

# Holmes High School

## SBDM Meeting

### Approved Minutes: May 26, 2015

Meeting called to order at 4:32 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  
Tarris Horton, Parent Representative  
Alvin Garrison – Central Office Support  
Davana Herron - Secretary

Agenda:  
May 26, 2015

1. Opening Business
  - a. Roll Call
  - b. Approval of the Agenda
  - c. Approval of the minutes of the previous meeting
  - d. Good News Report(s)
  - e. Public Comment
2. School Improvement Planning Report
3. Budget Report
4. Other Committee Reports
5. Bylaw or Policy Report or Review
6. PTSA – Danielle Axtell
7. New Business
  - a. Curriculum/Instruction
  - b. Enrollment/Attendance
  - c. Allocation/Staffing – Closed Session pursuant to KRS 61.810 (1) (f)
8. Adjournment

#### **1. Opening Business**

**a. Roll Call** - Present – Scott Hornblower, Renata Kennison, Ashley Lorenz, Tony Magner, Julia Riley

Absent – Tarris Horton, Alvin Garrison

Others Attending – Ken Dearborn, Danielle Axtell, Megan Thomas, Karen Zaino, Donna Adams, Davana Herron, Secretary

**b. Approval of the Agenda** – Motion to approve agenda by Member Kennison. 2<sup>nd</sup> by Member Lorenz. Member Magner and Member Riley in agreement. Mr. Hornblower requested SBDM council to change the order of the agenda to allow Ms. Axtell to address PTSA before School Improvement Planning Report. Motion by Member Kennison. 2<sup>nd</sup> by Member Riley to approve moving the agenda order to reflect this.

**c. Approval of the minutes of the previous meeting** – Approval of meeting minutes from 4-28-15. Member Riley requested an addendum to be made to Item 6, requested wording was shared with SBDM members. Motion to approve by Member Magner. 2<sup>nd</sup> by Member Lorenz to approve with addendum. Approval of minutes of special SBDM meeting held on 5-14-15. Motion to approve by Member Magner. 2<sup>nd</sup> by Member Kennison to approve.

**d. Good News Report(s)** – Mr. Magner shared that there was good buzz going on about the Student of the Year Awards and the Awards Ceremony.

Mr. Hornblower shared the following good news with SBDM council.

- 9 students were awarded the GearUp Kentucky Summer Academy spots at University of Kentucky, University of Louisville and Western Kentucky University

-15 scholarship winners from NaviGo College and Career Prep Services – each will have a career coach for the remainder of their time at Holmes High School

-33 students earned a total of 75.5 dual credit high school credits while attending Gateway in the Dropout Prevention Program

- Varsity Track enjoyed its most successful season in 20 years. 18 student-athletes went to the state track meet – Top 10 performances at the State Track Meet – Denisha Jackson – 7<sup>th</sup> in the High Jump; Fred Vickers – 3<sup>rd</sup> in the Triple Jump & 5<sup>th</sup> in the High Jump

-Shyann Trimpe based on her state Skills USA performance in Photography was awarded a \$2000 scholarship to Sullivan College – Technology and Design Program.

**e. Public Comment** –

Danielle Axtell – Addressed council regarding curriculum. When will we find out about how curriculum is offered for next year? Will it be online or in traditional classroom setting?

**2. School Improvement Planning Report** – In SBDM council packet is preliminary End of Course and ACT results. Mr. Hornblower shared that the number of novice scores was reduced in all areas. The End of Course English and Algebra II went up in percentage of proficient and distinguished. There was also a good jump in the reading benchmark. Mr. Hornblower clarified that this is just a reflection of the ACT that all juniors took in March. Mr. Hornblower stated that all rising juniors received ACT prep books to take home for the summer.

**3. Budget Report** – A copy of SBDM Section 6 allocation and budget is included in packet for all SBDM members. Mr. Hornblower reviewed that we were able to accommodate some furniture items needs that has not been addressed for some time with purchasing new teacher furniture. One questions was asked regarding dues and fees. These were related to academic team fees for league participation.

**4. Other Committee Reports –** Ms. Kennison shared some information regarding committees. After some discussion a motion was taken. Ms. Kennison moves to generate a list of committees to discuss and determine what committee there will be and membership options. Ms. Kennison will lead this task. Motion by Member Riley. 2<sup>nd</sup> by Member Kennison.

**5. Bylaw or Policy Report or Review –** The following bylaws will be presented for a second reading.

**X. COMMITTEES**

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**A. USE OF COMMITTEES**

Committees will be used to support and to accomplish tasks of the council.

**B. COMMITTEES POLICY**

The council will adopt a committees policy to facilitate the participation of interested persons. The policy will include the number of committees, their jurisdiction, their composition, and the process for membership selection. (See Attachment E)

**XI. DECISION-MAKING**

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**A. QUORUM**

A majority (more than half) of the members, including at least one parent member, will constitute a quorum. A quorum must be present for the council to take action.

**B. COUNCIL RESPONSIBILITIES**

The council will make no decisions on issues that are not under their jurisdiction by law. The following issues are under the purview of the School-Based Decision Making Council:

1. School Improvement Planning
2. School Safety Plan
3. Ungraded Primary Program (Elementary)
4. Assessment Data Analysis, including results of Program Reviews
5. Achievement Gap Targets
6. Professional Development
7. Spending on textbooks, instructional materials, student support, and staff (including determination of the number of persons to be employed in each job classification)
8. Consultation before the principal selects people to be hired (See Attachment F)
9. Selection of a new principal (See Attachment D)
10. Adopting policies in the following areas: (See SBDM Policy Manual)
  - a. Alignment with State Standards
  - b. College-Level Courses (Secondary)
  - c. Committees
  - d. Consultation
  - e. Curriculum
  - f. Discipline, Classroom Management and School Safety
  - g. Enhancing Student Achievement
  - h. Extracurricular Programs
  - i. Instructional and Non-Instructional Staff Time Assignment
  - j. Instructional Practices
  - k. Parent Engagement (Title I Schools)
  - l. Program Appraisal
  - m. School Day and Week Schedule

- n. School Space Use
- o. Student Assignment
- p. Technology Use
- q. Wellness (Primary to Grade 5)
- r. Writing
- s. OTHER: Policies not required by law but considered best practice and/or recommended by the local district.

### **C. CONSENSUS**

1. The council will operate by consensus decision-making using the following procedures:
  - a. Only decisions that have an immediate deadline or will have very limited impact on the school will be made without a committee recommendation.
  - b. All council members who choose to do so will be given a chance for input on issues requiring a consensus decision.
  - c. If council input and discussion reveal significant concerns or ambiguities related to an issue, the council's normal practice will be to give or return the issue to a committee for further work. Exceptions may be made for urgent timelines or pressing concerns.
2. After council input and discussion, any member may make a motion to accept a proposal. If the proposal being considered is in writing, the motion may be made verbally. If the proposal has not been presented in writing or the member making the motion wants to propose one or more amendments, he or she will write down the motion, read it to the council, and hand the written motion to the recorder for inclusion in the minutes.
3. The chair will then ask if there is further discussion.
4. When that discussion is complete, the chair will test for consensus by asking if there is consensus for approval of the motion. Any member who is not willing to support the motion is obligated to say so at this time. Members who support the motion will indicate by word or other sign that they believe there is now a consensus.
5. If no member states unwillingness to support, the chair will direct the recorder to record that consensus has been reached and the motion has passed.

### **D. CONSENSUS FAILURE**

1. Council voting will be done only when the council must have a decision, consensus has failed, and one or more of the following conditions exist:
  - a. When the council will otherwise be unable to meet a legal deadline by which the council is required to have made a decision, or
  - b. When the council has failed to reach consensus at a second meeting for that purpose.
2. At the first meeting where an issue is discussed, if the chair tests for consensus but consensus is not reached, the council may postpone further consideration until the next meeting or continue to discuss the issue. After testing for consensus on a proposal three times in one meeting, the chair may direct that the proposal be taken up again at the next meeting unless one of the conditions for voting applies.
3. If the council takes up an issue at a second meeting and is still unable to reach consensus, the council will consider alternative steps, including but not limited to:
  - a. Asking a committee to bring the council a new proposal on the issue.
  - b. Doing nothing and dropping the issue.
  - c. Voting.

### **E. ADOPTION OF POLICIES**

1. Policies are defined as written documents that establish rules, procedures, guidelines, standards, or principles to guide decision-making in various situations.
2. To be officially adopted, a policy will have a reading at two different council meetings.
3. Adopted policies are binding until the council amends them.

#### **F. BYLAWS AMENDMENT**

The council may amend these bylaws as needed. All motions to amend the bylaws of the council will be submitted in writing. No decision on a motion to amend the bylaws will be made until after the topic has been on the agenda for two meetings and has had two readings.

#### **G. APPEALS OF COUNCIL DECISIONS**

The District Board of Education has established a process of appeals of council decisions. (See Attachment G)

Sections X and XI were reviewed and revised by SBDM council on 3-24-15. Revisions are reflected in above.

Date of First Reading: 4-28-15

Date of Second Reading: 5-26-15

Motion to approve as 2<sup>nd</sup> reading by Member Kennison. 2<sup>nd</sup> by Member Riley. No discussion. Approval by Member Lorenz and Member Magner.

**6. PTSA – Danielle Axtell** – Ms. Axtell stated that we need 10 people to be interested to reinstate the PTA. Ms. Axtell has a list of 12 people that are interested in doing so. There are many more that want to be involved including those in the community. Ms. Axtell has been in contact with Shelly Duncan who is the Holmes High School contact for PTA and Janice Wilkerson who is the district PTA contact. After SBDM council approval, will have the state come in for training. Ms. Axtell is officially asking for SBDM council endorsement of a school PTSA. Motion by Member Kennison. 2<sup>nd</sup> by Member Riley. Approval of Member Lorenz and Member Magner.

#### **7. New Business**

**a. Curriculum/Instruction** – Mr. Hornblower stated that a district representatives met last week regarding using APEX as a digital provider to replace Odyssey Ware as a districtwide credit recovery digital provider. Using APEX allows 1600 kids APEX access to a digital password. This will help students in the Alternative to Suspension and Transitional Learning Center have the ability to align to what is being taught in classrooms. Mr. Magner asked if all teachers will have access to this program? Ms. Kennison asked if this is strictly for credit recovery? Mr. Hornblower stated that this should be considered a supplement and there is no intent to be the main curriculum.

**b. Enrollment/Attendance** – The current enrollment is 793 students. The attendance percentage is 93.93%.

**c. Allocation/Staffing** – Mr. Hornblower stated that we would not be entering into closed session since we would not be discussing specific personnel. Mr. Hornblower provided for SBDM members in packet a listing of position vacancies for the 15 -16 school year. Mr. Dearborn stated that at this point administrators and counselors have met with every student to choose their schedule. Mr. Dearborn presented SBDM council with the results of students' optioning of schedules for next school year including number of requests by department, number of sections by department and projected number of sections based on student requests. After much discussion, it was determined that there are three open positions and

SBDM council needs to determine how to handle posting those positions. A motion was taken to add an additional Spanish teacher and an additional Business teacher to the staff. Motion by Member Magner. 2<sup>nd</sup> by Member Kennison. No further discussion. Mr. Hornblower requested a motion to turn the vacant Instructional Coach position into a position for a fourth counselor plus .5 or less. Motion by Member Lorenz. 2<sup>nd</sup> by Member Kennison. Member Magner also voiced approval. Mr. Hornblower stated that if we have additional funds he would like to consider having a part-time position return and additional days for the counselors.

Mr. Hornblower opened for discussion how do we address our needs moving forward? Members Lorenz, Magner and Kennison agree that it makes sense to have someone from each department look at classes and determine which options to offer.

8. Adjournment – Motion by Member Lorenz. 2<sup>nd</sup> by Member Kennison to adjourn at 6:58 pm.