

# Holmes High School

## SBDM Meeting

### Approved Minutes: March 14, 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: March 14, 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
  - a. Tentative Staffing Allocation
  - b. Ad-Hoc Budget Committee – Section 6 SBDM Budget Recommendation
6. Other Committee Reports
7. Bylaw or Policy Report or Review
  - 7a. Assignment of Students to Classes and Programs within the School – 2<sup>nd</sup> reading
  - 7b. Consultation for Hiring Other than the Principal – 2<sup>nd</sup> reading
  - 7c. Assignment of Instructional and Non-Instructional Staff Time – 2<sup>nd</sup> reading
  - 7d. College-Level Courses – 2<sup>nd</sup> reading
  - 7e. Curriculum – 2<sup>nd</sup> reading
  - 7f. Enhancing Student Achievement – 2<sup>nd</sup> reading
  - 7g. Instructional Practices – 2<sup>nd</sup> reading
  - 7h. Determination of the School Schedule – 1<sup>st</sup> reading

- 7i. Determination of the Use of School Space – 1<sup>st</sup> reading
8. New Business
  - a. Curriculum/Instruction
  - b. Staffing Update
  - c. Enrollment/Attendance
  - d. SBDM Elections
  - e. Professional Development Plan
  - f. Field Trips
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, Alvin Garrison

Absent – All present

Others present – Davana Herron, Secretary, April Brockhoff

**b. Approval of the Agenda** – Motion to approve agenda by Member Kennison. 2<sup>nd</sup> by Member Magner. Consensus by Members Zaino, Riley and Axtell.

### **c. Approval of the minutes of the previous meetings –**

**February 8, 2016** – A change was requested under agenda item 5 (Budget Report) to modify minutes to the following: 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.

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

### **d. Good News Report –**

- Included in packet for SBDM members is good news regarding promising results of an On-Demand scrimmage and an email from Mr. Garrison regarding a positive visit to Holmes High School.
- Member Axtell reported that she took eight students to a fine arts festival in Campbellsville and of those three were invited to a national competition. Mr. Magner stated he would like to have that information for program review.
- Member Kennison stated that the sculpture the students are doing in the library has been a nice collaborative effort.
- Mr. Hornblower stated that the girls basketball team made a great run by winning the 9<sup>th</sup> region tournament and making it to the second round of the state tournament.

- Mr. Hornblower reported that the band ensemble had their first distinguished rating since 2005.
- Mr. Hornblower reported that the boys track team had a state runner-up at a recent indoor track meet.
- Mr. Magner reported that he felt the student did well on the ACT, he heard good conversations and saw great preparation.

**e. Public Comment** – April Brockhoff – Reported that her son has been visiting colleges lately and on a recent visit to the University of Louisville it came to her attention that the IB Math Studies course was not accepted for college credit. Since this visit, Ms. Brockhoff looked into a few other schools and discovered that none of those schools accept the course for credit either and the IB recommends the Math Studies course for students not intending to go to college. Mr. Hornblower agreed that we may need to look at math differently. Member Magner stated that he will investigate which math courses count for credit and which courses are needed for college admission.

**2. PTSA Update** – Member Axtell stated there is no update at this time. PTSA has been shelved for the time being and we can remove the PTSA update from future agendas.

**3. Program Review Update** – Member Magner reported that program review leads met last week and completed a mock scoring activity. We scored as proficient and possibly distinguished in some areas.

**4. School Improvement Planning Report-** Mr. Hornblower stated that we had a consolidated monitoring visit and received some information from that visit today. The visit focused on Title 1 programs (no findings), Career and Technical Education (CTE) which had no findings but some suggestions for improvement, Title 2 programs and Special Education programs. Mr. Hornblower stated that from a high school perspective we are pleased with the findings. At the next meeting, Mr. Hornblower will have information and hard copies of the results of the monitoring visit.

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

**a. Tentative Staffing Allocation** – A copy of the SBDM allocation of staffing was emailed to all SBDM members on February 23<sup>rd</sup> and is included in packet given to SBDM members. Mr. Hornblower asked if there were any questions. Member Kennison commented that it looked pretty much the same. Mr. Hornblower stated that it is possible we will get an increase due to the high population of eighth grade students.

**b. Ad-Hoc Budget Committee** – Section 6 SBDM Budget Recommendation – A copy of the minutes from the ad-hoc budget committee meeting are included in packet as well as the SBDM Allocation Form for Section 6 funds. Mr. Hornblower asked if there were any questions regarding the recommendations of the ad-hoc committee. Member Axtell asked where would the cost of field trips come from? Mr. Garrison stated that if field trips were not aligned to the standards why are we going? Member Axtell stated that these students don't get to experience these things on a regular basis. Mr. Hornblower stated he has not denied any field trips.

Motion to approve SBDM allocation of Section 6 Funds submitted to SBDM council by Member Magner. 2<sup>nd</sup> by Member Zaino. Consensus by Members Axtell, Riley and Kennison.

**6. Other Committee Reports** – Mr. Hornblower stated that minutes from committee meetings are included in packet for SBDM members. Some discussion occurred regarding committee work.

From this discussion the following charge was initiated to the School Culture and Resources Committee:

Assist council in developing a school-wide academic honesty policy that also fulfills the requirements set forth by International Baccalaureate (IB).

Motion by Member Kennison. 2<sup>nd</sup> by Member Magner. Consensus by members Zaino, Axtell and Riley.

## **7. Bylaw or Policy Report or Review** –

### **7a. Assignment of Students to Classes and Programs with the School – 2<sup>nd</sup> 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.

**DATE OF FIRST READING – 2-8-16**  
**DATE OF SECOND READING – 3-14-16**

Motion by Member Magner. 2<sup>nd</sup> by Member Kennison. Consensus by Members Zaino, Axtell and Riley to accept as second reading.

**7b. Consultation for Hiring Other Than the Principal – 2<sup>nd</sup> Reading**

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 – 3-14-16**

Motion by Member Magner. 2<sup>nd</sup> by Member Kennison. Consensus by Members Zaino, Axtell and Riley to accept as second reading.

**7c. Assignment of Instructional and Non-Instructional Staff Time – 2<sup>nd</sup> 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 – 3-14-16**

Motion by Member Magner. 2<sup>nd</sup> by Member Kennison. Consensus by Members Zaino, Axtell and Riley to accept as second reading.

**7d. College-Level Courses – 2<sup>nd</sup> 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 – 3-14-16**

Motion by Member Magner. 2<sup>nd</sup> by Member Kennison. Consensus by Members Zaino, Axtell and Riley to accept as second reading.

### **7e. Curriculum – 2<sup>nd</sup> 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- 3-14-16**

Motion by Member Magner. 2<sup>nd</sup> by Member Kennison. Consensus by Members Zaino, Axtell and Riley to accept as second reading.

### **7f. Enhancing Student Achievement – 2<sup>nd</sup> Reading**

#### **School Mission and Belief Statement**

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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 9<sup>th</sup> 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 to greater than or equal to the state designated target

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- 3-14-16**

Motion by Member Magner. 2<sup>nd</sup> by Member Kennison. Consensus by Members Zaino, Axtell and Riley to accept as second reading with amendment to goal 5.

**7g. Instructional Practices – 2<sup>nd</sup> Reading** – This policy was not included in packet for a second reading to occur. Will be presented for reading at next meeting.

### **7h. Determination of the School Schedule – 1<sup>st</sup> Reading**

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Beginning with the 2014-2015 school year, the school day shall begin at 8:10 a.m. and end at 3:05 p.m.

50 minutes, 7 period day	
1st	8:10-9:05
2nd	9:10-10:00
3rd	10:05- 10:55
4th	11:00 - 12:20
5th	12:25 - 1:15
6th	1:20 - 2:10
7th	2:15 - 3:05
Lunch 1 10:55-11:20	
Lunch 2 11:25-11:50	
Lunch 3 11:55-12:20	
55 min 1st period	

The principal along with consultation of council will create a schedule that supports the Comprehensive School Improvement Plan and the needs of the students. Daily class schedules will reflect an equitable distribution of time and resources. Staff will be provided with communication from the principal and council in regards to any changes.

**DATE OF FIRST READING – 3-14-16**

**DATE OF SECOND READING –**

Motion by Member Zaino. 2<sup>nd</sup> by Member Magner. Consensus by Members Kennison, Riley and Axtell to accept as first reading.

**7i. Determination of the Use of School Space – 1<sup>st</sup> Reading**

The principal shall work with staff and other interested parties to review the use of the school space and then present any changes for approval as needed.

**DATE OF FIRST READING – 3-14-16**

**DATE OF SECOND READING –**

Motion by Member Zaino. 2<sup>nd</sup> by Member Magner. Consensus by Members Kennison, Riley and Axtell to accept as first reading.

**8. New Business –**

**a. Curriculum/Instruction** – Mr. Hornblower stated that 3<sup>rd</sup> quarter benchmark testing started today. Member Zaino gave an overview of the recent visit by International Baccalaureate (IB). Ms. Zaino reported that one big thing they discussed was the policies. There needs to be policies regarding academic honesty, language, special education inclusion policy and assessment. Ms. Zaino stated that teachers having IB training was an issue and we needed to



ensure that happens and the principal or designee should be trained as well. We also need to hold meetings among IB teachers and they could be potentially with Professional Learning Community's include in after school meetings. Another issue is that Theory of Knowledge has to be taught over two years, that is a big deal. Ms. Zaino stated that she is considering proposing Spanish SL for one year. Mr. Hornblower stated that if this is the way we are going to go, he would like to see us become an IB school not just an IB program. Mr. Hornblower mentioned that not complying with these requests from IB, that a withdrawal of authorization process would be initiated by IB. Ms. Kennison asked if we have the ability to accommodate for IB testing (have never done accommodations)? Mr. Hornblower stated that the Theory of Knowledge course is the most pressing issue.

**b. Staffing Update** – Mr. Hornblower stated that we are fully staffed at this time.

**c. Enrollment/Attendance** – Current enrollment is 798 students and attendance is 93.64%.

**d. SBDM Elections** – Mr. Hornblower stated that we need to hold SBDM elections over the next month. Ms. Kennison asked if it would be possible to hold the elections with an after school parent event already going on? Mr. Hornblower stated we are looking at trying to reschedule Parent/Teacher Conferences on April 6 and that would be a good opportunity. There are two parent representative and one teacher representative positions open. The parent elections will be ran by the Youth Service Center and the teacher elections by the teacher representatives whose positions are still in term for another year. After some discussion, Mr. Hornblower will check with Mr. Neff to ensure that a parent of a rising 11<sup>th</sup> grader would be eligible to serve on council due to the two-year term.

**e. Professional Development Plan** – A professional development plan for next school year was presented for approval. The following professional development would be required.

June 6<sup>th</sup> & 7<sup>th</sup> – PLC Training – Xavier University Cintas Center – 12 hours

August 10<sup>th</sup> – Holmes High School PD based on survey of teachers – 6 hours

August 11<sup>th</sup> – CIPS Equity Conference – Holmes High School – 6 hours

**Total of 24 hours**

**\* Additional PD will be provided for teachers teaching special programs such as IB, AP, Informatics, Biomedical, etc.**

Motion by Member Magner. 2<sup>nd</sup> by Member Kennison. Consensus by Members Zaino, Axtell and Riley.

**f. Field Trips** – A log of all known field trips scheduled is included in packet for SBDM Members.

**9. Adjournment** – Motion to adjourn by Member Riley. 2<sup>nd</sup> by Member Magner. Consensus by Members Zaino, Axtell and Riley. Meeting adjourned at 6:06 PM.