



End-of-Year Reminders

- KDE recommends having something written in school policy regarding summer consultation and quorum. This is important for vacancies that may arise over the summer when 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 (through its own policy) to wait for the majority of members to be present.
- If you are an SBDM coordinator or trainer and are planning to retire at the end of the year, or if you would like to be removed from our distribution list, please email Ashlie Cox at ashlie.cox@education.ky.gov.
- KDE recommends each council review its bylaws and policies at the beginning of the council term. This will allow for changes to be made before school starts and for all council members to know what bylaws are guiding their work and what policies are guiding the school.
- It would be beneficial to councils if coordinators were to develop a folder or a binder for their members either before they leave for the summer or for when they return from summer break. This folder could contain school policies, council bylaws, important school dates and deadlines and information to allow councils to begin working as soon as school begins.

New Verification Database - It's Live!

You should have received an email from Windy Newton explaining the process of how to register for a KETS Web Application username, if you do not already have one. The SBDM database will be hosted on this site. Once you send an email to Windy, she will give you access to the database and you will see it listed as one of your web applications. All questions should be directed to Windy at windy.newton@education.ky.gov.

Once you have access to the database, feel free to start entering in council data, even before the training has been completed. If you have any questions about the database or have suggestions on how to improve it, please send those to [Ashlie Cox](mailto:Ashlie.Cox).

Legislative Update

On April 13, HB 184 was signed by the governor and will be effective July 1. This bill will allow Jefferson County Public Schools to have an alternative principal selection.

Budget Bill 303 has been signed by the governor. Regarding SBDM funds:

(13) Allocations to School-Based Decision Making Councils: Notwithstanding KRS 160.345(8), for fiscal years 2016-2017 and 2017-2018, a local board of education may reduce the allocations to individual schools within the district as outlined in 702 KAR 3:246, secs. 6, 7, and 8. The allocation under 702 KAR 3:246, sec. 6, shall not be less than \$100 per pupil in average daily attendance.

SBDM Update

Ashlie Cox will be going on maternity leave sometime in May and will be gone through the month of June. She hopes to return the first week of July. Natasha Napier will still be available for calls or emails. All questions that require an immediate response can be sent to her. Because of Ashlie's absence, there will not be a June SBDM newsletter.



It's Principal Selection Season

It's that time of year when some schools find they need 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 several items to remember:

- KDE has a Principal Selection Training Module and Facilitator Guide that can be used for the training. It is just a guide and serves as a resource. If there is another method regarding principal selection training that your district prefers, please continue to do that. The Training Module and Facilitator Guide can be found [here](#).
- Each school council going through principal selection must go through principal selection training; the trainer should be 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 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 its term ends 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.

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