

Holmes High School

SBDM Meeting

Approved Minutes: December 14, 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: December 14, 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 4:33 PM by Scott Hornblower, Chairperson.
Mr. Hornblower read meeting rules and procedures.

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, Members of the Public

b. Approval of the Agenda – Mr. Hornblower requested that the order of agenda items be changed to switch agenda items number 8 and 6. Motion to approve by Member Magner. 2nd by Member Zaino. Consensus by Members Axtell, Riley and Kennison.

c. Approval of the minutes of the previous meetings – Motion to approve minutes of November 9, 2015 meeting. Motion by Member Magner. 2nd by Member Kennison. Consensus by Members Riley, Zaino and Axtell. Motion to approve minutes of November 30, 2015 Special Meeting. Motion by Member Kennison. 2nd by Member Magner. Consensus by Members Zaino, Axtell and Riley.

d. Good News Report –

- ROTC escorted a group of veterans during the Governor’s Inaugural Parade
- Academic and athletic teams doing well.
- Congratulations to three students for being selected to be Skyward-SD1 Environmental Science NaviGo Futures Scholars! They will now have the opportunity to work with a wide variety of professionals from SD1 who dedicate their lives to protecting and improving the environment in our region. They will also be working with a NaviGo Coach who will be helping to empower them to focus on their next steps beyond high school!
- College Application Month Final Statistics
 - 147 seniors were given the opportunity to participate during College Application Month
 - 144 seniors (98%) participated in a College Application Month activity
 - 141 seniors (96%) completed at least one college application (3 students are joining the military)
 - 87 seniors (59%) completed 3 or more college applications
 - 430 college applications were submitted during College Application Month
 - 43 seniors were admitted to Northern Kentucky University (most admitted students during an on-site visit)
- After the winter break, we will be taking photos of students accepted into colleges and military institutions. Ms. Kennison noted that these letters are also posted in the Chapman building.

e. Public Comment –

Carrie Cox – Addressed council regarding SBDM committees and the IB program.

Carol Gastright – Addressed council regarding the IB program and how successful her children that went through the program are.

Steve Frank – Addressed council as a Covington City Commissioner. He stated that one of the issues that needed addressed was the school system. The city is trying to create an environment where people want to raise families.

Oakley Farris – Addressed council regarding Holmes High School needing to embrace the IB program.

Member Magner explained that in this format SBDM council is unable to respond to public comment. He believes we should consider hosting a forum in January to allow public comment and open discussion in January and he would recommend we do this before voting on any recommendation takes place.

Member Magner motioned to hold these forums on January 6th from 4:00 to 5:30 PM in the auditorium and on January 7th from 6:00 to 7:30 PM in the auditorium.

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

The forums will posted on the school website.

2. PTSA Update – Ms. Axtell stated that there is no update from PTSA this month.

3. Program Review Update – The Program Review policy will be presented for a second reading today. The policy is posted below.

HOLMES HIGH SCHOOL SBDM Council Policy

PROGRAM REVIEW POLICY Best Practice 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 of First Reading: 11-9-15

Date of Second Reading: 12-14-15

Motion was taken to approve policy as second reading. Motion by Member Magner. 2nd by Member Axtell. Consensus by Members Riley, Kennison and Zaino.

4. School Improvement Planning Report- Mr. Hornblower stated that the CSIP was sent to SBDM members including information received from the state. The CSIP was submitted to Ms. Ball to meet the deadline. No discussion occurred.

5. Budget Report - A copy of the SBDM budget including available and spent funds was given to all SBDM members. Ms. Zaino asked a question regarding if the Section 7 budget had been determined and if we would be able to hold the winter intersession. Mr. Hornblower stated that he has not received a formal budget from the board and the intersession would more likely be around Spring Break. Ms. Kennison asked about the SBDM instructional supplies line and what sort of expenses that would be. It was explained that those expenses would be items ordered for classroom teachers.

6. Other Committee Reports – The curriculum/instruction committee is reporting on committee charges. They are represented by Jessica Duty and Ashley Lorenz.

Committee charge: Review and ensure that course catalog is aligned to state standards and coding, that pathways and clusters are communicated in family friendly language. Committee representatives stated that this charge will not be addressed at this meeting.

Committee charge: This committee will evaluate the feasibility of introducing dual credit distribution and logistics certification program to the high school, ideally for 16 – 17 school year. Committee representatives reported that we currently have 3 of 5 programs that allow for credential certification. There is some discrepancy as to whether logistics is an approved pathway. The committee would like this charge to be tabled to 16 – 17.

Committee charge: Investigate and review grading policy and alternate grading models, including standards based models. Committee representatives report that the grading policy has been tabled for later discussion.

Committee charge: Evaluate feasibility of the dual credit, AP and IB programs at Holmes High School and make recommendations for continuation of these programs. Committee representatives reported that three votes were taken and it was agreed that the third vote would be binding. That vote resulted in 7 members voting for the continuation of AP and 6 members voting for the continuation of IB. Ms. Kennison asked Ms. Duty to clarify another vote that was taken. That vote and the results are as follows: Member Duty: questioned committee if we would like to do a vote for a hybrid program. Committee agreed we'd like to vote on this...

Yes-----9 and 10th AP or Honors Like classes

11 and 12th IB classes

No-----Not a hybrid program; just one or other

Vote results: Yes---11

No--2

There was some discussion regarding whether what the committee voted on was the correct committee charge. Ms. Herron read the committee charge. Upon review of committee meeting minutes and reading of the SBDM charge, it was determined that the charge did not go to the committee members in the correct wording. The charge was presented to the committee as: Evaluate the AP/IB/Dual Credit programs in place and present an idea to consolidate programs to only two and also present ideas to improve enrollment of students in programs. It was determined that the Curriculum/Instruction Committee should re-group as a committee with the original charge. Ms. Zaino stated that she would take responsibility of informing the committee of the dates that were determined for the community forums.

No vote was taken, no motion was taken. Charge is still outstanding.

7. Bylaw or Policy Report or Review – Program Review Policy was presented to SBDM council for a second reading. The action taken is noted under agenda item 3.

A second reading was taken for the Parent-Involvement Policy. The policy is posted below.

Holmes High School

SBDM Council Policy

Parent Involvement Required for Title I Schools

We at Holmes High School are committed to:

- Recognizing parents play an integral role in assisting their child's learning
- Encouraging parents to become an active influence in their child's learning experience
- Supporting parents becoming full partners in school educational planning and operations
- Being consistent with the parent involvement goals on Title I and No Child Left Behind Act (NCLB) of 2001

Parent, Teacher, Student, Administrator Agreement

- Our parents, teachers, students, and administrators in combination with the local community all members of the same team that strive for academic excellence and share responsibility in obtaining our common goal of graduating every student

School Commitment

- Provide curriculum based upon the standards of the Kentucky Core Content in a rigorous and safe learning environment to increase proficiency levels
- Make available the content students will learn each year through the methods explained in the Holmes High School Curriculum Policy
- Provide parents with frequent and ongoing reports on their child's progress including but not limited to midterm reports and quarterly grade reports
- Hold parent teacher conferences during which this policy can be discussed along with student progress and behavior. Ideas, concerns, and recommendations will be welcomed.
- Provide email addresses and telephone extensions of teachers in order to promote appropriate communication between teachers and parents. All staff including administrators will be available for face to face meetings by appointment or during conferences.

- Send home quarterly newsletters with formal grade reports discussing ways the family can assist student learning and listing upcoming school events.
- Support an active Parent Teacher Association or Organization and school Booster organization
- Parents will be provided opportunities to (but not limited to)
 - o Tutor
 - o Assist teachers in the classroom with activities that require more than one adult
 - o Prepare materials, address communication needs, and bring refreshments for family and community involvement activities
 - o Serve on any of the decision making committees, join any parent teacher organization, and become a member of any booster organization
 - o Volunteer along with other members of the community at events taking place at the school
- Ensure that all adult volunteers working in the school and with the students are subject to board policy concerning school volunteers and parental involvement with students as well as a state law required background check
- The Family Resource and Youth Service Center will survey families once a year to obtain information about what services and activities will help the children become better learners. They will also offer a thought-out, advertised menu of activities and programs to offer to the community

Parent Responsibilities

- Make sure by all possible measures their child attends school regularly and monitor their attendance record
- Become familiar with and support all school policies
- Show interest in their child's school work in order to increase high academic achievement
- Make sure their student has completed all school work or homework, help their child manage time, and assist in organizational skills
- Participate in appropriate decision making processes that relate to their child's educational success
- Carry good communication with teachers and administrators in regards to students grades and behavior
- Take part in any surveys sent home and read any items sent home discussing school events and student progress
- By any means possible volunteer, participate, or serve on any available councils, organizations, or committees. Attend site-based decision making meetings and comment on policies or plans as they are presented.
- Provide the school with up to date contact information, most importantly an address and phone numbers. Inform the school of any changes that occur to contact information

Student Responsibilities

- Attend school on a regular basis
- Follow all school and classroom rules including:
 - o Behavior guidelines
 - o Class work and Homework policies
 - o Understanding and accepting all consequences
 - o Being responsible for missed work during excused absences
- Bring all necessary materials to school and each class
- Deliver all school information and notices received at school to parents or adult in charge at home

DATE OF FIRST READING – 11-9-15

DATE OF SECOND READING – 12-14-15

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

8. New Business –

a. Curriculum/Instruction –

- The second benchmark exams are being taken this week. The winter intersession that Section 7 money was going to be used for is not available yet. Mr. Hornblower stated we will be looking more towards the spring for an intersession.
- The school is having ACT prep on some Saturdays leading up to ACT test dates as well as morning and afternoon tutoring
- Ms. Zaino asked about having the assessment committee explore staggering exams.

A motion was taken to provide the following charge to the assessment committee.

Propose a staggered assessment schedule that allows for adequate preparation in each subject for quarter 3 and final exams.

Present at February SBDM meeting.

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

b. Staffing Update – Mr. Hornblower stated that we have recommended a teacher for hire for the English position. An application was received today for the math position. There has been a recommendation made for ROTC position and are hoping for a January 4th start.

c. Enrollment/Attendance – Current enrollment is 840 students and attendance is 94.15%. Ms. Kennison asked if seniors have been reminded of graduation participation policy. Mr. Hornblower stated that Mr. Hartman is taking care of this.

8. Adjournment – Motion to adjourn by Member Magner. 2nd by Member Zaino. Consensus by Members Axtell, Riley and Kennison. Meeting adjourned at 5:52 PM.