

March 2015



SBDM NEW COORDINATOR TRAINING

OBJECTIVES

- To provide an overview of School Based Decision Making
- To assist district coordinators in establishing and maintaining effective SBDM Councils
- To provide guidance to new SBDM coordinators and a refresher to those with more experience

AGENDA

- School Council Composition and Eligibility
- Collaborative Roles and Responsibilities
- School Council Policy and Its Effect on Student Achievement
- School Council Bylaws and Their Benefit to School Council Operations
- KY Open Meetings/Open Records
- Resources

IF YOU HAD TO DESCRIBE A
SCHOOL COUNCIL TO AN
ALIEN FROM JUPITER,
WHAT WOULD YOU SAY?





SCHOOL COUNCIL COMPOSITION AND ELIGIBILITY

5

- **Who can serve on a school council?**
- **How many can there be on a school council?**
- **How are school council representatives chosen?**

SCHOOL COUNCIL COMPOSITION

Administrator	Teacher	Parent
1	3	2
2	6	4
3	9	6

KRS 160.345(2)(a)



SCHOOL COUNCIL MEMBERSHIP ELIGIBILITY

TEACHERS: certified staff; this includes: itinerate teachers, part time teachers, guidance counselors, and library media specialists.

Curriculum Coaches/Instructional Coaches may be considered a teacher for the purpose of SBDM as long as they do not have administrative duties.

SCHOOL COUNCIL MEMBERSHIP ELIGIBILITY

PARENTS: a biological parent, a step-parent, or a foster parent of a student; or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

This includes a parent of any student preregistered for the school year that the parent will serve (i.e., entering kindergarten, entering middle school and entering high school).

SCHOOL COUNCIL MEMBERSHIP ELIGIBILITY

Parents NOT Eligible

- Employee or relative* of an employee at the school
- Employee or relative* of an employee at the district administrative offices
- A local board of education member or member's spouse

* A relative, as defined in statute, includes father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in law and daughter-in law



Eligible or **Not-Eligible**

SCHOOL COUNCIL ELECTIONS

KRS 160.345(2)(b)1:

- The teacher representatives shall be elected for one (1) year terms by majority of the teachers.
- A teacher elected to a school council shall not be involuntarily transferred during his or her term of office.

SCHOOL COUNCIL ELECTIONS

KRS 160.345(2)(b)1:

- The parent representatives shall be elected for one (1) year terms. The parent members shall be elected by the parents of students pre-registered to attend the school during the term of office in an election conducted by the parent and teacher organization of the school or, if none exists, the largest organization of parents formed for this purpose.

SCHOOL COUNCIL ELECTIONS

KRS 160.345(2)(b)1:

- A school council, once elected, may adopt a policy setting different terms of office for parent and teacher members subsequently elected.
- The principal shall be the chair of the school council.

SCHOOL COUNCIL MINORITY ELECTIONS

KRS 160.345(2)(b)2:

- School councils in schools having eight percent (8%) or more minority students enrolled, as determined by the enrollment on the preceding October 1, shall have at least one (1) minority member. If the council formed under paragraph (a) of this subsection does not have a minority member, the principal, in a timely manner, shall be responsible for carrying out the following:

SCHOOL COUNCIL MINORITY ELECTIONS

- a) Organizing a special election to elect an additional member. The principal shall call for nominations and shall notify the parents of the students of the date, time, and location of the election to elect a minority parent to the council by ballot; and

SCHOOL COUNCIL MINORITY ELECTIONS

- b) Allowing the teachers in the building to select one (1) minority teacher to serve as a teacher member on the council. If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Term limitations shall not apply for a minority teacher member who is the only minority on faculty.

SCHOOL COUNCIL MINORITY ELECTIONS

- Minority is defined as: American Indian; Alaskan native; African-American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific Islander; or other ethnic group underrepresented in the school.

KRS 160.345(2)(b)2

KRS 160.345(1)(a)

SCHOOL COUNCIL COMPOSITION AND ELIGIBILITY

- Who can serve on a school council?
- How many can there be on a school council?
- How are school council representatives chosen?





COLLABORATIVE ROLES AND RESPONSIBILITIES

19

- **What is the school council's main responsibility?**
- **Who has a role and/or responsibility when it comes to school council effectiveness?**

**Who has a role in
school council work?**



ROLES AND RESPONSIBILITIES

KRS 160.345(2)(c)1

- The school council shall have the responsibility to set school policy consistent with district board policy which shall provide an environment to enhance the students' achievement and help the school meet the goals established in KRS 158.645 and KRS 158.6451.

ROLES AND RESPONSIBILITIES

- **Chairperson:** The position of the chairperson for a school council is the school's principal [KRS 160.345(2)(b)]. The chairperson's role is of facilitator, gatekeeper and organizer.



ROLES AND RESPONSIBILITIES

Teacher Representatives: Teacher representative compose the majority of the school council. They should have an active role in school council work. They are relationship-builders, school operations experts and curriculum-instruction-assessment professionals.

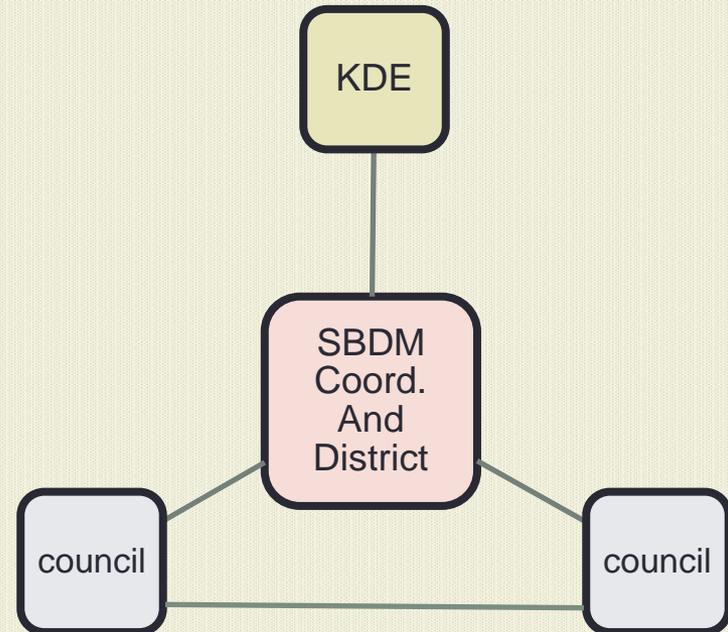
ROLES AND RESPONSIBILITIES

Parent Representatives: Parents are valuable resources for school councils. They put a face, at times, to the students. However, effective parent members must be willing to put in the extra time and effort needed to understand the school's operations and initiatives. They are most valuable when they promote good communication and exchange of information in the school community.

ROLES AND RESPONSIBILITIES

SBDM Coordinator:

- The district SBDM coordinator role is two-fold:
 - As a liaison between the district central office and the school councils; and
 - As a liaison between the district and the Kentucky Department of Education.



ROLES AND RESPONSIBILITIES

Other Key Personnel

- Superintendent
- Finance Officer
- Technology Coordinator
- Curriculum Specialist/Director of Instruction
- Personnel Director/HR
- Special Supplemental Programs Coordinator



COLLABORATIVE ROLES AND RESPONSIBILITIES

- What is the school council's main responsibility?
- Who has a role and/or responsibility when it comes to school council effectiveness?







SCHOOL COUNCIL POLICY AND ITS EFFECT ON STUDENT ACHIEVEMENT

- **What is a policy?**
- **What are the required policies that all school council's must have adopted?**
- **What other decisions must school council make?**
- **How do policies effect student achievement?**

POLICIES VS. BYLAWS

Policies  School Operations

Bylaws  School Council Operations

However, both should focus on enhancing student achievement

SCHOOL COUNCIL POLICIES

- School councils develop and adopt policies; however, the principal, with the teachers and other staff, implement the policy. School councils are not involved in the day-to-day operations in the school
- School council policy dictates the way the school operates. These policies guide the school.
- Policies are written documents; rules, procedures and guidelines; standards for addressing specific situations; and binding unless amended or repealed by the school council.

REQUIRED POLICY AREAS

Determination of **Curriculum** – KRS 160.345(2)(i)1

Assignment of Instructional and Non-Instructional
Staff Time – KRS 160.345(2)(i)2

Assignment of Students to Classes and Programs –
KRS 160.345(2)(i)3

Determination of the **Schedule of the School Day**
and Week – KRS 160.345(2)(i)4

Determination of Use of **School Space** – KRS
160.345(2)(i)5

REQUIRED POLICY AREAS

Planning and Resolution of Issues Regarding
Instructional Practices – KRS 160.345(2)(i)6

Selection and Implementation of **Discipline and
Classroom Management** Techniques – KRS
160.345(2)(i)7

Selection of **Extracurricular Programs** – KRS
160.345(2)(i)8

Adoption of the **Emergency Plan** – KRS
160.345(2)(i)9

REQUIRED POLICY AREAS

Procedures for Determining **Alignment with State Standards, Technology Utilization** and **Program Appraisal** – KRS 160.345(2)(i)10

Consultation Procedures– KRS 160.345(2)(i)11

Committees – KRS 160.345(2)(c)2

Advanced Placement, International Baccalaureate, Dual Enrollment, Dual Credit Courses (for secondary schools) – KRS 160.348(2)

REQUIRED POLICY AREAS

Wellness (for elementary schools) – KRS
160.345(11)

Writing – KRS 158.6453(7)(c)

Parent Involvement (for Title I funded school) –
Elementary and Secondary Education Act of 1965 (as
reauthorized as No Child Left Behind Act of 2001)

Wellness and Nutrition (for all schools that receive
Federal school meal funds) – Healthy, Hunger-Free
Kids Act of 2010

SCHOOL COUNCIL DECISION AREAS

DECISION AREA	STATUTORY AUTHORITY
Primary Program	KRS 158.031(4)
Flexible Grouping	KRS 159.031
Annual Review of Data	KRS 160.345(2)(j)
Meeting Frequency and Agenda	KRS 160.345(2)(d)
Meetings	KRS 160.345(2)(e) KRS 61.810

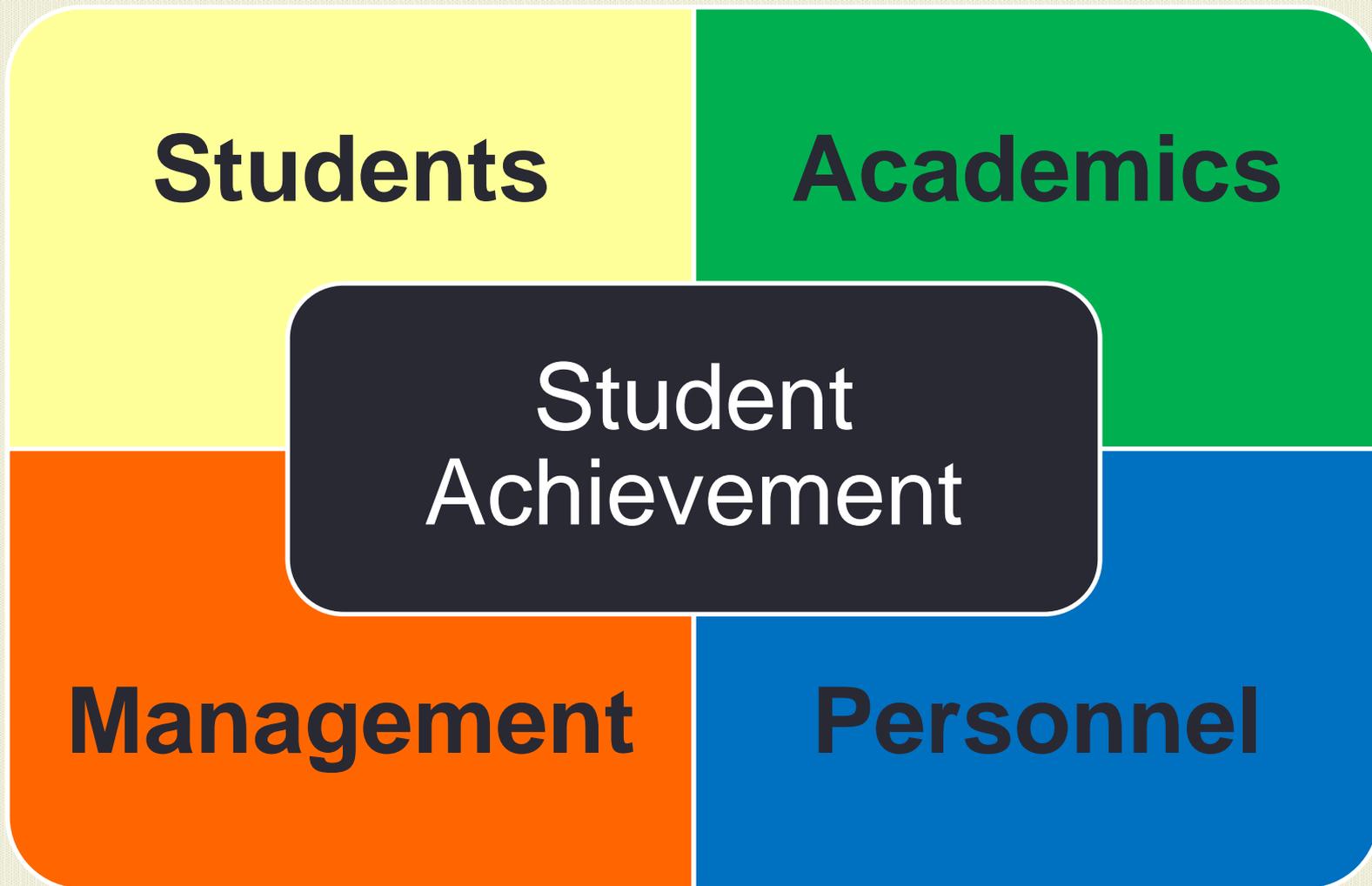
SCHOOL COUNCIL DECISION AREAS

DECISION AREA	STATUTORY AUTHORITY
Number of Persons per Job Classification	KRS 160.345(2)(f)
Determining Textbooks and Instructional Materials	KRS 160.345(2)(g)
Principal Selection	KRS 160.345(2)(h)
School Budget	KRS 160.345(3)(a)
Student Progress Reporting	KRS 160.345(3)(c)

SCHOOL COUNCIL DECISION AREAS

DECISION AREA	STATUTORY AUTHORITY
Student Support Services	KRS 160.345(2)(g)
Mandated School Council Member Training	KRS 160.345(6)
School Improvement Planning Process	KRS 160.345(3)(c)
Professional Development Plans	KRS 160.345(3)(d) KRS 160.345(8) KRS 158.060(4)

LET'S ORGANIZE THE REQUIRED POLICIES AND DECISION AREAS



STUDENT FREE SPEECH AND RELIGIOUS LIBERTY RIGHTS

KRS 158.186 requires that school based decision making councils receive copies of the below listed statutes:

KRS 158.181	KRS 158.182	KRS 158.183
KRS 158.184	KRS 158.185	KRS 158.186
KRS 158.187		

KRS 158.186: *The Department of Education shall send copies of KRS 158.181 to 158.187 to each local school board and school-based decision making council in Kentucky on an annual basis.*

SCHOOL COUNCIL POLICY AND ITS EFFECT ON STUDENT ACHIEVEMENT

- What is a policy?
- What are the required policies that all school council's must have adopted?
- What other decisions must school council make?
- How do policies effect student achievement?





SCHOOL COUNCIL BYLAWS AND THEIR BENEFIT TO SCHOOL COUNCIL OPERATIONS

42

- **What makes a sound bylaw?**
- **Why are they important?**

POLICIES VS. BYLAWS

Policies  School Operations

Bylaws  School Council Operations

However, both should focus on enhancing student achievement

BYLAWS

School council policies refers to what the school council develops and adopts concerning how the school operates. The term, bylaws, is used for the operating rules the school council sets to conduct its work. This includes calling meetings, reaching consensus, taking minutes and other operational activities.

EFFECTIVE BYLAWS

Situations arise where effective school council's bylaws can help keep meetings positive and productive.

Common issues relating to bylaws include the following:

- Bylaws cannot be found.
- Bylaws have not reviewed or revised.
- Bylaws are not made available where they can be accessed readily.

SOUND BYLAWS

- The purpose or mission of the school council
- The membership of the school council
- The term of service
- Elections ***
- Roles of the chairperson and vice chairperson

SOUND BYLAWS

- School council agenda preparation and distribution of materials
- Decision making process
- Record keeping process
- Public request for school council records
- School council communications
- Appealing a school council decision

LOOKING AT SAMPLE BYLAWS

Kentucky Middle School Council Bylaws



QUESTIONS

1. How many members are on the Kentucky Middle School council?
2. When do the school council members term of service begin? When does it end?
3. Does the school council have a vice chair? What is their role?
4. Who prepares the agendas?
5. How does the school council make decisions?
6. How much is the cost for printing a school council document or record?

SCHOOL COUNCIL BYLAWS AND THEIR BENEFIT TO SCHOOL COUNCIL OPERATIONS

- What makes a sound bylaw?
- Why are they important?





KENTUCKY OPEN MEETINGS/ OPEN RECORDS

51

- **How does KY require public agencies, such as school councils, to conduct meetings?**
- **What records are school councils to keep?**
- **How long do they need to keep these records?**

OPEN MEETINGS

- School councils and their committees are public agencies and, therefore, are required to comply with all aspects of the Open Meetings laws.
- All meetings where a quorum of the membership is present, where public business is being discussed or at which time actions or decisions are made are open meetings to the public.

OPEN MEETINGS

A school council may only go into closed session for three reasons: to discuss or interview instructional staff, to discuss specifics on the emergency plan, or to discuss potential litigation.

Open Meetings statutes applies whenever:

1. A majority of the school council or committee is present, and
2. Business is discussed even if no action is taken.

OPEN MEETINGS/OPEN RECORDS STATUTES

- KRS 61.810 – Exceptions to open meetings
- KRS 61.815 – Requirements for conducting closed sessions
- KRS 61.820 – Schedule of regular meetings to be made available
- KRS 61.823 – Special meetings, Emergency meetings
- KRS 61.835 – Minutes to be recorded, open to public

OPEN MEETINGS/OPEN RECORDS STATUTES

- KRS 61.872 – Right to inspection
- KRS 61.874 – Abstracts, memorandums, copies
- KRS 61.876 – Agency to adopt rules and regulations
- KRS 61.878 – Certain public records exempted from inspection
- KRS 61.880 – Denial of inspection

OPEN RECORDS

The Open Records Act ensures that public agencies, including school-based decision making councils and their committees, are accountable to the people they represent.

OPEN RECORDS

- KRS 61.835 – Minutes to be recorded, open to the public
- KRS 61.870 – Definitions for KRS 872 to 61.884
- KRS 61.872 – Right to inspection, limitations
- KRS 61.874 – Abstracts, memoranda, copies
- KRS 61.878 – Certain public records exempted from inspection

RECORDS RETENTION

Permanent Records

- SBDM Council/Committee Agendas and Minutes
- Official Correspondences
- Budget Allocations
- School Council Policies and Bylaws (including amendments and/or revisions)
- Annual Financial Audit Report

RECORDS RETENTION SCHEDULE

Other Record with Retention Minimums	Retained for:
Teacher and Parent School Council Representative Election Materials	3 years after election
SBDM Council and Committee Meeting Announcements	3 years
SBDM Council and Committee Meeting Notifications	1 year
General Correspondences	5 years
Budget Expenditure Reports	5 years (destroy after audit)
Annual School Improvement Plans	5 years
School Council Policy Appeals	5 years
Request for Waiver of Board Policy	5 years
Request for Professional Development	3 years

KENTUCKY OPEN MEETINGS/ OPEN RECORDS

- How does KY require public agencies, such as school councils, to conduct meetings?
- What records are school councils to keep?
- How long do they need to keep these records?



RESOURCES



Kentucky Department of Education SBDM Staff

Sharma Aitken – 564-3791 ext. 4028

Sharma.aitken@education.ky.gov

Judy Littleton – 564-3791 ext. 4027

Judith.littleton@education.ky.gov

New Consultant – 564-3791 ext. 4007

