

Recruitment and Appointment of Superintendent

When a vacancy occurs in the position of superintendent, the following shall define the authority and responsibility of the Board and the screening committee.

BOARD RESPONSIBILITIES

The Board shall be responsible for:

1. Providing timely notice to teachers, principals and parent-teacher organizations regarding an impending vacancy in the office of Superintendent;
2. Deciding whether to use professional search consultants or additional committees;
3. Establishing a timeline for all phases of the search process;
4. Developing position criteria for the Superintendent and instructing the screening committee regarding the same;
5. Advertising the position;
6. Establishing procedures for receiving applications, corresponding with applicants and insuring the confidentiality of applications and related materials;
7. Providing the screening committee with the original, or a copy, of all applicant materials on or before the closing date for applications;
8. Charging the committee regarding applicant confidentiality;
9. Establishing the date for the screening committee to report to the Board;
10. Receiving and giving consideration to the report of the screening committee;
11. Interviewing such candidates as the Board sees fit; and
12. Hiring the Superintendent and establishing the conditions of his/her contract.

CONSULTANTS

The Board may seek the assistance of consultants in developing guidelines and procedures and in the recruiting and initial screening of candidates.

SCREENING COMMITTEE

The screening committee shall be established and shall function in accordance with statutory requirements.¹

The Board shall not pay stipends to screening committee members for service on the committee.

COMMITTEE RESPONSIBILITIES

The screening committee shall have the following responsibilities:

1. Employ any reasonable means it chooses to screen candidates;
2. Report its recommendations to the Board on the prescribed date; and
3. Screen all candidates;
4. Consider additional responsibilities as assigned by the Board

The committee shall not obligate the Board financially without the Board's prior approval.

Recruitment and Appointment of Superintendent**APPOINTMENT**

After considering the recommendations of the screening committee, the Board shall appoint as its executive officer a certified Superintendent of Schools.

REFERENCES:

¹[KRS 160.352](#)
[KRS 160.350](#)
[KRS 160.370, OAG 91-3](#)

Adopted/Amended: 4/17/1995
Order #: 186

Qualifications of Superintendent**CERTIFICATION**

Before the Superintendent assumes duties, s/he shall provide the Board with a copy of a "Certificate for School Superintendent" issued by the Education Professional Standards Board or its legal predecessor. S/he shall hold a valid certificate throughout the period of employment.¹

OTHER REQUIREMENTS

The Superintendent shall meet all requirements specified in statute and administrative regulations.^{1 & 2}

REFERENCES:

¹[KRS 160.350; OAG 97-36](#)

²[KRS 156.111; 704 KAR 003:406](#)
[016 KAR 003:010](#)

Adopted/Amended: 07/19/2004

Order #: 7

Duties of Superintendent

PROFESSIONAL ADVISOR

The Superintendent shall be the professional advisor to the Board. As advisor to the Board, the Superintendent shall recommend policies to the Board for its consideration and should advise and counsel the Board on all matters.¹

EXECUTIVE OFFICER

The Superintendent shall be the executive officer of the District. As executive officer, the Superintendent is responsible for carrying out all policies and rules and regulations established by the Board.¹

SPECIFIC DUTIES

The Superintendent shall:

1. Meet with the Board except when the Superintendent's tenure, salary, or the administration of the office is under consideration;¹
2. See that the laws relating to the schools, the administrative regulations of the Kentucky Board of Education, and the policies of the Board are carried into effect;¹
3. Prepare, under the direction of the Board, all rules, procedures, bylaws, and statements of policy for review, approval and/or adoption by the Board;¹
4. Have general supervision, subject to the control of the Board, of the general conduct of the schools, the management of business affairs, and in accordance with state law, the course of instruction, and the discipline of pupils;
5. Make all appointments, promotions, and transfers of principals, supervisors, teachers, and other public school employees, and at the next Board meeting notify the Board of all personnel actions taken;²
6. Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other districts;³
7. Prepare or have prepared all budgets, salary schedules, and reports required by the district Board and by the Kentucky Board of Education;³
8. Determine the need of extension of the school system of the district;³
9. Receive and examine reports from teachers and other school officers;³
10. Make reports from time to time as directed by the Board;³
11. Be responsible to the Board for the general condition of the schools;³
12. Acquaint new Board members with their duties and obligations and furnish them a copy of policy statements and such other information and guidance materials as necessary to prepare them for service;
13. Assist the Board and staff in communicating educational policy to the public and interpreting public opinion concerning the schools;
14. Engage in community enterprises as they relate to the welfare of school children and the community;

Duties of Superintendent

SPECIFIC DUTIES (CONTINUED)

15. Be authorized to deal with emergencies in a manner that will benefit the school system and report such action to the Board at the next regular meeting; and
16. Take steps through a continuous self-improvement program (e.g. university teacher, formal study, conference participation) to keep abreast of modern trends and practices in education.
17. Meet all training and continuing education requirements specified in statute and administrative regulations.⁴

REFERENCES:

¹[KRS 160.370; OAG 78-274; OAG 82-604](#)

²[KRS 160.380](#)

³[KRS 160.390](#)

⁴[KRS 156.111; 704 KAR 003:406](#)

[KRS 15.257; KRS 160.395](#)

[OAG 91-122](#)

Adopted/Amended: 08/21/1995

Order #: 26

Contract of Superintendent**CONTRACT**

Except for individuals serving in an interim or acting capacity, the Superintendent shall be granted a contract by the Board for a term of one (1), two (2), three (3), or four (4) years in accordance with statutory requirements.¹

The Board shall establish and approve the Superintendent's salary and length of term before entering into a contract for his/her employment.

VACANCY

In case of a vacancy in the office of Superintendent prior to the expiration of the term set by the Board, the term shall expire on the date the vacancy occurs.

When a vacancy occurs between a school Board election and the time that new members take office, the vacancy may not be filled until the new members take office. The Board may appoint an acting Superintendent during that period for a term not to exceed six (6) months. Such term may be renewed once for a period not to exceed three (3) months.

RESIGNATION

No Superintendent may resign his/her term prior to its expiration date and accept a new term from the same Board.

REFERENCE:

¹[KRS 160.350](#)

Adopted/Amended: 8/19/1996

Order #: 17

Contract Renewal of Superintendent**REVIEW OF CONTRACT**

As early as practical in the calendar year in which the Superintendent's contract expires, the Board will meet to consider the performance and to consider whether to renew the Superintendent's contract. This provision shall not be interpreted as prohibiting the Board from reviewing the Superintendent's performance and considering the renewal of the Superintendent's contract at an earlier date as may be permitted by law.

The Board may grant an extension of the Superintendent's contract as permitted by law.

NEW CONTRACT

The Board may agree to enter into a new contract with the Superintendent at any time so long as the term of no Board member will expire in the interim between the making of a contract and its effective date.¹ The new contract cannot become effective until the expiration of the present contract.

REFERENCES:

¹[KRS 160.350](#)

[OAG 78-274](#); 12-OMD-145

[Board of Education of McCreary City v. Nevels, Ky App., 551 S. W. 2J15 \(1977\)](#)

Adopted/Amended: 08/15/2005

Order #: 15

Dismissal for Cause of Superintendent**NOTICE REQUIRED**

Following an appropriate due process hearing, the Superintendent may be removed for legal cause by vote of four-fifths (4/5) of the membership of the Board and upon approval by the Commissioner of Education. Notice setting out the charge on which removal is proposed shall be given to the Superintendent, as provided by statute.

REFERENCE:

[KRS 160.350](#)

Adopted/Amended: 08/21/1995

Order #: 26

Evaluation

DEVELOPMENT AND APPROVAL

The Board and Superintendent shall develop procedures and forms for the evaluation of the Superintendent in compliance with applicable statutes and regulations. This policy and related procedures must be approved by the Kentucky Department of Education.

FREQUENCY OF EVALUATION

The Superintendent shall be evaluated annually in writing by the Board, and the summative evaluation shall be made available to the public on request. The evaluation criteria and evaluation process to be used shall be explained to and discussed with the Superintendent no later than the end of the first month of reporting for employment for each fiscal year.

PROCESS

Any preliminary discussions relating to the evaluation of the Superintendent by the Board or between the Board and the Superintendent prior to the summative evaluation shall be conducted in closed session.

The summative evaluation of the Superintendent shall be discussed and adopted in an open meeting of the Board and reflected in the minutes.

REFERENCES:

[KRS 156.557](#)
[704 KAR 003:370](#)

RELATED POLICY:

03.18

Adopted/Amended: 11/15/2010
Order #: 50

Evaluation of the Superintendent

The Board will utilize the Kentucky Department of Education evaluation instrument and procedures for the Superintendent Professional Growth and Effectiveness System (SPGES). The instrument and procedures may be found at the link below. Subject to the approval of the Kentucky Department of Education (KDE), the Board may utilize locally developed superintendent evaluation procedures.

<http://education.ky.gov/teachers/PGES/SPGES/Pages/Early-Info.aspx>

Review/Revised:7/20/2015

Management**STANDARDS OF PERSONNEL MANAGEMENT**

Supervisors shall observe the following standards in providing direction to employees under their supervision:

1. Supervisors shall endeavor to establish an atmosphere of cooperation and professional courtesy.
2. Supervisors shall direct employees under their supervision in keeping with Board policies, administrative procedures and other legal requirements.
3. Supervisors shall assist employees in solving problems that arise in the workplace in a timely and supportive manner. This shall include providing information to help the employee to communicate to a higher level an employee's complaint, grievance or suggestion to improve performance of assigned tasks.
4. Supervisors shall monitor employee performance to document training needs and share this information with the Superintendent/designee.

Supervisors shall receive appropriate training to equip them to meet the standards in this policy.

In addition, the Superintendent shall establish a process to monitor personnel management practices to include the opportunity for employees to communicate their concerns and recommendations about the working environment.

RELATED POLICIES:

03.113/03.212
03.132/03.232
03.16/03.26
03.162/03.262
03.19/03.29

Adopted/Amended: 08/17/1998

Order #: 18

School Based Decision Making (SBDM)**STRUCTURE**

All certified and classified staff at a school may be participants in the school-based decision making. The staff shall divide into committees according to their areas of interest, such as, but not limited to, grouped grade levels, subject areas, and special programs.

RELATIONSHIPS

Committees shall encourage parent, citizen and community participation in committee meetings and school activities and shall cooperate with independent school groups such as booster and parent organizations to assist them in their service to the school.

TERM

Each committee shall elect, by a majority of the committee, a chair who shall serve for a term of one (1) year. The committee shall submit its recommendations to the school council for consideration.

ALTERNATIVE MODELS

Each school should be encouraged to explore before school-based decision making is achieved alternative council models which should include classified personnel and community members-at-large. Secondary schools should be strongly encouraged to consider student input through the council's advisory committee.

OPERATING PRINCIPLES

The following Operating Principles shall prevail:

1. Collaboration - Collaboration occurs when team members communicate openly, respect and understand one another, and support team decisions.
2. Decision-Making - Team decision making is a dynamic, action-oriented process through which the knowledge and expertise of team members is utilized; risk taking and creativity are encouraged; alternative solutions and decisions are generated and evaluated and the appropriate course of action is selected.
3. Positive Approach - The council will be guided by a philosophy which recognizes the value of each individual member.
4. Loyalty and Disagreement - Each individual has the responsibility for being loyal to the District, to each other, and to our common mission.
5. Initiative and Risk Taking - The council will recognize, support, and foster the initiative of each team member. It will encourage initiative by providing professional growth opportunities, by nourishing individual talents, and by modeling new ideas or concepts. Initiative should be positive outgrowth of the council's willingness to analyze itself for improvement.
6. Code of Ethics - The council will model the principles of honesty, integrity, and fairness through their actions and decisions.
7. Communication - The council will establish clear channels of communication among all members and provide for the flow of information throughout the District.
8. Confidentiality measures - The council members and the council as a whole shall protect matters that are deemed of a confidential nature.

Adopted/Amended: 12/17/1990

Order #: 162

Exemption (SBDM)

Any school performing above its threshold level requirement as determined by the Kentucky Department of Education under [KRS 158.6455](#) may apply to the Kentucky Board of Education for exemption from SBDM. Any school that requests such exemption shall inform the Superintendent and the Board.

Any District-operated school not defined as a "school" by [KRS 160.345](#) (1) (b) is not eligible to operate under School Based Decision Making.

PETITION

Faculty members of a school who no longer wish to remain under SBDM shall present a written petition to the Principal signed by a minimum of twenty-five percent (25%) of the faculty members, indicating their desire for a vote on the matter.

Under guidelines established by its membership, the parent/teacher organization of the school or, if none exists, the largest organization of parents formed for this purpose may also submit a petition to the Principal, calling for a vote on whether to apply for an exemption.

SCHEDULING

On receiving a petition the Principal shall set the date, time and place of a faculty meeting for the purpose of voting on whether to apply for an exemption. This meeting shall be held not less than five (5) and not more than ten (10) school days from the Principal's receipt of the petition.

NOTICE

Notice of the meeting shall be provided to all faculty members assigned to the school at least five (5) days in advance of the meeting.

MEETINGS

The Principal shall chair the meeting at which the vote is taken by the faculty. Voting shall be by secret ballot. Ballots shall offer faculty members the opportunity to vote for or against applying for an exemption. The Principal and at least two (2) teachers chosen by the faculty shall count the ballots and announce the results at the conclusion of the meeting.

The parent vote on applying for an exemption shall be conducted by the parent/teacher organization of the school or, if none exists, the largest organization of parents formed for this purpose.

An affirmative vote of the majority of the faculty and a majority of at least twenty-five (25) voting parents of students enrolled in the school shall be required to apply for an exemption from SBDM. The Principal shall forward results of the faculty and parent elections to the Superintendent and the Board.

A vote to apply for an exemption shall be held not more than once every sixty (60) calendar days.

VOTE TO RETURN

An exemption, once granted by the Kentucky Board of Education, shall continue unless the school fails to meet threshold requirements or votes to return to SBDM.

Exemption (SBDM)**VOTE TO RETURN (CONTINUED)**

A vote to enter into SBDM shall be held no more than once every sixty (60) calendar days. Faculty members of a school who wish to re-enter School Based Decision Making (SBDM) shall present a written petition to the Principal, signed by a minimum of twenty-five (25%) percent of the faculty members, indicating their desire for a vote on the matter.

The Principal shall chair the meeting at which the vote is taken. Voting shall be by secret ballot. Ballots shall offer faculty members the opportunity to vote for or against re-entering SBDM. The Principal and at least two (2) teachers chosen by the faculty shall count the ballots and announce the results at the conclusion of the meeting.

If two-thirds (2/3) of the faculty vote to re-enter SBDM, the school will do so. The Principal shall forward results of the vote to the Superintendent and the Board. Organization of elections to select teacher and parent representatives for the school council shall be conducted in accordance with Board Policy 02.421.

SCHOOLS OF INNOVATION

In a designated school of innovation participating in a district of innovation application and plan, the council may request a waiver from [KRS 160.345](#) or specific provisions within that statute by conducting a vote as set out in [KRS 160.107](#).

REFERENCES:

[KRS 156.108](#); [KRS 158.6455](#)
[KRS 160.107](#); [KRS 160.345](#)
[OAG 94-51](#)

RELATED POLICIES:

02.421
02.4241

Adopted/Amended: 07/16/2012
Order #: 4

Alternative Models (SBDM)

A school may develop an alternate form of SBDM under the following process.

PROCESS

Alternate models may address membership, organization, duties and responsibilities of the council. The alternate model shall be developed by a committee composed of representatives of parents, students, teachers and administrators. The composition of the committee shall be three (3) parents, three (3) teachers, one (1) student and one (1) administrator who shall be the Principal of the school. The parent representatives shall be appointed by the parent teacher organization. If no parent teacher organization exists at the school, then the parent representatives of the committee shall be elected under the procedures set out for electing parents to the school council. The student representative shall be appointed by the student government organization. If no student government organization exists at the school then the Principal shall appoint the student representative. The teacher representatives shall be elected by the teachers of the school.

APPROVAL

Any model developed by this committee must be approved by two-thirds (2/3) of the school faculty. An alternative model shall not eliminate or reduce the proportion of parent representatives on the council.

REVIEW

On recommendation of the Principal or on a two-thirds (2/3) vote of the certified staff, the alternate model may be reviewed by the establishment of a review committee whose membership shall be as described above. The review committee may propose amendments to the alternate model which must be approved by two-thirds (2/3) of the faculty of the school prior to its presentation to the Board.

Approved models or amendments shall be presented to the Board for review and transmitted to the Commissioner of Education and the Kentucky Board of Education.

REFERENCES:

[KRS 160.345](#); [701 KAR 005:080](#); [701 KAR 005:100](#); [OAG 93-52](#)

Adopted/Amended: 06/21/1993

Order #: 310

Election of School Council Members (SBDM)

ELECTION OF TEACHER MEMBERS

Teachers assigned to a school shall organize the election to select teacher council members. Teachers may request the Principal to provide administrative assistance in preparing for the election.

Teachers may nominate themselves or another teacher. Nominations shall be made in writing and kept on file with other council records. Nomination should be submitted no later than five (5) days before the election. Balloting will continue until three (3) teachers are elected. Teacher members must be employees of the District and currently assigned to the school where they are elected as council member. For the purpose of electing teacher council members, a Principal or Assistant Principal may not vote or serve as a teacher council member. Election shall be by majority vote of all teachers assigned to the school.

Itinerant teachers may vote at all schools to which they are assigned and may serve on the council of any of those schools.

Teachers elected to a council shall not be involuntarily transferred during their term of office.

ELECTION OF PARENT MEMBERS

The largest parent organization shall set the date and time for parents to elect parent council members and shall provide notice of the election to parents. The group may request the Principal to provide administrative assistance required to conduct the election.

A parent council member shall submit to a state and national fingerprint-supported criminal history background as required by [KRS 160.380](#). A parent member may serve prior to the receipt of the criminal history background check report, but shall be removed from the council on receipt by the District of a report documenting a record of a sex crime or criminal offense against a victim who is a minor as defined in [KRS 17.500](#) or as a violent offender as defined in [KRS 17.165](#).

MINORITY REPRESENTATIVES

If the council formed under the elections described above does not have a minority member, and the school has eight percent (8%) or greater enrollment of minority students, the Principal shall be responsible for carrying out the following:

1. The Principal shall organize a special election no sooner than ten (10) and no later than twenty (20) calendar days following the elections described above to elect a minority parent to the council by ballot. The Principal shall notify all parents of the date, time, and location of the election. The notice shall call for nominations of minority parents for the ballot. The election shall be conducted using the same procedures as the election of the two (2) other parent members of the council.
2. The Principal shall call a meeting of all teachers in the building within seven (7) days following the initial election of parent and teacher council members. The teachers shall select one (1) minority teacher to serve as a teacher member on the council.
3. If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Procedures for election of the teacher representative shall be the same as the procedures for election of the other three (3) teacher members of the council.

Election of School Council Members (SBDM)**TERMS**

Terms of school council members shall be for one (1) year. A school council, once elected, may adopt a policy setting different terms of office for parent and teacher members subsequently elected. Term limitations shall not apply for a minority teacher member who is the only minority on faculty. Annual elections for the following year's terms should be held no later than the preceding May, but the specific date shall be set by the council.

COUNCIL ELECTIONS FOR NEW OR CONSOLIDATED SCHOOLS

When a new school is opened or schools are consolidated, these guidelines shall be followed:

- If a school is scheduled for closing, there is no need to hold council elections for the upcoming school year.
- Council members of a school being consolidated with another school may not carry over a term of office to the newly consolidated school's council, but may stand for election if otherwise qualified.
- Following the opening of a new or consolidated school, elections shall be held to form a council.

CONFLICT OF INTEREST

Council members shall not have a conflict of interest pursuant to KRS Chapter 45A, except the salary paid to District employees.

REMOVAL OF COUNCIL MEMBERS

On recommendation of the Commissioner of Education and pursuant to statutory requirements, the Board may remove a council member for cause by a vote of four-fifths (4/5) of the Board's membership.

VACANCIES

Council vacancies shall be filled at a special called election and shall follow the guidelines set forth in this policy.

REFERENCES:

[KRS 17.165](#); [KRS 17.500](#); [KRS 156.132](#)
[KRS 160.345](#); [KRS 160.347](#); [KRS 160.380](#)
[OAG 91-148](#); [OAG 91-192](#); [OAG 91-206](#)
[OAG 92-88](#); [OAG 93-49](#); [OAG 94-41](#)

Adopted/Amended: 09/21/2009
Order #: 36

School Council Authority (SBDM)**AUTHORITY**

The council is a policy making body established by Board policy per [KRS 160.345](#). Outside of a legally called council meeting, no council member, other than the Principal, has decision making or administrative authority conferred by office on the council. The Principal is the school's primary administrator and instructional leader.

REFERENCES:

[OAG 93-55](#)
[KRS 160.345](#)

RELATED POLICY:

02.4241

Adopted/Amended: 04/17/1995

Order #: 186

School Council Meetings (SBDM)**OPEN MEETING AND OPEN RECORD REQUIREMENTS**

All meetings of the council are open to the public and subject to the open meetings law. Council records are also subject to open records law and the Records Retention Schedule, Public School District.

SCHEDULE

The first meeting of the council shall be called by the Principal; thereafter, the council shall set its own meeting schedule. At this meeting, the council shall adopt a schedule of regular meetings for the fiscal year, identifying the date, time and place of each meeting. Any change to this schedule shall be a special-called meeting.¹

All meetings of the council, and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public. The schedule of regular meetings shall be made available to the public.²

PUBLIC MEETINGS

All meetings of a quorum of the members of the council at which any public business is discussed or at which any action is taken are to be public meetings, open to the public at all times, except as provided in [KRS 61.810](#).³

OPEN RECORDS

The Principal shall be the Chair of the council and shall be responsible for securing minutes that record the council's actions. Minutes shall be approved by the council, kept in a permanent file along with other council records, and open to public inspection. A copy of the minutes of each council meeting shall be forwarded by the Principal to the Superintendent who shall keep the Board informed of council actions.

REFERENCES:

¹92-OMD-1677

²[KRS 61.820](#); [OAG 78-274](#), [OAG 78-614](#)

³[KRS 61.810](#)

[KRS 61.805](#); [KRS 61.815](#); [KRS 61.823](#); [KRS 61.826](#)

[KRS 61.835](#); [KRS 61.840](#); [KRS 61.846](#)

[KRS 61.848](#); [KRS 61.850](#); [KRS 61.870](#); [KRS 61.872](#)

[KRS 61.874](#); [KRS 61.876](#); [KRS 61.884](#)

Records Retention Schedule, Public School District

RELATED POLICIES:

01.43, 01.44, 10.11

Adopted/Amended: 11/19/2007

Order #: 76

School Council Records

To request access to School Council records, use Procedure 01.6 AP.2/Request to Examine and/or Copy District Records.

Review/Revised:8/18/97

School Council Relationships (SBDM)**COMMITTEE MEMBERSHIP**

If a school council establishes committees, it shall adopt a policy to facilitate the participation of interested persons, including, but not limited to classified employees and parents. The policy shall include the number of committees, their jurisdiction, composition, and the process for membership selection.¹

Committees established by the council shall comply with requirements of the Open Meetings Law.

COMMUNITY PARTICIPATION

Councils shall encourage parent, citizen and community participation in council meetings and school activities and shall cooperate with independent school groups such as booster and parent organizations to assist them in their service to the school.

OTHER SCHOOLS

The school council shall cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions of educational problems of common concern;
2. Offer support services to students;
3. Equalize educational opportunities for students;
4. Acquire federal and state grants; and
5. Promote local school system involvement in state and federal decision making.

The cooperation may extend to research, services for students with disabilities and other student and staff development programs, curriculum development, and exchange of information.

REFERENCES:

[OAG 92-57](#)

¹[KRS 160.345](#)

[KRS 61.800](#); [KRS 61.805](#); [KRS 61.810](#)

[KRS 61.815](#); [KRS 61.820](#); [KRS 61.823](#)

[KRS 61.826](#); [KRS 61.835](#); [KRS 61.840](#)

[KRS 61.846](#); [KRS 61.848](#); [KRS 61.850](#)

RELATED POLICIES:

02.424

02.4241

10.3

Adopted/Amended: 08/19/1996

Order #: 17

School Council Responsibilities

DEVELOPMENT

It shall be the responsibility of each council to develop a mission statement, a philosophy, and to establish goals which will not only set standards for improvement but will also be compatible with those at the District level.

IMPLEMENTATION

It shall be the duty of the Principal to implement improvement plans approved by the council.

Adopted/Amended: 12/17/1990

Order #: 162

School Council Policies (SBDM)**ADOPTION OF POLICY**

The school council shall adopt policy to be implemented by the Principal in each of the following areas of responsibility:

1. Determination of curriculum including needs assessment and curriculum development;
Such policies shall determine the writing program for the school, including use of writing portfolios consistent with [KRS 158.6453](#), to be submitted to the Kentucky Department of Education for review and comment.
2. Assignment of all instructional and non-instructional staff time;
3. Assignment of students to classes and programs within the school;
 - Placement of students from the household of an active duty service member or civilian military employee transferring into the District before or during the school year shall be based initially on enrollment in courses offered at the sending school and/or educational assessments conducted at that school. Course placement includes, but is not limited to, Honors, International Baccalaureate, Advance Placement, vocational, technical, and career pathways courses. Initial placement does not preclude the District/school from performing subsequent evaluations to ensure appropriate placement and continued enrollment of students in the course(s).
 - Each secondary school-based decision making council shall establish a policy on the recruitment and assignment of students to advanced placement (AP), International Baccalaureate (IB), dual enrollment, and dual credit courses that recognizes that all students have the right to participate in a rigorous and academically challenging curriculum.
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar, and transportation requirements established by the Board;
5. Determination of the use of school space during the school day;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor, and Principal;
As reflected in the District Code of ~~Conduct~~[Acceptable Behavior and Discipline](#), loss of physical activity periods shall not be used as a disciplinary consequence.
8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision;
The school shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities to the extent they are otherwise qualified, regardless of application deadlines.
9. Adoption of a school emergency plan and implementation of safety practices required by [KRS 158.162](#);

School Council Policies (SBDM)**ADOPTION OF POLICY (CONTINUED)**

10. Procedures, consistent with local Board policy, for determining alignment with state standards, technology utilization, and program appraisal;
11. Commitment to a parent involvement process that provides for:
 - a. Establishing an open, parent-friendly environment;
 - b. Increasing parental participation;
 - c. Improving two-way communication between school and home, including what their child will be expected to learn; and
 - d. Developing parental outreach programs.
12. Procedures to assist the council with consultation in the selection of personnel by the Principal, including, but not limited to, meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation.
13. Schools with K-5 organization, or any configuration thereof, shall develop and implement, in compliance with requirements of federal and state law and board policy, a wellness policy that includes moderate to vigorous physical activity each day, encourages healthy choices among students, and incorporates an assessment tool to determine each child's level of physical activity on an annual basis. The policy may permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. (In the absence of a council, the Principal of the school shall develop and implement the required wellness policy.)

The Superintendent/designee shall provide assistance in identifying strategies and options to promote daily moderate to vigorous physical activity for students, which may include those that increase strength and flexibility, speed heart rate and breathing and stress activities such as stretching, walking, running, jumping rope, dancing, and competitive endeavors that involve all students.

As an alternative to adopting separate policies, school councils may adopt Board policy or standards established by the Board as council policy in the above areas, or they may delegate responsibility for developing a policy to the Principal.

OTHER POLICIES

Councils may adopt policies for areas other than those listed above to provide an environment that enhances student achievement and to help the school meet goals established by law and by the Board, provided the policies adopted are consistent with Board policies in those areas.

School Council Policies (SBDM)**REVIEW OF POLICIES**

Before final adoption of a council policy, it shall be reviewed by the Superintendent who may request that the proposed policy be reviewed by the Board Attorney. Any concerns shall be shared with the council within ten (10) working days of the Superintendent's receipt of the draft policy. If there are concerns, the Superintendent shall provide a copy of the council policy to the Board for review, along with any concerns s/he and the Board Attorney may have noted, such as possible conflicts with state and federal laws or contractual obligations, liability and/or health and safety questions, and budgetary issues.

The review process is not intended to interfere with a council's authority to adopt and implement legally and operationally permissible policies. Therefore, it is the Board's intent that information resulting from the review process be shared with the council in a timely manner.

COMPLIANCE WITH BOARD POLICY

In the development and application of school policies as permitted by statute, schools operating under SBDM shall comply with those policies that fall within the authority of the Board, including but not limited to those prohibiting discrimination based on age, race, sex, color, religion, national origin, political affiliation, or disability.

WAIVER OF STATE REGULATIONS

School councils who decide to request a waiver of state regulations and/or reporting requirements established by a Kentucky Revised Statute requiring paperwork to be submitted to the Kentucky Board of Education or the Department of Education shall submit the supporting information to the Superintendent as required by law. The Superintendent shall then forward the request to the Kentucky Board of Education.

SCHOOLS OF INNOVATION

In a designated school of innovation participating in a district of innovation application and plan, the council may request a waiver from [KRS 160.345](#) or specific provisions within that statute by conducting a vote as set out in [KRS 160.107](#).

The school council shall be responsible for conducting a vote to determine if the school shall be an applicant as a school of innovation in the District's application for district of innovation status and to approve the school's plan of innovation before it is submitted to the District. The vote shall be taken by secret ballot among eligible employees as defined in [KRS 160.107](#). At least seventy percent (70%) of those casting votes in the affirmative shall be required before the school requests to be included in the District's plan and to approve the school's plan of innovation.

School Council Policies (SBDM)

REFERENCES:

[KRS 156.072](#); [KRS 156.160](#); [KRS 156.730](#); [KRS 156.735](#)
[KRS 158.197](#); [KRS 158.645](#); [KRS 158.6451](#); [KRS 158.6453](#)
[KRS 158.162](#)
[KRS 160.345](#); [KRS 160.348](#)
[KRS 156.108](#); [KRS 160.107](#); [701 KAR 005:140](#)
[OAG 93-55](#); [OAG 94-29](#); [702 KAR 007:140](#); [704 KAR 003:510](#)
Board of Educ. of Boone County v. Bushee, Ky., 889 S.W. 2d 809 (1994)
U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICIES:

01.11; 02.422; 02.4231; 03.112; 08.1
09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 08/19/2013

Order #: 23

Appeal of Decisions

ELIGIBILITY PROCESS

Any resident of the District or a parent, student or employee of the school may appeal council decisions. Appealing a decision made by a school council shall include the following procedure:

1. An appeal must be filed within ten (10) working days following a council decision.
2. An appeal on a decision made by a school council must first be reviewed by the school council, which shall make a timely response to the appealing party.
3. If the matter is not satisfactorily resolved by the council, the appeal may then be submitted in writing to the Superintendent.
4. If, within ten (10) calendar days, the matter is not satisfactorily resolved by the Superintendent, the appealing party may, within twenty (20) calendar days, appeal to the Board. The Board shall afford the affected parties an opportunity to be heard within thirty (30) calendar days of the appeal to the Board.
5. The Board shall issue a final written decision on the appeal with its rationale no later than sixty (60) calendar days from the date of the presentation to the Board.
6. At any point in the process the Board may direct a review and report on the issues, but shall not extend its decision beyond sixty (60) calendar days from the date of the presentation to the Board without the agreement of the affected parties.

BASIS FOR REVIEW

The Board will determine whether the issue on appeal falls within the authority granted to the council by [KRS 160.345](#).

Actions that fall within the statutory authority of the council will be reviewed on appeal based on whether the council action raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or was otherwise unlawful under state or federal law.

Actions that fall within the authority of the Board will be reviewed on appeal based on whether the council action lacks educational merit, is inconsistent with District goals, violates District policy, exceeds the authority of the council, raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or is otherwise unlawful under state or federal law.

BOARD ACTION

When the appeal issue falls within statutory council authority, the Board shall either (1) affirm the council decision or (2) refer the appeal back to the council with documentation of its concerns and suggestions.

When the appeal issue falls within the authority of the Board to decide, the Board shall either (1) uphold the council decision or (2) reverse any council action found to violate any of the review standards.

REFERENCE:

[KRS 160.345](#)

Adopted/Amended: 07/19/2004

Order #: 7

School Budget and Purchasing (SBDM)**BOARD ALLOCATIONS**

The Board shall appropriate to each school an amount equal to or greater than that specified by the formula prescribed in [702 KAR 003:246](#). School councils shall be provided notice of allocations for the next budget year in accordance with the timelines required by regulation.¹

An amount for professional development shall be allocated as required by Kentucky Administrative Regulation.

The Board shall allocate Section 7 funds according to the options provided in [702 KAR 003:246](#). Notice of the Section 7 allocation shall be provided in accordance with that regulation. Based on the needs assessment conducted by the school, the council shall forward to the Board a list of those priorities no later than January 1 each year.

SCHOOL RESPONSIBILITY

The school shall, in expending allocated funds, comply with all state and Board budgeting, purchasing and reporting laws, regulations, policies and procedures. Board purchasing procedures shall be followed in the expenditure of these funds. Expenditure of these funds, with the exception of personnel salaries, shall be accomplished only by completing a central office purchase order.

The Board allocation is the total financial resource available to that school in those budget categories for the fiscal year. The council may reassign these funds to alternate budget categories for purposes consistent with its responsibilities. The school shall not expend or commit to expend any funds in excess of those allocated to the school. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present, for Board approval, a plan to reimburse the District for the amount spent in excess of the allocation.

All state allocated funds managed by the school but not expended by the end of the fiscal year, shall revert to the District general fund, unless the school council has received Board approval to escrow the funds to be used at a future date for an approved project.

BOARD APPROPRIATION

The council shall determine, within available resources, the instructional resources, travel, equipment, and student support services to be provided in the school.

PURCHASING

In order to comply with state accounting and bidding requirements, all purchases of goods and services shall be made in conformity with Board policy.

SUPERINTENDENT'S RESPONSIBILITY

The Superintendent/designee shall prepare and provide the school a monthly statement of the current financial status of funds allocated to the school. This statement shall include the beginning unencumbered balance for each category of authorized expenditure, an itemized listing of purchase orders paid, an itemized listing of purchase orders authorized but not paid, and the end-of-the-month unencumbered balance of funds allocated.

School Budget and Purchasing (SBDM)**EXPENDITURE OF FUNDS**

In schools where SBDM has been implemented, the school council shall determine the expenditure of funds allocated to the school. In schools not operating under SBDM, the District administration shall determine the expenditure of these funds.

REFERENCES:

¹[702 KAR 003:246](#); School Council Allocation Formula
[704 KAR 003:510](#); [KRS 160.345](#)
[OAG 91-10](#); [OAG 91-206](#); [OAG 92-59](#)

RELATED POLICY:

04.1

Adopted/Amended: 08/16/2010
Order #: 12

Rescind

ADMINISTRATION

02.4242 AP.21

Expenditure of Funds/Purchase Requisition Form

Requisition for SBDM (Instructional) Purchasing Only		School _____	Date: _____ P.O. #: _____ Dept./Program: _____	
Vendor: _____ Address: _____ _____ _____ Ship to: _____ Attention: _____ Address: _____ _____		This vendor was chosen from: _____ State Bid List: _____ Price Contracts: # _____ Consortium: _____ Bidding Procedure: _____ Specialty Item: _____ Emergency: _____ Other: _____		
Quantity	Item Code	Description/Supply Source, if Known	Unit Price	Total Cost

Gross Total: _____
Less _____ % discount
Transportation: _____
Total Net Cost: _____

P.O. Authorized by: _____ Title: _____
Name

Review/Revised: 8/18/1997

School Hiring (SBDM)**PRINCIPAL SELECTION**

When a vacancy exists in the position of school Principal, the outgoing Principal shall not serve on the council during the Principal selection process.

The Superintendent/designee shall serve as the Chair of the council for the purpose of the hiring process and shall have voting rights during the selection process. The council shall have access to the applications of all persons certified for the position. The Principal shall be elected on a majority vote of the membership of the council.

No Principal who has been previously removed from a position in the District for cause may be considered for appointment as Principal.

A vacancy is created in the position of Principal by the resignation, removal, transfer, retirement or death of the current Principal.

When a Principal vacancy occurs and the school has an index score in the lowest one-third (1/3) of all schools below the assistance line and a completed scholastic audit finds a lack of effectiveness of the Principal and the council, the Superintendent shall appoint a Principal after consulting with the council.

The council shall undergo training, with a trainer of its choice, in recruitment and interviewing techniques prior to carrying out the process of selecting a new Principal. The Board encourages the council to follow one (1) or more of the following practices when arranging for this training:

1. Selection of a trainer approved by the Kentucky Association of School Councils (KASC);
2. Selection of a trainer certified by the Kentucky Department of Education (KDE); and/or
3. Requiring the trainer selected to emphasize recruiting and interviewing techniques that reflect model standards developed by KASC.

OTHER VACANCIES

When the position to be filled in the school is other than that of Principal, the Principal, after consulting with the council in accordance with procedures established by the council, shall fill the position from a list of qualified applicants provided by the Superintendent. The Superintendent shall provide names of all additional applicants to the Principal upon request when qualified applicants are available.

The Superintendent may forward to the council names of qualified applicants who have certification pending from the Education Professional Standards Board pursuant to state law. Applicants subsequently employed shall provide evidence they are certified prior to assuming the duties of their position.

If the applicant is the spouse of the Superintendent and meets the requirements of [KRS 160.380](#), s/he shall only be employed upon the recommendation of the Principal and the approval of a majority vote of the school council.

School Hiring (SBDM)

REFERENCES:

[KRS 160.345](#)

[KRS 160.380](#)

[OAG 91-149](#); [OAG 92-131](#); [OAG 92-78](#)

[OAG 95-10](#); [OAG 96-38](#)

RELATED POLICIES:

02.4241; 03.11; 03.21

Adopted/Amended: 07/16/2012
Order #: 4

Training of School Council Members (SBDM)

School council members shall meet all training requirements established by law.

TRAINING DESIGNATED BY COUNCIL

The Board shall provide a budget allocation for training council members. Councils shall designate the training areas and programs for council members within the budget allocation.

TRAINING PROVIDED BY BOARD

The Board shall offer annual training to council members in various areas of common concern. Such training shall be optional for council members and shall be paid for with Board funds.

REFERENCE:

[KRS 160.345](#)

Adopted/Amended: 08/19/1996

Order #: 17

Waiver of Board Policies

PROCESS

The Principal may submit to the Superintendent a written request to waive Board policy for areas outside the authority of the council. It shall not be necessary to request a waiver when the council has authority for a policy area, as authorized by [KRS 160.345](#).

The Superintendent shall present the request to the Board along with a recommendation to approve or deny the request. The council shall have the opportunity to address the Board directly to support the request.

CRITERIA

The decision to approve or deny the request shall include but not be limited to a consideration of the following:

1. The legality of waiving Board policy;
2. If District goals will be advanced by the waiver;
3. If student outcomes will be promoted;
4. If District uniformity is required in the circumstances under consideration; and/or
5. If the larger interests of the public will be served.

REQUIREMENTS

Waiver of Board policies shall include the following procedures:

1. The Board shall afford the council an opportunity to be heard within thirty (30) calendar days from the date of the request for a waiver of Board policy, unless a process to review and report the issues has been initiated.
2. The Board shall issue a written decision with its rationale not later than thirty (30) calendar days from the date of the council's presentation to the Board.
3. At any point in the process the Board may direct a review and report on the issues, but shall not extend its decision beyond thirty (30) calendar days from the date of the council's presentation to the Board without the agreement of the requesting council.

If the request for waiver is denied, the grounds for denial will be recorded in Board minutes.

REFERENCES:

[KRS 158.645](#); [KRS 158.6451](#)

Adopted/Amended: 08/21/1995

Order #: 26

Request for Waiver of Board Policy

School Council

Date

Name of Policy to Be Waived

*Policy Number***Proposal:**

Rationale:

Principal's Signature

(AREA BELOW THIS LINE IS TO BE COMPLETED BY THE SUPERINTENDENT)

Board Decision:

Rationale:

Superintendent's Signature

Date

Board Chairperson's Signature

Date

Review/Revised:8/18/1997

Other Board Policy

All Board policies shall be reviewed and amended, as necessary, to conform to the requirements of SBDM.

It is the intention of the Board for all Board policies to be implemented utilizing procedures to allow professional staff members to be involved in the decision making process as they work to meet the educational goals established by statute.

REFERENCES:

[KRS 158.645](#)

[KRS 158.6451](#)

[KRS 160.340](#)

[KRS 160.345](#)

RELATED POLICIES:

01.5

Chapter 08.

Adopted/Amended: 06/21/1993

Order #: 310

School Staffing (SBDM)**BOARD ALLOCATION NOTICES**

In accordance with [702 KAR 003:246](#), the Board shall provide each council with both a tentative and a final/updated allocation for school staffing for the next fiscal year. The notifications shall include the Board-approved guidelines used in determining the allocations and the formulas utilized in calculating numbers of positions. Allocations, at a minimum, shall budget funds sufficient for the council to meet the following staffing needs of the school:

A. Certified Staff:

1. Statutory class size caps based on projected student enrollment to the nearest one-tenth position minus all state enrollment deductions;
2. Pupil contact hours as required by law; and
3. All other certified staff positions generated by District guidelines approved annually by the Board, excluding fringe benefits, categorical programs, exceptional children services, itinerant, extra duty and extended employment positions, and positions allocated that are not required by statutory cap size requirements.

B. Classified Staff:

1. All school-based positions approved annually by the Board in non-categorical programs.

C. All Positions:

1. To provide salaries including adjustments for any salary changes made by the Board; and
2. To budget for vacant positions at 95% of the average District salary for the job classification.

Any revisions made to the District's policy/guidelines (whichever contains specific formula information) for the next school year shall be forwarded to the Kentucky Department of Education by May 1 of each year.

COUNCIL AUTHORITY

After receiving notification of the final financial allocation for the school from the Board, the council shall determine, within the funds allocated, the number of persons to be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals. The council shall not alter the staffing of District instructional services provided to all schools, including exceptional children teachers and itinerant teachers.

For existing school level vacancies, the council may choose to reassign funds from one Board approved school level job classification to another, or to use these funds for other purposes consistent with its responsibilities. Funds remaining from the school's staffing allocation at the end of the year shall revert to the District's general fund, unless the council receives Board approval to escrow the funds to be used at a future date for an approved project.

School Staffing (SBDM)**COUNCIL TO REPORT**

By the date specified by the Superintendent/designee, the council shall report to the Board the number of persons to be employed at the school in each job classification.

ADJUSTMENTS

Adjustments to the final staffing allocation may be made due to increases in salary schedules, salary adjustments or changes in enrollment. However, any such adjustments shall be made by September 15 and the council notified if the adjustment represents a change.

IMPACT ON DISTRICT BUDGET

The funding allocation to a school in future District budgets shall not be altered by council action.

In assigning funding of vacant positions to alternate Board-approved job classifications, a council may choose to spend more than the amount allocated by the Board and provide the difference from discretionary council funds. However, the Board shall not be obligated to increase allocations in future District budgets to cover this increased expenditure.

If the salary of new certified personnel is less than 95% of the District average certified teacher's salary or if the actual salary of new classified personnel is less than 95% of the District's average classified salary for the personnel job classification, the difference shall revert to the District budget for possible reallocation to schools under Section 7 of [702 KAR 003:246](#).

REFERENCES:

[KRS 157.360](#); [KRS 160.345](#)
[702 KAR 003:246](#)
[OAG 96-38](#)

RELATED POLICIES:

02.4242; 02.4244
03.11; 03.21
04.1

Adopted/Amended: 07/18/2011
Order #: 215

Accountability (SBDM)

As directed by Policy 02.442, each school shall provide to the Board a school improvement plan to include, but not be limited to, the school's goals and objectives and its plan for achieving them.

ANNUAL REPORT

By June 30 of each year, each school/school council shall make an annual report at a public meeting of the Board. The report shall describe the school's progress in meeting the educational goals set forth in [KRS 158.6451](#) and District goals established by the Board.

REVIEW OF ACHIEVEMENT GAP PLANS

Biennially, the Board shall review in a public meeting the portion of each school's comprehensive improvement plan that sets forth the activities and schedule to reduce the achievement gaps among various groups of students.¹

REFERENCES:

¹[KRS 160.340](#); [KRS 160.345](#)
[KRS 158.645](#); [KRS 158.6451](#)
[KRS 158.649](#)
[KRS 160.290](#)

RELATED POLICIES:

01.111
02.442

Adopted/Amended: 7/15/2002
Order #: 4

Assessment of Student Progress

REVIEW OF ASSESSMENT DATA

By April 1 of each year and in keeping with the improvement planning process and timeline, the school council shall review student assessment data provided annually by the Kentucky Department of Education. After reviewing the data, the council shall adopt, modify, or revise the school's plan to assist each student in making progress toward statutory goals. This process shall address achievement gaps between various groups of students as required by law. In addition, the plan shall be submitted to the Superintendent and Board for review. In a school without a council, the Principal shall complete the review and planning process with the involvement of parents, faculty, and staff.

Assessment tools should include, but not be limited to:

1. state required assessments
2. non-academic data
- ~~3. NCLB data~~
- ~~4.3.~~ student performance data required by [KRS 158.649](#)
- ~~5.4.~~ District assessments

~~Beginning with the 2012-2013 school year, the assessment data review process shall be completed by October 1 of each year.~~

REPORT TO BOARD

~~The Superintendent/designee shall devise a schedule for Principals/SBDM Councils to present a summary report to the Board regarding progress being made toward their school's educational objectives. The reports shall be in a format easily understood by parents and the community and shall make comparisons with the school's performance the previous year and any data available that compares the school to state or national standards.~~

~~The information to be reported shall include, but not be limited to, results on the state required accountability test(s), non-academic data, student performance data required by KRS 158.649, high school and college readiness tests, college entrance exams (high school only), Advanced Placement Exams (high school only), and district assessments.~~

~~SUMMARY REPORT~~ ~~ING~~ TO COMMUNITY AND PARENTS

~~The Assessment~~ information ~~shall be~~ reported to the Board ~~shall be put~~ in a summary format, ~~provided and shall be reported~~ to parents of each student, and made available to the community. The Superintendent shall devise the format to be used.

INDIVIDUAL REPORTS

~~Each Three (3) times per~~ year, an individual student report ~~on math and reading~~ shall be provided to parents of students in grades ~~three Kindergarten~~ through ~~eighttenth~~ (3-8K-10) ~~in accordance with statutory requirements, and once per year to parents of students in grade eleven (11).~~ Teachers and parents/guardians of each primary student (K-2) shall be informed of results from reading and mathematics universal screeners.

REFERENCES:

[KRS 158.645](#); [KRS 158.6451](#); [KRS 158.6453](#); [KRS 158.6455](#)
[KRS 158.6457](#); [KRS 158.6459](#); [KRS 158.649](#)
[KRS 160.345](#)

RELATED POLICIES:

02.442; 08.222; 08.5

Adopted/Amended: 9/21/2009

Order #: 36

School Improvement Plan

RESPONSIBILITY

Each school council, or Principal, in a school without a council, shall develop, monitor, and annually update a School Improvement Plan (SIP).

In an SBDM school, the school council shall organize a planning process, consistent with District's established planning process.

In a school without a council, the Principal shall appoint a School Planning Committee comprised, at a minimum, of four (4) teachers, four (4) parents, and a community representative. The high school(s) shall include a student on the committee. The community representative shall not be a teacher, spouse of a teacher, or a parent of child(ren) attending the District schools.

The primary purposes of the SIP shall be:

- To improve student achievement on state and federal mandated testing/accountability instruments; and
- To eliminate achievement gaps among groups of students.

FORM

Unless the school planning committee requests and is granted a waiver by the Board, the school committee shall use any improvement plan format that has been established and approved by the Board. The SIP structure shall include the components set out in [703 KAR 005:225](#) and the elements required by [KRS 158.649](#).

In addition, the school council, or school planning committee appointed by the Principal if there is no council, shall review annually the school's disaggregated student data and revise the school's improvement plan, as required by applicable statute and regulation, to address any achievement gaps between various groups of students.

The plan shall also address reduction of physical and mental health barriers to learning, student equity, District safety and student discipline assessments, and District goals established by the Board.

The school plan shall serve as a resource for school/council decision making and shall be posted to the school's web site.

BOARD REVIEW

The school's plan for eliminating achievement gaps among various groups of students shall be presented to the Board for its review and comment. The Board may share its comments, in writing, with the council.

In keeping with Board Policy 02.44, each School Council or School Planning Committee shall annually report to the Board regarding the progress toward achieving the goals and desired outcomes and meeting the needs identified in the improvement/plan, including those for student groups for whom data indicate an achievement gap exists.

School Improvement Plan (SBDM)

REFERENCES:

[KRS 158.645](#); [KRS 158.6451](#); [KRS 158.649](#)
[KRS 160.290](#); [KRS 160.345](#)
[703 KAR 005:225](#)

RELATED POLICIES:

01.111; 02.432; 02.44

Adopted/Amended: 8/19/2013

Order #: 23

School Improvement Plan Reports

The council, or Principal in a school without a council, shall organize the school improvement planning process in accordance with Board policy and the following procedures. Selection of committee members shall reflect reasonable minority representation and encourage active minority participation and include input from parents, faculty and staff.

PROCESS GUIDELINES

Consistent with requirements of 703 KAR 5:225, the council/committee shall:

1. Analyze performance data for the school's students, including an annual review of disaggregated assessment data.
2. *Review gap targets* established by the Board. (Upon agreement of the Superintendent and SBDM council, or the Principal if there is not a council, the Board shall establish a biennial target for the school for reducing identified gaps in achievement.)
3. *Conduct a comprehensive needs assessment for the school.*
4. *Document progress notes* to evaluate plan activities and achievement of plan goals and objectives, with results to be reported to the council/committee and to the Board via the Superintendent.

The council/committee also shall provide information and updates, as directed by the Superintendent/designee, to promote communication and coordination between the District Planning Committee and school councils.

5. *Schedule a review and update* of the plan by the council/committee at least once a year, as determined by the committee.
6. *Submit updated plan* to Superintendent, Board and community for review and comment.
7. *Submit school's Section 7 allocation requests* to the Board, aligned with the SIP and as approved by the council/committee or Principal.
8. *Maintain copies of the plan* for five (5) years and other documentation to illustrate compliance with state and federal requirements.

School Improvement Planning**FORMAT OF WRITTEN PLAN**

COMPONENT	PERSON(S) RESPONSIBLE	TARGET DATE	DATE COMPLETED
MISSION STATEMENT			
GOALS (FOCUSING ON STUDENT PERFORMANCE AND ACHIEVEMENT GAPS)			
OBJECTIVES (SCHOOL CHANGES NEEDED TO REACH GOALS)			
PRIORITY NEEDS:			
▪ addressing student performance weaknesses			
▪ closing achievement gaps			
ACTION COMPONENTS (STRATEGIES & ACTIVITIES) CONSISTENT WITH BOARD/COUNCIL ROLES			
PLAN ACTIVITIES/METHOD TO EVALUATE PLAN			
SCHEDULED IMPLEMENTATION & IMPACT CHECK(S) INCLUDING REPORTS TO COUNCIL/COMMITTEE AND BOARD – RECOMMENDED AT LEAST ONCE ANNUALLY			
ASSURANCE OF PROCESS USED TO DEVELOP PLAN			
OTHER PROCESS COMPONENTS REQUIRED BY 703 KAR 5:225:			

Review/Revised: 7/15/13