



AGENDA NEWS

March 2021



Opening Business

- a. Approval of the Agenda (legally required)
- b. Approval of previous meeting's Minutes (legally required)
- c. Good News Report
- d. Public Comment
- e. Meeting Norms

Student Achievement Report/Data

- a. KDE Guidance on Spring Testing
- b. Summit Student Progress Update
- c. Attendance Summary

School Improvement Planning

- a. Improvement Plan Implementation Check

Budget

- a. Draft of the 2021-22 staffing allocation plan
- b. Development of 2021-22 Section 7, 6 and Title I Request
- c. Activity Budget Summary
- d. Title I Allocation 2021
- e. Draft of the Section 6 Budget

Committee Reports

Bylaw or Policy Review/ Readings/ Adoption

- a. Policies to Review:
 - Consultation
 - Instructional and Non-instructional Staff Time Assignment

Old Business

New Business

- a. SBDM Elections Process
- b. Teacher
- c. Parent

Ongoing Learning

UPCOMING DEADLINES

Jan. 1 - Dec. 31 — Improvement Planning Phase Four: Progress Monitoring

Mar. 1 — Tentative staffing and budget allocations from school board to council for upcoming fiscal year

IMPORTANT SCHOOL DATES

April — Many districts have April deadlines for spending the current year's. Be sure the council and teachers know your district deadline.

April/May — Review your school's dates for teacher and parent election. Be sure teachers and parents have written procedures ready for those upcoming elections.

== include other school dates ==

SPOTLIGHT

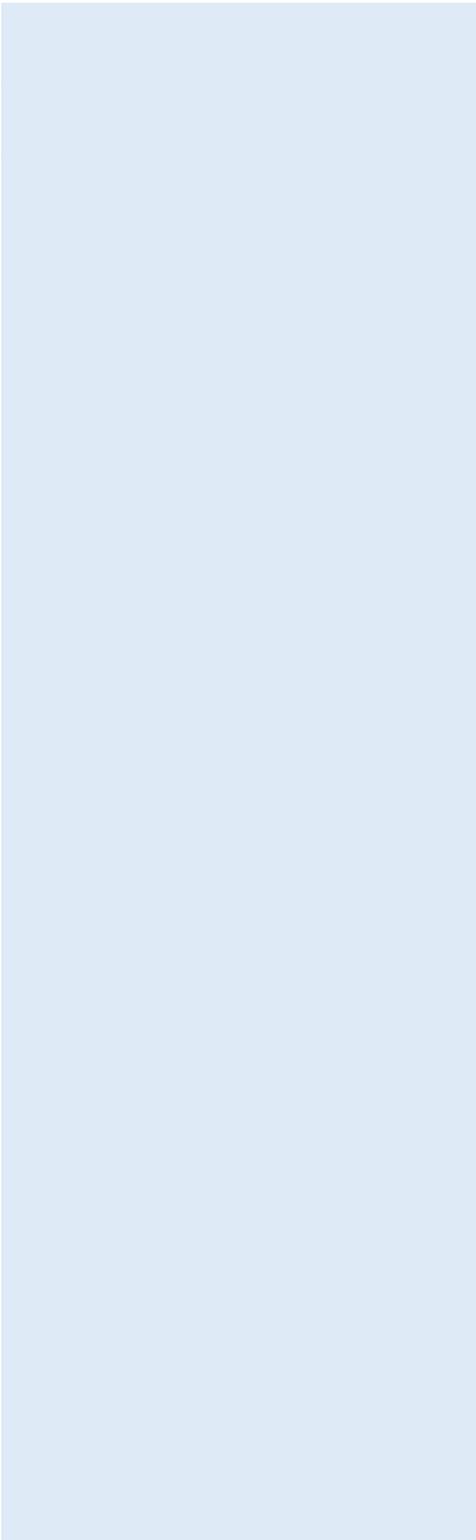


If you are planning professional development for the summer, check out [KASC's selection of workshops](#). We can schedule a high-quality trainer to come to your school, a session by Zoom, or you can order one of our [DIY kits](#) that include everything you need to conduct the workshop.



Upcoming Deadlines (see column to right)

Adjournment



School Achievement Report/Data

a. KDE Guidance on Spring 2021 Kentucky State Testing

On February 15, the Kentucky Department of Education released the guidance document, [Participation in Spring 2021 Kentucky State Testing](#). In the document, KDE acknowledges the “challenges and complexities schools are facing during the COVID-19 pandemic” and is “committed to providing information to parents, educators and stakeholders that will help them make informed decisions that benefit Kentucky’s students.”

As of now, the United States Department of Education has not granted waivers of federally required testing for the 2020-2021 school year, but KDE states that the “situation is fluid and guidance could change as the pandemic unfolds.”

For your March meeting, review this short document to let everyone know what is expected as of now. Student achievement is the priority for school councils and all work should be related to that priority. Given that achievement should be the focus, keep in mind that the social and emotional needs of students will greatly impact achievement.

School Improvement Planning

a. School Improvement Plan

1. What updates on activities and progress can be given this month? _____
2. What monitoring tools are in place to determine whether an activity is achieving its purpose?

3. What activities/actions in the plan have not received attention? _____
Who can follow up to find out the progress? _____

*CSIP's must be posted to school websites.
Kentucky Board of Education regulation, 703 KAR 5:225*

Budget

It is important to educate council members on how the budget and staffing allocations are calculated and provide reasoning for increase or decrease in funding. The council is the best conduit of information for how allocations are used. These tentative allocations are due to councils by March 1.

a. Draft the tentative 2021-22 budget from the school board.

Use analysis of the current budget status (where money was spent and the impact it had) and the goals of the CSIP to determine needs for next year.

b. Draft the staffing plan based on the 2021-22 allocation.

It is the council’s role to determine the number of person to be employed in each job classification at the school. Keep in mind that you are discussing positions and not people and improving student achievement is the goal.

c. Development of the 2021-22 Section 7 request — First Reading

The School Board has four options for allocating Section 7:

1. An amount per pupil shared among all the schools based on average daily attendance (ADA)
2. Based on needs identified by school councils in their adopted school improvement plans (CSIP) and designated by the local school board; money can only be used for the identified purpose

3. For specific instructional purposes based on student needs identified by the board from disaggregated student achievement data; money can only be used for the identified purpose
4. A combination of the three

If your district exercises option #2, your council will need to discuss and begin planning your request. The first reading can occur in March. Check with your district office for a deadline if applicable.

It is important for your council to understand which procedure is used in your district. The District's Finance Director will be able to explain your district's procedure if they have Section 7 money available. KASC has a sample Section 7 Request form if your district doesn't have one. You can find it under "SBDM Resources" on the Members only section of the [KASC website](#).

Bylaw or Policy Review/Readings/Adoption

a. Policies to Review

Consultation Policy — Hiring season is coming. Look over your policy on how the principal gathers advice before choosing new staff so that all participants understand your process before the work begins. The SBDM law requires the consultation policy to address these areas:

- Meetings
- Timelines
- Interviews
- Review of written applications
- Review of references
- Situations in which members of the council are not available for consultation

Keep in mind this policy only applies to consultation for staff hires. The principal selection process is completely separate. While the law does not require a principal selection policy, it is good for the council to develop one before encountering a principal vacancy. See KASC's sample policies for support in developing or revising **Consultation** and **Principal Selection**.

Instructional and Non-Instructional Staff Time Assignment Policy — Now is a good time to review your Instructional and Non-Instructional Staff Time Assignment Policy. Make sure your policy guides the principal in criteria for assignment of staff time but does not get into the weeds of dictating or approving schedules.

*You can access all of KASC's sample [bylaws and policies](#) in Members Only on our website. **This is a free member benefit.***

On-Going Learning

a. 2021 Legislative Session

While no bill has yet to be filed regarding SBDM authority, we do anticipate there will be effort once again to target councils. We will keep you posted every Thursday through KASC's Legislative News.

b. New KASC Experienced Member Training

We are excited to announce our new 2021 SBDM 3 hour training, ***Social and Emotional Leadership and Learning***. This training will be ready in the spring and remain *pending* until approved by KDE. Based on

the feedback from members, we realize the need for a session to build the council knowledge and capacity to address the social and emotional needs of our students, families, and staff.

Social and Emotional Leadership and Learning

The SBDM council's number one priority is improving student achievement, including removing the barriers that impede achievement. It is well known that emotional barriers interfere with learning, and the pandemic has taken a toll on the well-being of students, families, and professionals.

In this experienced member session, participants will gain specific examples and strategies for:

- Addressing social and emotional needs of students, educators, and families
- leadership and teamwork to build psychological safety
- an environment that responds to the experiences of the pandemic
- Providing meaningful, supportive leadership in your SBDM role
 - on the council
 - in the school community
 - in daily life

Experienced SBDM members will walk away prepared to identify barriers and lead students and the school community forward.

c. KY Standard's Professional Learning Series

If you aren't subscribing to KDE's Standards Newsletter, [sign up today](#) to receive monthly information and resources related to Kentucky's Academic Standards. In the second semester professional learning series, the focus is on [interpreting and acting on evidence of learning](#). Not only does the series cover how teachers can monitor progress and inform teaching, but also how they can engage students in interpreting their own progress. These professional learning videos and slides are good for individuals, team use, or PLCs.

If you are gearing up for more standards work this year and don't already have the [KASC Academic Standards Bundle](#), you'll want to check it out. The checklists, card strips, sortable database, etc. can make your work easier. **Parents** can also use the Standards Bundle to track what their children are learning.

Let us help you!

Your council's membership with KASC means every member of the school community is also a member. Principals should update all council member names and emails on the [Members Only landing page](#).

It is important for all teacher and parent members to have access to the resources provided under the school's membership. To do this, principals need to share their username (email) and password with all school staff and interested parents so they can have the same access to members-only resources and discounts.

For detailed instructions download a guide [here](#).

If any council member has difficulty logging in, please contact tech@kasc.net.