

Hello! Please let me know if you have any questions. Thanks, and have a wonderful day!

Beginning of Year Reminders:

- Following this [September agenda](#) will ensure that you cover all required items at your September meeting.
- Please remind your members to complete their [training](#) prior to September 30th. New members must complete SBDM 101 and returning members must complete three hours of additional training.
- The Kentucky Association of School Councils (KASC) is an organization that supports Councils throughout the state of Kentucky. To learn more about how your Council can join, please [check them out](#). The membership fee is only \$450 annually and extends to your entire school community.
 - Their [Running a Meeting Checklist](#) is a great resource that you may want to review.
 - Additionally, take time to review their [2026 Legislative Updates](#).
- [KASC Council Connections](#)—Please share this updated document with your Council.

NEW Item Due September 24

- From Dr. Fisher: Please **schedule an SBDM meeting by the end of September**. As part of the KDE School Report Card (SRC) requirements (Task D), the School Profile Report must be reviewed and signed by the SBDM Council (or by the principal if no SBDM exists). **Please email the signed signature page to Dr. Cheng Fisher and Kourtney Carpenter by September 24** to allow time for submission to the Superintendent for signature before the October 1 deadline, as requested by KRS 158.6453 section 20(b). Please follow the [SRC Task D instructions](#) to complete the requirement.

NEW Item Due October 1

- From Dr. Newcomb: Review CSIP Phase 1 (Executive Summary) and the School Safety Report with the Council by **October 1**. Show review in your SBDM minutes.

Items Due by September 30:

- [Council Member Verification](#)
 - New this year: You do not need to submit the member training information. (I'll collect that for you and send you a confirmation email in October for your review.)
- [Schedule of Regular Meetings of the Council](#)
 - Please do not hold Council meetings in the principal's office.

- Virtual meetings must have a primary physical location (usually the library), so do not enter an electronic location as your meeting location.
- [KRS 158.186](#), [KRS 158.183](#), and [KRS 158.195](#): Ensure that you forward the [Summer 2026](#) edition of *SBDM Connections* to all Council members, as this issue contains information that is legally required that Council members receive. Please document this action in your meeting minutes.
- The Office of the Attorney General requires that all members receive the [Open Records Open Meetings Act](#) and [Managing Government Records](#). Once shared with your members, ensure that every member signs the [Proof of Receipt](#). Retain the originals at the school, but email copies to amanda.evans2@jefferson.kyschools.us. Please ensure that the signatures are handwritten and not typed.
 - To ensure that your members are aware of Kentucky's Open Meetings Laws, please share the [KASC Open Meetings Video](#) with your Council.

Background Checks for Parent Members KRS 160.380 (sections 1, 6, and 9):

All parent SBDM members are legally required to have a fingerprint-supported criminal history check. If you completed your fingerprinting last year and have been reelected to another term this year, you are not required to be fingerprinted again. However, if there is a break in your time on the council, you must be fingerprinted again.

JCPS will no longer be able to transmit fingerprint scans at the Welcome Center. Individuals will have to go to one of the IdentoGo locations to have their background checks completed. Please complete this [form](#) to receive a **free** code to complete this process.

Child Abuse/Neglect (CAN) Checks: In addition to the state and national fingerprint-supported criminal history background as required by KRS 160.380, the parent council member shall provide a letter from the Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record. Receipt of notice or verification of a finding of neglect or abuse shall subject the parent council member to removal under [KRS 160.347](#). This can be done through the school secretary or by appointment at the Welcome Center at VanHoose.

Please let me know if you have any questions or need any additional guidance, and have a wonderful day!