

Holmes High School

SBDM Meeting

Approved Minutes: February 8, 2016

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: February 8, 2016

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 4:28 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, Donna Adams, Northern Kentucky University student

b. Approval of the Agenda – Mr. Hornblower requested to add the Youth Service Center's Continuation Program Plan and Action Components to the agenda. Member Zaino suggested to add this under other committee reports.

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

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

c. Approval of the minutes of the previous meetings –

January 11, 2016 – A change was requested under section 8c to modify the following sentence to: Mr. Hornblower stated he is working with our teachers of English Language Learners teachers to create a more responsive program to our non-English speakers.

Motion to approve with change by Member Magner. 2nd by Member Kennison. Consensus by Members Zaino, Axtell and Riley.

January 25, 2016 Special Meeting – Motion to approve by Member Magner. 2nd by Member Zaino. Consensus by Members Axtell, Riley and Kennison.

February 3, 2016 Special Meeting – Motion to approve by Member Zaino. 2nd by Member Kennison. Consensus by Members Magner, Axtell and Riley.

d. Good News Report –

- Member Kennison – The Chess Club participated in an event on Saturday. They competed against six schools and are eligible to compete in the state competition. The tournament director at the Saturday event said they would like to see if we could open the competition back up in Northern Kentucky. Mr. Hornblower stated he is not sure why we couldn't. Ms. Kennison stated that the students represented and performed well.
- Mr. Hornblower stated that at the Skills USA welding competition that one of our students finished 3rd and received a \$3000 scholarship to the Kentucky Welding Institute. Another one of our students finished 4th and received a \$500 scholarship to the Kentucky Welding Institute.

- The swim team traveled to the University of Louisville over the weekend and performed well.
- Ms. Kennison stated that two juniors have been invited to apply for a legacy program at Berea College. Ms. Cann, College Coach is assisting with these applications.

e. Public Comment – No public comment.

2. PTSA Update – Member Axtell stated there is no update at this time.

3. Program Review Update – Member Magner stated that in March we are getting together with the district again and rating ourselves on different categories. Mr. Hornblower stated that there is legislation on Senate Bill 1 regarding Program Review but that legislation is pending.

4. School Improvement Planning Report- Mr. Hornblower stated that we recently went through a consolidated audit of our federal programs and we have been getting information back from it in pieces. Mr. Hornblower stated he would like to wait until the comprehensive results is received from the district and share with council as a complete picture. Ms. Zaino asked what the elements of the audit were. Mr. Hornblower stated that special education, career and technical education, professional development and English language learners CTE, PD, ELL were all part of the audit. Mr. Hornblower stated that we did receive information back on our Career and Technical Education program and the results were not unexpected. We did have some data clean-up to do around this and it was recommended that we look at our data on a monthly basis.

5. Budget Report - A copy of the SBDM budget including available and spent funds was given to all SBDM members. Member Kennison asked if the district pays for CERT tests. Member Riley what is reference materials? Mr. Hornblower stated it could be books or anything other for classrooms. Member Axtell asked what happens to money not spent particularly regarding field trips. Mr. Hornblower stated that no one is asking for field trips. Mr. Hornblower stated that it goes back to the general fund. Member Kennison stated that we are doing well on copier clicks.

Mr. Hornblower stated that we are required to have an ad-hoc budget committee each year. We have already made instructional leads aware to start to prepare for big budget or needed items for next year. We will have a tentative allocation of SBDM funds after the February 11th board meeting. We are looking at February 25th to hold this ad-hoc budget committee meeting.

6. Other Committee Reports – Mr. Hornblower stated that there are no committees to report at this meeting.

The Youth Service Center Continuation Program Plan was presented to SBDM council. The Action Components and Implementation and Results include the areas of Substance Abuse Education and Counseling, Summer and Part-time Job Development, Family Crisis and Mental Health Counseling, Career Exploration and Development, Referrals to Health and Social Services, Educational Support, and Basic Needs. Motion to approve Youth Service Center

Continuation Program Plan by Member Kennison. 2nd by Member Zaino. Consensus by Members Magner, Axtell and Riley.

Member Kennison stated that Youth Service Centers are facing budget cuts from the state level.

Member Zaino asked if Covington Partners could do a presentation for council regarding some of the data that the KIP survey and other surveys that they collect? Mr. Hornblower stated that we could have them do a presentation.

7. Bylaw or Policy Report or Review – The following policies were reviewed and presented for first readings:

Consultation on Hiring Other than the Principal – Mr. Hornblower stated that he includes everyone on the interview process. All SBDM members are invited, the department chairperson or at least a member of that department are invited.

The content area chairperson, immediate supervisor, or designee(s) will assist the principal in

reviewing the applications, checking references, and assists in the interview process. The principal shall consult with the SBDM council at regularly or special called meetings,

the principal shall recommend the person he/she believes will contribute most to the success of the school's students and will notify the superintendent of his/her choice. His/her decision is binding.

If a quorum of the Council fails to attend a meeting for which consultation is on the agenda,

the principal may choose either of the following options:

1. Call another meeting.
2. Declare an emergency and conduct the required discussion with the members who are present at the meeting.

DATE OF FIRST READING – 2-8-16

DATE OF SECOND READING –

Motion to approve as first reading by Member Magner. 2nd by Member Zaino. Consensus by Members Kennison, Riley and Axtell.

Assignment of Instructional and Non-Instructional Staff Time – The following policy was presented for a first reading.

The principal shall assign each staff member's time in a manner that supports implementation of the Comprehensive School Improvement Plan and the needs of the students. Each teacher shall be provided with at least one instructional period of planning time each day. Any additional planning time provided will be at the discretion of the principal. The principal shall recommend the tentative master schedule for Council approval in April and recommend a final master schedule for Council approval in July.

Additional Staff Time Assignments:

- Morning, between class, and afternoon hallway supervision
- Supervision of school day events
- Any additional assignments at the discretion of the principal which creates a safe and orderly learning environment.

DATE OF FIRST READING – 2-8-16

DATE OF SECOND READING –

Advanced Placement-International Baccalaureate Policy - The decision was made to get rid of this policy because it is best practice and best practice changes and combine the necessary components of this policy with the College-Levels Courses policy. The revised version of the College-Level Courses Policy was presented for a first reading.

College-Level Courses Policy – The following policy was presented for a first reading:

Curriculum and Availability

The SBDM Council of Holmes High School is committed to providing rigorous curriculum and instruction for all students. All students may select from courses in the International Baccalaureate Diploma Program, core content, Advanced Placement courses and dual-credit courses offered at school, online or at nearby college and university campuses.

If the course is designated as an Advanced Studies course, it must:

1. Be identified as International Baccalaureate course by the International Baccalaureate Organization and prepare students to take accompanying exams
2. Be identified with an approved syllabus as an Advanced Placement course by the College Board and prepare students to take accompanying exam
3. Be aligned with Kentucky's Academic Expectations and Kentucky's Program of Studies
4. Be taught by staff with appropriate content certification and professional development preparation to teach the Advanced Studies course

The principal or designee will make the appropriate arrangements for these courses to be offered, including communicating to students and parents any costs associated with the courses.

The SBDM council will ensure that principal, counselors, AP/IB coordinator and/or designee will provide an annual informational session to students and parents on college-level course options.

DATE OF FIRST READING – 2-8-16
DATE OF SECOND READING –

Motion to approve as first reading by Member Magner. 2nd by Member Zaino. Consensus by Member Kennison, Riley and Axtell.

Assignment of Students to Classes and Programs with the School – The following policy was presented for a first reading:

Criteria for student assignment to classes and programs:

The principal and school counselors shall ensure that students are assigned to classes and programs in a manner that will:

1. Take each student's developmental needs into account.
2. Take each student's personal goals in their Individual Learning Plans into account.
3. Implement our School Improvement Plan.
4. Attempt to not exceed the state class size cap except under the circumstances described below.

Class Size:

Temporary exception to the class size cap rule may be made in order to provide an appropriate assignment to a student newly enrolled in the school.

Permanent exceptions to the class size cap rule may be made after meeting with all teachers for the appropriate student level and topics to discuss student needs and possible solution and after determining that no reasonable alternative will meet the students' needs.

Process for Student Assignment and Parent Notification:

1. Students will be assigned according to the criteria listed above by the school counselors and principal.
2. Parents/legal guardians will be able to obtain a copy of their student's schedule at the annual student-parent meeting with the school. After that meeting, the office will provide a copy upon request.
3. Parents who wish to seek a change in the assignment of their child shall be offered the opportunity to conference with the Principal or designee, who shall have the authority to make changes.

Evaluation:

Our School Improvement Planning process includes a regular cycle of reviewing data on student performance and data on our alignment with Kentucky's Standards and Indicators for School Improvement. By analyzing that data, we will be able to tell how well this policy is being implemented and having an impact, and therefore able to tell when changes are needed.

Motion to approve as first reading by Member Magner. 2nd by Member Zaino. Consensus by Members Axtell, Riley and Kennison.

After approval, some discussion occurred regarding the process to drop or change a class. It was suggested that Dr. Adams consult with the other counselors to suggest options for changing and/or dropping a class and what the process might be.

Curriculum Policy – The following policy was presented for a first reading:

The curriculum at Holmes High School shall:

Foster mastery of the Kentucky Core Academic Standards as well as district and school standards by all students.

The curriculum shall align with practices recommended by the Kentucky Program Review process.

Be delivered through systematic, professional learning community-developed Instructional Focus Calendar, instructional activities, and assessment.

Use appropriate instructional technologies to support student achievement.

Be delivered through instructional practices consistent with the Holmes High School Improvement Plan, research-based best practice, and recommendations of the SBDM committees.

The teacher shall:

1. Disseminate the curriculum expectations for their classes to students in an age-appropriate way and to all parents.
2. Teach the state/national standards assigned for their particular area or areas.
3. Be prepared to contribute to discussions of needed changes in the curriculum.

The principal or designee shall:

1. Ensure that copies of the curriculum standards and expectations for the school are available for parent review.
2. Meet with each new teacher to review the curriculum that applies to that teacher's assignment.

DATE OF FIRST READING- 2-8-16

DATE OF SECOND READING-

Enhancing Student Achievement Policy – The following policy was presented for a first reading.

School Mission and Belief Statement

The mission of the Holmes High School faculty and staff is to guide students to discover, pursue and connect to their post-secondary dreams.

We believe in inspiring and preparing our students to excel academically and personally.

Goals:

1. Increase graduation rate: 85% of 9th graders graduate four year later.
2. Increase ACT scores: 85% of graduates meet the benchmarks for college readiness.
3. Increase college enrollment: 75% of graduates enter a post-secondary program leading to a degree or certification.
4. Increase the college retention rate: 85% of students who begin a post-secondary program return for the second year and or complete a shorter certification program.
5. Increase career/college readiness: _____

Procedures:

In order to carry out our school's mission and to accomplish Kentucky's Learning Goals, we will:

1. Develop SBDM policies, which contribute either directly or indirectly to accomplishing this mission.
2. Develop SBDM policies, which contribute either directly or indirectly to enhancing student achievement by improving teaching and learning at our school for each and every student.
3. Complete an annual needs assessment including but not limited to analyzing student performance on the state testing.
4. Annually revise our School Improvement Plan to address identified needs. The council will be responsible for adopting the plan and conducting Implementation and Impact checks to monitor the plan.
5. Budget and hire to support our School Improvement Plan.

DATE OF FIRST READING- 2-8-16

DATE OF SECOND READING-

Motion to approve as first reading by Member Magner. 2nd by Member Kennison. Consensus by Members Zaino, Axell and Riley.

Instructional Practices Policy – The following policy was presented for a first reading:

It is the belief of Council that all students can learn at high levels when provided with

appropriate instruction and support. Council believes that students learn best when they:

1. are actively involved in their own learning,
2. have some ownership over what is being learned,
3. communicate with peers about what they are learning,
4. study subjects in ways that show applications to life,
5. are able to make connections between content areas.

Appropriate instructional practices shall be selected based on assessment of student needs

and implementation of the Comprehensive School Improvement Plan.

DATE OF FIRST READING – 2-8-16
DATE OF SECOND READING –

Motion to approve as first reading by Member Magner. 2nd by Member Zaino. Consensus by Members Axtell, Riley and Kennison.

8. New Business –

a. Curriculum/Instruction – In regards to the course catalog, Mr. Hornblower had approached Mr. Moore (Instructional Lead for Social Studies) and Mr. Moore suggested that we should offer AP World History instead of AP Human Geography at the 9th grade. Mr. Moore also suggested that we continue to offer both Psychology and IB Psychology. Member Magner stated that he felt that IB Psychology was a good choice for students to take at least one IB course. Member Riley asked about what safety net would be in place for students. Mr. Hornblower replied that having two teachers that were teaching the course would be one safety net and other safety nets could be implemented by the teachers. A motion was taken to replace AP Human Geography with AP World History in the course catalog. Motion by Member Kennison. 2nd by Member Magner. Consensus by Members Zaino, Axtell and Riley.

Member Zaino asked if we would consider IB Theory of Knowledge being offered for a ½ year over two years. Member Axtell asked if the issue was that it would affect the student being considered career ready. Mr. Hornblower replied that the student has to complete four years of CTE courses to reach completer status. Member Zaino stated it would affect approximately 12 students if offered as a half credit over two years. Mr. Hornblower stated that career readiness is also twenty percent of our state accountability. Member Magner stated that considering twenty percent of our accountability is tied with career ready status, he doesn't feel it is a problem for IB Theory of Knowledge to be offered as a full credit over one year. Mr. Hornblower stated that there are very few CTE courses that are offered as a half credit and that central office expects our students to start and complete their courses to be career ready. Member Kennison stated that we have to let our students who are juniors complete their IB Theory of Knowledge to be eligible for the IB Diploma and that we could start the IB Theory of Knowledge as a full year course with our current sophomores and the student has to choose to be a CTE completer or to pursue the IB Diploma. Mr. Hornblower stated that he is willing to go to central office to allow IB Theory of Knowledge for a half credit as seniors for current juniors. Mr. Hornblower stated that he does not want to deprive a student of the opportunity to be an IB Diploma Candidate.

A motion was taken to offer half credit of IB Theory of Knowledge to incoming seniors to finish eligibility for IB Diploma in existing IB Theory of Knowledge class. Motion by Member Zaino. 2nd by Member Manger. Consensus by Members Kennison, Riley and Axell.

b. Staffing Update – Mr. Hornblower stated that we are fully staffed at this time. He stated he may approach council soon with a request to add a career and college readiness coach.

c. Enrollment/Attendance – Current enrollment is 819 students and attendance is 93.68 %. Mr. Hornblower stated that we are still experiencing growth in the ELL population. We have had 14 to 16 new students since January 4th. Ms. Axtell will look into if another SBDM election is required for a minority representative of the English Language Learners population.

8. Adjournment – Motion to adjourn by Member Magner. 2nd by Member Zaino. Consensus by Members Axtell, Riley and Kennison. Meeting adjourned at 7:12 PM.