

Principal selection

Senate Bill 1 (SB1) brought about an alternative process when it comes to selecting a principal of a school. School-based decision making (SBDM) councils now have **one of two** options when it comes to principal selection:

1. A council opts for the alternative process and asks the superintendent to recommend a candidate, and the council has the option to interview the candidate and accept him or her as principal; **OR**
2. The superintendent and council consider applicants and the council selects the candidate by majority vote.

If the council selects the **alternative process**, the Kentucky Department of Education’s (KDE) best practice guidance is that the council would still need to be trained. Council members may be unaware that they have two options now regarding principal selection, so before the superintendent could recommend a candidate, the council would have to first initiate that alternative process. The amended statute states the following, “An alternative principal selection process may be used **by the council** ...” So in order to initiate the process, council members would need to be aware that two options exist, which could be highlighted during the training.

Training is also key to the alternative principal selection process, because if the council does not accept the recommended candidate, then it reverts back to the original principal selection process, which does explicitly require the training. Additionally, since the council can opt to interview the recommended candidate in closed session during the alternative process, it is KDE’s guidance that members have the standard principal selection training that covers recruitment and interview techniques. KDE recommends a council exercise its right to interview the recommended candidate (an exception to this could be if there has been an interim in place or if the assistant principal is the recommended candidate and the school/community has a working relationship with this person).

Should you have questions regarding principal selection, please email [Natasha Napier](mailto:Natasha.Napier@kde.ky.gov).

KDE training modules available

The following SBDM training modules and accompanying materials (sign-in sheets, supporting documents, evaluations and EILA certificates) are now available on the [SBDM training website](http://www.kde.ky.gov/sb1):

1. *Introduction to School-Based Decision Making*
2. *Bylaws and Policies*

3. *Roles and Responsibilities*
DISCLAIMER: SB1 was an emergency bill that took effect immediately and impacted KRS 160.345 (SBDM statute); however, the statute itself has not been released in its newly amended form from the Legislative Research Commission, so you will not see the changes to

the statute in the *Introduction to SBDM* module. KDE encourages you to remind council members of the changes to KRS 160.345 (specifically the alternative principal selection process) as a result of SB1. Once the amended statute has been made available, the *Introduction to SBDM module*, as well as some others, will need another round of

edits. KDE appreciates your patience while documents are being revised to align to SB1.

As a reminder, these modules have been updated from the previous versions some of you are accustomed to using. Please devote time to reviewing the materials prior to your training sessions to ensure that you have all of the necessary materials and to also reach out to Natasha Napier in the event you have a question. During the [March webinars](http://www.kde.ky.gov/march) detailing the changes in SB1 and other education related legislation, it was shared that the updated modules now include answer keys and scripts. You are **not** bound by either of those; the answer keys and scripts are mere examples to guide you during the training sessions.

Edits are still being made to *Teamwork for Achievement and Family and Community Engagement*. Once those modules have been made available online, you will receive email from [Natasha Napier](mailto:Natasha.Napier@kde.ky.gov).



SB1 (2017) changes to Program Review/assurances reporting

The signing of SB1 and the immediate effective date means that a school may choose not to report its results for visual and performing arts and practical living/career studies in ASSIST. However, we encourage you to report these results if the work is completed in order to honor the hard work of your staff.

Assurances for K-3 programs (not addressed in SB1) are still due by June 15 to satisfy response to intervention reporting requirements in House Bill 69 (2012). Additionally, SB1 does require quality writing programs approved by school councils or by the principal if no council exists. For this reason, the assurance for writing will still need to be completed by June 15. Finally, in order to transition to the requirement in SB1 regarding foreign language programs for middle and high schools, all middle and high schools will need to complete the assurance for global competency/world languages by June 15.

Superintendent assurances will no longer be required for 2016-17.

For schools choosing to report through the questions and assurances in ASSIST, the data will be reported in the School Report Card. Educators have invested work all year to strengthen programs that increase opportunities for students in these areas. Reporting demonstrates a commitment to continuous improvement and a recognition of those efforts by dedicated educators.

In order to meet the new option of choosing what to report, ASSIST has been modified to meet the needs of schools. [This link](#) will provide schools with step-by-step directions as well as hints and tips to make data entry easier. Email [Jamee Barton](#) with any questions or problems, or call her at (502) 564-2106, ext. 4545.

Election FAQ

Below are some of the questions the KDE SBDM office has received regarding elections, followed by responses. More questions and answers can be found in the *Election Handbook*, both of which can be found on the [SBDM webpage](#).

Q: What do we do when no teacher candidates get a majority of votes after several rounds?

A: When there is one council seat remaining and a majority cannot be reached, KDE recommends the school wait until the fall to complete the election. Schools that have done this have found it much easier to get the teacher member seat filled without dividing the staff of a school further by continuing to vote.

Q: Can two parents from the same family serve as parent representatives on a school council?

A: Both parents may serve as parent representatives on the same council.

Q: Can a parent representative who has children in two schools serve on both school councils?

A: Yes, a parent who has children at multiple schools may serve on multiple councils.

Q: Who is and isn't eligible to serve as parent representatives?

A: The candidate must be a parent, stepparent, foster parent or a person who has legal custody of a student pursuant to a court order and with whom the student resides. The candidate cannot be an employee of the school in which that parent serves, be a relative of an employee of that school, be an employee of the board of education or their spouse, or be a local board member or their spouse.

Summer consultation

KDE recommends having a very specific clause within your school council consultation policy regarding consultation and quorum. This is important, as vacancies may arise over the summer while school council members are unavailable due to travel and other obligations. 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 by its policy to wait for the majority of members to be present.

Here is a sample clause: "If a quorum of the members of the school council is not available at a special meeting for the primary purpose of conducting consultation in the filling of a vacancy, the principal may conduct consultation with those members present."

Civics test requirement

The civics test requirement (SB159), states that beginning July 1, 2018, in order for a student to receive a regular diploma, he or she must pass a civics test. Districts are encouraged to begin preparing implementation procedures now in order to meet this requirement in the 2017-18 academic year.

Office of Next Generation

Schools and Districts

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