SBDM
SCHOOL-BASED DECISION MAKING
November 2015

EVERY CHILD
Proficient & Prepared for **S U C C E S S**
KENTUCKY DEPARTMENT OF EDUCATION

What Makes A Good School Council Policy?

It is always a good idea to review and revise policies to make sure they are current and relevant. If the policy is not up to date, misinformation and misdirection can occur. School council policies are ways to strengthen the school's efforts to improve student achievement, not just requirements to fulfill.

Policies need to:
- Contribute to raising student performance
- Keep the focus on achieving your mission and goals
- Achieve the following purposes:
  - Support and improve teaching and learning and lead to enhancing student achievement
  - Outline a common procedure
  - Provide guidelines
  - Meet a legal requirement

When revising policies, remember to avoid these policy pitfalls:
- Focusing on compliance rather than on commitment to improving student achievement
- Creating requirements for staff that may not lead to improved student achievement
- Writing a policy to address an issue that needs to be dealt with on a more individual basis or is already dealt with in another document
- Being reactive instead of proactive to a situation
- Including too many monitoring requirements in the policy
- Not clearly representing roles of all stakeholder groups
- Running the school on a daily basis

Sound policies contribute to the mission of the school. It is important to help school council members analyze and improve their own policies.

Questions to ask when revising a school council policy include:
- Are the school council policies legal? Policies should be within council responsibilities, not break any legal limits and explain and related legal requirements.
- Are the school council policies clear? Policies should use simple wording, spell out who will be responsible for each step and be organized so information is easy to find.
- Are the school council policies practical? Policies should give each person manageable responsibilities, have a timetable that can work and have a clear process for following up to be sure the policy is implemented well and produces good results.
- Are the school council policies focused on improving student achievement? Policies should set rules that make sense and support student achievement directly or indirectly.
- Do the school council policies support positive relationships? Policies should focus on high expectations.

School and District Improvement Plans Due Jan. 4

School and District Improvement Plans (CSIPs and CDIPs) have been assigned through ASSIST. The due date for submission of the plans is Jan. 4.

Assistance for completion of CSIPs and CDIPs is available through the School Improvement link on the KDE webpage. In addition to addressing Proficiency, Gap, CCR and Graduation Rate, schools and districts also will need to address Novice Reduction. Information is located on the KDE webpage using this link: Novice Reduction. The annual targets will be released in late fall 2015 with new 2014-15 baselines and 2015-16 improvement goals (i.e., Annual Measurable Objectives).

Questions concerning ASSIST and the completion of CSIPs and CDIPs may be directed to the CSIP-CDIP mailbox or to Brandon Quick. Questions concerning Novice Reduction may be directed to Linda Rains.

SBDM Training Additions/Changes

The window for the SBDM Training Verification Database has closed. If any SBDM coordinator needs to make changes or additions they can contact Ashlie Cox directly. This includes all trainings for those elected through special elections, either through a council member resigning or through minority elections.

2016 Regional Coordinators Training

Planning for the 2016 SBDM Regional Coordinator Trainings has begun. The trainings will be held at different sites across the state throughout March and will provide re-endorsement for SBDM trainers and introductory training and endorsement for new coordinators. More information will be provided in future newsletters.

Spotlight on … Murray Middle School!

This month's kudos goes to Murray Middle School! For those districts and/or schools looking to make SBDM a part of your website, take a look here at how Murray Middle School did this. The site lists the council members' names, their roles, and even provides a brief background on the purpose of the council. You will also find several SBDM related links and council minutes and can read an assortment of policies and procedures. The most up-to-date council minutes can be found by clicking Home, then scrolling to the bottom and looking under News and Events. Within the minutes, you will find a great outline of pertinent topics, such as a good news report, student achievement discussion, and a focus on the Gap Novice Reduction plan for their school. Congratulations, Murray Middle School!