



**Kentucky Department of**

***Our Children,***

***Our Commonwealth***

**Education**

# Introduction to School- Based Decision Making Training



# OBJECTIVES

- ❑ Understand the purpose of school-based decision making and the council's work related to budgeting, improvement planning, personnel consultation and principal selection
- ❑ Recognize the basics of the Kentucky statutes and regulations on school-based decision making
- ❑ Distinguish the roles and responsibilities of council and committee members
- ❑ Differentiate council bylaws, policies, and decisions from each other
- ❑ Assess his/her contributions to a school-based decision making council



# SESSION OVERVIEW

## Section I: The Basics

- ❑ Introduction to SBDM
- ❑ SBDM Statute
- ❑ School Council Composition
- ❑ Roles and Responsibilities
- ❑ Committees
- ❑ Elections
- ❑ Open Meetings and Open Records

## Section II: Beyond the Basics

- ❑ School Council Bylaws
- ❑ Required Policies
- ❑ Consultation
- ❑ Required Decisions
- ❑ Principal Selection
- ❑ Councils and Data Analysis
- ❑ School Budgets



# SBDM Pre-Test

Show me what you  
already know!



# SBDM Pretest Answers

1. C
2. E
3. True
4. B
5. False
6. False
7. C
8. True
9. E
10. False



# THE SBDM STATUTE

- ❑ Silently read/skim the statute.
- ❑ Using the annotation bookmark and/or your own symbols, interact with the words on the page! *What stood out, seems important, confuses you, etc....?*



# School Council Composition



Administrator	Teachers	Parent	Total
1	3	2	6
2	6	4	12
3	9	6	18



Can a substitute teacher serve as a teacher member on the school council?

No!



Can an itinerant Speech Language Pathologist who works at a school one day per week serve as a teacher member on the council?

Yes!



Can the daughter of a local board member serve as a parent member on a school council?

Yes!



Can the nephew of a teacher who works at the school serve as a parent member on the council?

Yes!



Can a volunteer assistant volleyball coach  
serve as a parent member on a school  
council?

Yes!



# Word Bank

- mandate
- maintain
- team players
- cannot
- gatekeeper
- increase
- school's results

- shareholder
- productivity
- objectives
- promote
- commitment
- student  
placement
- management



# COMMITTEES

There are two types of committees common with school councils:

Standing	Ad-Hoc
Work with standard issues of a continuing basis	Formed for a specific purpose and for a limited timeframe



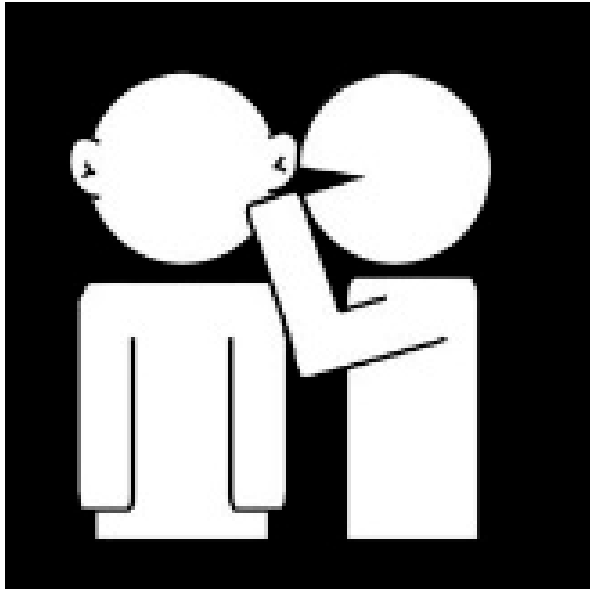
# Types of committees

COMMITTEE	TYPE
<p align="center"><b>Extracurricular</b> <i>discusses and evaluates extracurricular activities</i></p>	<p align="center">Standing <b>or</b> Ad Hoc</p>
<p align="center"><b>Discipline</b> <i>discusses and evaluates the discipline data and policy</i></p>	<p align="center">Standing <b>or</b> Ad Hoc</p>
<p align="center"><b>Professional Development</b> <i>plans and coordinates professional learning opportunities with the improvement planning process</i></p>	<p align="center">Standing <b>or</b> Ad Hoc</p>
<p align="center"><b>Improvement Planning</b> <i>discusses the school's needs assessment and develops improvement strategies and activities</i></p>	<p align="center">Standing <b>or</b> Ad Hoc</p>
<p align="center"><b>Curriculum and Instruction</b> <i>discusses and evaluates the school's curriculum and instructional strategies</i></p>	<p align="center">Standing <b>or</b> Ad Hoc</p>
<p align="center"><b>Interviewing Teacher Candidate</b> <i>completes the interviewing process as part of the school council's consultation policy</i></p>	<p align="center">Standing <b>or</b> Ad Hoc</p>





# DO TELL!



Teachers: What was your election process like?

Parents: What was *your* election process like?

# Election Process



ELECTION TYPE	WHO IS ELIGIBLE TO RUN?	MAJORITY VOTE, PLURALITY VOTE, <u>OR</u> BOTH	WHO DETERMINES ELECTION PROCEDURES?	LENGTH OF TERM?
PARENT ELECTION				
TEACHER ELECTION				
MINORITY ELECTION				

# Open Records & Open Meetings



# OPEN MEETINGS & OPEN RECORDS ANSWER KEY



1. False

2. True

3. False

4. False

5. False

6. True

7. True

8. True

9. False

10. True

# REGULAR MEETINGS

- ❑ Held at dates & times on a regular meeting schedule.
- ❑ Listed on a regular meeting schedule that is available to the public.



# SPECIAL MEETINGS

- ❑ Held at dates & times not on a regular meeting schedule
- ❑ Called by the chairperson or a majority of the council
- ❑ Requires written notice that includes the date, time, place, and agenda
- ❑ Requires that the notice be sent to all members by fax, mail, email, or hand delivery 24 hours in advance
- ❑ Posted at your location and meeting location 24 hours in advance
- ❑ Sent to media by fax, mail, email, or hand delivery 24 hours in advance



# OPEN AND CLOSED MEETINGS



Open Session	Closed Session
<p>Regular and special meetings must be <u>open to the public</u>.</p>	<p>Can be called for any of the thirteen permissible reasons. These three pertain to councils:</p> <ol style="list-style-type: none"> <li>1. Discussing actual or potential litigation</li> <li>2. Discussing the appointment of individuals</li> <li>3. Discussing the school's emergency plan</li> </ol>
<p>Council and committee decisions must be made in open session.</p>	<p>Must be called by completing the following:</p> <ol style="list-style-type: none"> <li>1. Announcing a need for closed session</li> <li>2. Providing a general description of the issue to be considered</li> <li>3. Identifying the statutory section that allows it</li> <li>4. Obtaining a motion to go into closed session</li> <li>5. Obtaining consensus</li> </ol>
<p>Exceptions for open meetings are allowed when a closed session is properly called for and permissible.</p>	<p>During a closed session, the council or committee can discuss <u>only</u> the issue described.</p>
	<p>The council or committee must return to open session <u>before</u> taking any action.</p>

# MINUTES

The school council minutes must include the following:

- ❑ Council name
- ❑ Names of members present
- ❑ Date of meeting
- ❑ Any decision made





# Open Records

- ❑ Suitable facilities
- ❑ Time for inspection
- ❑ Official custodian
- ❑ Rules & regulations
- ❑ Tailoring documents



# RECORDS RETENTION

## PERMANENT RECORDS

- Annual Financial Audit Report
- Annual School Report
- Budget Allocation to Council
- Official Correspondence
- SBDM Council Bylaws
- SBDM Council Minutes
- SBDM Council Committee Minutes
- SBDM Council Policy



# RECORDS RETENTION

## RECORDS TO BE RETAINED FOR 5 YEARS

- Board Policy Waiver Requests\*
- School Council Policy Appeals\*
- Annual Transformation Plan (CSIP)\*

\*Retain 5 years, then destroy

## RECORDS TO BE RETAINED FOR 3 YEARS

- Budget Expenditure Report\*
- Request for Professional Development\*
- Parent Council Member Election Records\*
- Teacher Council Member Election Records\*
- Council Member Training Record File\*

\*Retain 3 years, then destroy





# Part II: *Beyond the Basics*

# OBJECTIVES

- Understand the purpose of school-based decision making and the council's work related to budgeting, improvement planning, personnel consultation and principal selection
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# SCHOOL COUNCIL BYLAWS

- ❑ Bylaws are the *operating rules the school council sets to conduct its work.*
- ❑ Bylaws include:
  - ❑ The purpose or mission of the school council
  - ❑ Membership of the school council
  - ❑ Terms of service
  - ❑ Elections
  - ❑ Roles of the chairperson and vice chairperson
  - ❑ School council agenda preparation and distribution of materials
  - ❑ Decision making and record keeping process
  - ❑ Public request for school council records
  - ❑ School council communications
  - ❑ Appealing a school council decision and/or waiving a policy on a temporary basis



# Sample Bylaw Evaluation

## COMPOSITION:

*The school council shall consist of the principal, who is the chair, three teacher members, and two parent members. The school council does not wish to exclude any constituency in the school from participation in all council meetings. Therefore, the student council representative, and the support staff of the school (office, cafeteria, custodians, and instructional assistants) may conduct an election for a support staff representative to attend all council meetings as ex-officio members.\**

*\*Requires approved alternative model*

**Q. How does the content of this bylaw directly/indirectly affect student achievement?**



# REQUIRED COUNCIL POLICIES

- Curriculum
- Student Assignment
- School Space
- Discipline
- Emergency Plan
- Consultation
- Wellness (K→5)
- College Level Courses
- Staff-Time Assignment
- School Schedule
- Instructional Practices
- Extracurricular Programs
- State Standards, Alignment, Technology Use, and Program Appraisals
- Committees
- Writing
- Parent and Family Engagement\* (Title I, Part A schools only)





# Consultation Policy

The consultation policy should include the following:

- Meetings
- Timelines
- Interviews
- Review of written applications
- Review of references



# Required Decisions

- Primary Program
- Annual Review of Data
- Meetings
- Determining Textbooks, Instructional Materials, and Student Support Services
- Mandated School Council Member Training
- Reporting of Student Progress
- Professional Development Plans
- Flexible Grouping
- Meeting Frequency & Agenda
- Number of Persons Per Job Classification
- Principal Selection
- School Budget
- School Improvement Planning Process



# SCHOOL COUNCILS & DATA ANALYSIS ANNOTATION

- **Circle** how often councils review data.
- Underline what the data review should include.
- **Highlight** who helps to write a plan that ensures each student makes progress toward the educational goals established in statute.



# BUDGETS

❑ Councils work within its budget to make decisions on the following:

- ❑ Staffing
- ❑ Instructional supplies
- ❑ Professional development
- ❑ Textbooks
- ❑ Use of activity funds



# STAFFING PROCESS

- ❑ Local boards of education approve districtwide staffing allocation policies that are subsequently approved & archived by KDE.
- ❑ Districts fund positions at ratios established in statute and must also provide funding for a principal, media specialist, and kindergarten assistants at a 24:1 ratio.
- ❑ The allocation is passed along to the council and the council works within the parameters to determine the # of teachers per classification (i.e. 4 math teachers, 2 Spanish teachers, etc...)



# Next steps

- Thank you!
- Final reflection
- Consensogram
- Evaluation
- EILA

