

<p>Month</p>	<p style="text-align: center;">SBDM Monthly Topics & Reminders</p> <p>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.</p>
<p>July</p>	<ul style="list-style-type: none"> • Council members receive the following documents: <ul style="list-style-type: none"> ○ KRS 158.195 ○ KRS 158.183 ○ <i>The Kentucky Open Records and Open Meetings Act</i> ○ Managing Government Records ○ Proof of Receipt • 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).
<p>August</p>	<ul style="list-style-type: none"> • Review/revise Safety and Emergency Plan. • 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"> ○ Curriculum ○ Technology use ○ Principal selection ○ Discipline and classroom management • Begin reviewing any benchmark assessment/universal screener data.
<p>September</p>	<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
<p>October</p>	<ul style="list-style-type: none"> • Continuous Improvement Diagnostic for Schools due in eProve by Oct. 1. • School principal provides a student achievement report to councils to review. • All SBDM annually required training should be completed.

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<p>November</p>	<ul style="list-style-type: none"> • The following diagnostics are due in eProve by Nov.1: <ul style="list-style-type: none"> ○ Needs Assessment for Schools ○ School Assurances ○ School Safety Report • Review/revise the following policies: <ul style="list-style-type: none"> ○ Assignment of instructional and non-instructional staff time ○ Student assignment ○ School schedule • Council verification data required in database by Nov. 1.
<p>December</p>	<ul style="list-style-type: none"> • Review/revise the following policies: <ul style="list-style-type: none"> ○ School space ○ Extracurricular programs ○ Program evaluation ○ Consultation
<p>January</p>	<ul style="list-style-type: none"> • The following diagnostics are due in eProve by Jan. 1: <ul style="list-style-type: none"> ○ Comprehensive Improvement Plan for Schools ○ Closing the Achievement Gap Diagnostic ○ Executive Summary for Schools ○ Professional Development Plan for Schools • Review/revise the following policies: <ul style="list-style-type: none"> ○ College-Level courses (if applicable) ○ Writing ○ Parent and family engagement
<p>February</p>	<ul style="list-style-type: none"> • 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).
<p>March</p>	<ul style="list-style-type: none"> • Councils should progress monitor the CSIP and adjust course as needed. • Local school districts provide notice to school councils of tentative staffing allocations by March 1. • Review Section 6 allocations and determine next year’s budget.
<p>April</p>	<ul style="list-style-type: none"> • Councils should progress monitor the CSIP and adjust course as needed. • Review/revise teacher and parent election procedures. • Discuss/approve curriculum and textbooks for the next school year.

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<p>May</p>	<ul style="list-style-type: none"> • Councils should progress monitor the CSIP and adjust course as needed. • Complete SBDM elections. • Discuss and Approve School Emergency Management Plan • Approve tentative master schedule. • Final staffing allocations due to councils by May 1.
<p>June</p>	<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