



## Annual training follow-up

Thank you to all of you who attended the March training webinar. The updates in that webinar are pertinent to all school-based decision making councils and useful for coordinators and trainers who want to make the councils in their districts more effective and efficient. This training also provided endorsement to all participants as a SBDM trainer. If you were not able to attend one of the sessions, please let [Ashlie Cox](#) know as soon as possible so that a makeup webinar can be scheduled.

### Database review

Please take time to access the SBDM verification database and review the data that is entered in for your district. Make sure all council members are entered in and that the names are spelled correctly. Make any changes as necessary. Accuracy is key! This information is transferred into each school's School Report Card. If you need access to the database, please email [Ashlie Cox](#).

### Staffing allocations

As a reminder, notice of an updated allocation is given to councils of the funds and positions identified in Sections 4, 5, 6, and 8 of 702 KAR 3:246 for the next budget year is due by May 1. After this date, the principal will share the updated allocation with the council and they will work to create and approve the budget. The spending of this budget will begin on July 1.

## Non-voting council members and further guidance

As talked about in the annual March training, SBDM councils wishing to include non-voting members must submit an alternative model application to the Kentucky Department of Education. The model should include, but not be limited to, a description of the membership, organization, duties and responsibilities of the school council. The school must submit the model through the local board of education to the commissioner of education and the Kentucky Board of Education, which shall have the final authority for approval. Additionally, the application for approval of the model must show evidence that it has been developed by representatives of the parents, students, certified personnel and the administrators of the school and that two-thirds of the faculty have agreed to the model (KRS 160.345). If you need a copy of the alternative model application, email [Ashlie Cox](#).

## Maternity leave and serving on council

A frequent question that SBDM coordinators have is, "Can a teacher or parent still serve on the council if they go on maternity leave?" Our legal department at KDE has given this guidance:

*A SBDM council member could indeed participate in SBDM council meetings during her maternity leave. The demands required for her to appear for a meeting a couple times during her leave are much different those involved in returning to work full-time after having/adopting a baby. The physical demands and time away from the member's child to attend the SBDM meetings are minimal and not to be confused with the recovery period required after giving birth. If the member has any concerns regarding the physical demands of the meeting, she may want to discuss that with her physician (probably have that conversation after delivery) to make sure she doesn't have any unique medical concerns that would indicate against this activity.*

This information has been added to the SBDM Handbook for your reference.

## **KET online options**

KET has changed their dates of enrollment for the Introduction to SBDM online course. This course is facilitated by Dr. Tom Hiter, a certified SBDM trainer. It fulfills the training requirement for new SBDM members and provides six hours of SBDM EILA credit. There is an enrollment fee of \$95 per person.

Registration for the course is open during the year on the following schedule:

- Summer: July 1 – September 20
- Fall: October 1 – December 21
- Winter: January 1 – March 21
- Spring: April 1 – June 21

Participants work at their own pace and have several weeks to complete the course. SBDM coordinators can enroll members at any time during a term, but participants who don't complete the course by the final day will have to re-enroll at the start of the next term. To learn more about the course or to register, visit <http://edustore.ket.org>.

KET has also added a free, one hour online course for experienced members titled "Principal Training: The Role of FRYSC in Kentucky Schools." In this training, new principals and SBDM council members will be introduced to the role of Family Resource and Youth Services Centers and how they can positively impact your school's goals and students' achievement.

For more information on the courses that KET offers, please consult the [SBDM online training options](#) document.

### **Office of Continuous Improvement and Support**

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