

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 for accordingly.
July	<ul style="list-style-type: none"> Council members receive the following documents: <ul style="list-style-type: none"> KRS 158.195 KRS 158.183 The Kentucky Open Records and Open Meetings Act <ul style="list-style-type: none"> "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. Approve final master schedule. Allow new council members the opportunity to review the previous year's comprehensive school improvement plan (CSIP). Begin revisions of 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. <p>*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).</p>
August	<ul style="list-style-type: none"> Review council bylaws, ensuring they are up-to-date with the most current procedures. Review/revise proposed school year budget and ensure alignment with the school's needs. Begin review of the following policies: <ul style="list-style-type: none"> Technology use Discipline and classroom management Begin reviewing any benchmark assessment/universal screener data.
September	<ul style="list-style-type: none"> Conduct a needs assessment based on analysis of data from the School Report Card, once released by the Kentucky Department of Education. Begin review of the following policies: <ul style="list-style-type: none"> Alignment with state standards Committees Instructional practices Wellness The following diagnostics are due in the Continuous Improvement Platform (CIP) by Oct. 1: <ul style="list-style-type: none"> Continuous Improvement Diagnostic for Schools Executive Summary for Schools School Safety Report

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October	<ul style="list-style-type: none"> The following diagnostics are due in the CIP by Nov.1: <ul style="list-style-type: none"> The Needs Assessment for Schools School Assurances Council verification data required in database by Nov. 1. School principal provides a student achievement report to councils to review. All SBDM annually required training should be completed.
November	<ul style="list-style-type: none"> Review/revise the following policies: <ul style="list-style-type: none"> Assignment of instructional and non-instructional staff time Student assignment School schedule
December	<ul style="list-style-type: none"> The following diagnostic is due in the CIP by Jan. 1: <ul style="list-style-type: none"> Comprehensive School Improvement Plan Review/revise the following policies: <ul style="list-style-type: none"> School space Extracurricular programs Program evaluation
January	<ul style="list-style-type: none"> Review/revise the following policies: <ul style="list-style-type: none"> Advanced coursework Writing Parent and family engagement
February	<ul style="list-style-type: none"> 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. 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).
March	<ul style="list-style-type: none"> Councils should progress monitor the CSIP and adjust course as needed. Review Section 6 allocations and determine next year's budget.* <p>*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 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.</p>
April	<ul style="list-style-type: none"> The following diagnostic is due in the CIP by May 1: <ul style="list-style-type: none"> 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.

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May	<ul style="list-style-type: none"> • Councils should progress monitor the CSIP and adjust course as needed. • Complete SBDM elections. • Approve tentative master schedule. • Discuss and approve School Emergency Management Plan.
June	<ul style="list-style-type: none"> • Councils should progress monitor the CSIP and adjust course as needed. • Complete any personnel consultations for new school year. • Discuss and approve School Emergency Management Plan (if not addressed in May).