

# July 27, 2022 SBDM Regular Meeting Agenda

Caywood Elementary School Library

SBDM July Regular Meeting

Wednesday, July 27 · 4:00 – 5:00pm

## OPENING BUSINESS

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- Reading of the Mission Statement  
*“At Caywood Elementary, everyone creates a positive culture where we Communicate, Connect, Encourage and Thrive”*
- Approval of Minutes from: [☰ Special Meeting June 22, 2022 Agenda](#)
  - ☰ Copy of Special Meeting June 15, 2022 Agenda
  - ☰ Copy of SBDM Special Meeting Minutes Unapproved June 6, 2022 Agenda
- Good News
- Public Comment

## COMMITTEE REPORTS

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- None

## OLD BUSINESS

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None

## NEW BUSINESS

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- Review and Approve Master Schedule for 2022-2023 School Year
  - ☑ 2022-23 Master Schedules
- Establish Regular Meeting Dates and Times for this year’s Calendar
- [SBDM Google Drive Folder](#)
- Staffing Update
- Chromebooks update ☑ Collection 2022

**SBDM Annual Paperwork Due August 31**-It is that time of year again where you all find yourselves getting your new Council off and running. In doing so, your members must do the following (beyond their annual training):

- SBDM Background checks and CAN checks (this is different than the volunteer background check that parents do in order to be a field trip parent).
  - § This is required for all parents who are either new to SBDM or have had a break in their service.
  - § Please contact Cindy Dusing in HR at (859) 344-8888 to set up an appointment for that check to be done.
- Annual paperwork (links and directions below):

1. Managing Government Records (Records Retention) (1 per member): [Managing Government Records](#)

2. The Kentucky Open Records and Open Meetings Acts (1 per member): [The Kentucky Open Records and Open Meetings](#)

3. Proof of Receipt (1 per member...you keep in your records): [Proof-of-Receipt.pdf](#)

4. KRS 158.183 (1 per member): [KRS 158.183](#)

5. KRS 158.195 (1 per member): [KRS 158.195](#)

6. Approval letter to communicate via email (1 per member...you keep in your records): [Email Communication](#)

7. Certificate of Distribution (Only 1 per school...return to MALINA...I will handle getting everything submitted to the Attorney General at one time for you all): [Certificate-of-Distribution.pdf](#)

Please distribute #1-6 to ALL SBDM council members and document in your minutes that this occurred. You keep the completed Proof of Receipt (#3) and any signed "Approved to email" letters (#6) in your council records. You send back the Certificate of Distribution (#7) to Malina by **August 31**. (Note: #3 and #7 look very similar, so be sure you are getting the correct one to her.) She will send all signed Certificates of Distribution to the Attorney General for you.