|  | **Paris Middle School****July 13, 2021 SBDM Agenda** |
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| **Opening Business**1. Approval of the Agenda
2. Approval of previous meeting’s Minutes
	1. June
3. Good News Report
4. Public Comment

**Student Achievement Report/Data**1. Assessing Student Achievement

**School Improvement Planning**1. See Timeline in column to right

**Budget Report**1. Review current budget
	1. May: Allocated and Activity
	2. June: Allocated and Activity
	3. July: Proposed Allocated

**Committee Reports**1. N/A

**Bylaw or Policy Review/ Readings/ Adoption**1. N/A

**Old Business**1. Staffing Consultation Review

**New Business**1. Set Regular Meetings Schedule
2. Select Secretary & Committee Co-Chair
3. School Space Consideration

**Ongoing Learning**1. Review required legal documents
	1. [KRS 158.183](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=45715)
	2. [KRS 158.195](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=48792)
	3. [The Kentucky Open Records and Open Meetings Act](https://ag.ky.gov/Documents/2021%20%20-%20Open%20Records%20Open%20Meetings%20Guide.pdf)
	4. [Managing Government Records](https://ag.ky.gov/AG%20Publications/Managing-Government-Records.pdf)
2. SBDM Training

**Upcoming Deadlines *(see column to right)*** **Adjournment** | **UPCOMING DEADLINES****Aug 1-Oct 1:** Phase One of School Improvement Planning: Continuous Improvement Diagnostic**Second School Month:** Adjustments in school board allocation given to councils: * materials and supplies based on increases or decreases in enrollment
* staffing and professional development (due September 15)

**Oct 1 - Nov 1**: (Phase Two) includes Needs Assessment, School Assurances, School Safety Report**October 28:** Training deadline for experienced council members whose terms begin July 1. See Information on the next page.**Nov 1 - Jan 1**: (Phase Three) includes Comprehensive Improvement Plan for Schools, Closing the Gap Diagnostic, Executive Summary for Schools, Title I Annual Review Diagnostic**Other Required Actions:** Under New Business be sure to complete the legal requirements in parts b and c.**IMPORTANT SCHOOL DATES****July 26 & 27**: 6th Grade Camp**July 28**: Middle School PD Day**Aug 3, 4, 9**: Middle School Staff Development and Professional Learning Days**August 10th:** Opening Day for Staff**August 11th:** First Day of School for Paris Students**September 6th:** NO SCHOOL, Labor Day  |
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**Training Options:**

* Once SBDM council members have been elected for the upcoming term, training may begin. As a reminder, new council members are required to receive six (6) training hours and experienced members are required to receive three (3) training hours.
* KDE is offering a new online module for the upcoming training season, which is available now and will be accessible through Moodle. The online module is free to any interested member and is titled *School Councils and Budgets*.
	+ The online course will flow in the order of the traditional module found on the SBDM Training website. Some of the activities have been modified to make them compatible with the online format. The online module includes recorded videos, PowerPoint slides, online quizzes and discussion questions.
	+ To register members for the course, please refer to the guidance sheet <https://docs.google.com/document/d/11Zzg-krf3ehvUn8VWGmacL8apUW4iBChsLOXnBvnffU/edit?usp=sharing> and copied below. If you run into any technical issues, please email Rudy Rhoades at rrhoades@ket.org.
* Please note that new members are **not** encouraged to enroll in the online course as it is important that KDE-endorsed trainers spend time with new members and provide immediate interaction and feedback related to their roles on council. ***Training dates for new council members will be shared soon.***

**Guidance Document for** *School Councils and Budgets* Online Training Experienced School-based Decision Making (SBDM) Council Member Training Opportunity

The online *School Councils and Budgets* training course is housed in Moodle. This course is free to all experienced school-based decision making (SBDM) council members, is self-paced and was designed to satisfy the three (3)-hour training requirement pursuant to KRS 160.345. Below you will find a series of steps to be mindful of before, during and after completing the course. Please read the steps below prior to beginning to make yourself familiar with the expectations and ensure you are prepared.

All content-related inquiries should be addressed to Ashlie Cox at the Kentucky Department of Education (KDE). Ashlie may be reached by email at ashlie.cox@education.ky.gov or by phone at (502) 564-3791, Ext. 4046. If you experience any technical issues with the course, please contact Amy Bradshaw at abradshaw@ket.org or (859) 258-7150.

| **Before the Training** | 1. Test your technology! Ensure your device not only allows you the ability to view the course materials, but hear the videos (where applicable), as well.
2. To access the online course, visit the KET Education Store at<https://edstore.ket.org/>
	1. Once there, scroll to the bottom of the page and click on PD: K-12 Education.
	2. From that page, scroll through the list of courses until you see *SBDM School Councils and Budgets,* click on the title of the course, and then click on *More Info*.
	3. Add the course to your cart and click on *View Cart.*
	4. Scroll to the bottom of the page and select *Proceed to Checkout*.
	5. Once you place your order, an account will be created for you and you will receive an automated email from the system with additional instructions on how to access the site and course. 3. Ensure you are in an environment conducive to learning and that you have set aside three (3) hours to complete the course (either all at once or spread throughout the day or week).
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| **During the Training** | 1. Whenever there is a reference to a statute or other supplemental document, please feel free to print them off if you have the capabilities. You also may download these resources to your desktop and save them electronically for quick reference.
2. Please actively engage! Participants must watch each video, complete all quizzes, discussion questions and reflections. It is important that you engage in the module to fully experience the training.
3. Ask any questions you may have about the content by emailing ashlie.cox@education.ky.gov or typing them into the discussion threads throughout the course (where appropriate). Please be mindful that others will be able to see your responses—including the Kentucky Department of Education (KDE).
4. If you experience any technical issues, please contact Amy Bradshaw by emailing her at abradshaw@ket.org.
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| **After the Presentation** | 1. Complete the *Training Evaluation* located under the Closing Reflection and Conclusion section. When completing the evaluation, please provide any feedback that would help make this course more successful and easier to navigate.
2. Once you submit your training evaluation and complete the required activities, the EILA certificate will generate for you and you may download or print out the certificate. It is imperative that you share this certificate with either your school’s principal and/or district SBDM coordinator.
	1. If you are a **principal** completing the online course, please email the district’s SBDM Coordinator notifying him/her of your completion.
	2. If you are a **parent or teacher council member** having finished the course, please notify your school’s principal of your completion of the online training. The principal will then notify the SBDM coordinator.
	3. If you do not know who your district’s SBDM coordinator is, please access and review the coordinator list.
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SBDM RECORDS RETENTION SCHEDULE BASICS

This handout has been adapted from requirements set in a much longer document. The original comes from the State Archives and Records Commission’s Public Records Division. You can download the original document from:

*https://kdla.ky.gov/records/recretentionschedules/Documents/Local%20Records%20Schedules/PublicSchoolDistrictRecordsRetentionSchedule.pdf*

Updated March: 2017, Kentucky Dept. of Library and Archives

| **RECORDS TO BE KEPT PERMANENTLY** |
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| Annual Financial Audit Report |
| Annual School Report |
| Budget Allocation to Council |
| Official Correspondence  |
| School Council By-laws |
| SBDM Council Minutes |
| SBDM Council Committee Minutes |
| SBDM Council Policy |
| **RECORDS TO BE KEPT 5 YEARS**  |
| Request for Waiver of Board Policy –– 5 years, then destroy |
| School Council Policy Appeals –– 5 years, then destroy |
| Annual Transformation Plan (CSIP) –– 5 years, then destroy  |
| **RECORDS TO BE KEPT 3 YEARS**  |
| Budget Expenditure Report (3 years **AND** destroy after audit) |
| Request for Professional Development –– 3 years, then destroy |
| Parent Council Member Election Records –– 3 years, then destroy |
| Teacher Council Member Election Records –– 3 years, then destroy |
| Council Member Training Record File –– 3 years, then destroy |
|  **RECORDS TO BE KEPT 2 YEARS OR LESS** |
| Routine Correspondence –– **2 year requirement**  |
| SBDM Council/Committee Meeting Notification – **1 year requirement, then destroy** |