

Fairview High School SBDM
September 10, 2018

Members Present:

Eric Hale
Valerie Price
Cindy Gibson
Holli McClelland
Marty Copas
Jeff McFarlin

Call to order by Marty Copas at 4:04 PM

Second by Valerie Price

*Unanimous

1. Opening Business

- a. Approval of the Agenda
 1. Motion by Cindy Gibson
 2. Second by Holli McClelland
 3. Unanimous
- b. Approval of the Minutes of the previous meeting
 1. Motion by Marty Copas
 2. Second by Holli McClelland
 3. Unanimous
- c. Good News Report--Students are setting SMART goals and passing content assessments, middle school football won their first game in two years, middle school girls basketball has had a successful season thus far, homecoming was a success, homecoming parade was a success, parent representatives toured school last week to see Summit Learning in action, Mrs. McClelland explained she has given more feedback this year using Summit than in the past and Mrs. Price sees more students utilizing rubrics to assess their own work
- d. Public Comment

2.. School Planning

- a. Monthly Review
- b. State Test Results
 1. State test results are not released yet, but will be discussed once they are official
- c. Gap Targets
- d. Emergency Plan
 1. All drills required at the beginning of school have been completed

4. Budget Report

5. Committee Reports- No current Ad Hoc Committees

- a. There are no committees currently in place, but consideration of new committees will take place at each monthly meeting

6. Bylaw or Policy Review/ Readings/ Adoption

- a. Review Policies
 1. Instructional Practices
 - a. Reviewed September 10, 2018
 - i. No changes needed
 2. Enhancing Student Achievement

- a. Reviewed September 10, 2018
 - i. No changes needed
- 3. Alignment with State Standards
 - a. Reviewed September 10, 2018
 - i. No changes needed
 - b. Review Bylaws
 - 1. Council ensured that bylaws match what has been approved during meetings
 - 2. Bylaws are up-to-date

7. Old Business

8. New Business

- a. Agenda Approval Rules
 - 1. Agenda must be approved at the beginning of each meeting
 - 2. Agenda item request form has been shared with staff
- b. Minutes Rules
 - 1. Minutes will be moved to a shared Google folder once approved
- c. Required SBDM Documents
 - 1. All members received required documents

9. Ongoing Learning

- a. SBDM Calendar
- b. New Requirement to Graduation
 - 1. All public high school students must pass a civics test in order to receive a diploma
 - 2. Mr. Musick has the board approved test to administer
- c. Requirements for Human Sexuality Curriculum
 - 1. As part of the health standards, health courses will be required to incorporate human sexuality

10. Upcoming Deadlines

- a. September 13: Testing data released to schools for cleanup/internal use
- b. Late September-Early October: State testing results released to the public
- c. Early November: School Report Cards posted on KDE's Open House
- d. August 1-October 1: KDE Timeline for School Improvement Plan (Continuous Improvement Diagnostic)
- e. January 1: Complete CSIP due
- f. September 15: Adjustments of staffing and professional development council allocations due to increase or decreases enrollment
- g. Second School Month: Adjustments of council allocations for materials and supplies due to increases or decrease in enrollment

11. Adjournment

- a. Motion to adjourn by Jeff McFarlin at 5:10 PM
- b. Second by Cindy Gibson
- c. Unanimous

ASSESSING STUDENT ACHIEVEMENT (Under Items 2a)

This month hear a brief report from the principal on beginning-of-the-year assessments. What measures are being used as needs assessments for students? What measures are going to evaluate where students are in relation to mastery of the standard? **KASC** recommends reports that include data for comparison of student performance toward mastery at least every other month. (In addition to classroom assessments, there are a wide variety of assessments. The Center on the Response to Intervention includes a chart of assessments with an analysis of accuracy, disaggregated reliability, efficiency of administration, etc).

MONTHLY REVIEW (Under Item 3a)

Stay informed about the progress that is being made implementing the current improvement plan by reviewing the following:

- Last month — What activities were completed last month? What impact did that have on students? Staff? Family/Community?
 - This month — What activities are being completed this month? What does the council need to know?
 - Next month — What activities are coming up next month? Does the staff have everything they need to be successful?
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STATE TEST RESULTS (Under Item 3b)

See *upcoming deadlines* (in the box on the first page) for release of test data. Take note that the results will be public while still in data sets. School Report Cards won't be available until early November.

State law gives the council the responsibility for analyzing the data. (KRS 160.345(2)(j)) Make sure your council has a plan in place for how the test scores will be analyzed when they are received. How will the council:

- Review and understand these new results?
- Combine this information with other data to get a clearer picture of the school?
- Ensure that teachers, parents, students, and community members understand the school's performance?

Don't forget to order [KASC's Graphing Service](#), or call and set up a *Studying Your Scores* training session for your school or district, 859/238-2188.

GAP TARGETS (Under Item 3c)

State law calls for councils to set their gap targets annually by February 1. The superintendent and council must agree on the targets before they are submitted to the Board of Education, (KRS 158.649). That same law requires that the council revise the school improvement plan annually by January 1 to include the achievement gap targets and efforts to close the achievement gap.

KASC's [Trend Data Graphs](#) include six years of data by subject area showing the percent novice, apprentice, proficient, and distinguished. For each subject area, schools will see the data for each student group: free/reduced lunch, ethnicities (black, Hispanic, white), disability, gender, gap group, and all students.

EMERGENCY PLAN (Under Item 3d)

In case this has not been completed — KRS 158.162 has the requirement that each school council must adopt an Emergency Plan. The principal must discuss the emergency plan with all school staff prior to the

first instructional day of each school year and must document the time and date of the discussion.

BUDGET REPORT (Under Item 4)

Adjustments in school board allocation for staffing and professional development are due to the school council by Sept. 15th; 702 KAR 3:246

Adjustments in school board allocation for materials and supplies are due to the council by the end of the second month of school, 702 KAR 3:246

These two adjustments could affect the budget that you passed in spring of 2018. The council may need to approve a new budget.

POLICY REVIEW (Under item 6a)

Review these two policies:

- Enhancing Student Achievement
 - Alignment with State Standards
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AGENDA (Under Item 8a)

How do stakeholders know what you will consider at your next meeting? How can they add items to your agenda? Check your bylaws for your school's rules, discuss whether they still work well for your community, and decide if any changes are needed.

(Legal note: The SBDM law requires that the council sets its own agenda. Even if the council chair or someone else prepares a preliminary agenda in advance, the council needs to review, revise, and approve the agenda at the start of each meeting.)

MINUTES (Under Item 8b)

How do you create records of your decisions? Who takes notes as you decide? Who types up the official copy? How are copies shared with members before the next meeting? How does the council review, revise, and note any needed amendments at the start of each meeting? Check your bylaws on this issue, discuss, and see if the current rules still work for your council.

(Legal note: The Open Meetings Law requires your minutes to list the motions and actions taken. Other details are often helpful, but not required. The Open Meetings Law also requires minutes to be available no later than the end of the next meeting, which means any revisions need to be done during the next meeting.)

KASC's Meeting Kit, with advice on regular meetings, special meetings, agendas, closed sessions, committee charges, and minutes, helps keep your meetings legal. Find out more on the [products page](#) of our website.

REQUIRED DOCUMENTS FOR COUNCILS (Under Item 8c)

As shared in the July and August Agenda News, the following documents are required to be distributed to councils. **The Attorney General's office just updated the document "Your Duty Under the Law," and this newly revised document is to be shared with all council members. It can be found, along with the other documents, on [KDE's Website](#).**

- "Student Free Speech and Religious Liberty Rights" (KRS158.183) and "Reading and Posting of Public Documents" (KRS 158.195.) We suggest including in your meeting minutes that council members have received these, and KDE suggests you have each council member sign a copy of the documents and keep it in the office.*
- "Your Duty Under the Law"

- “Managing Government Records”
- The “Proof of Receipt” must be signed by each council member verifying that he/she has received copies of “Your Duty Under the Law” and “Managing Public Records.”

**KRS 158.186 requires that the commissioner of education email electronic copies or send paper copies of KRS 158.183 and KRS 158.195 directly to each SBDM Council by Sept. 15.*

SBDM CALENDAR (Under Item 9a)

This is a good time to look at the updated [SBDM Council Calendar](#) on the Members Only section of the **KASC** website (check back often as dates change throughout the year). Email [Ruth](#) if you need your user name and password.

NEW REQUIREMENT FOR GRADUATION — 2018-19 SENIORS (Under Item 9b)

Beginning with this school year (2018-19), all public high school students must pass a civics test to receive a diploma. The test, made up of 100 questions from the [United States Citizen and Immigration Test](#) will be prepared or approved by the local Board of Education and administered by the public high schools in each district.

This requirement has been included periodically in the Agenda News since the law was passed during the 2017 General Assembly. If there isn't a plan for instruction and testing for the current seniors, the council needs to decide how to get the issue addressed as quickly as possible.

All schools — Even though this is a high school test, the councils at each school have an obligation to ensure students are on their way to mastering the content. Elementary and middle school councils should collaborate with the high school and direct the curriculum committee to recommended revisions for the social studies curriculum related to this test. (The United States Citizen and Immigration Services, a division of Homeland Security, provides a wide variety of school resources.)

REQUIREMENT FOR HUMAN SEXUALITY CURRICULUM (Under Item 9c)

Beginning July 14, 2018, if a school council adopts a curriculum for human sexuality or sexually transmitted diseases, that instruction must include, but not be limited to, the following content:

- Abstinence from sexual activity is the desirable goal for all school-age children;
- Abstinence from sexual activity is the only certain way to avoid unintended pregnancy, sexually transmitted diseases, and other associated health problems; and
- The best way to avoid sexually transmitted diseases and other associated health problems is to establish a permanent mutually faithful monogamous relationship

Make sure the minutes reflect this adoption.

KASC 2018 CONFERENCE

We hope you will join us for **KASC**'s 2018 Conference September 25-26, 2018, at the Lexington Marriott Griffin Gate. Our conference brings together teachers, parents, and school administrators from across the state to focus on what's working in Kentucky schools. What Great Schools Do Differently will have something for everyone!. This will be a wonderful opportunity to learn from educators all across the state so [register now!](#)

Pre-Conference Sessions:

- Targeting the Disability Achievement Gap (**KASC**)
- Instructional Strategies for Student Engagement (**KASC**)

- Addressing the Impact of Stress and Motivation on Learning (KASC)
- Increasing Achievement and Closing the Gap Starts with Culture (Symsonia Elementary in Graves County)

Main Conference (Tuesday, Sept. 25 and Wednesday, Sept. 26)

- **High-performing elementary, middle, and high schools** from across the state sharing what leads to success
- Learning how Kentucky schools are **closing the gap**
- **Instructional strategies** from successful reading, math, science, social studies, and writing classrooms
- The latest on **Kentucky's Assessment System** from KDE
- SBDM Sessions for New and Experienced members
- Bring 6 paid participants from one school to receive a discounted price, plus one parent may attend free!

View a draft of our [breakout session descriptions](#).

Find out more on our [conference page](#).

Price for main conference:

Members - \$150 including lunch Tuesday

Non-members - \$250 including lunch Tuesday

Price for preconference: please see [registration form](#).