



Financial literacy update

[HB 132](#) was recently passed and will become law on July 14. Beginning with the entering ninth-grade class of the 2020-2021 school year and each year thereafter, successful completion of one or more courses or programs that meet the financial literacy standards shall be a Kentucky public high school graduation requirement. School-based decision making councils of each high school must determine the curricula for course offerings, programs or a combination thereof that are aligned to the standards. The Office of Career and Technical Education is leading the Kentucky Board of Education's efforts to promulgate required administrative regulations related to the bill.

New trainer/coordinator webinar

If you are a new SBDM coordinator or trainer for the 2018-19 school year or you want to be endorsed to be a SBDM trainer, you should plan to participate in a webinar at 10 a.m. ET Aug. 16 . If you attended the new coordinator webinar in February or watched the recording of that webinar, you will not need to attend this webinar. To register for this webinar or if you have any questions, please email [Ashlie Cox](#).

Website spotlight – required annual documents

There are five documents that are required to be distributed to councils for their review and signature at the beginning of each council term. The required documents are:

- “Student Free Speech and Religious Liberty Rights” and KRS 158.195
- “Your Duty Under the Law”
- “Managing Government Records”
- “Proof of Receipt”
- “Certificate of Distribution”

[KRS 158.186](#) requires the commissioner of education to email electronic copies or send paper copies of [KRS 158.183](#) and [KRS 158.195](#) directly to each school-based decision making council by Sept. 15. The Student Free Speech and Religious Liberty Rights are found in statutes KRS 158.181 to 158.187, and these are referenced in KRS 158.183. Council members must sign the document that has the statutes listed and the signed copy must be kept at the school office.

The other four documents are required to be distributed by the attorney general's office within 60 days of the beginning of the council term. “Your Duty Under the Law” explains the provisions of the Open Meetings Act and the Open Records Act. “Managing Government Records” provides guidance on how to manage public records and how to keep them organized and accessible. “Proof of Receipt” needs to be signed by all council members to verify that they have received copies of “Your Duty Under the Law” and “Managing Government Records.” This signed form is kept on file at the school office. “Certificate of Distribution” is similar to “Proof of Receipt,” except the superintendent signs this document to verify the required documents have been distributed. This signed form is sent back to the attorney general's office.

The [SBDM website](#) provides links to these documents, and instructions are provided on the attorney general documents (found under SBDM Annual Documents.)

Training reminder

If a member has been elected to a council for the first time, or has not served in three or more years, Kentucky law requires him or her to complete six hours of SBDM training within 30 days of the start of his or her term. If a member's council term began on July 1, he or she will have until July 30 to complete this training.

If a member has served on a council before, he or she is required to receive three hours of experienced member training within 120 days of the start of the term. If the term starts on July 1, he or she will have until Oct. 28 to complete the training.

Special meeting email notification

The [Open Meetings Act](#) says, "Written notice must be personally delivered, transmitted by fax, or mailed to every member of the council and each media organization which filed a written request to receive notice of special meetings. Notice should be received at least twenty-four hours before the special meeting. Written notice may be transmitted by e-mail to council members and media organizations that have filed a written request with the public agency indicating a preference to receive email notification. The written request must include the electronic mail address of the member or media organization."

To summarize, the guidelines for notifying about a special meeting are to send written notice to council members and media organizations 24 hours in advance by personal delivery, fax or U.S. mail or through email if they have filed a written request to receive email notification. Written notice must also be posted in the building. A sample email notification request can be sent to you by request. Please email [Ashlie Cox](#) for any questions.

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