

## Program Reviews Update

Changes to the program review system have been approved and are now effective for the 2015-16 school year. As part of the change, there is more emphasis on schools to make the program review a school-wide initiative. There are now assurances in place that require the signature of the SBDM council as well as the principal and superintendent. If you have any questions related to program reviews and its changes, please contact [Jamee Barton](#).

## Minority Data

Schools that have 8 percent or greater minority membership in their student population, based on the Superintendent’s Annual Attendance Report (SAAR), are required to have minority membership on their school council [KRS 160.345(2) (b)2]. Notification for schools based on this data can be found on KDE’s [SBDM web page](#). When the report is updated, an email will be sent notifying you with this link. 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 Natasha Napier.

### SBDM Training Reminder

The SBDM training verification web-application database is now available on [KEPS Web Applications](#). All school verifications should be entered into the database by Nov. 1. If a council member is new, he or she must take the SBDM six-hour course, “Introduction to SBDM.” In addition, KDE recommends all council members who have been away from council work for three years or more receive the six-hour new member training. If a school council member participated in KET’s experienced member online training, list the trainer’s name as “KET Online.” Questions concerning training verifications should be directed to [Ashlie Cox](#).

## Emergency Plan Policy

Adopting an emergency plan is a required policy that all school councils need to implement (KRS 158.162). 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 page](#).

The sample policy 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 KDE’s [SB 8/HB 354 safe schools web page](#). Your superintendent must certify in ASSIST that all schools comply with the requirements of SB 8/HB 354 by Nov. 1. To meet this deadline, school councils will need to immediately begin developing their plan and policy.



## New Guidance Document Available

A question that comes into the SBDM office frequently is whether a parent can serve on school council due to a specific circumstance. There is now a new document on the technical documents portion of the SBDM webpage, [Parents Eligible to Serve](#), that walks through when a parent can or cannot serve.

## Advisory Council Training

If you have an advisory council, their training information still needs to be put into the database. We have added the Course Name “2017 Advisory Training” to the database that can be used for this purpose.



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