

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

March 25, 2024

3:30 pm

Members:

Spencer Tatum, Principal & Chair
Ekambaram Elumalai, Teacher Representative
Kendra Rowland, Teacher Representative
Andrew Ashford, Teacher Representative
Todd Davis, Parent Representative
Jessica Sanders, Parent Representative
Mike Floro, Council Secretary

Opening Business

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

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- Scheduling update
- End of School/Graduation update
- School Fees 2024-25
- SBDM budget 2024-25
- Staffing allocations additions 2024-25
- Master Schedule 2024-25
- Committee policy 2nd reading
- Planning policy 2nd reading
- Curriculum policy 2nd reading
- Discipline and Classroom Management policy 2nd reading
- Instructional Practices policy 2nd reading
- Extra Curricular Programs policy 1st reading
- Technology Use policy 1st reading
- Consultation policy review
- Budget and Spending policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
February 26th, 2024 - Draft Minutes***

The meeting was called to order by Mr. Tatum at 3:36 p.m. in the conference room #111. The following members of the council were in attendance:

Present : Spencer Tatum, Principal Kendra Rowland, Teacher Ekambaram Elumalai, Teacher Todd Davis, Parent Jessica Sanders, Parent Mike Floro, SBDM Secretary	Absent: Andrew Ashford, Teacher
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Agenda Approval

Motion to accept: K. Rowland, second by T. Davis
Motion was approved by consensus.

Minutes Approval

January Regular Minutes were reviewed by the council.

Motion to accept: T. Davis, second by J. Sanders
Motion was approved by consensus.

January Special Called Minutes were reviewed by the council.

Motion to accept: K. Rowland, second by Dr. Eka
Motion was approved by consensus.

Good News Report

- Taylor Curtsinger was selected as the “Superior Titan” for the month of February by the faculty.
- MCSHS Academic team finished as district runner-up at Washington Co. The following students placed in the different competitions:
 - Math - Kate Carlton (3rd)
 - Science - Sydney Putnam (2nd), Beatrice Montagner (4th)
 - Social Studies - Mason Kirkland (4th)
 - Arts and Humanities - Will Dean (3rd)
 - Language Arts - Sofia Kerr (3rd), Will Dean (4th)
 - Composition - Raegan Daniels (3rd), Sofia Kerr (5th)
 - Future Problem Solving (Sage Markham, Raegan Daniels, Trinity McCoy, Carter Wilson) (2nd place)
- Senior parent night was held on January 29th and we had a large number of parents that came out to listen to the information that was presented by the school counselors.
- 5 students were winners in the Harrodsburg 250th Anniversary Art contest at the public library and each received \$100 and a certificate. These students were Abigail Anderson, Payton Shewmaker, Nash Pope, Jamison Bowman, and Kaylee Langendorfer.

- DECA students competed at ECU on February 1st and Maddie Smith and Emily Chunglo qualified to compete at state in March.
- FCCLA students recently competed at STAR events.
- John Lincoln Perry, Mason Cocanougher, and Brayden Campbell placed in the top 3 at a SkillsUSA competition for Electrical construction and Carpentry on February 9th.
- The National Honor Society inducted 39 new members on February 15th to bring the grand total of 65 members at MCSHS.
- Raegan Daniels was named a state winner in the Daughters of the American Revolution Essay contest and will now advance to the national competition.
- The boys and girls basketball teams will be competing in the district tournaments this week.
- Archery is having a very successful season and the regional event will be held on March 16th.
- Trevor Ellis was named to the All 12th Region team for basketball.
- Anna Kate Drakeford recently scored her 2000th point.
- Anna Kate Drakeford was chosen as 12th Region Player of the Year by the 12th Region Coaches Association.
- Anna Kate Drakeford signed to play basketball at Thomas More next year.
- Kingston Mays signed to play football at Georgetown College next year.

Monthly Reports

Behavior:

- PBIS data and charts were presented (see SBDM packet). Data shows 668 total referrals (major and minor) from the start of school through 2/22/24. There were 464 majors and 204 minors. 9th grade had 254 referrals, 10th grade had 231 referrals, 11th grade had 135 referrals, and 12th grade had 48 referrals.

Academic:

- The Junior March ACT will be held on Tuesday March 12th.
- EOP testing will take place 3/19, 3/21, 3/22, and 3/26.

Budget:

- Section 6 - \$10,897.84
- District Activity Accounts - \$336,610.00
- Student Activity Accounts - \$32,221.00

Staffing Update:

- Dwight Sutton was hired as a new Special Education teacher @ MCSHS to fill the vacated role created by Cara Rogers departure from education.

Old Business

None

New Business

- Mr. Tatum presented to council the new course offerings being suggested for the Course description book for the 24-25 SY. (see attached SBDM packet for specifics)
Motion to accept: K. Rowland, second by T. Davis
 Motion was approved by consensus.

- Mrs. Pike, FYSRC Coordinator, gave an annual report to council on the status of the Youth Service Center. (The contents of her report are below)

Mercer County Senior High Youth Services Center
Continuation Program Plan for School Years 2024-2026
Melody Pike, Coordinator

HEALTH SERVICES AND REFERRALS TO HEALTH SERVICES

The YSC will provide vaping cessation classes to students who violate the district vaping policy; The YSC

will continue to participate in and advocate for the Backpack Program which provides food for students over the weekend; The YSC will collaborate with the other centers in the district to provide a parent night that promotes healthy sleeping habits; The YSC will provide parents with an informational flyer promoting healthy sleeping habits during Open House; The YSC will collaborate with the Lion's Club to provide glasses for students in need.

CAREER EXPLORATION AND DEVELOPMENT

The YSC will assist English teachers with job applications, college applications and resume writing for students; The YSC will offer a 2 day Cosmetology Summer Camp for students at Campbellsville University

Harrodsburg Campus in June; The YSC will offer CPR/First Aid class to all students but geared toward those looking for a career in the medical field; The YSC will provide school supplies to students throughout the year on an as needed basis.

FAMILY CRISIS AND MENTAL HEALTH COUNSELING

The YSC will provide grief kits to the students as needed when referred by a school counselor, school staff or parent; The YSC will make referrals to The Love Tree for Christmas Assistance for families in need; The YSC will offer free Coping Skills counseling to any student in need as referred by school counselors, school staff and parents; The YSC will sponsor The Kindness Club for students; The YSC will

provide a 1 hour class on bullying for Mrs. Goodlett's Future Educator's Class.

SUBSTANCE ABUSE EDUCATION AND COUNSELING

The YSC will observe Red Ribbon Week with activities geared toward drug and alcohol prevention; The YSC will assist students and families to obtain drug and alcohol treatment information and resources; The YSC will actively participate in the Mercer County Agency For Substance Abuse Policy Board; The YSC

will provide anti-vaping information in the center for student access; The YSC will provide a resource library of DVD materials concerning health and substance abuse education for the use of teachers, staff and parents.

SUMMER AND PART-TIME JOB DEVELOPMENT

The YSC will create a "Look Who's Hiring" sheet that will be available to students. This will be updated monthly. The YSC will provide funding for students to go on field trips to colleges and industries in the central Kentucky area; The YSC will provide interview clothing and/or required attire to any student or parent in need; The YSC will assist students needing help with community service and job shadowing.

- Mr. Tatum discussed an update on the scheduling process for the 24-25 SY. He told the council that the counselors had collected information from students on what courses they wanted to take. The counselors and the administrative team will put together a master matrix schedule of courses to be offered for the 24-25 SY from this data. Mr. Tatum also told council that MCSHS would be holding a “Titans on Track” information scheduling night for parents on Monday 2/26/24 from 5-7PM.
- Mr. Tatum presented to council the 2024-25 SY staffing allocation. This allocation called for an increase of 1 assistant principal (from 2 to 3) and the increase of 1.5 certified positions (from 41 to 42.5). Mr. Tatum said once the counseling department got all scheduling documents turned in, it would be the SBDM’s decision to determine which 1.5 certified positions MCSHS would need to hire for the 24-25 SY. Mr. Tatum explained to council that he was given guidance from the BOE that our assistant principal increase for the 24-25 SY would be absorbed by the current behavior coach position. Mr. Tatum explained to the council that the behavior coach position for the past two school years was paid from ESSER grant funds. These monies would no longer be available, starting in the 24-25 SY. Council member T. Davis noted that he would like to see data to support the decision that a behavior coach is more beneficial to the students of MCSHS than hiring another assistant principal. Council member, Dr. Eka, expressed concern with this decision as well, but said he would need more time to look into the situation before commenting.

Policy Updates

Committee Policy - (1st Reading)

- No Changes

Motion to accept: K. Rowland, seconded by T. Davis

Motion was approved by consensus

Planning Policy - (1st Reading)

- No Changes

Motion to accept: T. Davis, seconded by Dr. Eka

Motion was approved by consensus

Curriculum Policy - (1st Reading)

- No Changes

Motion to accept: K. Rowland, seconded by T. Davis

Motion was approved by consensus

Discipline and Classroom Management Policy - (1st Reading)

- No Changes

Motion to accept: Dr. Eka, seconded by T. Davis

Motion was approved by consensus

Instructional Practices Policy - (1st Reading)

- No Changes

Motion to accept: K. Rowland, seconded by Dr. Eka

Motion was approved by consensus

Extra Curricular Policy - Policy Review

- No Changes

Technology Use Policy - *Policy Review*

- No Changes

Upcoming dates/events:

Feb. 26	SBDM 3:30
Feb. 26	"Titans on Track" Scheduling Night 5:30 pm
Feb. 28	US Air Force Military Band presentation 10:00 am
Feb. 28	Department meetings 3:00 pm
Mar. 6	Staff meeting 3:00 pm
Mar. 6	9 wks grades
Mar. 12	Junior ACT Day
Mar. 13	MTSS meetings 3:00 pm
Mar. 18	Career Fair 8:30 am
Mar. 18-29	EOP Testing window
Mar. 20	Club Day
Mar. 20	Department meetings 3:00 pm
Mar. 25	SBDM 3:30 pm
April 1-5	Spring Break
April 8	Flex PD Day - No School
April 10	Staff meeting 3:00 pm
April 13	ACT
April 13	Prom 8:00 - 11:00 pm
April 15	SBDM 3:30 pm
April 16-17	CERT Testing
April 17	Club Day
April 17	MTSS meetings 3:00 pm
April 22	Leadership Team meeting 3:00 pm
April 24	Department meetings 3:00 pm
April 24-28	Spring Musical (Anastasia)
May 1	Staff meeting 3:00 pm
May 9	Spring Band concert 7:00 pm
May 10	Titan Singers Spring Concert 7:00 pm
May 13	SBDM 3:30 pm

Public Comments

None

The next regular monthly meeting will be March 25th at 3:30 p.m in the conference room #111. The SBDM council was adjourned at 4:32 p.m. The motion was made by Dr. Eka and seconded by T. Davis. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – March 25, 2024

- Trevor Ellis was selected as the “Superior Titan” for the month of March by the faculty.
- “Titans on Track” scheduling night was held and we had a huge turnout.
- The MCSHS National Honor Society hosted students from MCES for “Read Across America Week” as Dr. Seuss characters and read to them along with acting out stories and making crafts.
- MCSHS welcomed over 30 business to our Career Fair and Scholarship Shoppe.
- Grayson Guerra spoke at the Kentucky State Capitol during “Public Schools Week” about the impact that public education has had on his life.
- Sadie Peavler won the Rotary Speech contest and Will Dean came in second place.
- Emily Chunglo and Madelaine Smith competed in the KY state DECA competition and advanced to the International DECA conference in California in April.
- Mr. Booher and the Board of Education treated all current 11th and 12th graders to a meal at Asuka in celebration of MCSHS earning a top academic rating and being recognized as a BLUE school.
- Norah Martin was elected to the FCCLA Region 15 Executive Council.
- Girls Basketball won the 46th District tournament for the 16th year in a row.
- Anna Kate Drakeford, Sara Dunn, and Izzie Carlton were named to the 46th District All-Tournament team.
- Anna Kate Drakeford was named to the 12th Region All-Tournament team.
- Anna Kate Drakeford was named the KABC 12th Region Player of the Year and was a Kentucky Miss Basketball finalist.
- Boys Basketball team won the 46th District tournament and advanced to the semi-finals of the 12th Region tournament.
- Trevor Ellis, John Lincoln Perry, and Jackson Perry were named to the 46th District All-Tournament team.
- Trevor Ellis and John Lincoln Perry were named to the 12th Region All-Tournament team.
- Boys Indoor Track team were the 2A State Runner-Up.
- Boys Archery team finished as Region runner-up and will advance to the KHSAA state tournament in April.
- Rylan Gencoe finished as the boys archery regional champion.
- Denim Griffith signed to play football at Union College.

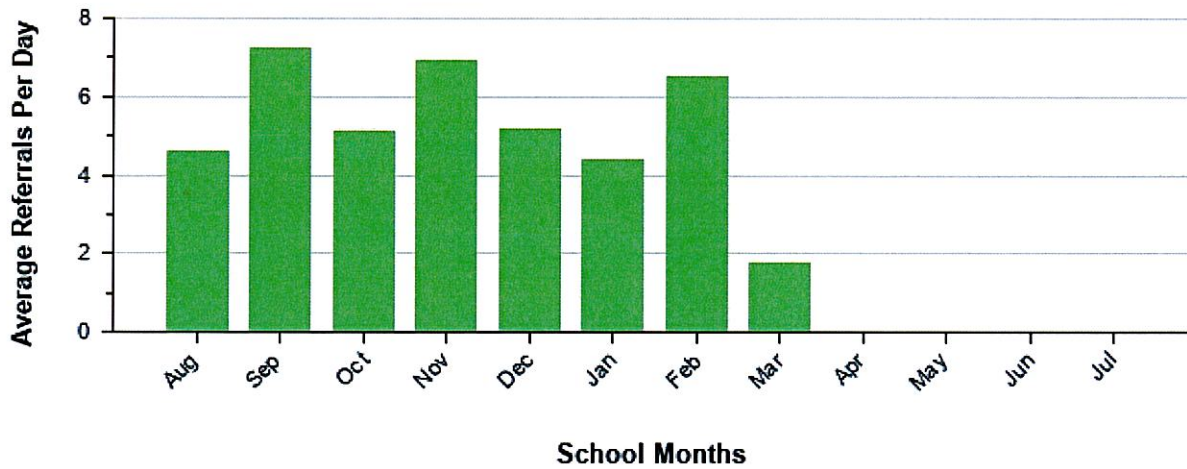


School Summary
2023-24

Outcome: All Referrals

Average Referrals Per Day Per Month

All, 2023-24

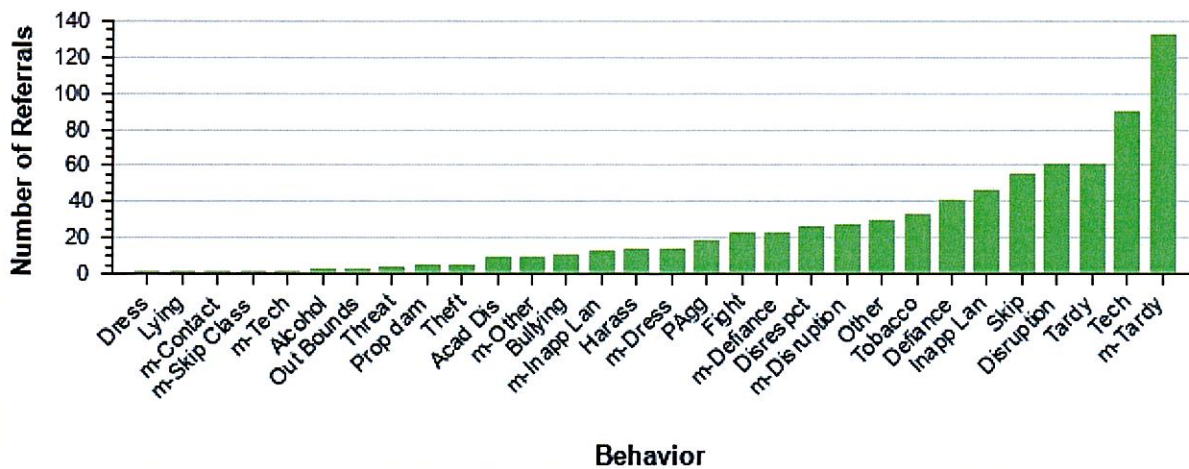


Data Table

Year	Month	Days Count	Referral Count	Referrals/School Day
2023	August	17	78	4.59
2023	September	19	137	7.21
2023	October	17	87	5.12
2023	November	19	131	6.89
2023	December	13	67	5.15
2024	January	19	83	4.37
2024	February	20	130	6.50
2024	March	21	37	1.76
2024	April	16	0	0.00
2024	May	10	0	0.00
2024	June	0	0	0.00
2024	July	0	0	0.00
Totals:		171	750	3.47

Referrals by Behavior

All, Aug 1, 2023 - Jul 31, 2024

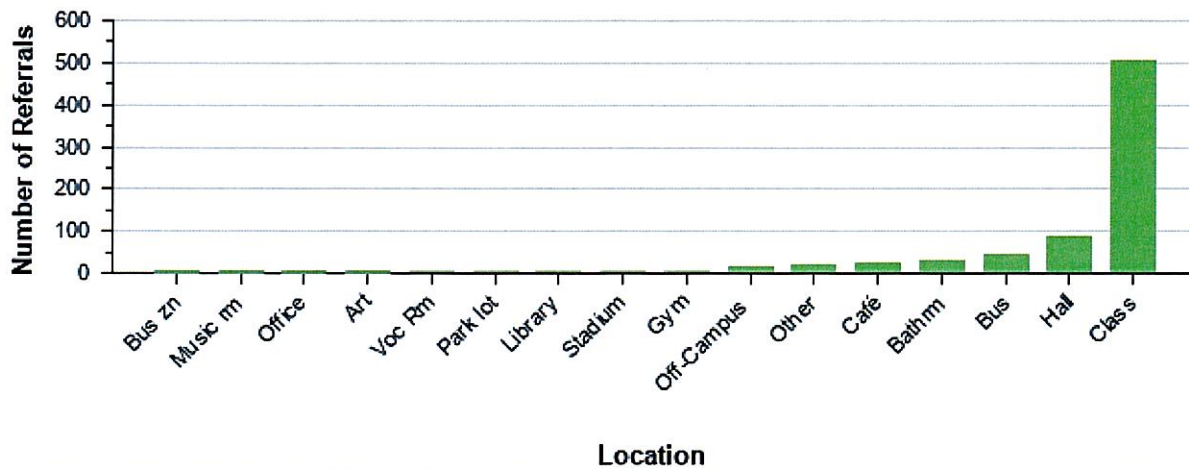


Data Table

Behavior	Frequency	Proportion	Additional Frequency
Dress Code Violation	1	0.13%	0
Lying	1	0.13%	0
Staff-managed (minor) - Physical Contact/Physical Aggression	1	0.13%	0
Staff-managed (minor) - Skip Class	1	0.13%	0
Staff-managed (minor) - Technology Violation	1	0.13%	0
Use/Possession of Alcohol	2	0.27%	0
Inappropriate Location/Out of Bounds Area	2	0.27%	0
Threatening Behavior	3	0.40%	0
Property Damage/Vandalism	4	0.53%	0
Theft	5	0.67%	0
Academic Dishonesty	9	1.20%	0
Staff-managed (minor) - Other	9	1.20%	0
Bullying	10	1.33%	0
Staff-managed (minor) - Inappropriate Language	12	1.60%	0
Harassment	13	1.73%	0
Staff-managed (minor) - Dress Code Violation	14	1.87%	0
Physical Aggression	18	2.40%	0
Fighting	22	2.93%	0
Staff-managed (minor) - Defiance/Insubordination/Non-compliance	22	2.93%	0
Disrespect	26	3.47%	0
Staff-managed (minor) - Disruption	27	3.60%	0
Other Behavior	29	3.87%	0
Use/Possession of Tobacco/Nicotine	33	4.40%	0
Defiance/Insubordination/Non-Compliance	40	5.33%	0
Abusive Language/Inappropriate Language/Profanity	46	6.13%	0
Skip Class	55	7.33%	0
Disruption	61	8.13%	0
Tardy	61	8.13%	0
Technology Violation	90	12.00%	0
Staff-managed (minor) - Tardy	132	17.60%	0
Totals:	750	100%	0

Referrals by Location

All, Aug 1, 2023 - Jul 31, 2024

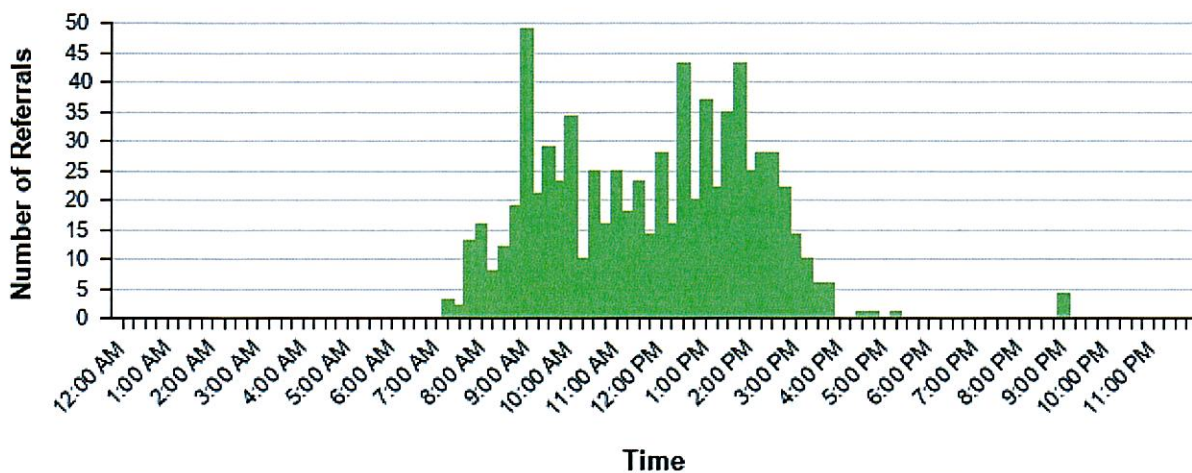


Data Table

Location	Frequency	Proportion
Bus Loading Zone	1	0.13%
Music Room	1	0.13%
Office	1	0.13%
Art Room	2	0.27%
Vocational Room	3	0.40%
Parking Lot	4	0.53%
Library	5	0.67%
Athletic Field/Stadium	5	0.67%
Gym	7	0.93%
Off-Campus	13	1.73%
Other/Unknown Location	18	2.40%
Cafeteria	26	3.47%
Bathroom/Restroom	31	4.13%
Bus	41	5.47%
Hallway/Breezeway	88	11.73%
Classroom	504	67.20%
Totals:	750	100%

Referrals by Time

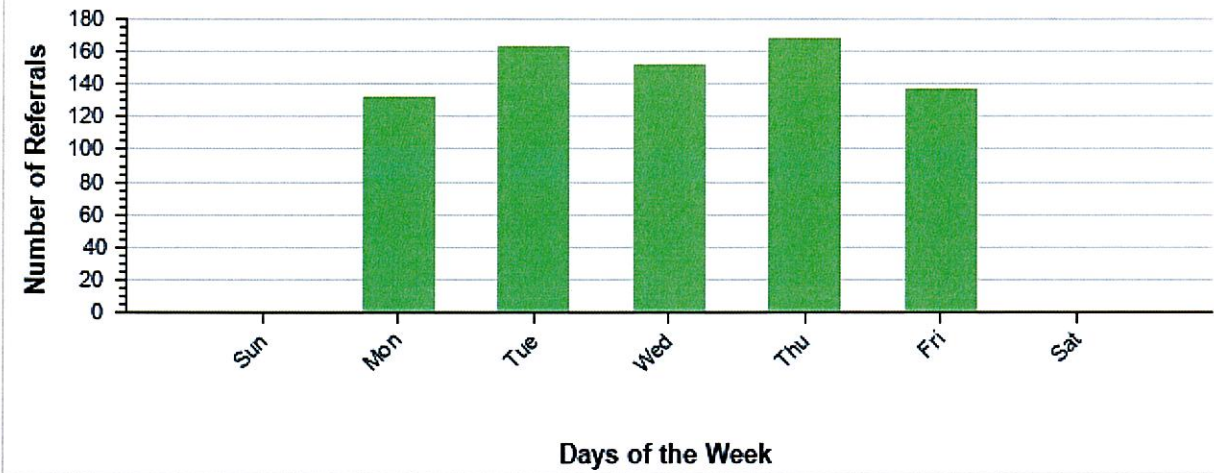
All, Aug 1, 2023 - Jul 31, 2024



2120129724	16	2.95%
2120182895	16	2.95%
2120449629	16	2.95%
2120437058	18	3.32%
Totals:	542	100%

Referrals by Day Of Week

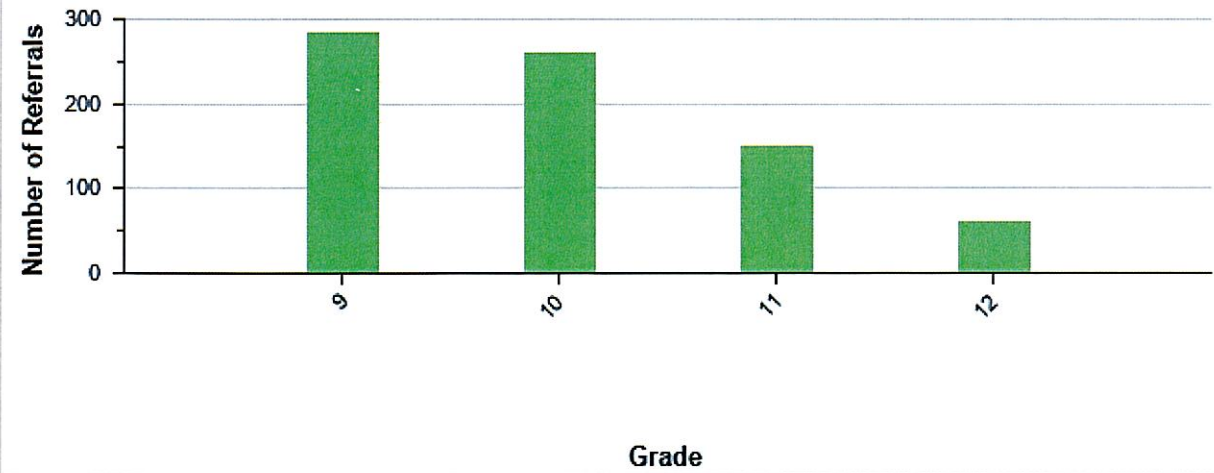
All, Aug 1, 2023 - Jul 31, 2024



Data Table		
Day	Frequency	Proportion
Sunday	0	0.00%
Monday	131	17.47%
Tuesday	163	21.73%
Wednesday	152	20.27%
Thursday	167	22.27%
Friday	137	18.27%
Saturday	0	0.00%
Totals:	750	100%

Referrals by Grade

All, Aug 1, 2023 - Jul 31, 2024



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	283	37.73%
10	259	34.53%
11	149	19.87%
12	59	7.87%
Post 12	0	0.00%
Totals:	750	100%

Section 6 Accounts	2023-24	Balance as of March 18, 2024
Other Certified	425	335.00
Certified Substitute Salary	1,800	970
Employer Medicare Contribution	50	36.8
KTRS Employer Contribution	75	47.4
KSBA Unemployment Insurance	25	18.5
Registration Fees	3,500	2,671.00
Security Services		-374.82
Other Professional Services	500	30.00
Copier Rental	15,000	0.00
Postage & PO Box Rental	2,750	230.00
Telephone	1,750	650
Travel	3,500	1,607
General Supplies	50,000.00	6,582.56
Food Non Instructional Non Food Service		-102.96
Food Instructional Non Food Service		-90.63
Library Books (Library)	2,000	63.11
Supplementary Books/Study Guides	100	100.00
Computer Related Supplies	4,000	1,443
Health Supplies	324	0
Dues & Fees	2,500	36.38
Other Miscellaneous	23,054	266
Food Instructional Non Food Service	3,600	0
Other Repairs and Maintenance	160	-388.00
General Supplies (School supplies)	18,132	7,593.00
General Supplies (Custodial)	11,604	-13,690.65
TOTAL	144,849.00	8,034.37

Student Activity Accounts @ Central Office**Balance as of March 18, 2024**

Thirst Club	24
Y-Club	-370.00
Fellowship of Christian Athletes	958
Unity Club	206
FCCLA	4,798.00
Engineering Club	684
Educator Rising	172
National Honor Society	848
Spanish Club	925.00
Student Council	1460
Key Club	65
Envirothon Team	75
Book Club	639
Beta Scholarship	170
Academic Team	371
Band	0.00
Project Graduation	-6,344.00
DECA Club	794.00
Board Game Club	328.00
Field Trips	91.00
Beta Club	1,229.00
FFA	17,428.00
School Store	202
Student Vending	674.00
Pep Club	555
Weightlifting	1334
Chess Club	721
TOTAL	28,043.00

<i>District Activity Accounts @ Central Office</i>	<i>Balance as of March 18, 2024</i>
Blood Center Scholarship	1,320.00
Destitute Senior	312.00
Class of 2027	4,294.00
Driver's Education	11,700.00
General Fund	15,044.00
Ag Shop	5,552.00
AP Exam	1,857.00
Art	1,130.00
Band	992.00
Chorus	52.00
Drama	1,028.00
English	7
Class of 2024	2,532.00
Foreign Language	579
Horticulture	37,405.00
Library Book Fair	711.00
Class of 2025	-3,255.00
Yearbook	3,487.00
Pictures	1,284.00
Senior Trip	55
Special Education	63
Summer School	12,462.00
Technology	3645
Class of 2026	3,854.00
Textbooks	1,159.00
College Tech Educational	1,153.00
Staff Fund	2,422.00
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	4,170.00
General Athletics	42,197.00
Archery	1,195.00
Baseball	503.00
Boys Basketball	1,109.00
Girls Basketball	730.00
Cheerleading	3,498.00
Cross Country	1,096.00
Dance	1,839.00
Football	0.00
Football Bowl Game	35,573.00
Football Supplemental	3,151.00
Golf	452.00
Boys Soccer	700.00
Girls Soccer	3,299.00
Softball	1,011.00
Boys Tennis	3,712.00
Girls Tennis	2,942.00
Track	2,510.00
Volleyball	474.00
Bass Fishing	3,049.00
Heart of the Bluegrass	11,994.00
Athletics Supplemental	2,678.00
Gate Receipts	55,732.00
Athletic Training	225.00
TOTAL	297,397.00

Mercer Senior High School	
Student Fee	\$15.00
Lost Library Books	\$20.00 per book
Overdue Library Books	\$0.10 per item per day
Lost/Damaged Textbooks	Fee based on replacement cost
Lost Novels	\$10.00 per novel
Field Trips	Cost based on actual trip cost
Student Parking Permit	\$25.00 per year
Lost/Damaged Chromebooks	According to fee schedule approved by BOE
Chromebook Broken Screen	According to fee schedule approved by BOE
Chromebook Lost Power Cord	According to fee schedule approved by BOE
Drama/Play Ticket Price	\$10.00 Adult/ \$5.00 Student
Summer School/Credit Recovery (additional assistance may be available)	\$50.00 per credit outside of the school day; \$25.00 for students on Free/Reduced Lunch
Sports participation Fee (per sport with max of \$100 per student and/or family)	\$50.00
Freshman/JV/Varsity Game Admission (Adult)	\$6.00 + fees
Sport Specific Adult Pass	Based on number of home events per sport
Season Tailgate Pass	\$40.00
One Time Tailgate Pass	\$10.00
NSF check recovery fee	\$50.00

2024-25 SECTION 6 & 7 ALLOCATION & BUDGET

Mercer County Senior High School

	2024-25
ADA	709.89
Section 6 Per Pupil	\$ 139.33
Section 6 Allocation	\$ 98,909
Custodial Supplies Per Pupil	\$ 25.00
Custodial Supplies Allocation	\$ 17,747
School Supplies Per Pupil	\$ 25.00
School Supplies Allocation	\$ 17,747
Total Section 6 & 7 Allocation	\$ 134,403

PROJECT CODE: 0155

Budget Amount:

REGULAR INSTRUCTION ORG CODE: 0151118

\$ 98,909

OBJECT CODE	OBJECT CODE DESCRIPTION	2024-25 BUDGET
0113	OTHER CERTIFIED	\$250
0120	CERTIFIED SUBSTITUTE PAY	\$1,250
0130	CLASSIFIED REGULAR SALARY	
0131	CLASSIFIED ADDITIONAL PAY	
0150	CLASSIFIED SUBSTITUTE PAY	
0221	EMPLOYER FICA CONTRIBUTION	
0222	EMPLOYER MEDICARE CONTRIBUTION	\$50
0231	TRS EMPLOYER CONTRIBUTION	\$75
0232	CERS EMPLOYER CONTRIBUTION	
0253	KSBA UNEMPLOYMENT INSURANCE	\$25
0338	REGISTRATION FEES	\$2,000
0347	SECURITY SERVICES	\$500
0349	OTHER PROFESSIONAL SERVICES	\$500
0444	COPIER RENTAL	\$15,000
0531	POSTAGE	\$3,000
0532	TELEPHONE	\$1,500
0539	OTHER COMMUNICATION	
0542	NEWSPAPER ADVERTISING	
0549	OTHER ADVERTISING	
0580	TRAVEL	\$2,000
0610	GENERAL SUPPLIES	\$50,000
0641	LIBRARY BOOKS	\$3,500
0643	SUPPLEMENTARY BKS/STUDY GUIDES	
0650	COMPUTER RELATED SUPPLIES	\$3,000
0810	DUES & FEES	\$2,500
0899	OTHER MISCELLANEOUS	\$13,759
	TOTAL BUDGET FOR INSTRUCTION	\$ 98,909

Budget Amount:

STUDENT SUPPLY ORG CODE: 0151918

\$ 17,747

OBJECT CODE	OBJECT CODE DESCRIPTION	2024-25 BUDGET
0610	GENERAL SUPPLIES	\$17,747
	TOTAL BUDGET FOR STUDENT SUPPLIES	\$ 17,747

Budget Amount:

CUSTODIAL ORG CODE: 0151987

\$ 17,747

OBJECT CODE	OBJECT CODE DESCRIPTION	2024-25 BUDGET
0610	GENERAL SUPPLIES	\$17,747
	TOTAL BUDGET FOR STUDENT SUPPLIES	\$ 17,747

GRAND TOTAL for BUDGET EXPENDITURES \$ 134,403

REMAINING \$ 0

Budget due to Finance Officer by Friday, April 12, 2024

Additional Code Needed:

OBJECT CODE	OBJECT CODE DESCRIPTION	2024-25 BUDGET

Approved by the SBDM Council on :

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.

There are also three additional Multi-tiered Systems of Support committees that meet monthly. These committees have representation from every department and every staff member is assigned to either the Instructional committee, Procedural committee, or PBIS committee.

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 _____

PLANNING POLICY

PLAN DEVELOPMENT/REVISION

In the fall of each year we will use the planning process recommended by the Kentucky Department of Education to revise our on-going Comprehensive School Improvement Plan (CSIP) by:

- Analyzing our state assessment results and conducting needs assessments.
- Identifying new and/or continuing priority needs and the causes that created the needs.
- Setting goals for removing the needs and objectives for tackling each cause.
- Selecting strategies and activities for reaching each objective and committing responsible persons, timetables, and needed funding to implement those strategies and activities.
- Selecting measures that will show strategies are being implemented and progress is being made in student performance.
- Developing a written plan using a clear, concise component format to communicate the above.
- Obtaining widespread input from our school community and then adopting the components after considering and responding to that input.

At the October meeting of the SBDM Council each year, a timetable for the steps above will be set by the council that also includes:

- Process guidelines explaining how the work will be done and how the Council will learn about it.
- Participation guidelines explaining how parents, classified staff and other interested parties representing the diversity of our community will be involved.
- Guidelines explaining how each group of participants will learn about their roles.

The Council will review the timeline, revise it if necessary, and approve it as a statement of how the school will conduct its planning. The Leadership Team will then implement the process according to the timeline, reporting to the Council at each regular meeting on their progress.

ADDRESSING ACHIEVEMENT GAPS

Starting in the fall of every year, we will revise our plan to address substantive achievement gaps, using these steps:

- Identifying substantive gaps and working with the superintendent to set targets for reducing each substantive gap. This step will be completed no later than December 31st.
- Reviewing and if necessary revise our long-term time schedule for eliminating all the substantive gaps.
- Revising or completing a new CSIP to fully support reducing any identified substantive gaps.
- Holding a public meeting to present the school draft CSIP for input and then adopt the plan no later than December 31st of each year.

IMPLEMENTATION AND IMPACT OF PLAN

To make sure our CSIP is on track and making a difference:

- The SBDM Council will set a schedule for two implementation and impact checks during the next year and will review the data for those checks during regularly scheduled meetings and identify any needed adjustments to keep the plan on track.
- These dates will be prior to required district board meetings reports during the year.

- The Council will stay informed by receiving regular reports from the Leadership Team concerning upcoming work needed to carry out the Plan during the coming month(s).

POLICY EVALUATION

This policy will be evaluated by the Leadership Team 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: _____

CURRICULUM POLICY

The School Based Decision Making Council at Mercer County Senior High School shall adopt the curriculum of the Mercer County Board of Education as the curriculum that shall be implemented at the school. It is our opinion that this curriculum is aligned with state standards and is appropriate for our instructional needs. Subsequent amendments to the curriculum by the Mercer County Board of Education shall become effective immediately upon approval by the Board. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for School Improvement.

Our school curriculum shall:

1. Help all students to master all of Kentucky's Core Content
2. Reflect the strategies adopted in our Comprehensive School Improvement Plan
3. Implement the Kentucky Program of Studies
4. Be developed by faculty members that report to the principal on their work

The principal shall oversee implementation of this policy.

Approved: _____ Chairperson: _____

DISCIPLINE AND CLASSROOM MANAGEMENT POLICY

Our school follows the Mercer County School District Code of Conduct.

In August, the principal (or principal designee) will:

- Provide each student with a copy of the Code of Conduct.
- Require each student to return a signed acceptance from his/her parent showing that the parents have seen and reviewed the Code.
- Follow-up as needed with any family whose student has not returned the signed acceptance, or assign other staff members to do so.

As students transfer to our school during the year, the principal (or principal designee) will follow the steps above for those students.

The faculty and principal shall implement the local school district code of acceptable student behavior and discipline. Copies of the local district code shall be distributed to all staff prior to the beginning of each school year and to all parents upon enrollment of their child each year using the student handbook. The school council shall automatically adopt any subsequent amendments to the code by the local board of education. This school council policy shall also be consistent with the School Safety Plan and the applicable indicator from the Standards and Indicators for School Improvement.

The school shall consider discipline and classroom management as a means of causing acceptable behavior or as a means of changing unacceptable behavior. The school council shall approve only those discipline and classroom management provisions that are consistent with this philosophy. The students will adhere to the standards set forth in the MCSHS student handbook, which will include addressing bullying/harassment that aligns with district policies. The district code of conduct/school handbook will address student, parent, teacher, counselor, and principal responsibilities regarding discipline and school safety.

Every teacher will:

- Establish specific standards of conduct for his/her own classroom and post them in their room.
- Teach the MCSH expectations to all students and go over them again after all extended breaks.
- Teach those standards to students during their first two weeks in that room.
- Explain the standards to students who join the class after the first two weeks are over.

Our school will maintain an up-to-date school safety plan under the guidance of the District Safe Schools Coordinator and MCSHS administration. This plan will address issues identified by our stakeholders and issues required by law.

Our Council will review the implementation and impact status of the school handbook/code of conduct twice a year, on a schedule established at the first Council meeting each year. Each check will include:

- Reviewing overall trends in student disciplinary referrals and consequences.
- Reviewing trends disaggregated by gender, race, disability and participation in free and reduced price lunch.
- Reviewing the status of each activity that should be started or completed by this time.
- Identifying any adjustments needed in the plan to ensure full progress toward the school's goal.

We will review our safety plan during the school year.

Approved: _____ Chairperson: _____

INSTRUCTIONAL PRACTICES POLICY

Instructional practices used in the classroom will be based on quality research and evidence. Any resolution of issues would be resolved with the criteria of this policy.

The three characteristics guide the following work:

- council, administration, and department planning of specific expectations
- teacher/staff planning and implementation of instructional practices
- discussions of issues regarding instructional practices

1. Positive Learning Culture

- an environment of respect and rapport; teacher-student and student-student
- belief in the ability of every student to learn and achieve
- dedication to the learning opportunities and support needed for each student to learn
- staff are provided with continuing education (professional development) opportunities to facilitate best instructional practices

2. Understanding of the Science of Learning

- recognition and response to individual needs, interests, and cultural heritage
- activities, lessons, and assessments are congruent with the Kentucky Academic Standards
- student understanding of the expectations for learning
- students are actively and intellectually engaged in learning
- teachers and students use questioning and discussion techniques
- monitoring of student learning with formative assessment and self-assessment
- feedback provided to students along with multiple opportunities to learn

3. Communication with Families

- information about the instructional program and ways to be engaged
- information about the child's strengths and areas for growth

Approved: _____ Chairperson: _____

EXTRACURRICULAR PROGRAMS POLICY

CRITERIA FOR PROGRAMS

For an extracurricular program to be continued or to institute a new program, the program must:

1. Generate and maintain student interest, as well as attract students not currently involved in extracurricular or service projects.
2. Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students.
3. Have an adult sponsor who meets district requirements and has appropriate adult supervision at all times.

PROGRAMS CURRENTLY OFFERED

Lists of the academic and non-academic extracurricular programs, activities, and clubs that are offered at Mercer County Senior High School are in the Parent/Student handbook.

STUDENT PARTICIPATION

Students will be eligible to participate in extracurricular activities according to the requirements listed below::

1. The same academic guidelines required by the KHSAA will be required of all sports at MCSHS. Currently under a 6 period day schedule, a student must be passing at least 4 of 6 classes. A middle school student participating on the high school team must be passing at least 2/3 of their respective classes. A grade check will be conducted at noon on each Friday. Any athlete not passing 2/3 of their classes will be ineligible for athletic competition from the next Monday through the next Sunday.
2. All athletes, cheerleaders, and participants must maintain a good attendance record and none shall be permitted to participate in any athletic contest or practice unless they are in attendance on the day of the game (if the event is on Saturday or Sunday, the participant must be in attendance on the preceding Friday). Attendance means being counted present for at least half of the day. Appeals will be handled through the Principal.
3. Comply with rules established by the adult coach or sponsor for the activity.
4. Meet requirements set by the appropriate sponsoring or governing organization.

COACHES AND SPONSORS

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirements set in law, is designated in school board policy for non-faculty employees, and by the sponsoring or governing organizations. The coach, sponsor, or other approved personnel will be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable.

The principal/athletics director will assign coaches/sponsors.

Approved: _____ Chairperson: _____

TECHNOLOGY USE POLICY

TECHNOLOGY USE 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.
- 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 complete and clear data-based improvement plan that sets goals and addresses causes to help move our students closer to state standards according to the timetable established by the Kentucky Board of Education.
- ongoing monitoring and evaluation of the implementation and impact of our improvement plan.

We will implement this process, including a review of technology use and barriers to use, through our needs assessments and our implementation and impact checks.

CRITERIA AND GUIDELINES

In order to help prepare students for life in a digital world, students will:

- be taught ethical practices, appropriate etiquette, and online safety.
- be taught to use critical evaluation of Internet sites used for research and study.
- use technology for authentic purposes.
- use real-world tools as often as possible.
- master the Kentucky Academic Standards for Technology.

ELECTRONIC DEVICES

Students will adhere to all school and district rules and policies regarding the use of any and all electronic devices at school. Specific details about using electronic devices, as well as consequences for misuse, can be found in the Parent/Student and Teacher's Handbooks.

ACCEPTABLE USE

When students enter grades 9 through 12 for the first time in high school, they will be required to sign and date the Mercer County School District Acceptable Use Policy (Appendix A) in order to have access to school computers. This policy is Attachment D and considered part of this Technology Use Policy approved by the council. This document will be reviewed annually with students at the start of each year during orientation and handbook review.

POLICY EVALUATION

This policy as well as the student Acceptable Use Policy will be evaluated by the Leadership Team in the fall of every new school year. Recommendations (if any) for revisions of either this policy and/or the Acceptable Use Policy 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:
 - 1) 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.
 - 2) Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates.
 - 3) 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:
 - 1) Review all applications and written references and select applicants to interview
 - 2) 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:
 - 1) Ask all the standardized questions in the same order of each candidate.
 - 2) Ask any specialized question after that.
 - 3) 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. The Principal will then have consultation with the Council regarding the interviews. This consultation process could be in-person or through a conference call if not all members are available to be present for an in-person meeting. After considering the Interview Committee's comments and consultation with the Council, 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.

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: _____

Upcoming Dates

April 1-5	Spring Break
April 8	Flex PD Day - No School
April 10	Staff meeting 3:00 pm
April 13	ACT
April 13	Prom 8:00 - 11:00 pm
April 15	SBDM 3:30 pm
April 16-17	CERT Testing
April 17	MTSS meetings 3:00 pm
April 18	Club Day
April 22	Leadership Team meeting 3:00 pm
April 24	Department meetings 3:00 pm
April 24-28	Spring Musical (Anastasia)
April 30 - May 6	KSA Testing window
May 1	Staff meeting 3:00 pm
May 3	Senior Trip - Kings Island
May 6 - 16	AP Testing window
May 9	Spring Band concert 7:00 pm
May 10	Titan Singers Spring Concert 7:00 pm
May 12	Baccalaureate @ Carpenter's Christian Church 4:00 pm
May 13	Underclassmen Awards program 8:15 am
May 13	SBDM 3:30 pm
May 16	Senior Awards program 9:00 am
May 16	Senior Picnic 11:00 am
May 17	Last day of school (Early Release Day)
May 17	Senior Titan Walk 10:00 am
May 18	Graduation 7:00 pm
May 18	Project Graduation 10:30 pm
May 20	Staff workday
May 21	Closing Day for staff
May 21	Board meeting 5:30 pm