

Holmes High School

SBDM Meeting

Approved Minutes: February 24, 2015

Meeting called to order at 4:38 pm by Scott Hornblower, Chairperson

SBDM Members

Scott Hornblower, Chairperson
Renata Kennison, Teacher Representative
Ashley Lorenz, Teacher Representative
Anthony Magner, Teacher Representative
Julia Riley, Parent Representative
Vacancy, Parent Representative
Alvin Garrison – Central Office Support
Davana Herron - Secretary

Agenda: February 24, 2015

1. Roll Call
2. Approval of the meeting minutes
3. Additions to the Agenda
4. Public Input
5. Good News
6. Budget Update
7. Curriculum/Instruction Update
8. Enrollment/Attendance
9. SBDM Parent-Member Vacancy
10. Program Review
11. By-Laws
12. Adjournment

1. Roll Call

Present – Scott Hornblower, Anthony Magner, Ashley Lorenz, Renata Kennison, Julia Riley

Absent – Alvin Garrison

Others Attending – Renee Murray, Davana Herron, Secretary

2. Approval of meeting minutes – Minutes to approve from meeting date of January 27, 2015. Motion to approve by Member Magner. 2nd by Member Riley. Consensus by Members Kennison and Lorenz. Minutes approved by consensus.

3. Additions to the Agenda – Ms. Kennison would like to add a State of the Library address to the agenda.

-State of the Library – Ms. Kennison provided SBDM council with a library overview including, circulation, scheduling, usage in school, databases, community, technology and staffing.

4. Public Input – No public input.

5. Good News – Ms. Kennison reported that Michael Miley won third place in a Creative Writing Contest for Northern Kentucky area high school students sponsored by Northern Kentucky University. His writing piece was titled, “How to Spot a Hipster and Save Your Children.”

- Mr. Hornblower reported that the wrestling team has earned their winningest season ever and has two qualifiers for the state meet.

- Mr. Hornblower reported that Markel McClendon recently scored his 1,000th point for our boys’ basketball team and James Bolden is approaching the 2,000 point mark. Our girls’ basketball team finished the regular season with a 27-1 record.

-Ms. Riley commented that we have such good teachers that put in the extra effort.

6. Budget Update – SBDM council has been provided with a copy of the SBDM budget including an update of available and spent funds. Mr. Hornblower gave council an opportunity to review and ask any questions. An ad-hoc budget committee meeting is scheduled for this week. All staff members have been invited to attend and share input.

7. Curriculum/Instruction Update- Mr. Hornblower provided an update regarding some advanced manufacturing opportunities coming through Gateway. Mr. Hornblower has met with council members individually to review this and answer any questions they may have. A roll call was taken to gather approval. Roll call of members Magner, Lorenz, Kennison and Riley vote yes. Mr. Hornblower stated that Ms. Brockhoff has also voiced approval prior to her resignation of SBDM council and that he and Mr. Garrison have met about this as well.

-Mr. Hornblower also addressed with council implementing a ninth grade literacy elective for reading/writing skills and strategies and exploring two integrated social studies courses as 9th and 10th grade students to help our students be more prepared for US History and End-of-Course exams.

-Mr. Hornblower also discussed that 8th grade students will be administered the CERT in April and that data will be used to help inform decisions.

8. Enrollment/Attendance – Our current enrollment is 794 students. Attendance for all grades levels is 93.71%.

9. SBDM Parent Vacancy – Ms. April Brockhoff has resigned from SBDM council effective January 30, 2015. She will serve on the Covington Schools Board of Education for the remainder of the year. An announcement has been sent out requested nominations to fulfill the remaining term of Ms. Brockhoff ending on June 20, 2016. There were four nominees and elections will be held on February 25th (re-scheduled from February 18th due to snow).

10. Program Review – An overview of program review was provided by Ms. Murray as the program review lead. Ms. Murray explained that 23% of the schools accountability score comes from program review. Last year, as a district we scored a proficient. The state will be announcing soon some schools that will be audited in the program review process. Ms. Murray provided for council an overview of what the audit process would consist of and this is included in packet for SBDM members. Ms. Murray answered any questions about this process. Mr. Magner and Ms. Lorenz serve as program review chairs and shared details about their specific areas.

11. By-Laws- SBDM council members were provided with another copy of current SBDM by-laws and a sample copy of SBDM by-laws provided by KASC. A first reading was taken on SBDM by-laws revisions of sections on Composition and Terms, Eligibility and Elections, and Council Training.

HOLMES HIGH SCHOOL SBDM COUNCIL BY-LAWS

I. COMPOSITION AND TERMS

A. COMPOSITION OF THE COUNCIL

The council will consist of the principal, three teacher members, and two parent members. If the minority enrollment at the school was eight percent or higher on the October 1 preceding the start of a new council term, the council will also include at least one minority member.

B. TERMS

Terms of council members will be two years, beginning July 1 of year one and ending June 30 of year two. Teachers and parent council members are allowed to seek re-election to serve consecutive terms as long as they are eligible.

C. LEAVE OF ABSENCE

Leave of absence for a council member will not be granted.

II. ELIGIBILITY AND ELECTIONS

TEACHER ELECTIONS

1. Teacher Qualifications

- a. All certified teachers in the building are allowed to vote in the teacher election.

- b. To be elected to the council, a teacher must hold a position at the school that requires certification but may not hold the position of principal, assistant principal, or head teacher.
 - c. Teachers will be elected by a majority of teachers in an election conducted by teachers.
2. Teacher Election Chair(s)
At one of the regularly called March faculty meetings, the teacher representatives of the council will request that teacher elections be included on the agenda. At this meeting the teachers present will select the Teacher Election Chair(s) to run the teacher elections. The Chair(s) will be chosen from among those teachers who do not intend to run for the council that year. The teacher representatives of the council will give the name(s) of the selected Teacher Election Chair(s) to the council no later than the April council meeting. The name(s) will be recorded in the minutes.
 3. Teacher Election Chair(s) Responsibilities
 - a. The Teacher Election Chair(s) will hold the teacher election before May 1st. The Chair(s) will be responsible for running the election including setting procedures to be followed and notifying the teachers of the date, place, and time of the teacher elections.
 - b. Upon request, the council may provide the Teacher Election Chair(s) with guidelines to help formulate the procedures for the election. (See Attachment A)

B. PARENT ELECTIONS

1. Role of Parent-Teacher Organization
The school's largest parent-teacher organization will develop procedures for and conduct the election. If no parent-teacher organization exists, the largest group of parents formed for this purpose will run the election.
2. Parent Qualifications
A "parent" means a parent, stepparent, or foster parent. Guardians also qualify as parents if the student lives with them and they have a court order giving them legal custody. A parent council member will be the parent of a student pre-registered to attend the school during the parent's term of council service. Three groups of people may not serve on the council as parent representatives:
 - a. Employees of Holmes High School or their relatives (mother, father, brother, sister, son, daughter, husband, wife, aunt, uncle, son-in-law, or daughter-in-law).
 - b. Employees in the district administrative offices or their relatives (mother, father, brother, sister, son, daughter, husband, wife, aunt, uncle, son-in-law, or daughter-in-law).
 - c. Members of the Board of Education or their spouses.
3. Parent Elections
The parent elections will take place no later than May 1st. The parents of all children pre-registered to attend the school during the next year may vote. The parent-teacher organization will determine how the election will be run. The principal will assist the parent-teacher organization in notifying parents of the election schedule. The parent-teacher organization will notify the current council of those elected not later than five school days after the election.

C. MINORITY REPRESENTATION

1. A minority parent and an additional teacher will be elected, if the council formed (including the principal) after both teacher and parent elections does not have a minority member, **and** the school had eight percent or greater enrollment of minority students as of the previous October 1.
2. Minority members must be American Indian; Alaskan native; African American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific Islander; or other ethnic group underrepresented in the school.
3. The principal will be responsible for organizing the minority parent and teacher elections as follows:

- a. Following the general elections, if a minority member was not elected, the principal will organize a special election to elect a minority parent to the council. This election will be organized no sooner than ten and no later than twenty school days after the election (teacher or parent) which came last. The principal will notify all parents of the date, time, and location of the election. The notice will call for nominations of minority parents for the ballot. Minority parents for this ballot must meet the qualifications for parent members as outlined in subsection B of this section. At the election, parents may nominate additional minority candidates. The candidate receiving the most votes will be elected. In the event of a tie vote, a run-off will be held.
- b. Following the general elections, if a minority member was not elected, the Principal will call a meeting of all teachers in the building. This meeting will be called within seven school days after whichever election (teacher or parent) came last. The teachers will elect one minority teacher to serve as an additional teacher member on the council. If there are no minority teachers who are members of the faculty an additional non-minority teacher will be elected. If there are minority teachers on the faculty, but they decline to serve, then no additional teacher will be elected. The election will be conducted using the procedures listed in subsection A of this section.

D. VACANCIES DURING A TERM OF OFFICE

1. Notice of Vacancy
When either a teacher or parent vacancy occurs in the middle of a term, a new member will be elected to complete that term. The principal will post a notice in the faculty workroom and in a place readily accessible to parents stating that there is a vacancy and including the text of this subsection of the bylaws. The principal will also communicate this information to the president of the parent-teacher organization. These steps will be taken within one school day after the principal learns of the vacancy.
2. Election to Fill a Teacher Member Vacancy
Within ten school days of the vacancy, the Teacher Election Chair(s) selected the previous March, will use the procedures established to conduct a teacher election to fill the vacancy.
3. Election to Fill a Parent Member Vacancy
The president of the parent-teacher organization will call an election to be held not less than ten or more than twenty school days after the vacancy occurs. The procedures described in subsection B of this section will be used.
4. Election to Replace a Minority Parent Member
The principal will implement the procedures described in subsection C of this section.
5. Election to Replace an Additional Teacher Member
The principal will implement the procedures described in subsection C of this section.

III. COUNCIL TRAINING

A. NEW MEMBERS

A member elected for the first time will complete a minimum of six hours of training in the process of school-based decision making no later than thirty (30) days after the start of his or her term. He or she can get that training any time between the date elected and the 30-day deadline. This training must be provided by a person endorsed by the Kentucky Department of Education.

B. EXPERIENCED MEMBERS

A member elected who has served on a council previously will complete at least three hours of training in the process of school-based decision making no later than one-hundred-twenty (120) days after the start of his or her term. This training may be obtained up to a year before the 120-

day deadline. This training must be provided by a person endorsed by the Kentucky Department of Education. Experienced members may get training credit by attending any of the approved SBDM training workshops offered by endorsed trainers.

C. MID-YEAR VACANCIES

Members who are elected to fill a vacant position in the middle of the year will complete the required training no more than thirty (30) after they are elected. This training must be provided by a person endorsed by the Kentucky Department of Education.

D. REPORTING

By November 1st each year, the principal will ensure that names, addresses, and the training completed of each council member is reported to the Kentucky Department of Education.

Sections I, II and III were reviewed and revised at SBDM meeting on 1-27-15. Revisions are reflected in above.

Motion to approve by Member Magner. Second by Member Kennison. Approved as first reading by consensus of Member Riley and Member Lorenz.

SBDM council members reviewed and collectively revised by-law sections regarding Standards of Conduct, Removal of Members, Meetings, Agendas, Records and Council Officers and Duties. These revisions will be presented for a first reading at March SBDM council meeting.

At March SBDM meeting the council will review by-laws regarding Committees and Decision-Making.

12. Adjournment – Motion to adjourn by Member Lorenz. 2nd by Member Kennison to adjourn at 6:21 pm.