

Minority Data

Schools that have 8 percent or greater minority membership in their student population are required to have minority membership on their school council [KRS 160.345(2) (b)2]. Annually, the Kentucky Department of Education (KDE) calculates data to determine which school councils will need minority members. KDE uses the Superintendent's Annual Attendance Report (SAAR) to calculate this data. This data provides the most accurate data that is available to the staff in the SBDM office. The calculate data is located on the [SBDM technical assistance page](#).

If your school councils require the addition of a minority parent and teacher member, the principal, based on the statute, must work with parent and teacher organizations to select minority parent and teacher representatives. This will increase the membership of the school council to eight (one administrator, three parents and four teachers). If you have questions, please contact Judy Littleton at (502) 564-3791, ext. 4027, or judith.littleton@education.ky.gov.

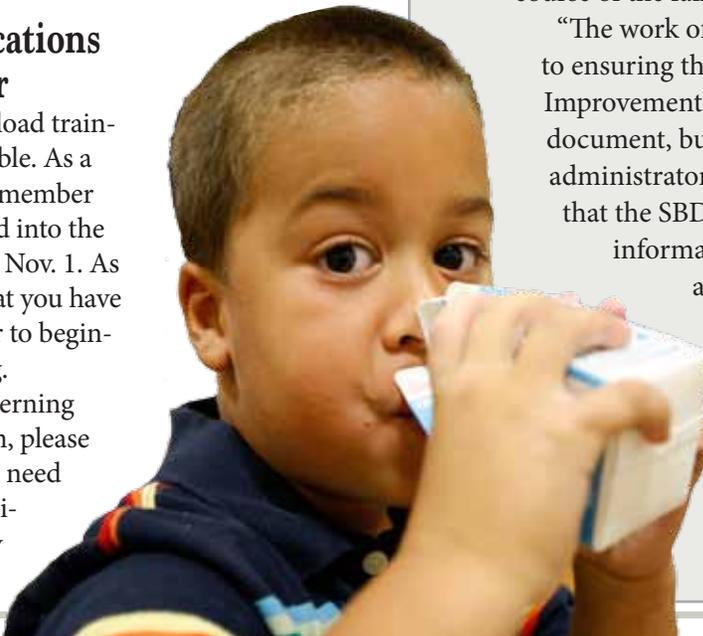
SBDM Training Online

KDE has partnered again this year with KET to provide the online SBDM required training sessions. The session, Introduction to SBDM, is a facilitated course with a minimal fee of \$95 per participant. Experienced members have several options of self-paced courses that are not facilitated and are free. Access to information about these courses can be found on the KET website. Further information about the facilitated Introduction to SBDM course can be found on the KET Education Store website. If you have questions about the course or about payment for the introduction course, please contact KET at pd@ket.org or at (800) 432-0951.

SBDM Verifications Reminder

The link for districts to upload training verification data is available. As a reminder, all school council member verifications are to be entered into the Web application database by Nov. 1. As a reminder, please ensure that you have all of the data you need prior to beginning the process of inputting.

If you have questions concerning the training verification form, please contact Judy Littleton. If you need assistance with the Web application, please contact Windy Newton.



Setting Achievement Gap Targets

Below is text from Commissioner Terry Holliday's e-mail to superintendents dated Aug. 26, 2013. The data referenced about your students does not refer to embargoed state data but to data schools already have. EXPLORE, PLAN, ACT and schools' own formative data with which they have placed students should assist in knowing if the delivery targets for gap and proficiency in the current report card are good targets. Schools already should be using those targets to meet the Oct. 1 deadline. After schools have their new report card data, your school council could change the targets. Holliday wrote:

"With the release of School Report Cards at the end of September and an October deadline for setting KRS 158.649 Gap targets in ASSIST, we realize it is a quick turnaround. Our belief is that schools and SBDM Councils will have been reviewing the data as it has been released, are looking at the targets already projected in the School Report Card for 2013-14 and are beginning to have the discussions in council meetings about the data and information that will be included in the October 1 information in ASSIST. Councils are instrumental in assuring that the targets and the work being done in the schools are aligned. The information in ASSIST can continuously change if you want to set higher targets and certainly if you have strategy changes you wish to make over the course of the fall as you address student needs.

"The work of the SBDM Council is crucial to ensuring that the Consolidated School Improvement Plan (CSIP) is not just another document, but the way we do work. All administrators at all levels need to ensure that the SBDM Council has access to all information about CSIP and CDIP available at <http://education.ky.gov/school/csip/Pages/default.aspx>, which we keep updated with the latest information. Questions on this matter may be directed to csipdsip@education.ky.gov."

Welcome our newest SBDM consultant, Sharma Aitken

Sharma Aitken is an SBDM program consultant with the Office of Next Generation of Schools and Districts at the Kentucky Department Education. She has an incredible passion for working in education and understands the power of patience for achieving success. She brings a “Get up and do what you have to do” attitude to the department.

Aitken has a strong devotion for immersing herself in the field of education with her goal of building good relationships with harmony. She has maintained dual teaching certifications and received her master’s degree in teaching Exceptional Children – Learning and Behavior Disorders from Kentucky State University. Her career highlights include serving as a school council member and a professional learning committee facilitator. Aitken enjoys working collaboratively to assist all stakeholders in bridging the student achievement gap. She resides in Frankfort with her husband Scott and two sons: Kenneth and Shamari. She can be contacted at (502) 564-3791, ext. 4028, or sharma.aitken@education.ky.gov.



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Emergency Plan Policy

As required by Senate Bill 8 (2013), all school councils will need to adopt an Emergency Plan Policy by Nov. 1. Within this policy are the school’s specific procedures and the monitoring required to implement the school’s Emergency Plan. Note that the Emergency Plan Policy is not the specific emergency procedures that the school will adopt, but how the school will monitor the implementation of the school’s emergency plan.

A sample Emergency Plan Policy is posted on the [SBDM homepage](#). The policy sample is not an exemplar policy. Schools will need to develop a policy that meets their individual needs.

Each district is required to submit assurances based around the Emergency Plan and SBDM policy. These assurances are located on the KDE [SB8/HB354 Safe Schools](#) Web page. Your superintendent must certify in ASSIST that all schools comply with the requirements of SB8/HB354 by Nov. 1. To meet this deadline, school councils will need to immediately begin developing their plan and policy.

Library Media Specialist Requirement

Each school must have a certified library media specialist employed to manage the school’s media center. KDE is seeing a rise in schools that are not employing a certified library media specialist. The statute reads: “Schools shall employ a school media librarian to organize, equip, and manage the operations of the school media library. The school media librarian shall hold the appropriate certificate of legal qualifications in accordance with KRS 161.020 and 161.030.” [KRS 158.102(2)(a)]. As SBDM coordinator, please ensure that each of your schools’ allocated library media specialist positions are filled with a fully certified library media specialist. If you have questions, please contact Sharma Aitken at (502) 564-3791, ext. 4028, or sharma.aitken@education.ky.gov.