

Month	SBDM Monthly Topics & Reminders
July	<ul style="list-style-type: none"> <li>• Council members receive the following documents:               <ul style="list-style-type: none"> <li>○ <a href="#">KRS 158.195</a></li> <li>○ <a href="#">KRS 158.183</a></li> <li>○ <a href="#">Your Duty Under the Law</a></li> <li>○ <a href="#">Managing Government Records</a></li> <li>○ <a href="#">Proof of Receipt</a></li> </ul> </li> <li>• Determine regular meeting dates, times, and locations and share the meeting schedule with the public</li> <li>• Collect dates of completed/anticipated council member trainings</li> <li>• Approve final master schedule</li> <li>• Allow new council members the opportunity review the previous year's <a href="#">Comprehensive School Improvement Plan (CSIP)</a></li> </ul>
August	<ul style="list-style-type: none"> <li>• Review/revise Safety and Emergency Plan</li> <li>• Review council bylaws ensuring these are up-to-date with the most current procedures</li> <li>• Review/revise proposed school year budget and ensure alignment to the school's needs</li> <li>• Begin review of the following policies:               <ul style="list-style-type: none"> <li>○ Curriculum</li> <li>○ Technology Use</li> <li>○ Principal Selection</li> <li>○ Discipline and Classroom Management</li> </ul> </li> <li>• Begin reviewing any benchmark assessment/universal screener data</li> </ul>
September	<ul style="list-style-type: none"> <li>• Conduct a needs assessment based on analysis of data from the <a href="#">School Report Card</a> once released by the Kentucky Department of Education</li> <li>• Begin review of the following policies:               <ul style="list-style-type: none"> <li>○ Alignment with state standards</li> <li>○ Committees</li> <li>○ Instructional Practices</li> <li>○ Wellness</li> </ul> </li> </ul>
October	<ul style="list-style-type: none"> <li>• Continuous Improvement Diagnostic for Schools due in eProve <b>by October 1</b></li> <li>• School principal provides a student achievement report to councils to review.</li> <li>• All SBDM annually required training should be completed.</li> </ul>
November	<ul style="list-style-type: none"> <li>• The following diagnostics are due in eProve <b>by November 1</b>:               <ul style="list-style-type: none"> <li>○ The Needs Assessment for Schools</li> <li>○ School Assurances</li> <li>○ School Safety Report</li> </ul> </li> <li>• Review/revise the following policies:               <ul style="list-style-type: none"> <li>○ Assignment of Instructional &amp; Non-Instructional Staff Time</li> <li>○ Student Assignment</li> <li>○ School Schedule</li> </ul> </li> <li>• Council verification data required in database <b>by November 1</b>.</li> </ul>

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December	<ul style="list-style-type: none"> <li>• Review/revise the following policies:               <ul style="list-style-type: none"> <li>○ School Space</li> <li>○ Extracurricular Programs</li> <li>○ Program Evaluation</li> <li>○ Consultation</li> </ul> </li> </ul>
January	<ul style="list-style-type: none"> <li>• The following diagnostics are due in eProve <b>by January 1</b>:               <ul style="list-style-type: none"> <li>○ Comprehensive Improvement Plan for Schools</li> <li>○ Closing the Achievement Gap Diagnostic</li> <li>○ Executive Summary for Schools</li> <li>○ Title I Annual Review Diagnostic</li> </ul> </li> <li>• Review/revise the following policies:               <ul style="list-style-type: none"> <li>○ College-Level Courses (if applicable)</li> <li>○ Writing</li> <li>○ Parent and Family Engagement Policy</li> </ul> </li> </ul>
February	<ul style="list-style-type: none"> <li>• Councils should progress monitor the CSIP and adjust course as needed.</li> <li>• 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).</li> </ul>
March	<ul style="list-style-type: none"> <li>• Councils should progress monitor the CSIP and adjust course as needed.</li> <li>• Local school districts provide notice to school councils of tentative staffing allocations <b>by March 1</b>.</li> <li>• Review Section 6 allocations and determine next year's budget</li> </ul>
April	<ul style="list-style-type: none"> <li>• Councils should progress monitor the CSIP and adjust course as needed.</li> <li>• Review/revise teacher and parent election procedures</li> <li>• Discuss/approve curriculum and textbooks for the next school year</li> </ul>
May	<ul style="list-style-type: none"> <li>• Councils should progress monitor the CSIP and adjust course as needed.</li> <li>• Complete SBDM elections</li> <li>• Approve tentative master schedule</li> <li>• Final staffing allocations due to councils by <b>May 1</b></li> </ul>
June	<ul style="list-style-type: none"> <li>• Councils should progress monitor the CSIP and adjust course as needed.</li> <li>• Complete any personnel consultations for new school year</li> </ul>