

Holmes High School

SBDM Meeting

Approved Minutes: November 9, 2015

SBDM Members

Scott Hornblower, Chairperson
Renata Kennison, Teacher Representative
Karen Zaino, Teacher Representative
Anthony Magner, Teacher Representative
Julia Riley, Parent Representative
Daniele Axtell, Parent Representative
Alvin Garrison – Central Office Support
Davana Herron - Secretary

Agenda:

November 9, 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. PTSA Update
3. Program Review Update
4. School Improvement Planning Report
5. Budget Report
6. Other Committee Reports
7. Bylaw or Policy Report or Review
8. New Business
 - a. Curriculum/Instruction
 - b. Staffing Update
 - c. Enrollment/Attendance
9. Adjournment

Meeting called to order at 4:31 PM by Scott Hornblower, Chairperson.

1. Opening Business

a. Roll Call – Present – Scott Hornblower, Renata Kennison, Tony Magner, Julia Riley, Karen Zaino, Daniele Axtell

Absent – Alvin Garrison

Others present – Davana Herron, Secretary, NKU students, Donna Adams, Bradie Bowen

b. Approval of the Agenda – Motion to approve by Member Magner. 2nd by Member Kennison. Consensus by Members Zaino, Riley and Axtell.

c. Approval of the minutes of the previous meeting – Motion to approve minutes of October 19, 2015 by Member Magner. 2nd by Member Zaino. Consensus by Members Axtell, Riley and Kennison.

d. Good News Report –

- Ahmad Sherman, Cross Country State Qualifier, had a personal best time at the State Meet over the weekend.
- Jamar Yewitt was nominated for Prudential Scholarship Award.
- Mr. Hornblower explained that each month he receives a mentoring report. Holmes High School has 102 current mentor matches of which 75 are school-based and 27 are community-based. In October, 290 volunteer hours were put in by these mentors and among the mentees there were only 22 discipline referrals a 3.2 GPA.

e. Public Comment – No public input.

2. PTSA Update – Ms. Axtell stated the PTSA will continue with the current activities until after Christmas and are looking to build a few more involved members.

3. Program Review Update – Mr. Magner stated that the committee met last week and the first submission of a rough draft is due December 3rd. The program review leads are getting some submissions from teachers that are implementing program review in their classrooms. Mr. Hornblower stated that program review is 23% of our school accountability.

4. School Improvement Planning Report-

Ms. Bowen gave an update on Comprehensive School Improvement Plan (CSIP). The goals of the Comprehensive School Improvement Plan are draft format and a copy of that was given to SBDM members. The goals not listed are to be given to us by the state and central office. Ms. Bowen reviewed the components of the CSIP.

There was discussion regarding more students involved and how parents know what we are doing. Mr. Hornblower explained those things are not typically in the CSIP, but he is open to ways to communicate this to parents.

From this discussion a charge was form for the School Culture and Resources Committee.

The charge is to explore specifics on how to incentivize/reward students for assessment performances.

Motion by Member Kennison. 2nd by Member Riley. Consensus by Members Zaino, Axtell and Magner.

Mr. Hornblower explained the CSIP has to be submitted to central office by December 2nd. Mr. Hornblower asked, "How does SBDM want to proceed with CSIP approval?" After some discussion, it was decided that a special SBDM meeting would be called for November 30, 2015 at 4:15 PM. The agenda for the meeting will be CSIP approval.

5. Budget Report - A copy of the SBDM budget including available and spent funds was given to all SBDM members.

Mr. Hornblower explained that Section 7 money will be given by the district, but doesn't have a final amount. Mr. Hornblower reminded council that funds must be spent to either impact student achievement or affect school climate and culture. Mr. Hornblower suggested funds could be used to purchase furniture and holding a winter inter-session for behind/failing students. Ms. Kennison suggested possible textbook needs.

Ms. Zaino suggested that National Honor Society members may be able to serve breakfast as a service opportunity. Tentatively dates would be December 28th, 29th and 30th for the winter intersession.

6. Other Committee Reports –

Ms. Kennison reported for the School Culture and Climate Committee. The committee discussed and voted on taking out the language regarding Student-Led Conferences. A motion was made to amend policy to redact the following "Student-Led Conferences will also take place at which the student will inform the parent of their academic experiences."

Motion by Member Kennison. 2nd by Member Magner. Consensus by Members Zaino, Axtell and Riley.

7. Bylaw or Policy Report or Review – A sample policy from Kentucky Association of School Councils was presented to council for review. This policy was tabled so SBDM council could provide suggestions.

Mr. Magner presented suggestions for program review policy and highlighted changes from suggested KASC.

HOLMES HIGH SCHOOL PROGRAM REVIEW POLICY

PROGRAM REVIEW PROCESS

1. The Program Review Committee will be made up of a representative for the Arts/Humanities, Career/Practical Living, World Languages, and Writing sections of Program Review, as well as a school administrator and Program Review Coordinator. The committee meetings will be open to parents/community members.

2. Each Program Review Committee member will serve on one program review area (writing, arts and humanities, practical living/career studies and world languages/global competency).
3. **In-depth Review Area** - The teams will each be responsible for identifying and/or collecting evidence, analyzing data, and evaluating **one** of the standards below for **at least one program review area**. **The timeline will be decided upon by the committee at the October meeting. A possible timeline follows:**
 - September/October: Administrative/Leadership Support and Monitoring
 - November/December: Professional Learning Development and Support Services
 - January/February: Curriculum and Instruction
 - March/April: Formative and Summative Assessment
4. **Updated Review Areas** - The council may choose to do only one in-depth program review in a year and for the other areas the teams will be responsible for doing an update review. For these areas the teams will be responsible for reporting progress on how the identified needs have been addressed since the previous years' ratings. Based on the new evidence the committee can recommend a change in the rating for that program review area. The timeline for the review of each standard will be the same as listed in number 3 above.
5. **A representative from the Program Review Committee** will report program review results and recommendations to the council at the SBDM meeting **based off the timeline decided in October. A possible timeline follows:**
 - October: Administrative/Leadership Support and Monitoring
 - December: Professional Learning Development and Support Services
 - February: Curriculum and Instruction
 - April: Formative and Summative Assessment
6. The council will analyze the data provided by the standards teams periodically throughout the school year. Based on the recommendations from the standards teams, the council will decide action steps to strengthen the programs, including but not limited to: adjusting staffing, course offerings and schedule. Pertinent goals, strategies, etc., will be included in the school improvement plan.
7. The council will ensure that reports concerning decisions and changes will be reported to the staff in a timely manner.
8. The council will develop an action plan including professional development, if needed, which takes into account the recommendations from all the program review standards teams.
9. The staff will implement the steps recommended to strengthen the program review areas and the Program Review Committee will continue to collect data and evidence on progress for council action steps.

PROGRAM MONITORING

The principal will:

- Ensure curriculum is aligned to Kentucky Core Academic Standards.
- Ensure that the council annually reviews and revises (if necessary) the Program Review Policy.
- Ensure that the steps recommended by the Program Review Committee to strengthen our programs are implemented in a timely manner.

- Frequently provide communication with parents and the community about the school's programs included in the program reviews.

The council will:

- Ensure teachers receive embedded professional development needed to improve instruction in the program review areas.
- Ensure staffing allocation decisions are made to support all the school's instructional programs, including the program review areas. Each year the council will review the effectiveness of the staffing allocation for supporting the school's programs.
- Receive regular reports from the principal on:
 - The availability of resources for supporting the school's program review areas when it makes budget decisions and
 - The use of instructional time for supporting the school's program review areas.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: _____
 Date Reviewed or Revised: _____
 Date Reviewed or Revised: _____

A motion was taken. Motion by Member Magner. 2nd by Member Axtell. Consensus by Members Kennison, Riley and Zaino.

8. New Business –

a. Curriculum/Instruction –

- Mr. Hornblower stated that we received the proposal from APEX Learning and will be making available for AP students to have an enrollment.
- Ms. Zaino asked about having the school-wide benchmarks be spread out over two weeks to avoid testing fatigue and coordinate benchmarks by department. SBDM council discussed this. Mr. Hornblower stated that is a great suggestion and explained that these benchmark are a way to measure growth and progress and to use data from the results. It was agreed that these benchmarks will be spread out over a two week time period.

b. Staffing Update – The ROTC instructor position is still open at this point. The math vacancy is still open and was reposted. The English position approved last month has been posted.

c. Enrollment/Attendance – Current enrollment is 854 students and attendance is 94.36%.

8. Adjournment – Motion to adjourn by Member Zaino. 2nd by Member Kennison. Consensus by Members Magner, Axtell and Riley. Meeting adjourned at 5:45 PM.