

## New School Year, New School Council

It is a brand new school year and it is a brand new school council. Now what? How can you start the year out so that you have a successful and efficient school council?

To start out, no one has the whole process mastered. Having a prepared school council is one of the most important ways to contribute to success and effectiveness. Every school council member should have copies of the basic documents governing the school's work. These can be placed in a binder with room to add others as needed. Or in this age of technology, placing these documents on a thumb drive or a cloud drive is also an excellent way to make them available to all of the school council members.

The following is a list of items that are a place to start:

- **School Council policies:** Policies are the written guidelines and procedures for the school to follow. These policies are developed and adopted by the school council. Include with the policies a checklist of the required policy areas and the date in which they were last reviewed and/or revised.
  - **School Council bylaws:** Bylaws are the operating

procedures of the school council. These bylaws will help effectively and efficiently conduct meetings. Include with these bylaws the last date of review and/or revision.

- **Current School Improvement Plan:** School Improvement Plans define the school's goals for the future. The plan includes a Needs Assessment that points out the priority needs of the school. It lays out the strategies and activities that are addressing these priority needs including the staff's professional learning requirements.
- **Budget:** Each spring, the school council is to approve the budget for the Section 6 instructional funds. The new school council will need to review this budget and may make amendments as necessary to meet the needs of the instructional staff.
- **Other items to consider:** These include the agendas and minutes from the previous year and assessment results. Depending on the most pressing needs of the school, these may provide information to new school council members.

## SBDM training verifications guidance

It is time for the annual SBDM verifications. All school council verifications should be entered into the Web-application database by Nov. 1. Directions for submission can be found [here](#).

As a reminder, the following information will be needed for the database:

- Name of school
- Council membership structure (single, six-member, eight-member)
- Members' complete first and last names
- Members' roles (administrator, parent, teacher or other)
- Members' experience (new or experienced)
- Minority representation, if applicable
- EILA number and the date of the training
- Trainer's name and name of the session

If a council member is new or has not served for several years, they must take the six-hour course "Introduction to SBDM." If a school council member participated in KET's experienced member online training, list the trainer's name as "KET Online." If the school is listed as a "Priority School" and has an advisory council, please complete the first five bullets. There will not be an EILA number, trainer's name or name of training. Please leave those blank.



# Principal Selection Training

The principal selection training cannot substitute for new or experienced member training. The principal selection training is part of the principal selection process and is considered council work, not professional learning. The training also does not have a set time limit. The length of the training depends on the school council's needs.

## *SBDM Coordinator Changes*

With the new school year approaching, there might be changes in SBDM coordinators. If your school district has a new coordinator or you are no longer the coordinator, please contact Ashlie Cox at [ashlie.cox@education.ky.gov](mailto:ashlie.cox@education.ky.gov) so that she can keep the coordinator list updated

## **New District SBDM Coordinator Webinar**

If you are a new SBDM coordinator, KDE will be conducting a two-hour webinar on Tuesday, Aug. 25 at 10 a.m. ET. The purpose of this webinar is to assist new school-based decision making district coordinators in reviewing and establishing effective SBDM councils within their school district. To register for the webinar, please email [Ashlie Cox](mailto:Ashlie.Cox).

## **Attorney General Requirement**

As a reminder: In September 2005, all school superintendents received a packet of materials from the Office of the Attorney General relating to the Open Records/Open Meetings Acts and records management. The Attorney General distributed this information under a newly assigned duty codified at KRS 15.257. Pursuant to companion legislation found at KRS

65.055(1), 160.395(1), and 164.465(1), schools districts are required to distribute the following documents on a continuing basis: Your Duty Under Law and Managing Government Records. These documents may be distributed either electronically or in hard copy to each newly elected official or elected or appointed member within 60 days of the day their term of office

begins. For districts, this includes each elected school board member and each school based decision making council member. The Certificate of Distribution must be returned to the Attorney General's office. For more information and copies of the documents, please refer to the [Office of Attorney General's](#) website.

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