

SBDM ORGANIZER

The **SBDM Organizer** helps your council be as effective and efficient as possible. The Organizer is built around the Keys to SBDM Council Proficiency and provides resources for leading your school in ensuring each student is achieving at high levels.

0. INDEX, PROFICIENCY KEYS, GLOSSARY

0.1	Index
0.2	SBDM Council Proficiency Keys
0.3	Proficiency Keys Council Self- Evaluation
0.4	Glossary

A PROFICIENT COUNCIL...

1. CREATES AN ENVIRONMENT WHERE EACH STUDENT CAN LEARN, BY:

1a.	Motivation
1b.	Ensuring Quality Curriculum and Instruction <ul style="list-style-type: none"> • 1b.1 Council Role in Curriculum • 1b.2 Council Role in Instructional Practices • 1b.3 Evidence-Based Practices and Federal Requirements
1c.	Monitoring Student Mastery and Responding to Data

PERFORMS BEST WHEN IT...

2. USES AVAILABLE TOOLS WISELY

2a.	Council and Committee Processes are Efficient and Effective <ul style="list-style-type: none"> • 2a.1 Committee and Community Participation • 2a.2 Committee Charge Form • 2a.3 Committee Charge Form for Policy Work • 2a.4 Guidelines for Agenda of SBDM Regular Meetings • 2a.5 Sample Regular Meeting Agenda with Policy & Bylaw Chart • 2a.6 Guidelines for Minutes • 2a.7 Minutes Checklist • 2a.8 Reaching Consensus in SBDM Actions
2b.	Actions are Intentional with a Goal in Mind
2c.	Basics of School Improvement Planning
2d.	Policies Focus on School Priorities
2e.	Policies Maximize Human Resources <ul style="list-style-type: none"> • 2e.1 Criteria for Staff Selection • 2e.2 Hiring FAQ • 2e.3 Practical Suggestions on Staffing Cuts • 2e.4 Staff Cuts FAQ
2f.	Policies Maximize Budget Resources <ul style="list-style-type: none"> • 2f.1 Council's Role in Budget • 2f.2 Main Funding Areas for Councils • 2f.3 Section 7 Request

PERFORMS BEST WHEN IT...

3. FOLLOWS RULES	
3a.	Follow School Bylaws
3b.	Follow School Policies <ul style="list-style-type: none">• 3b.1 Policy Inventory Form• 3b.2 General Policy Legality, Clarity, Wisdom Checklist
3c.	Meet the Requirements of Kentucky's Open Meeting and Open Record Laws <ul style="list-style-type: none">• 3c.1 Open Meetings Law Basics• 3c.2 Guidelines for SBDM Regular Meetings• 3c.3 Special Session Checklist and Notice• 3c.4 Guidelines for SBDM Closed Sessions
3d.	Make Decisions Aligned with State and Federal Laws/regulations <ul style="list-style-type: none">• 3d.1 SBDM Law• 3d.2 What Councils Do• 3d.3 Limitations for SBDM Councils• 3d.4 SBDM Records Retention Requirements• 3d.5 Criminal Records Check FAQ

KNOWS COLLABORATION IS A FOUNDATION FOR SUCCESS AND...

4. MODELS AND PROMOTES POWERFUL TEAMWORK	
4a-e.	Two Ways to Promote Powerful Teamwork
4b.	SBDM Elections Info