

## Staffing Allocations Information

Tentative staffing allocations should be sent to school councils by March 1, with a final allocation date of May 1. If a district plans to revise its staffing formula for the 2018-19 school year, it will need to send its updated staffing allocation worksheet to KDE for approval. These updates can be emailed to [Ashlie Cox](#). A sample staffing allocation worksheet can be found [here](#). Please allow time for KDE to review the allocations prior to May 1.

## Training Dates and Times

For annual training this year, webinars will be held in February and March. After polling all coordinators and trainers, the majority chose webinars. With budget cuts and limited time, webinars will hopefully work best for everyone’s schedules.

All **new** SBDM coordinators and trainers (started the end of last school year or beginning of this school year) will need to attend a webinar in February **and also** a webinar in March. **Experienced coordinators and trainers only need to attend a webinar in March.** The February webinar will go over the basics of SBDM and other pertinent information. The March webinar will go over some SBDM updates in training, legislation, and principal selection. It will also provide training endorsement to train in your district and surrounding districts.

<b>February Webinar Dates and Times for NEW Coordinators/Trainers (pick one)</b>	
February 7, 2018	10:00 am EST
February 14, 2018	1:30 pm EST
February 21, 2018	10:00 am EST
February 28, 2018	1:30 pm EST

Please pick a date and time and email [Ashlie Cox](#) to register. If you already have emailed and requested a date, no other action is needed.

<b>March Webinar Dates and Times for ALL Coordinators/Trainers (pick one)</b>	
March 6, 2018	9:30 am EST or 1:30 pm EST
March 7, 2018	9:30 am EST or 1:30 pm EST
March 14, 2018	9:30 am EST or 1:30 pm EST
March 15, 2018	9:30 am EST or 1:30 pm EST
March 21, 2018	9:30 am EST or 1:30 pm EST

Please pick a date and time and email [Ashlie Cox](#) to register.

## Parent Involvement Policy

The Every Student Succeeds Act (ESSA) has changed the title Parent Involvement to Parent and Family Engagement. The Parent Involvement Policy will now be referred to as the Parent and Family Engagement Policy. We are currently updating our resources to reflect this change. If you notice a document that still uses this old term, please let [Ashlie Cox](#) know so that it can be updated. Councils will need to update their policies to reflect this change as well.

## **Program Assurances**

As a reminder, school assurances need to be completed, submitted and approved by midnight February 28<sup>th</sup> online in the eProve system. For the 2017-18 school year, assurances are replacing the school profile report that is required in Senate Bill 1, until KDE finishes developing guidelines for the reports. The assurances cover the following areas: visual and performing arts, writing, world languages, primary program (K-3) and practical living and career studies.

All assurances must be signed by members of the school council and the superintendent. There is not a separate signature sheet to sign; however, schools can print the report and SBDM can sign the cover sheet, the back, etc. Schools should be sure to record in their minutes that the council approved the assurances.

After the SBDM council signs the assurances, a copy should be sent to the superintendent for his/her signature and then kept on file.

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

*Division of Consolidated Plans and Audits*

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