

To: Board of Education

From: David Cunningham, executive director, human resources & legal counsel, ext. 4937

Re: Board Policy Committee Recommendations

Date: June 8, 2017

Background:

The Board Policy Committee has met and determined a number of changes are necessary to meet state and federal requirements and to clarify and/or correct existing language.

BBBF District Payment for Board Professional Development and Business Travel

This policy is being amended to remove an incomplete sentence and correct a grammatical error. There is no change to the essence of the policy.

CBA Fraud

This policy is being amended to address grammatical errors and to add language to ensure compliance with state and federal law. The additional language also helps clarify who is responsible for receiving reports of alleged fraudulent activity.

CEF Expense Reimbursement and Purchasing Cards

This change removes the requirement to remit to the district reward points. Vendors do not provide the capability of re-routing these nominal value point situations when district credit cards are used to purchase goods and services for district purposes. There is no practical manner in which to enforce this provision and thus the committee recommends its removal.

CN Records

This policy is being revised to eliminate the title "director of communications." Titles can change and by restructuring this provision, the need to update policy if the title changes is eliminated. The committee is also recommending a change regarding the depositing of fees received for copies made to comply with a records request. The current language specifies said fees must be deposited in the general fund when in fact, it may be necessary to deposit them in another fund to meet the Kansas Department of Education accounting requirements. The suggested change gives administration the ability to deposit these funds in the "appropriate" account.

DC Annual Budget

Administration complies with this policy, but not necessarily in the manner specified. A preliminary budget is generated and presentations are made to the board explaining the recommendations. It is not the customary practice to provide a copy of the budget with supporting documents. The supporting materials are presented, usually in a PowerPoint presentation which is available to the board and the public.

DFAA Grants and Other Financial Resources

The committee recommends removing the sentence, “The board will be informed of all grant applications.” This is not a practical requirement given the number of grants sought throughout the year by teachers and administration for a variety of purposes. None of these routine grants involve new matching expenditures by the district. If a matching expenditure is required, other language in this policy does require board approval.

DJED Requirements for Bids and Quotations

It is recommended that minor changes be made to reflect the proper department (finance department rather than business office). The committee is also suggesting removal of unnecessary statutory references.

DJFA Purchasing Authority

The committee is recommending a minor change by removing the reference to the original House Bill pursuant to which this provision was required. There is no need to cite the original legislation or subsequent statute for the policy to be effective.

GAG Conflict of Interest

By adding the sentence, “If exempt from competitive bidding, then the contract must be approved by the board,” ensures an employee does not engage in conduct that is considered a conflict of interest. Services are not subject to bidding requirements; however, board policy sets forth certain requirements and this limitation ensures overall compliance with board policy.

JGCA Local Wellness Policy

There are numerous changes to this policy. The amendments are necessary to comply with new state and federal guidelines.

JS Student Fees and Meal Charges

The committee is adding “meal charges” to this policy to meet state and federal guidelines.

KN General Complaints

The committee recommended and the board adopted significant changes to the complaint process regarding discrimination, harassment and bullying allegations. To ensure a fair process with respect to complaints regarding district policy, curriculum, instructional materials, facilities, services, personnel, and other school-related matters, the committee adopted essentially the same procedures to streamline the process and ensure a thorough investigation of the complaint.

Rationale:

The changes described herein are recommended by the committee to ensure clear, grammatically-correct language and compliance with state and federal law.

Recommendation:

The Board Policy Committee recommends the review of the referenced policies. Once the review is complete and any suggested changes are considered, the committee will submit the final recommendations for amendment at the June 26, 2017 board meeting.

Motion:

“I move the Board of Education approve the review of the referenced policies for possible amendment at its June 26, 2017 meeting.”

BBBF District Payment for Board Professional Development and Business Travel BBBF

1 The district shall pay reasonable expenses for out of district travel by
2 board members for attendance at meetings that provide professional develop-
3 ment to board members. Such expenses can be paid directly by the district or
4 can be paid in the form of a reimbursement to board members for amounts pre-
5 viously paid by them. Any reimbursement payments to board members will re-
6 quire that the board member provide receipts consistent with the provisions of
7 Policy GAN Travel Expenses.

8 In-state meetings sponsored by the Kansas Association of School
9 Boards (KASB), the State Board of Education, the Kansas Department of Edu-
10 cation, or legislative activities do not require prior board approval for direct
11 payment of expenses by the district or *for* reimbursement of expenses to the
12 board member attending. ~~Direct payment for or reimbursement of expenses for~~
13 ~~attendance at other meetings or in the performance of district business.~~

14 Board members who provide their own transportation may be reim-
15 bursed for each mile actually traveled in attending board meetings and in the
16 performance of district business at the state's mileage reimbursement rate.

Approved: July 1, 2001

Reviewed by Board Policy Committee: December 9, 2002

Amended: March 10, 2003

Reviewed by Board Policy Committee: August 15, 2005

Amended: October 10, 2005

Reviewed by Board Policy Committee: December 3, 2008

Amended: February 9, 2009

Amended: September 22, 2014

Amended: June 26, 2017

1 Fraud is an intentional act that results in misappropriation of
2 assets, or misstatements or omissions in reporting financial, personnel,
3 student, or other information.

4 All employees of the district are expected to act with integrity and
5 due diligence in duties involving the district's resources, financial or
6 otherwise. Employees must not use their position or any knowledge
7 gained from their employment, for private gain or advantage for
8 themselves or for any other person.

9 Employees are required to report suspected improper or illegal
10 activity to appropriate ~~S~~school ~~D~~district administrators, or the ~~B~~board of
11 ~~E~~education.

12 The ~~B~~board of ~~E~~education will not tolerate any form of reprisal,
13 retaliation, or discrimination as a result of this reporting. An employee
14 who believes that he/she has suffered reprisal, retaliation, or
15 discrimination in violation of this policy shall report the incident(s) to
16 the District Compliance Coordinator.

17 The ~~B~~board of ~~E~~education considers violations of this policy to be a
18 major offense that will result in disciplinary action against the offender,
19 regardless of the offender's position within the ~~S~~school ~~D~~district.

20 If an investigation substantiates an allegation of fraud, the
21 employee(s) involved may be subject to discipline up to and including
22 termination of employment. The superintendent shall report to the board
23 the results of such a fraud investigation. Results of the investigation shall
24 not be disclosed to or discussed with anyone other than those individuals
25 with a legitimate need to know. The superintendent shall report

1 fraudulent actions that may be subject to civil or criminal penalties to law
2 enforcement.

3 **Fraud Prevention and Investigation**

4 All employees, board members, consultants, vendors, contractors,
5 and other parties maintaining a business relationship with the district
6 shall act with integrity and due diligence in duties involving the district's
7 fiscal resources.

8 The superintendent shall direct the development of internal controls
9 to aid in preventing and detecting fraud and financial impropriety *or*
10 *irregularity* within the district. Each member of the management team
11 shall be alert for any indication of fraud or financial impropriety *or*
12 *irregularity* within his/her area of responsibility.

13 **Reporting Fraud**

14 An employee who suspects fraud or other impropriety *or irregularity*
15 shall promptly report those suspicions to the immediate supervisor and/or
16 the superintendent *or the superintendent's designee*. The superintendent
17 shall have primary responsibility for any investigations, in coordination
18 with legal counsel and other internal or external departments and agencies
19 as appropriate.

20 **Whistleblowers**

21 The district encourages complaints, reports, or inquiries about
22 illegal practices or violations of district policies, including illegal or
23 improper conduct by the district, its leadership, or by others on its behalf.
24 Reports could include, but not be limited to, financial improprieties,
25 accounting or audit matters, ethical violations, or other similar illegal or

1 improper practices or policies. The district prohibits retaliation by or on
2 behalf of the district against staff members who make good faith
3 complaints, reports, or inquiries under this policy or for participations in
4 a review or investigation under this policy. This protection extends to
5 those whose allegations are made in good faith but prove to be mistaken.
6 The district reserves the right to discipline persons who make bad faith,
7 knowingly false, or vexatious complaints, reports or inquiries, or who
8 otherwise abuse this policy.

9 Complaints, reports, or inquiries may be made under this policy on a
10 confidential or anonymous basis. They should describe in detail the
11 specific facts demonstrating the bases for the complaints, reports, or
12 inquiries. They should be directed to the superintendent *or the*
13 *superintendent's designee*. (If the superintendent is implicated in the
14 complaint, report, or inquiry, it should be directed to the board of
15 education). The district will conduct a prompt review or investigation.
16 The district may be unable to fully evaluate a vague or general complaint,
17 report, or inquiry that is made anonymously.

Approved: November 12, 2007

Reviewed by Board Policy Committee: November 5, 2008

Amended: May 11, 2009

Amended: December 14, 2009

Amended: June 26, 2017

CEF Expense Reimbursement and Purchasing Cards

CEF

1 The use of district motor vehicles and district purchasing cards by the
2 superintendent and staff persons shall be confined to necessary school busi-
3 ness. The board shall monitor monthly receipts and reimbursement expenses of
4 the superintendent. The superintendent shall monitor monthly receipts and re-
5 imbursement expenses of staff. Expenses for district travel in personal vehi-
6 cles or extended travel incurred in the performance of official duties shall be
7 reimbursed in accordance with the provisions of Policy GAN.

8 ~~All rewards points or cash back payments earned using district credit~~
9 ~~cards are district property and shall be either applied to future district credit~~
10 ~~card purchases or remitted to the district treasurer for accounting and deposit.~~

Approved: July 1, 2001

Amended: January 13, 2003

Reviewed by Board Policy Committee: March 3, 2003

Reviewed by Board Policy Committee: January 17, 2006

Reviewed by Board Policy Committee: November 5, 2008

Amended: January 12, 2009

Amended: September 22, 2014

Amended: November 9, 2015

Amended: June 26, 2017

CN Records

CN

1 The ~~director of communications has been designated by the board~~ *shall*
2 *designate as the* a Freedom of Information Officer with the authority to
3 establish and maintain a system of records in accordance with the Kansas Open
4 Records Act and may assign the clerk of the board and other district employees
5 to handle requests for records and serve as the custodians of the records. The
6 custodians shall prominently display and distribute or otherwise make available
7 to the public a brochure describing the district's compliance with the Kansas
8 Open Records Act.

9 Types

10 A public record means any recorded information, regardless of form or
11 characteristics, that is made, maintained or kept by or is in the possession of
12 the district, including those exhibited at public board meetings.

13 District Records

14 Records maintained by the superintendent shall include, but not be
15 limited to, the following: financial, personnel, and real and personal property
16 owned by the district.

17 Building Records

18 Records maintained by the building principals shall include, but not be
19 limited to, the following: activity funds and student records. (See JR et seq.)

20 Public Access

21 All records, except those subject to exception by the Kansas Open
22 Records Act, shall be open to inspection by the general public during regular
23 office hours of any school or the district office. The superintendent shall
24 establish procedures for making records available on normal business days

1 during business hours. Copies of open records shall be available on written
2 request. Requests for access to open records shall be made in writing to an
3 official custodian of district records. The official custodian shall examine
4 each request to determine whether the record requested is an open record or is
5 subject to an exception by the Kansas Open Records Act. The custodian shall
6 either grant or deny the request accordingly.

7 If the custodian does not grant the request, the person requesting the
8 record shall receive a written explanation of the reason for the denial within
9 three days of the request, if an explanation is requested. If the requester
10 disagrees with the explanation, the freedom of information officer shall settle
11 the dispute.

12 To the extent possible, requests for access to records shall be acted on
13 immediately. If the request is not acted on immediately, the custodian shall
14 inform the requester of when and where the open record will be made available.
15 The record shall be made available within three business days of the request. If
16 the materials cannot be assembled within three days, the requester shall be
17 informed of the earliest date they will be available. Each custodian shall file
18 all requests and their dispositions in the appropriate office and make reports as
19 requested by the superintendent or the board.

20 The board shall annually set a fee for copies of records. Advance
21 payment of the expense of copying open records shall be borne by the
22 individual requesting the copy. Under no circumstances shall the documents be
23 allowed out of their usual building location without approval of the official
24 custodian. Revenue from copying open records will be deposited in the
25 *appropriate district's ~~general~~ fund.*

1 Disposition

2 All district office records shall be kept for at least the minimum length
3 of time required by law. The clerk of the board is designated as the official
4 custodian of all board records maintained by the district. Each building
5 principal is designated as official custodian of all records established and
6 maintained at the building level. In addition to those records required by law,
7 the clerk of the board shall be responsible for preparing and keeping other
8 records necessary for the district's efficient operation.

9 District employees shall follow the guidelines found in the student
10 records policies (See JR and JRB).

Approved: July 1, 2001

Reviewed by Board Policy Committee: April 14, 2003

Amended: June 2, 2003

Reviewed by Board Policy Committee: March 9, 2006

Amended: May 8, 2006

Reviewed by Board Policy Committee: November 19, 2008

Amended: January 12, 2009

Amended: June 26, 2017

1 Financial Priorities

2 The board will establish financial priorities for the district on a
3 short-term, intermediate, and long-term basis.

4 Annual Budget

5 The district budget shall be prepared under the direction of the super-
6 intendent in accordance with the approved budget process and shall reflect
7 the district's educational goals.

8 The board encourages detailed cost benefit analysis studies of all
9 programs funded by the district's budget.

10 The superintendent shall follow the adopted budget.

11 The district shall fund the budget according to the fiscal and budget-
12 ary procedures required by the State of Kansas.

13 Budget Forms

14 The budget forms and budget summary documents used shall be those
15 required by the Kansas State Department of Education. Supplementary in-
16 formation may be prepared for use by the board and patrons of the district.

17 ~~(SB-83)~~

18 Deadlines and Schedules

19 Deadlines and time schedules will be approved by the board.

20 Recommendations

21 Recommendations of the superintendent and professional staff con-
22 cerning the district's educational program and related budget figures shall
23 be presented to the board prior to submission of the preliminary draft
24 budget.

1 Preliminary Adoption Procedures

2 A preliminary draft of the district's budget shall be submitted by the
3 superintendent to the board on or before August 1st each year, ~~with sup-~~
4 ~~porting documents explaining t~~The rationale and contents of the budget's
5 line items and projected special fund expenditures shall ~~accompany the~~
6 ~~draft budget~~ *be presented to the board.*

7 The superintendent shall be responsible for developing *the presenta-*
8 ~~tion the budget cover letter. The letter may include a restatement of the~~
9 ~~goals and objectives of the district and a list of financial priorities. A de-~~
10 ~~tailed breakdown of line item expenditures shall supplement the letter.~~
11 ~~Fund expenditures and line items shall also be explained to show explain-~~
12 ~~ing~~ how the budget meets the goals and objectives of the district and en-
13 hances completion of priority programs.

14 Hearings and Reviews

15 The board will conduct a budget hearing according to state law. Ad-
16 ditional hearings may be conducted at the discretion of the board.

17 All budget reports, cover letters, and copies of the draft budget shall
18 be made available to interested patrons after being made available to the
19 board.

20 Budget Transparency

21 The district shall comply with the requirements of the Kansas Uni-
22 form Financial Accounting and Reporting Act and rules and regulations
23 promulgated by the Kansas State Board of Education thereunder in main-

1 taining, reporting, publishing on the district’s website, and making availa-
2 ble to the public specified budgetary records, forms, and information.

3 Budget Adoption

4 The board may amend the draft budget. The board will approve the
5 budget on or before the date specified by state law.

Encumbrances

6 An encumbrance shall be made when a purchase is made or when an
7 approved purchase order is processed. All encumbrances shall be charged
8 to the appropriate fund within the approved annual budget.

Approved: July 1, 2001

Reviewed by Board Policy Committee: August 18, 2003

Amended: October 13, 2003

Reviewed by Board Policy Committee: August 21, 2006

Amended: October 23, 2006

Reviewed by Board Policy Committee: November 4, 2009

Amended: January 11, 2010

Amended: November 9, 2015

Amended: June 26, 2017

DFAA Grants and Other Outside Financial Resources

DFAA

1 The board encourages the superintendent to secure federal, state, and
2 private grants, or other alternative funding sources for use in curriculum de-
3 velopment, professional development, instructional or activity programs, and
4 other areas as directed by the board.

5 ~~The board will be informed of all grant applications.~~ Any grant appli-
6 cation that involves matching or other resource commitment by the district
7 must have the approval of the board prior to submission.

Approved: October 25, 2004

Reviewed by Board Policy Committee: August 21, 2006

Reviewed by Board Policy Committee: October 28, 2009

Amended: December 14, 2009

Amended: June 26, 2017

DJED Requirements for Bids and Quotations

DJED

1 All purchases requiring competitive bids shall be made in compliance
2 with current statutes (~~K.S.A. 72-6760~~); however, notwithstanding the statutory
3 exceptions, the board may require a bid in amounts less than that required or
4 for items or services excepted by law.

5 The ~~business office~~ *finance department* shall develop and maintain
6 lists of potential suppliers. Bid lists shall be used to notify potential bidders.

7 Bid Specifications

8 All bid specifications shall be written by the district's purchasing di-
9 rector and/or with the responsible administrator. Specifications shall include,
10 when necessary: required performance, surety, bid and statutory bond infor-
11 mation; compliance with preferential bid law; financial statements; the
12 board's right to reject any or all bids; compliance with all federal, state and
13 local laws, ordinances, and regulations; the date, time, and place for the open-
14 ing of bids; and other items as the board directs.

15 The board will avoid negotiation of bid specifications after bids have
16 been solicited and will correct specifications if they are not clearly written
17 and request new bids. If a significant error is discovered in the bid specifica-
18 tions, all bids shall be returned unopened and the project shall be re-bid using
19 corrected and/or amended specifications.

20 Procedures

21 All bids must be submitted to the district's purchasing director in
22 sealed envelopes with the name of the bidder and the date of the bid opening
23 plainly marked in the lower left-hand corner of the envelope. All bids

1 shall be opened publicly on the stated day and time. All bidders and other in-
2 terested persons may be present when the bids are opened.

3 Bids may be opened by the district’s purchasing director, a repre-
4 sentative of the ~~business office~~ *finance department*, or other person designated
5 by the superintendent, and such opening shall be witnessed by one other dis-
6 trict employee. The bids shall then be arranged in order from low to high be-
7 fore they are presented to the board for action.

8 Responsible Bidder

9 All bids shall be awarded to the lowest responsible bidder. The board
10 remains the sole judge of whether or not a bidder is “responsible.” Criteria
11 that may be used to judge “responsible,” by way of illustration and not limita-
12 tion, are: financial standing, reputation, experience, resources, facilities,
13 judgment, and efficiency.

14 The board may investigate the “responsibleness” of any bidder by us-
15 ing information at hand to form an intelligent judgment, such as the architect
16 or engineer, previous clients of the bidder, their own investigation, or an out-
17 side investigation agency.

18 The board may award a contract to a local bidder whose bid does not
19 exceed the low bid by more that 1% and who agrees to match the amount of the
20 low bid. ~~(KSA 72-6760)~~

21 Withdrawal of Bids

22 Any bid may be withdrawn and/or corrected prior to the scheduled
23 time for opening of bids. Any bid received after the publicized date and time
24 shall not be considered by the board.

1 Rejection of Bids

2 The board reserves the right to reject any and all bids and to ask for
3 new bids. This reservation shall be specified in the publication or
4 notification of bid letting.

5 The board reserves the right to waive any informalities in, or reject
6 any parts of a bid.

7 Multi-State Purchasing Pools

8 The board may participate in purchasing pools as allowed by law.

Approved: July 1, 2001

Amended: October 8, 2001

Amended: April 26, 2004

Reviewed by Board Policy Committee: September 5, 2006

Amended: November 13, 2006

Reviewed by Board Policy Committee: November 4, 2009

Amended: January 11, 2010

Amended: June 26, 2017

DJFA Purchasing Authority

DJFA

1 The superintendent is authorized to execute contracts on behalf of the
2 district for the purchase of goods and services if the amount is less than
3 \$20,000 and the purchase is part of an approved budget with sufficient budget
4 authority available ~~(HB 2786)~~. The board shall receive reports on any con-
5 tracts.

Approved: October 8, 2001

Reviewed by Board Policy Committee: September 15, 2003

Amended: September 11, 2006

Amended: June 26, 2017

GAG Conflict of Interest

GAG

1 District employees are prohibited from engaging in any activity that
2 may conflict with or detract from the effective performance of their duties. No
3 employee shall attempt, during the school day or on school property, to sell or
4 endeavor to influence any student or school employee to buy any product, arti-
5 cle, instrument, service, or other items which may directly or indirectly bene-
6 fit the school employee. No school employee shall enter into a contract for
7 remuneration with the district other than a contract for employment unless the
8 contract is awarded on the basis of competitive bidding. *If exempt from com-*
9 *petitive bidding, then the contract must be approved by the board.*

Approved: July 1, 2001

Reviewed by Board Policy Committee: May 19, 2003

Reviewed by Board Policy Committee: August 29, 2005

Reviewed by Board Policy Committee: September 3, 2008

Amended: June 26, 2017

1 Lawrence Public Schools is committed to ~~providing school environments~~
2 ~~that promote and protect children’s health, well being and ability to learn by~~
3 ~~supporting healthy eating and physical activity. As such, the board shall~~
4 ~~promote and monitor a local wellness program addressing nutrition, nutrition~~
5 ~~education and physical activity~~ *the optimal development of every student. In*
6 *order for students to have the opportunity to achieve personal, academic,*
7 *developmental, and social success, staff will need to create positive, safe, and*
8 *health-promoting learning environments at every level, in every setting,*
9 *throughout the school year.*

10 *This policy outlines the district’s approach to ensuring environments and*
11 *opportunities for all students to practice healthy eating and physical activity*
12 *behaviors throughout the school year while minimizing commercial distractions.*

13 Therefore, it is the policy of Lawrence Public Schools that:

- 14 • Schools will provide nutrition education and physical education to foster
15 lifelong habits of healthy eating and physical activity, and will establish
16 linkages between health education, school nutrition programs and related
17 community services.
- 18 • All students in grades *PreK-12* will have opportunities, support, and
19 encouragement to be physically active on a regular basis.
- 20 • Students will be provided adequate time to eat in settings that are clean,
21 safe, and pleasant.
- 22 • ~~To promote student health and to help to reduce childhood obesity, the~~
23 ~~district will apply the Dietary Guidelines for Americans, issued by the~~
24 ~~U.S. Department of Agriculture, in determining foods and beverages that~~

- 1 ~~can be served in the school district. Reimbursable school meals will~~
2 ~~comply with the regulations set forth in the Federal Child Nutrition Act.~~
- 3 • *Students in the district have access to healthy foods throughout the school*
4 *day, both through reimbursable school meals and other foods available*
5 *throughout the school campus, in accordance with federal and state*
6 *nutrition standards.*
 - 7 • *School staff are encouraged and supported to practice healthy nutrition*
8 *and physical activity behaviors in and out of school.*
 - 9 • ~~Local wellness goals will be implemented that reflect the Kansas State~~
10 ~~Department of Education’s Wellness Policy Report for each school level.~~
11 ~~A plan for annually determining such goals and assessing goal~~
12 ~~accomplishments will be developed. Development of the plan will involve~~
13 ~~parents, students, representatives of the food service department, the~~
14 ~~school board, administrators, school personnel, and the public. The plan~~
15 ~~will designate district employees who will be charged with operational~~
16 ~~responsibility for ensuring that the wellness policy is effectively~~
17 ~~implemented.~~
 - 18 • *The district establishes and maintains an infrastructure for management,*
19 *oversight, implementation, communication about, and monitoring of the*
20 *policy and its established goals and objectives.*

Approved: June 12, 2006

Reviewed by Board Policy Committee: February 27, 2008

Amended: June 26, 2017

JS Student Fees and Meal Charges

JS

1 The board will approve a schedule of enrollment fees, *meal charges*, and
2 other fees. The superintendent shall distribute that schedule to all principals.

3 The fee schedule shall include:

- 4 • A list of all items for which a charge is to be collected;
- 5 • The amount of each charge;
- 6 • The date due;
- 7 • A system for accounting for and disposing of fees;
- 8 • Classifications of students exempt from the fee or charge; and
- 9 • An appeal procedure to be used by students or parents to claim exemption
10 from paying the fees or charges.

11 Principals are responsible for the collection of fees approved by the
12 board.

13 Except where designated otherwise by the board or superintendent, prin-
14 cipals shall attempt to collect from students or their parents the replacement
15 value of school property lost, damaged, or destroyed by a student. If, after
16 the attempt to collect, the amount remains unpaid, the principal shall report
17 the matter to the superintendent who may consult with the school board's at-
18 torney, and may recommend a course of action to the board.

19 Student records may not be withheld due to non-payment of monetary
20 obligations. (See JRB)

21 Credit/Debit Cards

22 Credit or debit cards may be accepted to pay fees, fines, and charges due
23 the district. A fee may be collected to cover costs of accepting credit or debit
24 cards.

1 Checks Returned for Insufficient Funds

2 Checks may be accepted to pay fees, fines, and charges due the district.

3 A fee of \$30 shall be assessed to cover collection costs for checks returned

4 due to insufficient funds.

Approved: July 1, 2001

Reviewed by Board Policy Committee: February 7, 2005

Amended: April 11, 2005

Amended: February 12, 2007

Amended: June 27, 2016

Amended: June 26, 2017

KN General Complaint

KN

1 The board encourages all complaints regarding the district not otherwise
2 provided for under specific policies to be resolved at the lowest possible
3 administrative level. Complaints about district policy, curriculum, instructional
4 materials, facilities, services, personnel, and other school related matters ~~will~~
5 ~~be handled according to administrative policy and procedures~~ *shall be filed*
6 *with the District Compliance Coordinator. If a complaint is filed with another*
7 *administrator, it shall be forwarded to the District Compliance Coordinator.*
8 *The District Compliance Coordinator shall determine who shall investigate the*
9 *complaint and assign the matter to that administrator.* ~~After all administrative~~
10 ~~policy and procedures regarding such complaints have been utilized, the~~
11 ~~superintendent shall report any unresolved complaint about policies to the~~
12 ~~board at the next regularly scheduled board meeting.~~

13 Whenever a general complaint is made directly to the board as a whole or
14 to a board member as an individual, it will first be referred to the
15 ~~administration~~ *District Compliance Coordinator* for investigation and
16 resolution.

17 *The District Compliance Coordinator or designee shall conduct an*
18 *investigation in accordance with the following procedures:*

- 19 1. *Review the complaint;*
- 20 2. *Interview the complainant and appropriate witnesses;*
- 21 3. *Determine appropriate resolution; and,*
- 22 4. *Communicate resolution to complainant.*

23 *The investigator shall contact the complainant within ten (10) calendar days of*
24 *receiving the complaint. Once the investigation is complete, the investigating*
25 *administrator shall notify the complainant that the matter has been addressed*

KN General Complaint

KN-2

1 *and share the resolution, provided such information does not violate*
2 *confidentiality requirements pertaining to students or employees.*

3 *If the complainant is not satisfied with the resolution, an appeal may be*
4 *filed with the District Compliance Coordinator. Complainant must file the*
5 *appeal within ten (10) calendar days of receiving the resolution. The District*
6 *Compliance Coordinator may extend the filing deadline for good cause.*

7 *The District Compliance Coordinator shall determine the appropriate*
8 *level to which the appeal is assigned. Appeals from the department or building*
9 *level shall be investigated and resolved by the District Compliance Coordinator.*
10 *Appeals from the District Compliance Coordinator shall be investigated and*
11 *resolved by the Superintendent. Appeals from the Superintendent shall be*
12 *investigated and resolved by the board of education or the board's designee. If*
13 *the board appoints a designee to investigate the complaint, such designee shall*
14 *provide the board a recommendation which the board shall adopt or revise as*
15 *the board, in its sole discretion, determines appropriate. Appeals must be*
16 *investigated and resolved within forty-five (45) days of the date the complainant*
17 *files the appeal with the District Compliance Coordinator.*

18 *If the administration cannot effect a resolution such will be reported to*
19 *the board.*

Approved: July 1, 2001

Reviewed by Board Policy Committee: January 31, 2005

Amended: March 14, 2005

Amended: May 14, 2007

Reviewed by Board Policy Committee: October 31, 2007

Amended: February 25, 2008

Amended June 26, 2017