

September 8, 2022

SBDM Special Meeting Minutes

Approved

Caywood Elementary School
Conference Room

OPENING BUSINESS

- Good News
- Public Comment

Kim Mott motioned to call the meeting to order at 4:19. Connie Ritterholz seconded the motion.

Attendance: Michelle Mersman, Shanice Marshall, Connie Ritterholz, Kim Mott


COMMITTEE REPORTS

None

OLD BUSINESS

None


NEW BUSINESS

- **Approval of Revised Supplemental Positions**  **Copy of 22-23 CY Supplementals 9-6-22**
 - **Shanice Marshall** motioned to approve supplemental positions including 3 positions in which will be paid out of SBDM funding. **Connie Ritterholz** seconded the motion.
- **Review and Approval of School Profile Report (School Report Card)**
 - **Connie Ritterholz** motioned to approve the School Profile Report. **Michelle Mersman** seconded the motion.
- **Review and Approval of 4th Grade Field Trip**
 - **Shanice Marshall** motioned to approve the 4th Grade field trip. **Connie Ritterholz** seconded the motion.
- **Review of District Policy and Law regarding High Quality Instructional Resources and Purchasing**
- **High Quality Instructional Resources: New Law, New Policy**

Kim Mott motioned to adjourn the meeting at 4:44. Connie Ritterholz seconded the motion. Meeting was adjourned.

When schools and districts across the state develop and implement a coherent, high-quality curriculum grounded in the Kentucky Academic Standards, measure learning through a system of balanced assessment, and support teachers with high-quality instructional resources and evidence-based instructional practices, they provide a more equitable environment for all. As educators across a school or district work together to implement the local curriculum, it helps ensure each student has equal access to the same content, knowledge and/or skills regardless of teacher or school they attend.

KDE's definition.

- KCSD High Quality Instructional Resources Checklist- Our team approached the work using the information in this checklist to review and determine if the resource met the definition/criteria of high quality. Please review your school spreadsheet noting Column I to see the determination of each resource. Overall, the vast majority of the resources submitted were found to be high quality. Some resources did not meet the criteria and it should be clear in terms of why.  Copy of Caywood Instructional Resources
- All of the instructional resources that have been approved at this time will be organized in a database that will serve as a resource for everyone. This information will be submitted for Dr. Webb to consult with board members during the **September board meeting** and when necessary moving forward. This dashboard will display resources by content area, grade level, school, etc. We will share and connect this to our Instructional Wheel when ready.
- We are sharing again the new board procedure (attached) for our curriculum policy that explains the work we just completed but also how this process will be handled moving forward. If after the school year begins, a large instructional resource is being considered by a school for purchase or implementation, the procedure explains how

this will be handled and essentially it is through the same process that we just completed. For resources that need reviewed during the school year, there will be a Google Form (will be shared and communicated in near future) for each principal to complete. From there the process outlined and that we just followed will begin.

- Finally, we are including our KCSD Instructional Statement again as this is referenced in the attached board procedure.
- **High Quality Instructional Resources**-Principals, all instructional resources that were submitted by you and your team have been reviewed and finalized. This information will be shared with our board during the September 12 meeting. Dr. Webb will send communication to principals after this meeting for next steps with your SBDM Council. Our team has created a dashboard that will be on the district website that serves as a great resource to search resources by school, content, etc. This will be placed on the website after the September 12 Board Mtg. Our team is in the process of having conversations around identified trends as a result of reviewing the instructional resources and will be following up with next steps in the near future. We encourage you to lead these conversations with your staff as it relates to the use of the instructional resources as well. Please refer to our board procedure for this process moving forward. All materials to be reviewed need to follow this process ([Link](#)). We will keep this link as a standing link at the bottom section of our memo. Please be advised that the review process takes time and needs to be submitted in enough time to allow for additional information and feedback. If your approval requires additional steps such as an issue paper and/or software purchasing procedure please be mindful of those timelines as well.

Upcoming Meetings

Regular September Meeting: September 28, 2022