

Holmes High School

SBDM Meeting

Approved Minutes: June 23, 2015

Meeting called to order at 4:31 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:

June 23, 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. New Business
 - a. Curriculum/Instruction
 - b. Enrollment/Attendance
 - c. Staffing Update
 - d. Space Usage
 - e. Emergency Plan
 - f. SBDM training/background check
 - g. July meeting date
7. Adjournment

1. Opening Business

a. Roll Call – Present – Scott Hornblower, Renata Kennison, Ashley Lorenz, Tony Magner, Tarris Horton, Alvin Garrison

Absent – Julia Riley (arrived late at 4:53 pm)

Others present – Davana Herron, Secretary and Daniele Axtell

b. Approval of the Agenda – Motion to approve by Member Lorenz. 2nd by Member Kennison. Consensus by Members Magner and Horton.

c. Approval of the minutes of the previous meeting – Motion to approve minutes of May 26, 2015 meeting by Member Magner. 2nd by Member Kennison. Consensus by Members Horton and Lorenz.

d. Good News Report –

-Mr. Hornblower shared Gateway to College Program information. **Statistics from the inaugural year of the Gateway to College Program.**

-35 different CIPS students participated in the Gateway to College program during the 2014-2015 school year.

-28 students completed and earned credit for at least one college-level class.

-Combined, the two cohorts earned **171** college credits this school year.

-Those 171 credits, equate to \$25,137 in tuition.

-The average GPA (for college courses) for Gateway to College participants was 2.2278.

-Attendance for the spring semester was at 86%.

-On average, the high school GPA of Gateway to College participants showed a slight increase.

-Behavior referrals for first cohort participants decreased by 57% from the 2013-14 school year from 102-43. It is also worth noting, that of the 43 referrals this year, 22 were earned by one student.

-11 participants graduated from high school this year, each earning a minimum of 4 college credits. 10 of these students have plans to further their education at institutions including Gateway Community & Technical College, Wright State, Western Kentucky University, and Northern Kentucky University.

-9 participants are currently planning on continuing with the Gateway to College Program in the fall.

- Mr. Stan Steidel, Holmes High School Athletic Director was honored at the Northern Kentucky Football All-Star game. He received a Distinguished Service Award by the Northern Kentucky Football Coaches Association for all he has done for the athletes of Northern KY over the years.

- Meinken field is being renovated with a new field surface and an announcement will be made about this over the next couple of weeks.

- Mr. Garrison stated that the Gateway to College Program information shared with SBDM council will be presented to the school board on Thursday.

-Mr. Garrison also stated that the board will hear about the agreement with Gateway regarding Advanced Manufacturing and dual credit opportunities and in a couple of weeks there will be an announcement concerning Meinken Field.

e. Public Input – Daniele Axtell presented SBDM council with an update regarding PTSA progress. A preliminary meeting was held last week where they are getting the roster together and getting people organized on type of events to help sponsor. She explained that the organization has lost their tax exempt status since they hadn't filed in the last three years and they have to establish a new one. The PTSA would like to do a small carnival in conjunction with our school Meet the Teacher event on August 17. Mr. Hornblower stated that he would like to add a section of the website to dedicate to the PTSA and discussed the logistics of holding these events together. Ms. Axtell asked to add the PTSA as a standing agenda item. A motion was called to set the PTSA as a standing agenda item. Motion by Member Magner. 2nd by Member Horton. Consensus by Member Lorenz and Member Kennison.

-Ms. Riley arrived at 4:53 pm.

2. School Improvement Planning Report –

-Member Magner and Member Kennison provided SBDM council with an update of summer school. Students must qualify to attend summer school and will receive a 70% for the recovered credit missed.

-Mr. Magner reported that summer school is going well and students are working hard. One student commented to Mr. Magner that he liked the APEX program and would like to use it during the regular school year. Ms. Kennison added that the English students did the APEX tutorial. Mr. Hornblower stated that we are surveying students as they finish summer school courses.

- Mr. Hornblower stated that next month SBDM members will get a copy of the CSIP.

3. Budget Report – A copy of SBDM budget allocation is included in SBDM members packet including spent and available funds. Mr. Hornblower stated that we did a good job of managing the money and we were able to replace some teacher desks and chairs and order some new classroom desks with the help of some Title 1 funds. Ms. Riley asked a question regarding the Title 1 budget and where those funds came from.

4. Other Committee Reports – Ms. Kennison has emailed all SBDM members a list of possible committees and charges of those committees for next school year. After some discussion among SBDM council members the following action was taken. Motion to establish the following standing committees was taken; curriculum and instruction, budget, assessment, planning and professional development, and school culture and resources. Other ad-hoc committees will be established as needed. Motion by Member Kennison. 2nd by Member Magner. Consensus by Members Lorenz, Horton and Riley. Mr. Hornblower asked Ms. Axtell if she could put out information about community involvement with committees? Ms. Axtell responded that she would like to put that information out to the community.

5. Bylaw or Policy Report or Review – Our new bylaws were officially adopted after the second reading that occurred at the May meeting. SBDM council will review bylaw attachments before next meeting and see if there are any necessary changes for that meeting.

6. New Business –

a. Curriculum/Instruction – Mr. Hornblower stated that five people are going to a professional learning community conference in Louisville in a couple of weeks and would ideally like to send new groups each year. The PLC is a team oriented approach in managing challenges. Mr. Hornblower stated that PLCs are the preferred way to handle standards based curriculum and instruction. The staff has heard from Ninth District Elementary regarding their work with PLC's. As a way to manage the work of PLC's there is an 8 step continuous improvement process that Mr. Hornblower is proposing we use. Mr. Hornblower explained this process and provided a copy to SBDM members. This is a very effective research based practice that we will use to drive our work.

8 –STEP Continuous Improvement Instruction Process

1. **Test Score Disaggregation**

School test data is broken down into individual student and classroom reports. The test scores are used to identify instructional groups and weak and strong objective areas. Teachers will receive training in the eight-step process and be provided training in data interpretation when necessary.

2. **Instructional Focus Calendar**

The instructional team develops a campus timeline that encompasses all Common Core, Kentucky, and CTE industry Standards, benchmarks, and time allocations based on the needs of the instructional groups. The team decides how much time to spend on each standard/benchmark based on student needs determined by the data and review of student work.

3. **Instructional Focus Activities**

Using the calendar, a schedule stating the standards/benchmarks, instructional dates, and assessment dates is developed and disseminated to all teachers. For a designated amount of time each day, teachers instruct students focusing on the standard/benchmark.

4. **Assessment**

After the instructional focus standards/benchmarks have been taught, an assessment to

identify mastery and non-mastery students is administered. The assessments are modeled on the End-of-Course assessments, K-Prep, KOSSA, COMPASS and Quality Core formats. Assessment dates will be listed on the instructional focus calendar.

5. Tutorials

Tutorial time to re-teach non-mastered benchmarks is scheduled. After concepts have been re-taught, students are assessed again.

6. Enrichment

Enrichment sessions will be provided for students who have mastered the standard/benchmark assessed. Related activities that extend the learning of the concept are provided during enrichment.

7. Maintenance

Quick refresher lessons will be given periodically in order to provide ongoing maintenance and re-teaching of benchmarks/standards. Through these quick activities, teachers can identify topics that need to be revisited.

8. Monitoring

Instructional leaders will visit classrooms and meet regularly with departments and teams to monitor the instructional progress of students.

- Activities # 1- 8 will be conducted in the Professional Learning Communities (PLCs).
- Student Progress will be posted in class related to standards mastery

Motion by Member Magner. 2nd by Member Horton. Consensus by Members Riley, Lorenz and Kennison.

-Mr. Garrison invited a member of council to attend and open spot at the PLC conference.

Members Magner, Lorenz and Kennison presented to council information regarding teacher recommendations on course offerings. Mr. Magner stated that teachers agreed to not offer courses with less than ten students. Ms. Lorenz stated that it is recommended that due to class size and cluster size that the recommendation is to cut the following classes; auto body, auto maintenance, criminal justice, education and move electricity students to carpentry. Ms. Kennison asked that if cutting the programs meant were are losing teaching allocations? Mr. Hornblower stated that it is possible that some of that money could be used to support dual credit opportunity costs and could still be used for teacher salaries and positions based on council decisions moving forward. Member Magner recommended that because of low interest and no certification available upon finishing the course that the following programs would be eliminated; auto technology, auto body, criminal justice, education and electricity students be moved to carpentry. Motion by Member Magner. 2nd by Member Kennison. Consensus by Members Horton, Riley and Lorenz. We will still have the following career clusters, business, informatics, media arts, health sciences, construction and advanced manufacturing. Member Magner asked if students will have the opportunity to take these classes at Gateway? Mr. Hornbower responded that we will explore those options. Member Riley asked if there would

ever be an opportunity to offer those courses again? Mr. Hornblower stated that we will continue to survey students and possible options.

b. Enrollment/Attendance – The current enrollment is 788 students. The attendance is 93.94%.

c. Staffing update – Mr. Hornblower stated that at this time we have four vacancies that we are still looking to fill. The others recommendations for hire have been made. No questions regarding this.

d. Space Usage – Information regarding space usage and possible classroom re-locations has been given to SBDM members in their packets. Mr. Hornblower explained that we have used some strategic placement of teachers to allow for common planning as requested. One request for change was made to provide a classroom space for welding. With noted change a motion was taken. Motion was made by Member Magner. 2nd by Member Lorenz. Consensus by Members Horton, Riley and Kennison.

e. Emergency Plan – SBDM policy regarding emergency planning has been included in member packet for review.

f. SBDM training/background check – Members were reminded of upcoming training and need for new parent members to have a background check conducted.

g. July Meeting – After discussion, a special meeting has been set for July 8 at 4:30 pm in room 3110 with one agenda item which is to set meeting dates for 2015 -2016 school year.

7. Adjournment – Motion to adjourn by Member Lorenz. 2nd by Member Riley. Consensus by Members Horton, Kennison and Magner. Meeting adjourned at 6:41 pm.