and organizations described in the bullet above regarding how best to improve the local school district's activities to meet the purpose of this title; and	
	c.	Coordinate the local school district's activities under this part with other related strategies, programs, and activities being conducted in the community;	
7.	Use Title II, Part A funds to develop, implement, and evaluate the comprehensive programs and activities carried out under this program;		* Yes ▼
8.	Ensure that if funds are used for class size reduction, classes will be reduced to a level that is evidence-based, to the extent the State (in consultation with local educational agencies in the State) determines that such evidence is reasonably available, to improve student achievement through the recruiting and hiring of additional effective teachers;		* Yes ▼
9.	Ensure that if funds are used for professional learning, it is high-quality, personalized and evidence-based, to the extent the (in consultation with local educational agencies in the State) determines that such evidence is reasonably available, for teachers, instructional leadership teams, principals or other school leaders, that is focused on improving teaching and student learning and achievement, including supporting efforts to:		* Yes ▼
	a.	Train educators to effectively integrate technology into curricula and instruction (including education about the harms of copyright piracy);	
	b.	Train educators to use data to improve student achievement and understand how to ensure individual student privacy is protected, (FERPA) and State and local policies and laws in the use of such data;	
	c.	Train educators to effectively engage parents, families, and community partners, and coordinate services between school and community;	

	d.	Train educators to help all students develop the skills essential for learning readiness and academic success;	
	e.	Train educators to develop policy with school, local educational agency, community or State leaders; and	
	f.	Train educators to participate in opportunities for experiential learning through observation.	
10.	Ensure that if funds are used to recruit a diverse workforce, it is not limited to race only;		* Yes ▼
11.	Ensure the activities carried out under Title II, Part A address the learning needs of all students, including children with disabilities, English learners, and gifted and talented students;		* Yes ▼
12.	Ensure and provide written affirmation to KDE that timely, meaningful and on-going consultation with each nonpublic school occurs prior to any decision about the equitable services to be provided to eligible nonpublic school students, teachers, and other educational personnel;		* Yes ▼
13.	Retains control of Title II, Part A funds used to provide equitable services to nonpublic schools and ensures that services are provided by either an employee of the district or through a contract with an individual, agency or organization independent of the nonpublic school and any religious organization.		* Yes ▼

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0*** The LEA assures the that it will comply with the following provisions:**

1.	The eligible entity (LEA/school district/consortium) assures that it has developed a district plan for educating all English Learners (EL) students within its jurisdiction and submitted the plan and budget to KDE for approval each year it receives Title III funds. It also assures that a copy of the district EL plan will be provided to all schools receiving Title III funds and that the plan and its contents will be made available to EL families and the public in compliance with open records laws.	* Yes ▼
2.	The eligible entity (LEA/school district/consortium) assures that it will provide equal educational opportunities to all EL and immigrant students and uphold such rights regardless of citizenship or nationality status, as provided under Titles IV and VI of the Civil Rights Act of 1964, the Equal Educational Opportunity Act of 1974, Sec. 204(f), and as affirmed in the Supreme Court ruling in Plyler v. Doe, (1982), and any other civil rights guaranteed by federal law.	* Yes ▼
3.	The eligible entity (LEA/school district/consortium) assures that it will expend all Title III funds to improve the education of EL children by assisting the children to speak, read, write and comprehend the English language and to meet challenging state content and performance standards.	* Yes ▼
4.	The eligible entity (LEA/school district/consortium) with substantial increases in immigrant children and youth students assures that it will use Title III immigrant funds in a manner consistent with activities under ESEA Sec.3114 (d) of Title III.	* Yes ▼
5.	The eligible entity (LEA/school district/consortium) assures that its proposed EL plan is based on effective approaches and methodologies for teaching EL students.	* Yes ▼
6.	The eligible entity (LEA/school district/consortium) assures that its proposed EL plan describes how language instruction programs will ensure that EL students develop English proficiency.	* Yes ▼

7.	The eligible entity (LEA/school district/consortium) assures that all teachers in its EL programs are fluent in English and any other language used for instruction, including written and oral communication skills.	* Yes ▼
8.	The eligible entity (LEA/school district/consortium) assures that it will use Title III funds in ways that will build district and school capacity to continue to offer effective language instruction educational programs for EL students. This includes allocating Title III funds for effective professional development.	* Yes ▼
9.	The eligible entity (LEA/school district/consortium) assures that its EL and immigrant programs, strategies and funding allocations are aligned and integrated with the Comprehensive District Improvement Plan (CDIP) and Comprehensive School Improvement Plans (CSIP).	* Yes ▼
10.	The eligible entity (LEA/school district/consortium) assures that a Program Services Plan (PSP) will be developed for each EL student in the district. The Program Services Plan will, at a minimum, include all essential elements required by ESEA Section 1112(e)(3) and Kentucky's Regulations on Inclusion of Special Populations in State Assessment and Accountability (703 KAR 5:070).	* Yes ▼
11.	The eligible entity (LEA/school district/consortium) assures that all EL students enrolled on the first day of the Kentucky State-Required Assessment testing window shall be assessed in all parts of the state-required assessments and their scores shall be included in accountability calculations consistent with state law, unless the students are in their first year of enrollment in a United States (U.S.) school.	* Yes ▼

12.	The eligible entity (LEA/school district/consortium) assures that parents/legal guardians of all EL students in the district will be notified within 30 calendar days after the beginning of the school year of a) the reason for their child's identification as EL, b) the child's level of English proficiency, c) the child's program instructional services, d) the specific exit requirements for the program, and e) parental rights to opt out of services or to seek alternative services as outlined in ESEA Section 1112(e)(3) and in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child, as described in section 614(d) of the Individuals with Disabilities Education Act. For a child who has not been identified for participation in a language instruction education program prior to the beginning of the school year, the eligible entity (LEA/school district/consortium) assures that it will carry out subsections (a) through (e) within two (2) weeks of the child's being placed in such a program.	* Yes ▼
13.	The eligible entity (LEA/school district/consortium) assures that it will implement an effective means of outreach to promote parent, family, and community engagement activities for EL and immigrant students as outlined in ESEA Section 3115(c)(3).	* Yes ▼
14.	The eligible entity (LEA/school district/consortium) assures that it will determine primary or home languages of EL children through the use of a home language survey administered to all students enrolled in the district as a first screening process to identify students as English learners (703 KAR 5:070).	* Yes ▼
15.	The eligible entity (LEA/school district/consortium) assures that it will submit to the Kentucky Department of Education all demographic and programmatic information, including the requirements of ESEA Sec. 3121 of Title III, pertinent to the implementation of the Title III program and the provision of services to EL and immigrant students.	* Yes ▼
16.	The eligible entity (LEA/school district/consortium) assures that it developed its proposed EL and immigrant plans in consultation with teachers, school administrators, parents, researchers, and if appropriate, with education-related community groups and nonprofit organizations, and institutions of higher education.	* Yes ▼

17. The eligible entity (LEA/school district/consortium) assures that it has consulted with non-public schools within its area of service in the development of the district EL plan, and that it will administer and provide on an equitable basis educational services to EL students in non-public schools through a public agency or a contractual entity independent of the non-public schools or religious organizations.
18. The eligible entity (LEA/school district/consortium) assures that all Title III funds will supplement, but in no case supplant, federal, state and local public funds for programs for EL and immigrant students as set forth in Sec. 3115 (g) of Title III.
19. The eligible entity (LEA/school district/consortium) assures that at the end of the fiscal year it will submit to the KDE Title III Program an Annual Performance Report (APR) evaluating the EL and immigrant plans to include a description of programs and activities and of the progress made by EL and immigrant students towards attaining English language proficiency and meeting state academic achievement standards as set forth in Sec. 3121 of Title III.

* Yes ▼

* Yes ▼

* Yes ▼

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In accordance with ESEA section 4106(e) (2) and (f), a local school district or consortium of local school districts must assure in its application that it will:

340	1.	Prioritize the distribution of funds to schools served by the local school district based on one or more of the following criteria-	* Yes ▼
	a.	Are among the schools with the greatest needs;	
	b.	Have the highest percentages or numbers of children counted under section 1124(c) (i.e., children counted for purposes of basic grants to local school districts under Title I, Part A of the ESEA);	
	c.	Are identified for comprehensive support and improvement under section 1111(c)(4)(D)(i) (i.e., are among the lowest-achieving schools);	
	d.	Are implementing targeted support and improvement plans as described in section 1111(d)(2) (i.e., have consistently underperforming student subgroups; or	
	e.	Are identified as a persistently dangerous public elementary school or secondary school under section 8532. (ESEA section 4106(e)(2)(A)).	
	2.	For a local school district or consortium that receives \$30,000 or more, use-	* Yes ▼
a.	Not less than 20 percent of funds to support one or more of the activities authorized under section 4107 pertaining to well-rounded educational opportunities;		
b.	Not less than 20 percent of funds to support one or more activities authorized under section 4108 pertaining to safe and healthy students; and		
c.	A portion of funds to support one or more activities authorized under section 4109(a) pertaining to the effective use of technology; including an assurance that it will not use more than 15 percent of the remaining portion for purchasing technology infrastructure as described in section 4109(b). (ESEA section 4106(e)(2)(C)-(E)).		

- | | | |
|----|---|--|
| d. | Comply with section 8501-8504, regarding equitable participation of private school children and teachers. (ESEA section 4106(e)(2)(B)). | |
| e. | Complete an annual state report regarding how funds for the SSAE program are being used. (ESEA section 4106(e)(2)(F)). | |

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*** The LEA assures the that it will comply with the following provisions:**

1.	Districts and schools receiving Title V, Part B, Subpart 2 funds will comply with all program requirements outlined in the Every Student Succeeds Act.	* Yes ▼
2.	Districts and schools receiving Title V, Part B, Subpart 2 funds will maintain records that support their compliance with program requirements and approved plans.	* Yes ▼
3.	If selected, the local school district will submit to state-conducted Title V, Part B, Subpart 2 monitoring and will comply with all corrective actions that result of such monitoring.	* Yes ▼
4.	Rural-Low Income Funds will be used to support local, evidence-based strategies authorized under the following programs or activities:	* Yes ▼
	a. Title I, Part A;	
	b. Title II, Part A;	
	c. Title III;	
	d. Title IV, Part A; or	
	e. Parental Involvement	

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* The LEA assures the that it will comply with the following provisions:

1.	Districts and schools will comply with all McKinney-Vento Homeless Assistance Act program requirements.	* Yes ▼
2.	Districts and schools will maintain records that support their compliance with program requirements.	* Yes ▼
3.	If selected, the local school district will submit to state or federally conducted McKinney-Vento program monitoring and will comply with all corrective actions that result of such monitoring.	* Yes ▼
4.	The local school district will adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless.	* Yes ▼
5.	The local school district will designate an appropriate staff person, who may also be a coordinator for other Federal programs, as a local educational agency liaison for homeless children and youths.	* Yes ▼
6.	The local school district will adopt policies and practices to ensure that transportation is provided at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin, in accordance with the following as applicable:	* Yes ▼
	(I) If the child or youth continues to live in the area served by the local school district in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.	

	(II) If the child's or youth's living arrangements in the area served by the local school district of origin terminate and the child or youth, though continuing the child's or youth's education in the school of origin, begins living in an area served by another local school district, the local school district of origin and the local school district in which the child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the local school districts are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.	
7.	If a dispute arises over eligibility, school selection or enrollment in a school, the child or youth shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals .	* Yes ▼
8.	If a dispute arises over eligibility, school selection or enrollment in a school, the local school district liaison will follow the KDE Dispute Resolution Process, including requirements for meeting timelines and maintaining documentation.	* Yes ▼
9.	The local school district will adopt policies and practices to ensure participation by the homeless liaison in professional development and other technical assistance activities as determined appropriate by the Office of the Coordinator and detailed in 704 KAR 7:090.	* Yes ▼

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*** The LEA assures the that it will comply with the following provisions:**

1. The local school district (eligible recipient) shall submit a local application in accordance with requirements established by the state agency. The local application shall describe how the career and technical education programs required under section 134 (b) will be carried out with funds received under this title. The local school district shall:
 - a. Carry out career and technical education activities with respect to meeting state and local adjusted levels of performance established under section 113.
 - b. Offer the appropriate courses of not less than one of the career and technical programs of study described in section 2 (41).
 - c. Improve the academic and technical skills of students participating in career and technical education programs by strengthening the academic and career and technical education components of such programs through the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education programs to ensure learning in the core academic subjects (as defined by ESEA) and career and technical education subjects.
 - d. Provide students with strong experience in, and understanding of, all aspects of an industry.
 - e. Ensure that students who participate in such career and technical education programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students.
 - f. Provide comprehensive professional development (including initial teacher preparation) for career and technical education, academic, guidance, and administrative personnel that promotes the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education (including curriculum development).

* Yes ▼

	g.	Involve parents, students, academic and career and technical education teachers, faculty, administrators, career guidance and academic counselors, representatives of business and industry, labor organizations, representatives of special populations and other interested individuals in the development, implementation, and evaluation of career and technical education programs assisted under this title. Maintain documentation on how such individuals and entities are effectively informed about, and assisted in understanding the requirements of this title, including career and technical programs of study.	
	h.	Provide a career and technical education program that is of such size, scope, and quality to bring about improvement in the quality of career and technical education programs.	
	i.	Implement a process to evaluate and continuously improve the performance of career and technical education programs.	
	j.	Review career and technical education programs, and identify and adopt strategies to overcome barriers that result in lowering rates of access to or lowering success in the programs, for special populations; provide programs that are designed to enable the special populations to meet the local adjusted levels of performance; and provide activities to prepare special populations, including single parents and displaced homemakers, for high skill, high wage, or high demand occupations that will lead to self-sufficiency.	
2.	Individuals who are members of special populations will not be discriminated against on the basis of their status as members of special populations. (Section 134).		* Yes ▼
3.	Funds will be used to promote preparation for non-traditional fields.		* Yes ▼
4.	Career guidance and academic counseling will be provided to career and technical education students, including linkages to future education and training opportunities.		* Yes ▼
5.	Address the recruitment and retention of career and technical education teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teacher profession and the transition to teaching from business and industry.		* Yes ▼

6.	Master schedule forms will be submitted for all CTE programs at each high school and middle school that receives Perkins funds.	* Yes ▼
7.	Accurate data will be entered into the Technical Education Database System (TEDS) for the previous school year.	* Yes ▼
8.	The local school district shall follow guidelines for Levels of Consequences for Perkins Accountability based on Perkins Performance Indicators as notified by KDE.	* Yes ▼
9.	No more than 5 percent of the funds are used for administrative costs associated with the administration of activities assisted under this section.	* Yes ▼
10.	In any academic year that an eligible recipient does not expend all of the amounts the eligible recipient is allocated for such year under section 131 or 132, such eligible recipient shall return any unexpended amounts to the eligible agency.	* Yes ▼
11.	Eligible recipients shall not receive an allocation under Section 131 (a) unless the initial amount allocated is greater than \$15,000. Those whose allocation is not greater than \$15,000 may apply for a waiver or form a consortium.	* Yes ▼
12.	The local school district shall not bar students attending private, religious, or home schools from participation in programs or services under this Act (Section 217).	* Yes ▼
13.	No funds made available under Perkins V shall be used to require any secondary school student to choose or pursue a special career path or major OR to mandate that any individual participate in a career and technical education program, including a career and technical education program that requires the attainment of a federally funded skill level, standards, or certificate of mastery. (Section 214)	* Yes ▼
14.	No funds received under this Act may be used to provide career and technical programs to students prior to the middle grades, except that such students may use equipment and facilities purchased (Section 215).	* Yes ▼
15.	Funds are used according to the requirements identified in Section 135.	* Yes ▼

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*** The LEA assures the that it will comply with the following provisions:**

1.	The expenditures of IDEA-B funds for services and goods are made exclusively for the benefit of children who meet the definitions and eligibility criteria for programs for exceptional children as found in 707 KAR Chapter 1.	* Yes ▼
2.	Special education and related services are provided in a manner consistent with policies and procedures required by the Individuals with Disabilities Education Act (IDEA) Part B. These policies and procedures address: free and appropriate public education, child identification, due process, evaluation, eligibility, individual education programs, placement in least restrictive environment, delivery of services, confidentiality, non-public schools, comprehensive system of personnel development, and IDEA-B funds.	* Yes ▼
3.	A goal of full educational opportunity has been established for all children with individual education programs, aged three (3) to twenty-one (21).	* Yes ▼

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*** The LEA assures the that it will comply with the following provisions:**

<p>1. The local school district will comply with the following nondiscrimination statutes and regulations, any other related regulations, and any FNS and USDA nondiscrimination directives:</p>	<p>* Yes ▼</p>
<p>i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d et seq.), USDA regulations at 7 CFR Part 15, Nondiscrimination, and Department of Justice regulations at 28 CFR Part 42, Nondiscrimination; Equal Employment Opportunity; Policies and Procedures;</p>	
<p>ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefitting from Federal Financial Assistance;</p>	
<p>iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), USDA regulations at 7 CFR Part 15b, Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination On The Basis of Handicap In Federally Assisted Programs; and</p>	
<p>iv. The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.),</p>	
<p>2. The local school district assures that it will immediately take any measures necessary to effectuate the requirements in the laws, regulations, and directives. The State agency gives this assurance in consideration of and for the purpose of obtaining the funds and commodities provided under this agreement.</p>	<p>* Yes ▼</p>

State Preschool Program Assurances (Flexible Focus Fund)

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*** The LEA assures the that it will comply with the following provisions:**

1.	The local school district makes preschool program services available to all three- and four-year-old children with disabilities and at-risk four-year-old children in a manner consistent with KRS 157.3175.	* Yes ▼
2.	The local school district has a current, signed agreement with the local Head Start program to maximize Head Start funds to serve as many eligible four-year-old children as possible, with certification from the Head Start director that the Head Start program is fully utilized.	* Yes ▼
3.	When the local school district contracts with an outside agency for preschool placements, the contractor has been approved by the Kentucky Department of Education for these purposes and the contracted services meet all state and federal education requirements.	* Yes ▼
4.	All preschool education programs operated by or located on school grounds meet state education facility requirements for preschool programs. All materials and equipment used by these programs are appropriate for young children. Test sheets, workbooks and ditto sheets shall not be used (704 KAR 3:410).	* Yes ▼
5.	All children enrolled in preschool education programs that operate at least half-day are offered a meal while in the program (breakfast and/or lunch).	* Yes ▼
6.	All instructional staff for preschool education programs meets qualification standards and professional development requirements for preschool, as specified by law.	* Yes ▼

7.	The local school district has a written plan (policies and procedures) for the operation of the preschool program that addresses: recruitment of children; educational programming and related services; developmentally appropriate experiences in cognitive, communication, social, physical, and emotional development as well as creative expression; a curriculum which is relevant and reflective of the needs of the population served, in which a variety of skills are integrated into activities targeted toward the interests of children (704 KAR 3:410); parent outreach and active involvement; coordination of health and social services; coordination with the primary program; and an evaluation plan.	* Yes ▼
8.	At least annually, parents, staff and other professionals shall be involved in evaluating the effectiveness of the preschool program in meeting the needs of participating children.	* Yes ▼
9.	A formula is used to allocate preschool funds to school districts. Amounts are based on the average number of children served on December 1 and March 1 of the previous academic year. The sum of this average is multiplied by per-child rates approved by the Kentucky Board of Education for the new school year. There is a standard "per-child" rate for three categories of enrollment: speech, developmental delay, and income eligible children. There is a weighted category for children with severe/multiple disabilities. While funds are allocated to local school districts based on per-child rates, local school districts may use funds to address the needs of the entire preschool program. Local school districts may distribute funds across the program as long as the dollars benefit preschool students.	* Yes ▼
10.	The local school district ensures appropriate implementation of the Child Find process, delivering appropriate, relevant, research-based instruction and intervention services (Kentucky System of Intervention or KSI) prior to or as a part of the special education referral process.	* Yes ▼

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0*** The LEA assures the that it will comply with the following provisions:**

1.	The local school district certifies that each teacher participates in well-designed professional learning aligned to the Professional Learning Standards and that instructional improvement and training needs of staff are addressed in accordance with the goals in KRS 158.6451.	* Yes ▼
2.	Schools and districts align professional learning to their school or district improvement plans as implemented under KRS 158.070.	* Yes ▼
3.	The local school district certifies that all persons affected by the professional learning plan are represented or included on the school and district planning teams.	* Yes ▼
4.	The local school district certifies that the local professional development coordinator is qualified for that position and fulfills the qualifications and duties as specified in Section 5 of 704 KAR 3:035.	* Yes ▼
5.	Professional development funds are expended and accounted for as required in 704 KAR 3:035 and KRS 156.560. Funds are used for needs identified in the school and district planning process.	* Yes ▼

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0

*** The LEA assures the that it will comply with the following provisions:**

- | | | |
|----|---|---------|
| 1. | The local school district certifies that the textbook/instructional materials purchasing plans for all schools serving grades P-8 have been approved by the appropriate school councils and the local board of education and are on file in the district office. The plans address the requirements as stated in KRS 156.439 and 704 KAR 3:455. | * Yes ▼ |
| 2. | The local school district certifies that an annual report and summary of expenditures for textbooks and instructional materials is available on the district's MUNIS report. The annual report addresses the requirements as stated in KRS 156.439 and 704 KAR 3:455. | * Yes ▼ |

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0

*** The LEA assures the that it will comply with the following provisions:**

1.	The local school district has in operation and available for public inspection local board approved policies and procedures which address each requirement in 704 KAR 3:285 (Sections 1-10), the administrative regulation for programs for the gifted and talented, and are consistent with KRS 157.200, 157.224, 157.230 and 704 KAR 3:440.	* Yes ▼
2.	The local school district adheres to the definitions in Section 1 of 704 KAR 3:285 for primary through grade twelve (12).	* Yes ▼
3.	The local school district's policies and procedures are consistent with the requirements of 704 KAR 3:285, Section 3, as they relate to the identification and diagnosis of gifted characteristics, behaviors and talent, and determination of eligibility for services. The local school district has implemented its policies and procedures so that identification and determination of eligibility for services includes a combination of informal measures, formal measures, and objective-based eligibility criteria. Identification and determination of eligibility is based on students' individual needs, interests and abilities. The local school district provides a system for diagnostic screening and identification of strengths, gifted behaviors and talents which provides equal access for racial and ethnic minorities, disadvantaged children, and children with disabilities. Once a student is informally selected and placed in the talent pool, the local school district does not use a single assessment instrument as the basis for denying services to said student.	* Yes ▼

4.	The local school district's policies and procedures are consistent with the requirements of 704 KAR 3:285, Section 5. The local school district conducts an annual program evaluation which addresses: (a) overall student progress; (b) student, parent, and faculty attitudes toward the program; (c) community involvement; (d) cost effectiveness; (e) the incorporation of gifted education into the regular school program; (f) overall quality of instruction and program personnel credentials; and (g) future program directions and modifications. The local school district has ensured that school personnel report to a parent or guardian the progress of her/his child related to the gifted and talented student services plan at least once each semester.	* Yes ▼
5.	The local school district provides articulated primary through grade twelve (12) multiple service delivery options consistent with the requirements of 704 KAR 3:285, Section 6. No single service option exists alone, district wide, at a grade level . With the exception of an academic competition or optional extracurricular offering, services are provided during the regular school hours.	* Yes ▼
6.	Consistent with 704 KAR 3:285, the local school district provides a comprehensive framework or course of study for children and youth, primary through grade twelve (12), who are diagnosed as possessing gifted characteristics, behaviors and talent based on the district or school's curricula required to meet the goals established in KRS 158.6451. Each school has differentiated, replaced, supplemented, or modified curricula to facilitate high level attainment of the learning goals established in KRS 158.6451 and assists students identified as gifted and talented to further develop their individual interests, needs, and abilities (704 KAR 3:285 Section 7).	* Yes ▼
7.	Consistent with the provisions of 704 KAR 3:285, Section 8, the local school district has ensured that direct services to students identified as demonstrating gifted and talented behaviors and characteristics are provided by professionally qualified and certified personnel as required by the Education Professional Standards Board.	* Yes ▼
8.	State funds for gifted education are used specifically for direct services to students who are gifted and talented. Direct services to identified students are provided by professionally qualified and certified personnel as required by the Education Professional Standards Board and 704 KAR 3:285, Section 8. Seventy-five (75) percent of the district's gifted education allocation is used to employ properly certified personnel to provide direct instructional services (704 KAR 3:285 Section 9).	* Yes ▼

9.	The local school district has designated a gifted education coordinator (qualifications listed in 16 KAR 4:010 Section 7) to oversee the district gifted education operation, serve as liaison between the district and the state, ensure internal compliance with state statutes and administrative regulations, administer and revise the gifted education program budget, and submit to the Kentucky Department of Education for approval as an amendment any local district budget decision change causing a major or significant adjustment, thereby, impacting state funds for gifted education after the annual submission of the local district education plan (704 KAR 3:285 Section 9).	* Yes ▼
10.	Consistent with the requirements of 704 KAR 3:285, the local school district employs properly certified personnel to administer and teach in the program, annually submits the local school district gifted education year-end report, annually submits the summative evaluation of the program and student progress, and otherwise complies with 704 KAR 3:285.	* Yes ▼
11.	Consistent with 704 KAR 3:285, Section 10, the local school district has established a district wide grievance procedure through which a parent, guardian or student may resolve a concern regarding the appropriate and adequate provision of talent pool services or services addressed in a formally identified student's gifted and talented student services plan.	* Yes ▼

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0

* The LEA assures the that it will comply with the following provisions:

- | | | | | | | | |
|--|---|---|----|---|----|--|---------|
| 1. The local school board and the district have approved and disseminated procedures whereby pupils who have a greater need as determined by the eligibility criteria as stated in KRS 158.070 and 704 KAR 3:390 shall be referred and selected first to receive extended school services. The local school district further ensures that students who have greater academic need as stated in KRS 158.070 and 704 KAR 3:390 are not excluded from referral or selection for extended school services due to the inability of the parent or student to provide transportation to or from the school or site of extended school services programs. | * Yes ▼ | | | | | | |
| 2. The school informs parents or guardians of extended school services as follows: <table border="1"> <tr> <td data-bbox="157 792 346 932">a.</td> <td data-bbox="346 792 1717 932">A general notification which describes the nature of the services to be offered including the opportunities for maintenance of performance, prevention of failure and reduction of academic deficiencies;</td> </tr> <tr> <td data-bbox="157 932 346 1036">b.</td> <td data-bbox="346 932 1717 1036">A specific notification of their child's eligibility to receive extended school services; and</td> </tr> <tr> <td data-bbox="157 1036 346 1182">c.</td> <td data-bbox="346 1036 1717 1182">Written procedures for parents or guardians to request reconsideration of their children's identification or lack of identification of eligibility for extended school services.</td> </tr> </table> | a. | A general notification which describes the nature of the services to be offered including the opportunities for maintenance of performance, prevention of failure and reduction of academic deficiencies; | b. | A specific notification of their child's eligibility to receive extended school services; and | c. | Written procedures for parents or guardians to request reconsideration of their children's identification or lack of identification of eligibility for extended school services. | * Yes ▼ |
| a. | A general notification which describes the nature of the services to be offered including the opportunities for maintenance of performance, prevention of failure and reduction of academic deficiencies; | | | | | | |
| b. | A specific notification of their child's eligibility to receive extended school services; and | | | | | | |
| c. | Written procedures for parents or guardians to request reconsideration of their children's identification or lack of identification of eligibility for extended school services. | | | | | | |
| 3. (If applicable) The most current policy developed by the local school board that mandates attendance for any student(s) to Extended School Services is on file at the offices of Extended School Services, Kentucky Department of Education. | * Yes ▼ | | | | | | |
| 4. Accurate time logs are maintained for personnel receiving salary from Extended School Services. Such salary is for direct services to the Extended School Services program. No ESS staff member is paid more than his/her actual hourly rate for a comparable position in the regular program. | * Yes ▼ | | | | | | |

5.	The local school district has written criteria for the selection of ESS staff (certified and classified). ESS teachers and other ESS staff are first employed based on having the specific expertise to meet the needs of the students being served. All other criteria for employment are both fair and equitable to applicants.	* Yes ▼										
6.	Accurate records are maintained for student attendance to Extended School Services and of student progress toward individual goals.	* Yes ▼										
7.	Students not enrolled in ESS are allowed to utilize local school district provided transportation through ESS funds only to the extent that it does not increase the cost of such transportation to ESS.	* Yes ▼										
8.	<p>Student data related to ESS services, either daytime or out of school, must be recorded in the "Intervention Tab" to the Kentucky Department of Education no later than June 30th of each school year for services offered during the school year itself, and September 30th for ESS Summer School offerings. This data must include but is not limited to:</p> <table border="1"> <tr> <td>a.</td> <td>Number of students receiving extended school services;</td> </tr> <tr> <td>b.</td> <td>Content areas where services received</td> </tr> <tr> <td>c.</td> <td>Hours of service provided;</td> </tr> <tr> <td>d.</td> <td>Demographic data for students receiving extended school services; and</td> </tr> <tr> <td>e.</td> <td>Student improvement as a result of extended school services.</td> </tr> </table>	a.	Number of students receiving extended school services;	b.	Content areas where services received	c.	Hours of service provided;	d.	Demographic data for students receiving extended school services; and	e.	Student improvement as a result of extended school services.	* Yes ▼
a.	Number of students receiving extended school services;											
b.	Content areas where services received											
c.	Hours of service provided;											
d.	Demographic data for students receiving extended school services; and											
e.	Student improvement as a result of extended school services.											
9.	State funds for ESS are used specifically for direct services to students who are eligible for ESS services as defined in KRS 158.070 and 704 KAR 3:390 Section 3. All ESS funds are subject to rules and regulations outline in 704 KAR 3:390 Section 4.	* Yes ▼										

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0

*** The KETS program requires that districts complete and submit an updated technology plan on a yearly basis. Successful technology plans align the criteria in these ten assurances with the overall education improvement objectives. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with software, hardware, applications and connectivity. There must be strong connections between the foundational components of the education technology itself and the professional development, curriculum resources and effective uses by teachers, students, and school leaders.**

1.	The local school district establishes clear goals and a realistic strategy for using education technology to improve education through digitally-connected teaching and learning.	* Yes ▼
2.		* Yes ▼

	<p>The local board of education agrees to conform to the guidelines for filtering, Internet content management, caching, and auditing technologies regarding student and staff Internet access as provided in the Master Plan for Education Technology, including the implementation and maintenance of approved filtering and caching technology in the district for all students, teachers and administrators. The local school district agrees to adopt an acceptable use policy (AUP) in accordance with the guidelines for acceptable use policies as provided in the Master Plan for Education Technology. This AUP includes addressing the nine elements of digital citizenship as identified by the International Society for Technology in Education for all students, teachers and administrators. The AUP contains language compliant with the Children's Internet Protection Act (CIPA) which will prohibit access to objectionable materials, including sexually explicit materials, and shall include, but not be limited to, parental consent for student Internet use, teacher supervision of student computer use, auditing procedures to determine whether education technology is being used for the purpose of accessing sexually explicit or other objectionable material, and provide for the educating of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response. The local school district acknowledges that these protections apply to all district owned devices and/or district-provided access to the network/internet without regard to the location of students, devices, or point of access.</p>	
3.	<p>The acceptable use policy also contains provisions that prohibit students, faculty, staff and others with network access from using district resources to establish Internet email accounts through third party providers or any other non-standard electronic mail. The local school district agrees to follow the KETS electronic mail product and design standards. These guidelines communicate the basic product and design standards for statewide electronic mail including State Level Shared Distribution Lists as incorporated by reference into the Master Plan for Education Technology. The use of personal (third party or non-standard) electronic mail accounts for school-related communications is also prohibited. KRS 156.160, 156.675; 701 KAR 5:120.</p>	<p>* <input type="text" value="Yes"/></p>
4.	<p>The local school districts are required by state regulation 701 KAR 5:110 to procure only those technologies that meet KETS Standards, if a standard has been established and regardless of source of funds, as set forth in the Master Plan for Education Technology- these include Technology Need, Architectural Design and Configuration and Product standards.</p>	<p>* <input type="text" value="Yes"/></p>

5.	The local school district has a professional development strategy to ensure that all students, teachers, and administrators progress towards the maximization of education technology tools and resources to effectively use current and new technologies to support educational goals.	* Yes ▼
6.	The local school district assesses all education technology services, as defined the KETS Master Plan, which will be needed to support education. The district Education Technology Leader will participate in the annual KETS feedback process.	* Yes ▼
7.	The local board provides for sufficient funds to acquire and support the elements of education technology: hardware, software, connectivity, professional development, and other services that will be needed to implement the strategy.	* Yes ▼
8.	The local school district includes an evidence-based evaluation process using data, metrics and analytics that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.	* Yes ▼
9.	Consistent with the provisions of KRS 61.931, et seq. (2015 HB 5), the local school district addresses the safety and security of personal information by implementing, maintaining and updating security procedures and practices, including taking any appropriate corrective action to safeguard against and provide notification of security breaches in accordance with applicable state and federal laws. The local school district acknowledges, and to the best of its ability responds to, the recommendations and timelines that resulted from 702 KAR 1:170 and the Data Security and Breach Notification Best Practice Guide, incorporated by reference into this regulation.	* Yes ▼
10.	Consistent with the provisions of KRS 365.734, et seq. (2015 HB 232), the local school district acknowledges and, to the best of its ability, ensures that cloud computing service providers:	* Yes ▼
	<ul style="list-style-type: none"> Shall not process student data for any purpose other than providing, improving, developing, or maintaining the integrity of its cloud computing services, 	

- | | | |
|--|--|--|
| | <ul style="list-style-type: none"> • Shall not in any case process student data to advertise or facilitate advertising or create or correct an individual or household profile for any advertisement, | |
| | <ul style="list-style-type: none"> • Shall not sell, disclose, or otherwise process student data for any commercial purpose. | |
| | <ul style="list-style-type: none"> • May assist an educational institution to conduct educational research, | |

Digital Readiness Survey Collection-Due September 15

The local school district will complete the Digital Readiness Survey Collection. The information collected will be used by local school districts, local Boards of Education, Legislators, and the Kentucky Board of Education to determine the needs for implementing the KETS Master Plan initiatives, technology funding, on-line applications, and on-line testing. The District Education Technology Leader (CIO/DTC) should work with the KETS Customer Relationship Manager (CRM - formerly KETS Engineer) to complete this online, annual collection. The District Education Technology leader should use the Digital Readiness Survey Collection to inform the Comprehensive/Consolidated/Continuous Improvement Plan documentation filed at the district. The report due September 15 will reflect data for July 1 - June 30 of the previous fiscal year.

Technology Activity Report-Due September 15

The local school district will complete the Technology Activity Report. Upon completion, this report is submitted to the Office of Education Technology (OET). The Technology Activity Report reflects district technology expenditures and progress on categorical purchases for statewide reporting. The September 15 report will reflect data for July 1 - June 30 of the previous fiscal year.

Related Documents

Fayette County (165) Public District - FY 2020 - District Funding Assurances - Rev 0

Required Documents

This page is currently not accepting Related Documents.

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: 6/24/2019

TOPIC: Interfund Transfer Report

PREPARED BY: Julane Mullins

Recommended Action on: 6/24/2019

Informational Item

Superintendent Prior Approval: No

Recommendation/Motion: No motion necessary

Background/Rationale: Interfund Transfer Report, provided for informational purposes.

Policy: #04.1 Fiscal Management

Fiscal Impact: N/A

Attachments(s): Interfund Transfer Report

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Board of Education: Stephanie Spires, Chair • Raymond Daniels, Vice Chair • Daryl Love • Will Nash • Tyler Murphy
Superintendent Emmanuel Caulk

701 East Main Street, Lexington, Kentucky 40502 • Phone: 859.381.4100 • www.fcps.net

Mailing Address: 1126 Russell Cave Rd., Lexington, Kentucky 40505

Interfund Transfer Report
 May 2019

Function	Function name	Effective date	Location	ORG	Object	Project	Comments	Amount
Journal 1163								
1000	OTHER INSTRUCTION NON SBDM	05/10/2019	DISTRICT WIDE	0001704	0120	SAFE	VESTIBULES	(13,426.00)
5200	FUND TRANSFERS OUT	05/10/2019	DISTRICT WIDE	0001113	0910	SAFE	VESTIBULES	13,426.00
Journal total								0.00
Journal 1167								
2600	OPERATION OF BUILDINGS	05/10/2019	MAINTENANCE SHOP	9201407	0450	DEPT	LINLEE PARKING LOT	(282,200.00)
5200	FUND TRANSFERS OUT	05/10/2019	DISTRICT WIDE	0001113	0910		LINLEE PARKING LOT	282,200.00
Journal total								0.00
Journal 3076								
2600	OPERATION OF BUILDINGS	05/29/2019	MAINTENANCE SHOP	9201407	0349	DEPT	PARKING LOT AT LIBERTY BUS GAR	(18,118.50)
2600	OPERATION OF BUILDINGS	05/29/2019	MAINTENANCE SHOP	9201407	0450	DEPT	PARKING LOT AT LIBERTY BUS GAR	(276,886.00)
2600	OPERATION OF BUILDINGS	05/29/2019	MAINTENANCE SHOP	9201407	0450	CFWD	PARKING LOT AT LIBERTY BUS GAR	(73,550.00)
2600	OPERATION OF BUILDINGS	05/29/2019	MAINTENANCE SHOP	9201407	0450	BOND	PARKING LOT AT LIBERTY BUS GAR	(300,000.00)
5200	FUND TRANSFERS OUT	05/29/2019	DISTRICT WIDE	0001113	0910		PARKING LOT AT LIBERTY BUS GAR	668,554.50
Journal total								0.00

Function Code Listing

1000 - INSTRUCTION

School's Regular Instruction	School's Special Instruction
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2100 - STUDENT SUPPORT SERVICES

Pupil Personnel Services	Occupational Therapists	Audiology
School's Guidance Counseling	Psychologist	Physical Therapists
School Social Workers	Speech Therapists	Special Education Related Services
		Parent Involvement

2200 - INSTRUCTIONAL STAFF SUPPORT SERVICES

Student Achievement	School's Libraries	Elementary Directors
Language Arts Services	Instructional Technology	Middle School Director
School Improvement Services	Media Services	High School Director
Social Studies Services	Educational Television	English as a Second Language
Science Services	Special Education Coordinator	Distinguished Educators
Gifted and Talented Services	Reading Recovery	EBCE
Vocational/Business Services	Health & Fitness	Assessment
Vocational/Career Services	Fine Arts & Music Services	Alternative Programs
Student and Program Assessment	Foreign Language Services	Mathematics Services
At-Risk Programs	Interdisciplinary Studies	Professional Development
		Preschool/Primary Services

2300 DISTRICT ADMINISTRATIVE SUPPORT SERVICES

School Board Activities	Legal Services	Tax Assessment & Collection
Superintendent's Office	Equity/SBDM/Diversity	

2400 - SCHOOL ADMINISTRATIVE SUPPORT SERVICES

PGES Coach	School's Principal Office	Associate Principals
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2500 - BUSINESS SUPPORT SERVICES

Human Resources	Financial Services	Warehouse/Purchasing/Textbook
Accounting Office	Budget and Staffing	Chief Administrative Officer
Risk Management/Insurance	Printing & Duplicating	Administrative Technology

2600 - PLANT OPERATION & MAINTENANCE

Law Enforcement Services	Maintenance Shop Operations	Physical Support Services
School's Building Operations	Plant Operations	Chief Operating Office

2700 STUDENT TRANSPORTATION

Transportation Services

3300 - COMMUNITY SERVICE OPERATIONS

Family & Community Involvement

5200 - FUND TRANSFER

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: 6/24/2019

TOPIC: Budget Transfer Report

PREPARED BY: Julane Mullins

Recommended Action on: 6/24/2019

Informational Item

Superintendent Prior Approval: No

Recommendation/Motion: No motion necessary

Background/Rationale: Budget Transfer Report, provided for informational purposes. Policy: #04.1 Fiscal Management

Fiscal Impact: N/A

Attachments(s): Budget Transfer Report

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Board of Education: Stephanie Spires, Chair • Raymond Daniels, Vice Chair • Daryl Love • Will Nash • Tyler Murphy
Superintendent Emmanuel Caulk

701 East Main Street, Lexington, Kentucky 40502 • Phone: 859.381.4100 • www.fcps.net

Mailing Address: 1126 Russell Cave Rd., Lexington, Kentucky 40505

Budget Transfer Report May 2019

Report ID: bu010_BudgTransf
Report run at: 5/29/2019 12:02:15 PM

Function	Function name	Effective date	Location	ORG	Object	Project	Comments	Amount
Journal 296								
2300	DIST ADMIN SUPPORT	05/02/2019	IT'S ABOUT KIDS SUPPT SERVICES	0011075	0338	CFWD	REALLOCATE FUNDS AS NEEDED	4,200.00
2300	DIST ADMIN SUPPORT	05/02/2019	IT'S ABOUT KIDS SUPPT SERVICES	0011075	0616	CFWD	REALLOCATE FUNDS AS NEEDED	34,000.00
2300	DIST ADMIN SUPPORT	05/02/2019	IT'S ABOUT KIDS SUPPT SERVICES	0011075	0559	CFWD	REALLOCATE FUNDS AS NEEDED	30,000.00
2300	DIST ADMIN SUPPORT	05/02/2019	IT'S ABOUT KIDS SUPPT SERVICES	0011075	0335	CFWD	REALLOCATE FUNDS AS NEEDED	300,000.00
2300	DIST ADMIN SUPPORT	05/02/2019	IT'S ABOUT KIDS SUPPT SERVICES	0011075	0442	CFWD	REALLOCATE FUNDS AS NEEDED	30,000.00
2300	DIST ADMIN SUPPORT	05/02/2019	IT'S ABOUT KIDS SUPPT SERVICES	0011075	0610	CFWD	REALLOCATE FUNDS AS NEEDED	15,000.00
2300	DIST ADMIN SUPPORT	05/02/2019	IT'S ABOUT KIDS SUPPT SERVICES	0011075	0647	CFWD	REALLOCATE FUNDS AS NEEDED	10,000.00
2300	DIST ADMIN SUPPORT	05/02/2019	IT'S ABOUT KIDS SUPPT SERVICES	0011075	0541	CFWD	REALLOCATE FUNDS AS NEEDED	12,500.00
1000	INSTRUCTIONAL SUPPORT	05/02/2019	DISTRICT WIDE	0001704	0120		REALLOCATE FUNDS AS NEEDED	(435,700.00)
Journal total								0.00

Function Code Listing

1000 - INSTRUCTION

School's Regular Instruction	School's Special Instruction
------------------------------	------------------------------

2100 - STUDENT SUPPORT SERVICES

Pupil Personnel Services	Occupational Therapists	Audiology
School's Guidance Counseling	Psychologist	Physical Therapists
School Social Workers	Speech Therapists	Special Education Related Services
		Parent Involvement

2200 - INSTRUCTIONAL STAFF SUPPORT SERVICES

Student Achievement	School's Libraries	Elementary Directors
Language Arts Services	Instructional Technology	Middle School Director
School Improvement Services	Media Services	High School Director
Social Studies Services	Educational Television	English as a Second Language
Science Services	Special Education Coordinator	Distinguished Educators
Gifted and Talented Services	Reading Recovery	EBCE
Vocational/Business Services	Health & Fitness	Assessment
Vocational/Career Services	Fine Arts & Music Services	Alternative Programs
Student and Program Assessment	Foreign Language Services	Mathematics Services
At-Risk Programs	Interdisciplinary Studies	Professional Development
		Preschool/Primary Services

2300 DISTRICT ADMINISTRATIVE SUPPORT SERVICES

School Board Activities	Legal Services	Tax Assessment & Collection
Superintendent's Office	Equity/SBDM/Diversity	

2400 - SCHOOL ADMINISTRATIVE SUPPORT SERVICES

PGES Coach	School's Principal Office	Associate Principals
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2500 - BUSINESS SUPPORT SERVICES

Human Resources	Financial Services	Warehouse/Purchasing/Textbook
Accounting Office	Budget and Staffing	Chief Administrative Officer
Risk Management/Insurance	Printing & Duplicating	Administrative Technology

2600 - PLANT OPERATION & MAINTENANCE

Law Enforcement Services	Maintenance Shop Operations	Physical Support Services
School's Building Operations	Plant Operations	Chief Operating Office

2700 STUDENT TRANSPORTATION

Transportation Services

3300 - COMMUNITY SERVICE OPERATIONS

Family & Community Involvement

5200 - FUND TRANSFER

**Executive Summary
Fayette County Public Schools Board Meeting
Agenda Item**

MEETING: Regular

DATE: 6/24/2019

TOPIC: Position Control Document

PREPARED BY: Julane Mullins

Recommended Action on: 6/24/2019

Informational Item

Superintendent Prior Approval: No

Recommendation/Motion: No motion necessary

Background/Rationale: Provided for informational purposes as requested by the Board. Contains certified/classified positions with salaries at IAKSS.

Policy: N/A

Fiscal Impact: N/A

Attachments(s): Position Control Document

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Board of Education: Stephanie Spires, Chair • Raymond Daniels, Vice Chair • Daryl Love • Will Nash • Tyler Murphy
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Mailing Address: 1126 Russell Cave Rd., Lexington, Kentucky 40505

Fayette County Public Schools
It's About Kids Support Services- Position Control Document

Position Control Number	MUNIS Job Description	FTE	Fund Source	Salary 2018-2019	Calendar	Creation Date
Office of the Superintendent						
1	SCHOOL DISTRICT SUPERINTENDENT	1	General Fund	271,019	245	6/28/2004
353	EXEC ASST TO SUPERINTENDENT	1	General Fund	72,192	256	7/1/2015
307	COMMUNICATIONS SPECIALIST	1	General Fund	103,187	245	6/28/2004
Grants, Research, Accountability & Data						
277	DIRECTOR OF DATA RESEARCH ACCT	1	General Fund	87,885	245	7/1/2015
500	ADMINISTRATIVE ASSISTANT III	1	General Fund			6/28/2004
318	DATA ENGINEER	1	General Fund	86,059	245	6/28/2004
320	DATA STRATEGIST	1	General Fund	85,197	245	7/1/2016
319	DATA STRATEGIST	1	General Fund	67,177	245	7/1/2016
343	GRANT WRITER	1	General Fund	104,312	245	6/28/2004
342	GRANT WRITER	1	General Fund	98,547	245	6/23/2008
Office of School Leadership						
29	RETIRED SR DIR ACAD SVCS	0.6	General Fund	78,873	245	7/1/2013
224	ADMINISTRATIVE ASSISTANT III	1	General Fund	49,500	256	6/28/2004
221	ADMINISTRATIVE ASSISTANT III	1	General Fund	47,084	256	6/28/2004
228	ADMINISTRATIVE ASSISTANT III	1	General Fund	52,838	256	6/28/2004
220	ADMINISTRATIVE ASSISTANT III	1	General Fund	43,602	256	6/28/2004
15	ATHLETIC DIRECTOR - CERTIFIED	1	General Fund	101,211	245	7/1/2007
22	CHIEF OF SCHOOLS	1	General Fund	118,299	245	7/1/2017
26	CHIEF OF SCHOOLS	1	General Fund	132,744	245	7/1/2017
21	CHIEF OF SCHOOLS	1	General Fund	129,456	245	7/1/2017
25	CHIEF OF SCHOOLS	1	General Fund	116,635	245	7/1/2017
24	CHIEF OF SCHOOLS	1	General Fund	117,354	245	7/1/2017
23	CHIEF OF SCHOOLS	1	General Fund	122,785	245	7/1/2017
359	EBCE/SLC PROGRAM MANAGER	1	General Fund	55,354	189	6/28/2004
324	MANAGER OF STRATEGIC PARTNERS	1	General Fund	96,419	245	7/31/2006
398	PROGRAM DIRECTOR	1	General Fund	96,886	226	7/15/2015
27	SCHOOL LEADERSHIP SUPPT SPEC	1	General Fund	107,411	245	7/1/2017
28	SCHOOL LEADERSHIP SUPPT SPEC	1	General Fund	124,869	245	7/1/2017
900	SCHOOL PRINCIPAL	1	General Fund	93,621	245	7/1/2018
Office of Curriculum, Instruction and Assessment						
20	SR DIR CURR, INSTR & ASSMNT	1	General Fund	167,119	245	7/1/2016
351	ADMIN ASST-CHIEF OFFICERS	1	General Fund	61,727	256	1/26/2017
441	ADMINISTRATIVE ASSISTANT II	1	General Fund	33,629	226	7/1/2018
211	ADMINISTRATIVE ASSISTANT II	1	Preschool	41,820	256	6/28/2004
223	ADMINISTRATIVE ASSISTANT III	1	General Fund	45,732	256	6/28/2004
222	ADMINISTRATIVE ASSISTANT III	1	General Fund	48,026	256	6/28/2004
229	ADMINISTRATIVE ASSISTANT III	1	Title I	52,838	256	6/28/2004
44	ASSOCIATE DIRECTOR EARLY START	1	Preschool	102,036	245	6/28/2004
30	ASSOCIATE DIRECTOR TITLE I	1	Title I	108,055	245	6/28/2004
17	DIR CURR, INSTR & ASSESSMENT	1	General Fund	127,486	245	6/28/2004
18	DIR CURR, INSTR & ASSESSMENT	1	General Fund	111,712	245	6/28/2004
19	DIR CURR, INSTR & ASSESSMENT	1	General Fund	113,156	245	6/28/2004
5	DIST ASSESSMENT COORDINATOR	1	General Fund	109,422	245	6/28/2004
422	DW EXCEPT CHILD RESOURCE INSTR	1	IDEA-Preschool	64,527	209	6/28/2004
459	DW EXCEPT CHILD RESOURCE INSTR	0.5	IDEA-Preschool	36,923	209	6/28/2004
420	DW EXCEPT CHILD RESOURCE INSTR	0.5	IDEA-Preschool	36,923	209	6/28/2004
419	DW EXCEPT CHILD RESOURCE INSTR	1	General Fund	74,515	209	6/28/2004
404	DW RESOURCE INSTRUCTOR-11 MO	1	General Fund	97,810	219	6/28/2004
403	DW RESOURCE INSTRUCTOR-11 MO	1	General Fund	97,810	219	6/28/2004
408	DW RESOURCE INSTRUCTOR-11 MO	1	General Fund	83,507	219	6/28/2004
405	DW RESOURCE INSTRUCTOR-11 MO	1	Title I	84,273	219	6/28/2004
409	DW RESOURCE INSTRUCTOR-11 MO	0.5	Reading Recovery	86,759	219	7/1/2013
412	DW RESOURCE INSTRUCTOR-11 MO	1	Title I	79,788	212	6/28/2004
411	DW RESOURCE INSTRUCTOR-11 MO	1	Title I	89,473	219	6/28/2004
407	DW RESOURCE INSTRUCTOR-11 MO	1	Title III, Migrant	93,558	219	8/23/2004
410	DW RESOURCE INSTRUCTOR-11 MO	1	Title III	74,932	219	6/28/2004
428	DW RESOURCE INSTRUCTOR	1	Title III			8/22/2005
427	DW RESOURCE INSTRUCTOR-11 MO	1	General Fund	79,250	219	7/1/2013
402	DW RESOURCE INSTRUCTOR-9.5 MO	1	Preschool	78,926	189	6/28/2004
429	DW RESOURCE INSTRUCTOR-G/T	0.8	General Fund	72,583	209	7/1/2015
442	DW CURR AND INSTR COACH	1	General Fund	57,481	189	7/1/2018
345	FAMILY/COMM EARLY CHILD COORD	1	Preschool	95,612	245	7/1/2015
52	INSTRUCTIONAL INNOVATION SPEC	1	General Fund	97,810	219	7/1/2015
55	INSTRUCTIONAL INNOVATION SPEC	1	General Fund	91,454	219	6/28/2004
53	INSTRUCTIONAL INNOVATION SPEC	1	IDEA	99,810	219	8/27/2012
398	INSTRUCTIONAL INNOVATION SPEC	1	Title I, Striving Readers	78,096	211	7/1/2018
448	INSTRUCTIONAL SUPPORT SPEC	1	General Fund	112,878	245	7/1/2010
317	LANGUAGE INTERPRETER	1	General Fund	85,776	245	7/1/2015
238	MIGRANT ADVOCATE/RECRUITER	1	Title I, Migrant	51,958	256	12/5/2013
237	MIGRANT ADVOCATE/RECRUITER	1	Title I, Migrant	47,944	256	12/15/2013

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239	MIGRANT ADVOCATE/RECRUITER	1	Title I, Migrant	49,398	256	6/28/2004
328	PROGRAM MANAGER-NEW/INNOV PROG	1	General Fund	96,419	245	7/1/2017
77	PROGRAM SPECIALIST II	1	Preschool	70,229	189	6/28/2004
76	PROGRAM SPECIALIST II	1	Preschool	73,423	189	6/28/2004
78	PROGRAM SPECIALIST II	0.7	Preschool	47,719	189	6/28/2004
389	SCHOOL BASED INSTR SPECIALIST	1	General Fund	64,516	209	7/1/2017
390	SCHOOL BASED INSTR SPECIALIST	1	General Fund	93,344	209	7/1/2017
391	SCHOOL BASED INSTR SPECIALIST	1	General Fund	87,278	209	7/1/2017
392	SCHOOL BASED INSTR SPECIALIST	1	General Fund	78,659	209	7/1/2017
40	SCHOOL BASED INSTR SPECIALIST	1	General Fund	66,430	219	7/1/2017
39	SCHOOL BASED INSTR SPECIALIST	1	General Fund	76,056	219	7/1/2017
41	SCHOOL BASED INSTR SPECIALIST	1	General Fund	83,057	219	7/1/2017
42	SCHOOL BASED INSTR SPECIALIST	1	General Fund	83,057	219	7/1/2017
506	SCHOOL BASED INSTR SPECIALIST	1	General Fund	86,592	219	9/27/2018
507	SCHOOL BASED INSTR SPECIALIST	1	General Fund	59,049	219	9/27/2018
508	SCHOOL BASED INSTR SPECIALIST	1	General Fund	56,398	219	9/27/2018
509	SCHOOL BASED INSTR SPECIALIST	1	General Fund	80,283	219	9/27/2018
510	SCHOOL BASED INSTR SPECIALIST	1	General Fund	79,787	219	9/27/2018
511	SCHOOL BASED INSTR SPECIALIST	1	General Fund	44,715	219	9/27/2018
425	TITLE I INSTRUCTOR	0.8	Title I	63,141	151	5/23/2005
Special Education						
2	DIRECTOR OF EXCEPTIONAL CHILD	1	General Fund	129,355	245	6/28/2004
51	504 COORDINATOR	1	General Fund	105,057	245	6/28/2004
218	ADMINISTRATIVE ASSISTANT III	1	General Fund	42,230	256	6/28/2004
430	ASSOC DIR OF SPEC ED ASSMNT	1	General Fund	88,033	245	6/28/2004
75	AUDIOLOGIST	1	General Fund	57,451	189	6/28/2004
538	BOARD CERT BEHAVIOR ANALYST	1	General Fund - SAFE	43,254	209	10/26/2018
539	BOARD CERT BEHAVIOR ANALYST	1	General Fund - SAFE	49,636	209	10/26/2018
58	DW EXC CHILD RES SPEC-PSYCHOLO	1	IDEA	71,510	209	7/1/2012
426	DW EXCEPT CHILD RESOURCE INSTR	1	General Fund	87,387	209	6/28/2004
416	DW EXCEPT CHILD RESOURCE INSTR	1	General Fund	66,754	209	6/28/2004
417	DW EXCEPT CHILD RESOURCE INSTR	1	General Fund	83,484	209	6/28/2004
415	DW EXCEPT CHILD RESOURCE INSTR	1	General Fund	89,285	209	6/28/2004
423	DW EXCEPT CHILD RESOURCE INSTR	1	General Fund	72,583	209	6/28/2004
424	DW EXCEPT CHILD RESOURCE INSTR	1	General Fund	80,889	209	6/28/2004
421	DW EXCEPT CHILD RESOURCE INSTR	1	General Fund	58,872	209	6/28/2004
418	DW EXCEPT CHILD RESOURCE INSTR	1	IDEA	80,889	209	7/1/2011
57	EXC CHILD SPEECH LANG RES SPEC	0.4	General Fund	35,186	209	7/1/2016
57	EXC CHILD SPEECH LANG RES SPEC	0.6	IDEA	52,779	209	7/1/2016
16	EXCEPTIONAL CHILD CONSULTANT	1	General Fund	62,324	209	6/28/2004
8	EXCEPTIONAL CHILD COORDINATOR	1	General Fund	105,060	245	6/28/2004
6	EXCEPTIONAL CHILD COORDINATOR	1	General Fund	110,748	245	6/28/2004
7	EXCEPTIONAL CHILD COORDINATOR	1	General Fund	101,301	245	7/12/2012
358	IAKSS OFFICE ASSISTANT I	1	General Fund	24,111	218	6/28/2004
355	IAKSS OFFICE ASSISTANT II	1	General Fund	46,879	256	6/28/2004
157	IAKSS MICROCOMPUTER SPECIALIST	1	IDEA	56,893	256	7/1/2010
56	MTSS COACH	1	IDEA	78,516	209	7/1/2016
37	MTSS SPECIALIST	1	IDEA	79,694	209	7/1/2015
36	MTSS SPECIALIST	1	IDEA	59,965	209	7/1/2015
54	MTSS SPECIALIST	1	IDEA	73,414	209	7/1/2017
35	MTSS SPECIALIST	1	IDEA	71,510	209	7/1/2017
38	MTSS SPECIALIST	1	IDEA	64,516	209	7/1/2017
901	PROGRAM DIRECTOR	1	General Fund	109,865	245	6/28/2004
311	SPECIAL ED PARENT LIAISON	1	IDEA	28,555	190	6/28/2004
312	SPECIAL ED PARENT LIAISON	1	IDEA	21,107	190	6/28/2004
231	STAFF SUPP ADMIN ASST I (12MO)	1	IDEA	49,303	256	6/28/2004
234	STAFF SUPP ADMIN ASST I (12MO)	1	General Fund	35,553	256	6/28/2004
138	IAKSS SYSTEMS ANALYST	1	General Fund	58,614	256	6/28/2004
305	EXCEPTIONAL CHILD NURSE	1	General Fund	66,154	219	7/15/2015
Office of Student Support Services						
47	DIRECTOR OF STUDENT SUPPORT	1	General Fund	118,086	245	6/28/2004
200	ADMINISTRATIVE ASSISTANT II	1	General Fund	50,708	256	6/28/2004
525	DW SCM SPECIALIST	1	General Fund - SAFE	44,785	199	10/3/2018
383	DISTRICT PBIS COACH	1	Title IV	49,399	198	7/1/2018
48	DISTRICT PBIS COACH	1	SAFE Schools	59,049	204	7/1/2015
386	DISTRICT PBIS COACH	1	SAFE Schools	79,058	204	7/1/2015
550	DISTRICT ESS COORDINATOR	0.5	ESS	53,649	214	7/1/2015
11	DISTRICT ESS COORDINATOR	0.5	ESS	46,962	214	11/24/2014
549	PROJECT AWARE GRANT MANAGER	0.5	Ky Project Aware	53,649	214	7/1/2015
50	PROJECT AWARE GRANT MANAGER	0.5	Ky Project Aware	46,962	214	11/24/2014
394	DW PBIS COACH/SAFE SCHOOLS	1	SAFE Schools	80,862	245	6/28/2004
31	HOMELESS EDUCATION LIAISON	1	General Fund	69,953	189	7/1/2016
232	STAFF SUPP ADMIN ASST I (12MO)	1	General Fund	42,739	256	6/28/2004

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Pupil Personnel						
3	DIRECTOR OF PUPIL PERSONNEL	1	General Fund	107,656	245	6/28/2004
227	ADMINISTRATIVE ASSISTANT III	1	General Fund	52,838	256	6/28/2004
432	ASST TO DIR OF PUPIL PERS-12MO	1	General Fund	104,665	245	7/1/2014
33	ASST TO DIR OF PUPIL PERSONNEL	1	General Fund	64,000	245	6/28/2004
34	ASST TO DIR OF PUPIL PERSONNEL	1	General Fund	76,056	219	6/28/2004
32	ASST TO DIR OF PUPIL PERSONNEL	1	General Fund	88,150	219	7/2/2016
350	OUT-OF-AREA ATTENDANCE SPEC	1	General Fund	35,571	256	6/28/2004
Office of Equity Officer (SBDM & Minority Recruitment)						
323	EQUITY OFFICER	1	General Fund			8/23/2004
497	ADMIN ASST-CHIEF OFFICERS	1	General Fund			6/28/2004
498	ASSOC DIR-RECRUIT & RETENTION	1	General Fund	91,394	245	10/27/2014
43	CRT COACH	1	General Fund	85,086	245	7/1/2017
315	ASSOC DIR-MIN RECRUIT&RETENT	1	General Fund			7/1/2012
309	DW STDT/FAM TRANS SUP&DRPT PRV	1	General Fund	66,548	245	7/1/2017
310	DW STDT/FAM TRANS SUP&DRPT PRV	1	General Fund	74,008	245	7/1/2012
344	FAMILY/COMMUNITY COORDINATOR	1	General Fund	92,201	245	7/31/2006
General Counsel						
330	GENERAL COUNSEL	1	General Fund	140,528	245	7/1/2012
302	COMPLIANCE OFFICER	1	General Fund	76,025	245	7/1/2015
217	LEGAL ADMINISTRATIVE ASST	1	General Fund	44,278	256	7/1/2012
Law Enforcement						
322	CHIEF OF LAW ENFORCEMENT	1	General Fund	81,416	245	6/28/2004
202	ADMINISTRATIVE ASSISTANT II	1	General Fund	38,607	220	6/28/2004
219	ADMINISTRATIVE ASSISTANT III	1	General Fund	39,567	256	6/28/2004
246	DISPATCHER		General Fund			6/28/2004
245	DISPATCHER	1	General Fund	46,858	256	6/28/2004
327	LAW ENFORCEMENT LIEUTENANT	1	General Fund	78,814	245	7/1/2012
326	LAW ENFORCEMENT LIEUTENANT	1	General Fund	84,547	245	7/1/2017
387	LAW ENFORCEMENT LIEUTENANT	1	General Fund	57,293	245	7/1/2017
365	WEEKEND DISPATCHER	1	General Fund	19,505	105	6/28/2004
364	WEEKEND DISPATCHER	1	General Fund	15,414	105	6/28/2004
363	WEEKEND DISPATCHER	1	General Fund	7,422	105	6/28/2004
Office of Administrative Services						
278	CHIEF FINANCIAL OFFICER	1	General Fund	139,441	245	7/1/2015
304	MANAGER ECONOMIC DEVELOPMENT	1	General Fund	97,947	245	7/1/2010
341	MANAGER - FINANCIAL SYSTEMS	1	General Fund	100,509	245	6/28/2004
348	MIS USER SUPPORT ANALYST	1	General Fund	97,178	245	9/22/2008
347	MIS USER SUPPORT ANALYST	1	General Fund	93,769	245	6/28/2004
142	COMPUTER PROGRAMMER	1	General Fund	85,392	256	6/28/2004
349	MIS USER SUPPORT ANALYST	1	General Fund	94,991	245	7/1/2015
Budget and Financial Planning						
332	DIRECTOR - BUDGET AND STAFFING	1	General Fund	109,056	245	6/28/2004
67	BUDGET ANALYST I	1	General Fund	48,783	256	7/1/2017
68	BUDGET ANALYST III	1	General Fund	72,192	256	6/28/2004
295	STAFFING AND BUDGET SPECIALIST	1	General Fund	87,350	245	7/1/2015
296	STAFFING AND BUDGET SPECIALIST	1	General Fund	90,369	245	7/1/2010
Financial Accounting and Benefits Services						
300	DIRECTOR - FINANCIAL SERVICES	1	General Fund	116,947	245	6/28/2004
501	ACCOUNT SPECIALIST	1	General Fund			6/28/2004
64	ACCOUNT SPECIALIST	1	General Fund	38,093	256	6/28/2004
282	ACCTS PAYABLE SPECIALIST	1	General Fund	50,708	256	6/28/2004
214	ADMINISTRATIVE ASSISTANT II	1	General Fund	35,697	256	6/28/2004
339	ASSOC DIR - TAX COLLECTION	1	General Fund	95,330	245	6/28/2004
338	ASSOCIATE DIRECTOR - FINANCE	1	General Fund	98,035	245	6/28/2004
337	ASSOCIATE DIRECTOR - FINANCE	1	General Fund	101,406	245	6/28/2004
298	FINANCE ANALYST	1	General Fund	41,533	256	6/28/2004
299	FINANCE ANALYST	1	General Fund	44,360	256	6/28/2004
297	FINANCE ANALYST	1	General Fund	50,934	256	6/28/2004
280	FINANCIAL SVCS BOOKKEEPER	1	General Fund	40,202	256	6/28/2004
291	GRANT ACCOUNTANT	1	General Fund	91,340	245	6/28/2004
279	GRANT ANALYST	1	General Fund	54,374	256	6/28/2004
294	GRANTS PROGRAM COMPLIANCE	1	General Fund	88,369	245	6/23/2008
193	INSURANCE SPECIALIST	1	General Fund	40,653	256	6/28/2004
192	INSURANCE SPECIALIST	1	General Fund	36,946	256	6/28/2004
194	INSURANCE SPECIALIST	1	General Fund	41,206	256	7/1/2017
301	LEAD PAYROLL SPECIALIST	1	General Fund	42,189	256	6/28/2004
63	PAYROLL ACCOUNTING MANAGER	1	General Fund	85,776	245	6/23/2008
71	PAYROLL SPECIALIST	1	General Fund	36,393	256	6/28/2004
70	PAYROLL SPECIALIST	1	General Fund	39,424	256	6/28/2004
69	PAYROLL SPECIALIST	1	General Fund	29,422	211	6/28/2004

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72	PAYROLL SPECIALIST	1	General Fund	38,093	256	9/1/2013
434	SCHOOL BUSINESS OFFICE TRAINER	1	General Fund	59,638	256	7/1/2009
292	STDT ACT FUNDS BUDGET ANALYST	1	General Fund	57,631	256	6/28/2004
284	TAX AUDITING SPECIALIST	1	General Fund	33,567	256	7/1/2011
283	TAX AUDITING SPECIALIST	1	General Fund	47,555	256	6/28/2004
286	TAX PROCESSING SPECIALIST	1	General Fund	44,687	256	6/28/2004
287	TAX PROCESSING SPECIALIST	1	General Fund	41,820	256	7/1/2009
285	TAX PROCESSING SPECIALIST	1	General Fund	38,093	256	6/28/2004
502	TAX PROCESSING SPECIALIST	1	General Fund			6/28/2004
281	TAX PROCESSING SUPERVISOR	1	General Fund	64,287	256	6/28/2004
Human Resources						
4	DIR OF DISTRICT PERSONNEL-HR	1	General Fund	126,473	245	6/28/2004
199	ADMINISTRATIVE ASSISTANT II	1	General Fund	49,951	256	6/28/2004
206	ADMINISTRATIVE ASSISTANT II	1	General Fund	38,625	256	6/28/2004
208	ADMINISTRATIVE ASSISTANT II	1	General Fund	45,240	256	6/28/2004
203	ADMINISTRATIVE ASSISTANT II	1	General Fund	31,250	231	6/28/2004
201	ADMINISTRATIVE ASSISTANT II	1	General Fund	50,708	256	6/28/2004
213	ADMINISTRATIVE ASSISTANT II	1	General Fund	38,093	256	6/28/2004
207	ADMINISTRATIVE ASSISTANT II	1	General Fund	21,110	161	6/28/2004
212	ADMINISTRATIVE ASSISTANT II	1	General Fund	39,997	256	6/28/2004
216	ADMINISTRATIVE ASSISTANT II	1	General Fund	36,946	256	6/28/2004
209	ADMINISTRATIVE ASSISTANT II	1	General Fund	38,625	256	7/1/2011
225	ADMINISTRATIVE ASSISTANT III	1	General Fund	50,975	256	1/1/2010
45	ASSC DIR HR TCH LEAD EFFCTVNSS	1	General Fund	116,204	245	6/28/2004
46	ASSC DIR HR TCH LEAD EFFCTVNSS	1	General Fund	101,470	245	6/28/2004
333	ASSOC DIR - HUMAN RESOURCES	1	General Fund	96,458	245	6/28/2004
196	PERSONNEL ASSISTANT	1	General Fund	48,783	256	1/1/2010
195	PERSONNEL ASSISTANT	1	General Fund	50,258	256	6/28/2004
290	PROF DEV ACCOUNT SPECIALIST	1	General Fund	51,182	256	6/28/2004
Senior Director of Operations						
346	CHIEF OPERATING OFFICER	1	General Fund	147,091	245	7/1/2005
352	ADMIN ASST-CHIEF OFFICERS	1	General Fund	62,259	256	7/1/2005
313	IAKSS BUILDING MANAGER	1	General Fund	88,369	245	11/21/2005
454	IAKSS CUSTODIAL SUPERVISOR	1	General Fund	48,026	256	6/28/2004
449	IAKSS CUSTODIAN	1	General Fund	18,340	256	1/12/2017
452	IAKSS CUSTODIAN	1	General Fund	28,037	256	6/28/2004
453	IAKSS CUSTODIAN	1	General Fund	28,467	256	6/28/2004
451	IAKSS CUSTODIAN	1	General Fund	30,822	256	6/28/2004
450	IAKSS CUSTODIAN	1	General Fund	30,413	256	6/28/2004
455	IAKSS LEAD CUSTODIAL SERV WRKR	1	General Fund	43,622	256	6/28/2004
433	IAKSS OFFICE ASSISTANT III	1	General Fund	48,845	256	7/1/2015
236	IAKSS RECEPTIONIST	1	General Fund	46,879	256	6/28/2004
Technology						
331	DIRECTOR - TECHNOLOGY	1	General Fund	115,723	245	6/28/2004
524	ASSOC DIRECTOR TECH SUPPORT	1	General Fund	66,760	245	10/9/2018
397	ADMINISTRATIVE ASSISTANT II	1	General Fund	49,050	256	7/1/2016
226	ADMINISTRATIVE ASSISTANT III	1	General Fund			6/28/2004
306	COMMUNICATIONS SPECIALIST	1	General Fund	102,312	245	7/1/2009
141	COMPUTER PROGRAMMER	1	General Fund	64,307	256	6/28/2004
145	DATA COMMUNICATIONS SPECIALIST	1	General Fund	95,178	245	6/28/2004
143	DATABASE ADMINISTRATOR	1	General Fund	78,029	256	6/28/2004
9	DISTRICT TECH COORDINATOR	1	General Fund	107,224	245	6/28/2004
393	DW STEM LEARNING COACH	1	TITLE IV	60,363	199	7/23/2018
522	DW STEM LEARNING COACH	1	TITLE IV	57,851	194	7/23/2018
487	DW TECHNOLOGY RESOURCE INSTR	1	General Fund	88,877	199	6/28/2004
489	DW TECHNOLOGY RESOURCE INSTR	1	General Fund	84,466	199	6/28/2004
490	DW TECHNOLOGY RESOURCE INSTR	1	General Fund	83,757	199	6/28/2004
491	DW TECHNOLOGY RESOURCE INSTR	1	General Fund	68,089	199	6/28/2004
488	DW TECHNOLOGY RESOURCE INSTR	1	General Fund	68,089	199	6/28/2004
494	IAKSS LAN TECHNICIAN	1	General Fund	84,603	256	6/28/2004
493	IAKSS LAN TECHNICIAN	1	General Fund	83,292	256	6/28/2004
563	NETWORK ENGINEER	1	General Fund			6/28/2004
496	IAKSS LAN TECHNICIAN	1	General Fund	44,591	156	6/28/2004
354	LEAD WEB APPLICATION DEVELOPER	1	General Fund	91,382	256	6/28/2004
146	SYSTEMS ANALYST	1	General Fund	14,946	256	6/28/2004
147	MICROCOMPUTER SPECIALIST	1	General Fund	60,621	256	6/28/2004
135	SUPV - SYSTEMS INTEGRATION	1	General Fund	96,443	245	6/28/2004
523	IAKSS SYSTEMS ANALYST	1	TITLE IV	39,297	256	7/1/2018
140	IAKSS SYSTEMS ANALYST	1	General Fund	54,149	256	6/28/2004
492	TECHNOLOGY RESOURCE INSTRUCTOR	1	General Fund			6/28/2004
137	USER SUPPORT MANAGER	1	General Fund	109,422	245	6/28/2004
144	VOICE/DATA COMMUNICATION SPECL	1	General Fund	72,192	256	5/19/2008

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Media Services						
82	MEDIA TECHNICIAN	1	General Fund	44,401	256	6/28/2004
80	MEDIA TECHNICIAN	1	General Fund	43,622	256	6/28/2004
79	MEDIA TECHNICIAN	1	General Fund	44,401	256	6/28/2004
81	MEDIA TECHNICIAN	1	General Fund	48,845	256	6/28/2004
233	STAFF SUPP ADMIN ASST I (12MO)	1	General Fund	49,303	256	6/28/2004
Educational Television						
83	MEDIA PRODUCER	1	General Fund	82,477	245	6/28/2004
321	EDUCATION TV TECHNICIAN	1	General Fund	67,686	256	6/28/2004
431	EDUCATIONAL TV TECH	1	General Fund			11/15/2016
Office of Facilities Operations Support						
314	DIRECTOR FACILITY DESIGN/CONST	1	General Fund	53,001	214	6/28/2004
288	CONSTRUCTION BUDGET ANALYST	1	General Fund	62,259	256	6/28/2004
136	MAINTENANCE PROJECT COORD	1	General Fund	96,158	245	6/28/2004
384	STAFF ARCHITECT	1	General Fund			7/1/2005
230	STAFF SUPP ADMIN ASST I (12MO)	1	General Fund	46,449	256	7/1/2007
Transportation						
335	DIRECTOR - TRANSPORTATION	1	General Fund	112,915	245	6/28/2004
204	ADMINISTRATIVE ASSISTANT II	1	General Fund	49,050	256	6/28/2004
360	ASSOC DIRECTOR TRANSPORTATION	1	General Fund	91,732	245	7/1/2007
260	AUTO BODY WORKER II	1	General Fund			6/28/2004
378	BUS DRIVER	266	General Fund		183	6/28/2004
379	BUS MONITOR	215	General Fund		183	6/28/2004
503	BUS MONITOR	0.7	General Fund	17,211	247	6/28/2004
505	CUSTODIAN	0.2	General Fund			6/28/2004
504	BUS MONITOR	0.5	General Fund	22,110	247	10/1/2009
356	IAKSS OFFICE ASSISTANT II	1	General Fund	41,882	256	6/28/2004
372	LEAD BUS DRIVER TRAINER	1	General Fund	44,585	256	6/28/2004
435	LEAD BUS DRIVER TRAINER	1	General Fund	36,279	206	6/28/2004
371	LEAD BUS DRIVER TRAINER	1	General Fund	49,910	256	6/28/2004
370	LEAD BUS DRIVER TRAINER	1	General Fund	44,585	256	6/28/2004
375	LEAD BUS DRIVER TRAINER	1	General Fund	53,064	256	6/28/2004
373	LEAD BUS DRIVER TRAINER	1	General Fund	48,189	256	6/28/2004
369	LEAD BUS DRIVER TRAINER	1	General Fund	44,585	256	6/28/2004
374	LEAD BUS DRIVER TRAINER	1	General Fund	59,946	256	6/28/2004
443	MANAGER OF VEHICLE MAINTENANCE	1	General Fund			6/28/2004
362	SAFETY TRAINING SUPERVISOR	1	General Fund	44,585	256	6/28/2004
66	TRANSP ACCOUNTS PAYABLE CLERK	1	General Fund	42,230	256	6/28/2004
361	TRANSP ROUTING SPECIALIST	1	General Fund	70,694	245	4/29/2013
243	TRANSPORTATION DATA ASSISTANT	1	General Fund	38,461	256	6/28/2004
242	TRANSPORTATION DATA ASSISTANT	1	General Fund	9,441	66	6/28/2004
241	TRANSPORTATION DATA ASSISTANT	1	General Fund	44,401	256	6/28/2004
366	TRANSPORTATION DISPATCHER	1	General Fund	47,397	220	6/28/2004
413	TRANSPORTATION DISPATCHER	1	General Fund	38,390	215	6/28/2004
367	TRANSPORTATION DISPATCHER	1	General Fund	44,686	220	6/28/2004
368	TRANSPORTATION DISPATCHER	1	General Fund	38,122	220	6/28/2004
240	TRANSPORTATION MANAGER	1	General Fund	66,785	256	6/28/2004
262	TRANSPORTATION RECORDS CLERK	1	General Fund	40,960	256	6/28/2004
248	VEHICLE MAINTENANCE ASSISTANT	1	General Fund	43,602	256	6/28/2004
251	VEHICLE MAINTENANCE ASSISTANT	1	General Fund	38,441	256	6/28/2004
259	VEHICLE MECHANIC I	1	General Fund	19,631	121	6/28/2004
249	VEHICLE MAINTENANCE ASSISTANT	1	General Fund	38,441	256	6/28/2004
247	VEHICLE MAINTENANCE SUPERVISOR	1	General Fund	67,343	256	6/28/2004
400	VEHICLE MAINTENANCE SUPERVISOR	1	General Fund	62,872	241	6/28/2004
250	VEHICLE MAINTENANCE ASSISTANT	1	General Fund			6/28/2004
256	VEHICLE MECHANIC I	1	General Fund	14,732	256	6/28/2004
257	VEHICLE MECHANIC I	1	General Fund	41,783	234	6/28/2004
401	VEHICLE MECHANIC I	1	General Fund	42,854	240	6/28/2004
258	VEHICLE MECHANIC I	1	General Fund	44,360	256	6/28/2004
255	VEHICLE MECHANIC II	1	General Fund	53,535	256	6/28/2004
436	VEHICLE MECHANIC II	1	General Fund	54,272	256	6/28/2004
252	VEHICLE MECHANIC II	1	General Fund	46,961	256	6/28/2004
437	VEHICLE MECHANIC II	1	General Fund	46,538	226	6/28/2004
253	VEHICLE MECHANIC II	1	General Fund	49,398	256	6/28/2004
244	VEHICLE OPERATION CNTRL ANALYS	1	General Fund	44,401	256	6/28/2004
261	VEHICLE UPHOLSTERY/GLASS WORKR	1	General Fund	38,625	256	6/28/2004
Warehouse						
325	DIRECTOR OF LOGISTICAL SVCS	1	General Fund	92,309	245	6/28/2004
215	ADMINISTRATIVE ASSISTANT II	1	General Fund	40,653	256	7/1/2018
266	LEAD WAREHOUSE WORKER	1	General Fund	48,026	256	6/28/2004
235	MAIL SPECIALIST	1	General Fund	46,223	256	6/28/2004
197	PURCHASING TECHNICIAN	1	General Fund	56,422	256	6/28/2004

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264	WAREHOUSE SUPERVISOR	1	General Fund	64,895	256	6/28/2004
265	WAREHOUSE SUPERVISOR	1	General Fund	59,372	256	6/28/2004
276	WAREHOUSE WORKER II	1	General Fund	32,850	256	6/28/2004
267	WAREHOUSE WORKER II	1	General Fund	46,449	256	6/28/2004
272	WAREHOUSE WORKER II	1	General Fund	38,461	256	6/28/2004
269	WAREHOUSE WORKER II	1	General Fund	42,947	256	6/28/2004
275	WAREHOUSE WORKER II	1	General Fund	41,697	256	6/28/2004
273	WAREHOUSE WORKER II	1	General Fund	38,461	256	6/28/2004
271	WAREHOUSE WORKER II	1	General Fund	37,888	256	6/28/2004
270	WAREHOUSE WORKER II	1	General Fund	37,888	256	6/28/2004
268	WAREHOUSE WORKER II	1	General Fund	39,014	256	6/28/2004
274	WAREHOUSE WORKER II	1	General Fund	35,553	256	6/28/2004
Print Shop						
59	PRINTING SUPERVISOR	1	General Fund	75,039	256	6/28/2004
308	MEDIA PRODUCER/TECH COORD	1	General Fund	88,369	245	6/28/2004
60	PRINTING ASSISTANT	1	General Fund	51,166	256	6/28/2004
61	PRINTING ASSISTANT	1	General Fund	44,687	256	6/28/2004
62	PRINTING ASSISTANT	1	General Fund	35,697	256	7/1/2009
Maintenance						
438	DIRECTOR - MAINTENANCE	1	General Fund			6/28/2004
205	ADMINISTRATIVE ASSISTANT II	1	General Fund	50,708	256	6/28/2004
84	DRAFTING SPECIALIST	1	General Fund	59,453	256	6/28/2004
91	ENERGY SYS OPERATOR/DISPATCHER	1	General Fund	52,756	256	6/28/2004
88	HVAC TECHNICIAN	1	General Fund	51,528	256	6/28/2004
86	HVAC TECHNICIAN	1	General Fund	54,886	256	6/28/2004
87	HVAC TECHNICIAN	1	General Fund	54,886	256	6/28/2004
89	HVAC TECHNICIAN	1	General Fund	42,619	256	6/28/2004
90	HVAC TECHNICIAN	1	General Fund	43,274	256	6/28/2004
85	HVAC TECHNICIAN	1	General Fund	53,064	256	6/28/2004
439	HVAC TECHNICIAN	1	General Fund			6/28/2004
440	LEAD MAINTENANCE TECHNICIAN	1	General Fund			6/28/2004
399	LEAD MAINTENANCE TECHNICIAN	1	General Fund			6/28/2004
95	LEAD MAINTENANCE TECHNICIAN	1	General Fund	58,593	256	6/28/2004
97	LEAD MAINTENANCE TECHNICIAN	1	General Fund			6/28/2004
98	LEAD MAINTENANCE TECHNICIAN	1	General Fund	49,029	256	6/28/2004
96	LEAD MAINTENANCE TECHNICIAN	1	General Fund	54,886	256	6/28/2004
94	LEAD MAINTENANCE TECHNICIAN	1	General Fund	59,453	256	6/28/2004
446	LEAD MAINTENANCE TECHNICIAN	1	General Fund	46,203	256	6/28/2004
376	MAINT WAREHOUSE WORKER	1	General Fund	40,653	256	6/28/2004
444	MAINTENANCE SUPERVISOR	1	General Fund			6/28/2004
92	MAINTENANCE SUPERVISOR	1	General Fund	91,990	256	6/28/2004
125	MAINTENANCE TECHNICIAN II	1	General Fund	48,210	256	6/28/2004
133	MAINTENANCE TECHNICIAN II	1	General Fund	50,708	256	6/28/2004
132	MAINTENANCE TECHNICIAN II		General Fund			6/28/2004
129	MAINTENANCE TECHNICIAN II	1	General Fund	46,858	256	6/28/2004
124	MAINTENANCE TECHNICIAN II	1	General Fund	39,997	256	6/28/2004
131	MAINTENANCE TECHNICIAN II	1	General Fund	49,951	256	6/28/2004
128	MAINTENANCE TECHNICIAN II	1	General Fund	50,708	256	6/28/2004
123	MAINTENANCE TECHNICIAN II	1	General Fund	38,093	256	6/28/2004
127	MAINTENANCE TECHNICIAN II	1	General Fund	47,555	256	6/28/2004
126	MAINTENANCE TECHNICIAN II	1	General Fund	37,581	256	6/28/2004
130	MAINTENANCE TECHNICIAN II	1	General Fund	47,555	256	6/28/2004
134	MAINTENANCE TECHNICIAN II	1	General Fund	50,708	256	6/28/2004
104	MAINTENANCE TECHNICIAN IV	1	General Fund	15,834	256	6/28/2004
105	MAINTENANCE TECHNICIAN IV	1	General Fund	55,398	256	6/28/2004
101	MAINTENANCE TECHNICIAN IV	1	General Fund	54,088	256	6/28/2004
99	MAINTENANCE TECHNICIAN IV	1	General Fund	51,528	256	6/28/2004
103	MAINTENANCE TECHNICIAN IV	1	General Fund	55,398	256	6/28/2004
102	MAINTENANCE TECHNICIAN IV	1	General Fund	54,886	256	6/28/2004
100	MAINTENANCE TECHNICIAN IV	1	General Fund	49,029	256	6/28/2004
445	MAINTENANCE TECHNICIAN II	1	General Fund			6/28/2004
447	MAINTENANCE TECHNICIAN II	1	General Fund			6/28/2004
458	MAINTENANCE TECHNICIAN III	1	General Fund			6/28/2004
121	MAINTENANCE TECHNICIAN III	1	General Fund	43,602	256	6/28/2004
120	MAINTENANCE TECHNICIAN III	1	General Fund	43,602	256	6/28/2004
115	MAINTENANCE TECHNICIAN III	1	General Fund	42,230	256	6/28/2004
108	MAINTENANCE TECHNICIAN III	1	General Fund	53,331	256	6/28/2004
118	MAINTENANCE TECHNICIAN III	1	General Fund	42,824	256	6/28/2004
111	MAINTENANCE TECHNICIAN III	1	General Fund	52,838	256	6/28/2004
107	MAINTENANCE TECHNICIAN III	1	General Fund	52,838	256	6/28/2004
122	MAINTENANCE TECHNICIAN III	1	General Fund	42,230	256	6/28/2004
116	MAINTENANCE TECHNICIAN III	1	General Fund	51,528	256	6/28/2004
113	MAINTENANCE TECHNICIAN III	1	General Fund	42,824	256	6/28/2004

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114	MAINTENANCE TECHNICIAN III	1	General Fund	44,380	256	6/28/2004
110	MAINTENANCE TECHNICIAN III	1	General Fund	50,278	256	6/28/2004
106	MAINTENANCE TECHNICIAN III	1	General Fund	52,838	256	6/28/2004
117	MAINTENANCE TECHNICIAN III	1	General Fund	42,824	256	6/28/2004
112	MAINTENANCE TECHNICIAN III	1	General Fund	50,278	256	6/28/2004
456	MAINTENANCE TECHNICIAN IV	1	General Fund			6/28/2004
457	MAINTENANCE TECHNICIAN IV	1	General Fund			6/28/2004
329	WORK CONTROL COORDINATOR	1	General Fund	21,288	256	6/28/2004
Operations						
385	DIRECTOR - PLANT OPERATIONS	1	General Fund	86,896	215	6/28/2004
210	ADMINISTRATIVE ASSISTANT II	1	General Fund	43,950	256	6/28/2004
460	CUSTODIAL EQUIPMENT MECHANIC	1	General Fund	39,424	256	6/28/2004
165	CUSTODIAL SERVICES TRAINER	1	General Fund	62,220	256	6/28/2004
164	CUSTODIAL SERVICES TRAINER	1	General Fund	59,638	256	6/28/2004
461	GROUNDWORKS EQUIPMENT MECHANIC	1	General Fund	48,210	256	6/28/2004
166	GROUNDWORKS SUPERVISOR	1	General Fund	61,727	256	6/28/2004
182	GROUNDWORKS WORKER I	1	General Fund	13,700	256	9/26/2005
179	GROUNDWORKS WORKER I		General Fund			6/28/2004
181	GROUNDWORKS WORKER I	1	General Fund	32,358	256	6/28/2004
180	GROUNDWORKS WORKER I	1	General Fund	31,826	256	6/28/2004
174	GROUNDWORKS WORKER I	1	General Fund	32,891	256	6/28/2004
176	GROUNDWORKS WORKER II	1	General Fund	36,127	256	6/28/2004
178	GROUNDWORKS WORKER II	1	General Fund	46,449	256	6/28/2004
173	GROUNDWORKS WORKER II	1	General Fund	35,041	256	6/28/2004
177	GROUNDWORKS WORKER II	1	General Fund	45,752	256	6/28/2004
462	GROUNDWORKS WORKER II	1	General Fund	22,038	161	6/28/2004
172	GROUNDWORKS WORKER II	1	General Fund	32,729	256	6/28/2004
175	GROUNDWORKS WORKER II	1	General Fund	37,130	256	6/28/2004
469	CUSTODIAN	1	General Fund			6/28/2004
484	IAKSS LEAD CUSTODIAL SERV WRKR	1	General Fund	40,264	256	1/18/2013
483	IAKSS LEAD CUSTODIAL SERV WRKR	1	General Fund	48,845	256	6/28/2004
167	LEAD GROUNDWORKS EQUIPMENT MECHANIC		General Fund			6/28/2004
168	LEAD GROUNDWORKS WORKER	1	General Fund	48,824	256	6/28/2004
170	LEAD GROUNDWORKS WORKER	1	General Fund	42,230	256	6/28/2004
169	LEAD GROUNDWORKS WORKER	1	General Fund	46,428	256	6/28/2004
171	LEAD GROUNDWORKS WORKER	1	General Fund	39,567	256	6/28/2004
185	LEAD UTILITY WORKER	1	General Fund	49,500	256	6/28/2004
186	LEAD UTILITY WORKER	1	General Fund	48,824	256	6/28/2004
184	LEAD UTILITY WORKER	1	General Fund	41,595	256	6/28/2004
187	LEAD UTILITY WORKER	1	General Fund	40,960	256	6/28/2004
183	UTILITY SERVICES SUPERVISOR	1	General Fund	53,535	256	6/28/2004
190	UTILITY WORKER I	1	General Fund	40,264	256	6/28/2004
189	UTILITY WORKER I	1	General Fund	40,264	256	6/28/2004
191	UTILITY WORKER I	1	General Fund	37,130	256	6/28/2004
188	UTILITY WORKER II	1	General Fund	39,424	256	6/28/2004
254	VEHICLE MECHANIC II	1	General Fund	62,238	256	6/28/2004
Risk Management						
336	DIRECTOR - RISK MANAGEMENT	1	General Fund	106,272	245	6/28/2004
540	ASSOC DIR OF SAFETY & SECURITY	1	General Fund - SAFE	28,424	245	12/4/2018
289	CONSTRUCTION BUDGET ANALYST	1	General Fund	61,727	256	6/23/2008
406	DW RESOURCE INSTRUCTOR-11 MO	1	General Fund	79,250	219	7/1/2010
74	HEALTH SERVICES COORDINATOR	1	General Fund	87,350	245	7/1/2012
316	SCHOOL ENERGY MANAGER	1	General Fund	66,548	245	7/1/2010
340	SUPV - SAFETY HEALTH ENVIRON	1	General Fund	104,572	245	6/28/2004
293	WORKERS COMP ANALYST	1	General Fund	54,374	256	6/28/2004
Food Service						
334	DIRECTOR - FOOD SERVICE	1	Food Service	116,352	245	6/28/2004
65	ACCOUNT SPECIALIST	1	Food Service	44,687	256	6/28/2004
463	DISTRICT CHEF	1	Food Service	39,283	220	6/28/2004
303	FOOD SERVICE BUDGET ANALYST	1	Food Service	40,919	256	6/28/2004
73	FOOD SERVICE COORDINATOR	1	Food Service	81,261	245	6/28/2004
263	FOOD SERVICE DELIVERY DRIVER	1	Food Service	37,601	256	7/1/2006
475	FOOD SERVICE PROGRAM ASST II	1	Food Service	37,382	220	6/28/2004
479	FOOD SERVICE SUPERVISOR	1	Food Service	49,298	220	7/1/2006
478	FOOD SERVICE SUPERVISOR	1	Food Service	47,837	220	7/1/2006
481	FOOD SERVICE SUPERVISOR	1	Food Service	40,198	220	7/1/2006
480	FOOD SERVICE SUPERVISOR	1	Food Service	45,549	220	7/1/2016
476	FOOD SERVICE TRAINER	1	Food Service	35,629	190	6/28/2004
357	IAKSS OFFICE ASSISTANT II	1	Food Service	31,252	256	6/28/2004
93	LEAD MAINTENANCE TECHNICIAN	1	Food Service	59,453	256	11/3/2017
482	MAINTENANCE TECHNICIAN III	1	Food Service	32,350	206	6/29/2004
109	MAINTENANCE TECHNICIAN III	1	Food Service	48,824	256	6/30/2004

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119	MAINTENANCE TECHNICIAN III	1	Food Service	45,036	256	6/30/2004
151	IAKSS MICROCOMPUTER SPECIALIST	1	Food Service	61,583	256	9/22/2008
198	PURCHASING TECHNICIAN	1	Food Service	59,372	256	7/1/2016
Deleted Positions - 2018-19						
	ASSOC DIR FED STATE MAGNET PRG	1	Title II and General Fund			
	SCHOOL BASED INSTR FACILITATOR	1	General Fund			
	INSTRUCTIONAL COORDINATOR	1	General Fund			
	ASSOCIATE DIRECTOR - LOGISTICS	1	General Fund			
	SPECIAL PROJECT INTERN	1	General Fund			
	LAN TECHNICIAN	1				
	CENTRAL MEDIA LIBRARIAN	1	General Fund			
Added Positions - 2018-19						
	INSTRUCTIONAL INNOVATION SPECIALIST	1	Title I, Striving Readers			7/1/2018
	PRINCIPAL FOR SPECIAL PROJECTS	1	General Fund			7/1/2018
	SCHOOL BASED INSTR SPECIALIST	1	General Fund			7/1/2018
	SCHOOL BASED INSTR SPECIALIST	1	General Fund			7/1/2018
	SCHOOL BASED INSTR SPECIALIST	1	General Fund			7/1/2018
	SCHOOL BASED INSTR SPECIALIST	1	General Fund			7/1/2018
	DW CURR AND INSTR COACH - ELEM IMMERSION FOCUS	1	General Fund			7/1/2018
	DW STEM LEARNING COACH	1	TITLE IV			7/1/2018
	DW STEM LEARNING COACH	1	TITLE IV			7/1/2018
	IAKSS SYSTEMS ANALYST	1	TITLE IV			7/1/2018
	SCHOOL BASED INSTRUCTIONAL SPECIALIST	6	General Fund			9/27/2018
	DW SAFE CRISIS MGMT SPECIALIST	1	General Fund - SAFE			10/3/2018
	INTERIM ASSOCIATE DIRECTOR OF TECHNOLOGY FOR TECHNOLOGY SUPPORT	1	General Fund			10/9/2018
	BOARD CERTIFIED BEHAVIOR ANALYST	2	General Fund - SAFE			10/26/2018
	ASSOCIATE DIRECTOR OF SAFETY AND SECURITY	1	General Fund - SAFE			12/4/2018
	NETWORK ENGINEER	1	General Fund			5/17/2019