

Month	School-based Decision Making (SBDM) Monthly Topics & Reminders The topics and reminders listed below are suggestions for consideration when planning agendas for monthly SBDM meetings. Please be mindful that some topics are associated with specific due dates and should be planned accordingly.
July	- Council members receive the following documents: KRS 158.195 KRS 158.183 The Kentucky Open Records and Open Meetings Act "Proof of Receipt" (found on last page of "The Kentucky Open Records and Open Meetings" document) must be signed by all council members to verify that they have received copies of "The Kentucky Open Records and Open Meetings Act" and "Managing Government Records." Managing Government Records - Determine regular meeting dates, times and locations and share the meeting schedule with the public. - Collect dates of completed/anticipated council member trainings. - Review and/ or approve final master schedule. - Allow new council members the opportunity to review the previous year's comprehensive school improvement plan (CSIP). - Begin reviewing and, where necessary, revising the SBDM curriculum (writing policy) and consultation policies.* - Review/revise the school's Safety and Emergency Plan and Portable Automated External Defibrillator (AED) Use Policy. - Review Kentucky Department of Education's legislative guidance, which focuses on education-related bills passed during the most recent legislative session that KDE staff identified as needing additional clarification and support. This non-regulatory document is designed to assist schools and districts by highlighting important legislative changes. *For more information, please consult the Senate Bill 1 (2022) guidance. Sample consultation policies can be found near the top of the SBDM Technical Documents page. Please note that although the council is no longer required to adopt a policy related to the determination of curriculum, which included the needs assessment, the council must continue to adopt a policy that determines the writing program for its school according to KRS 158.6453(19) and in alignment with the district's writing program policy.
August	- Review council bylaws, ensuring they are up-to-date with the most current procedures. - Consult on the annual budget and ensure alignment with the school's needs. - Begin to review and/or revise the following policies: - Technology use, Alignment with State Standards and Program Appraisal - Discipline and classroom management - Begin reviewing any benchmark assessment/universal screener data ensuring student privacy.
September	Conduct a needs assessment based on analysis of data from the School Report Card, once released by the Kentucky Department of Education.

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	• Begin to review and/or revise the following policies: ○ Committees ○ Instructional practices ○ Wellness • The following elements are due in the Cognia Improvement Platform (CIP) by Oct. 1: ○ Executive Summary ○ School Safety Report
October	• The following elements are due in the CIP by Nov.1: ○ The Needs Assessment for Schools ○ School Assurances • All SBDM annually required training should be completed. Council training verification data required in database by Nov. 1. Ensure the local SBDM coordinator has all training information to meet the statutorily required deadline in Nov.. • School principal provides a student achievement report to councils to review.
November	• Begin to review and/or revise the following policies: ○ Assignment of instructional and non-instructional staff time ○ Student assignment ○ School schedule
December	• The following element is due in the CIP by Jan. 1: ○ Goals, Objectives and Strategies • Begin to review and/or revise the following policies: ○ School space ○ Extracurricular programs • Council consults with the school media librarian on the maintenance of the school library media center, including the purchase of instructional materials and equipment (KRS 160.345).
January	• Begin to review and/or revise the following policies: ○ Advanced coursework ○ Parent and family engagement
February	• Local school districts provide notice to school councils of tentative staffing allocations by March 1. • Councils should progress monitor the CSIP and adjust course as needed.
March	• Councils should progress monitor the CSIP and adjust course as needed. • Review Section 6 allocations and determine next year's budget.* *The local board must have a policy for schools and school councils addressing the use of discretionary, activity and other school funds, as well as a procedure for other funds and the authorizing agent for reimbursement. The school council may have a policy for the use of its school

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	funds. Additionally, the superintendent selects the instructional materials and student support services after consultation with the school board and the school council.; however, the appropriation for these items is determined by the principal after consultation with the school council.
April	• The following element is due in the CIP by May 1: ◦ Professional Development Plan for Schools • Councils should progress monitor the CSIP and adjust course as needed. • Constituent groups may review/revise teacher and parent election procedures in preparation for the upcoming elections. • Final staffing allocations due to councils by May 1.
May	• Councils should progress monitor the CSIP and adjust course as needed. • Complete SBDM elections. • Approve tentative master schedule for upcoming school year. • Discuss and approve the School Emergency Management Plan.
June	• Councils should progress monitor the CSIP and adjust course as needed. • Complete any personnel consultations for new school year. • Discuss and approve the School Emergency Management Plan (if not addressed in May).