

Holmes High School

SBDM Meeting

Approved Minutes: July 21, 2015

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

SBDM Members

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

Agenda: July 21, 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. PTSA Update
7. New Business
 - a. Secretary/Vice Chair Elections
 - b. Email notification, *"Your Duty Under the Law" and Managing Public Records*
 - c. Master Schedule
 - d. Curriculum/Instruction
 - e. Staffing Update
 - f. Title 1 purchases
 - g. SBDM training
8. Adjournment

Meeting called to order at 4:32 PM by Scott Hornblower, Chairperson.

1. Opening Business

a. Roll Call – Present – Scott Hornblower, Renata Kennison, Tony Magner, Julia Riley, Alvin Garrison

Absent – Tarris Horton, Karen Zaino

Others present – Davana Herron, Secretary, Christina Morgan and Daniele Axtell

b. Approval of the Agenda – Motion to approve by Member Magner. 2nd by Member Riley. Consensus by Member Kennison.

c. Approval of the minutes of the previous meeting – Motion to approve minutes 2015 and July 8, 2015 special meeting by Member Magner. 2nd by Member Kennison. Consensus by Member Riley.

d. Good News Report –

-Mr. Hornblower shared an email sent to him by Stacie Strotman. Mr. Hamilton sent Ms. Strotman a very complimentary message about how valuable a Holmes High School student working at the Ninth District Summer Program has been this summer.

-Mr. Hornblower shared that a student working this summer has done an excellent job with cleaning lockers and putting new locks on them in preparation for the upcoming school year.

-Mr. Magner shared that some teachers from across the district including six from Holmes High School attended a Professional Learning Communities Conference in Louisville, KY last week. Mr. Magner stated that this was a very informative conference and some of the main ideas were how to build professional learning communities, why they are important and vital to school success. Mr. Hornblower added that those who attended the conference will be meeting this week to debrief important next steps from the conference.

-Ms. Kennison shared that there was wonderful press coverage of the Meinken Field Dedication and a Holmes High School Senior threw out the official first pitch.

e. Public Input – No public input.

2. School Improvement Planning Report – Mr. Hornblower shared that as an administrative group they have looked at the TELL survey results and discussed ways to improve and stated that we have some issues we need to work on. Mr. Hornblower stated that this will be something that we want to look at on a continual basis and will be a working condition goal for the assistant principals and himself.

Ms. Kennison asked if we can make a committee charge with the CSIP? Mr. Hornblower suggested that August may be a better meeting in which to do this. Mr. Garrison suggested for

committees to do Implementation and Impact Checks. The committees could do the leg work on this.

3. Budget Report – A copy of the SBDM Section 7 Budget Allocation worksheet that was approved by SBDM council for the 15-16 school year was provided in packet given to SBDM council members. The amount budgeted for the 14-15 school year was \$20,000 of which \$17,500 was used for copier clicks.

4. Other Committee Reports – Ms. Kennsion stated that we have determined there will be seven committees. Some discussion occurred regarding curriculum documents, academic honesty policy, grading policy, curriculum tools, assessment and curriculum oversight. It was suggested that after the instructional leads meet, then we could look at appropriate committee charges.

5. Bylaw or Policy Report or Review – All SBDM council members were provided will council by-laws, policies and SBDM handbook. SBDM council members will review the policies regarding committee structure and selection and implementation of discipline and class management techniques and return to the next meeting with any suggestions. Throughout the year SBDM council will review policies in this manner and revise as necessary. The dress code policy was reviewed and revised to include the wording

Tights, leggings, yoga pants, exercise pants, jeggings, stockings or spandex may only be worn under approved dress of the appropriate length. Any garment that is deemed provocative or a distraction is prohibited.

6. PTSA Update – Ms. Axtell and Ms. Morgan provided SBDM council with an update of the PTSA. Elections has occurred and the following were elected.

Christina Morgan, President
Dawn Vancini, Vice-President
Vicki Sullivan, Secretary
Daniele Axtell, Treasurer

The date of the next meeting has been changed from August 10 to August 24 so that the PTSA bylaws can be voted on. The contact for Readifest activities will be April Brockhoff and Karen Zaino.

7. New Business –

a. Secretary/Vice Chair Elections – Mr. Wagner recommended that we wait for Mr. Horton and Ms. Zaino to conduct Vice Chair elections. SBDM council agreed to keep Davana Herron as SBDM secretary.

b. Email notification, “Your Duty Under the Law” and Managing Public Records – These annual notifications were given to SBDM members and proof of receipt was distributed and collected from all present SBDM members.

c. Master Schedule – Mr. Hornblower stated that the master schedule is provided in the packet given to SBDM members. Mr. Hornblower stated that there may be some changes in the math department.

d. Curriculum/Instruction - Mr. Hornblower stated that Holmes High School will have it’s own professional development day that will be driven by the teachers with the exception of 2 pieces which will be presented by Ms. Turnick and Mr. Hornblower. Mr. Magner stated that the professional development to be provided was driven by teacher’s choice.

e. Staffing Update –Mr. Hornblower stated that at this point we have four vacancies including two math, one Spanish and one ROTC position. Ms. Kennison asked what we were going to do with the funds from the additional positions? Mr. Hornblower stated he had some ideas and was planning to present some options at the next meeting. Mr. Hornblower asked council to consider offering Gary Huhn a contract to 118 days to continue the work he did last school year. Motion by Member Kennison. 2nd by Member Magner. Consensus by Member Riley.

f. Title 1 Purchases – Ms. Herron provided an update of Title 1 Parent Involvement Fund spending. A meeting was held with some parents last week to discuss ways to utilize this funding. Folders for parents of all students and newly enrolled students will be purchased with helpful information for parents. There were also four computers purchased to be used by parents as part of the enrollment process and to be able to assist parent with financial aid, checking grades, etc. There were also some books ordered to help parents support students in being college and career ready, preparing for college and tips to help your high school student.

g. SBDM training – Members were reminded of upcoming training on August 3.

8. Adjournment – Motion to adjourn by Member Kennison. 2nd by Member Riley. Consensus by Member Magner. Meeting adjourned at 6:25 PM.