



◀ Important Submission Dates School Based Decision-Making Council 2018-2019 School Year

JULY

Date	Activity/Description	District Contact
*	SBDM Councils should adopt a regular meeting schedule and make it available to the public. KRS 61.810	Darryl Thompson SBDM Office 859-381-4710
*	SBDM Councils should review staffing and consultation policies to reflect language and assurance to address situations when a quorum is not present for consultation to the SBDM council of candidates recommended for hire. KRS 160.345 (2)(i)(11)	Darryl Thompson SBDM Office 859-381-4710
*	Review 2017-2018 Delivery Targets from School Report Card and begin development of 2018-2019 Comprehensive School Improvement Plan (CSIP)	Peggy Hayes Assessment & Accountability 859-381-4348
*	The Emergency Management Plan shall be revised as needed after the end of each school year by the school council, the principal, and first responders. Prior to the first instructional day of school, principals are required to present and review all emergency procedures with all staff. Documentation [sign-in sheet that includes the printed name of each staff member (all certified and classified staff); the signature of the staff member and the date and time of the review will be kept on file at the school with a copy sent to the district office (Risk Management) to document completion.] KRS 158.162	Jeff Harris Risk Management 859-381-3828
1	<u>2018-2019 Fiscal/School Year Begins.</u> KRS 158.050; KRS 160.450	Julane Mullins Budget & Staffing 859-381-4109
31	Brigance Kindergarten Screen Begins OMS Data must be entered by October 10	Peggy Hayes Assessment & Accountability 859-381-4348

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AUGUST

Date	Activity/Description	District Contact
*	SBDM Councils should review its bylaws and policies and ensure that each council member's binder contains all required school governance policies (Consultation, Curriculum, Committees, and Assignment of Students to Programs, Instructional Strategies and Practices, Writing Program, Emergency Management Plan, Wellness). KRS 160.345 (2)(c)	Darryl Thompson SBDM Office 859-381-4710
*	SBDM Councils should begin reviewing and discussing prior year Comprehensive School Improvement Plan (CSIP) and Delivery Targets with the new SBDM Council members. Review 2017-2018 plans for effectiveness. SBDM Councils should begin reviewing and analyzing student growth plans and prior year achievement results. 703 KAR 5:225	Chiefs of Schools 859-381-4168 859-381-4169
*	SBDM Councils should begin reviewing staffing determinations made during May along with appropriate adjustments due to increases and decreases in student attendance. 702 KAR 3:246	Julane Mullins Budget & Staffing 859-381-4109
*	SBDM Councils should begin preparation for disaggregating KPREP data results (District will receive early release/embargoed KPREP Data) and analysis to Close the Achievement Gap. KRS 158.649	Peggy Hayes Assessment & Accountability 859-381-4348
*	SBDM Councils should begin reviewing and aligning its goals around written strategies and activities to Close the Achievement Gap; address Graduation, Growth (MAP, ACT), College and Career Readiness and develop strategic plans to establish Delivery Targets and revise their Comprehensive School Improvement Plan (CSIP).	Chiefs of Schools 859-381-4168 859-381-4169
*	Budget Analysis-School Councils should review impact, if any, of new student enrollment and change in school allocation.	Julane Mullins Budget & Staffing 859-381-4109
15	1 st Day of School	
*	WIDA Online Screener: New ELL Students K – 12 (Replaces WAPT Screener) Continuous Assessing throughout the school year when new ELL Students Enroll	Peggy Hayes Assessment & Accountability 859-381-4348
*	KDE Through Course Task K -5 and High School Science Classes that use KAS <u>To Be Announced</u>	Peggy Hayes Assessment & Accountability 859-381-4348
15	Deadline for the principal to discuss and document (date, time, signatures) the Emergency Management Plan with all certified and classified school staff. KRS 158.162 & KRS 160.345 (2)(i)	Jeff Harris Risk Management 859-381-3828
15	TELL Fall Assessment Window Begins 8/15	Peggy Hayes Assessment & Accountability 859-381-4348
29	MAP Fall Assessment Window Begins 8/29 All Students in Grades K – 5 (3 X Per Year): Math & Reading	Peggy Hayes Assessment & Accountability 859-381-4348
29	FAST Progress Monitoring Winter Assessment Window Begins 8/29 Grades Kindergarten – 8 th for Tier 2 and Tier 3 Monitoring	Peggy Hayes Assessment & Accountability 859-381-4348
30	Deadline for SBDM Council, the principal, and first responders to review and update the Emergency Management Plan. KRS 158.162 & KRS 160.345 (2)(i) Deadline to complete the first two (2) fire drills (within the first two weeks of school)	Jeff Harris Risk Management 859-381-3828



SEPTEMBER

Date	Activity/Description	District Contact
*	SBDM Councils to receive recent KPREP results and school accountability status reports. Final goal setting around activities and strategies to address achievement gaps should begin by using needs assessments and data analysis performed by council and its committees. Set Delivery Targets and revise Comprehensive School Improvement Plans (CSIP).	Darryl Thompson SBDM Office 859-381-4710
*	SBDM Councils should review and ensure current Emergency Management Plan Policy has been adopted. KRS 160.345 (2)(i)(8); KRS 158.162	Darryl Thompson SBDM Office 859-381-4710
*	Monthly Fire Drill to be completed pursuant to KRS 158.162	Jeff Harris Risk Management 859-381-3828
1	All SBDM documentation (New Council Member Roster, Regular SBDM Meetings, Your Duty Under the Law, Media Advisory, and Proof of Receipt) should be documented and submitted to IAKSS via the SBDM Portal.	Darryl Thompson SBDM Office 859-381-4710
5	Equity Council Meeting	Darryl Thompson Equity, School Support and Community Engagement 859-381-4710
21	All SBDM Councils are to send at least two members to participate in the Districtwide Shared-Decision Making Learning Committee – SBDM SUPER COUNCIL MEETING Conference Room C, IAKSS: 6:00 – 8:00 PM, EST	Darryl Thompson SBDM Office 859-381-4710
26	Brigance Kindergarten Screen Ends OMS Data must be entered by October 10	Peggy Hayes Assessment & Accountability 859-381-4348
27	Deadline for schools to conduct their first severe weather, earthquake, and lockdown drills (within the first thirty (30) instructional days of each school year). KRS 160.345 (2)(i)(8); KRS 158.162	Jeff Harris Risk Management 859-381-3828
28	TELL Fall Assessment Window Ends	Peggy Hayes Assessment & Accountability 859-381-4348
30	Wonders ELA Common Assessment: Grades K-2 Fall – Administered by 9/30 (No Fall Kindergarten Assessment: Schools will use Brigance Data) Beginning of Year – Administered by 9/30: Grades 3-5 (From Wonders Placement and Diagnostic Assessment Guide)	Lori Bowen 859-381-4650
9/17 - 10/31	CogAt and IOWA – Grade 3 (Cognitive and Academic)	Federal, State and Magnet Programs 859-381-4184



OCTOBER

Date	Activity/Description	District Contact
*	Monthly Fire Drill to be completed pursuant to KRS 158.162	Jeff Harris Risk Management 859-381-3828
1	Minority Educator Recruitment and Retention Annual Report (Data from 2018-2019 Minority Hiring Plan/ASSIST : Efforts to increase the diversity of teachers in each school in relationship to the demographic percentages of the student populations served across the District). 704 KAR 7:130 and KRS 160.380(2)(d)	Jennifer Dyar Human Resources 859-381-4114
1	The SBDM Council with the involvement of parents, faculty, and staff, shall review the data and revise the consolidated plan/comprehensive school improvement plan (CSIP) to include achievement gap reduction targets, strategies, activities, and a timeline to eliminate the achievement gap among various groups of students to the extent it may exist. The plan shall include but not be limited to activities designed to address the following areas: Curriculum Alignment; Strategies to continuously monitor and modify effective instruction; Professional Development (PD) aligned to the goals of the CSIP; Effective Parental Communication and Engagement; Attendance improvement and dropout prevention; and, Applicable Technical Assistance. KRS 158.649(6)	Chiefs of Schools 859-381-4168 859-381-4169
1	The principal shall convene a public meeting at the school to present and discuss CSIP adopted by the SBDM Council prior to submitting the revised CSIP and the established achievement gap reduction targets, strategies, activities to the superintendent and the local board of education for review. KRS 158.649(5)	Chiefs of Schools 859-381-4168 859-381-4169
1	The superintendent and the SBDM Council shall agree on achievement gap reduction targets before they are submitted to the local board of education for adoption. KRS 158.649(4)	School Directors 859-381-4168 859-381-4169
3	Equity Council Meeting	Darryl Thompson Equity, School Support and Community Engagement 859-381-4710
3	MAP Fall Assessment Window Ends 10/3 All Students in Grades K – 5 (3 X Per Year): Math & Reading	Peggy Hayes Assessment & Accountability 859-381-4348
3	FAST Progress Monitoring Winter Assessment Window Ends 10/3 Grades Kindergarten – 8 th for Tier 2 and Tier 3 Monitoring	Peggy Hayes Assessment & Accountability 859-381-4348
10	OMS Data must be entered by October 10	Peggy Hayes Assessment & Accountability 859-381-4348
11	PSAT/NMSQT (All 10 th Grade Students)	High School Counselors or Building Assessment Coordinators
12	District Requires Common Assessments: Grades 1 – 5 Math Common Assessment 1 – Completed by 10/12	Peggy Hayes Assessment & Accountability 859-381-4348
19	PSAT 8/9 (All 9 th Grade Students)	High School Counselors or Building Assessment Coordinators
19	Wonders ELA Common Assessment: Grades 3-5 Winter – Administered by 10/19	Lori Bowen 859-381-4650



	(From Wonders Placement and Diagnostic Assessment Guide)	
29	CogAt and IOWA –4-7 Grades GT Referrals	Federal, State and Magnet Programs 859-381-4184
30	Assessment Evaluation Program System (AEPS) Fall Assessment	Whitney Stevenson Early Childhood Education 859-381-4105

NOVEMBER

Date	Activity/Description	District Contact
*	Monthly Fire Drill to be completed pursuant to KRS 158.162	Jeff Harris Risk Management 859-381-3828
*	SBDM Councils should have Standing Committee Reports from disaggregated student data and other school-based analytics (MAP, Formative and Summative Assessments) to ensure that instructional strategies and practices are yielding the expected student achievement results.	Chiefs of Schools 859-381-4168 859-381-4169
*	School Councils should review the following policies for effectiveness: Budget & Staffing, Textbook Adoption, Professional Development KRS 160.345(2)(http://www.lrc.ky.gov/Statutes/statute.aspx?id=45623)	Darryl Thompson SBDM Office 859-381-4710
1	School Safety Assurances Due KRS 158.162	Jeff Harris Risk Management 859-381-3828
7	Equity Council Meeting	Darryl Thompson Equity, School Support and Community Engagement 859-381-4710
16	All SBDM Councils are to send at least two members to participate in the Districtwide Shared-Decision Making Learning Committee – SBDM SUPER COUNCIL MEETING Conference Room C, IAKSS: 6:00 – 8:00 PM, EST	Darryl Thompson SBDM Office 859-381-4710
20	CogAt and IOWA –4-7 Grades GT Referrals	Federal, State and Magnet Programs 859-381-4184



DECEMBER

Date	Activity/Description	District Contact
*	Monthly Fire Drill to be completed pursuant to KRS 158.162	Jeff Harris Risk Management 859-381-3828
*	Ongoing CSIP revisions and modifications to be reviewed	Chiefs of Schools 859-381-4168 859-381-4169
*	Final CSIP modifications and revision based on District review with approval of SBDM	Chiefs of Schools 859-381-4168 859-381-4169
*	2017-2018 CSIP/CDIP Posted on School/District Website	
*	School councils should begin reviewing the following policy review/revisions: Parent Involvement, Instructional Time, Parent, Citizen and Community Engagement	Darryl Thompson SBDM Office 859-381-4710
3	<u>MAP Winter Assessment Window Begins 12/3</u> All Students in Grades K – 5 (3 X Per Year): Math & Reading	Peggy Hayes Assessment & Accountability 859-381-4348
3	<u>FAST Progress Monitoring Winter Assessment Window Begins 12/3</u> Grades Kindergarten – 8 th for Tier 2 and Tier 3 Monitoring	Peggy Hayes Assessment & Accountability 859-381-4348
4	TELL Winter Assessment Window Begins	Peggy Hayes Assessment & Accountability 859-381-4348
5	Equity Council Meeting	Darryl Thompson Equity, School Support and Community Engagement 859-381-4710
15	Collections ELA Common Assessment, Collection 3 (to be administered to grades 6-12 on or before December 15)	Soraya Matthews 859-381-4650
19	District Requires Common Assessments: Grades 1 – 5 Math Common Assessment 2 – Completed by 12/19	Peggy Hayes Assessment & Accountability 859-381-4348



JANUARY

Date	Activity/Description	District Contact
*	Monthly Fire Drill to be completed pursuant to KRS 158.162	Jeff Harris Risk Management 859-381-3828
*	School Councils should begin review/revising projection school staffing needs/allocations. KRS 157.360 & 702 KAR 3:246	Julane Mullins Budget & Staffing 859-381-4109 Darryl Thompson SBDM Office 859-381-4710
*	Schools Councils should conduct a midyear needs assessment to align the activities and strategies in their CSIPs to student data and adjust their plans as necessary for the 2 nd semester of school.	Peggy Hayes Assessment & Accountability 859-381-4348
*	Budget Committee and/or Council begin analyzing and assessing school staffing needs.	Darryl Thompson SBDM Office 859-381-4710
*	SBDM Councils should have Standing Committee Reports from disaggregated student data and other school-based analytics of 1 st Semester instructional strategies and activities to MAP, Formative and Summative Assessments	Kate McAnelly Chief Academic Office 859-381-4223
*	NAEP – National Assessment of Educational Progress January, February, March for Selected Schools	Peggy Hayes Assessment & Accountability 859-381-4348
4	ACCESS and Alternate ACCESS Begins	Federal, State and Magnet Programs 859-381-4184
3-31	Window for schools to conduct their second severe weather, earthquake, and lockdown drills (within the first thirty (30) instructional days of each year and again in January). KRS 160.345 (2)(i)(8); KRS 158.162	Jeff Harris Risk Management 859-381-3828
9	Equity Council Meeting	Darryl Thompson Equity, School Support and Community Engagement 859-381-4710
22	TELL Winter Assessment Window Begins	Peggy Hayes Assessment & Accountability 859-381-4348
25	MAP Winter Assessment Window Ends 1/25 All Students in Grades K – 5 (3 X Per Year): Math & Reading	Peggy Hayes Assessment & Accountability 859-381-4348
25	FAST Progress Monitoring Winter Assessment Window Ends 1/25 Grades Kindergarten – 8 th for Tier 2 and Tier 3 Monitoring	Peggy Hayes Assessment & Accountability 859-381-4348
26	MAP Winter Assessment Window Ends	Peggy Hayes Assessment & Accountability 859-381-4348
30	Assessment Evaluation Program System (AEPS) Winter Assessment	Whitney Stevenson Early Childhood Education 859-381-4105
31	Wonders ELA Common Assessment: Grades K-2 Winter – Administered by 1/31	Lori Bowen 859-381-4650



FEBRUARY

Date	Activity/Description	District Contact
*	Monthly Fire Drill to be completed pursuant to KRS 158.162	Jeff Harris Risk Management 859-381-3828
*	School Councils should begin conversations about projected student enrollment from October Growth Factor Data/Report and Section 4 and Section 5 District Staffing Allocation Formula for 2019-2020 school year.	Julane Mullins Budget & Staffing 859-381-4109 Darryl Thompson SBDM Office 859-381-4710
*	Council consults should invite the Library Media Specialist to report on the maintenance of the school library media center, including the purchase of instructional materials, information technology, and equipment KRS 160.345 & KRS 158.102	
*	Budget & Staffing Committee and/or SBDM Council should meet to begin drafting a “tentative budget” for the 2019-2020 school year.	Julane Mullins Budget & Staffing 859-381-4109 Darryl Thompson SBDM Office 859-381-4710
*	SBDM Councils should have Standing Committee Reports from disaggregated student data and other school-based analytics of 1 st Semester instructional strategies and activities to MAP, Formative and Summative Assessments, and Program Reviews	Kate McAnelly Chief Academic Office 859-381-4223
6	Equity Council Meeting	Darryl Thompson Equity, School Support and Community Engagement 859-381-4710
28	District Requires Common Assessments: Grades 1 – 5 Math Common Assessment 3 – Completed by 2/28	Peggy Hayes Assessment & Accountability 859-381-4348
9	ACCESS and Alternate ACCESS Ends	Federal, State and Magnet Programs 859-381-4184
22	Wonders ELA Common Assessment: Grades 3-5 Spring – Administered by 2/22 (From Wonders Placement and Diagnostic Assessment Guide)	Lori Bowen 859-381-4650
22	All SBDM Councils are to send at least two members to participate in the Districtwide Shared-Decision Making Learning Committee – SBDM SUPER COUNCIL MEETING Conference Room C, IAKSS: 6:00 – 8:00 PM, EST	Darryl Thompson SBDM Office 859-381-4710
27	Collections ELA Common Assessment, Collection 4 (to be administered to grades 6-12 on or before February 27)	Soraya Matthews 859-381-4650



MARCH

Date	Activity/Description	District Contact
*	Monthly Fire Drill to be completed pursuant to KRS 158.162	Jeff Harris Risk Management 859-381-3828
*	Schools prepare for National Norm Reference Testing: ACT (High School)	Peggy Hayes Assessment & Accountability 859-381-4348
*	AAPPL Testing All Spanish Immersion Program Schools will administer in March	Peggy Hayes Assessment & Accountability 859-381-4348
*	SBDM Councils should have Standing Committee Reports from disaggregated student data and other school-based analytics of 1 st Semester instructional strategies and activities to MAP, Formative and Summative Assessments	Kate McAnelly Chief Academic Office 859-381-4223
*	Ongoing revisions and modifications to Comprehensive School Improvement Plans (CSIP) with progress notes due (priority schools) Schools should make any needed revisions to strategies and activities based on changes in needs assessments and student growth/progress.	Chiefs of Schools 859-381-4168 859-381-4169
1	Tentative Staffing Allocations are due to School Councils KRS 160.345, 702 KAR 3:246 The board must give each SBDM the Tentative School Staffing and Budget Allocations for the next fiscal year by March 1 .	Julane Mullins Budget & Staffing 859-381-4109
6	Equity Council Meeting	Darryl Thompson Equity, School Support and Community Engagement 859-381-4710
12	Envision Algebra 1, Algebra 2, and Geometry Common Assessment (to be administered to grades 6-12 on or before March 12)	Kate McAnelly 859-381-4610
18	MAP Spring Assessment Window Begins 18 All Students in Grades K – 5 (<i>3 X Per Year</i>): Math & Reading	Peggy Hayes Assessment & Accountability 859-381-4348
18	FAST Progress Monitoring Winter Assessment Window Begins 3/18 Grades Kindergarten – 8 th for Tier 2 and Tier 3 Monitoring	Peggy Hayes Assessment & Accountability 859-381-4348
19	TELL Spring Assessment Window Begins	Peggy Hayes Assessment & Accountability 859-381-4348
20	ACT (All 11 th Grade Students)	Peggy Hayes Assessment & Accountability 859-381-4348



APRIL

Date	Activity/Description	District Contact
*	Monthly Fire Drill to be completed pursuant to KRS 158.162	Jeff Harris Risk Management 859-381-3828
*	Principal(s) convenes public meeting to review plans for closing the achievement gap under provisions of KRS 158.649 (SB 168)	Office of Teaching and Learning 859-381-4223
*	School Councils should begin reviewing and revising the following policies: Discipline/Classroom Management/School Safety, Extracurricular Programs, School Schedule, School Space, Staff Time Assignment, Student Assignment, Homework KRS 160.345	Darryl Thompson SBDM Office 859-381-4710
6-31	Kentucky Academic Standards Science Grades 4 and 7	Peggy Hayes Assessment & Accountability 859-381-4348
10	Equity Council Meeting	Darryl Thompson Equity, School Support and Community Engagement 859-381-4710
13	Wonders ELA Common Assessment (to be administered to K-5 on or before April 13)	Lori Bowen 859-381-4650
16	Alternate KPREP Testing Begins	Carey Galloway, 859-381-4306 Lorraine Thomas, 859-381-4181
16-27	Field Test for English 2, Algebra 2, and Biology (Middle and High School)	
19	Collections ELA Common Assessment, Collection 5 (to be administered to grades 6-12 on or before April 19)	Soraya Matthews 859-381-4650
24	ACT Make-Up Day	Peggy Hayes Assessment & Accountability 859-381-4348
26	All SBDM Councils are to send at least two members to participate in the Districtwide Shared-Decision Making Learning Committee – SBDM SUPER COUNCIL MEETING Conference Room C, IAKSS: 6:00 – 8:00 PM, EST	Darryl Thompson SBDM Office 859-381-4710
28	TELL Spring Assessment Window Ends	Peggy Hayes Assessment & Accountability 859-381-4348
30	MAP Spring Assessment Window Ends 4/30 All Students in Grades K – 5 (3 X Per Year): Math & Reading	Peggy Hayes Assessment & Accountability 859-381-4348
3	FAST Progress Monitoring Winter Assessment Window Ends 4/30 Grades Kindergarten – 8 th for Tier 2 and Tier 3 Monitoring	Peggy Hayes Assessment & Accountability 859-381-4348
30	Superintendent must give written notice of non-renewal to each limited contract certified employee whose contract will not be renewed for the next year. KRS 161.750(2)	Jennifer Dyar Human Resources 859-381-4114
30	Superintendent must give written notice of non-renewal to each limited contract classified employee whose contract will not be renewed for the next year. KRS 161.011	Jennifer Dyar Human Resources 859-381-4114



MAY

Date	Activity/Description	District Contact
*	Monthly Fire Drill to be completed pursuant to KRS 158.162	Jeff Harris Risk Management 859-381-3828
*	School Councils should begin reviewing and revising the following policies: Consultation, Program Assessment, Improvement Planning, Primary Program (Elementary only) KRS 160.345	Darryl Thompson SBDM Office 859-381-4710
1	Final Staffing Allocations are due to School Councils KRS 160.345, 702 KAR 3:246 The board must give each SBDM Final School Staffing and Budget Allocations for the next fiscal year by May 1 .	Julane Mullins Budget & Staffing 859-381-4109
1	Equity Council Meeting	Darryl Thompson Equity, School Support and Community Engagement 859-381-4710
4	MAP Spring Assessment Window Ends	Peggy Hayes Assessment & Accountability 859-381-4348
7- 18	Advanced Placement (AP) Exams	
14- 25	K-PREP Testing, May 14-18 (Make-Up Days: May 21, 23-25)	Peggy Hayes Assessment & Accountability 859-381-4348
15	District Requires Common Assessments: Grades 1 – 5 Math Common Assessment 4 – Completed by 5/15	Peggy Hayes Assessment & Accountability 859-381-4348
15	Superintendent must give written notice of reduction in duties and reduction in pay that will impact certified employees no later than 90 days before the first student attendance day of the following school year. KRS 161.765, KRS 161.760	Jennifer Dyar Human Resources 859-381-4114
28	Alternate KPREP Testing Ends	Carey Galloway, 859-381-4306 Lorraine Thomas, 859-381-4181
30	Assessment Evaluation Program System (AEPS) Spring Assessment	Whitney Stevenson Early Childhood Education 859-381-4105
30	Section 7 allocations, if any or if available, must be provided to each school council.	Julane Mullins Budget & Staffing 859-381-4109
31	Wonders ELA Common Assessment: Grades K-2 Spring – Administered by 5/31	Lori Bowen 859-381-4650

K-PREP is given the last 14 days of the school year in grades 3-8 and 11. Testing dates will be established later in the school year.”



JUNE

Date	Activity/Description	District Contact
*	Monthly Fire Drill to be completed pursuant to KRS 158.162	Jeff Harris Risk Management 859-381-3828
*	SBDM Councils should ensure that all staffing decisions/actions and consultation with the SBDM council are reflected in draft and approved minutes.	Darryl Thompson SBDM Office 859-381-4710
5	Equity Council Meeting	Darryl Thompson Equity, School Support and Community Engagement 859-381-4710
30	2017-2018 School Year and Fiscal Year End KRS 158.050; KRS 160.450	

Note: All assessment dates are tentative and subject to adjustments based on any changes that might occur at the state or local level.