



Kentucky Department of Education | SBDM Newsletter – 2019

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Summer SBDM trainings available for experienced members

The Kentucky Department of Education (KDE) will host annual SBDM trainings for any elected, experienced council members July 8-22. Dates and locations of SBDM trainings are listed below, and each training session is from 9 a.m. to noon local time. To attend a training session, please complete the [Google form](#). A maximum of 40 participants will be allowed at each training location, and the trainings are free to participants.

LOCATION AND ADDRESS	DATE AND SBDM TRAINING TOPIC
Northern Kentucky Cooperative for Educational Services (NKCES) 5516 E. Alexandria Pike Cold Spring, KY 41076	Monday, July 8 <i>Bylaws and Policies</i>
Kentucky Valley Educational Cooperative (KVEC) 412 Roy Campbell Drive Hazard, KY 41701	Thursday, July 11 <i>Bylaws and Policies</i>
Logsdon Community Center 2400 Friendship Drive, Suite B Owensboro, KY 42303	Friday, July 12 <i>Council's Role with Continuous Improvement</i>
Taylor County High School 2705 Old Hodgenville Rd Campbellsville, KY 42718	Tuesday, July 16 <i>Roles and Responsibilities</i>
Kentucky Department of Education (KDE) 300 Sower Blvd Frankfort, KY 40061	Thursday, July 18 <i>Roles and Responsibilities</i>
Murray Middle School 801 Main Street Murray, KY 42071	Monday, July 22 <i>Council's Role with Continuous Improvement</i>



Removal of SBDM council parent members due to substantiated child abuse or neglect

The process for removing a school-based decision making (SBDM) council parent member that cannot supply a letter from the Cabinet for Health and Family Services (CHFS) stating that he or she has no findings of substantiated child abuse or neglect was streamlined by [Senate Bill 15](#), which was passed during the 2019 legislative session and amended as [KRS 160.380](#).

Effective June 27, KRS 160.380(6)(c) states that an SBDM parent member may serve prior to the receipt of the required criminal background check and CHFS letter “but shall be removed from the council on receipt by the school district of a report documenting a record of abuse or neglect, or a sex crime or criminal offense against a victim who is a minor as defined in KRS 17.500, or as a violent offender as defined in KRS 17.165, and no further procedures shall be required.”

Training materials' guidance

If you are a new trainer, you may find the [Training Materials' Guidance webinar](#) and [script](#) helpful, as both provide information on how to effectively use the training materials on the SBDM website to train council members. This webinar also offers guidance on what you will need to know or do before, during, and after the training to ensure success. Even if you are not a new trainer, this webinar could still be helpful in giving you some tips and tricks to guide you through the training process.

Also, the SBDM training modules are uploaded on the [training page](#). EILA certificates for trainings that occur after July 1 will be emailed by Ashlie Cox. If you have any questions about any of the training modules and/or SBDM training requirements in general, email the [SBDM consultant](#).

Monthly webinars during the summer

The monthly webinars will return in August. The work this summer will be focused on experienced member trainings and closing out the current school year. The first webinar for the 2019-2020 school year will be August 13 at 10:30 a.m. EST. To register for the webinar, please email [Ashlie Cox](#).

KET online courses

As a reminder, the free online experienced training courses through KET are no longer accepted for SBDM training credit. Those courses are still available for professional development (PD) credit, but are no longer options for the annually required trainings for SBDM council members. The online Introduction to SBDM course is still offered at a cost of \$95. For additional information on the Introduction to SBDM course offered through KET, visit the [KET online store](#).

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 as follows:

- [KRS 158.195](#)
- [KRS 158.183](#)
- ["Your Duty Under the Law"](#)
- ["Managing Government Records"](#)
- ["Proof of Receipt"](#)


[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. Council members must confirm by their signature that they have received a copy of the statutes. This could be done on a sign-in sheet or directly on the copy of the statutes. The signed copy or sign-in sheet must be kept at the school office.

The other three 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" must 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.

The [SBDM website](#) provides links to each of these documents. Look beneath the SBDM Annual Documents heading to find the links.

In addition to receiving these documents, council members are strongly encouraged to thoroughly review each of them, as they contain pertinent information to their role as a school-based decision making council member.

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