

## Training webinar available

The KDE SBDM Webinar for trainer endorsement is now available online from the SBDM [Training page](#). We encourage you to download the *14-15 Trainer Endorsement PowerPoint* prior to viewing the video to use as a guide during the presentation. At the end of the presentation will be directions on how to be added to our 2014-15 SBDM [Endorsed Trainer List](#). This list will be updated weekly to include the newly endorsed trainers.

## Coordinator, Election handbooks updated

The SBDM Coordinator Handbook and the KDE Election Handbook have both been updated with minor revisions since the March SBDM trainings. These updated versions are available on the KDE SBDM [website](#).

KDE is currently working on a SBDM Personnel Guide that that will be available in the near future.

## Summer consultation recommended

KDE recommends having something written in a school's policies regarding consultation and quorum. This is important for vacancies that may arise over the summer while council members could be away on vacation. Without a statement on quorum in the consultation policy, a school could miss out on a highly qualified and in-demand candidate due to the council being required, by their policy, to wait for the majority of members to be present.

## Getting ready for the principal selection process

It's the time of year when some schools are finding themselves needing to go through the principal selection process. Whether your school is currently in the selection process or is planning to begin the process this summer, there are some things to remember.

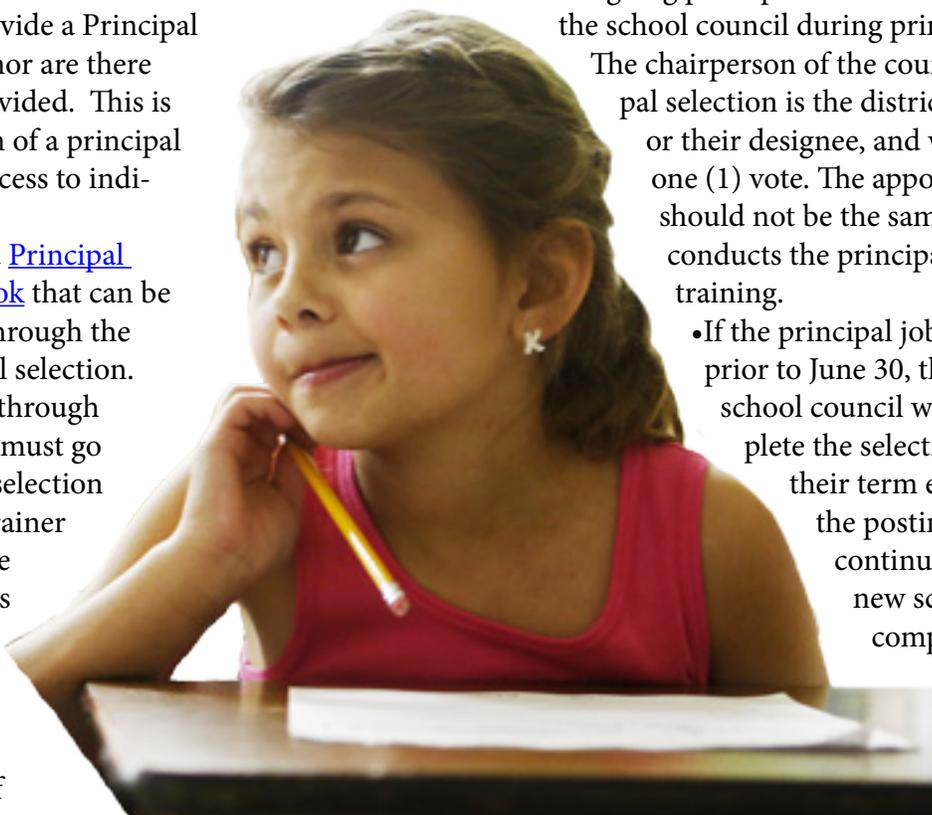
- KDE does NOT provide a Principal Selection Module nor are there EILA numbers provided. This is due to the selection of a principal being a unique process to individual schools.
- KDE does provide a [Principal Selection Guidebook](#) that can be used while going through the process of principal selection.
- Each council going through principal selection must go through principal selection training with the trainer being chosen by the school council. This training can be provided by a district office person, or a person from one of

the local educational cooperatives or other professional organizations. Training should be focused on legal interviewing techniques and questions as well as goals for the school and community in hiring a new principal.

- The outgoing principal does not serve as chair of the school council during principal selection.

The chairperson of the council during principal selection is the district superintendent, or their designee, and will be allowed one (1) vote. The appointed chairperson should not be the same person who conducts the principal selection training.

- If the principal job posting ends prior to June 30, the outgoing school council will need to complete the selection process before their term ending June 30. If the posting or the process continues past July 1, the new school council will complete the selection process and select the new principal.



## SBDM Verification

The link for the SBDM Verification will be open soon to allow coordinators to begin adding their data to the system. When the link is available, an email message will be forwarded to all district SBDM Coordinators.

## Frequently asked election questions:

Below are some of the questions the KDE SBDM office has received this year regarding elections followed by responses from KDE consultants. More questions and answers can be found in the FAQ Handbook and the Election Handbook, both of which can be found on the SBDM [webpage](#).

### ***What do we do when no teacher candidates get a majority of votes after several rounds?***

When there is one council seat remaining, and a majority cannot be reached, KDE recommends the school wait until the fall to complete the election. Schools that have done this have found it much easier to get the teacher member seat filled without dividing the staff of a school further by continuing to vote.

### ***Can both parents serve as parent representatives on a school council?***

Both parents may serve as parent representatives on the same council.

### ***Can a parent representative, who has children in two schools, serve on both school councils?***

Yes, a parent who has children at multiple schools may serve on multiple councils.

### ***Who is and isn't eligible to serve as parent representatives?***

The candidate must be a parent, stepparent, foster parent, or a person who has legal custody of a student pursuant to a court order and with whom the student resides. The candidate cannot be an employee of the school in which that parent serves, be a relative of an employee of that school, be an employee of the board of education or their spouse, or be a local board member or their spouse.

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### KDE Revised Consolidated Compliance Plan for Non-Discrimination Available

Please be advised that the Kentucky Department of Education has revised its Consolidated Compliance Plan for Non-Discrimination. The revised plan has been posted on the Legal and Legislative Services [page](#) on KDE's website and includes a Discrimination Complaint Form that can be filled out by anyone alleging discrimination against KDE staff and/or KDE program areas.