

***Mercer County Senior High School
School Based Decision Making Council
Meeting Agenda***

October 18, 2021

4:00 pm

Members:

Spencer Tatum, Principal & Chair
Ekambaram Elumalai, Teacher Representative
Kendra Rowland, Teacher Representative
Christina Emmanuel, Teacher Representative
Jo Luthe, Parent Representative
Julie Peavler, Parent Representative
Mike Floro, Council Secretary

Opening Business

- Welcome
- Agenda Approval
- September Minutes
- Good News Report

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- Job vacancies update
- School Report Card
- 2020-21 Accountability report
- Alignment with State Standards Policy (1st Reading)
- Budget and Spending Policy (1st Reading)
- Committee Policy review
- Consultation Policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

Mercer County Senior High
SBDM Council
Regular Monthly Meeting
September 20, 2021 – Draft Minutes

The meeting was called to order by Mr. Tatum at 4:02 p.m. in classroom 137. The following members of the council were in attendance:

Present : Spencer Tatum, Principal Ekambaram Elumalai, Teacher Christina Emmanuel, Teacher Kendra Rowland, Teacher Jo Luthe, Parent Julie Peavler, Parent Mike Floro, SBDM Secretary	Absent:
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Agenda Approval

Motion to accept: K. Rowland, second by Eka.

Motion was approved by consensus.

Minutes Approval

August minutes were reviewed by the council.

Motion to accept: K. Rowland, second by Luthe

Motion was approved by consensus.

Good News Report

- Nathaniel Vittitoe was selected as a 2022 National Merit Scholarship Semi-finalist. There are 16,000 students selected nationally and 224 selected from the state of Kentucky.
- Landon Rogers was selected by the student body as “Teacher of the Month”
- Wyatt Sanford was selected as the Kentucky.com “Defensive Player of the Week” for week 3 of the season.
- The Titan’s Marching Band won their class at the Boyle Co. Band Invitational and was 6th overall in finals. At Madison Souther, the next weekend, they won their class again, and placed 5th in finals.
- Fall sports are under way for Football, Boys and Girls Soccer, Boys and Girls Cross Country, Golf, Volleyball, Bass Fishing, and Archery.
- The Titans Football Team is currently ranked 4th in Class 3A.
- Trinity McCoy was selected as September “Superior Titan”. This award used to be known as the “Titan Proud” award
- Zane Ison won multiple awards at Kentucky State Fair for pigs.
- Alexis Jones also won multiple awards at the Kentucky State Fair for pigs.

Monthly Reports

Behavior: Swiss data was discussed. There were 59 referrals from the start of school through 9/13/21. It showed that “disruption” was the highest behavior referral at 10. The 9th grade had the highest number of referrals. The “classroom” was the highest location where referrals occurred.

Academic:

- Interventions started the week of September 13th during Titan Time. Monthly progress monitoring checks will be implemented to track progress.
- CERT testing will be administered to 9th and 11th grade students. This is a practice ACT to serve as a predictor for the regular ACT. The 10th grade is also being quoted by administration to be added to the 2 grades already enrolled.
- Titan Academy will be held on October 6-8 and again on December 20-22.

Budget:

Section 6 - \$109,910.82

District Activity Accounts - \$410,799.70

Student Activity Accounts - \$25,808.33

Old Business

None

New Business

- It was suggested that the athletic department purchase school sponsored devices for ticket takers to use for scanning tickets since we have moved to 100% online ticket sales. There have been complaints that teachers do not want to use their own devices and/or data to scan tickets.
- It was also suggested that students be given student ID's to use while checking into sporting events so ticket takers can know who are Mercer Co students and who is not.
- There are still 3 open job vacancies at the high school: engineering, freshman Social Studies, and a custodial position. There is 1 applicant for both Engineering and Social Studies. Administration will be interviewing those positions before fall break. Administration also has offered a custodial applicant the position and is waiting on them to accept.
- Mr. Tatum discussed the School Profile Report with council members. It was asked why there were 4 10th graders and 1 12th grader enrolled in Middle school Spanish on page 8 of the report.
- Mr. Tatum discussed the SBDM staffing allocations and said he would send out an actual hard copy of the report on Tuesday 9/21 to council members.

Alignment with State Standards Policy Review:

- No changes

Budget and Spending Policy Review

- No changes

Upcoming dates/events:

Sept 20	SBDM - 4:00PM
Sept 28,30	School Smiles
Oct 1	Homecoming vs. Western Hills
Oct 2	Homecoming Dance 8-11PM
Oct 6-8	Titan Academy
Oct 11-15	Fall Break
Oct 18-22	CERT Fall testing window
Oct 18	SBDM - 4:00 PM
Oct 21	Board Meeting - 5:30
Oct 23	ACT

Oct 26	PSAT
Oct 27	Club Day
Oct 30	Band State Semi-finals / Finals
Nov 12	Midterm
Nov 15	Club Day
Nov 15	Blood Drive
Nov 15	SBDM - 4:00PM
Nov 18	Board Meeting - 5:30
Nov 24-26	Thanksgiving Break
Dec 8	Club Day
Dec 11	ACT
Dec 13	SBDM - 4:00
Dec 16	Board Meeting - 5:30
Dec 17	Early Release Day
Dec 20-22	Titan Academy
Dec 20-Jan 4	Christmas Break

The list was reviewed and Mr. Tatum will continue to share dates with the staff weekly.

Public Comments

None

The next regular monthly meeting will be October 18th at 4:00 p.m. The SBDM council was adjourned at 5:10 p.m. The motion was made by Luthe and seconded by Emmanuel. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary



Mercer County Senior High School

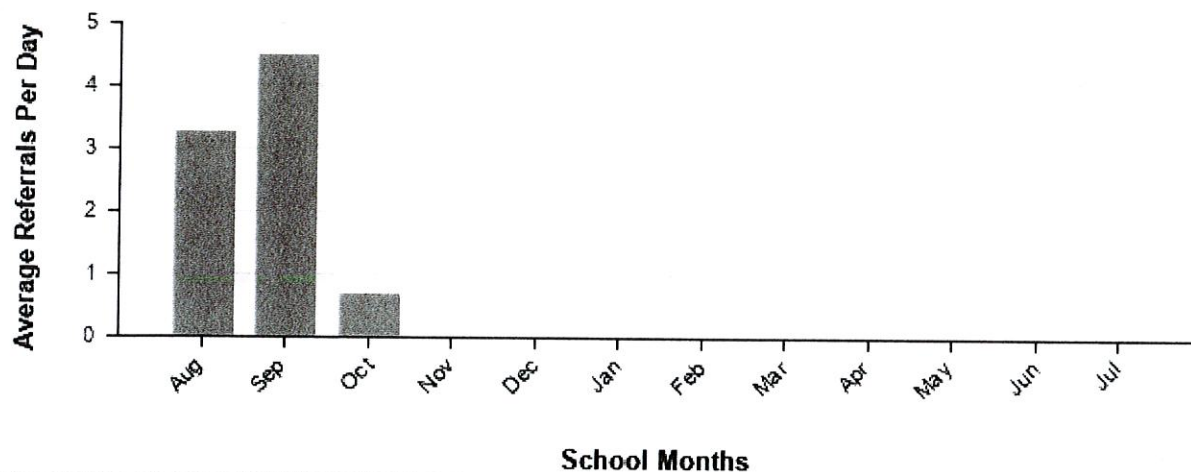
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School Summary
2021-22

Outcome: All Referrals

Average Referrals Per Day Per Month

All, 2021-22

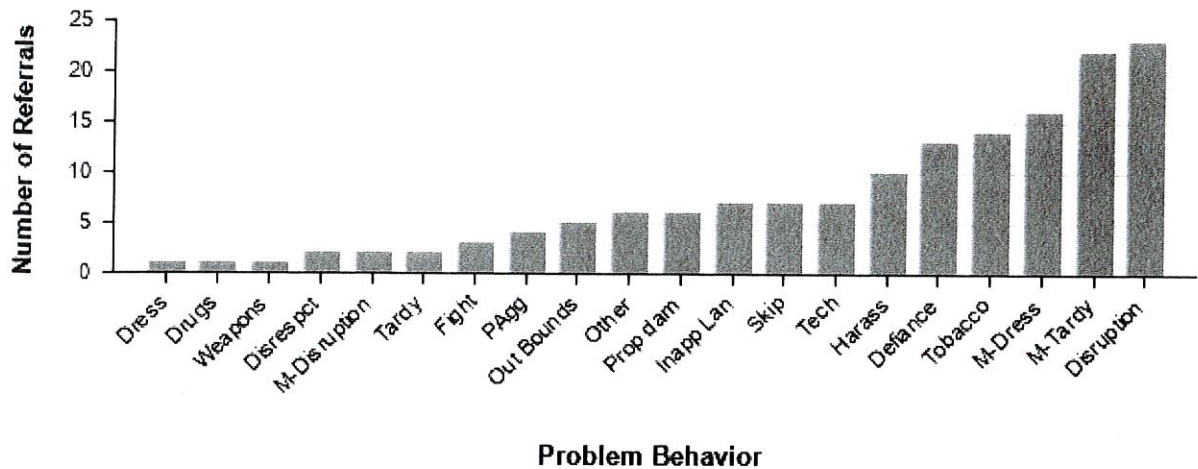


Data Table

Year	Month	Days Count	Referral Count	ODR/School Day
2021	August	15	49	3.27
2021	September	21	94	4.48
2021	October	13	9	0.69
2021	November	0	0	0.00
2021	December	0	0	0.00
2022	January	0	0	0.00
2022	February	0	0	0.00
2022	March	0	0	0.00
2022	April	0	0	0.00
2022	May	0	0	0.00
2022	June	0	0	0.00
2022	July	0	0	0.00
Totals:		49	152	0.70

Referrals by Problem Behavior

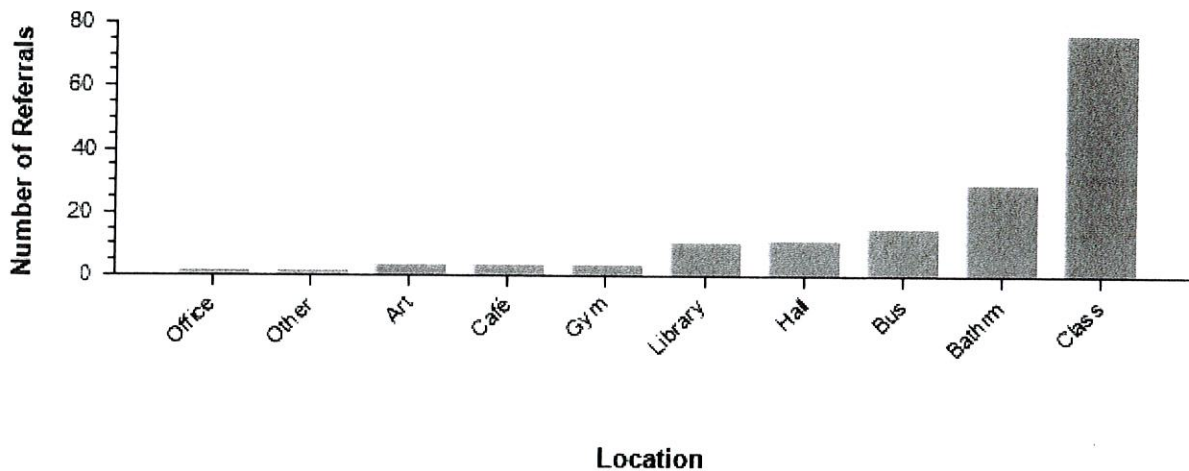
All, Aug 1, 2021 - Jul 31, 2022



Data Table			
Problem Behavior	Frequency	Proportion	Additional Frequency
Dress Code Violation	1	0.66%	0
Use/Possession of Drugs	1	0.66%	0
Use/Possession of Weapons	1	0.66%	0
Disrespect	2	1.32%	0
Minor - Disruption	2	1.32%	0
Tardy	2	1.32%	0
Fighting	3	1.97%	0
Physical Aggression	4	2.63%	0
Inappropriate Location/Out of Bounds Area	5	3.29%	0
Other Behavior	6	3.95%	0
Property Damage/Vandalism	6	3.95%	0
Abusive Language/Inappropriate Language/Profanity	7	4.61%	0
Skip class	7	4.61%	0
Technology Violation	7	4.61%	0
Harassment	10	6.58%	0
Defiance/Insubordination/Non-Compliance	13	8.55%	0
Use/Possession of Tobacco	14	9.21%	0
Minor - Dress Code Violation	16	10.53%	0
Minor - Tardy	22	14.47%	0
Disruption	23	15.13%	0
Totals:	152	100%	0

Referrals by Location

All, Aug 1, 2021 - Jul 31, 2022

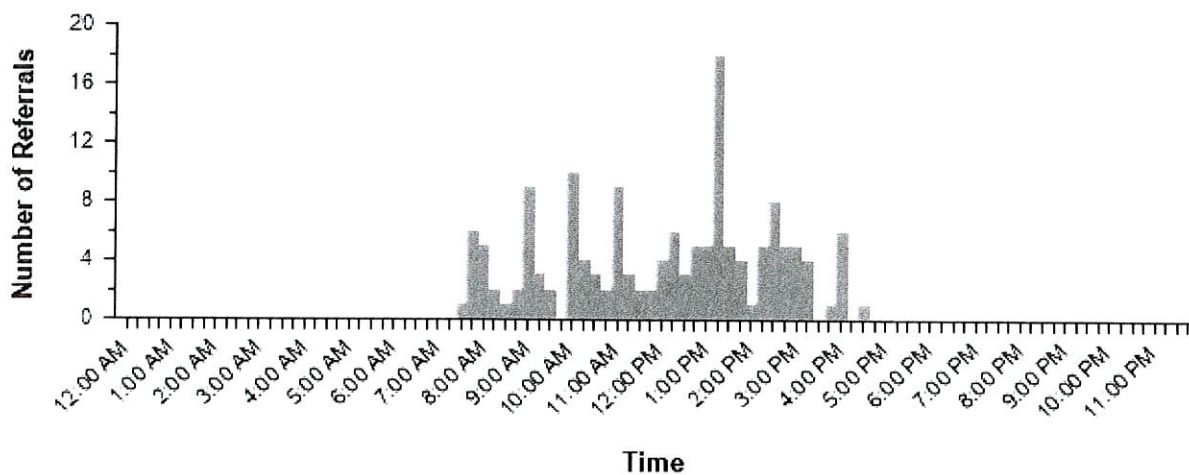


Data Table

Location	Frequency	Proportion
Office	1	0.66%
Other Location	1	0.66%
Art Room	3	1.97%
Cafeteria	3	1.97%
Gym	3	1.97%
Library	10	6.58%
Hallway/Breezeway	11	7.24%
Bus	15	9.87%
Bathroom/Restroom	29	19.08%
Classroom	76	50.00%
Totals:	152	100%

Referrals by Time

All, Aug 1, 2021 - Jul 31, 2022

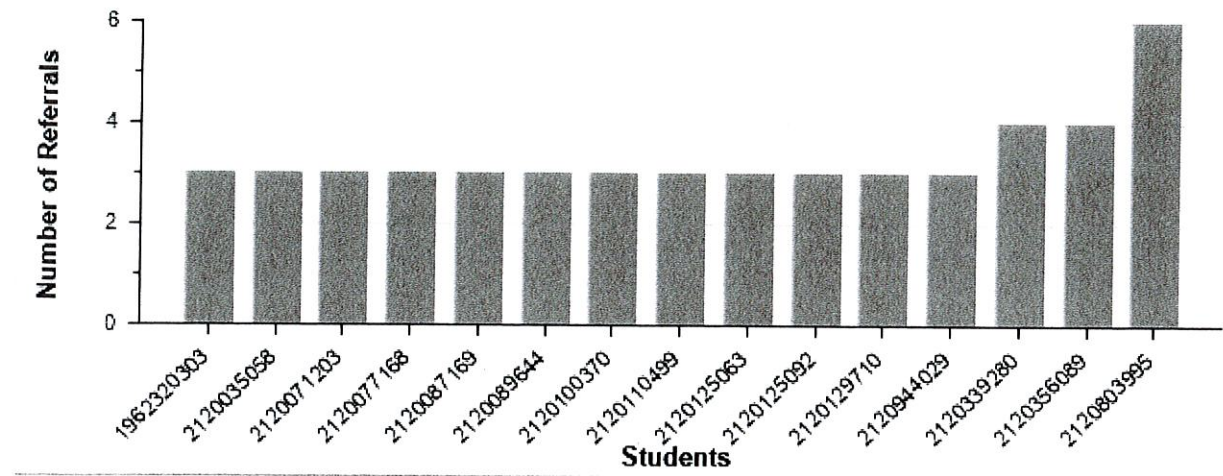


Data Table

Time	Frequency	Proportion
12:00 AM	0	0.00%
Totals:	152	100%

Referrals by Student

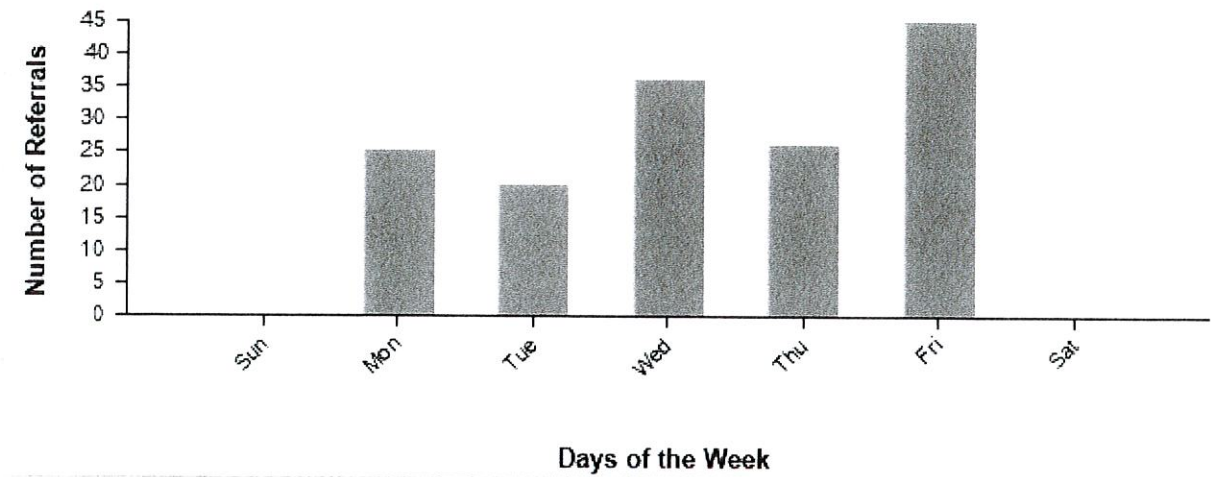
All, Aug 1, 2021 - Jul 31, 2022, At Least 3 Referrals



Data Table			
Student ID	Frequency	Proportion	
1962320303	3	6.00%	
2120125092	3	6.00%	
2120125063	3	6.00%	
2120089644	3	6.00%	
2120071203	3	6.00%	
2120129710	3	6.00%	
2120035058	3	6.00%	
2120087169	3	6.00%	
2120944029	3	6.00%	
2120077168	3	6.00%	
2120110499	3	6.00%	
2120100370	3	6.00%	
2120356089	4	8.00%	
2120339280	4	8.00%	
2120803995	6	12.00%	
Totals:	50	100%	

Referrals by Day Of Week

All, Aug 1, 2021 - Jul 31, 2022

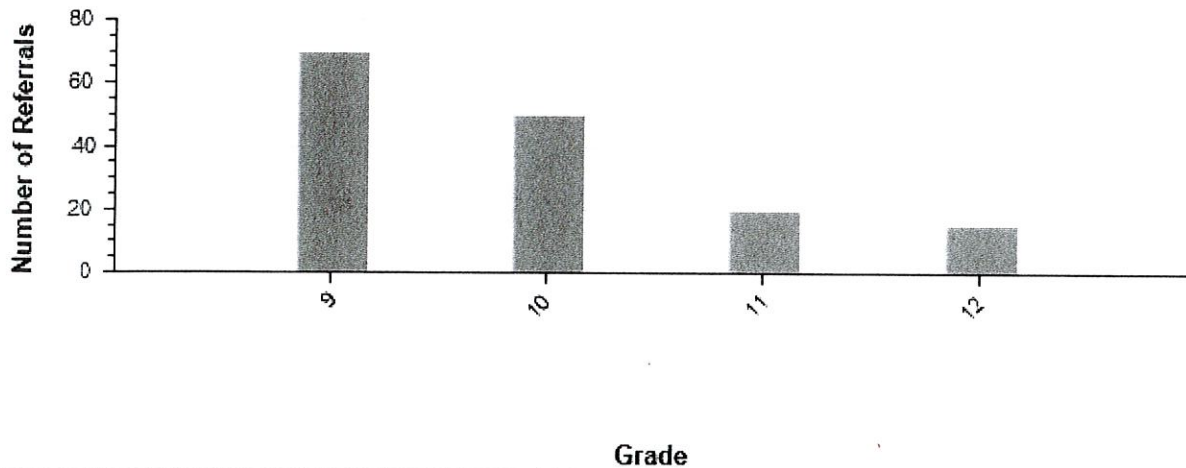


Data Table

Day	Frequency	Proportion
Sunday	0	0.00%
Monday	25	16.45%
Tuesday	20	13.16%
Wednesday	36	23.68%
Thursday	26	17.11%
Friday	45	29.61%
Saturday	0	0.00%
Totals:	152	100%

Referrals by Grade

All, Aug 1, 2021 - Jul 31, 2022



Data Table

Grade	Frequency	Proportion
Pre K-A	0	0.00%
Pre K-B	0	0.00%
Pre K	0	0.00%
K	0	0.00%
1	0	0.00%
2	0	0.00%
3	0	0.00%
4	0	0.00%
5	0	0.00%
6	0	0.00%
7	0	0.00%
8	0	0.00%
9	69	45.39%
10	49	32.24%
11	19	12.50%
12	15	9.87%
Post 12	0	0.00%
Totals:	152	100%

Section 6 Accounts	2021-22 Budget	Balance as of October 5, 2021
Certified Permanent Salary		
Extended Day		
Extra Service		
Other Certified	700	550.00
Certified Substitute Salary	1,000	1,000
Classified Regular Salary		
Classified Other Pay		
Classified Substitute Salary		
Employer FICA Contribution		
Employer Medicare Contribution	100	97.95
KTRS Employer Contribution	100	95.5
CERS Employer Contribution		
KSBA Unemployment Insurance	50	50
Workshop Consultant	250	250
Education Consultant	1,000	500
Registration Fees	12,000	4,295.00
Conference Registration		
Security Services		
Other Professional Services	1,000	570.00
Copier Rental	18,000	3,000.00
Other Rental	200	200.00
Postage & PO Box Rental	3,000	430.00
Telephone	3,000	1,440
Newspaper Advertising		
Travel	2,500	1,941
General Supplies	20,000.00	887.20
General Supplies (Library)	500	375.61
Food Non Instructional	500	386.25
Food Instructional Non Food Service	250	250.00
Library Books (Library)	2,000	764.61
Periodicals (Library)	1,000	1,000.00
Supplemental Books/Study Guides		
Textbooks		
Audiovisual Materials (Library)	1,250	596.95
Tests	250	250
Reference Materials	250	250
Computer Related Supplies	15,000	13,728
Awards	250	250
Health Supplies	1,000	389.49
Equipment Supplies		
Furniture/Fixtures		
Furniture/Fixture supplies		
Other Supplies & Materials		
Tech Related Hardware	500	357.00
Computers (Library)		
Tech Software	500	500.00
Instructional Equipment	500	500
Dues & Fees	1,000	620.00
Graduation Expenses		
Other Miscellaneous	40,372	39,262
Food Instructional Non Food Service		-4,000.00
General Supplies (School supplies)	39,571	26,406.72
Other Repairs and Maintenance	500	500.00
General Supplies (Custodial)	20,000	12,087.72
TOTAL	188,093.09	100,210.93

District Activity Accounts @ Central Office	Balance as of October 5, 2021
Destitute Senior	312.36
Class of 2023	402.25
Driver's Education	11,700.00
General Fund	23,885.49
Ag Shop	8,687.87
AP Exam	4,642.36
Art	265.48
Band	2,853.84
Chorus	299.22
Drama	6,710.11
English	7.65
Class of 2020	2798.5
Field Trips	-574.7
Foreign Language	579.21
Horticulture	70,299.49
Library Book Fair	507.05
Class of 2021	767.34
Mercer Foundation Grant	14,445.99
Yearbook	2,495.83
Pictures	2,455.27
Science	-644.77
Senior Trip	160.38
Summer School	9,262.80
Technology	833.88
Class of 2022	5,354.09
Textbooks	16,902.39
College Tech Educational	903.83
Staff Fund	2,272.15
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	140.35
General Athletics	10,997.24
Archery	1,328.80
Baseball	2,747.36
Boys Basketball	7,754.66
Girls Basketball	2,871.27
Cheerleading	2,271.27
Cross Country	1,181.13
Dance	1,329.97
Football	14,044.47
Football Bowl Game	23,447.92
Football Capital	6,092.80
Football Supplemental	20,778.25
Golf	2,381.02
Boys Soccer	1,704.22
Girls Soccer	7,405.29
Softball	3,856.25
Boys Tennis	2,318.79
Girls Tennis	2,293.85
Track	3,070.09
Volleyball	756.42
Bass Fishing	5,511.56
Heart of the Bluegrass	4,839.98
Athletics Supplemental	3,618.78
Gate Receipts	93,302.99
Athletics Training	201.00
TOTAL	417,521.34

Student Activity Accounts @ Central Office**Balance as of October 5, 2021**

Thirst Club	24
KYA/KUNA	1039.61
Fellowship of Christian Athletes	1009.26
Republican Club	111
Unity Club	206.01
FCCLA	2,138.31
Engineering Club	674
Future Educators of America	129.81
National Honor Society	1719.74
Spanish Club	1,232.12
Student Council	416.99
Key Club	65.71
Film Club	121.31
Envirothon Team	75.03
Book Club	777.32
Beta Scholarship	170
Project Graduation	1,965.39
Beta Club	1,230.78
FFA	11,420.10
School Store	152
Student Vending	1,249.08
Pep Club	1168.87
Weightlifting	381.34
Chess Club	596.55
TOTAL	28,074.33

Mercer County Senior High School

Accountability Results

2020-21 School Year

Here are the results and some of the talking points from the 2020-21 school year K-PREP assessments as well as the 11th Grade ACT:

ACT

	<u>MCSHS</u>	<u>State</u>
Composite	17.8	18.0
Reading	18.3	18.5
English	17.1	17.1
Math	17.5	17.7
Science	18.0	18.3

% meeting benchmark	<u>MCSHS</u>	<u>State</u>
Reading	37.4%	39.9%
English	41.9%	42.3%
Math	27.4%	29.9%

K-PREP

On-Demand Writing - 11th Grade (156 students tested)

<u>Performance Level</u>	<u># Students Tested</u>	<u>School %</u>	<u>State %</u>
Novice	14	9.0%	12.4%
Apprentice	41	26.3%	30.4%
Proficient	52	33.3%	34.9%
Distinguished	49	31.4%	22.3%

- 64.7% scored either Proficient/Distinguished
- 31.4% scored Distinguished

Science - 11th Grade (156 students tested)

<u>Performance Level</u>	<u># Students Tested</u>	<u>School %</u>	<u>State %</u>
Novice	48	30.8%	30.6%
Apprentice	69	44.2%	42.9%
Proficient	33	21.2%	22.8%
Distinguished	6	3.8%	3.7%

- 25% scored either Proficient/Distinguished
- 75% scored either Novice/Apprentice

Reading - 10th Grade (154 students tested)

<i>Performance Level</i>	<i># Students Tested</i>	<i>School %</i>	<i>State %</i>
Novice	57	37.0%	34.8%
Apprentice	48	31.2%	27.3%
Proficient	31	20.1%	25.4%
Distinguished	18	11.7%	12.4%

- 31.8% scored either Proficient/Distinguished
- 68.2% scored either Novice/Apprentice

Math - 10th Grade (154 students tested)

<i>Performance Level</i>	<i># Students Tested</i>	<i>School %</i>	<i>State %</i>
Novice	49	31.8%	35.9%
Apprentice	53	34.4%	33.8%
Proficient	46	29.9%	24.4%
Distinguished	6	3.9%	5.8%

- 33.8% scored either Proficient/Distinguished
- 66.2% scored either Novice/Apprentice

ALIGNMENT WITH STATE STANDARDS POLICY

ALIGNMENT NEEDS ASSESSMENT

Our improvement planning process will include:

- An analysis of our state assessment data and other school data as necessary to discover the extent to which our students are meeting state standards and our programs are aligned with state standards. Analysis will include performance levels of each demographic group in the school.
- Systematic work to discover and correct the causes of barriers to high performance by all students and the movement of students toward our goals.
- A revision of our school improvement plan based on our needs assessment data for that year. Our plan will set goals and address any indicated alignment issues to help move our students to state standards according to the timetable established by the Kentucky Board of Education.

We will implement this process to address our alignment with state standards, and the resulting plan will be monitored by the council through ongoing progress notes.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Approved: _____ Chairperson: _____

BUDGET AND SPENDING POLICY

SPENDING AREAS

This policy covers procedures to be used in the areas where the law gives the council the responsibility for spending decisions. These areas include the following:

1. Number of Employees
2. Student Support Services
3. Textbooks/Instructional Resources
4. Instructional Materials
5. Activity Funds

NUMBER OF EMPLOYEES

All procedures involved in the determination of the number of employees on staff will only include discussion of positions, not individuals. The following procedures will be used to determine the number of positions for each job classification:

March to May

- The Superintendent will notify the council by March 1st of its tentative allocation of the next school year, including staff funding.
- Beginning with the current staffing plan, the council or an assigned committee will draft a tentative plan for how many staff members the school will have in each subject, grade level, and each other type of position. The tentative plan will take into account an effective student/teacher ratio for meeting the needs of all students, identified gaps, and school improvement initiatives.
- After input from shareholders, revisions will be made necessary and the tentative plan will be submitted to the council for official action.
- Once the council receives the final allocation from the superintendent on May 1, the council will make a final decision and notify the superintendent of its choices by the district deadline.

STUDENT SUPPORT SERVICES

Student support service choices will be made annually by the council through the adoption of the budget. The council will consider recommendations made by any concerned party for additional services.

TEXTBOOK/INSTRUCTIONAL RESOURCES SELECTION

The council will appoint an ad hoc committee to review materials. The materials may come from any subject area. The committee will include teachers, and a good faith effort will be made to also involve parents on the committee. The committee will take the following steps:

- Review our school improvement plan, curriculum, and the Kentucky Academic Standards.
- Develop criteria for textbooks/instructional resources that will help the school move students to proficiency and beyond.
- Review available textbooks/instructional resources to identify those that will best meet their criteria.
- Report to the council on its choices for council approval.
- Respecting all regulatory requirements governing textbook/instructional resources funds, determine quantities of each item to be ordered within the school's textbook/instructional resources budget.
- The principal (or principal designee) will check that each purchase order fits the funds available, respects any existing contracts or bid lists, and will complete the purchase.

INSTRUCTIONAL MATERIALS

The following procedures will be used to determine the spending needs for instructional materials:

February to June

The principal and/or a committee will review our school improvement plan and other indicators of student needs and develop a tentative plan for spending on instructional materials. This spending plan will consider an estimate of funds available from all sources, designate who will be responsible for the choices, and include amounts for:

- specific items to implement the school improvement plan
- shared supplies
- the library
- the computer lab
- distinctive needs of each teaching team
- distinctive needs of each teacher not assigned to a team
- electronic materials
- the principal's discretionary fund
- any other category of items the principal or committee believes is needed

By March 1 the council will be notified by the superintendent of its tentative allocation for the next school year, including instructional materials. The tentative plan will be revised to fit the allocation and presented to shareholders for input. After the council receives a final allocation from the superintendent on May 1 and in light of any input from shareholders, the tentative plan will be further revised if necessary and presented to the council for official action.

The council will approve a final spending plan organized by categories of spending.

- In accordance with the district timeline and procedures, the council will submit a request for Section 7 money.
- The principal (or principal designee) will reformat the spending plan to fit the MUNIS accounting system and submit it to the superintendent.
- All groups or individuals designated in the approved council-spending plan will select items for purchase and fill out purchase orders for those items.
- The principal (or principal designee) will check that each purchase order fits the funds available, respects any existing contracts or bid lists, and will complete the purchases. No further council approval will be needed.

ACTIVITY FUNDS

The following procedures will be followed for activity funds:

Each club, organization, and activity account shall prepare a tentative budget for the next school year on the Individual Activity Account Budget Worksheet.

- The Individual Activity Account Budget Worksheets are due to the principal by April 15.
- The sponsor shall work with the officers of the club in this process to assure continuity of programs.
- The principal or designee shall prepare budgets for activity accounts without sponsors for SBDM approval.

The council, with input from the appropriate committee, club, or organization, will approve the school general activity fund budget and other office activity fund budgets. Staying consistent with district policy, the council, with input from the appropriate committee, club, or organization, will determine use of school general activity funds from bookstore sales, snack and beverage sales, and other office activity funds not raised by a school organization for a specific purpose. These sales are mainly to students and, therefore, the profits will be used for the benefit of students and not for the school's basic routine operating expenses or for renovations or maintenance of school facilities. If the employee lounge has vending machines or other concessions, those profits may be used for employee purposes. The SBDM council can approve other allowable expenditures for accounts without student involvement. This would be any expenditure that would benefit all the students, but not a specific student group, for example, picture sales.

Caution: School activity funds shall not be expended for any operational costs of the school, including salaries/stipends for a SBDM secretary, even the funds in the general account of the school.

The council, with input from the appropriate committee, club, or organization, will also:

- Determine the use of cash donations for general purposes.
- Oversee the expenditure of instructional funds from school fees and dues and any other funds not raised for a specific purpose.
- Participate in the creation of bid specifications and conditions, serve on bid evaluation committees, and participate in formulation of policies and procedures concerning activity funds IF requested by the board.

The Title IX report must include all expenditures for student athletics, including external support/booster organizations, school activity fund monies, SBDM allocations, and grants. The school or district, with approval of the local board of education, may establish additional guidelines/requirements for the external support/booster organizations. This doesn't state the SBDM council, but that is what is meant by "school."

SPENDING CATEGORIES AND MUNIS ACCOUNTING

Whenever possible in budgets and financial reports, we will use spending categories that will make sense to most shareholders in our school, even if those categories are not part of the state and district accounting system known as "MUNIS".

DRAFT BUDGET

December to February

All EXPENSES will be estimated for the coming year that are needed to:

- Implement our CSIP fully, including staffing, materials, professional development/learning, and other needs.
- Maintain other programs at the current level of quality including staffing, materials, professional development/learning and other needs.

The FUNDING will be estimated for the coming year from:

- Our allocation for certified and classified staff.
- Our allocation for instructional materials.
- Any additional allocations that we have reason to believe are likely to continue.
- Our allocation for professional development/learning.
- Funds from any fundraising activities (activity funds) that are not designated for specific student group use and any fundraising activity money that we expect to carry over.
- Grants that seem reasonably likely from any source.
- Categorical dollars from programs listed as sources in our CSIP, based on past funding and consultation with the principal about what is being considered for next year.

Expenses and revenues will be estimated separately and no attempt will be made to match the two at this time. If necessary, any SHORTFALLS will be shared with the council for a discussion on possible solutions.

A DRAFT BUDGET will be developed that:

- Includes a clear statement of the number of persons to be employed in each job classification.
- Lists dollar amounts
- Addresses the expenses for fully implementing our CSIP and maintaining other programs at their current level.
- Describes which sources will be used to cover expenses.
- Designates the person or group responsible for selecting specific items to be purchased in each spending category, with the media librarian as the person or a member of the group responsible for items for the library media center.
- Identifies any further expenses and/or needs that cannot be covered within currently expected funding and/or are not being met by the current Budget.

The draft budget will be circulated to the school Council, the school staff, and all parents serving on council committees, and will be posted for public review.

REVISING THE DRAFT BUDGET

March to May

The council will:

- Review the draft Budget either in a regular or a special meeting.
- Compare the draft budget to the tentative budget provided by the school board by March 1.
- Identify areas that may need adjustment to further reflect school priorities, new spending information, stakeholder input on the impact of the spending proposed plan, or other relevant information.
- If necessary, charge a committee or ask the principal to consider areas that may need adjustment and submit a revised budget for council adoption.

- Discuss whether the council needs to request Section 7 funding for additional expenses, and what needs would be designated for such funding.
- Charge a committee or ask the principal to write up the Section 7 requests for formal council adoption.
- Set a timetable for adopting a revised budget and official Section 7 requests that are compatible with any district timetable.

May and June

After the council receives the final allocation from the superintendent by May 1 and adopts its budget and its Section 7 requests, the following procedures will be completed:

- Notify the Superintendent and local board of the council's decision on the number of persons to be employed in each job classification and any Section 7 request.
- Ensure that the portion of the council's budget that governs its general fund allocations is converted into a standardized Budget using the MUNIS accounting codes and that it is sent to the district central office.
- Ensure that all relevant Budgets are clearly reflected in the school's CSIP and that the person or group listed as responsible for selecting specific items have been notified of the dollar amounts allocated to them.

IMPLEMENTATION AND MONITORING

Every Month

The Principal (or principal's designee) will:

- Ensure that all spending records required by the state and district are maintained, including but not limited to all Redbook requirements.
- Submit a report to the council comparing planned spending, spending so far, outstanding purchase orders, and amount remaining available in each category.

July to September

The Principal (or principal's designee) will ensure that:

- In accordance with Redbook procedures/requirements, all booster organizations have submitted to the principal in their annual financial report for the previous year that ends June 30th.
- All booster organizations have completed all Redbook requirements including submitting to the principal the following documentation required in the Redbook:
- Names of officers (due within the first 30 days of school)
- Annual budget worksheets showing estimated revenues and expenditures for the coming year (due within the first 30 days of school or within thirty days of the first transaction for the group)

October

After the second school month, when the council allocation is updated, the principal (or principal designee) will ensure that:

- If the allocation will be adjusted and reductions have to occur in the budget, the principal will work with the council to approve a new budget.
- If extra allocations become available to the school, all committee chairs as well as the contact person(s) for all MUNIS accounts will be notified of the availability of these additional funds.
- Submissions of additional funding requests will be required to be submitted on the appropriate forms in a timely manner by the process established in this policy.

January and April

- The following procedures will be completed in January and then again in April:
- Notify each individual and group designated to select items for purchase of the amount they were authorized to spend, the amount spent so far, their outstanding purchase orders, and the amount in each category.

- Ask each individual and group to check those figures and report anything that may need adjustment and report whether they will need the full remaining amount to address the needs in question.
- From these responses, identify any amounts that will not be needed as budgeted and make recommendations to the council for budget adjustments to maximize the use of those funds.

BUDGET CHANGES

Individuals or groups who identify spending needs that are not addressed in the current budget will submit a written explanation of the need and the amount to the council.

The Principal will inform the council promptly of:

- Any change in the council's General Fund allocations received on March 2. Any Section 7 funds to be allocated based on Council requests and Board action and/or any allocation of Section 7 funds to the school based ADA.
- Any change in the school's professional development allocation.
- Any decision regarding categorical funding for the school.
- Any change in actual or expected activity fund resources.

The Council will consider amending the Budget to respond to funding changes only after receiving the input of the Budget Committee on the financial impact of how the change would affect the success of our CSIP.

PROFESSIONAL DEVELOPMENT

Professional development shall:

Planning and Evaluation

- Use a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning
- Be related to instructional assignments and professional responsibilities
- Be aligned with the school or district improvement plan or the individual professional growth plans of teachers
- Be facilitated by skillful leaders who develop capacity and advocate and create support systems for the professional learning

Conducting and Implementing

- Occur within learning communities committed to continuous improvement
- Apply current research on systems change and sustain support for implementation of professional learning for long-term instructional improvement as evidenced by student growth
- Integrate theories, research, and models of human learning to achieve its intended outcomes
- Align its outcomes with educator performance and student curriculum standards
- Focus resources on areas of identified need

ORGANIZATION AND BUDGET CONSIDERATIONS

- Each year's updated SIP will be approved by the council and include components with PD/L activities for PD/L days in the district calendar and other appropriate learning opportunities for teachers based upon SIP and professional growth plan needs.
- Where needed to achieve the SIP goals, the components may also propose use of the flexible PD/L time option to replace some or all of the PD/L days with local school board approval.
- Any PD funds not needed to implement the SIP will be used with advance approval, which must be obtained before the professional development/learning activities take place. These activities may include:
 - Flexible professional development/learning time needed to implement a staff member's individual growth, which must have principal approval, or
 - Other professional development/learning that supports the SIP, which must have either council or principal approval
 - Priority needs will be written in an individual growth plan as approved by the principal (in the event of conflicting approvals)
- The council's annual budget will identify resources available for each type of need.

- For needs identified in the SIP, the person listed in the SIP as responsible will make all the needed arrangements for the activity to take place and will complete purchase orders for any required expenditures.
- For needs identified in an individual professional growth plan, the individual identified in the growth plan will make any necessary arrangements and will complete any required purchase orders for expenditures.
- The principal (or principal designee) will check that each purchase order fits the funds available, respects any existing contracts or bid lists, and fits any other criteria established by the council. If those requirements are met, he or she (or a designee) will complete the purchase and no further council approval will be needed.

EVALUATION OF PROFESSIONAL DEVELOPMENT/LEARNING ACTIVITIES

The following procedures will be followed to evaluate PD/L Plan and funds:

- PD/L activities will be evaluated by those participating. Evaluations will be designed to indicate how well the PD/L activity met the Criteria for Professional Development/Learning section in this policy.
- The principal (or principal designee) will report to the council on the results of all PD/L evaluations at least once a year to help inform future planning of PD/L activities.
- Our SIP will ensure an ongoing process that evaluates the impact of professional development/learning on the staff, school improvement, and on student academic progress.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: _____

Date(s) Reviewed or Revised: _____

COMMITTEE POLICY

LEADERSHIP TEAM/AD HOC COMMITTEES

As needed, the Council may approve Ad hoc committees to help address needs as identified by the Council. The School Leadership team, which is composed of members of the Math department, English department, Science department, Social Studies department, Career and Technical Education department, Fine Arts department, Special Education department, and head grade level advisors, will serve as the primary group to address needs in the high school.

For these ad hoc committees, the Council will identify the specific topic to be addressed.

The principal (or principal's designee) will invite persons to serve on the ad hoc committee and will also designate a committee member to convene the committee for its first meeting.

Ad hoc committees automatically dissolve when they have completed their tasks.

OPERATING RULES FOR ALL COMMITTEES

All committees established by the SBDM Council are public agencies subject to Kentucky's Open Meetings Law. To comply with that law, each committee must:

- Establish a regular meeting schedule at its first meeting of each school year and make that schedule available to the public by posting it in a place convenient to the public.
- Hold meetings that are not on the regular schedule only after following these special meeting procedures:
 - The committee chair or a majority of members decide the date, time, place, and agenda.
 - Those who make the decision put the date, time, place, and agenda in a written notice, which they must post in a place convenient to the public at least 24 hours before the meeting.
 - Notice of a special meeting must be hand-delivered, faxed, or mailed to all members of the committee early enough so that they will receive it 24 hours before the meeting. E-mail cannot be used to deliver these notices.
 - If any media organization has asked for notice of special meetings, those calling the meeting must hand-deliver, fax, or mail copies of the written notice to the agency requesting the notice so that they will receive it 24 hours before the meeting. E-mail cannot be used to deliver these notices.
- Take minutes of the actions and decisions at every meeting.
- Review the minutes of each meeting and approve them at the very next meeting, after deciding on any needed correction.
- Make committee minutes for each meeting available to the Council and to any interested party, after final approval of the minutes.

POLICY EVALUATION

This policy will be evaluated by the SBDM Council in the fall of every new school year. Recommendations (if any) for revisions will be presented in writing to the council for consideration and adoption. Recommendations should be made as soon as possible in the school year, but no later than the January council meeting.

Approved _____ Chairperson _____

CONSULTATION POLICY

For each vacancy that occurs at our school, the Council will appoint an ad hoc interview Committee of no more than five people. The Interview Committee membership will include the Principal, at least one parent and at least one certified staff member who will work directly with the person to be hired. No more than three Council Members (including the Principal) may serve on any Interview Committee. The following process will then be followed:

- Within two weeks of their appointment, the Interview Committee will meet in OPEN SESSION(S) to:
 - Develop a set of criteria for a strong candidate. These criteria shall not discriminate based on race,
 - ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.
 - Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates.
 - Decide on methods to use to gather information about the candidates. The methods will include
 - (but not be limited to) some or all of the following: reviewing applications and resumes, in-person
 - interviews, references, written interviews, portfolios, and performance events (written responses to a
 - hypothetical work related challenge.
- As soon as possible after reviewing a list of applicants and finishing the procedures in number 1 above, the Interview Committee will meet in CLOSED SESSION (S) to:
 - Review all applications and written references and select applicants to interview
 - Determine if information in the written application or resumes point to any specialized questions
 - that should be asked of a particular applicant and to develop those questions if they are necessary.
- Within a week of the Interview Committee's selection of candidates to interview, the Principal (or designee) will schedule an interview with each selected applicant at a time when all Interview Committee members can attend and call special meetings of the Interview Committee for each of those interview times.
- Each interview will occur in a CLOSED SESSION of the Interview Committee in which they will:
 - Ask all the standardized questions in the same order of each candidate.
 - Ask any specialized question after that.
 - Ask any follow-up questions after that.
- Within a week after all interviews are complete, the Interview Committee will meet in CLOSED SESSION to discuss how well each applicant meets the criteria, offer comments on the contributions each could make, and provide any additional input requested by the Principal. This discussion will take the place of consultation with the Council, so that the Principal may make the selection once this Interview Committee meeting is complete.
- After considering the Interview Committee's comments, the Principal will select the person he/she believes will contribute most to the success of the school's students and notify the superintendent and Council of his/her choice. The superintendent will complete the hiring process.
- If necessary, the Principal may review additional applicants and repeat steps 2 through 6 above.
- Extra Duty assignments and positions include paid or unpaid duties beyond the instructional day and/or 185-day contract. When only persons currently working at our school will be considered, the Principal will make the assignment following our policy on assignment of staff time. When persons currently not working at our school will be considered, this policy on consultation will be followed by the Principal, the Council, and the ad hoc Interview Committee appointed by the Council.

Approved: _____ Chairperson: _____

Upcoming Dates

Oct. 18-22	CERT Fall testing window
Oct. 18	SBDM 4:00
Oct. 21	Board Meeting 5:30
Oct. 23	ACT
Oct. 23	Band KMEA Regionals
Oct. 26	PSAT
Oct. 26	Senior Parent Night 6:00
Oct. 27	Club Day
Oct. 29	Academic Breakfast 9:00
Oct. 30	Marching Band State Semi-finals/Finals
Nov. 12	Midterm
Nov. 15	Blood Drive
Nov. 15	Club Day
Nov. 15	SBDM 4:00
Nov. 18	Board Meeting 5:30
Nov. 24-26	Thanksgiving Break
Dec. 8	Club Day
Dec. 11	ACT
Dec. 13	SBDM 4:00
Dec. 16	Board Meeting 5:30
Dec. 17	Early Release Day
Dec. 20-22	Titan Academy
Dec. 20 - Jan. 4	Christmas Break