



Kentucky Department of Education | SBDM Newsletter – 2019

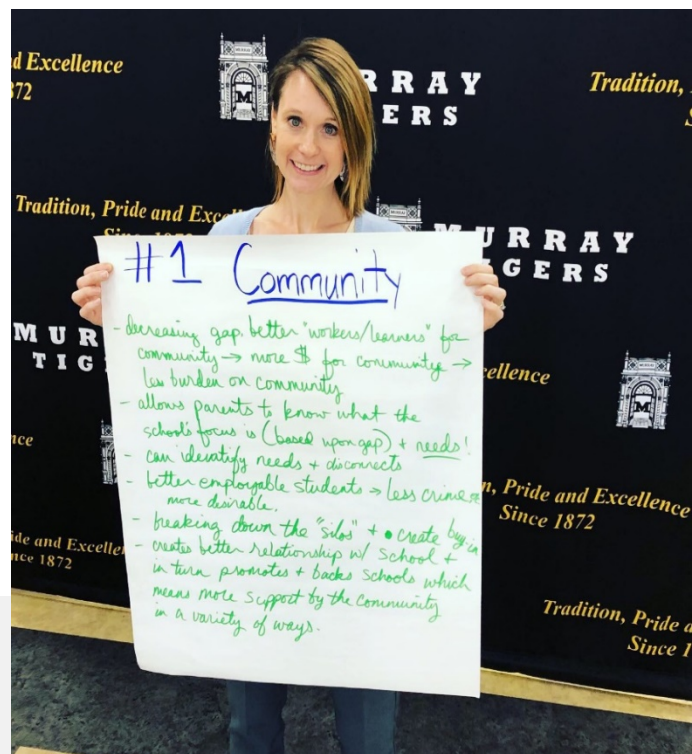
AUGUST 2019 VOLUME 1, ISSUE 8

SBDM council member summer training wrap-up

Thank you to those districts whose school council members participated in the SBDM summer trainings around the state conducted by KDE. There were six trainings with a total of 121 participants, which included principals, teachers and parents. Each training encouraged participation and interaction, resulting in excellent discussions on how councils can further enhance student achievement.

KDE SBDM Consultant Ashlie Cox debuted "The Council's Role with Continuous Improvement" and engaged in meaningful conversation regarding each school's Comprehensive School Improvement Plan (CSIP) and the importance of planning. From the discussions, many council members shared the benefits to tweaking the school plan when it is not working and shared their input on how not only students benefit from a sound plan, but also the community, district, teachers and the council itself.

If council members in your district attended one of these trainings, please get a copy of their EILA certificate for the purpose of entering the verification data into the SBDM database. KDE did maintain copies of sign-in sheets should you need to verify attendance and/or EILA information. Please email [Ashlie Cox](mailto:Ashlie.Cox@kde.ky.gov) if you need assistance with this.



Bylaws and policies review

With the new school year beginning and new councils in place, it is crucial that council members begin the annual review of the council's bylaws and the school's policies. Bylaws and policies should be analyzed to determine whether they are still current, valid and aligned to the processes of the school council and/or school itself. Bylaws and policies can be amended at any time, so long as any amendments are recorded in the meeting minutes and align to all other parameters outlined in the council's bylaws. When reviewing policies, consider the following questions:

- Are the school council policies legal?
- Are the school council policies clear?
- Are the school council policies practical?
- Are the school council policies wise?
- Are the school council policies focused on improving student achievement?
- Do the school council policies support a positive school culture?

KDE has developed a [checklist](#) to assist school councils in reviewing and revising their policies to determine whether statutory requirements are met. This checklist also shows which policies are required, which decision areas are required and which bylaws are required.

New coordinator and trainer webinar

If you are a new SBDM district coordinator and trainer for the 2019-2020 school year and would like to receive more information regarding your role and responsibilities, the basics of SBDM and how to establish and maintain effective councils, please register for the webinar at 10:30 a.m. ET Aug. 27 by emailing [Ashlie Cox](#). This webinar will also endorse trainers to train for the current school year.

CONNECT '19 - Continuous Improvement Summit

Join AdvancED and Measured Progress and the Kentucky Department of Education at CONNECT '19 for practical information and inspiring stories to drive improvement. Learn how educators, administrators and industry leaders apply research-driven insights to their unique educational environment. Connect school quality to better outcomes for learners.

Sept. 16, 10 –a.m.-3:30 p.m.

Sept. 17, 8:30 –a.m.-4 p.m.

Keynote speech by Anthony Muhammed

Lexington Convention Center, 430 W. Vine St.,

Lexington

[Registration link and summit flyer](#)

Comprehensive improvement planning for schools

The **Comprehensive School Improvement Plan (CSIP)** is defined as “a plan developed by the school council, or successor, and charter schools with the input of parents, faculty, and staff, based on a review of relevant data that includes targets, strategies, activities, and a time schedule to support student achievement and student growth, and to eliminate gaps among groups of students.”

The comprehensive school and district improvement plan process is outlined in [703 KAR 5:225](#). The requirements included in the administrative regulation are key components of the continuous improvement process in Kentucky and ultimately fulfillment of school, district and state goals under the Kentucky state plan as required by the Every Student Succeeds Act (ESSA).

While the regulation outlines a timeline for compliance purposes, the plan itself is a strategic and proven approach to improve processes and to ensure students achieve. The timeline for the school's 2019-2020 diagnostics is as follows:

Phase One: Aug. 1–Oct. 1

- Continuous Improvement Diagnostic for Schools

Phase Two: Oct. 1–Nov. 1

- The Needs Assessment for Schools
- School Assurances
- School Safety Report

Phase Three: Nov. 1–Jan. 1

- Comprehensive improvement Plan for Schools
- Executive Summary for Schools
- Closing the Achievement Gap Diagnostic for Schools
- Title I Annual Review^{*1} Diagnostic

Phase Four: Jan. 1–Dec. 31

- Progress Monitoring

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¹ The Title I Annual Review is to be completed by those schools receiving Title I funds and operating a schoolwide program (SWP). Please consult your district's Title I Coordinator if you are uncertain as to whether or not this applies to your school.