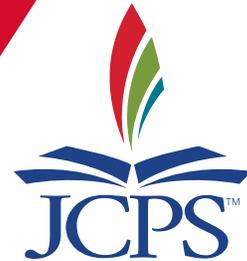


School-Based Decision Making



Who Can Serve on a School-Based Decision Making (SBDM) Council?

The law requires membership of the SBDM Council to include parents, teachers, and the principal of the school. Parents and teachers are elected to serve on the SBDM Council by their constituents in a process determined at the local school.

Why Should I Get Involved?

When parents and teachers are involved, they are able to be a part of the decision-making process that directly affects the learning environment. Participating on the SBDM Council at your school allows you to share your expertise and to participate in the decisions that directly affect students. Your involvement will aid in increasing student achievement. Each member represents a stakeholder group at the school, and this enables mutual understanding of the concerns of each group as it assists in making decisions for the school.

How Do SBDM Councils Enhance Student Achievement?

When adopting SBDM policies, input from a variety of perspectives is important in determining what will be most effective in enhancing student achievement. Once the SBDM Council establishes policies, it is the responsibility of the principal, along with the entire school staff, to implement these policies.

By adopting SBDM policy, the council makes effective changes in the learning environment to enhance the achievement of all students. While working together to accomplish the task of enhancing student achievement, SBDM Council members share equally in the decision-making process.

What Are the Responsibilities of the SBDM Council?

The SBDM Council is responsible for setting school policy (consistent with Jefferson County Board of Education [JCBE] policy) that will provide an environment to enhance student achievement and to help students meet established academic goals. The SBDM Council has authority in the following areas:

- Determination of the use of committees, including the number of committees, the jurisdiction of committees, the composition of committees, a process for membership selection, and procedures for facilitating involvement of interested people including, but not limited to, classified employees and parents;
- Determination of curriculum, including needs assessment, curriculum development, and responsibilities under KRS 158.6453(19);
- Assignment of all instructional and noninstructional staff time;
- Assignment of students to classes and programs within the school;
- Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board;
- Determination of use of school space during the school day related to improving classroom teaching and learning;
- Planning and resolution of issues regarding instructional practices;

- 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;
- Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision;
- Adoption of an emergency plan as required in KRS 158.162;
- Procedures, consistent with local school board policy, for determining alignment with state standards, technology utilization, and program appraisal;
- 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; and
- Determination of a writing program that shall include a variety of language resources, technological tools, and multiple opportunities for students to develop complex communication skills for a variety of purposes.

The law requires that members elected to the SBDM Council receive training in the process of school-based decision making. New SBDM Council members receive six hours of training, and returning SBDM Council members receive three hours of training.

When and Where Do They Meet?

SBDM Councils determine when and where the meetings will be held. This information may be obtained by calling the local school. The meetings of the SBDM Council must meet Open Meetings and Open Records requirements. This means that you may attend the SBDM Council meetings of your school or another school of interest to you. The frequency and length of each meeting will depend on the issues that must be addressed at the local school. You also may review the records of these schools by requesting the records at the school. Records submitted by the local school also are online at <https://sppublic.jefferson.kyschools.us/sbdm/SitePages/Home.aspx>.

