

Month	SBDM Monthly Topics & Reminders
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 ○ Your Duty Under the Law ○ 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 review the previous year's Comprehensive School Improvement Plan (CSIP)
August	<ul style="list-style-type: none"> • Review/revise Safety and Emergency Plan • Review council bylaws ensuring these are up-to-date with the most current procedures • Review/revise proposed school year budget and ensure alignment to 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
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
October	<ul style="list-style-type: none"> • Continuous Improvement Diagnostic for Schools due in eProve by October 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"> • The following diagnostics are due in eProve by November 1: <ul style="list-style-type: none"> ○ The Needs Assessment for Schools ○ School Assurances ○ School Safety Report • Review/revise the following policies: <ul style="list-style-type: none"> ○ Assignment of Instructional & Non-Instructional Staff Time ○ Student Assignment ○ School Schedule • Council verification data required in database by November 1.

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December	<ul style="list-style-type: none"> • Review/revise the following policies: <ul style="list-style-type: none"> ○ School Space ○ Extracurricular Programs ○ Program Evaluation ○ Consultation
January	<ul style="list-style-type: none"> • The following diagnostics are due in eProve by January 1: <ul style="list-style-type: none"> ○ Comprehensive Improvement Plan for Schools ○ Closing the Achievement Gap Diagnostic ○ Executive Summary for Schools ○ Title I Annual Review Diagnostic • Review/revise the following policies: <ul style="list-style-type: none"> ○ College-Level Courses (if applicable) ○ Writing ○ Parent and Family Engagement Policy
February	<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).
March	<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
April	<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
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 • Final staffing allocations due to councils by May 1
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