

# AGENDA NEWS

## 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
  - a. Joe Dewees

## Student Achievement Report/Data

- a. Student Achievement Report - [Galileo](#) and MAP
- b. [Summer Accelerating Learning Plan](#)

## School Improvement Planning

- a. [Improvement Plan](#)

## Budget

- a. EPES
- b. MUNIS
- c. [ESSER II](#)

## Committee Reports

## Bylaw or Policy Review/ Readings/ Adoption

- a. KASC update

## Old Business

## New Business

- b. [Course Number Approval](#)

## Ongoing Learning

- a. Changes to SBDM and other Education Laws
- b. [SBDM Election Guidance- KASC Election Kit](#)
- c. SBDM Training Spotlight

## Upcoming Deadlines (see column to right)

## Adjournment

### UPCOMING DEADLINES

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

**May 1** — Final staffing and budget allocation from board to council

**May 1 (Elem. Only)** — The annual nutrition report (district requirement) and physical activity report (school requirement) due to KDE. Check with your district office for who will submit the physical activity summary of findings and recommendations.

**May 15** — The Combining Budget Worksheet is due to the district finance officer after SBDM approval. (See Redbook)

**May 30** — Section 7 allocation, if available, must be provided to each school council from the district

### IMPORTANT SCHOOL DATES

**April/May** — Review your school's dates for teacher and parent election.

**Do the teachers and parents have written procedures?** KASC members have [free access](#) to the [KASC Election Kit](#).

== TBD ==

### SPOTLIGHT

#### Unsure about SBDM elections?



**Don't worry.** We have you covered. KASC members have [free access](#) to the [KASC Election Kit](#) as a [membership bonus](#)!



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The kit is kept up-to-date and has tools to make your elections run smoothly and legally, whether the elections occur online, in person, or a combination of both.

Share the **parent section** with the parents running the election. Share the **teacher section** with the teachers.

## School Achievement Report/Data

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### a. Student Achievement Report

Our recommendation is that the council hears a report six times a year (August, October, December, February, **APRIL**, June) on the following:

1. Number of students performing at grade level and meeting the expected standards.  
\_\_\_\_\_ Celebrate ☺
2. Number of students not performing at grade level and/or not meeting the expected standards.  
\_\_\_\_\_
3. The number of students not performing at grade level and/or not meeting the expected standards broken down by group for:  
gender \_\_\_\_\_ free/reduced lunch \_\_\_\_\_ disabilities \_\_\_\_\_  
ethnicity \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
4. How does that compare to the numbers from previous reports? \_\_\_\_\_

### b. Accelerating Learning

*questions continued from above...*

5. What efforts are being made to help students perform on grade level and/or meet expectations?  
\_\_\_\_\_
6. What needs to be done before now and the end of the school year to further accelerate learning and close gaps?  
\_\_\_\_\_
7. Over the next few months, what data, survey information, etc. can help the council answer the following questions?
  - 7a What evidence do we have of success with accelerating learning during 2021-22?  
\_\_\_\_\_
  - 7b What evidence gives us info about help adults and students need to be more successful?  
\_\_\_\_\_
  - 7c What support could be provided to teachers / students / families in the summer?  
\_\_\_\_\_
  - 7d How do we need to design our schedule/staff or student assignment plan/ESS plan to accelerate learning in the fall?  
\_\_\_\_\_

**c. Summer Accelerating Learning Plan** – You should discuss whether your data shows a need for a Summer Accelerated Learning Plan. [KDE has provided guidance](#) to consider when creating acceleration plans including the following recommended structure:

- Five to six weeks in duration
- Five days of programming per week
- 60-90 minutes of math and 90-120 minutes of reading/writing instruction per day
- Two-three hours for enrichment activities
- Small classes of up to 15 students per teacher

(Schools/districts may adapt structure based on local needs assessment, student data and resources)

Taken from [Superintendents Webcast 3-8-22](#)

## School Improvement Planning

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### 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? \_\_\_\_\_

### b. Professional Learning

#### Is there a professional learning plan in place for staff for next school year?

Consider the goals and activities in the improvement plan as a guide. It may be necessary to set aside money in your 2022-23 budget, collaborate with other schools, or find creative alternatives to provide training and experiences that will support teachers in accomplishing your goals. [KASC can help!](#) Whether you need an in-person session in August to kick-off an initiative like Co-Teaching or Social Emotional Learning, or you want to strengthen instructional coaching, we can help. KASC is a leader in professional learning based on evidence-based practices and brain-research. We even have [Do It Yourself training sessions](#) that include participant materials and facilitator guides so a leader at your school can facilitate the training him/herself.

## Budget

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### a. Development of the 2022-23 budget based on the March tentative budget from the school board

Provide council members a brief overview on how the allocation is calculated and an explanation for increase or decrease in funding.

#### Discuss:

What special projects were funded last year? What data do we have to support continuance?

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Were the funds in all categories spent? What was the impact of those funds?

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What areas need adjustment for the coming year to help ALL students succeed?

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### b. Development of the staffing plan based on the 2022-23 allocation

It is the council's role to determine the number of persons to be employed in each job classification at the school. If you did not complete this last month, continue work and finalize your plan. Keep in mind the council is staffing the **positions** needed to support the school improvement plan and further the growth of students. The principal will assign the people best suited for those positions.

### c. Development of the 2022-23 Section 7 request

You should know by now the procedure your district will use if Section 7 funds are available. If the school board is using option 2, you should be ready to finalize your request. Check with the district office for deadlines.

*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*

## Bylaw or Policy Review/Readings/Adoption

### a. Policies to Review

**Emergency Plan Policy** — School councils are required to have an Emergency Plan and Policy. The school's Emergency Plan must be reviewed at the end of each school year (by the council, principal, and first responders) and revised as needed. (KRS 158.162) KASC has a checklist and resources to help guide you through this plan and policy in the Bylaws & Policies on the [Members Only](#) section of our website.

**Committee Policy** (legally required policy, IF you have committees) – Councils work best when advised by a strong set of committees. Check your committee policy for alignment with the law:

- 1) How does the council “facilitate the participation of interested persons, including, but not limited to, classified employees and parents”?
- 2) Committee details?
  - Number of committees
  - Jurisdiction
  - Composition — what representation is needed? For example, on a culture and discipline committee in addition to staff members, you'd benefit from student and parent voice.
  - Process for membership selection

Also review the committee policy to ensure committee members know they must follow open meetings and open records laws and for ways to be more efficient and effective beyond what the law requires.

### a. Bylaws to Review

**Committees Bylaw** — Your council bylaws should include whether the council will have standing committees, ad hoc committees, or none at all. If the bylaws include committees, make sure you have a Committee Policy (see above). Remember that the purpose of standing committees is to support and accomplish the tasks of the council. All committees must follow the open meetings laws and open records laws, including record retention.

**Amending Bylaws and Policies** — Your bylaws should state how many “readings” (opportunities for shareholders to see a proposal and give feedback) are needed before changes can be approved. In the spirit of being transparent and inclusive, most SBDM bylaws require two readings before the decision can be final. Two readings is not a state law or part of parliamentary procedure (like Robert's Rules), but it's a best practice for informed, interactive decision-making. *Remember...When changes are made, ensure that the revised document is dated.*

*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. Changes to SBDM and other Education Laws

During the 2022 General Assembly, KASC has been sending Weekly Legislative News each Thursday. The session will adjourn on April 14, 2022, so until then, continue checking your email for suggested actions.

Once the session is complete, KASC will work on a summary of pertinent changes. In addition to that summary, we will also begin work immediately on needed guidance, bylaw and policy revisions, etc. Unless otherwise noted in the bill, laws won't take effect until mid-July.

### b. SBDM Election Guidance

Election season is upon us. Whether you are conducting your parent and teacher elections in-person or electronically, we are here to help. One tool that might be of use is KASC's Election FAQ, located under SBDM Resources in the [Members Only](#) section of our website.

We encourage two major things as you prepare for your elections:

1. Ensure that teachers and parents have written election procedures. Most of the calls we get during the election season pertain to issues after a vote has been done. Decisions need to be made prior to votes on such issues as how to handle ties, who counts the votes and where, etc.
  - Teachers must have their own written set of procedures. If this hasn't been done in your school, the teacher leaders on the council can get the process started.
  - The parent organization (PTO or PTA) in the school must have written procedures. Parent members on the council can contact the PTA president with a reminder about the need for written procedures.
  - Principals are advised not to have any role in teacher or parent elections (with the exception of the minority elections).
2. Publicize your parent elections to get more people involved. Use your school website, all-calls, social media, classroom newsletters, etc. to let parents and legal guardians know they can and should vote for their representatives. Be sure to give people advance notice and then bombard social media the week of elections so everyone will be reminded.

Each KASC council member has free access to [KASC Election Kit](#). The kit includes ready-to-use tools for parent and teacher elections — *see the contents to the right*.

#### Election Kit Contents

<p><b>1. ELECTIONS INFORMATION SHEET</b></p> <p><b>2. PARENT ELECTIONS</b>  <i>Guidance for Writing Election Procedures</i>  <i>Parent Online Election Advice</i>  <i>Parent Election Forms</i>                      A. Sample letter inviting nominations                      B. Nomination form                      C. Announcement for school newsletter                      D. Letter announcing candidates                      E. Ballot                      F. Sign-in sheet                      G. Winner letter                      H. Congratulatory form</p> <p><b>3. TEACHER ELECTIONS</b>  <i>Guidance for Writing Election Procedures</i>  <i>Teacher Online Election Advice</i>  <i>Teacher Election Forms</i>                      A. Sample letter inviting nominations                      B. Nomination form                      C. Letter announcing candidates                      D. Ballot                      E. Sign-in sheet                      F. Winner letter                      G. Congratulatory form</p>	<p><b>4. MINORITY PARENT ELECTIONS</b>  <i>Minority Parent Election Forms</i>                      A. Sample letter inviting nominations                      B. Nomination form                      C. Announcement for school newsletter                      D. Letter announcing candidates                      E. Ballot                      F. Sign-in sheet                      G. Winner letter                      H. Congratulatory form</p> <p><b>5. MINORITY/ADDITIONAL TEACHER ELECTION FORMS</b>  <i>Minority/Additional Teacher Election Forms</i>                      A. Sample letter inviting nominations (Minority and Additional versions)                      B. Nomination form (Minority and Additional versions)                      C. At-risk letter (Minority only)                      D. Letter announcing candidates (Minority and Additional versions)                      E. Ballot (Minority and Additional versions)                      F. Sign-in sheet (Minority and Additional versions)                      G. Winner letter                      H. Congratulatory form</p>
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### c. SBDM Training Spotlight

Lay the foundation for success in 2022-23. What is your school/district's plan for ensuring all council members receive their required SBDM training? Is it time to change it up a bit? As we all try to pull everyone together after three taxing years, your council can lead the charge at your school. Book one of our SBDM sessions, designed to unite your team around what's best for students.

Book *United We Learn: Positive Relationships and Responsible Decisions*

#### **United We Learn: Positive Relationships and Responsible Decisions\***

The pandemic has taken a toll on the well-being of students, families, and professionals, leaving many feeling isolated and distant.

In our newest experienced member session, participants will learn how to:

- foster collaboration among shareholders (with a focus on students as part of the education team)
- expect and model consistency in positive relationships
- use responsible decision-making for improving student outcomes

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

*\*This training will be ready July 1 pending approval by KDE*

*Social and Emotional Leadership and Learning*, the popular experienced member session from 2021, is back to help your school refocus and get intentional with its SEL efforts. (Description follows on next page.)

### **Social and Emotional Leadership and Learning**

It is well known that emotional barriers interfere with learning. What do school leaders need to know and do to support students, the community, and staff?

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

### **Let us help you!**

Your council's membership with KASC means every member of the school community is also a member. It is important for all teacher and parent members to have access to the resources provided under the school's membership. Council members are welcome to share resources with other members of the school community, because they are considered members, too. To update council members and contact information please contact [tech@kasc.net](mailto:tech@kasc.net).