
SBDM COORDINATOR'S YEAR-AT-A-GLANCE

JULY

- Provide councils with the required annual documents to be read and signed by each member: KRS 158.183, KRS 158.195, *Your Duty Under the Law*, *Managing Government Records*, and *Proof of Receipt*.
- Ensure that all councils have set their meeting times, dates, and location of regular SBDM meetings.
- Schedule council member training. New members have 30 days to get trained while experienced members have 120 days to get trained once the members' term has begun.
- Make certain council chairs have copies of bylaws and policies relative to their respective school and have shared those guiding documents with the council.

AUGUST

- Continue council member training and record training information in the SBDM verification database.
- Ensure that meeting minutes and agendas are current and posted on the school's website for the public to easily access.
- Review the SAAR's report to determine if a school council needs minority representation based on the data within the report. Those schools having 8% or more minority population are required by statute to have at least one minority representative on council.
- Confirm that the principals have begun the special elections to elect minority parents and minority teachers (where applicable).
- Ensure councils are aware that they will need to begin reviewing and revising (if needed) school policies and the council's bylaws.
- Ensure that councils are aware of their budget for the year and that they have an understanding of any federal funds the schools receive.
- Ensure that councils are aware of their role with the Comprehensive School Improvement Plan (CSIP) and share with them the timeline for completing various components of the plan throughout the school year.

SEPTEMBER

- Ask the finance officer or superintendent to share the adjusted staffing allocation for Sections 4 and 5 with the councils by September 15.
- Train minority council members (where applicable) and record training information in the SBDM database.

- The Continuous Improvement Diagnostic for Schools is due in eProve by October 1. Council members are on the planning team that helps to complete and/or review this diagnostic. Ensure councils are submitting the diagnostic on time.
- Ensure that school principals are on track to complete the School Profile Report for visual and performing arts, health and physical education (practical living), career studies and world languages. The School Profile Report is in the School Report Card and it is due by October 1.
- Ensure councils continue to review and revise school policies and council bylaws.

OCTOBER

- Ensure councils continue to review and revise school policies and council bylaws.
- The following CSIP diagnostics are due in eProve by November 1: The Needs Assessment for Schools, School Assurances, and the School Safety Report.

NOVEMBER

- SBDM training verification information should be entered into the Web Applications database by November 1.
- Ensure councils continue to review and revise school policies and council bylaws.

DECEMBER

- Ensure councils continue to review and revise school policies and council bylaws.
- The following diagnostics are due in eProve by January 1: Comprehensive School Improvement Plan (CSIP), Closing the Achievement Gap Diagnostic, Executive Summary for Schools, and where applicable, Title 1 Annual Review Diagnostic. Ensure councils are submitting these diagnostics on time within the eProve platform.

JANUARY

- Ensure councils continue to review and revise school policies and council bylaws.
- Watch bill proposals during the legislative session and ascertain any impact they may have on the council.

FEBRUARY

- Prepare for the annual endorsement training offered by KDE for SBDM Coordinators in March and register for a session.
- Ensure councils continue to review and revise school policies and bylaws.

MARCH

- Tentative staffing allocations are due to the councils by March 1. Talk to the finance officer and confirm he/she has sent the allocation to the councils and to KDE for approval if the allocation was amended by the local board of education.
- Ensure teachers and parents are familiar with their election procedures as they prepare for elections.
- Attend an SBDM annual training session offered by KDE.
- Ensure councils continue to review and revise school policies and bylaws.

APRIL

- Ensure parents and teachers are beginning to conduct parent and teacher elections for the new council.
- Once councils are elected, enter council member names, role, and experience status in the verification database.
- Review information in the verification database from the current school year and check for member accuracy and spelling accuracy.
- Ensure councils continue to review and revise school policies and council bylaws.

MAY

- Final staffing allocations are due to councils by May 1. Talk to the finance officer and confirm he/she has shared allocations with councils.
- Talk to the finance officer about Section 7 funds and if there are any available. Council reviews Section 7 allocations (if applicable) by May 30.
- Ensure councils continue to review and revise school policies and council bylaws.

JUNE

- Train council on principal selection if there is a principal vacancy at the school. This can happen in any month, but typically occurs in the summer as contracts end.