

The background of the entire page is a photograph of a university campus in autumn. On the left, a building with a sign that says "TLE BUILDING" is partially visible. The foreground and middle ground are filled with trees having bright yellow and orange leaves. Several people are walking on a paved path that winds through the campus. The ground is covered with fallen leaves. The overall atmosphere is bright and sunny.

**EKU**

**BOARD OF REGENTS**

**QUARTERLY MEETING**

# AGENDA

**THURSDAY, SEPTEMBER 12, 2024**



## **AGENDA**

**Eastern Kentucky University  
Board of Regents**

**Quarterly Meeting**

**September 12, 2024**

## **Experience Excellence 2022-2030**

### **Vision**

Eastern Kentucky University will be excellent in all that we choose to do.

### **Mission**

Eastern Kentucky University is the School of Opportunity where everyone belongs. World class faculty and staff create opportunities for personal growth through exceptional experiences, to ensure students realize their fullest potential and achieve excellence. ECU graduates shape the success and vitality of their professions and communities.

### **Strategic Priorities**

#### *Goal 1: Knowledge*

Knowledge is at the center of ECU's commitment to serve as the School of Opportunity. From academic teaching and learning to experiential co- and extracurricular activities, ECU strategically advances academic and student success programs that support ECU's diverse learners.

#### *Goal 2: Innovation*

Innovative thinking and bold action will elevate and differentiate ECU. Innovation will enhance organizational stewardship, intellectual and creative capacity, and economic vitality within ECU and the communities we serve.

#### *Goal 3: Transformation*

ECU is dedicated to transforming lives and communities. ECU's learning environments support intellectual growth, creativity, empowerment, and life-changing experiences by centering access, equity, dignity, respect, and inclusivity.

### **Guiding Values**

#### *Inclusion*

Community engagement  
Diversity of people and perspectives  
Professional growth  
Hospitality  
Celebration

#### *Trust*

Consistency  
Effective communication  
Accountability  
Efficiency  
Leadership

# STRATEGIC DOING

## IN 2024-2025

### EMBRACE STUDENT SUCCESS AS OUR PURPOSE

- Reach total enrollment of 15,400, a 2.6% increase
- Maintain high retention level based on institutional peerset benchmarks
- Utilize student participation and satisfaction data to broaden E3 events
- Integrate academic/student support centers to ensure seamless support for students

### ENCOURAGE FOCUSED ACADEMIC INVESTMENT

- Conduct a feasibility study and prepare for the final passage of an ECU College of Osteopathic Medicine
- Create programmatic synergy between College of Education and Applied Human Sciences and Model Laboratory Schools
- Target curriculum revisions to be at the forefront of the needs of the Commonwealth through innovations in competency-based education, general education and credit for prior learning
- Build scholarship funding for Education Abroad to reduce financial barriers to participation
- Craft a plan to leverage assets like Foster Music Camp, ECU's Band and Center for the Arts, positioning ECU as a leader in the performing arts

### EMPHASIZE BEING AN EMPLOYER OF CHOICE

- Continue compensation and benefit investments along with position analysis to ensure market competitiveness
- Promote and leverage training opportunities that connect employees with industry experts
- Implement new and comprehensive onboarding processes for a seamless new employee experience
- Continue growth of employee utilization of performance evaluation process

### ENSURE FINANCIAL STRENGTH

- Increase of dollars raised to \$12 million for FY25
- Advocate for changes to the state performance funding model
- Continue to use foundation funds as strategic investments for the core mission of the institution

- Implement a zero-based budget model and maximize net tuition revenue to ensure fund availability for strategic and innovative investments
- Evaluate campus-wide software systems and resources to ensure a streamlined, cost-effective and secure IT infrastructure

### ENHANCE THE CAMPUS BEAUTIFUL

- Complete the campus master planning process
- Complete critical infrastructure improvements while preserving the natural environment
- Strategically utilize asset preservation and general fund support for enhancement projects
- Create targeted experiential wayfinding
- Enhance and revitalize student residential housing portfolio

### ELEVATE THE UNIVERSITY BRAND

- Refresh key brand assets
- Promote the pedagogical and sponsored research of our ECU community as well as department rankings at the state and national level
- Implement an integrated marketing strategy using organic visual assets
- Begin planning phase for the largest fundraising campaign in university history
- Finish first in the ASUN all-sports standing

### ENERGIZE COLLABORATION ACROSS THE SERVICE REGION

- Bring affordable housing for students and childcare opportunities to the Corbin Campus
- Re-establish alumni chapter events and identify representatives for foundation and alumni board memberships
- Establish community networks to connect faculty and graduates with organizations in the region
- Create a response and resource team made up of ECU faculty and staff to address regional needs in Eastern Kentucky

### ENRICH STRATEGIC PARTNERSHIPS

- Foster strategic partnerships that align with signature academic programs
- Collaborate with the City of Richmond and other local government and agencies on a hotel and convention center
- Leverage state and federal partnerships to support ECU core missions and statewide needs
- Build on the success of speed mentoring by connecting specific industries with appropriate faculty and college



**Eastern Kentucky University  
Board of Regents**

**Quarterly Meeting  
Agenda**

**September 12, 2024  
12:30 p.m.**

**Powell 219  
Eastern Kentucky University**

**SCHEDULE**

11:00 a.m.     Lunch, Case Dining Hall

12:30 p.m.     Convene Board Meeting, Powell 219

Eastern Kentucky University  
Board of Regents

Quarterly Meeting  
Agenda

September 12, 2024  
12:30 p.m.

Powell 219  
Eastern Kentucky University

- I. Call to Order
- II. Information Items
  - A. University Reports
    - 1. Construction Update (**Dr. Bryan Makinen**, Chief Campus Operations Officer)
    - 2. Financial Update (**Brian Mullins**, Interim Vice President for Finance & CFO) ..... 5
    - 3. Academic Affairs Update (**Dr. Sara Zeigler**, Provost & Senior Vice President)
    - 4. Student Success & Enrollment Update (**Dr. Tanlee Wasson**, Senior Vice President)
    - 5. Information Technology Update (**Carrie Ernst**, Chief Innovation & Optimization Officer)
    - 6. Committee Reports (**Mike Eaves, J.D.**, Chair)
  - B. Additional Reports to the Board
    - 1. Written Reports
      - i. Faculty Senate Update (**Dr. Lisa Kay**, Chair) ..... 11
      - ii. Staff Council Update (**Dr. Caelin Scott**, Chair) ..... 13
      - iii. Student Government Association Update (**William Lampert**, SGA President) ..... 14
      - iv. Human Resources Update (**John Dixon, J.D.**, Chief Human Resources Officer) ..... 15
    - 2. Dr. David T. McFaddin, President
    - 3. Mike Eaves, J.D., Chair of the Board
- III. Action Items
  - A. Consent Agenda
    - i. Approval of the Minutes for the Full Board Meeting on May 15, 2024..... 17
    - ii. Approval of the Personnel Actions..... 25
    - iii. Approval of Degree Candidates for Fall 2024..... 33
    - iv. Approval of Policy Updates for Model Lab School ..... 34
  - B. Clay County Scholarship Project Resolution ..... 127
  - C. Approval of FY 24-26 Asset Preservation Project Updates..... 128
  - D. Discussion and/or Action regarding Surplus Property Designation of Facilities
  - E. Approval of Award of Honorary Degree ..... 130
  - F. Approval of Resolutions of Recognition
    - 1. Resolution recognizing Vasu Vasudevan (**Mike Eaves**) ..... 133
    - 2. Resolution Recognizing Michael Garland (**Mike Eaves**) ..... 134
- IV. New Business
- V. Executive Session
- VI. Adjournment



Eastern Kentucky University  
Budget to Actual by Source/Classification  
All Funds  
As of June 30, 2024

2024 YEAR END						
Account Type	Adopted Budget	Budget Adjustments	Adjusted Budget	YTD Activity	Variance Budget to Actual	% Budget to Actual
Tuition and Class Fees	156,119,521	1,310,037	157,429,558	157,800,442	370,884	100%
State Appropriations	76,660,200	0	76,660,200	76,660,200	0	100%
Government Grants and Contracts	2,450,000	13,264	2,463,264	2,085,326	(377,937)	85%
Private Gifts, Grants and Contract	8,695,000	2,819,723	11,514,723	4,938,274	(6,576,449)	43%
Educational Sales and Services	8,342,755	368,036	8,710,792	7,857,098	(853,694)	90%
Other Sources	6,480,081	9,436,517	15,916,598	9,594,161	(6,322,437)	60%
Auxiliary Revenue	0	2,763	2,763	3,427	664	124%
	<b>258,747,557</b>	<b>13,950,339</b>	<b>272,697,896</b>	<b>258,938,927</b>	<b>(13,758,969)</b>	<b>95%</b>
Tuition and Class Fees	1,475,000	0	1,475,000	1,473,802	(1,198)	100%
State Appropriations	0	0	0	0	0	0%
Private Gifts, Grants and Contract	655,000	649,427	1,304,427	1,575,019	270,592	121%
Educational Sales and Services	2,754,885	853,103	3,607,988	3,707,739	99,751	103%
Other Sources	6,730,961	4,477,973	11,208,934	8,039,519	(3,169,414)	72%
Auxiliary Revenue	21,656,985	224,705	21,881,690	23,281,745	1,400,055	106%
	<b>33,272,831</b>	<b>6,205,208</b>	<b>39,478,039</b>	<b>38,077,825</b>	<b>(1,400,214)</b>	<b>96%</b>
	<b>292,020,389</b>	<b>20,155,547</b>	<b>312,175,935</b>	<b>297,016,752</b>	<b>(15,159,183)</b>	<b>95%</b>

2024 YEAR END						
Functional Area	Adopted Budget	Budget Adjustments	Adjusted Budget	YTD Activity	Variance Budget to Actual	% Budget to Actual
Instruction	87,863,550	5,474,791	93,338,340	92,368,489	969,852	99%
Research	93,474	24,827	118,301	169,947	(51,646)	144%
Public Service	1,483,246	(154,118)	1,329,128	1,284,247	44,881	97%
Academic Support	25,453,458	2,705,435	28,158,893	25,191,916	2,966,977	89%
Student Services	25,810,865	2,814,024	28,624,889	27,499,429	1,125,460	96%
Institutional Support	50,832,599	5,160,229	55,992,828	49,970,509	6,022,320	89%
Operation and Maintenance of Plant	24,139,262	175,216	24,314,478	23,015,391	1,299,087	95%
Scholarships and Fellowships	43,071,102	(2,250,065)	40,821,038	47,482,704	(6,661,666)	116%
	<b>258,747,557</b>	<b>13,950,339</b>	<b>272,697,896</b>	<b>266,982,632</b>	<b>5,715,264</b>	<b>98%</b>
Operation and Maintenance of Plant	507,007	151,373	658,380	846,320	(187,940)	129%
Auxiliary Enterprises	32,765,824	6,053,835	38,819,659	37,567,942	1,251,717	97%
	<b>33,272,831</b>	<b>6,205,208</b>	<b>39,478,039</b>	<b>38,414,262</b>	<b>1,063,777</b>	<b>97%</b>
	<b>292,020,389</b>	<b>20,155,547</b>	<b>312,175,935</b>	<b>305,396,894</b>	<b>6,779,041</b>	<b>98%</b>

\*Preliminary/Draft - Unaudited

	E & G	(8,043,705)
	AUX	(336,437)
Change in Net Position	TOTAL	(8,380,142)

**Eastern Kentucky University**  
**Budget to Actual Summary by Area**  
**July 2024**

REVENUES BY SOURCE	YTD Activity as of July 31,		
	FY 2024-2025 Budget	2024	Budget Remaining
Tuition and Class Fees	\$ 162,738,060	\$ 75,375,429	\$ 87,362,631
State Appropriations	\$ 81,942,700	\$ 24,723,600	\$ 57,219,100
Government Grants and Contracts	\$ 2,450,000	\$ 151,134	\$ 2,298,866
Private Gifts, Grants and Contracts	\$ 6,073,889	\$ 19,000	\$ 6,054,889
Educational Sales and Services	\$ 12,172,753	\$ 607,067	\$ 11,565,686
Other Sources	\$ 12,200,064	\$ 909,751	\$ 11,290,313
Auxillary Revenue	\$ 23,611,408	\$ 14,480,726	\$ 9,130,682
Student Special Use Fee	\$ 3,900,000	\$ 1,827,825	\$ 2,072,175
Student Asset Preservation Fee	\$ 3,350,000	\$ 1,625,615	\$ 1,724,385
Restricted Funds	\$ 82,700,000	\$ 1,696,428	\$ 81,003,572
<b>Total Revenues</b>	<b>\$ 391,138,874</b>	<b>\$ 121,416,575</b>	<b>\$ 269,722,299</b>

EXPENDITURES BY AREA			
Office of the President	\$ 1,997,813	\$ 100,701	\$ 1,897,112
Academic Affairs	\$ 93,078,991	\$ 4,509,011	\$ 88,569,980
Model Laboratory School	\$ 8,916,128	\$ 359,185	\$ 8,556,943
Communications and Brand Management	\$ 3,831,079	\$ 121,438	\$ 3,709,641
Financial Affairs	\$ 10,291,993	\$ 332,425	\$ 9,959,568
Information Technology	\$ 9,454,042	\$ 2,395,117	\$ 7,058,925
Human Resources	\$ 1,653,268	\$ 159,352	\$ 1,493,916
Campus Operations	\$ 13,754,581	\$ 479,821	\$ 13,274,760
Student Success, Opportunity, and Engagement	\$ 84,184,196	\$ 3,100,236	\$ 81,083,960
Intercollegiate Athletics	\$ 21,450,238	\$ 1,729,700	\$ 19,720,538
Development	\$ 2,471,333	\$ 284,029	\$ 2,187,304
University Counsel and Compliance	\$ 834,416	\$ 68,416	\$ 766,000
Institutional Fixed and Unavoidable	\$ 46,006,879	\$ 7,763,802	\$ 38,243,077
Institutional Strategic Investments and Reserves	\$ 3,263,917	\$ -	\$ 3,263,917
Student Special Use Fee Debt Service	\$ 3,900,000	\$ -	\$ 3,900,000
Student Asset Preservation Fee	\$ 3,350,000	\$ 131,335	\$ 3,218,665
Restricted Funds - General	\$ 82,700,000	\$ 2,106,633	\$ 80,593,367
<b>Total Expenditures</b>	<b>\$ 391,138,874</b>	<b>\$ 23,641,201</b>	<b>\$ 367,497,673</b>
<b>Current Year Net Position</b>		<b>\$ 97,775,374</b>	



<b>Office of the President</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 1,117,312	\$ 71,032	\$ 1,046,280
Benefits	\$ 484,635	\$ 29,010	\$ 455,625
Operating	\$ 395,866	\$ 659	\$ 395,207
Capital	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,997,813</b>	<b>\$ 100,701</b>	<b>\$ 1,897,112</b>

<b>Academic Affairs</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 64,917,706	\$ 2,593,967	\$ 62,323,739
Benefits	\$ 17,935,129	\$ 694,804	\$ 17,240,325
Operating	\$ 9,405,185	\$ 1,220,240	\$ 8,184,945
Capital	\$ 23,875	\$ -	\$ 23,875
<b>Total Expenditures</b>	<b>\$ 92,281,895</b>	<b>\$ 4,509,011</b>	<b>\$ 87,772,884</b>

<b>Model Laboratory School</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 5,919,852	\$ 131,472	\$ 5,788,380
Benefits	\$ 1,813,691	\$ 42,151	\$ 1,771,540
Operating	\$ 1,182,585	\$ 185,562	\$ 997,023
Capital	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 8,916,128</b>	<b>\$ 359,185</b>	<b>\$ 8,556,943</b>

<b>Communications and Brand Management</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 1,150,863	\$ 81,489	\$ 1,069,374
Benefits	\$ 370,434	\$ 26,678	\$ 343,756
Operating	\$ 761,898	\$ 13,271	\$ 748,627
Capital	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 2,283,195</b>	<b>\$ 121,438</b>	<b>\$ 2,161,757</b>

<b>Financial Affairs</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 3,082,654	\$ 200,447	\$ 2,882,207
Benefits	\$ 1,018,122	\$ 64,442	\$ 953,680
Operating	\$ 1,350,131	\$ 67,536	\$ 1,282,595
Capital	\$ 250,000	\$ -	\$ 250,000
<b>Total Expenditures</b>	<b>\$ 5,700,907</b>	<b>\$ 332,425</b>	<b>\$ 5,368,482</b>

<b>Information Technology</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 3,616,153	\$ 251,028	\$ 3,365,125
Benefits	\$ 1,190,868	\$ 82,108	\$ 1,108,760
Operating	\$ 209,848	\$ 24,604	\$ 185,244
Capital	\$ 4,437,173	\$ 2,037,377	\$ 2,399,796
<b>Total Expenditures</b>	<b>\$ 9,454,042</b>	<b>\$ 2,395,117</b>	<b>\$ 7,058,925</b>

<b>Human Resources</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 1,044,521	\$ 77,418	\$ 967,103
Benefits	\$ 338,969	\$ 24,700	\$ 314,269
Operating	\$ 269,778	\$ 57,234	\$ 212,544
Capital	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,653,268</b>	<b>\$ 159,352</b>	<b>\$ 1,493,916</b>

<b>Campus Operations</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 7,313,590	\$ 241,319	\$ 7,072,271
Benefits	\$ 2,764,333	\$ 89,929	\$ 2,674,404
Operating	\$ 2,071,658	\$ 148,573	\$ 1,923,085
Capital	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 12,149,581</b>	<b>\$ 479,821</b>	<b>\$ 11,669,760</b>

<b>Student Success, Opportunity and Engagement</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 16,237,713	\$ 605,909	\$ 15,631,804
Benefits	\$ 5,404,668	\$ 193,853	\$ 5,210,815
Operating	\$ 61,703,109	\$ 2,300,474	\$ 59,402,635
Capital	\$ 838,706	\$ -	\$ 838,706
<b>Total Expenditures</b>	<b>\$ 84,184,196</b>	<b>\$ 3,100,236</b>	<b>\$ 81,083,960</b>

<b>Intercollegiate Athletics</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 6,804,453	\$ 518,365	\$ 6,286,088
Benefits	\$ 2,196,216	\$ 173,112	\$ 2,023,104
Operating	\$ 12,449,569	\$ 1,038,223	\$ 11,411,346
Capital	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 21,450,238</b>	<b>\$ 1,729,700</b>	<b>\$ 19,720,538</b>

<b>Development</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 1,624,047	\$ 126,262	\$ 1,497,785
Benefits	\$ 535,131	\$ 40,687	\$ 494,444
Operating	\$ 312,155	\$ 117,080	\$ 195,075
Capital	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 2,471,333</b>	<b>\$ 284,029</b>	<b>\$ 2,187,304</b>

<b>University Counsel and Compliance</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 596,144	\$ 49,898	\$ 546,246
Benefits	\$ 189,440	\$ 16,349	\$ 173,091
Operating	\$ 48,832	\$ 2,169	\$ 46,663
Capital	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 834,416</b>	<b>\$ 68,416</b>	<b>\$ 766,000</b>

<b>Institutional Fixed and Unavoidable</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 792,755	\$ 56,307	\$ 736,448
Benefits	\$ 11,140,260	\$ (83,972)	\$ 11,224,232
Operating	\$ 33,851,664	\$ 7,791,467	\$ 26,060,197
Capital	\$ 222,200	\$ -	\$ 222,200
<b>Total Expenditures</b>	<b>\$ 46,006,879</b>	<b>\$ 7,763,802</b>	<b>\$ 38,243,077</b>

<b>Institutional Strategic Investments and Resv.</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 1,279,625	\$ -	\$ 1,279,625
Benefits	\$ 422,276	\$ -	\$ 422,276
Operating	\$ 1,562,016	\$ -	\$ 1,562,016
Capital	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 3,263,917</b>	<b>\$ -</b>	<b>\$ 3,263,917</b>



Eastern Kentucky University  
Budget to Actual Summary by Area  
July 2024

<b>Student Special Use Fee Debt Service</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Operating	\$ 3,900,000	\$ -	\$ 3,900,000
Capital	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 3,900,000</b>	<b>\$ -</b>	<b>\$ 3,900,000</b>

<b>Student Asset Preservation Fee</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Operating	\$ -	\$ -	\$ -
Capital	\$ 3,350,000	\$ 131,335	\$ 3,218,665
<b>Total Expenditures</b>	<b>\$ 3,350,000</b>	<b>\$ 131,335</b>	<b>\$ 3,218,665</b>

<b>Restricted Funds - General</b>	<b>FY 2024-2025 Budget</b>	<b>YTD Activity (July 1, 2024-Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Salaries	\$ 64,917,706	\$ -	\$ 64,917,706
Benefits	\$ 17,935,129	\$ -	\$ 17,935,129
Operating	\$ 9,405,185	\$ 2,106,633	\$ 7,298,552
Capital	\$ 23,875	\$ -	\$ 23,875
<b>Total Expenditures</b>	<b>\$ 92,281,895</b>	<b>\$ 2,106,633</b>	<b>\$ 90,175,262</b>

Auxillary Funds  
Budget to Actual Summary  
As of July 31, 2024

<b>Campus Recreation</b>	<b>YTD Activity (July 1, 2024-</b>		
	<b>FY 2024-2025 Budget</b>	<b>Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Revenues	\$ 1,862,000	\$ 946,930	\$ 915,070
Salaries	\$ (990,615)	\$ (48,105)	\$ (942,510)
Benefits	\$ (194,714)	\$ (13,575)	\$ (181,139)
Operating	\$ (676,671)	\$ (163,539)	\$ (513,132)
Capital	\$ -	\$ -	\$ -
<b>Change in Net Position</b>	<b>\$ -</b>	<b>\$ 721,711</b>	

<b>Housing</b>	<b>YTD Activity (July 1, 2024-</b>		
	<b>FY 2024-2025 Budget</b>	<b>Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Revenues	\$ 25,017,168	\$ 12,948,317	\$ 12,068,851
Salaries	\$ (3,213,154)	\$ (169,482)	\$ (3,043,672)
Benefits	\$ (853,085)	\$ (47,458)	\$ (805,627)
Operating	\$ (20,112,223)	\$ (1,069,088)	\$ (19,043,135)
Capital	\$ (838,706)	\$ -	\$ (838,706)
<b>Change in Net Position</b>	<b>\$ -</b>	<b>\$ 11,662,289</b>	

<b>Printing Services</b>	<b>YTD Activity (July 1, 2024-</b>		
	<b>FY 2024-2025 Budget</b>	<b>Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Revenues	\$ 1,000,000	\$ 87,949	\$ 912,051
Salaries	\$ (379,142)	\$ (26,373)	\$ (352,769)
Benefits	\$ (126,621)	\$ (8,718)	\$ (117,903)
Operating	\$ (494,237)	\$ (26,972)	\$ (467,265)
Capital	\$ -	\$ -	\$ -
<b>Change in Net Position</b>	<b>\$ -</b>	<b>\$ 25,886</b>	

<b>Parking</b>	<b>YTD Activity (July 1, 2024-</b>		
	<b>FY 2024-2025 Budget</b>	<b>Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Revenues	\$ 1,550,000	\$ 411,428	\$ 1,138,572
Salaries	\$ (411,416)	\$ (14,048)	\$ (397,368)
Benefits	\$ (142,393)	\$ (4,730)	\$ (137,663)
Operating	\$ (542,104)	\$ (47,021)	\$ (495,083)
Capital	\$ (454,087)	\$ -	\$ (454,087)
<b>Change in Net Position</b>	<b>\$ -</b>	<b>\$ 345,629</b>	

<b>University Club at Arlington</b>	<b>YTD Activity (July 1, 2024-</b>		
	<b>FY 2024-2025 Budget</b>	<b>Sept. 30, 2024)</b>	<b>Budget Remaining</b>
Revenues	\$ 1,905,644	\$ 269,640	\$ 1,636,004
Salaries	\$ (795,809)	\$ (34,928)	\$ (760,881)
Benefits	\$ (216,898)	\$ (17,357)	\$ (199,541)
Operating	\$ (892,937)	\$ (57,522)	\$ (835,415)
Capital	\$ -	\$ -	\$ -
<b>Change in Net Position</b>	<b>\$ -</b>	<b>\$ 159,833</b>	



*Faculty Senate  
Report of the Faculty Senate Chair  
to the Board of Regents  
September 12, 2024*

The Faculty Senate will hold its first regular meeting of the fall semester in person on September 9<sup>th</sup>. Vice Chair Jim Blair has been appointed as Assistant Dean and Chair of the Faculty in the College of Business. Because of his new position, Senator Blair will be stepping away from Faculty Senate, and a new Vice Chair will be elected at the September meeting. I am grateful for Jim Blair's service and wish him well in his new role. Elections will also be held to fill vacancies on committees, and committee charges will be distributed.

Provost Zeigler, Regent Marion, Vice Chair Blair, and I had a "Problem Solvers" meeting in July. We will have our next meeting on September 11<sup>th</sup>.

The Faculty Senate is co-sponsoring a couple of events with the Faculty Center for Teaching and Learning (FCT&L) in October: "Human Subjects Research: To Be or Not to Be?" The sessions will be led by Gus Benson and Lisa Royalty of the Office of Grants and Research Compliance.

President McFaddin and I plan to hold a Faculty Lunch and Learn session on Tuesday, October 8<sup>th</sup>.

Vice Chair Blair and I continue to read all of the comments received via the Faculty Senate's anonymous virtual suggestion box, which was relatively quiet over the summer. We forward suggestions to relevant individuals or committees as appropriate, and we share the comments with Provost Zeigler and Regent Marion. Here are some topics of recent comments:

- Student opinion of instruction
- Exit interviews
- Shared governance
- Timing of required trainings
- First-day drop process
- Two-factor authentication
- Foundation funds
- Commencement
- Canvas training

We have a rough draft of the faculty portion of the employee handbook and will continue to work with other relevant entities on this project. Since the plan is for it to be available in an online format, it will likely not be finished until after the website transition is completed.

Thank you so much for your time and attention.

Sincerely,  
Lisa W. Kay  
Chair, Faculty Senate





### **Staff Council Report for the Board of Regents 9.12.24**

I am pleased to provide an update on behalf of Staff Council regarding our recent activities and developments.

Following our executive elections in June, I am honored to have been reelected as Chair of the Staff Council. Our leadership team for the upcoming year is as follows:

- **Mary Miller** – Vice Chair
- **Holly Musser** – Treasurer
- **Jaime Roberts** – Secretary

We also wish to acknowledge Zac Lewis, who briefly served as our Communication Chair. Zac has since stepped down from this role, and we will be filling the position shortly to ensure continued effective communication with our members and the broader campus community. One of the key responsibilities of the Communication Chair is maintaining the Staff Shoutouts, which have grown in popularity. These Shoutouts have become a valued platform for recognizing and showcasing the outstanding work our employees are doing across campus. They not only highlight our exceptional staff members but also foster a sense of community and pride within our organization. We are committed to continuing this initiative to celebrate the many contributions of our staff.

As part of our ongoing efforts to ensure broad representation within the Staff Council from our campus community, we will be holding elections for at-large seats this fall in October. Nominations will be open soon, and we encourage all eligible staff members to consider running.

We are also excited to announce our participation in this year's Homecoming festivities. Staff Council will once again be hosting the Door Decorating Contest, a cherished tradition among our employees. We are grateful for the support and leadership of First Lady Melissa McFaddin, who will be partnering with us to ensure the success of this event.

In response to feedback from our annual staff survey, we have identified a strong demand for professional development opportunities amongst our employees. To address this need, Staff Council is proud to partner with Workforce Development and Human Resources to offer a scholarship program for professional development sessions on campus. This initiative underscores our commitment to supporting the growth and advancement of our staff, ensuring they have access to the resources needed to succeed in their careers. This fall, we have employees registered for workshops on Conflict Management, Motivating Employees, Interpersonal Communication, Business Writing, and Managing Stress.

We are excited about the opportunities that lie ahead and are committed to continuing our work in representing and supporting the needs of our staff. Thank you for your continued support of Staff Council.

Respectfully submitted,

8.30.24

Dr. Caelin Scott



William Lampert  
Student Body President  
william.lampert@eku.edu  
606-585-1865

**EASTERN KENTUCKY UNIVERSITY**  
**STUDENT GOVERNMENT ASSOCIATION**  
*The Student's Voice Since 1954*

116 Powell Student Center  
521 Lancaster Avenue  
Richmond, Kentucky  
www.sga.eku.edu

**Student Government Association Update: September 2024**

Members of the Board,

For those of you who I have yet to meet, my name is William Lampert and I have the great honor to serve as the 68th Student Body President of this institution. However, what I am even more distinctly proud of is the fact that I have the opportunity to lead the Student Government Association through its 70th year on our campus.

Since its founding in 1954, the Association has continuously acted as stewards of the student voice. Whether it was the growth ushered in during the tenure of President Martin or the reforms to postsecondary education by Governor Patton, the student government has remained a constant throughout much of this university's greatest periods of change.

That is why today, myself and members of my administration recognize and understand the weight that comes with the responsibility of being student leaders. Much of the work that we will do this year will not be glamorous, but it will be necessary to ensure the continued success and effectiveness of student governance here at our institution. One notable example of these efforts already in effect is the creation of a new executive cabinet aimed at better informing our members as well as the general student body about developments in university policy as well as state and federal law. With the creation of this cabinet, it is our hope that any ideas or concerns that may arise from the student body be addressed in the most well-informed and effective manner possible from the moment pen is put to paper.

I am also pleased to announce that on September 10, the annual fall election for open seats in the Student Senate will be held. Student Body Vice President Kelsey Beedy and myself estimate that we will have no issues with numbers due to the record breaking class of freshman students who have just arrived on campus. We have already spoken with many of them, and I can assure the members of this body that they are ready and willing to help make Eastern the best it could possibly be.

As the academic year progresses, I look forward to providing this body with additional reports regarding the continued efforts and initiatives pursued by my administration as well as any other pertinent matters.

In the meantime, I would like to extend an invitation to all members of the board as well as any other interested parties to attend our Joint Branch Meeting later this month. This event is held each semester with the purpose of bringing together all arms of the student government into one room so that we may foster a more connected environment between our membership as well as members of the university's administration. For those interested in attending, I will provide additional information as the date, time, and location are confirmed.

Respectively submitted,

A handwritten signature in black ink that reads "William R. Lampert II". The signature is written in a cursive, flowing style.

William Lampert  
Student Body President | Student Regent



## HUMAN RESOURCES UPDATE

Board of Regents Meeting  
September 12, 2024

John Dixon, J.D.  
*Chief Human Resources Officer*

On behalf of ECU's Human Resources Department, it is my pleasure to provide you this report of important updates related to this division. Please see below.

### FLSA Updates

The Fair Labor Standards Act (FLSA) is the Federal wage and hour law administered by the U.S. Department of Labor (DOL). The purpose of the FLSA is to establish minimum wage, overtime pay, recordkeeping, and youth employment standards affecting most full-time and part-time workers. Employees are either "exempt" or "non-exempt" from the FLSA regulations. This designation indicates eligibility for overtime pay when overtime is worked. The FLSA requires employers to pay their employees overtime (one and one-half times the employee's regular rate of pay) for all hours worked over 40 in a workweek unless they meet a minimum pay requirement and their job duties meet specific criteria to be "exempt" from overtime.

In April 2024, The DOL announced the salary threshold required to qualify for exempt status would increase from \$35,568.00 annually to \$43,888.00 annually for a full-time worker, effective July 1, 2024. As a result of this increase, in spring and summer 2024, the HR team worked with the University's senior leadership as well as managers across campus to review approximately 150 employees impacted by the FLSA updates. Of those 150 employees, approximately 50 employees transitioned from exempt to non-exempt status and approximately 100 were determined to remain exempt. The primary impact to workers who transitioned to non-exempt status was that they transitioned to a new payroll schedule, and they are now expected to track their time via a timesheet. Otherwise, they did not experience a loss in pay or status with the University. **These updates apply to staff only, as faculty exempt status is addressed by different FLSA provisions that were not changed.**

Notably, the DOL also announced in April 2024 that the threshold would again increase on January 1, 2025, to \$58,656.00 annually with incremental threshold increases thereafter every three years. **It is strongly possible that these changes will be delayed due to Federal litigation or similar action.** Regardless, Human Resources has begun preparations now to review impacted employees with University leadership and area managers. It is anticipated that, should these changes be implemented, a large number of employees will transition to non-exempt status. These employees will not be demoted or experience a loss in pay or status with the University as part of this process; rather, they will simply transition to hourly timekeeping and be subject to overtime pay.

## **Employee Benefits Updates**

**2025 Benefits Renewal.** Medical costs have remained somewhat steady in 2024, meaning that we are happy to announce that employees will see only a small increase of approximately 2% to the employee share of their benefits for the 2025 plan year. ECU will continue to pay the majority of the share of employee medical insurance costs. For the 2025 plan year, it is anticipated that employees will continue paying only 23% of the costs and ECU will continue paying 77% of the costs. Regarding both our dental and our vision plans, there will be no increase in rates. Regarding Dental insurance, however, we are boosting our orthodontia benefit on the high plan to reflect rising costs in the field. Additionally, we will be adding pet insurance to our benefits offerings at no additional cost to the University.

**BluMine Health Clinic.** Utilization by benefited employees and their dependents of the BluMine Health Clinic continues its incremental increases. Clinic visits have increased from 3,097 visits in 2021 to 4,710 visits in 2023. Per BluMine, 2024 is on track to see more clinic usage. BluMine estimates that as of June 2024, about \$236,035.37 in medical costs have been diverted from the University's plan. HR has initiated work to administer a satisfaction survey relating to experiences with BluMine and those results will be shared when available.

**Employee Tuition Waiver Program.** The Employee Tuition Waiver Program continues to be one of the University's most popular employee benefits program. For the Fall 2024 semester, 253 employees are using the program either for themselves or for a spouse or dependent child. One hundred twenty-five employees are using the program for graduate programs; 128 are using the program for undergraduate programs.

## **Employee Performance Management**

For the 2023-2025 Academic Year, approximately 90% of our staff completed a performance evaluation. This represents record participation in our performance evaluation process. Performance evaluations are a tool for communication between employee supervisor, and this participation rate reflects the University's continued commitment to boost effective communication within each division.

## **Upcoming Initiatives**

HR has several initiatives on the horizon, including, but not limited to:

- A joint project with the Office of the Provost to analyze employee engagement among both faculty and staff and to identify measures to improve engagement.
- In partnership with Academic Impressions, a special training opportunity for supervisors to help bolster communication across campus.
- A new and improved orientation and onboarding experience for new staff.
- In partnership with Staff Council, the second annual staff professional development day, to be held in January 2025.
- Initiation of the 2024-2025 performance evaluation process.

As always, please let me know if you have any questions.



**Minutes of a Regularly Scheduled Meeting  
Eastern Kentucky University  
Board of Regents**

**May 15, 2024  
9:00 a.m.**

**EKU Library, First Floor Study Area  
Eastern Kentucky University**

**I. Call to Order**

A regularly scheduled meeting of the Eastern Kentucky University Board of Regents convened on May 15, 2024, at 9:00 a.m. in the ECU Library, first-floor study area, Eastern Kentucky University, Richmond, Kentucky. Chair Eaves called the meeting to order. The roll was called, and a quorum was established.

**Present**

Mr. Mike Eaves  
Ms. Laura Babbage  
Mr. Jeremiah Duerson  
Mr. Alan Long  
Dr. Jason Marion  
Mr. Edwin Orange  
Ms. Lynn Taylor Tye  
Mr. Ashley Ward

**Absent**

Mr. Camden Ritchie

**II. Information Items**

**A. Welcome from Julie George, Dean of Libraries**

Julie George, Dean of Libraries, welcomed the board and attendees to the Crabbe Library, sharing a document, “EKU Libraries at a Glance”, a copy of which is incorporated herein and will be included with the official copy of the minutes.

## **B. University Reports**

### **1. Audit Plan by Crowe, LLP**

Mr. Pete Ugo, Partner at Crowe, LLP, introduced Mr. Kevin Kerswick, a partner in the audit and assurance business unit at Crowe who will become the engagement partner for ECU with Pete moving to a concurring review partner role with the university. Kevin gave a brief presentation regarding the audit approach for the fiscal year ending June 30, 2024, which detailed, amongst other things, the audit process timeline, and new accounting and auditing pronouncements, a copy of which is incorporated herein and will be included with the official copy of the minutes.

### **2. Mr. Barry Poynter, Financial Update**

Mr. Barry Poynter, Senior Vice President for Finance and Administration, presented a financial update as of March 31, 2024, for fiscal year 2023-24 compared with March 31, 2023. The presentation is incorporated herein and will be included with the official copy of the minutes.

### **3. Dr. Sara Zeigler, Academic Affairs Update**

Dr. Sara Zeigler, Provost, and Senior Vice President for Academic Affairs, offered an update that included the Program Review revision process, the 2024-2025 cohorts for the Provost's Faculty Internship Program, First Year Courses Awards, and the Faculty Awards & Recognition Ceremony. The presentation is incorporated herein and will be included with the official copy of the minutes.

### **4. Dr. Tanlee Wasson, Student Success and Enrollment, and Student Life Update**

Dr. Tanlee Wasson, Senior Vice President for Student Success, Engagement, and Opportunity, offered a presentation that included, amongst other topics, Spring 2024 enrollment numbers and Fall 2024 total enrollment projections, new freshmen growth, campus visits, and engaging students and potential students through social media. Regarding Student Life, Dr. Wasson shared an update on the Keene Hall Renovation, and the Welcome Back concert to take place on August 16<sup>th</sup>. The presentation is incorporated herein and will be included with the official copy of the minutes.

### **5. Ms. Mary Beth Neiser, Development Update**

Ms. Mary Beth Neiser, Vice President of University Development and Alumni Engagement, addressed the board thanking them for their financial support, during the fifth-ever Giving Day where every member of the Board of Regents, the Foundation Board, and the Alumni Board all

contributed and were included in the numbers which surpassed this year's goal of 2,324 donors as well as the \$700,000 mark, indicating significant growth over the past five years. She offered up the year-to-date number as of June 30, 2023, which was at \$7 million, and as of Monday, May 13, 2024, at \$8.9 million for the year overall.

## **6. Ms. Colleen Chaney, Communication & Brand Management Update**

Ms. Colleen Chaney, Chief of Staff & Chief Communications Officer, offered a presentation that included a report on the Game Changer campaign, Social Media impressions, updates on WEKU, Best Practices in Strategy and Efficiency, and what is next on the horizon. The presentation is incorporated herein and will be included with the official copy of the minutes.

*[The Chair adjourned for a recess at 10:22 a.m. The meeting reconvened at 10:36 a.m.]*

## **7. Committee Reports, Mike Eaves J.D., Chair**

Regent Lynn Taylor Tye, chair of the Finance Committee, gave a summary of the general activities of the April 1, 2024, and May 1, 2024, Finance Committee meetings wherein Mr. Barry Poynter, Senior Vice President for Finance and Administration, presented a draft FY 2024-25 Operating Budget summary. The committee discussed some of the challenges faced this year and reviewed the draft budget summary for the FY 2024-25 Operating Budget. Mr. Poynter presented a revised budget model which helped the committee have a clearer view of how the budget was prepared for the coming fiscal year.

### **C. Additional Reports to the Board**

#### **1. Written Reports**

##### **i. Dr. Lisa Kay, Faculty Senate Chair**

Dr. Kay submitted a written report to the board, which was included in the agenda.

##### **ii. Dr. Caelin Scott, Chair of Staff Council**

Dr. Scott submitted a written report to the board, which was included in the agenda.

##### **iii. Mr. Camden Ritchie, Student Government Association President**

Mr. Ritchie submitted a written report to the board, which was included in the agenda.

**iv. Ms. Amy Scarborough, Legislative Update**

Ms. Scarborough submitted a written report to the board, which was included in the agenda.

**v. Ms. Dana Fohl, Policies and Regulations Report**

Ms. Fohl submitted a written report to the board, which was included in the agenda.

**2. Dr. David T. McFaddin, President**

President David McFaddin delivered the following report:

**A Year in Focus Annual Report 2023-2024**

President McFaddin addressed the board and took a few moments to thank them for continuing to support the university's commencement exercises, which sends a positive message to the students, their families, the faculty, the staff, and anyone involved in the journey that culminates on that stage.

President McFaddin then presented the 2023-24 annual report, a copy of which is incorporated herein and will be included with the official copy of the minutes.

**3. Mr. Mike Eaves, Chair of the Board Report**

In the absence of Chair Eaves for the afternoon session, Board Vice-Chair Long thanked Regent Tye for her work chairing the Finance Committee meetings concerning the budget. He expressed that having as a long-serving board member, he knows that some of those functions had not been done in the past, and he appreciates Regent Tye leading that effort.

**III. Action Items**

**A. Approval of the Audit Plan**

Vice-Chair Long indicated that approval of the audit plan was not necessary, and this item will be removed from future agendas.

**B. Consent Agenda**



Before the vote, Vice-Chair Long pointed out that the minutes from the February 21, 2024 meeting reflected that Chair Mike Eaves was appointed by the board for another 4-year term which actually should have reflected he was appointed by the board for another 1-year term.

A motion was made by Regent Tye to approve the Consent Agenda (with minutes as amended). The motion was seconded by Regent Babbage. The motion passed unanimously by voice vote.

#### **C. Recommendations for Model Promotion and Tenure for 2024-25**

President McFaddin addressed the board by bringing their attention to the recommendations for Model Promotion and Tenure for 2024-25 in the agenda and asked the board for their approval.

A motion was made by Regent Babbage to approve the recommendations for Model Promotion and Tenure for 2024-25. The motion was seconded by Regent Tye. The motion passed unanimously by voice vote.

#### **D. Recommendations for Promotion and Tenure for 2024-25**

Dr. Zeigler addressed the board by bringing their attention to the recommendations for Promotion and Tenure for 2024-25 in the agenda and asked the board for their approval.

A motion was made by Regent Babbage to approve the recommendations for Promotion and Tenure for 2024-25. The motion was seconded by Regent Tye. The motion passed unanimously by voice vote.

#### **E. Approval of Annual Operating Budget FY 2024-2025**

President McFaddin gave a brief preview of the proposed budget before Mr. Poynter's presentation. Addressing the board, the President explained that this is the fourth annual budget for this administration, which includes some recurring items that have been prioritized to continue to invest in, such as an across-the-board two percent (2%) pay increase for employees for the fourth consecutive year, investing in students and student opportunities with the continuation of the hallmark BookSmart program, and student support services provided through the Academic Support Centers.

He added that since the April 1<sup>st</sup> Finance Committee meeting, the university has certified its performance funding data, and the state budget has been adopted, therefore, all of this has been contemplated into this budget line item. As it pertains to zero-based budgeting this offers more consistent reporting that is more applicable to the areas and the work that goes on at the university.

This will also allow comparative data to make sure there is a high degree of comfort and confidence but will also offer some flexibility.

Mr. Poynter then addressed the board to present the FY 2024-2025 Annual Operating Budget document included in the agenda packet and provided a summary of those totals for approval.

A motion was made by Regent Babbage to approve the FY 2024-2025 Annual Operating Budget. The motion was seconded by Regent Duerson. The motion passed unanimously by voice vote.

#### **F. Proposed Tuition & Fees, Residence Hall, and Dining Rates for 2024-25**

Mr. Poynter then brought the attention of the board to the Proposed Tuition & Fees, Residence Hall, and Dining Rates for 2024-25 included in the agenda, and asked the board for their approval.

A motion was made by Regent Orange to approve the proposed Tuition & Fees for 2024-25. The motion was seconded by Regent Babbage. The motion passed unanimously by voice vote.

A motion was made by Regent Babbage to approve the proposed Residence Hall rates for 2024-25. The motion was seconded by Regent Orange. The motion passed unanimously by voice vote.

A motion was made by Regent Babbage to approve the Dining rates for 2024-25. The motion was seconded by Regent Orange. The motion passed unanimously by voice vote.

#### **G. Approval of Extension of President's Contract with Modifications**

Chair Eaves explained that the approval of the President's contract previously ran on a calendar year basis. However, one of the reasons the vote to extend or approve his contract was delayed was a direct result of wanting to move that consideration to an academic year basis. Many things the board considers in determining the success of the university, which also reflects the success of the president are based on academic year numbers. As a result, the board delayed this year's review. During this time, the Chair worked closely with Dana Fohl, University Counsel, in reviewing the contract to simplify and eliminate some items in the earlier year's contract. Research in this process included reviewing other Presidential contracts in the state to ensure the institution remains competitive in the area of compensation.

A motion was made by Regent Long to approve the extension of the President's contract with modifications. The motion was seconded by Regent Babbage. The motion passed unanimously by voice vote.

## **H. Appointment of Committee Members**

Chair Eaves explained that due to the adoption of the new by-laws, the committee assignments must be reassigned out of necessity because the board is currently two members short. He indicated that he may entertain some migration after the board is fully represented but for now, he will appoint current members to serve.

Alan Long will continue to serve as the Chair of the Audit Committee, and Chair Eaves appointed Edwin Orange, Lynn Tye, and William Lampert to serve on this committee.

Lynn Tye will continue as the Chair of the Finance Committee, and Ashley Ward, Alan Long, and Jeremiah Duerson will continue to serve as members.

Chair Eaves, Vice-Chair Alan Long, and Lynn Tye are members of the Executive Committee. The Chair Laura Babbage and Jeremiah Duerson to serve in interim roles to fill the two vacancies until the board is fully represented. Chair Eaves indicated that he could propose these individuals to serve on the Executive Committee, however, the board must approve these two appointments.

A motion was made by Regent Tye to approve the appointment of Laura Babbage and Jeremiah Duerson to serve on the Executive Committee. The motion was seconded by Regent Marion. The motion passed unanimously by voice vote.

*[The Chair adjourned for lunch at 11:45 a.m. The meeting reconvened at 1:05 p.m. with Vice Chair Long calling the meeting back to order.]*

## **I. Approval of Resolutions of Recognition**

### **1. Resolution Recognizing Camden Ritchie**

A motion was made by Vice-Chair Long to approve a resolution recognizing Camden Ritchie, a copy of which is incorporated herein and will be included with the official copy of the minutes. The motion was seconded by Regent Marion. The motion passed unanimously by voice vote.

### **2. Resolution Recognizing Barry Poynter**

A motion was made by Regent Babbage to approve a resolution recognizing Barry Poynter, a copy of which is incorporated herein and will be included with the official copy of the minutes. The motion was seconded by Regent Duerson. The motion passed unanimously by voice vote.

### **3. Resolution Recognizing Dannie Moore**

A motion was made by Regent Babbage to approve a resolution recognizing Dannie Moore, a copy of which is incorporated herein and will be included with the official copy of the minutes. The motion was seconded by Regent Tye. The motion passed unanimously by voice vote.

### **4. Resolution Recognizing Matt Roan**

A motion was made by Regent Duerson to approve a resolution recognizing Matt Roan, a copy of which is incorporated herein and will be included with the official copy of the minutes. The motion was seconded by Regent Ward. The motion passed unanimously by voice vote.

## **IV. New Business**

There was no new business.

## **V. Swearing In**

A. Newly elected Student Regent William Lampert, Term Beginning 7/1 (**Dana Fohl, J.D.**)

## **VI. Executive Session**

There was no need for an Executive Session.

## **VII. Adjournment**

There being no further business, Vice-Chair Long called for a motion to adjourn the meeting. A motion was made by Regent Tye. The motion was seconded by Regent Orange. The motion passed unanimously by voice vote. The meeting adjourned at 2:19 p.m.

\_\_\_\_\_  
Jeremiah Duerson, Board Secretary

\_\_\_\_\_  
Date



**Eastern Kentucky University  
Personnel Statistics (Full-Time)  
July 31, 2024 & 2023**

Job Category	Institutional			Sponsored Contract/Grant		
	Total Employees		Employee +/-	Total Employees		Employee +/-
	2024	2023		2024	2023	
Full-Time Faculty	502	502	-	1	1	-
Administrators/Deans	52	50	2	1	1	-
Full-Time Exempt	570	603	(33)	100	115	(15)
Full-Time Non-Exempt	337	310	27	18	18	-
Total:	1,461	1,465	(4)	120	135	(15)
Job Category	Total Salary		Budget +/-	Total Salary		Budget +/-
	2024	2023		2024	2023	
	2024	2023		2024	2023	
Full-Time Faculty	\$ 36,571,882	\$ 35,032,315	\$ 1,539,567	\$ 44,370	\$ 43,500	\$ 870
Administrators/Deans	\$ 7,244,334	\$ 7,007,973	\$ 236,361	\$ 110,007	\$ 107,850	\$ 2,157
Full-Time Exempt	\$ 34,421,328	\$ 34,672,390	\$ (251,062)	\$ 5,548,795	\$ 6,024,582	\$ (475,787)
Full-Time Non-Exempt	\$ 13,863,574	\$ 12,161,064	\$ 1,702,510	\$ 689,735	\$ 700,830	\$ (11,095)
Total:	\$ 92,101,118	\$ 88,873,742	\$ 3,227,376	\$ 6,392,907	\$ 6,876,762	\$ (483,855)

**Eastern Kentucky University**  
**Personnel Statistics (Part-Time)**  
**July 31, 2024 & 2023**

Job Category	Institutional			Sponsored Contract/Grant		
	Total Employees		Employee +/-	Total Employees		Employee +/-
	2024	2023		2024	2023	
Part-Time Faculty	52	52	-	-	1	(1)
Graduate Assistants	2	-	2	-	-	-
Part-Time Exempt	93	114	(21)	1	15	(14)
Part-Time Non-Exempt	227	211	16	32	39	(7)
Total:	374	377	(3)	33	55	(22)
Job Category	Total Salary		Budget +/-	Total Salary		Budget +/-
	2024	2023		2024	2023	
Part-Time Faculty	\$ 173,553	\$ 184,457	\$ (10,904)	\$ -	\$ 3,460	\$ (3,460)
Graduate Assistants	\$ 11,200	\$ -	\$ 11,200	\$ -	\$ -	\$ -
Part-Time Exempt	\$ 480,428	\$ 647,427	\$ (166,999)	\$ 2,243	\$ 56,810	\$ (54,567)
Part-Time Non-Exempt	\$ 1,237,541	\$ 910,025	\$ 327,516	\$ 139,433	\$ 210,085	\$ (70,652)
Total:	\$ 1,902,722	\$ 1,741,909	\$ 160,813	\$ 141,676	\$ 270,355	\$ (128,679)

New Hires May 1, 2024 - July 31, 2024

<u>Last Name</u>	<u>First Name</u>	<u>Hire Date</u>	<u>Position Title</u>	<u>Department</u>	<u>Category</u>	<u>Annual Salary</u>
Moats	Kyle	7/1/2024	VP & Director of Athletics	Athletics Admin	Admin/Dean	\$215,000
Conard	Mark	7/1/2024	Chair/Assoc. Professor	Hist, Phil & Relig Studies	Chairs	\$91,000
Catron	Amber	7/1/2024	Elementary Asst Principal	Model Lab School	FT Faculty	\$91,760
Hibbard	Brandon	5/20/2024	Assistant Professor	Math & Statistics	FT Faculty	\$56,182
Massey	Evan	6/1/2024	Assistant Professor	English	FT Faculty	\$52,000
Acevedo	Daniela	7/1/2024	Outreach Coordinator	Student Affairs	FT Professional	\$44,880
Barko	Mariah	7/8/2024	Residence Hall Coord	McGregor Hall	FT Professional	\$43,888
Beck	Allen	7/29/2024	Asst Baseball Coach	Baseball	FT Professional	\$65,000
Berezowitz	Daniel	5/2/2024	Director, Football Ops	Football	FT Professional	\$50,000
Burrows	Trevor	5/13/2024	Outreach & Engage Coord	University Housing	FT Professional	\$46,742
Cercone	Taylor	7/8/2024	Residence Hall Coord	University Housing	FT Professional	\$43,888
Clark Jr	Alvin	6/12/2024	Asst Coach	Basketball-Men	FT Professional	\$75,000
Crabtree	Joseph	5/1/2024	Learng & Devel Fac,	UTC Target Case Mgmnt	FT Professional	\$53,536
Crawford	Aaron	5/13/2024	Conf & Events Splst	Conf & Events Admin	FT Professional	\$45,000
Creech	Craig	7/1/2024	Staff Psychologist	Counseling Center	FT Professional	\$75,000
Dillon	Kj	7/19/2024	Asst Def Backs Coach	Football	FT Professional	\$32,000
Dimitrov	Eric	5/1/2024	Exec Asst & Office Mgr	Enrollment Mgmnt	FT Professional	\$48,000
England	Carson	5/15/2024	Admissions Counselor	Admissions	FT Professional	\$43,888
Hamilton	Pierce	7/3/2024	Asst Dir of Ath Equip	Football	FT Professional	\$43,888
Harper	Carla	7/22/2024	Instructional Designer	EKU Online	FT Professional	\$58,000
Hurt	Jonathan	5/13/2024	Dir Mens Basketball Ops	Basketball-Men	FT Professional	\$47,300
Jirsa	Ronald	5/20/2024	Asst Men's Coach	Basketball-Men	FT Professional	\$100,000
Keeran	Brady	5/13/2024	Asst Football Coach	Football	FT Professional	\$40,000
Lewallen	Emily	5/6/2024	Asst Online Coord	EKU Online	FT Professional	\$43,358
Ravellette	Eric	6/5/2024	Asst Football Coach	Football	FT Professional	\$71,000
Risch	Jessica	7/31/2024	Instructional Tech	EKU Online	FT Professional	\$50,000
Shearer Stewart	Emily	7/22/2024	Instructional Designer	EKU Online	FT Professional	\$58,000
Stepp	Andrew	7/1/2024	Asst Baseball Coach	Baseball	FT Professional	\$40,800
Stevenson	Jacob	5/20/2024	Coord, Facility Ops	Campus Recreation Ctr	FT Professional	\$43,888
Strange	William	6/10/2024	Asst Chief Flight Instructor	Aviation	FT Professional	\$54,965
Teevens	Peyton	7/15/2024	Coord, Compete Sports	Campus Recreation Ctr	FT Professional	\$43,888
Versluys	Daniel	5/1/2024	State Aid & Scholshp Coord	Stu Fin Assist-Admin	FT Professional	\$43,888
Vigue	Austin	5/15/2024	Sr Transfer Advisor	Adult, Test and Transfr Ctr	FT Professional	\$45,000
Wisener	Veronica	7/16/2024	Learng & Devel Fac,	UTC Target Case Mngmnt	FT Professional	\$48,092
Abney	Aaron	6/24/2024	HVAC Mechanic	Building Maintenance	FT Hourly Staff	\$40,310
Allen	Kelly	5/20/2024	Acad Admin Specialist	Dean-Health Sciences	FT Hourly Staff	\$33,014
Arms	Corey	5/6/2024	Interior Finisher I	Structural Maint	FT Hourly Staff	\$33,800
Barrett	Russell	7/22/2024	Repair Technician II	Housing Maintenance	FT Hourly Staff	\$38,189
Bowling	Brennan	5/3/2024	Flight Line Scheduler	Aviation	FT Hourly Staff	\$37,011
Cecil	James	6/26/2024	Grounds Zone Splst	Grounds/Horticulture	FT Hourly Staff	\$35,110
Daugherty	Kyrsten	7/29/2024	Admin Professional I	Teach, Learn, & Ed Lead	FT Hourly Staff	\$36,290
Flaherty	Tierney	5/6/2024	Ath Academic Advisor	Bratzke SAA Center	FT Hourly Staff	\$38,688
Fox	April	5/13/2024	Administrative Coord	Dean - College of Bus	FT Hourly Staff	\$41,282
Gaspard	Hannah	5/15/2024	Administrative Coord	Acad & Career Svcs	FT Hourly Staff	\$36,504
Montgomery	Aidan	5/13/2024	Sys & Processing Official	Enrollment Sys & Ops	FT Hourly Staff	\$35,568
Obergfell	Ashley	5/8/2024	Admin Professional I	Biological Sciences	FT Hourly Staff	\$35,100
Powers	Emily	6/3/2024	Counselor	Big E Central	FT Hourly Staff	\$36,738
Reaves	Jodi	6/5/2024	Executive Asst to VP	Student Affairs	FT Hourly Staff	\$43,992
Reid	Brian	5/13/2024	Motor Vehicle Operator	Waste/Recycle Services	FT Hourly Staff	\$36,858
Sawyer	Emily	7/8/2024	Temp Admin Professional	Amer SL & Interp Ed	FT Hourly Staff	\$32,448
Seelhorst	Jennifer	7/29/2024	Administrative Coord	Physics, Geoscncs & Astro	FT Hourly Staff	\$35,003

New Hires May 1, 2024 - July 31, 2024

Stapp	Vernon	7/15/2024	Repair Technician II	Housing Maintenance	FT Hourly Staff	\$38,189
Winn	Nave	7/3/2024	Fac & Game Ops Coord	Athletic Fac/Game Ops	FT Hourly Staff	\$35,568
Woolery	Stephanie	6/10/2024	Administrative Coord	School of Nursing	FT Hourly Staff	\$33,287
Browning	Rachel	5/20/2024	CRN 50267	Summer School Term	PT Faculty	\$3,050
Mullins	Ashley	5/20/2024	PT Faculty	Summer School Term	PT Faculty	\$3,329
Amburgey	Matthew	5/22/2024	Football Quality Control	Football	PT Hourly Staff	\$ -
Brown	Angelena	6/1/2024	Arlington Lifeguard	Arlington	PT Hourly Staff	\$ -
Burbage	Jalen	7/22/2024	Football Quality Control	Football	PT Hourly Staff	\$ -
Castaneda	Jessica	5/28/2024	Summer Intern	University Housing	PT Hourly Staff	\$ -
Davis	Mason	5/14/2024	Cart Attendant	Arlington	PT Hourly Staff	\$ -
Dizney	William	6/1/2024	Arlington Lifeguard	Arlington	PT Hourly Staff	\$ -
Eads	Kirsten	6/1/2024	Arlington Lifeguard	Arlington	PT Hourly Staff	\$ -
Federspiel	Mackenzie	5/8/2024	Arlington Cart Attendant	Arlington	PT Hourly Staff	\$ -
Fleming	Emma	6/27/2024	Recreation Tech	Recreation Rsrce Mngmt	PT Hourly Staff	\$ -
Fritz	Everett	6/5/2024	Server	Arlington	PT Hourly Staff	\$ -
Hagan	Lauryn	5/16/2024	Arlington Lifeguard	Arlington	PT Hourly Staff	\$ -
Hechemy	Chase	5/25/2024	Head Tennis Instructor	Arlington	PT Hourly Staff	\$ -
Herbst	Kaci	6/1/2024	Arlington Lifeguard	Arlington	PT Hourly Staff	\$ -
Hill	Matthew	6/8/2024	Server	Arlington	PT Hourly Staff	\$ -
Jackson	Nicholas	7/8/2024	Recreation Tech	Recreation Rsrce Mngmt	PT Hourly Staff	\$ -
Kaufman	Caroline	6/1/2024	Arlington Lifeguard	Arlington	PT Hourly Staff	\$ -
Keeling	Benjamin	4/24/2024	University Photographer	Comm and Brnd Mgmnt	PT Hourly Staff	\$ -
Kennedy	Andrew	5/25/2024	Asst Tennis Instructor	Arlington	PT Hourly Staff	\$ -
Kipelio	Mark	6/15/2024	Lifeguard	Arlington	PT Hourly Staff	\$ -
Knies	Katelynn	6/22/2024	Interpreter Day	Interpreter Services	PT Hourly Staff	\$ -
Lundgreen	Alexis	5/21/2024	Server	Arlington	PT Hourly Staff	\$ -
Marks	Kambrielle	6/10/2024	Summer Temp	Model Lab School	PT Hourly Staff	\$ -
Mollette	Zoey	5/30/2024	Student Worker	Model Lab School	PT Hourly Staff	\$ -
Morrett	Madelynn	5/16/2024	Arlington PT Staff	Arlington	PT Hourly Staff	\$ -
Mumford	Ahriana	5/27/2024	Summer Intern	University Housing	PT Hourly Staff	\$ -
Murphy	Baylee	5/20/2024	Lifeguard	Arlington	PT Hourly Staff	\$ -
Neal	Carson	5/16/2024	Arlington Lifeguard	Arlington	PT Hourly Staff	\$ -
Nelson	Darby	6/1/2024	Arlington Lifeguard	Arlington	PT Hourly Staff	\$ -
Otieno	Rebecca	6/10/2024	Marketing Intern	Ctr Outdoor Ed	PT Hourly Staff	\$ -
Patel	Diya	6/27/2024	Info Tech Associate	Info Tech-Admin	PT Hourly Staff	\$ -
Patterson	Conner	6/4/2024	Outside Attendant	Arlington	PT Hourly Staff	\$ -
Pisula	Robert	5/27/2024	Arlington Swim Asst	Arlington	PT Hourly Staff	\$ -
Stover	Jenna	6/24/2024	Temp Stu Involve Coord	Ctr for Incl Excell	PT Hourly Staff	\$ -
Stratton	James	5/6/2024	Arlington Grounds	Arlington Grounds	PT Hourly Staff	\$ -
Strunk	Zachary	6/1/2024	Arlington Lifeguard	Arlington	PT Hourly Staff	\$ -
White	Clara	5/6/2024	Server	Arlington	PT Hourly Staff	\$ -
Akers	Dawson	6/8/2024	Counselor	Foster Music Camps	PT Professionals	\$ -
Baker	Sherry	6/16/2024	Instructor	Foster Music Camps	PT Professionals	\$ -
Banderman	Marie	6/23/2024	Instructor	Foster Music Camps	PT Professionals	\$ -
Bashore	Katherine	6/24/2024	Instructor	Foster Music Camps	PT Professionals	\$ -
Becker	Tyler	5/1/2024	Course Embedded Asst	Psychology	PT Professionals	\$ -
Casto	Ashby-Lee	6/23/2024	Instructor	Foster Music Camps	PT Professionals	\$ -
Cavasos	Alana	6/16/2024	Summer Instructor	Upward Bound	PT Professionals	\$ -
Clements	Chloe	7/1/2024	Actor	Appalachian Shakespeare	PT Professionals	\$ -
Cook	Aaron	6/8/2024	Counselor	Foster Music Camps	PT Professionals	\$ -
Francis	Sara	6/10/2024	Conductor	Foster Music Camps	PT Professionals	\$ -
Holman	Isaiah	6/8/2024	Counselor	Foster Music Camps	PT Professionals	\$ -

New Hires May 1, 2024 - July 31, 2024

Jaggie	Robert	6/16/2024	Instructor	Foster Music Camps	PT Professionals	\$ -
Johns	Gabriel	5/6/2024	Summer Instructor	Upward Bound	PT Professionals	\$ -
Kobersmith	Sayer	7/1/2024	Center Cast/Crew	Appalachian Shakespeare	PT Professionals	\$ -
Koury	Peter	6/9/2024	Instructor	Foster Music Camps	PT Professionals	\$ -
Marmo	Nathaniel	6/8/2024	Counselor	Foster Music Camps	PT Professionals	\$ -
Mullins	Evan	6/8/2024	Camp Counselor	Foster Music Camps	PT Professionals	\$ -
Neves	Joel	6/17/2024	Conductor	Foster Music Camps	PT Professionals	\$ -
Parker	Brianca	6/8/2024	Counselor	Foster Music Camps	PT Professionals	\$ -
Phelps	James	6/8/2024	Counselor	Foster Music Camps	PT Professionals	\$ -
Rice	Kylie	6/8/2024	Counselor	Foster Music Camps	PT Professionals	\$ -
Roberts	Lindsey	5/16/2024	Summer Instructor	Upward Bound	PT Professionals	\$ -
Saunders	Margaret	6/9/2024	Instructor	Foster Music Camps	PT Professionals	\$ -
Sizemore	Madilyn	6/8/2024	Counselor	Foster Music Camps	PT Professionals	\$ -
Thacker	Sarah	6/8/2024	Counselor	Foster Music Camps	PT Professionals	\$ -
Tremain	Tatum	5/28/2024	Asst. Soccer Coach	Soccer	PT Professionals	\$ -
Van Fleet	Kathryn	6/9/2024	Camp Counselor	Foster Music Camps	PT Professionals	\$ -
Wooley	Michael	6/14/2024	Camp Counselor	Foster Music Camps	PT Professionals	\$ -

Separations May 1, 2024 - July 31, 2024

<u>Last Name</u>	<u>First Name</u>	<u>Separation</u>	<u>Position Title</u>	<u>Department</u>	<u>Category</u>	<u>Annual Salary</u>
McBride	Daniel	6/30/2024	Assoc VP, Dev/Alum Eng	Development	Admin/Deans	\$125,889
Moore	Dannie	5/31/2024	VP, Student Affairs	Student Affairs	Admin/Deans	\$185,000
Poynter	Barry	6/30/2024	Sr. VP, Fin & Admin.	VP of Finance and CFO	Admin/Deans	\$208,080
Roan	Kenneth	5/15/2024	VP & Dir of Athletics	Athletics Admin	Admin/Deans	\$215,000
Keller	James	6/30/2024	Chair/Professor	English	Chairs	\$108,465
Smit	Timothy	6/30/2024	Intm Chair/Assoc. Prof	Hist, Phil & Relig Studies	Chairs	\$77,922
Akmeemana	Anuradha	5/31/2024	Assistant Professor	Chemistry	FT Faculty	\$58,650
Black-Davis	Pamela	6/30/2024	Assoc Professor	Social Work	FT Faculty	\$69,018
Blaylock	David	6/30/2024	Assoc Professor	Hist, Phil & Relig Studies	FT Faculty	\$62,243
Borowski	Walter	6/30/2024	Professor	Physics, Geoscns & Astrmy	FT Faculty	\$78,239
Christopher	Karina	6/30/2024	Asst Prof/Recrut Coord	Applied Human Sciences	FT Faculty	\$84,886
Cleveland	Roger	6/30/2024	Professor	Teach, Learn, & Ed Lead	FT Faculty	\$76,960
Cormier	Lindsay	6/30/2024	Professor	Biological Sciences	FT Faculty	\$64,086
Cortes-Castaneda	Manuel	6/30/2024	Professor	Lang, Cultures & Hum	FT Faculty	\$65,293
Crosby	Richard	5/31/2024	Professor	Music	FT Faculty	\$83,276
Duvall	Crimson	5/31/2024	Visiting Asst Prof	Art and Design	FT Faculty	\$45,000
Ewing	Alan	5/31/2024	Visiting Lecturer	Physics, Geoscns & Astrmy	FT Faculty	\$40,000
Fitzgerald	Jenna	5/31/2024	School Teacher	Model Lab School	FT Faculty	\$42,191
Galant	David	5/31/2024	Assistant Professor	Music	FT Faculty	\$80,000
Godfrey	Vickie	5/31/2024	Assistant Professor	Teach, Learn, & Ed Lead	FT Faculty	\$57,500
Grant	Paul	7/31/2024	Assoc Professor	Fire Prot&Para-Med Scns	FT Faculty	\$73,789
Hayden	Cynthia	5/31/2024	Professor	Occupational Therapy	FT Faculty	\$89,229
Hermes	Susan	6/3/2024	Assistant Professor	Occupational Therapy	FT Faculty	\$68,667
Jensen	Nancy	5/31/2024	Full Professor	English	FT Faculty	\$65,054
Jones	Emily	7/31/2024	ASL Specialist III	Interpreter Train Prog	FT Faculty	\$48,379
Kappeler	Stephen	6/30/2024	Senior Lecturer	School of Justice Studies	FT Faculty	\$65,538
LI	HONG	5/31/2024	Visiting Asst Prof	Math & Statistics	FT Faculty	\$46,500
Lynch	Justin	5/31/2024	School Teacher	Model Lab School	FT Faculty	\$47,858
Ma	Yinglin	5/31/2024	Asst Professor	Government	FT Faculty	\$56,610
Maxwell	Rachel	6/15/2024	School Teacher	Model Lab School	FT Faculty	\$46,586
McGlown	Kathlyn	5/31/2024	Asst Professor	Dept of Safety & Security	FT Faculty	\$75,950
Mundy	Monica	5/31/2024	Assistant Professor	Health Promo & Admin	FT Faculty	\$61,003
Niemann	Paul	6/30/2024	Visiting Asst Prof	Business - AFIS / MMIB	FT Faculty	\$86,700
Paxtle-Granjeno	Jeniffer	5/31/2024	School Teacher	Model Lab School	FT Faculty	\$50,630
Robinson	Jean	5/31/2024	School Teacher	Model Lab School	FT Faculty	\$42,895
Sehmann	Phillip	6/30/2024	Professor	Music	FT Faculty	\$71,092
Siahkoohi	Kimberly	6/30/2024	Sr Lecturer	English	FT Faculty	\$42,939
Streetman	Lawrence	5/31/2024	Associate Professor	Music	FT Faculty	\$68,636
Thomas	Staci	6/30/2024	School Teacher	Model Lab School	FT Faculty	\$69,572
Thomas	Elizabeth	5/31/2024	Visiting Asst Prof	Chemistry	FT Faculty	\$60,000
Wang	Ni	6/30/2024	Associate Professor	Applied Engring & Tech	FT Faculty	\$72,329
Winters	Sarah	5/31/2024	School Teacher	Model Lab School	FT Faculty	\$46,879
Worden-Baroni	Whitney	5/31/2024	School Teacher	Model Lab School	FT Faculty	\$43,242
Zheng	Yi	7/31/2024	Visiting Asst Prof	Business - AFIS / MMIB	FT Faculty	\$102,000
Abner	Deborah	7/15/2024	Associate Director	Ctr for Incl Excell	FT Professional	\$6,503
Acampa	Stephen	5/24/2024	Resdnce Hall Coord	University Housing	FT Professional	\$37,006
Allen	Michael	5/31/2024	Asst Coach	Basketball-Men	FT Professional	\$117,500
Austin	Dawn	5/31/2024	Registered Nurse	Model Lab School	FT Professional	\$42,265
Barger	Crystal	6/30/2024	Director, UTC	UTC Target Case Mngmt	FT Professional	\$97,920
Borth	Trevor	5/14/2024	Lab Coordinator	Program of Distinction	FT Professional	\$54,194
Bowling	Thomas	5/12/2024	Director,Operations	Football	FT Professional	\$50,000

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<u>Last Name</u>	<u>First Name</u>	<u>Separation</u>	<u>Position Title</u>	<u>Department</u>	<u>Category</u>	<u>Annual Salary</u>
Branscum	Holly	5/10/2024	Dir, Veterans	Vets Upwd Bound Prog	FT Professional	\$66,300
Burton	John	5/23/2024	Asst Dir, Sports Med	Sports Medicine	FT Professional	\$40,000
Clemson-Jones	Keith	6/30/2024	Assoc Dir, Learn & Dev	UTC Target Case Mngmt	FT Professional	\$82,972
Cochran	Jennifer	6/30/2024	Asst Dir, Learn Fac	UTC Target Case Mngmt	FT Professional	\$68,514
Conrad	Christian	5/1/2024	Assistant Coach	Football	FT Professional	\$50,000
Cox	Curtis	6/15/2024	Mgr, Lilley Cornett	Natural Areas	FT Professional	\$48,244
Ellis	Debra	6/30/2024	Coord, Risk Mgmt	Business - AFIS / MMIB	FT Professional	\$42,449
Fisher	Sarah	6/27/2024	Asst Univ Librarian	Libraries	FT Professional	\$48,899
Garcia	Maria	5/31/2024	Asst Dir Sports Med	Sports Medicine	FT Professional	\$50,000
Godsey	Jana	5/31/2024	Asst Dir, Data Intgrt	UTC Target Case Mngmt	FT Professional	\$68,514
Hanavan	Alex	5/1/2024	Asst Dir, Comm	Alumni Engagement	FT Professional	\$44,755
Hofmeister	Gabrielle	5/31/2024	Asst Dir, Sports Med	Sports Medicine	FT Professional	\$44,000
Howard	Sean	7/31/2024	Chief Flight Instruct	Aviation	FT Professional	\$85,959
Hughes	Jessica	5/13/2024	Academic Advisor	NOVA Stu Support Svc	FT Professional	\$40,800
Kauffman	Haley	5/17/2024	Assoc Dir, Recrt & Out	Admissions	FT Professional	\$53,040
Krikorian	Yve	6/15/2024	Specialist, Collections	Stu Accounting Services	FT Professional	\$44,000
Losey	Erik	5/19/2024	Assistant Coach	Football	FT Professional	\$71,400
McFall	Billi	7/12/2024	Asst Dir, Career Read	Acad & Career Svcs	FT Professional	\$46,223
McKaskle	Lindsey	6/28/2024	Ex Assoc AD, Admin	Athletic Compliance	FT Professional	\$89,760
Miller	Joan	6/11/2024	Outreach Specialist	OSHA Train Inst Ed Ctr.	FT Professional	\$43,860
Morris	James	6/14/2024	Dir, EKU Online IDC	Instruct Design Ctr	FT Professional	\$82,000
Mosley	Ambrose	4/26/2024	Asst Coach	Basketball-Men	FT Professional	\$60,000
Napier	Nathaniel	5/15/2024	Counselor	Big E Central	FT Professional	\$36,720
Prichard	Christopher	7/8/2024	Dir, Access Prgming	Upward Bound FY25	FT Professional	\$70,748
Prothro	Christian	5/31/2024	Head Coach	Baseball	FT Professional	\$133,000
Pulliam	Nakeshia	5/15/2024	Assistant Director	NOVA Stu Support Svc	FT Professional	\$44,468
Richmond	Richard	5/31/2024	Dir, McNair Project	McNair Scholars Prog	FT Professional	\$65,278
Smith	Samantha	6/21/2024	Program Coord	Honors Program	FT Professional	\$37,948
Stepp	Grant	4/19/2024	Assoc AD, Develop	Development	FT Professional	\$68,340
Tipton	Shannon	4/19/2024	Registrar	Registrar	FT Professional	\$86,540
Wajer	Gabrielle	6/15/2024	Dir Operatns	Basketball-Women	FT Professional	\$40,568
Williams	Sarah	6/30/2024	Prog Administrator	UTC Title IV-E Training	FT Professional	\$53,494
Allison	Madaline	5/31/2024	Admin Professional II	Physics, Geoscns & Astrmy	FT Hourly Staff	\$30,830
Bratcher	Jamie	6/25/2024	Administrative Coord	UTC Title IV-E Training	FT Hourly Staff	\$38,279
Campbell	Edward	7/31/2024	Curator, Elmwood	Grounds/Horticulture	FT Hourly Staff	\$38,022
Clayborn	Brian	6/27/2024	Park Control Officer	Parking Services	FT Hourly Staff	\$35,734
Cox	Austin	5/21/2024	Repair Tech II	Housing Maintenance	FT Hourly Staff	\$37,440
Crutcher	Tamera	5/15/2024	Admin Professional II	Ed & App Human Scns	FT Hourly Staff	\$39,000
Dixon	Anna	5/31/2024	Acad Admin Spclst	Dean-Health Sciences	FT Hourly Staff	\$47,834
Fields	Patrick	7/20/2024	Motor Vehicle Opr	Waste/Recycle Services	FT Hourly Staff	\$30,493
Foster	Anita	6/30/2024	Contracts Sprt Splst	UTC Target Case Mngmt	FT Hourly Staff	\$49,004
French	Anna	7/11/2024	Logistics Coord	Music	FT Hourly Staff	\$37,011
Justice	Nathaniel	6/24/2024	Lab & Tech Sprt Sprvisr	Communication	FT Hourly Staff	\$35,412
Keathley	Brian	5/31/2024	Motor Vehicle Opr	Waste/Recycle Services	FT Hourly Staff	\$37,606
Land	Margaret	5/23/2024	Paraeducator II	Model Lab School	FT Hourly Staff	\$31,103
Lay	Joshua	5/22/2024	Repair Tech II	Housing Maintenance	FT Hourly Staff	\$37,440
Moore	Rebecca	5/3/2024	Program Coord	Program of Distinction	FT Hourly Staff	\$43,037
Park	Lisa	7/5/2024	Paraeducator II	Model Lab School	FT Hourly Staff	\$32,039
Reid	Brian	7/31/2024	Motor Vehicle Opr	Waste/Recycle Services	FT Hourly Staff	\$36,858
Sims	Kendall	5/30/2024	Paraeducator II	Burrier Child Devlp Ctr	FT Hourly Staff	\$28,256
Tipton	Mitzi	6/30/2024	Prog Specialist	UTC Title IV-E Training	FT Hourly Staff	\$48,263



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Jones	Paula	5/15/2024	Online PT Faculty	OL - BBA	PT Faculty	\$3,050
Ahava	Ari	7/12/2024	Flight Instructor	Class Fees - Aviation	PT Hourly Staff	\$ -
Allen	Jackson	5/7/2024	Flight Instructor	Class Fees - Aviation	PT Hourly Staff	\$ -
Collins	Blaine	7/6/2024	Flight Instructor	Class Fees - Aviation	PT Hourly Staff	\$ -
Dillon	Coleman	5/11/2024	Flight Instructor	Class Fees - Aviation	PT Hourly Staff	\$ -
Hampton	Parker	6/20/2024	Flight Instructor	Class Fees - Aviation	PT Hourly Staff	\$ -
Jensen	Kenna	5/3/2024	Flight Instructor	Class Fees - Aviation	PT Hourly Staff	\$ -
Mattingly	Jonathon	5/2/2024	Flight Instructor	Class Fees - Aviation	PT Hourly Staff	\$ -
Moore	Katherine	7/15/2024	Part-Time PI	Interpreter Train Prog	PT Hourly Staff	\$ -
Roberts	Crystal	6/21/2024	Special Proj Reporter	WEKU Public Radio	PT Hourly Staff	\$ -
Smith	Roger	5/19/2024	Infor Tech Assoc	Info Tech-Admin	PT Hourly Staff	\$ -
Clements	Chloe	7/15/2024	Actor	Appalachian Shakespeare	PT Professional	\$ -
Ellis	Keqyane	6/30/2024	Asst Cheer Coach	Cheerleaders-Coed	PT Professional	\$ -
Hawk	Tristan	6/30/2024	Head Coach	Cheerleaders-Coed	PT Professional	\$ -
Kelleher	Logan	5/15/2024	Quality Control	Football	PT Professional	\$ -
Krenson	Frederick	7/31/2024	Construction Proj Splst	Athletic Fac/Game Ops	PT Professional	\$ -
Roan	Mallory	5/15/2024	Model Substitute	Model Lab School	PT Professional	\$ -

**I. Approval of Degree Candidates for Fall 2024****II. Issue**

The Board of Regents should formally confirm and confer the degrees for the candidates who have completed degree requirements for Fall 2024.

**III. Background**

Candidates for degrees must meet the requirements of their respective academic programs. All degree requirements are verified by the appropriate Academic Departments and Colleges, as well as the Office of the Registrar, and recommended by the Provost and Senior Vice President for Academic Affairs for the Fall 2024 graduates. Candidates for degrees are hereby submitted to the Board for the formal vote of the confirmation of conferral of degrees pursuant to KRS 164.350(1)(d).

**IV. Alternatives**

While the conferral of degrees is vested in the Board of Regents, as these students have met the various academic requirements, the conferral of these degrees should be confirmed.

**V. President's Recommendation**

Based upon recommendations from the appropriate Chairs, Deans, Office of the Registrar, and the Provost and Senior Vice President for Academic Affairs, the President recommends the formal confirmation of the Board of Regents of the conferral of degrees for Fall 2024 graduates who have met or will meet degree requirements with a conferral date of December 7, 2024.

LEGAL: SB 2 AMENDS KRS 158.4416 TO REQUIRE THE TRAUMA-INFORMED APPROACH PLAN (SEE POLICY 09.43) TO BE REVIEWED AND UPDATED ANNUALLY, INCORPORATED INTO THE ANNUAL COMPREHENSIVE DISTRICT IMPROVEMENT PLAN (CDIP), AND SUBMITTED TO KDE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED  
LEGAL: HB 6 (2024 BUDGET BILL) REQUIRES DISTRICTS TO DISPLAY CERTAIN INFORMATION FROM THE LATEST SUMMATIVE ASSESSMENT ON THE DISTRICT'S WEBSITE AND INCLUDE A LINK TO THE DETAILED RESULTS.  
FINANCIAL IMPLICATIONS: COST OF UPDATING THE WEBSITE

## POWERS AND DUTIES OF THE BOARD

01.111

### - VOLUME 12-

## School Report Card

### REPORT CARD

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

As outlined in KRS 160.463, a copy of the report card is to be publicized by placing an electronic link on the website of the School.

The Superintendent shall cause notification to be published in the newspaper with the largest circulation in the county that includes the electronic address of the website or the address of the library where the report card can be viewed by the public.

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

### TRAUMA-INFORMED APPROACH PLAN

The trauma-informed approach plan shall be reviewed and updated annually, incorporated into the annual CDIP required by 703 KAR 5:225, and submitted to the Kentucky Department of Education (KDE).

### SUMMATIVE ASSESSMENT RESULTS

The School shall prominently display, in not less than 16-point type, on the School's internet landing page, the School's percentage of students scoring the following:

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

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

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

### REFERENCES:

KRS 158.6453; KRS 158.4416; KRS 160.463; KRS 164.380  
703 KAR 5:140  
2024 Budget Bill  
P. L. 114-95, (Every Student Succeeds Act of 2015)

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POWERS AND DUTIES OF THE BOARD

01.111  
(CONTINUED)

**School Report Card**

**RELATED POLICIES:**

04.1; 09.21

LEGAL: SB 2 AMENDS KRS 158.441 TO CHANGE THE DEFINITION OF SCHOOL RESOURCE OFFICER (SRO). SB 2 ALSO AMENDS KRS 158.4414 TO ALLOW BOARDS TO EMPLOY GUARDIANS (SEE RELATED POLICY 02.311) BEGINNING WITH THE 2025-2026 SCHOOL YEAR TO PROVIDE SAFETY AND SECURITY MEASURES FOR SCHOOLS WITHIN THE DISTRICT.  
FINANCIAL IMPLICATIONS: COST OF HIRING SROS OR GUARDIANS

ADMINISTRATION

02.31

- VOLUME 12-

### **School Resource Officers (SROs)**

#### **DEFINITION**

"School Resource Officer" SRO means an officer whose primary job function is to work with youth at a school site who has specialized training to work with youth at a school site and is:

- (a)
  1. A sworn law enforcement officer certified under KRS 15.380 to KRS 15.404; or
  2. A special law enforcement officer appointed pursuant to KRS 61.902 and certified under KRS 15.380 to KRS 15.404; or
  3. A police officer appointed as a certified SRO; 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.<sup>1</sup>

#### **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 school personnel.

#### **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 158.4414, an SRO who fails to successfully and timely complete SRO training requirements shall lose his/her SRO certification and shall no longer serve in the capacity of an SRO 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.<sup>2</sup>
- 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.

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**School Resource Officers (SROs)****ROLES AND EXPECTATIONS (CONTINUED)**

- 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.<sup>3</sup> School 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 school officials and staff on such restrictions.

**NATURE OF EMPLOYMENT**

An SRO who is directly employed by the school is a staff employee. An SRO is therefore generally covered by staff policies, including, but not limited to, policies regarding terms and conditions of employment; fringe benefits; employee discipline; and reductions in force.<sup>4</sup> However, as applied to an SRO, such general staff policies may be subject to the terms of his/her contract with the school; 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.<sup>5</sup>

**ASSIGNMENT**

The University President shall ensure that at least one (1) certified SRO is assigned to and working on-site full-time at Model Laboratory Schools.

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**TRAINING REQUIREMENTS**

SROs with active SRO certification 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 serve in the capacity of an SRO in a school.

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**FIREARM REQUIREMENT**

Each SRO shall be armed with a firearm, notwithstanding any provision of local board policy, local school council policy, or memorandum of agreement.<sup>2</sup>

**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.

**GUARDIANS**

Beginning with the 2025-2026 school year, the Board, if unable to meet the requirement for each campus in the District, that at least one (1) certified SRO is assigned to and working on-site full-time in the school building or buildings on the campus, may in consultation with and approval by the State School Security Marshal, employ one (1) or more Guardians to provide safety and security measures for schools within the District. The use of Guardians shall not be used to replace the certified SRO, but only to provide safety and security resources until a certified SRO is available.

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**School Resource Officers (SROs)****GUARDIANS (CONTINUED)**

Beginning with the 2025-2026 school year, the Board that has met the requirement for each campus in the District, that at least one (1) certified SRO is assigned to and working on-site full-time in the school building or buildings on the campus, may employ one (1) or more Guardians to provide additional school safety and security measures within the District.<sup>6</sup>

**REFERENCES:**

<sup>1</sup>KRS 158.441

<sup>2</sup>704 KAR 7:160

<sup>3</sup>20 U.S.C. 1232(g)(a)(4)(ii); 34 C.F.R. § 99.8

<sup>4</sup>KRS 161.011

<sup>5</sup>KRS 61.902 – KRS 61.930; KRS 527.020; KRS 527.070; KRS 70.290

<sup>6</sup>~~KRS 158.4414~~

KRS 15.380 to ~~KRS 15.404~~; KRS 15.520

~~KRS 158.4415; KRS 158.4431~~

KRS 158.471; KRS 158.473; KRS 158.475; KRS 158.477; KRS 158.479; KRS 158.481

**RELATED POLICIES:**

~~02.311~~; 05.48; 09.14; 09.2211; 09.227; 09.422; 09.425; 09.4361

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LEGAL: HB 278 AMENDS KRS 160.380 TO INCLUDE PROHIBITIONS ON THE SUPERINTENDENT HIRING ANY PERSON THAT HAS BEEN CONVICTED OF AN OFFENSE THAT WOULD CLASSIFY A PERSON AS A VIOLENT OFFENDER, BEEN CONVICTED OF A SEX CRIME (INCLUDING CERTAIN MISDEMEANOR OFFENSES) OR IS REQUIRED TO REGISTER AS A SEX OFFENDER.  
FINANCIAL IMPLICATIONS: COST OF CRIMINAL BACKGROUND CHECKS  
LEGAL: THE LINK TO THE CENTRAL REGISTRY CA/N CHECKS HAS CHANGED.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.11

- VOLUME 12-

- FACULTY-

### **Hiring**

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

Full-time, tenure-track vacancies shall be advertised for fifteen (15) days.

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, the Superintendent may seek a waiver of the fifteen (15)-day advance notice requirement.

Part-time teachers who are employed by the University in another capacity and who teach less than .50 FTE may be appointed by the Superintendent without posting.

#### **QUALIFICATIONS**

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

Employees shall be chosen with reference to their certification and their personal, educational, physical, moral and emotional fitness for the position. Other factors which shall be considered include undergraduate and graduate academic performance, prior experience, and strength of references.

The following shall not be considered for employment by the School:

- Applicants who have been terminated and/or non-renewed by a school district for cause;
- Those who have resigned in lieu of termination; and
- Applicants who have ever had their certification suspended or revoked.

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

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

Applicants, employees, and student teachers assigned within the School shall undergo records checks and testing as required by applicable statutes and regulations.<sup>1</sup>

#### **CRIMINAL BACKGROUND CHECK AND TESTING**

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



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

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

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

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

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

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

~~The program and user instructions are on the Kentucky Online Gateway (KOG): <https://kog.chfs.ky.gov/home/>.~~

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

In the event an emergency exists whereby a position must be filled before the criminal records check has been completed, the Superintendent is authorized to fill the position on a probationary basis until the criminal records report has been completed. Final disposition of employment status shall be determined once the criminal records report has been completed.

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

**Hiring****SELECTION COMMITTEE**

The selection committee for full-time tenure-track faculty positions will be appointed by the Superintendent/designee and will be comprised of a minimum of three (3) people:

- An administrator who will serve as the Chair;
- At least one Model Laboratory School faculty member; and
- At least one (1) parent.

Optional:

- Additional Model faculty;
- Member of ECU community;
- Student;
- Staff;
- Alum.

The Selection Committee shall:

- Be provided training required by ECU Human Resources;
- Develop or review requirements, attributes, dispositions, and/or interview protocols;
- Assist with recruiting, conduct interviews, and check references of the candidates; and
- Provide recommendations to the Superintendent with feedback about the candidates;

The Superintendent, after consulting with the Selection Committee Chair and supervising administrator, will make the final selection.

**ACADEMIC RANK**

Full-time, tenure-track faculty are employed as Tenure-Track Faculty. These faculty members are subject to Model Laboratory Schools at Eastern Kentucky University Policies and Procedures related to academic rank. Conditions for promotion and/or reappointment are determined at the time of hire.

**EXTRACURRICULAR ACTIVITIES**

Using a process approved by the Superintendent and required by the University, the designated supervisor (e.g. Athletic Director, Principal) shall recruit, interview, and recommend for hire athletic coaches and club/activity sponsors. The Superintendent will approve the recommendation.

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One (1) or two (2) Model Laboratory School parents;¶  
One (1) member of the ECU community; and¶

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**Hiring****VACANCIES POSTED**

Under procedures developed by the Superintendent, a listing of all School job openings shall be posted on the University website in a timely basis and shall refer interested persons to the Central Office for additional information.

Notice of all job openings shall be sent to each school for posting in appropriate locations.

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

**JOB DESCRIPTION**

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

**EVALUATION INFORMATION**

Upon employment, the individual shall be furnished with a copy of the evaluation procedure and given the opportunity to review the procedure and ask questions about it.

**LETTER OF INTENT**

By March 1 of each year, each employee shall submit to the Superintendent a letter of intent signifying his/her desire to be re-employed.

**EMPLOYEES SEEKING A JOB CHANGE**

Other than the routine transmission of administrative and personnel files, school 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:**

KRS Chapter 13B  
 KRS 17.160; KRS 17.165; KRS 17.500 to KRS 17.580  
 KRS 156.106; KRS 160.345; KRS 160.390; KRS 161.042; KRS 161.611  
 KRS 161.750; KRS 335B.020; KRS 405.435  
KRS 439.3401  
KRS Chapter 510  
 16 KAR 9:080; 702 KAR 1:150; 702 KAR 3:320; 704 KAR 7:130  
 P. L. 114-95, (Every Student Succeeds Act of 2015)  
 20 U.S.C. § 7926; 42 U.S.C. § 9843a(g)  
 45 C.F.R. § 1302.90  
 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

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**RELATED POLICIES:**

03.1161; 03.132; 03.18

LEGAL: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN  
ENUMERATED CRIMES TO LAW ENFORCEMENT.  
NOTE: IF YOUR POLICY CONTAINS DRUG TESTING LANGUAGE IT SHOULD BE REVIEWED BY YOUR  
BOARD ATTORNEY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.13251

- VOLUME 12-

- FACULTY -

### **Drug Free Workplace**

#### **REPORTING**

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the School's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.

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Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the drug free workplace policy at the link below:

<https://policies.eku.edu/policies>

#### **RELATED POLICIES:**

[03.1325; 08.1345; 09.2211](#)

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LEGAL: HB 278 AMENDS KRS 160.380 TO INCLUDE PROHIBITIONS ON THE SUPERINTENDENT HIRING ANY PERSON THAT HAS BEEN CONVICTED OF AN OFFENSE THAT WOULD CLASSIFY A PERSON AS A VIOLENT OFFENDER, BEEN CONVICTED OF A SEX CRIME (INCLUDING CERTAIN MISDEMEANOR OFFENSES) OR IS REQUIRED TO REGISTER AS A SEX OFFENDER.  
FINANCIAL IMPLICATIONS: COST OF CRIMINAL BACKGROUND CHECKS  
LEGAL: THE LINK TO THE CENTRAL REGISTRY CA/N CHECKS HAS CHANGED.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

### Hiring

The hiring of staff will follow the University's posting requirements, based on the position.

Employees shall be chosen with reference to their certification and their personal, educational, physical, moral and emotional fitness for the position. Other factors which shall be considered include undergraduate and graduate academic performance, prior experience, and strength of references.

The following shall not be considered for employment by the School:

- Applicants who have been terminated and/or non-renewed by a school district for cause;
- Those who have resigned in lieu of termination; and
- Applicants who have ever had their certification suspended or revoked.

#### **CRIMINAL BACKGROUND CHECK AND TESTING**

Applicants and employees shall undergo records checks and testing as required by applicable statutes and regulations. Bus drivers and applicants requiring a Commercial Driver's License (CDL) must undergo additional background and substance use checks per Policy 06.221.

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

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

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

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

1. Not appealed through an administrative hearing conducted in accordance with KRS Chapter 13B;
2. Upheld at an administrative hearing conducted in accordance with KRS Chapter 13B and not appealed to a Circuit Court; or

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

3. Upheld by a Circuit Court in an appeal of the results of an administrative hearing conducted in accordance with KRS Chapter 13B.<sup>1</sup>

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

The program and user instructions are on the Kentucky Online Gateway (KOG):  
<https://kog.chfs.ky.gov/home/>.

In the event an emergency exists whereby a position must be filled before the criminal records check has been completed, the Superintendent is authorized to fill the position on a probationary basis until the criminal records report has been completed. Final disposition of employment status shall be determined once the criminal records report has been completed.

**SELECTION COMMITTEE**

The Superintendent/designee will name a selection committee comprised of at least two (2) Model Laboratory School employees and chaired by a School Administrator. The chair shall determine the candidates to be interviewed.

**SEARCH COMMITTEE**

The search committee shall:

- Be provided training required by EKU Human Resources;
- Develop or review requirements, attributes, dispositions, and/or interview protocols;
- Assist with recruiting, conduct interviews, and check references of the candidates; and
- Provide recommendations to the Superintendent with feedback about the candidates.

The Superintendent, after consulting with the committee chair and supervising administrator, will make the final selection.

**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 or is provided an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee. Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement. Employees shall hold the qualifications for the position as established by the Commissioner of Education.<sup>3</sup>

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**Hiring****VACANCIES POSTED**

Under procedures developed by the Superintendent, a listing of all School job openings shall be posted on the University website in a timely basis and shall refer interested persons to the Central Office for additional information.

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

**JOB DESCRIPTION**

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

**LETTER OF INTENT**

By March 1 of each year, each employee shall submit to the Superintendent a letter of intent signifying his/her desire to be re-employed.

**REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT**

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

**EMPLOYEES SEEKING A JOB CHANGE**

Other than the routine transmission of administrative and personnel files, school 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:**

KRS 160.380  
702 KAR 5:080  
KRS 161.011  
P. 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; 45 C.F.R. § 1302.90  
49 C.F.R. § 382.701; 49 C.F.R. § 382.703  
KRS Chapter 13B  
KRS 17.160; KRS 17.165; KRS 17.500 to KRS 17.580  
KRS 156.070; KRS 160.345; KRS 160.390  
KRS 335B.020; KRS 405.435  
KRS 439.3401  
KRS Chapter 510  
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  
Kentucky Local District Classification Plan  
13 KAR 3:030; 702 KAR 3:320  
Records Retention Schedule, Public School District

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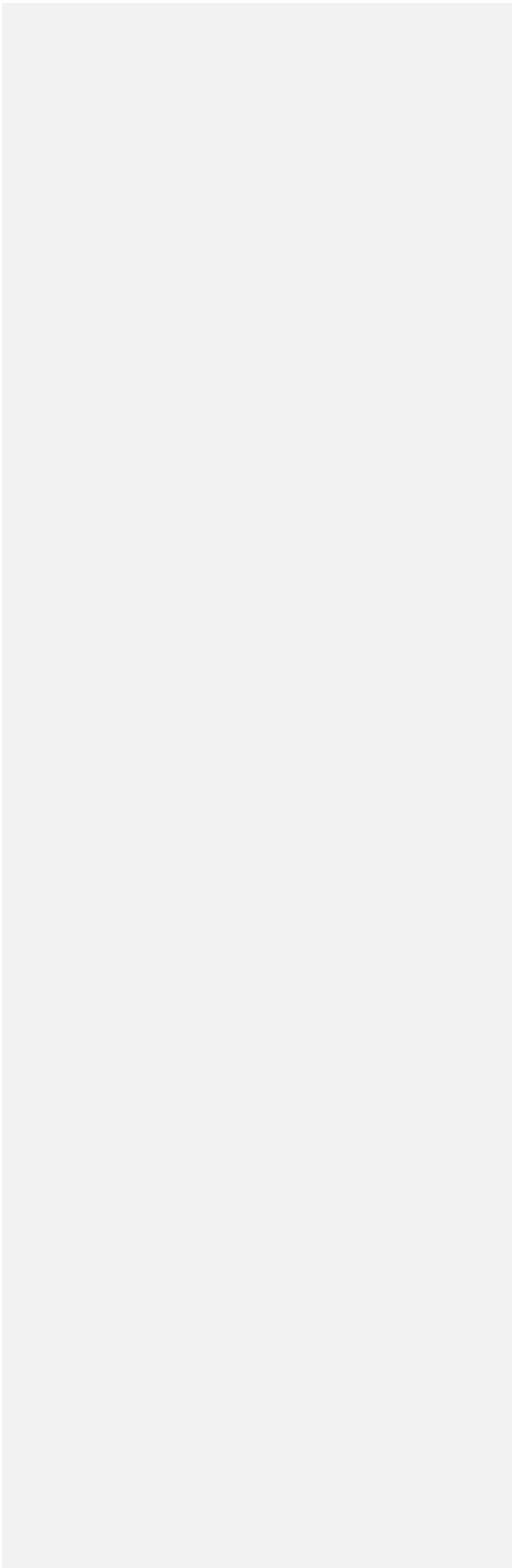


PERSONNEL

03.21  
(CONTINUED)

**Hiring**

**RELATED POLICIES:**  
03.232; 03.5; 06.221



LEGAL: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN  
ENUMERATED CRIMES TO LAW ENFORCEMENT.  
NOTE: IF YOUR POLICY CONTAINS DRUG TESTING LANGUAGE IT SHOULD BE REVIEWED BY YOUR  
BOARD ATTORNEY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

PERSONNEL

03.23251

- VOLUME 12-

- STAFF -

### **Drug Free Workplace**

#### **REPORTING**

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the School's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.

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Refer to the Eastern Kentucky University Policies and Regulations webpage for complete details on the drug free workplace policy at the link below:

<https://policies.eku.edu/policies>

#### **RELATED POLICIES:**

[03.1325; 08.1345; 09.2211](#)

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LEGAL: SB 2 AMENDS KRS 158.162 TO REQUIRE A COPY OF THE DATA CREATED THROUGH THE SCHOOL MAPPING DATA PROGRAM AS PART OF EACH SCHOOL'S EMERGENCY PLAN AND ALLOWING FOR THE USE OF SECONDARY LOCKING MECHANISMS ON CLASSROOM DOORS, NOTWITHSTANDING ANY PROVISIONS OF THE KENTUCKY BUILDING CODE PROMULGATED PURSUANT TO KRS CHAPTER 198B TO THE CONTRARY.

FINANCIAL IMPLICATIONS: COST OF CREATING THE SCHOOL MAPPING DATA

LEGAL: HB 169 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY SCHOOL BUILDING AND SUBMIT AN ANNUAL REPORT TO KDE ON THE NUMBER AND LOCATION OF EACH AED IN EVERY SCHOOL BUILDING, THE NAME, SCHOOL, AND TRAINING DATE OF EACH DISTRICT EMPLOYEE AND INTERSCHOLASTIC ATHLETIC COACH IN THE DISTRICT TRAINED IN THE USE OF AEDS; AND THE PROGRESS MADE TOWARDS HAVING AN AED AT ALL SCHOOL-SANCTIONED ATHLETIC PRACTICES AND COMPETITIONS.

FINANCIAL IMPLICATIONS: COST OF PURCHASING AEDS AND TIME SPENT ON TRAINING AND REPORTING

LEGAL: HB 446 AMENDS KRS 158.148 REVISING TWO-WAY COMMUNICATION SYSTEM BY REMOVING THE WORD "EXISTING" IN FRONT OF EMERGENCY.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

## SCHOOL FACILITIES

05.4

### - VOLUME 12-

## Safety

### SCHOOL MAPPING DATA

"School mapping data" means mapping information provided in an electronic or a digital format to assist first responders in responding to emergencies at schools. A participating school or campus shall not be required to adopt new school mapping data if, as of July 1, 2024, the school or campus previously implemented school mapping data with capabilities that meet the requirements of the Center for School Safety.

### **EASTERN KENTUCKY UNIVERSITY EMERGENCY PLANNING**

The Principal shall implement an emergency management plan for the school that has been developed by the ECU Office of Emergency Management that shall include:

1. Procedures to be followed in cases of medical emergency, fire, severe weather, earthquake or a building lockdown as defined in KRS 158.164.
2. A written cardiac emergency response plan; and
3. A copy of the data created through the School Mapping Data Program or, if the school mapping data is unavailable, a diagram of the facility that clearly identifies the location of each AED.

The emergency plan shall be provided to appropriate first responders and all school staff.

Following the end of each school year, the school nurse, 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 document the date and time of any discussion.

**Safety****EASTERN KENTUCKY UNIVERSITY EMERGENCY PLANNING (CONTINUED)**

Maintain the copies of the school mapping data created through the School Mapping Data Program to be made available to appropriate public safety agencies, but which shall be excluded from the application of KRS 61.870 to 61.884; and

The cardiac emergency response plan shall be rehearsed by simulation prior to the beginning of each athletic season by all:

1. Licensed athletic trainers, school nurses, and athletic directors; and
2. Interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.

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

In addition, the Principal shall:

1. Establish and distribute 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. 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, except in instances when only one (1) student and one (1) adult are in the classroom or when approved in writing by the State School Security Marshal;
  - Requiring classroom doors with windows to be equipped with material to quickly cover the window during a building lockdown;
  - Allowing for the use of secondary locking mechanisms on classroom doors, notwithstanding any provisions of the Kentucky Building Code promulgated pursuant to KRS Chapter 198B to the contrary;
  - Requiring all visitors to report to the front lobby 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.
5. Maintain a portable AED in a public, readily accessible, well-marked location in every school building and, as funds become available, at school-sanctioned athletic practices and competitions and:

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**Safety****EASTERN KENTUCKY UNIVERSITY EMERGENCY PLANNING (CONTINUED)**

- a) Adopt procedures for the use of the portable AED during an emergency;
  - b) Adopt policies for compliance with KRS 311.665 to KRS 311.669 on training, maintenance, notification, and communication with the local emergency medical services system;
  - c) Ensure that a minimum of three (3) employees in the school and all interscholastic athletic coaches be trained on the use of a portable AED in accordance with KRS 311.667;
  - d) Ensure that all interscholastic athletic coaches maintain a cardiopulmonary resuscitation certification recognized by a national accrediting body on heart health; and
  - e) No later than November 1 of each school year, submit an annual report to the Kentucky Department of Education on:
    - i. The number and location of each portable AED in every school building;
    - ii. The name, school, and training date of each School employee and interscholastic athletic coach trained in the use of a portable AED; and
    - iii. The progress made towards having a portable AED at all school-sanctioned athletic practices and competitions; and
6. Require development of an event-specific emergency action plan for each school-sanctioned nonathletic event held off-campus to be used during a medical emergency, which may include the provision of a portable AED. The plan shall:
- a) Include a delineation of the roles of staff and emergency personnel, methods of communication, any assigned emergency equipment including a portable AED, a cardiac emergency response plan, and access to and plan for emergency transport; and
  - b) Be in writing and distributed to any member of school personnel attending the school-sanctioned event in an official capacity.

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.

By August 1 of each year, the Principal shall report to the Kentucky Department of Education on the number of portable AEDs at each school within the District.<sup>1</sup>

**PRECAUTIONS**

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

- Check and lock doors and windows when exiting your room.

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**Safety****PRECAUTIONS (CONTINUED)**

- Close and lock all outside exits when you leave after school hours.
- Do not leave keys in your office unprotected.
- Do not loan keys to students.
- Do not keep money or valuables in your office or classroom.

**REPORTING HAZARDS**

Each employee observing a potential safety or security hazard shall report such hazard in writing to his/her immediate supervisor who shall cause the situation to be remedied or reported to the proper authority for remedy.

**COMMUNICATION SYSTEM**

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

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**AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)**

The school shall maintain AEDs in designated locations. An AED shall be used in emergency situations warranting its use in accordance with KRS 311.665 to KRS 311.669.

The school shall notify the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED.

AEDs shall be kept on school property and will not accompany EMS personnel to a hospital emergency room.

**REFERENCES:**

<sup>1</sup>KRS 158.1621

KRS Chapter 198B

KRS 61.870 to KRS 61.884

KRS 158.110

KRS 158.148; KRS 158.162; KRS 158.164; KRS 158.4410; KRS 158.4433; KRS 158.445

KRS 160.290; KRS 160.445

KRS 311.665 to KRS 311.669; KRS 311.667; KRS 411.148

702 KAR 1:180

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**RELATED POLICIES:**

05.21; 05.41; 05.411; 05.42; 05.45; 05.47

09.22; 09.221; 09.4 (entire section); 10.5

LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.22

- VOLUME 12-

### **Bus Driver Rights and Responsibilities**

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All bus drivers shall meet the qualifications of and be in compliance with the responsibilities noted in Kentucky Administrative Regulations.<sup>1</sup>

#### **WALKTHROUGH AT END OF RUN**

Bus drivers shall conduct a walkthrough of their buses at the end of each run to ensure that all students have disembarked at their designated stops.

#### **DISCIPLINARY ACTION**

Bus drivers who fail to observe/perform their responsibilities shall be subject to appropriate disciplinary action.

#### **DRIVER RIGHTS**

Per KRS 158.110, a driver:

1. May refuse to provide further transportation upon written report to Superintendent/designee;
2. May be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student:
  - a. A driver's recommendation shall be considered as a factor for interim or final determination of disciplinary action; and
  - b. A driver is permitted, to the extent permitted by law, to receive written notice from the Superintendent/designee of the investigation, disciplinary action imposed, and reasoning in response to reported misconduct; and
3. Shall be provided the opportunity to be heard and to make a recommendation regarding future transportation of the student during any disciplinary hearing relating, at least in part, to misconduct by the student's parent or guardian and the impact upon a student's transportation privileges.

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#### **REFERENCES:**

<sup>1</sup>702 KAR 5:080; 702 KAR 5:150

KRS 158.110

KRS 189.370; KRS 189.375; KRS 189.380; KRS 189.450; KRS 189.540; KRS 189.550  
KRS 281A.170 to KRS 281A.175; KRS 281A.205

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#### **RELATED POLICY:**

09.2261

LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

TRANSPORTATION

06.34

- VOLUME 12-

### **Conduct on Bus**

#### **PRINCIPAL AUTHORITY**

Consistent with the School's handbook, the Principal/designee has authority to discipline pupils who ride school buses/transportation.

#### **REPORTING OF VIOLATIONS**

Bus drivers, coaches and faculty members shall promptly report any violation of School policy or rules to the Principal. Drivers may file a written or electronic complaint or report of student misconduct (06.34 AP.2) including a recommendation to revoke transportation privileges. Drivers may be heard at any disciplinary hearing relating, at least in part, to misconduct that occurred during the operator's transportation of the student.

#### **DISCHARGE OF PUPILS FROM BUS**

Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in a threatening or violent manner or in such a way as to endanger the safety of other pupils on the bus, the driver shall stop the bus and contact the bus garage or Superintendent's designee to send someone to pick up the student or, if the behavior warrants, the driver shall call law enforcement. If calls for assistance are unsuccessful, the driver is authorized to order the offending student from the bus if the student is in the sixth (6th) grade or above. In the event a pupil is discharged for disciplinary reasons, the driver shall make every effort to do so near a house or open business establishment. At the first reasonable opportunity, the driver shall notify the Principal of the school where the pupil attends or the Superintendent and the student's parent or legal guardian.<sup>1</sup> Drivers shall only discharge students in compliance with Policy 09.2261.

#### **WITHHOLDING OF RIDING PRIVILEGES**

The Principal is authorized to withhold bus-riding privileges up to a maximum of ten (10) school days per occurrence in the case of habitual or serious conduct violations. The Principal shall notify the parents in cases where bus-riding privileges have been withheld. Drivers may, upon filing a written report to the Superintendent/designee, refuse future transportation to students in violation of the Code of Acceptable Behavior and Discipline until an interim or final determination of disciplinary action has been made.

The Superintendent or the Superintendent's designee may withhold bus-riding privileges up to the remainder of the school year.

#### **RESTITUTION OF DAMAGES**

The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

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**Conduct on Bus****STUDENTS WITH SPECIAL NEEDS**

Students with special needs who exhibit inappropriate conduct shall be managed in accordance with their Individual Education Plan (IEP) and/or 504 Plan and the legal obligations and standards adopted by the Board.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>~~KRS 158.110; KRS 160.705; 702 KAR 5:100~~

<sup>2</sup>20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA); Section 504 of Rehabilitation Act of 1973

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**RELATED POLICIES:**

**Deleted:** KRS 158.110; KRS 160.705; 702 KAR 5:100¶

~~06.22;~~ 09.226; ~~09.2261;~~ 09.425; 09.434; ~~09.438~~

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**RELATED PROCEDURE:**

~~06.34 AP.2~~

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RECOMMENDED: THE 2023 LEGISLATIVE OVERSIGHT AND INVESTIGATIONS COMMITTEE MADE RECOMMENDATIONS INDICATING THAT KDE SHOULD REVISE MODEL POLICY 08.23 TO INCLUDE THE FULL PROCESS FOR THE "HARMFUL TO MINORS" COMPLAINT RESOLUTION PROCESS OUTLINED IN KRS 158.192, BY INCLUDING THE PROVISION THAT PARENTS CAN REQUEST THAT THEIR CHILD NOT HAVE ACCESS TO A MATERIAL RETAINED FOLLOWING APPEAL TO LOCAL SCHOOL BOARDS. KSBA, IN COLLABORATION WITH KDE, HAS REVISED THIS POLICY.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

CURRICULUM AND INSTRUCTION

08.23

- VOLUME 12-

### **"Harmful to Minors" Complaint Resolution Process**

#### **"HARMFUL TO MINORS"**

Per KRS 158.192 "harmful to minors" means materials, programs, or events that:

- a) Contain the exposure, in an obscene manner, of the unclothed or apparently unclothed human male or female genitals, pubic area, or buttocks or the female breast, or visual depictions of sexual acts or simulations of sexual acts, or explicit written descriptions of sexual acts;
- b) Taken as a whole, appeal to the prurient interest in sex; or
- c) Is patently offensive to prevailing standards regarding what is suitable for minors.

#### **COMPLAINT RESOLUTION PROCESS**

This complaint resolution policy shall be used to address complaints submitted by parents or guardians alleging that material, a program, or an event that is harmful to minors has been provided or is currently available to a student enrolled in the School who is the child of the parent or guardian.

The complaint resolution process shall require that:

- a) Complaints be submitted in writing to the Principal of the school where the student is enrolled;
- b) Complaints provide the name of the complainant, a reasonably detailed description of the material, program, or event that is alleged to be harmful to minors, and how the material, program, or event is believed to be harmful to minors.

The appeal process is outlined in 08.23 AP.21/Complaint Resolution Process.

A parent or guardian may request in writing to the school, after final disposition is determined by the Superintendent, that the school shall ensure his or her student does not have access to the material, program, or event that the parent or guardian believes to be harmful to minors but was allowed to remain or be eligible for future participation.

The school shall ensure that the student whose parent or guardian has made a request does not have access to the material or is not allowed to participate in the program or event that the parent or guardian believes to be harmful to minors.

A parent or guardian not having filed the appeal may request in writing access to the appealed materials, programs, or events for review and shall abide by the School's policies and procedures when requesting and reviewing such information.

Complaints regarding other issues shall be submitted pursuant to other appropriate policies including but not limited to: Grievances; Harassment/Discrimination; Title IX Sexual Harassment; Review of Instructional Materials; and Citizen Suggestions and Complaints.

CURRICULUM AND INSTRUCTION

08.23  
(CONTINUED)

**“Harmful to Minors” Complaint Resolution Process**

**REFERENCES:**

KRS 158.192  
Board of Educ., *Island Trees v. Pico*, 102 S.Ct. 2799 (1982)

**RELATED POLICIES:**

03.16; 03.162; 03.26; 03.262  
08.2322; 09.4281; 09.42811; 09.428111; 10.2

LEGAL: HB 471 AMENDS KRS 159.075 TO ALLOW THE USE OF MILITARY ORDERS AS PROOF OF RESIDENCY FOR ENROLLMENT OR COURSE REGISTRATION IN A SCHOOL AND PROHIBIT IN-PERSON ENROLLMENT OR COURSE REGISTRATION WHEN PREVENTED DUE TO OFFICIAL MILITARY DUTIES. FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.126

- VOLUME 12-

### **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 School if the parent or guardian of the child is transferred to or is pending transfer to a military installation:

- a) Is transferred to or is pending transfer to a military installation or to a reserve component within the state while on active military duty pursuant to an official military order.
- b) Is returning to the state after within one (1) year of being separated from the military with an honorable discharge, discharge under honorable conditions, or a general discharge under honorable conditions.

The School 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 School.

The School shall not require the parent or guardian of a child to appear in person for enrollment or course registration, including enrollment in a specific school or program within the School, when the parent/guardian is prevented from doing so due to official military duties.

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The parent or guardian of a child of a military family shall provide proof of residence to the School within ten (10) days after the arrival date provided on official documentation. The parent or guardian may use, as proof of residence, military orders, or the address of:

1. A temporary on-post billeting facility;
2. A purchased or leased home or apartment;
3. Any federal government housing or off-post military housing, including off-post military housing that may be provided through a public-private venture; or
4. A home under contract to be built.

Until actual attendance or enrollment in the School, the child of a military family shall not:

1. Count for the purposes of average daily attendance; or
2. Be included in the state assessment and system.

To accommodate for temporary housing, if a child utilizes this section to enroll in the School, but the residence identified above has not yet become available, then the School shall allow the child to enroll and begin attending the School regardless of the child's temporary residence and subsequently be included in the School's calculation of average daily attendance under KRS 157.320, for a period of up to one (1) year from the parent's or guardian's reporting for duty date or separation date before being considered a resident of another District.<sup>1</sup>

**Students of Military Families****ENROLLMENT (CONTINUED)**

Students from a household of an active duty service member who are moving 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 School 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.

**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 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 school from performing subsequent evaluations to ensure appropriate placement of a student.

**SPECIAL EDUCATION SERVICES**

The School shall initially provide comparable services to a student with disabilities based on his or her current Individualized Education Program (IEP).

The School 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.

**Students of Military Families****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 School 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.

**GRADUATION REQUIREMENTS**

The School shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another school 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 School shall provide alternative means of acquiring required coursework so that graduation may occur on time. Otherwise, the School 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:**

<sup>1</sup>KRS 159.075  
KRS 156.730; KRS 156.735; KRS 157.320; KRS 158.020  
20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)  
Section 504 of the Rehabilitation Act; District 504 procedures  
Americans with Disabilities Act

**RELATED POLICIES:**

08.113; 08.131; 08.132; 08.13452; 08.222  
09.12; 09.121; 09.123; 09.124; 09.211; 09.3; 09.313

LEGAL: SB 11 AMENDS KRS 610.345 TO REQUIRE NOTICE TO SCHOOLS PRIOR TO FILING OF A PUBLIC OFFENSE PETITION AGAINST A CHILD IN CERTAIN CASES AND ALLOWS THE SUPERINTENDENT TO DESIGNATE AN EMPLOYEE OF THE DISTRICT TO RECEIVE NOTICES AND CARRY OUT THE SUPERINTENDENT'S RESPONSIBILITIES.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.14

- VOLUME 12-

### **Student Records**

Data and information about students shall be gathered to provide a sound basis for educational decisions and to enable preparation of necessary reports.

#### **PROCEDURE TO BE ESTABLISHED**

The Superintendent shall establish procedures to promote effective notification of parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and to ensure compliance with applicable state and federal student record requirements.

#### **DISCLOSURE OF RECORDS**

Student records shall be made available for inspection and review to the parent(s) of a student or to an eligible student on request. Legal separation or divorce alone does not terminate a parent's record access rights. Eligible students are those 18 years of age or older or those duly enrolled in a post-secondary school program. In general, FERPA rights pass to the eligible student upon either of those events. Parents may be provided access to the educational records of an eligible student 18 years old or older if the student is dependent under federal tax laws.<sup>1</sup>

Upon written request, parents or eligible students may be provided copies of their educational records, including those maintained in electronic format, when necessary to reasonably permit inspection. Such copies shall be provided in a manner that protects the confidentiality of other students. A reasonable fee may be charged for copies.

School personnel must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom the School discloses personally identifiable information from education records.

In addition, considering the totality of the circumstances, the School may disclose information from education records to appropriate parties, including parents of eligible students, whose knowledge of the information is necessary to protect the health or safety of a student or another individual, if there is an actual, impending, or imminent articulable and significant threat to the health or safety of a student or other individual. In such instances, the basis for a decision that a health or safety emergency existed shall be recorded in the student's education records.

Authorized School personnel also may disclose personally identifiable information to the following without written parental consent:

- Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Authorized representatives of a Kentucky state child welfare agency if such agency presents to the School an official court order placing the student whose records are requested under the care and protection of said agency. The state welfare agency representative receiving such records must be authorized to access the child's case plan.

**Student Records****DISCLOSURE OF RECORDS (CONTINUED)**

- School officials (such as teachers, instructional aides, administrators, including health or medical staff and law enforcement unit personnel) and other service providers (such as contractors, consultants, and volunteers used by the School to perform institutional services and functions) having a legitimate educational interest in the information.

School officials/staff may only access student record information in which they have a legitimate educational interest.

Contractors, consultants, volunteers, and other parties to whom the School has outsourced services or functions may access student records provided they are:

- Under the School's direct control with respect to the use and maintenance of education records; and
- Prohibited from disclosing the information to any other party without the prior written consent of the parent/eligible student, or as otherwise authorized by law.

**DISCLOSURE TO REPRESENTATIVES FOR FEDERAL OR STATE PROGRAM PURPOSES**

Personally identifiable student information may be released to those other than employees who are designated by the Superintendent in connection with audit, evaluation, enforcement, or compliance activities regarding Federal or State programs. Such designation must be executed in writing with the authorized representative and specify information as required by 34 C.F.R. Part 99.35.

**DUTY TO REPORT**

If it is determined that the School cannot comply with any part of FERPA or its implementing regulations due to a conflict with state or local law, the School must notify the Family Policy Compliance Office (FPCO) within forty-five (45) days of the determination and provide the text and citation of the conflicting law.

**DIRECTORY INFORMATION**

The Superintendent/designee is authorized to release Board-approved student directory information. Approved "directory information" shall be: name, address, phone number, date and place of birth, student's school email address, major field of study, participation in officially recognized activities and sports, photograph/picture along with name, grade level, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and most recent educational institution attended. Any eligible student or parent/guardian who does not wish to have directory information released shall notify the Superintendent/designee in writing within thirty (30) calendar days after receiving notification of FERPA rights.

Information about the living situation of a student designated as homeless is not to be treated as directory information and is not to be disclosed unless prior written consent is given or unless the information meets one of FERPA's exceptions to required consent. The living situation is not considered directory information.

The School allows for disclosure of directory information only to specific parties for specific purposes. Such limitations are specified in the student directory information notification.



**Student Records****DIRECTORY INFORMATION (CONTINUED)**

Unless the parent/guardian or student who has reached age 18 requests in writing that the School not release such information, the student's name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

**SURVEYS OF PROTECTED INFORMATION**

The School shall provide direct notice to parents/guardian to obtain prior written consent for their minor child(ren) to participate in any protected information survey, analysis, or evaluation, if the survey is funded in whole or in part by a program of the U.S. Department of Education.

Parents/eligible students also shall be notified of and given opportunity to opt their child(ren) out of participation in the following activities:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

PPRA requirements do not apply to evaluations administered to students in accordance with the Individuals with Disabilities Education Act (IDEA).

**STUDENTS WITH DISABILITIES**

The School's special education policy and procedures manual shall include information concerning records of students with disabilities.

**RECORDS RELEASE TO JUVENILE JUSTICE SYSTEM**

Once a complaint is filed with a court-designated worker alleging that a child has committed a status offense or public offense, schools shall provide all records specifically requested in writing, and pertaining to that child to any agency that is listed as part of Kentucky's juvenile justice system in KRS 17.125 if the purpose of the release is to provide the juvenile justice system with the ability to effectively serve, prior to adjudication, the needs of the student whose records are sought. The authorities to which the data are released shall certify that any educational records obtained pursuant to this section shall only be released to persons authorized by statute and shall not be released to any other person without the written consent of the parent of the child. The request, certification, and a record of the release shall be maintained in the student's file.

**Student Records****JUVENILE COURT RECORDS**

Records or information received on youthful or violent offenders shall not be disclosed except as permitted by law. When such information is received, the Superintendent shall notify the Principal of the school in which the child is enrolled. The Superintendent may designate an employee of the School to receive notices and carry out the Superintendent's responsibilities. The Superintendent/designee shall provide the clerk and the court-designated worker with notice of any designation and the name and contact information for the Superintendent's designee. The Principal shall then release the information as permitted by law. Only the Superintendent/designee and school administrative, transportation, and counseling personnel or teachers or other school employees with whom the student may come in contact, shall be privy to this information, which shall be kept in a locked file when not in use and opened only with permission of the administrator. Notification in writing of the nature of offenses committed by the student and any probation requirements shall not become a part of the child's student record. If the petition is dismissed or informally adjusted, the clerk shall notify the Superintendent or the Principal of the disposition, and all records of the incident or notification created in the school shall be destroyed and shall not be included in the child's school records. For purposes of destruction, education records created by the school shall not be destroyed. The school may request a statement of facts from the county attorney in a juvenile case.<sup>2</sup>

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**RECORDS OF MISSING CHILDREN**

Upon notification by the Commissioner of Education of a child's disappearance, the School in which the child is currently or was previously enrolled shall flag the record of such child in a manner that whenever a copy of or information regarding the child's record is requested, the School shall be alerted to the fact that the record is that of a missing child. Instead of forwarding the records of a child who has been reported missing to the agency, institution, or individual making the request, the School shall notify the Justice Cabinet.

**COURT ORDER/SUBPOENA**

Prior to complying with a lawfully issued court order or subpoena requiring disclosure of personally identifiable student information, school authorities shall make a documented effort to notify the parent or eligible student. In compliance with FERPA, notice to the parent is not required when a court order directs that disclosure be made without notification of the student or parent, or when the order is issued in the context of a dependency, neglect, or abuse proceeding in which the parent is a party. If the School receives such orders, the matter(s) may be referred to local counsel for advice.

STUDENTS

09.14  
(CONTINUED)

**Student Records**

**REFERENCES:**

<sup>1</sup>Section 152 of the Internal Revenue Code of 1986

<sup>2</sup>KRS 158.153; KRS 610.320; KRS 610.340; KRS 610.345; [KRS 635.010](#)

KRS 7.110; KRS 15A.067; KRS 17.125; KRS 158.032; KRS 159.160; KRS 159.250

KRS 160.990; KRS 161.200; KRS 161.210; KRS 365.732; KRS 365.734; KRS 600.070

702 KAR 1:140; 702 KAR 3:220

20 U.S.C. 1232g et seq., 34 C.F.R. 99.1 - 99.67

20 U.S.C. 1232h (Protection of Pupil Rights Amendment); 34 C.F.R. 98

OAG 80-33; OAG 85-130; OAG 85-140; OAG 86-2; OAG 93-35

Kentucky Family Educational Rights and Privacy Act (KRS 160.700; KRS 160.705

KRS 160.710; KRS 160.715; KRS 160.720; KRS 160.725; KRS 160.730)

20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA)

Kentucky Education Technology System (KETS)

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

42 U.S.C. 11431 et seq. (McKinney-Vento Act)

**RELATED POLICIES:**

09.111; 09.12311; 09.43

LEGAL: SB 2 CREATES AMENDS KRS 158.4451 TO REQUIRE DISTRICTS TO PROVIDE AN ANONYMOUS REPORTING TOOL THAT ALLOWS STUDENTS, PARENTS, AND COMMUNITY MEMBERS TO ANONYMOUSLY SUPPLY INFORMATION CONCERNING UNSAFE, POTENTIALLY HARMFUL, DANGEROUS, VIOLENT, OR CRIMINAL ACTIVITIES, OR THE THREAT OF THESE ACTIVITIES, TO APPROPRIATE PUBLIC SAFETY AGENCIES AND SCHOOL OFFICIALS.

FINANCIAL IMPLICATIONS: COST OF OBTAINING ANONYMOUS REPORTING TOOL AND PROVIDING TRAINING ON THE USE OF SUCH

LEGAL: SB 2 ALSO AMENDS KRS 156.095 AND THE REQUIREMENTS FOR EVIDENCE-BASED SUICIDE PREVENTION TRAINING FOR BOTH STUDENTS AND STAFF.

FINANCIAL IMPLICATIONS: TIME SPENT ON AND COST OF PROVIDING TRAINING

STUDENTS

09.22

- VOLUME 12-

## **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.<sup>1</sup>

If the delegation involves administration of medication, the **School** 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**

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.

### **ANONYMOUS REPORTING TOOL**

The School shall provide an anonymous reporting tool that allows students, parents, and community members to anonymously supply information concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate public safety agencies and school officials.

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**Student Health and Safety****ANONYMOUS REPORTING TOOL (CONTINUED)**

~~The School may use the Kentucky Office of Homeland Security's anonymous reporting tool or provide an alternative anonymous reporting tool that meets the same requirements and shall develop and provide a comprehensive training and awareness program on the use of the chosen anonymous reporting tool.<sup>5</sup>~~

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**STUDENT IDENTIFICATION BADGES**

Any student identification badge issued to a student in grades six (6) through twelve (12) by the School shall contain the contact information for:

- a) A national domestic violence hotline;
- b) A national sexual assault hotline; and
- c) A national suicide prevention hotline.<sup>4</sup>

**SUICIDE PREVENTION STAFF TRAINING**

All employees with job duties requiring direct contact with students in grades ~~four (4)~~ through twelve (12) shall ~~each school year~~ complete a minimum one (1) hour of high-quality ~~evidence-based~~ suicide prevention training, including ~~risk factors, warning signs, protective factors, response procedures, referral, postvention, and~~ the recognition of signs and symptoms of possible mental illness. ~~The~~ 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.<sup>2 & 3</sup>

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**SUICIDE PREVENTION STUDENT LESSONS**

~~Each public school shall provide two (2) evidence-based suicide prevention awareness lessons each school year, the first by September 15 and the second by January 15, either in person, by live streaming, or via a video recording to students in grades six (6) through twelve (12). The school shall provide an opportunity for any student absent on the day the evidence-based suicide prevention awareness lesson was initially presented to receive the lesson at a later time. The information may be obtained from~~ the Cabinet for Health and Family Services or a commercially developed suicide prevention training program.<sup>2</sup>

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**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.<sup>3</sup>

STUDENTS

09.22  
(CONTINUED)

**Student Health and Safety**

**REFERENCES:**

<sup>1</sup>KRS 156.501; KRS 156.502; 702 KAR 1:160

<sup>2</sup>KRS 156.095

<sup>3</sup>KRS 158.070

<sup>4</sup>KRS 158.038

<sup>5</sup>KRS 158.4451

KRS 156.160

KRS 158.836; KRS 158.838

702 KAR 5:030

**RELATED POLICY:**

09.2241

LEGAL: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN  
ENUMERATED CRIMES TO LAW ENFORCEMENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.2211

- VOLUME 12-

### **Employee Reports of Criminal Activity**

To promote the safety and well-being of students, the School requires employees to make reports required by state law in a timely manner. Supervisors and administrators shall inform employees of the following required reporting duties:

#### **KRS 158.154**

When the Principal has a reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, a sexual offense, kidnapping, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a controlled substance in violation of the law, or damage to the property, the Principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this section, "school property" means any public school building, bus, public school campus, grounds, recreational area, or athletic field, in the charge of the Principal.

#### **KRS 158.155**

Any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070 shall immediately cause a report to be made to the School's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the School's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Assault resulting in serious injury;
- b. A sexual offense;
- c. Kidnapping;
- d. Assault with the use of a weapon;
- e. Possession of a firearm or deadly weapon in violation of the law;
- f. The use, possession, or sale of a controlled substance in violation of the law; or
- g. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported shall report the conduct to the School's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.

**Deleted:** An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise, if:  
The person knows or has reasonable cause to believe that conduct has occurred which constitutes:

**Employee Reports of Criminal Activity****KRS 158.156**

Any employee of a school who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified in KRS Chapter 508 committed by another student while on school premises, on school-sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the Principal of the school attended by the victim. The Principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The Principal shall file a written report with the University and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report.

**KRS 209A.100**

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.

**KRS 209A.110**

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with who s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

**KRS 620.030**

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused, or is a victim of human trafficking, or is a victim of female genital mutilation, shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

**Deleted: KRS 158.155 (CONTINUED)**

**Deleted:** A misdemeanor or violation offense under the laws of this Commonwealth and relates to:  
Carrying, possession, or use of a deadly weapon; or  
Use, possession, or sale of controlled substances; or  
Any felony offense under the laws of this Commonwealth; and  
The conduct occurred 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.



STUDENTS

09.2211  
(CONTINUED)

**Employee Reports of Criminal Activity**

**REFERENCES:**

KRS 158.154; KRS 158.155; KRS 158.156  
KRS 209A.100; KRS 209A.110  
KRS 508.125; KRS 525.070; KRS 525.080; KRS 527.070; KRS 527.080  
KRS 620.030

**RELATED POLICIES:**

03.13251; 03.23251; 03.13253; 03.23253  
05.48  
09.227; 09.422; 09.423; 09.425; 09.426; 09.438

LEGAL: HB 169 AMENDS KRS 158.162 TO REQUIRE THE DISTRICT TO MAINTAIN A PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) IN EVERY SCHOOL BUILDING AND SUBMIT AN ANNUAL REPORT TO KDE ON THE NUMBER AND LOCATION OF EACH AED IN EVERY SCHOOL BUILDING; THE NAME, SCHOOL, AND TRAINING DATE OF EACH DISTRICT EMPLOYEE AND INTERSCHOLASTIC ATHLETIC COACH IN THE DISTRICT TRAINED IN THE USE OF AEDS; AND THE PROGRESS MADE TOWARDS HAVING AN AED AT ALL SCHOOL-SANCTIONED ATHLETIC PRACTICES AND COMPETITIONS.

FINANCIAL IMPLICATIONS: COST OF PURCHASING AEDS, AND TRAINING AND REPORTING

STUDENTS

09.224

- VOLUME 12-

### **Emergency Medical Treatment**

#### **FIRST AID TO BE PROVIDED**

First aid shall be provided to all pupils in case of an accident or sudden illness until the services of a health care professional become available.

#### **FIRST-AID ROOM**

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 School shall have employees trained in accordance with the law to administer or help administer emergency medications.

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.

#### **AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)**

The School shall maintain a portable AED in a public, readily accessible, well-marked location in every school building and, as funds become available, at school-sanctioned athletic practices and competitions. A minimum of three (3) employees in the school and all interscholastic athletic coaches shall be trained on the use of a portable AED.<sup>2</sup>

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#### **INFORMATION NEEDED**

A number at which parents can be reached and the name of the family physician shall be maintained at each school for all its pupils.<sup>1</sup> Parents will be notified in the event of an accident.

#### **EMERGENCY CARE PROCEDURES**

Schools shall have emergency care procedures comporting with regulation<sup>1</sup> and may utilize the Kentucky Department of Education's Health Services Reference Guide (HSRG) as a resource.

When an emergency arises and the student's parent/guardian or designee cannot be reached in a timely manner, the school will take action necessary to maintain the student's health, such as calling emergency medical personnel or taking the student to a health care facility. In such instances, school personnel shall notify health professionals of any medications that they are aware the student is taking.

STUDENTS

09.224  
(CONTINUED)

**Emergency Medical Treatment**

**REFERENCES:**

<sup>1</sup>702 KAR 1:160

<sup>2</sup>KRS 158.162

KRS 156.160; KRS 156.502

KRS 158.836; KRS 158.838

Kentucky Department of Education Health Services Reference Guide (HSRG)

**RELATED POLICIES:**

05.4; 09.21; 09.22; 09.2241

STUDENTS

09.2242

**Medicinal Cannabis**

The University prohibits the use of medicinal cannabis on school property.

**REFERENCE:**

KRS 218B.045

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LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.226

- VOLUME 12-

### **Conduct on School Bus**

#### **PUPILS' RESPONSIBILITIES**

Pupils shall conform to transportation rules and regulations prescribed under state statutes<sup>1</sup>, state and local regulations, and the School's Transportation Services Policy.

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#### **INSTRUCTION IN BUS CONDUCT AND SAFETY**

The Transportation Services Policy shall be provided to all transported students and their parents/guardians. Each student and at least one (1) of their parents/guardians shall acknowledge in writing the receipt, comprehension, and agreement of adherence to the Transportation Services Policy.

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Deleted: Instruction shall include the following rules:

#### **PUPILS TO WAIT**

Pupils shall wait until the driver has stopped the bus, opened the entrance door, and signaled the pupils to enter the bus.

#### **CROSSING ON DRIVER'S SIGNAL**

Pupils shall not cross the roadway when entering the school bus until signaled to do so by the bus driver.

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#### **CROSSING IN DRIVER'S VISION**

When students are required to cross the roadway when entering or leaving the school bus, crossings shall be made in front of the bus. Pupils shall cross approximately ten (10) feet in front of the bus in order that they may be seen by the bus driver.

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#### **SEATING**

When pupils enter the bus, they shall proceed directly to a seat.

#### **SEATED UNTIL COMPLETE STOP**

Pupils shall remain seated until the bus has come to a complete stop.

#### **BODY NOT TO PROTRUDE FROM WINDOW**

Pupils shall not extend their arms, legs, or heads out the bus windows.

#### **CHANGING SEATS**

Pupils shall not change from one seat to another while the bus is in motion unless given permission by the bus driver.

#### **PUPIL NOISE**

Pupils shall not create noise on the bus to the extent that it might distract the bus driver or to the extent that it might interfere with the driver's ability to hear the signals of emergency vehicles or an approaching train.

STUDENTS

09.226  
(CONTINUED)

**Conduct on School Bus**

**REFERENCES:**

<sup>1</sup>KRS 156.160; KRS 156.070; ~~KRS 158.110;~~  
~~KRS 160.290;~~ KRS 160.340; ~~KRS 189.540;~~

**RELATED POLICIES:**

~~06.22;~~ 06.34; ~~09.2261~~

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LEGAL: HB 271 AMENDS KRS 620.030 TO ALLOW A WRITTEN REPORT, INCLUDING BUT NOT LIMITED TO ELECTRONIC SUBMISSION, OF DEPENDENCY, NEGLECT, OR ABUSE OF A CHILD.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: SB 2 AMENDS KRS 156.095 TO CLARIFY TRAINING TIMELINES FOR CHILD ABUSE AND NEGLECT PREVENTION.

FINANCIAL IMPLICATIONS: COST OF REQUIRED TRAINING

STUDENTS

09.227

- VOLUME 12-

## Child Abuse

### REPORT REQUIRED

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused or neglected<sup>1</sup>, or a victim of human trafficking, or is a victim of female genital mutilation, shall immediately make an oral or written report, including but not limited to electronic submission, to a local law enforcement agency or the Kentucky State Police, the Cabinet for Health and Family Services or its designated representative, the Commonwealth's or County Attorney in accordance with KRS 620.030.<sup>2</sup>

After making that report, the employee shall then immediately notify the Principal of the suspected abuse. If the Principal is suspected of child abuse, the employee shall notify the Superintendent/designee.

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Upon notification, the Principal or the Superintendent/designee shall facilitate the cooperation of the school with the investigation of the report. Any person who knowingly causes intimidation, retaliation, or obstruction in the investigation of the report shall be guilty of a Class A misdemeanor.

Only agencies designated by law are authorized to conduct an investigation of a report of alleged child abuse. Therefore, the School shall not first investigate a claim before an employee makes a report to the proper authorities. However, in certain situations, reports involving claims made under state and federal laws, such as Title IX, shall require the School, after making the required report, to conduct an independent investigation of the allegations in order to determine appropriate personnel action.

### WRITTEN REPORT

The person reporting shall, if requested, in addition to the report required above, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or County Attorney or the Cabinet for Health and Family Services or its designated representative within forty-eight (48) hours of the original report a written report containing specific information regarding the child, the child's parents or guardians, and the person allegedly responsible for the abuse or neglect.

### WRITTEN RECORDS

Copies of reports kept by the School that are submitted to authorities in compliance with the child abuse law are educational records and subject to inspection by the parents of the alleged victim of child abuse. Whether the records are considered "internal records", and not maintained with the students' "permanent records", is immaterial if such records are directly related to students and are maintained by the School.

**Child Abuse****INTERVIEWS**

If the student is an alleged victim of abuse or neglect, school officials shall follow directions provided by the investigating officer or Cabinet for Health and Family Services representative as to whether to contact a parent<sup>3</sup> and shall provide the Cabinet access to a child subject to an investigation or assessment without parental consent.<sup>4</sup>

**AGENCY CUSTODY**

If, as a result of dependency, neglect, or abuse, a child has been placed in the custody of the Cabinet, the Principal, or any Assistant Principal, of the school in which the child is enrolled, and the Superintendent shall be notified of the names of persons authorized to contact the child at school, in accordance with school visitation or communication policy, or remove the child from school grounds.

The notification shall be provided to the school by the Cabinet:

- a) By written notice via email or fax on the day that a court order is entered and again on any day that a change is made with regard to persons authorized to contact or remove the child from school. Verbal notification shall occur on the next school day immediately following the day a court order is entered or a change is made if the court order or change occurs after the end of the current school day; and
- b) By email, fax, or hand delivery of a copy of the court order within ten (10) calendar days following the Cabinet's receipt of the court order of a change of custody or change in contact or removal authority.

**REQUIRED TRAINING**

All school administrators, faculty personnel, office staff, instructional assistants, coaches, and extracurricular sponsors who are employed by the School shall complete School selected training on child abuse and neglect prevention, recognition, and reporting within ninety (90) days of being hired, and then every two (2) years thereafter.

**OTHER**

Each school shall prominently display the statewide child abuse hotline number administered by the Cabinet for Health and Family Services and the National Human Trafficking Reporting Hotline number administered by the United States Department for Health and Human Services. The telephone numbers are also listed in the employee handbook.

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**Deleted:** by January 31, 2017, and every two (2) years thereafter. School administrators, faculty personnel, office staff, instructional assistants, coaches, and extracurricular sponsors hired after January 31, 2017, shall complete the training...



STUDENTS

09.227  
(CONTINUED)

**Child Abuse**

**REFERENCES:**

<sup>1</sup>KRS 600.020

<sup>2</sup>KRS 620.030; KRS 620.040

<sup>3</sup>OAG 85-134; OAG 92-138

<sup>4</sup>KRS 620.072

KRS 17.160; KRS 17.165; KRS 17.545; KRS 17.580

KRS 156.095; KRS 199.990; KRS 209.020

KRS 508.125; KRS 620.050; KRS 620.146

OAG 77-407; OAG 77-506; OAG 80-50; OAG 85-134

34 C.F.R. 106.1-106.71, U.S. Department of Education Office for Civil Rights  
Regulations Implementing Title IX

**RELATED POLICIES:**

09.1231; 09.3; 09.31; 09.42811; 09.4361; 10.5

LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.42

- VOLUME 12-

### **Student Conduct**

The Superintendent/designee shall be responsible for overall implementation and supervision of the School's Code of Student Conduct [based on statewide student discipline guidelines provided by the Kentucky Department of Education](#). Each Principal shall be responsible for administration and implementation of the Code [and the Policy](#) within each school. The Principal shall apply the Code [and the Policy](#) uniformly and fairly to each student without partiality or discrimination.

The Principal of each school shall establish procedures for implementation of the Code [and the Policy](#) within the school.

#### **REFERENCES:**

[KRS 158.110](#); KRS 158.148  
KRS 160.290  
KRS 161.180

#### **RELATED POLICIES:**

08.11  
[09.42611](#); 09.438

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LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
LEGAL: THE CHANGES BELOW ALIGN THE DEFINITION OF "HAZING" WITH KRS 508.180  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.422

- VOLUME 12-

### **Bullying/Hazing**

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff and visitors to the schools.

#### **ACTIONS NOT TOLERATED**

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.<sup>1</sup> This policy extends to any/all student language or behavior, on school premises, on school-sponsored transportation (per policies 06.34 and 09.2261), or at school-sponsored events including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

#### **BULLYING DEFINED**

Per KRS 158.148, "bullying" is defined as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event: or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.

#### **HAZING DEFINED**

Per KRS 508.180, "hazing" is defined as a direct action which substantially endangers the physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization, including but not limited to actions which coerce or force a minor or a student to:

- a) Violate federal or state criminal law;
- b) Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of serious physical injury;

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**Bullying/Hazing****HAZING DEFINED (CONTINUED)**

- c) Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;
- d) Endure brutality of a sexual nature; or
- e) Endure any other activity that creates a reasonable likelihood of serious physical injury to the minor or student.

\*Per KRS 508.180, "organization" is defined as a number of persons who are associated with a school or postsecondary education institution and each other, including a student organization, fraternity, sorority, association, corporation, order, society, corps, club, or similar group and includes any student organization registered pursuant to policies of the school or postsecondary education institution at any time during the previous five (5) years.

**REPORTS**

As provided in the School Code of Conduct, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to School personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following School policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school. Such instances shall include, but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students or visitors by any party.

Students who believe they have been a victim of bullying or who have observed other students being bullied shall, as soon as reasonably practicable, report it.

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**Deleted:** an action which endangers the mental or physical health of a minor or student for the purpose of recruitment, initiation into, affiliation with, or enhancing or maintaining membership or status within any organization\*, including but not limited to actions which cause, coerce, or force a minor or a student to:¶  
 Violate federal or state criminal law;¶  
 Consume any food, liquid, alcoholic liquid, drug, tobacco product, or other controlled substance which subjects the minor or student to a risk of mental harm or physical injury;¶  
 Endure brutality of a physical nature, including whipping, beating or paddling, branding, or exposure to the elements;¶  
 Endure brutality of a mental nature, including personal servitude, sleep deprivation, or circumstances which would cause a reasonable person to suffer substantial mental distress;¶  
 Endure brutality of a sexual nature; or¶  
 Endure any other activity that creates a reasonable likelihood of mental harm or physical injury to the minor or student.

**Bullying/Hazing****REPORTS (CONTINUED)**

The School Code of Conduct shall specify to whom reports of alleged instances of bullying or hazing shall be made. In serious instances of peer-to-peer bullying/hazing/harassment, employees must report to the alleged victim's Principal, as directed by policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

**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, 09.426 and/or 09.42811. Harassment/discrimination allegations shall be governed by Policy 09.42811.

**REFERENCES:**

<sup>1</sup>KRS 158.150  
 KRS 158.148  
 KRS 158.156  
 KRS 160.290  
 KRS 508.180  
 KRS 525.080  
 Bethel School District No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)  
 Mahanoy Area School District v. B. L., 594 US \_\_ (2021)  
 Tinker v. Des Moines Independent School District, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

**RELATED POLICIES:**

03.162; 03.262; 06.34; 09.13; 09.2261; 09.421; 09.425; 09.426; 09.4281; 09.42811; 09.438  
 09.2211 (re reports required by law)

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LEGAL: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN  
ENUMERATED CRIMES TO LAW ENFORCEMENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

**Use of Alcohol, Drugs and Other Prohibited Substances****DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

**DEFINITIONS**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

**AUTHORIZED MEDICATION**

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

**PENALTY**

Violation of this policy shall constitute reason for disciplinary action including suspension or disenrollment from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

**REPORTING**

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.

**Deleted:** Employees shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances 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. 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 controlled substance on school property in violation of the law.¶

STUDENTS

09.423  
(CONTINUED)

**Use of Alcohol, Drugs and Other Prohibited Substances**

**PREVENTION PROGRAM**

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the School's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

**REFERENCES:**

KRS 158.150; KRS 158.154; KRS 158.155

KRS 160.290; KRS 161.180

KRS 217.900; KRS 218A.020; KRS 218A.1430; KRS 218A.1447; [KRS 218B.045](#)

OAG 82-633; OAG 93-32

Clark County Board of Education vs. Jones, KY. App., 625 S. W. 2d 586 (1981).

Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, \_\_\_ U.S. \_\_\_, 242 F.3d 1264 (2002)

**RELATED POLICIES:**

[09.2211](#); 09.2241

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LEGAL: HB 142 REPEALED KRS 438.345 AND CREATED NEW SECTION OF KRS 158 TO REQUIRE BOARDS OF EDUCATION TO ADOPT POLICIES THAT PENALIZE STUDENTS FOR POSSESSING ALTERNATIVE NICOTINE PRODUCTS, TOBACCO PRODUCTS, OR VAPOR PRODUCTS AND LIST PENALTIES; REQUIRE THE BOARD TO REPORT ANNUALLY TO THE KENTUCKY DEPARTMENT OF EDUCATION THE NUMBER OF NICOTINE-RELATED BEHAVIOR INCIDENTS IN SCHOOLS AND THE NUMBER REQUIRING MEDICAL INTERVENTION.  
FINANCIAL IMPLICATIONS: PROVIDING MATERIALS AND LOSS OF ADA

STUDENTS

09.4232

- VOLUME 12-

### **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 or in all University property at all times, including any vehicle, owned, operated, leased, or contracted for use by the University/Model School, and while attending or participating in any school-related student trips or student activity.

Evidence-based, age-appropriate nicotine prevention and cessation material shall be distributed to all students at the beginning of each school year, and students shall have access to the material throughout the school year.

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 University, 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 Code of Acceptable Behavior and Discipline.

### **PENALTIES**

If a student under the age of twenty-one violates this policy, then the School will confiscate the alternative nicotine products, tobacco products, or vapor products and:

1. For the first incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment;
2. A second incident shall result in providing information listed above and disciplinary action as determined by the School and included in the District Code of Acceptable Behavior and Discipline; and
3. Third and subsequent incidents may result in an in-school or out-of-school suspension. The School shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

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STUDENTS

09.4232  
(CONTINUED)

**Tobacco, Alternative Nicotine, or Vapor Products**

**REPORTING**

No later than August 1 of each year, the School shall submit a report to the Kentucky Department of Education that includes:

- a. The number of behavior incidents for each alternative nicotine product, tobacco product, and vapor product, listed by school and grade; and
- b. The number of incidents for which medical intervention was provided, listed by school, grade, and product.

**REFERENCES:**

KRS 158.149; KRS 160.290; KRS 160.340; KRS 161.180  
KRS 438.050; KRS 438.305; KRS 438.350  
OAG 81-295; OAG 91-137  
P. L. 1114-95, (Every Student Succeeds Act of 2015)

**RELATED POLICIES:**

03.1327; 03.2327; 06.221; 09.438; 10.5

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LEGAL: HB 5 AMENDS KRS 158.155 TO REQUIRE SCHOOL EMPLOYEES TO REPORT CERTAIN  
ENUMERATED CRIMES TO LAW ENFORCEMENT.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.425

- VOLUME 12-

### **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.

#### **STUDENTS**

Any student who threatens, physically assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion.<sup>1</sup>

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.<sup>2</sup>

#### **EDUCATIONAL PERSONNEL**

Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action<sup>1</sup> 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 School transportation pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

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.

**Assault and Threats of Violence****REMOVAL OF STUDENTS (CONTINUED)**

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/designee 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.

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

**REPORT TO LAW ENFORCEMENT AGENCY**

Per KRS 158.155, any school employee who knows or has reasonable cause to believe that a person has made threats or plans of violence which are intended to target a school or students or who knows that a firearm is present on school property in violation of KRS 527.070, shall immediately cause a report to be made to the School's law enforcement agency and either to the local law enforcement agency or to the Kentucky State Police.

Any school employee shall immediately report to the School's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police any act which the employee has a reasonable cause to believe has occurred on school property or at a school-sponsored or sanctioned event involving:

- a. Assault resulting in serious injury;
- b. A sexual offense;
- c. Kidnapping;
- d. Assault with the use of a weapon;
- e. Possession of a firearm or deadly weapon in violation of the law;

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**Assault and Threats of Violence****REPORT TO LAW ENFORCEMENT AGENCY (CONTINUED)**

f. The use, possession, or sale of a controlled substance in violation of the law; or

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g. Damage to property.

Any school employee who receives information from a student or other person of conduct which is required to be reported, shall report the conduct to the School's law enforcement agency and to either the local law enforcement agency or to the Kentucky State Police.

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**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's area.

**Deleted:** 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.¶

**NOTIFICATIONS**

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify 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 School 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 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:**

<sup>1</sup>KRS 158.150

<sup>2</sup>KRS158.1559

KRS 158.154; [KRS 158.155](#); 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 527.070](#); 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; 05.48

06.34; 09.14; 09.2211; 09.422; [09.423](#); 09.426; 09.4281; 09.429; 09.4341

LEGAL: SB 2 AMENDS KRS 158.4416 INCLUDING THE DEFINITION OF TRAUMA-INFORMED APPROACH PLAN, AND REQUIRES THE PLAN TO BE REVIEWED AND UPDATED ANNUALLY, INCORPORATED INTO THE ANNUAL COMPREHENSIVE DISTRICT IMPROVEMENT PLAN (CDIP), AND SUBMITTED TO KDE.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.43

- VOLUME 12-

### **Student Disciplinary Processes**

#### **STUDENT CODE OF CONDUCT**

The Student Code of Conduct will be approved by the Superintendent and University Counsel.

#### **SCHOOL-RELATED ACTIVITIES**

The authority of the School in matters of student behavior is not limited to school buildings and grounds but extends to any activity which is school-related or school-sponsored.

#### **TRAUMA-INFORMED APPROACH PLAN**

"Trauma-informed approach" means incorporating principles of trauma awareness and trauma-informed practices in a school in order to foster a safe, stable, and understanding learning environment for all students and staff and ensuring that all students are known well by at least one (1) adult in the school setting.

The School shall develop a plan for implementing a trauma-informed approach in the School. The plan shall be based on the Trauma-Informed Toolkit from [the Kentucky Department of Education \(KDE\)](#) and include but not be limited to:

- a) strategies for enhancing trauma awareness throughout the school community;
- b) conducting an assessment of the school climate including but not limited to inclusiveness and respect for diversity;
- c) developing trauma-informed discipline policies;
- d) collaborating with the Department of Kentucky State Police, the local sheriff, and the local chief of police to create procedures for notification of trauma-exposed students; and
- e) providing services and programs designed to reduce the negative impact of trauma, support critical learning, and foster a positive and safe school environment for every student.<sup>2</sup>

The trauma-informed approach plan shall be reviewed and updated annually, incorporated into the annual Comprehensive District Improvement Plan (CDIP) required by 703 KAR 5:225, and submitted to the KDE.

#### **TREATMENT OF PUPILS**

Student disciplinary measures should not be administered in a manner that is humiliating, degrading, or unduly severe or in a manner that would cause the pupil to lose status before his/her peer group. Teachers should guard against making remarks to other pupils concerning a student's shortcomings.

**Deleted:** , as recommended by the federal Substance Abuse and Mental Health Services Administration,

**Student Disciplinary Processes****TREATMENT OF PUPILS (CONTINUED)**

Faculty members should make every effort to resolve disciplinary issues in their classrooms before referring students to an administrator. An office referral form is available in the main office to document infractions of school or classroom rules. Students who are sent to the office for disciplinary reasons should bring the form with them before seeing an administrator. Faculty and staff should avoid sending a student to the office without notification and verification/acceptance that the student is to arrive. Each referral/incident and outcome will be recorded in the student management software.

Unless an administrator acts under authority of KRS 158.150, no school, school administrator, teacher, or other school employee shall expel or punish a student based on juvenile court information received by the employee from any source. Administrators may act to protect staff and students when the student's conduct, as reflected by the information, indicates a substantial likelihood of an immediate and continuing threat of harm to students or staff. In cases where such actions are necessary, the following provisions shall apply:

1. Restrictions imposed on the student shall represent the least restrictive alternative available and appropriate to remedy the threat.
2. Supporting material shall be documented in and kept with the student's juvenile court record.
3. The student and/or parent/guardian may appeal actions taken to the Superintendent or to the Circuit Court with appropriate jurisdiction.<sup>1</sup>

**SERIOUS PROBLEMS**

Serious disciplinary problems shall be promptly reported to the Principal and to the parent(s) of the student.

**RESPONSIBILITY**

The Principal, in compliance with policy, shall select and implement discipline and classroom management techniques for the school. The discipline policies shall provide for involvement of parents in disciplinary situations involving their children.

**REPORTING**

Each school shall annually provide to the KDE, using the student information system, an assessment of school incidents relating to disruptive behaviors resulting in a criminal or juvenile status offense or public complaint, including whether:

1. The incident involved a public offense or noncriminal misconduct;
2. The incident was reported to law enforcement or the court-designated worker and the charge or type of noncriminal misconduct that was the basis of the referral or report; and
3. The report was initiated by a school resource officer.

**CHILDREN AND YOUTH WITH DISABILITIES**

Discipline for children and youth with disabilities shall observe, and be in conformity with, federal and state procedures and guidelines.

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STUDENTS

09.43  
(CONTINUED)

**Student Disciplinary Processes**

**REFERENCES:**

<sup>1</sup>KRS 158.153

<sup>2</sup>KRS 158.4416

KRS 158.150; KRS 158.449

KRS 160.290; KRS 160.340; KRS 160.345

KRS 161.180; KRS 610.345

703 KAR 5:225

P. L. 105-17

**RELATED POLICIES:**

01.111; 08.14; 09.14; 09.438

LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED ON THE STATEWIDE TRANSPORTATION SERVICES POLICY GUIDELINES INCLUDING DRIVER RIGHTS AND THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.  
FINANCIAL IMPLICATIONS: NONE ANTICIPATED

STUDENTS

09.435

- VOLUME 12-

### **Expulsion and Disenrollment**

Students may be disenrolled by the Superintendent for the following reasons:

- Non-payment of tuition – fees and lunch charges - outstanding prior year(s) tuition balance by June 30th of each year;
- Non-payment of annual deposit by June 30th. Current students must submit the annual deposit by June 30th to secure a seat for the next school year. The annual deposit is deducted from the tuition fee;
- Poor attendance/truancy;
- Failure to maintain a 2.5 grade point average or its equivalent; or
- Serious or continued disciplinary infractions.

Students may be expelled from school for the following reasons:

- Level 3 or 4 disciplinary action, as defined in the Student Code of Conduct; or
- Continued Incurability – persists in violating code of conduct, and in so doing, accumulates in excess of 15 days of suspension.

#### **UNIVERSITY MAY EXPEL**

The Board may expel or disenroll or extend the expulsion of any student from the regular school setting for misconduct as defined by law.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others; on or off school property (and the incident is likely to substantially disrupt the educational process); the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the District;
2. To have brought a weapon to a school under its jurisdiction per Board Policy 05.48.

The Board may expel a student for longer than twelve (12) months.

The Superintendent shall present to the Board for its approval options for providing or ensuring that educational services are provided to expelled students.

**Expulsion and Disenrollment****HEARING AND RECORDS REQUIRED**

Action to expel, extend the expulsion, or place in an alternative program or setting a student for misconduct shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board.<sup>1</sup> The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel or disenroll.<sup>3</sup> If applicable, a bus driver shall have the opportunity to be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student or to misconduct by the student's parent or guardian.

Within thirty (30) days prior to the end of a student's expulsion, the Board shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the education process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance under KRS 159.010.

**BOARD DECISION FINAL**

The Board may establish an appeals committee and delegate authority to hear appeals to the committee. Otherwise, the Board's decision shall be final.<sup>1</sup>

**STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be disenrolled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are disenrolled.)<sup>1&3</sup>

**TRANSFER OF RECORDS**

Records transferred to another school must reflect the charges and final action of a disenrollment hearing if the student was disenrolled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing a disenrollment hearing on charges described above shall not be transferred until the disenrollment hearing process is completed.<sup>2</sup>

**REFERENCES:**

<sup>1</sup>KRS 158.150

<sup>2</sup>KRS 158.155

<sup>3</sup>20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA); 707 Chapter 1; Section 504 of the Rehabilitation Act of 1973, as amended

KRS 158.110, KRS 159.010

Honig v. Doe, 108 S.Ct. 592(1988); OAG 78-673

STUDENTS

09.435  
(CONTINUED)

**Expulsion and Disenrollment**

**RELATED POLICIES:**

05.48; 06.22; 06.34; 08.221; 08.113  
09.12; 09.226; 09.2261; 09.423; 09.425; 09.426; 09.43; 09.431; 09.434

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LEGAL: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY INCLUDING THE STANDARD FOR STUDENT BEHAVIOR, REPORTING, AND PROTECTION FROM RETALIATION ON SCHOOL-SPONSORED TRANSPORTATION.

FINANCIAL IMPLICATIONS: NONE ANTICIPATED

LEGAL: HB 142 REPEALED KRS 438.345 AND CREATED A NEW SECTION OF KRS 158 TO REQUIRE BOARDS OF EDUCATION TO ADOPT POLICIES THAT PENALIZE STUDENTS FOR POSSESSING ALTERNATIVE NICOTINE PRODUCTS, TOBACCO PRODUCTS, OR VAPOR PRODUCTS AND LIST PENALTIES; REQUIRE THE BOARD TO REPORT ANNUALLY TO THE KDE ON THE NUMBER OF NICOTINE-RELATED BEHAVIOR INCIDENTS IN SCHOOLS AND THE NUMBER REQUIRING MEDICAL INTERVENTION.

FINANCIAL IMPLICATIONS: PROVIDING MATERIALS AND LOSS OF ADA

STUDENTS

09.438

- VOLUME 12-

### Code of Acceptable Behavior and Discipline

Deleted: Student Discipline

#### DEVELOPMENT

In accordance with KRS 158.148 the School shall adopt a student Code of Acceptable Behavior and Discipline, based on statewide student discipline guidelines provided by the Kentucky Department of Education (KDE), that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, , legal guardians. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees.

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The Code shall prohibit bullying and establish standards of acceptable student behavior and discipline and may include School-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

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The Code shall include a process addressing how students can report Code violations and incidents of bullying to School personnel for appropriate action and information regarding the consequences of bullying and violating the code and violations reportable under KRS 158.154, KRS 158.156, or KRS 158.444.

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#### REVIEW

The Superintendent shall update the student discipline code at least every two (2) years. The student discipline code will be approved by the Superintendent and University Counsel.

#### REPORTING OF DATA

As directed by the KDE, the School shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident.

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Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

No later than August 1 of each year, the School shall submit a report to the KDE that includes the number of:

a) Behavior incidents for each tobacco product, alternative nicotine product, or vapor product, listed by school and grade; and

b) Incidents for which medical intervention was provided, listed by school, grade and product.

STUDENTS

09.438  
(CONTINUED)

**Code of Acceptable Behavior and Discipline**

Deleted: Student Discipline

**REFERENCES:**

KRS 158.110

KRS 158.148; KRS 158.149; KRS 158.153; KRS 158.154; KRS 158.156; KRS 158.165

KRS 158.444; KRS 160.295

KRS 525.070; KRS 525.080

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**RELATED POLICIES:**

09.2211; 09.2611; 09.3; 09.42; 09.421; 09.422; 09.425; 09.426

09.42811; 09.43; 09.431; 09.434; 09.4341; 09.435

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**- VOLUME 12-****Definitions**

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

**POLICIES**

An expression of the will of the Eastern Kentucky University's Model Laboratory Schools. Although other statutes may have policy implications, the general scope of policies is defined by KRS 164.380. Policies cover the general management and governance of the school's operations and functions. Within the parameters of the Board of Regents and the Schools legal authority, violations of policy may provide grounds for administrative response or action as relates to students, employees, parents, and members of the community, but such policies are not intended to heighten standards of care, establish grounds for liability or create rules for immunities enjoyed by defendants in civil judicial actions against the school, Board of Regents, employees, officers, or volunteers.

**PROCEDURES**

Procedures outline the implementation of the policies.

**ADMINISTRATIVE REGULATIONS**

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

**UNIVERSITY**

In this manual the term University refers to the Eastern Kentucky University.

**BOARD**

In this manual the term Board refers to the members of the Eastern Kentucky University's Board of Regents. The role of the Board shall be to:

- Approve policy;
- Approve tuition and fees;
- Expel students;
- Hear appeals for disenrollment, expulsions and grievances as specified in policy; and
- Grant tenure.

**BOARD OF REGENTS GRIEVANCE SUBCOMMITTEE**

A group of five (5) members of the Board of Regents appointed by the Board Chair for the purpose of hearing grievances as defined by policy. A quorum of the subcommittee is required to hear grievances.

**PRESIDENT**

In this manual the term President refers to the President of Eastern Kentucky University.

**Definitions****CAMPUS**

In this manual the term Campus refers to the campus of the Eastern Kentucky University.

**SCHOOL**

In this manual the term School refers to the Eastern Kentucky University's Model Laboratory Schools.

**SUPERINTENDENT**

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

**ADVISORY COUNCIL**

A council appointed by the President that will meet quarterly to review and provide feedback on strategies and the mission of the school as related to goals and performance.

Deleted: COMMITTEE

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**PRINCIPAL**

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

**MANAGER/SUPERVISOR**

In this manual the term manager/supervisor refers to Manager/Supervisor as appropriate.

**MASTER INSTRUCTOR/FACULTY ASSOCIATE**

In this manual the term master instructor/faculty associate refers to Master Instructor/Faculty Associate as appropriate.

**TEACHER/FACULTY**

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

**PARENT OR GUARDIAN**

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

**GENDER**

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

**CHILDREN AND YOUTH WITH DISABILITIES**

In compliance with federal law and unless otherwise indicated, use of the terms "handicapped/special education/exceptional" shall refer to children and youth with disabilities.



### **Definitions**

#### **STUDENT ATTENDANCE DAY**

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

#### **HEALTH PROVIDER**

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

#### **RELATED POLICIES**

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

#### **REFERENCES**

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

#### **REFERENCES:**

KRS 158.144; KRS 160.290; KRS 160.340; KRS 160.345  
KRS 161.1590; KRS 405.028  
701 KAR 8:010; 701 KAR 8:020; 701 KAR 8:030; 701 KAR 8:040  
702 KAR 6:010; 702 KAR 6:020; 702 KAR 6:040  
702 KAR 6:075; 702 KAR 6:090

**Duties of Superintendent****PROFESSIONAL ADVISOR**

The Superintendent shall be the professional advisor to the Board for matters related to Model Laboratory Schools at Eastern Kentucky University.

**EXECUTIVE OFFICER**

The Superintendent shall be the executive and academic officer of Model Laboratory Schools. As executive officer, the Superintendent is responsible for carrying out all policies and rules and regulations established by the Board.<sup>1</sup>

**SPECIFIC DUTIES**

The Superintendent shall:

1. Meet with the Board when necessary.
2. Serve as Chair of the Advisory Council (appointed by the President); (KRS 164.380)
3. "The Superintendent of the Model and Practice School and the Commissioner of Education shall collaborate on the identification and research initiatives for the Model and Practice School that may be relevant to the Commonwealth." (KRS 164.380)
4. See that the laws relating to the school, the administrative regulations of the Kentucky Board of Education, and the policies of the School are carried into effect;
5. Prepare, under the direction of the Board, all rules, procedures, bylaws, tuition and fee schedule, and statements of policy for review, approval and/or adoption by the Board;
6. Have general supervision, subject to the control of the Board, of the general conduct of the schools, the management of business affairs and, in accordance with state law, the course of instruction, and the discipline of pupils;<sup>1</sup>
7. Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other schools;<sup>3</sup>
8. Prepare or have prepared all budgets, salary schedules, and reports required by the University and by the Kentucky Board of Education;<sup>3</sup>
9. Determine the need of extension of the Model Laboratory School<sup>3</sup>
10. Receive and examine reports from faculty and other school officers;<sup>3</sup>
11. Make reports from time to time as directed by the Board;<sup>3</sup>
12. Be responsible to the University for the general condition of the schools;<sup>3</sup>
13. Meet all training and continuing education requirements specified in statute and administrative regulations.<sup>4</sup>
14. Develop and implement procedures;
15. Prepare strategic plan and goals;
16. Hire, assign and evaluate faculty and staff;

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**Duties of Superintendent**

**SPECIFIC DUTIES (CONTINUED)**

17. Recommend faculty for tenure;
18. Authorize agreements dealing with education research in consultation with legal counsel;  
and
19. Develop and enact interim policies.

**REFERENCES:**

- <sup>1</sup>KRS 160.370; OAG 78-274; OAG 82-604  
<sup>2</sup>KRS 160.380  
<sup>3</sup>KRS 160.390  
<sup>4</sup>KRS 156.111; 704 KAR 3:406  
KRS 15.257; KRS 160.395

PERSONNEL

03.13216

- VOLUME 12-

**Acceptable Use of Information Technology Resources**

Employees shall only communicate electronically with students through school-approved channels that have been approved/designated/authorized by the Superintendent, including but not limited to, student learning management system, official school (EKU) email, designated communication app, and student information platforms.

**REFERENCES:**

KRS 365.732; KRS 365.734  
16 KAR 1:020 (Code of Ethics)

**RELATED POLICIES:**

03.13214/03.23214  
03.1325/03.2325  
08.2323  
09.14; 09.422; 09.425; 09.426; 09.4261

**RELATED PROCEDURE**

03.13216 AP.1

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PERSONNEL

DRAFT 5/30/2024 REVISED 6/7/2024 ALL NEW POLICY

03.23216

- VOLUME 12-

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#### RELATED POLICIES:

03.13214/03.23214  
03.1325/03.2325  
08.2323  
09.14; 09.422; 09.425; 09.426; 09.4261

#### RELATED PROCEDURE

03.13216 AP.1

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- VOLUME 12-

**Gifts and Grants**

The School may accept gifts, grants and devises subject to the provisions of KRS 160.580 and with the understanding that the purpose must be consistent with policies and programs approved by the School.

All gifts/donations of physical property, service or money must have prior approval by the Superintendent and/or the President. Gifts are submitted (electronically or via paper form) through the Development Office. Monetary gifts are submitted to the Development Office for processing.

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All faculty and staff members that receive a gift for any purpose must complete the online Gift Receipt Report or procedure 4.61 AP.2 and submit to the Division of University Development.

A listing of all donations shall be submitted to the University at year-end.

**GRANTS**

Grants shall be submitted to the Eastern Kentucky University (EKU) Office of Sponsored Programs. Model Laboratory Schools will comply with EKU policies and regulations when applying for and receiving competitive grant awards. Non-competitive grants or categorical state and federal grants considered part of the K-12 funding process will be exempt from EKU facilities and administrative costs/cost recovery.

**REFERENCES:**

KRS 160.580  
Accounting Procedures for Kentucky School Activity Funds (Redbook)  
EKU Policy 4.4.10

**RELATED POLICY:**

04.312

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**RELATED PROCEDURE**

04.61 AP.2

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## - VOLUME 12-

**Graduation Requirements**

In support of student development goals set out in KRS 158.6451 and the Kentucky Academic Standards, 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 Model Laboratory School at Eastern Kentucky University.

Graduation requirements encompass the requirements of Model Laboratory School and the Kentucky's Pre-College Curriculum. Students receiving a diploma from Model Laboratory School have fulfilled graduation requirements of the school and of the Kentucky's Pre-College Curriculum.

Beginning with the Class of 2026

1. Earn the specified credits based on the graduating class as illustrated in the table (see below) with at least four (4) credits in an academic area or college/career pathway.

<b>Graduation Requirements</b>		<b>Class of 2025</b>	<b>Class of 2026</b>	<b>Class of 2027</b>
<b>Inquiry, Communication, and Data Analytics</b>		<b>5 Credits</b>	<b>5 Credits</b>	<b>5 Credits</b>
	Informatics, Media Literacy, and Data Analytics	2 Credits	2 Credits	2 Credits
	Analysis, Argumentation, and Communication	2 Credits	2 Credits	2 Credits
	Research Methods and Sustained Inquiry	1 Credit	1 Credit	1 Credit
<b>Quantitative and Computational Reasoning</b>		<b>4 Credits</b>	<b>4 Credits</b>	<b>4 Credits</b>
	Mathematics	3 Credits	3 Credits	3 Credits
	Coding and Logic	1 Credit	1 Credit	1 Credit
<b>Scientific Inquiry</b>		<b>3 Credits</b>	<b>3 Credits</b>	<b>3 Credits</b>
	Life Science	1 Credit	1 Credit	1 Credit
	Natural/Physical/Chemical Science	1 Credit	1 Credit	2 Credits
	Applied Laboratory Science	1 Credit	1 Credit	
<b>Humanities</b>		<b>4 Credits</b>	<b>4 Credits</b>	<b>4 Credits</b>
	History of Visual and Performing Arts	1 Credit	1 Credit	1 Credit
	Literature	1 Credit	1 Credit	1 Credit
	History	2 Credits	2 Credits	2 Credits
<b>Global Communication and Understanding</b>		<b>3 Credits</b>	<b>2 Credits</b>	<b>2 Credits</b>
	Second Language Proficiency <i>Two Years of the Same Language</i>	2 Credits	2 Credits	2 Credits
	Comparative Cultures	1 Credit		

**Graduation Requirements**

<b>Civic Engagement and Entrepreneurial Thinking</b>	<b>1 Credit</b>	<b>1 Credit</b>	<b>1 Credit</b>
Government, Civics, Entrepreneurship, Economics, and Financial Literacy	1 Credit	1 Credit	1 Credit
<b>Creating, Performing, Designing and Engineering</b>	<b>1 Credit</b>	<b>1 Credit</b>	<b>1 Credit</b>
Creating, Performing, Designing and Engineering	1 Credit	1 Credit	1 Credit
<b>Fitness and Wellness</b>	<b>1 Credit</b>	<b>1 Credit</b>	<b>1 Credit</b>
Fitness and Wellness	1 Credit	1 Credit	1 Credit
<b>Electives OR Dual Credit</b>	<b>1 Credit</b>	<b>1 Credit</b>	<b>1 Credit</b>
Electives OR Dual Credit	1 Credit	1 Credit	1 Credit
<b>Total Credits</b>	<b>23 Credits</b>	<b>22 Credits</b>	<b>22 Credits</b>

Note: Students who earn a diploma from the school have met all requirements for Kentucky's Pre-College Curriculum established by the Council on Postsecondary Education.

2. Actively participate in service-learning activities that benefit the global or school community. Students must have documented at least forty (40) service hours by the time of graduation. No one activity is to fulfill the forty-hour requirement. This requirement will be pro-rated for students who enroll during the school year.

Students are encouraged to complete ten (10) service hours per academic year. Service hours completed as part of a course may apply toward the requirement. Students must complete the Activities and Service Hours Verification Form for each service they participate in and then submit the completed form to the Counseling Office.

3. Actively participate in at least one (1) school-sponsored activity (club/sport) during each year of his/her high school career. Students must submit the Activities and Service Hours Verification Form to the Counseling Office each year.
4. Successfully complete the senior research project, paper, presentation, and defense.
5. Earn a passing score on Kentucky's civics exam.
6. Demonstrate performance-based competency in technology.
7. Complete an Individual Learning Plan (ILP).



**Graduation Requirements****ADVANCED PLACEMENT**

Advanced Placement (AP) enables willing and academically prepared students to pursue college-level studies while still in high school. College-level courses will be offered, and exams will be administered once a year. Students and their parents are responsible for the cost of the exam and the fee will be billed separately from tuition and fees in the fall semester.

Students that do not take the exam will not receive the AP designation on their transcript. All students who enroll in an AP course must sit for the exam.

**AWARDING CREDIT**

High school credits will be awarded at the end of each academic year for grades of A, B, C, and D. All courses taught at Model are worth 1.0 credits per semester.

Dual credit courses that are 3-4 credit hours will earn 0.5 credit toward graduation requirements and courses that are 1-2 credit hours will earn 0.25 credit toward graduation requirements. Dual credit course is awarded at the end of each semester.

**MIDDLE SCHOOL COURSES FOR HIGH SCHOOL CREDIT**

Middle school students may take designated courses and the high school shall accept for credit toward graduation and completion of high school course requirements, however the following requirements shall apply:

- Middle school students taking such courses must earn at least a “B” average for the final grade in the class for the course to count toward high school credit.
- Credits earned in middle school will be posted to the high school transcript but shall not be used in the calculation of the high school grade point average (GPA).

**DIPLOMA**

Students receiving a diploma from Model Laboratory High School shall fulfill graduation requirements that:

- Prepare graduates to become world class leaders by addressing the World Class Competencies;
- Meet or exceed graduation expectations established by the Kentucky Board of Education; and
- Meet or exceed Kentucky’s Pre-College Curriculum established by the Council of Postsecondary Education.
- In extenuating circumstances, the Superintendent may approve substitution or equivalencies for local (non-State Board of Education) graduation requirements.

**Graduation Requirements****ADVANCED PLACEMENT CAPSTONE DIPLOMA**

Students who meet the following requirements can earn the Advanced Placement (AP) Capstone Diploma or certificate awarded by The College Board. Students who have met all the requirements and have submitted the final AP research paper and completed the presentation and defense will be recognized as AP Capstone Diploma candidates at graduation.

- AP Capstone Diploma  
Earn AP exam scores of “3” or higher on each of four (4) AP assessments AND earn a score of “3” or higher on the AP seminar assessment AND earn a score of “3” or higher on the AP research assessment.
- AP Capstone Certificate  
Earn a score of “3” or higher on the AP seminar assessment AND earn a score of “3” or higher on the AP research assessment.

**INDIVIDUAL LEARNING PLAN (ILP)**

The development of the Individual Learning Plan (ILP) for each student shall be established within the first ninety (90) days of the sixth (6th) grade year and shall be focused on career exploration and related postsecondary education and training needs.

**OTHER PROVISIONS**

The School may award a diploma to a student posthumously indicating graduation with the class with which the student was expected to graduate.

The Superintendent, Principal, or teacher may award special recognition to students.

**ALTERNATIVE DIPLOMA**

Consistent with the School’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 School provide them with an alternative high school diploma to replace the certificate of attainment they received at time of graduation from the School.<sup>1</sup>

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.

**CERTIFICATE OF ATTENDANCE**

Seniors who are foreign exchange students are eligible for a certificate of attendance during commencement.

**Graduation Requirements**

**REFERENCES:**

<sup>1</sup>KRS 156.160; 20 U.S.C. § 1414

<sup>2</sup>KRS 158.142; 704 KAR 3:305

KRS 156.027; KRS 158.135

KRS 158.141; KRS 158.1411; KRS 158.1413; KRS 158.142; 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 3:305; 704 KAR 3:306; 704 KAR 3:535; 704 KAR 7:090

704 KAR Chapter 8

OAG 78-348; OAG 82-386

Kentucky Academic Standards

**RELATED POLICIES:**

08.1131; 08.11311; 08.14; 08.22; 08.222

09.126 (re: requirements/exceptions for students from military families)

**RELATED PROCEDURE:**

09.12 AP.25

**- VOLUME 12-****Access to Electronic Media****(Acceptable Use Policy)**

The School supports reasonable access to various information formats for students and employees and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use School technology.

**SAFETY PROCEDURES AND GUIDELINES**

The Superintendent shall develop and implement appropriate procedures to provide guidance for access to electronic media and students will follow ECU's Code of Ethics for Computing and Communications. Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

Internet safety measures, which shall apply to all School-owned devices with Internet access or personal devices that are permitted to access the School's network, shall be implemented that effectively address the following:

- Controlling access by minors to inappropriate matter on the Internet and World Wide Web;
- Safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
- Preventing unauthorized access, including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them.

A technology protection measure may be disabled by the School's designee during use by an adult to enable access for bona fide research or other lawful purpose.

Specific expectations for appropriate Internet use shall be reflected in the School's Code of Conduct including appropriate orientation for staff and students.

**Deleted:** The School shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate its initial Internet safety measures.¶

**PERMISSION/AGREEMENT FORM**

A written parental request shall be required prior to the student being granted independent access to electronic media involving School technological resources.

**Access to Electronic Media**

(Acceptable Use Policy)

**PERMISSION/AGREEMENT FORM (CONTINUED)**

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

**EMPLOYEE USE**

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

Employees are encouraged to use electronic mail and other School technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

Employees shall only communicate electronically with students through school-approved channels that have been approved/designated/authorized by the Superintendent, including but not limited to, student learning management system, official school (EKU) email, designated communication app, and student information platforms.

Technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

School employees and activity sponsors may set up blogs and other social networking accounts using School resources and following School guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for School employees and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, staff members will set up the site following any School guidelines developed by the Superintendent's designee.
3. Guidelines may specify whether access to the site must be given to School technology staff.
4. If written parental consent is not otherwise granted through AUP forms provided by the School, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.

**Access to Electronic Media**

(Acceptable Use Policy)

**EMPLOYEE USE (CONTINUED)**

5. Once the site has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use; and
  - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified faculty staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

**UNIVERSITY CODE OF ETHICS FOR COMPUTING AND COMMUNICATIONS**

All faculty, staff and students shall also abide by Policy 11.2.2P Code of Ethics for Computing and Communications.

**DISREGARD OF RULES**

Individuals who refuse to sign required acceptable use documents or who violate School rules governing the use of School technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Employees and students shall be subject to disciplinary action, up to and including termination (employees) and disenrollment (students) for violating this policy and acceptable use rules and regulations established by the School.

**RESPONSIBILITY FOR DAMAGES**

Individuals shall reimburse the School for repair or replacement of School property, including technology, that is lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a School web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including disenrollment and termination, as appropriate.

**RESPONDING TO CONCERNS**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

**Access to Electronic Media**

(Acceptable Use Policy)

**AUDIT OF USE**

Users with network access shall not utilize School resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system.

The Superintendent/designee shall establish a process to determine whether the School's education technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that meets requirements of Kentucky Administrative Regulations and that blocks or filters internet access for both minors and adults to certain visual depictions that are obscene, child pornography, or, with respect to computers with Internet access by minors, harmful to minors;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of minors.

**RETENTION OF RECORDS FOR E-RATE PARTICIPANTS**

Following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

**ISSUE/CHECKOUT OF SCHOOL OWNED ELECTRONIC DEVICES**

Electronic devices may be made available for student checkout but shall be the responsibility of the person to whom the device is issued and be subject to all provisions set out in the policy and related procedures. In addition, a signed AUP form must be on file at the school before an electronic device is issued to a student. Participants in the School's 1:1 Program shall refer to the user agreement for program guidelines and details.

Lost, stolen, and/or broken electronic devices must be reported to school personnel within twenty-four (24) hours. The student is financially responsible for the cost of replacing the electronic device in a timely manner. The student is financially responsible for the cost of repair and/or replacement of the electronic device in a timely manner. The School will bill for the loss through Infinite Campus.

**REFERENCES:**

KRS 156.675; KRS 365.732; KRS 365.734  
701 KAR 5:120  
16 KAR 1:020 (Code of Ethics)  
47 U.S.C. 254/Children's Internet Protection Act; 47 C.F.R. 54.520  
Kentucky Education Technology System (KETS)  
47 C.F.R. 54.516  
15-ORD-190  
Code of Ethics for Computing and Communications

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**Access to Electronic Media**

**RELATED POLICIES:**

03.13214/03.23214  
03.1325/03.2325  
08.1353; 08.2322  
09.14; 09.421; 09.422; 09.425; 09.426; 09.4261  
10.4; 10.5



## STUDENTS

## - VOLUME 12-

**Tuition and Student Fees****TUITION AND FEES TO BE CHARGED**

Tuition and fees are established annually by the Board of Regents. Tuition is billed annually, with regular monthly tuition installments. Tuition and fees may be paid upfront in their entirety or over ten (10) months of the year. If the ten (10) month payment method is utilized a social security number must be provided for the person responsible for payment.

Students who have outstanding balances as of May 20 may be disenrolled for the next school year.

The school may charge a non-refundable tuition deposit for the upcoming school year. The school may charge an application fee. A late payment fee will be assessed for tuition payments not received by the monthly due date.

For families with multiple students enrolled at Model, the oldest student's tuition (only) will be reduced by five percent (5%). Tuition (only) for Model students whose parent(s)/payers are assigned to Model for more than 60% full-time enrollment will be reduced by fifteen percent (15%). Fees are not discounted.

All tuition and fees owed to Model Laboratory School at Eastern Kentucky University or to Eastern Kentucky University must be paid before students can participate in graduation exercises or for release of educational records to other institutions.

**FINANCIAL AID**

Families may apply for financial aid each school year by submitting to the School's approved clearinghouse an application and paying the review fee. Financial aid awards, through a designated clearinghouse, are limited and an offer of aid in one school year does not guarantee an offer of aid in future school years.

**NON-PAYMENT/DEFAULT**

The Superintendent/designee may work with parents/payers of delinquent accounts on a payment plan to bring the account in good standing by June 30. ECU Billings and Collections will seek remedy in accounts after June 30.

**STUDENT FEES**

Fees for rental or purchase of instructional resources may be charged. All student fees and charges shall be adopted by the Board, including any class/course, tuition, test, and assessment fees. Approved fees shall remain in place until modified or removed by Board resolution.

In emergency or unanticipated situations, the Superintendent may approve other necessary fees in the interim until the Board of Regents convenes and approves the fee schedule.

Student activity fees or membership fees for clubs, sports, or extracurricular activities shall be approved by the Principal.

**Tuition and Student Fees****STUDENT FEES (CONTINUED)**

Fees collected for a specific purpose shall be used for that purpose only. This does not apply to extracurricular activities. The School assesses and collects additional dues for clubs, organizations, activities for which students opt to join, be part of, or attend as well as for graduation regalia, class rings, yearbooks, school pictures, senior portraits, optional college entrance exams, spirit wear and memorabilia, snacks, etc. for which the school makes payments on behalf of the student.

Students/families who qualify for free/reduced price lunch may request an exemption or exception to student fees, excluding tuition.

These fees do not include any fees or charges assessed by the University's food service provider. Overdue food service accounts may be subject to collections.

**REFERENCES:**

KRS 158.120; KRS 164.380  
237 S.W. 2D 65 (1951)  
OAG 80-47; OAG 91-75  
KRS 157.350; KRS 158.135  
702 KAR 7:125

**RELATED POLICIES:**

08.232  
09.12  
09.126 (re requirements/exceptions for students from military families)

## STUDENTS

## - VOLUME 12-

**School-Related Student Trips****EXTENSION OF CLASSROOM**

The School encourages school-related trips that are of significant educational value. Such trips are to be an extension of the regular classroom work and an integral part of the educational program. School-related student trips shall include all trips, excursions and events under the sponsorship of the school, including those during which a student represents the School.

**PRINCIPAL TO APPROVE**

Prior approval of the Principal/designee is required for all trips. The Principal/designee shall have the authority to approve school-related trips which fall into the following categories:

1. All regularly scheduled competitive events within the state;
2. All trips which are part of a tournament or play-off within the state in which the school is a participant;
3. All on-campus trips; and
4. All school-related trips of less than one (1) day duration and those with destinations within the state.

Any trip approved by the Principal's designee shall then be reported to the Principal.

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

**PRIOR APPROVAL**

Trip request must be submitted no later than three (3) weeks prior to the date of the trip. The Principal will approve or reject the request two (2) weeks prior to the date of the trip.

Deleted: ten (10) days

Deleted: seven (7) days

**SUPERINTENDENT/DESIGNEE APPROVAL**

Any school-related trips not falling within the guidelines above shall require prior approval of the Principal/designee and the Superintendent/designee, including overnight and international trips and those made outside the state.

Any trip approved by the Superintendent's designee shall then be reported to the Superintendent.

**DRIVERS/VEHICLES**

All University-owned and insured vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of University vehicles shall be in compliance with requirements specified in applicable statutes and administrative regulations.<sup>1</sup> Refer to Policy 06.342 Hazards in and on Bus for a list of prohibited items that cannot be transported on the bus.

Students and their parents/guardians shall be responsible for providing their own transportation for such trips in compliance with procedures adopted by the School in the event the School does not provide transportation.

**School-Related Student Trips****DRIVERS/VEHICLES (CONTINUED)**

If the school provides transportation to the event, all students are required to travel to the event on school-provided transportation. Exceptions can apply if approved by the Principal. Parents may sign students out at the end of the event via a sign-out sheet maintained by the school event sponsor. If a parent signs a student out, the parent accepts responsibility for the student.

**INSURANCE**

Only University insured vehicles or appropriately certificated common carriers shall be used for transporting students.<sup>3</sup>

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be approved by the Superintendent.

**SUPERVISION**

A University employee must accompany students on all school-sponsored or school-endorsed trips. For athletic trips, a nonfaculty coach or a nonfaculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.<sup>2</sup>

The number of chaperones (age 21 or older) shall be determined by the Principal but shall be no less than one (1) per fifteen (15) students, unless additional chaperones are needed based on destination of trip.

**MEDICATION**

Administration of medication to students during field trips shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be travelling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be travelling; and
2. Assign staff to accompany students on the field trip to address student medication needs; and
3. **Ensure at least one (1) chaperone who has completed the required medication training is accompanying students on the trip.**

**SAFETY OF STUDENTS**

The safety of students shall be the primary concern of all individuals participating in school-related student trips. The Principal/designee shall notify the school nurse of the trip and obtain from the nurse essential first aid supplies and materials to be taken on the trip.

**School-Related Student Trips****PARENTS' APPROVAL**

Parents are to be informed of the purpose of the trip, the approximate departure and return times, means of transportation, cost, supervision, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

**STUDENT EXPECTATIONS**

Only students currently enrolled in the School may participate in school-related or endorsed trips. Each student shall be expected to accept responsibility for his/her actions and follow all code of conduct rules. Complete field trip rules and regulations may be found in the Student Code of Conduct handbook.

**REFERENCES**

<sup>1</sup>KRS 156.153

<sup>2</sup>KRS 161.185

<sup>3</sup>702 KAR 5:060

702 KAR 7:125

KRS 158.110, KRS 158.838

KRS 160.340, KRS 189.125, KRS 189.540

702 KAR 1:160, 702 KAR 3:220

702 KAR 5:030, 702 KAR 5:080, 702 KAR 5:130

**RELATED POLICIES:**

03.1321; 03.2321; 06.342

09.15; 09.122; 09.221; 09.2241

**- VOLUME 12-****Duties of Superintendent****PROFESSIONAL ADVISOR**

The Superintendent shall be the professional advisor to the Board for matters related to Model Laboratory Schools at Eastern Kentucky University. The Superintendent has the general supervision, direction and control of the business of Model Laboratory School, subject to the oversight of the President, Board of Regents, and University policies, including, but not limited to, the power to enter into contracts on behalf of Model Laboratory School.

**EXECUTIVE OFFICER**

The Superintendent shall be the executive and academic officer of Model Laboratory Schools. As executive officer, the Superintendent is responsible for carrying out all policies and rules and regulations established by the Board.<sup>1</sup>

**SPECIFIC DUTIES**

The Superintendent shall:

1. Meet with the Board when necessary.
2. Serve as Chair of the Advisory Council (appointed by the President); ([KRS 164.380](#))
3. “The Superintendent of the Model and Practice School and the Commissioner of Education shall collaborate on the identification and research initiatives for the Model and Practice School that may be relevant to the Commonwealth.”
4. See that the laws relating to the school, the administrative regulations of the Kentucky Board of Education, and the policies of the School are carried into effect;
5. Prepare, under the direction of the Board, all rules, procedures, bylaws, tuition and fee schedule, and statements of policy for review, approval and/or adoption by the Board;
6. Have general supervision, subject to the control of the Board, of the general conduct of the schools, the management of business affairs and, in accordance with state law, the course of instruction, and the discipline of pupils;<sup>1</sup>
7. Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other schools;<sup>3</sup>
8. Prepare or have prepared all budgets, salary schedules, and reports required by the University and by the Kentucky Board of Education;<sup>3</sup>
9. Determine the need of extension of the Model Laboratory School;<sup>3</sup>
10. Receive and examine reports from faculty and other school officers;<sup>3</sup>
11. Make reports from time to time as directed by the Board;<sup>3</sup>
12. Be responsible to the University for the general condition of the schools;<sup>3</sup>
13. Meet all training and continuing education requirements specified in statute and administrative regulations.<sup>4</sup>

**Duties of Superintendent**

**SPECIFIC DUTIES (CONTINUED)**

- 14. Develop and implement procedures;
- 15. Prepare strategic plan and goals;
- 16.** Hire, assign and evaluate faculty and staff;
- 17. Recommend faculty for tenure;
- 18. Authorize agreements dealing with education research in consultation with legal counsel;  
and
- 19.** Develop and enact interim policies.

**REFERENCES:**

<sup>1</sup>[KRS 160.370](#); [OAG 78-274](#); [OAG 82-604](#)

<sup>2</sup>[KRS 160.380](#)

<sup>3</sup>[KRS 160.390](#)

<sup>4</sup>[KRS 156.111](#); [704 KAR 003:406](#)  
[KRS 15.257](#); [KRS 160.395](#); [KRS 164.380](#)

Adopted/Amended: 8/5/2024  
Order #:

**FISCAL YEARS 2024-2026  
EASTERN KENTUCKY UNIVERSITY  
BOARD OF REGENTS  
AUTHORIZING RESOLUTION**

Adoption of a resolution of the Board of Regents of Eastern Kentucky University authorizing the filing of a Kentucky House Bill (HB) 6 Project Grant Application for up to \$270,000 in HB 6 Funds with the Department for Local Government (DLG); authorizing and directing the President of Eastern Kentucky University to execute any documents which are deemed necessary by DLG to carry out this project; and authorizing the President or his designee to act as the authorized correspondent for this project.

**WHEREAS**, Eastern Kentucky University ("Recipient") desires to promote and carry out community development efforts upon receipt of the HB 6 appropriation, and supporting the HB 6 Project; and

**WHEREAS**, it is recognized that HB 6 monies available to the Recipient for the purposes stated herein, pursuant to 2024 Kentucky General Assembly HB 6 (Budget Bill), impose certain obligations and responsibilities upon the Recipient and will require among other things:

- (1) Approval of a satisfactory application transmitted to DLG for approval;
- (2) Registration with Finance & Administration Cabinet to do business with the Commonwealth; and,
- (3) Other obligations of the Recipient in connection with receiving the HB 6 grant of monies for the purposes stated herein;

BE IT THEREFORE RESOLVED this 12th day of September, 2024, by Eastern Kentucky University, that a HB 6 Project Grant Application on behalf of the Recipient for HB 6 monies up to \$270,000 for Clay County Eastern Kentucky University Scholarships Project shall be submitted to DLG; the Recipient shall provide such additional information and furnish such documentation as may be required, and the University President or his designee shall act as the authorized correspondent for this Project.

Done this 12th day of September, 2024. Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, members present voting unanimously in favor.

By: \_\_\_\_\_  
Dr. David T. McFaddin, President  
Eastern Kentucky University

ATTEST:

By: \_\_\_\_\_

Title: \_\_\_\_\_



**I. Proposed Asset Preservation Projects for the 2024-2026 Biennium - Additional Authorizations**

**II. Issue**

The Eastern Kentucky University Board of Regents must approve Asset Preservation Capital Projects for the 2024-26 biennium.

**III. Background and Process**

The Council on Postsecondary Education (CPE) updated prior biennial guidance for new submission and approval of Asset Preservation Projects. In accordance with these *Asset Preservation Pool Guidelines*, the University has identified FY24-26 Asset Preservation Capital Project authorization opportunities that will continue from prior biennial Board action. There will be additional proposed projects throughout the biennium, once initiated, projects are reimbursed following submission to the Office of State Budget Director. FY22-24 current projects require a local match; FY24-26 projects are not subject to local match.

Please see the attached schedule of proposed Asset Preservation Capital Projects per KRS 45.750(1)(f)(1) and Chapter 175, Part II, of the 2024 Acts of the General Assembly.

**IV. President's Recommendation**

It is the President's recommendation that the Board of Regents approve the proposed pooled Asset Preservation Capital Projects attached.

**Eastern Kentucky University**  
**Proposed Asset Preservation Capital Projects**  
**Projects - Main and Regional Campuses**

Renovate Mechanical Systems Pool	\$ 5,000,000
Campus Infrastructure Upgrade	\$ 6,500,000
Building Interior Renovations/Repairs/Upgrades	\$ 10,288,000
Total:	<u>\$ 21,788,000</u>

## **Action Agenda**

### **I. Recommendation for Honorary Degree**

### **II. Issue**

The proposal is to award an honorary degree to Richard Mattingly.

### **III. Background**

Richard Mattingly has been recommended for an honorary degree at Eastern Kentucky University.

### **IV. President's Recommendation**

Based upon the recommendations of the Honorary Degree Committee and other University Officials and entities, the President recommends approval.

## C. Richard Mattingly

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

- 1978 BA in Broadcasting
- Cystic Fibrosis
  - 1978-1983 Associate Executive Director of the Bluegrass Chapter
  - 1980 Cystic Fibrosis President's Award – Nation's Outstanding Executive
  - 1983-1986 Director of Field Operations
  - 1986-1989 Vice President of Field Operations
  - 1989-1993 Executive Vice President
  - 1993-2015 Executive Vice President and Chief Operating Officer
  - 2015 Retired as Executive Vice President
  - 2016 Cystic Fibrosis established the Carolyn and Richard Mattingly Award to honor Cystic Fibrosis-related medical professionals who excel in the mental health field. Carolyn was a 1979 ECU business administration graduate.
- Eastern Kentucky University
  - 2014-current – member of the Eastern Kentucky University Foundation Board; 2015-2018 chair of the Development Committee
  - 2015 ECU Make No Little Plans Comprehensive Campaign Steering Committee Member
  - 2020 Established the Carolyn C. Mattingly Endowed Scholarship for Psychiatric Mental Health Nurse Practitioners Program
  - 2024 Inducted into the Eastern Kentucky University Hall of Distinguished Alumni
- Luv U Project
  - March 2015 – present – Founder and President of the Luv U Project – [www.luvuproject.org](http://www.luvuproject.org)
  - Carolyn Mattingly understood what it meant to love.
  - Often signing her notes with "Luv u," she brought a special grace to even the simplest exchange. Carolyn's warm heart and genuine concern for making a difference was also demonstrated every day—through her countless commitments to family, causes, and community leadership.
  - On September 30, 2014, her life was abruptly, violently, and senselessly ended. In memory of Carolyn and as a tribute to her goodness, The Luv u Project was established as a lasting commitment from her husband (Rich), daughter, family, and friends to continue her legacy.
  - An all-volunteer organization, the mission of The Luv u Project is to turn an unacceptable tragedy into a quantifiable agenda and responsible actions that advance the understanding of, and treatments for, mental health issues.

## **C. Richard Mattingly**

- CRM Advisors, LLC
  - 2017-present - Founder and Principal of CRM Advisors, LLC
  - Advisory and consulting specializing in the non-profit sector. Drawing on over 45 years of unprecedented success and highly-recognized experience, providing insight and guidance on a wide spectrum of areas, including: executive leadership, governance, policy, advocacy, volunteer recruitment and stewardship, fund-raising, strategic planning, as well as specific program development.

**Eastern Kentucky University**  
**Board of Regents**  
**RESOLUTION**

**WHEREAS,** Vasu Vasudevan of Frankfort, Kentucky who received both his bachelor's degree in Electronics and Communication Engineering and his master's degree in Business Administration from Eastern Kentucky University, has served with distinction on the Eastern Kentucky University Board of Regents;

**WHEREAS,** with more than 30 years of experience working in information technology, consulting, cyber security, and project management for public and private sectors, he selflessly shared with the University and colleagues the resources of his time and professional expertise;

**WHEREAS,** he contributed significantly to the deliberations of the Board, demonstrating an unfailing commitment to the University and the well-being of its students, faculty, and staff;

**WHEREAS,** he steadfastly served as a valued and effective advocate for Eastern Kentucky University and the higher education community of the Commonwealth;

**BE IT THEREFORE RESOLVED** that the Eastern Kentucky University Board of Regents officially records its sincere appreciation for the service and leadership given by Regent Vasu Vasudevan.

Done this the 12<sup>th</sup> day of September 2024, by the Board of Regents of Eastern Kentucky University.

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**Mr. Mike Eaves**  
**Chair, Board of Regents**

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**Mr. Jeremiah Duerson**  
**Secretary, Board of Regents**

**Eastern Kentucky University**  
**Board of Regents**  
**RESOLUTION**

**WHEREAS,** Michael Garland, of Crestwood Kentucky, who received his bachelor's degree in Business Administration from Eastern Kentucky University, has served with distinction as a member of the Eastern Kentucky University Board of Regents;

**WHEREAS,** with more than 30 years of experience in executive leadership, he selflessly shared with the University and colleagues the resources of his time and professional expertise;

**WHEREAS,** he contributed significantly to the deliberations of the Board, demonstrating an unfailing commitment to the University and the well-being of its students, faculty, and staff;

**WHEREAS,** he steadfastly served as a valued and effective advocate for Eastern Kentucky University and the higher education community of the Commonwealth;

**BE IT THEREFORE RESOLVED** that the Eastern Kentucky University Board of Regents officially records its sincere appreciation for the service and leadership given by Regent Michael Garland.

Done this the 12<sup>th</sup> day of September 2024, by the Board of Regents of Eastern Kentucky University.

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**Mr. Mike Eaves**  
**Chair, Board of Regents**

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**Mr. Jeremiah Duerson**  
**Secretary, Board of Regents**