

**Holmes High School
SBDM Regular Meeting
Tentative Minutes: December 17, 2013**

Meeting called to order at 4:04 pm

SBDM Members

Dennis Maines – Chairperson
Alan Haire – Teacher Representative
Angie Turnick – Teacher Representative
Ashley Lorenz – Teacher Representative
Melissa Howard – Parent Representative
Vicki Sullivan – Parent Representative
Alvin Garrison – Central Office Support
Bill Grein – Central Office Support
Davana Herron, Secretary

Agenda

1. Roll Call
2. Approval of the October 29, 2013 meeting minutes
3. Additions to the Agenda
4. Public Input
5. Good News
6. Student Achievement and Instructional Update
 - PLAN / Explore Results
7. Writing Policy Second Reading – Ms. Turnick
8. Dress Code Policy Revision – First Reading
9. Emergency Procedures Policy and Procedures – Second Reading – Mr. Maines
10. Discussion about Career Standards Integration
11. Advanced Programs Discussion – Mr. Maines
12. Interventions
13. Scheduling
14. Space
15. Hiring Update
16. CSIP Approval and CDIP Information
17. Budget Update
18. Enrollment
19. Adjournment

1. Roll Call

Present – Dennis Maines, Alan Haire, Angie Turnick, Ashley Lorenz, Melissa Howard, Alvin Garrison

Absent: Vicki Sullivan, Bill Grein

Others Attending: Davana Herron – Secretary, Dan Johnson

2. Approval of the October 29, 2013 meeting minutes: Motion to approve by Member Turnick. 2nd by Member Howard. Minutes approved by consensus.
3. Additions to the Agenda – No additions to agenda.
4. Public Input- No public input
5. Good News
 - The boys basketball team is off to a 6-0 start. The girls basketball team is off to a strong start as well. Mr. Haire stated they are building a set in Ms. Woods' room for television production. Mr. Schaefer was awarded his master's degree this past weekend. We have also hired an additional English and Math teacher. On Thursday, we will be holding a benchmark celebration for the sophomores who benchmarked in at least one area. We also have 59 seniors who have turned in college acceptance letters.
6. Student Achievement and Instructional Update
 - PLAN / Explore Results – Included in packet given to SBDM members is data comparing EXPLORE and PLAN results from Fall 2012 to Fall 2013. Mr. Maines explained that the results in every area have increased and we are poised to make better gains with the foundation we have set.
7. Writing Policy Second Reading – Ms. Turnick

Holmes High School

SBDM Council Policy

Writing Policy Required

Schoolwide Writing Program

To ensure that students are provided multiple opportunities to develop complex communication skills teachers will

1. Have unit plans that reflect explicit teaching of the Kentucky Common Core Standards for Writing.
2. Link writing instruction to reading instruction across all content areas, analyzing print and non-print materials to serve as guides for students writing.
3. Include appropriate writing in every unit of study as a natural outcome of the content being studied.
4. Require all students will keep evidence of working writing folders electronically showing evidence of technology use, a variety of purposes and forms, as well as descriptive feedback based upon the Common Core Writing Standards.
5. Participate in professional development opportunities, based upon personal Professional Growth Plans, in the area of writing.
6. Maintain working writing portfolios. Teachers are required to contribute the expected number of portfolio entries to a students' portfolio during the school year.

Teacher Expected Contributions		
Portfolio Entry	Purpose	# of Entries Required
Content Area Writing: This must be a publishable piece that is written for an outside audience and demonstrates evidence of the writing process.	English: Narrative Social Studies: Argumentative Advocacy: Reflective Science: Descriptive Math: Informative Elective Courses: argumentative, informative, or descriptive	1

Evidence of Student Writing Opportunities	
Teachers are also expected to contribute the indicated types and numbers of the writing below to the student portfolio:	
Type of Writing	# of entries
Writing to Learn- any writing students do to enhance learning (sample pages from ICN, notes, entrance slips, and exit slips).	2
Writing-to-Demonstrate-Learning- Included in this category are essays, sample pages from ICN, constructed response questions, etc.	2
On-Demand- On-demand is done in one setting (constructed response, writing samples with no revision).	1
Research Project- This includes naturally occurring research based on content as well as the traditional research paper. This would include lab reports, market research, statistical reports with analysis, etc.	1
Technology: 21st century digital tools used during drafting and or publishing- This includes radio and TV scripts, speeches, power points, pod casts, video projects, web page designs, DVDs, etc.	1

Administrators and instructional coaches will work with teachers in order to stay apprised of students' writing efforts, strengths and weaknesses.

Students are responsible for maintaining and updating their portfolio.

Student portfolios will be reviewed twice a year by each student's advocacy teacher. Students will be provided with feedback after each review.

PORTFOLIO REVIEW

Student portfolios will be reviewed once during each semester by the student's advocacy teacher. Advocacy teachers will provide students with feedback after each review.

First Reading 9-26-13

Second Reading 12-17-13

Motion to approve by Member Turnick. 2nd by Member Lorenz.

8. Dress Code Policy Revision – First Reading

Holmes High School

SBDM Council Policy

<p style="text-align: center;">Dress Code Policy HHS Best Practice Policy</p>

In order to maintain an environment that provides for the care, welfare, safety, and security of all members of the school community, and to reduce distractions in the classroom, students will be required to follow certain guidelines for clothing. Certain items will be prohibited because of safety concerns or because they distract from the educational process. The administration reserves the right to determine whether or not a garment is appropriate for school.

Shirts/Dresses

- Must cover at least three inches from the neck to the shoulders.
- The stomach, back, and cleavage must be appropriately covered. Shirts and upper body garments must come to the waist.
- Shirts/blouses that are considered provocative or a distraction are also in violation of the dress code expectations.
- Must be free of logos that include profanity, crudity, sexual references, gang symbols, or references to drugs or alcohol

Pants/Shorts/Skirts

- Must be worn at the waist and must cover anything worn underneath.
- Must be free of accessories, such as chains, that have the potential to cause bodily harm.
- Skirts and shorts must come to the top of the knee.
- Hooded sweatshirts are permitted, but the hood must be down at all times.

Prohibited Items

- Hats, doo-rags, tams, beanies/winter sock hats or other full head coverings are not to be worn in the building. If a student is found to be in violation, the head covering may be confiscated and returned to the student at the end of the week.
- Face/Body painting that is, considered by administration, a distraction to the educational process. Exceptions to this may be made by administration to support a spirit day or school sanctioned event.

Administration has final judgment on whether an item or clothing is appropriate or inappropriate for the school setting.

DATE OF FIRST READING – 12-17-13

DATE OF SECOND READING –

Motion to approve by Member Haire. 2nd by Member Lorenz.

9. Emergency Procedures Policy and Procedures – Second Reading – Mr. Maines

Holmes High School SBDM Council Policy

Emergency Plan Required Policy

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which must be adopted by the council and implemented, will include, but not be limited to:

- Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- Practices for students to follow in an earthquake;
- Development and adherence to access control measures for each school building, which may include (but not be limited to):
 - Controlling access to exterior doors during the day
 - Controlling front door access electronically or with a greeter
 - Controlling access to individual classrooms
 - Requiring visitor check-in with identification and purpose provided, and
 - Display of visitor's badge on outer clothing; and
 - Practices for students to follow in in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction.
 - Procedures for lockdown of the campus

Local law enforcement shall be invited to assist in establishing lockdown procedures. Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests. Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review. Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown. Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and invited to observe. The principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed. At the end of each school year, the emergency procedures are to be reviewed by the school council (or designated school council committee with report to the school council) and first responders and revised as needed. Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Completion will be reported to the council and documentation maintained in the principal's office. A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted at each school doorway prior to the first instructional day of school. Identified severe weather safe zones which have been identified and reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school. Possible access control methods that may be included in council policies as desired, are outlined below:

- All exterior doors must remain locked at all times.
- All visitors must enter through the posted front entrance.
- The front entrance must remain secure with electronic access only.
- All visitors must use the "buzzer" and be recognized prior to gaining access to the reception area
- The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day are students allowed to monitor the front entrance or the reception area.
- All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
- The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
- During class changes, teachers must stand by their classroom door and monitor hallways.

DATE OF FIRST READING – 10-29-13

DATE OF SECOND READING – 12-17-13

Motion to approve by Member Howard. 2nd by Member Haire.

10. Discussion about Career Standards Integration

This discussion will be tabled to the next meeting.

11. Advanced Programs Discussion – Mr. Maines explained that he is looking for staff input in the decision making process. He will act as a facilitator of discussion but not sole decision maker. As a staff, we will consider more data when making decisions about class placements and building criteria not based on quantitative measures.

12. Interventions – Mr. Maines explained that for intervention courses we will be looking at different options on how to provide interventions courses. We will research how other schools have implemented interventions related to Senate Bill 1.

13. Scheduling – Mr. Maines explained that in the scheduling process we will listen to teacher input in creating the master schedule. We will report on where we are in the process at SBDM meetings for January, February, March and April.

14. Space – Mr. Maines explained that the space that was formerly the old band room is sitting empty at this time. Mr. Maines stated he has been approached regarding converting this space into a different kind of weight room for use by athletic programs and as a staff wellness area. The equipment that would be placed in this room is in most cases spread throughout the district already. In addition, with increased enrollment a new English and a new Math teacher have been hired. The math teacher is floating classrooms. The English teacher is currently using the space occupied formerly by the CARE room in room 3106. At this time, Mr. Maines feels it necessary to acquire this space to be used as a classroom.

Motion to approve by Member Lorenz. 2nd by Member Howard.

15. Hiring Update – Due to increased enrollment a new Math teacher has been added to staff, Craig Hamilton and a new English teacher has been added to staff, Joni Puckett. In addition, a vacancy for a Spanish teacher due to retirement has been filled. The new teachers name is Adam Abston. There is still one vacancy for a Health Science teacher that we are looking for applicants.

16. CSIP Approval and CDIP Information – Mr. Maines presented updated CSIP to SBDM council. Motion by Member Lorenz. 2nd by Member Haire. It will next go to the board for approval.

17. Budget Update – There is still roughly \$30,000 left in the current year budget.

18. Enrollment – The current enrollment is 846 students.

19. Adjournment – Motion to adjourn by Member Haire. 2nd by Member Howard. Meeting adjourned at 5:17 pm.

Next meeting scheduled is for January 28, 2014 at 4:00 pm.