

Holmes High School

SBDM Meeting

Approved Minutes: September 14, 2015

SBDM Members

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

Agenda:

September 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. School Improvement Planning Report
4. Budget Report
5. Other Committee Reports
6. Bylaw or Policy Report or Review
7. New Business
 - a. Curriculum/Instruction
 - b. Staffing Update
 - c. Enrollment/Attendance
 - d. Council to Council meeting
 - e. SBDM member vacancy
8. 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, Alvin Garrison (arrived 4:34)

Absent – Vacant parent member

Others present – Davana Herron, Secretary, Bradie Bowen, NKU practicum students

b. Approval of the Agenda – Ms. Bowen requested to add to the agenda office discipline data, Ms. Kennison requested a reading on the grading policy, Mr. Magner requested Program Review be added to the agenda. Motion to approve by Member Magner. 2nd by Member Kennison. Consensus by Members Riley and Zaino.

c. Approval of the minutes of the previous meeting – Motion to approve minutes of August 11, 2015 meeting by Member Magner. 2nd by Member Zaino. Consensus by Members Riley and Kennison.

d. Good News Report –

- Mr. Magner shared that he believes this is the best start to the school year by both behavior and academic standards.
- Ms. Riley stated that the JV boys soccer team has won two games.
- Mr. Hornblower shared that the students are trying to start a school spirit group and are looking to get 40 – 45 students committed to get a bus to go to away games and a senior Heath Parton has been hard at work to get the group started.
- Mr. Hornblower stated that, Jamar Yewitt approached him about starting an Expressions club for students to freely express themselves through different avenues such as writing and art. Jamar will start advertising the club tomorrow.
- Ms. Kennison stated that she was approached about the school having a tennis team and she referred them to the athletic office to gather more information about how to start a team.
- Mr. Hornblower shared that we now have a girls soccer team and that program is open again.
- Mr. Hornblower shared that it is a future goal for every student to be involved in an after school activity.
- Ms. Kennison shared that the maker space in the library is going well and is being well utilized.
- Mr. Hornblower shared that there has been a lot of energy, support and commitment among the students and adults.

e. Public Comment – No public input.

2. PTSA Update – Mr. Hornblower stated that there is a meeting scheduled for tomorrow regarding fundraising and regulations to do fundraising scheduled with himself, PTSA members, our school treasurer and district finance director.

3. School Improvement Planning Report – Ms. Bowen provided an update on the School Improvement Planning Report and Implementation and Impact Checks. Ms. Bowen provided

council with the goals, strategies and progress notes from August 2015 for the CSIP. All council members were asked to review progress made. Ms. Bowen stated that this document will also be shared with the planning and professional development committee and we are also looking for parent input on this.

In addition, Ms. Bowen shared some discipline data for August and explained the comparisons, tier behaviors, resolutions and events.

4. Budget Report - A copy of the SBDM budget including available and spent funds was given to all SBDM members. The carryover budget was also provided to council. The carryover funding allowed by the school board is 5%. Mr. Hornblower explained that of last year's budget that roughly \$15,000 was not spent. The school board allowed a carryover of \$5448. Mr. Hornblower explained that in managing the budget he felt it was best not to overspend but we ended up with more leftover funds than we anticipated.

5. Other Committee Reports – Mr. Hornblower stated that committee meetings will start on Wednesday. He also stated that although each committee has an administrative liaison, they will not run the meetings but the collective committee will run the meetings. Mr. Hornblower stated that not many people signed up for the budget committee and proposed to council to possibly make the budget committee and ad-hoc committee rather than a standing committee. A motion was taken to make the SBDM Budget Committee and Ad-Hoc Committee. Motion by Member Magner. 2nd by Member Riley. Consensus by Members Zaino and Kennison.

6. Bylaw or Policy Report or Review – At each meeting, some SBDM policies will be reviewed and suggested changes brought to the following SBDM meeting. At the August 11 meeting the following policies were given to SBDM council for review; Extracurricular Programs, Program Appraisal Policy, Instructional Practices, Curriculum Policy, Parent Involvement Policy, Technology Utilization Policy and Wellness Policy. The following was discussion related to these policies. The School-Wide Grading Policy is already being researched by the Curriculum/Instruction Committee. Regarding the Program Appraisal Policy, analysis is completed in School Improvement Plan Report and at Wednesday committee meetings the Gap report will be given in draft format. Ms. Kennison asked if the Parent Involvement Policy needed to be looked at, specifically with regard to Student-Led Conferences. Based on this information a motion was taken to approve the following charge to the School Culture and Resources Committee. Re-examine past history and viability of Student-Led Conferences as a supplement or replacement for how conferences are currently run. Motion by Member Zaino. 2nd by Member Riley. Consensus by Members Magner and Kennison.

Extra-Curricular Policy, Program Appraisal Policy, Instructional Practices, Curriculum Policy, Technology Utilization Policy and Wellness Policy were all motioned to continue in their current state. Motion by Member Magner. 2nd by Member Kennison. Consensus by Members Zaino and Riley.

7. New Business –

a. Curriculum/Instruction – Mr. Hornblower stated that he was excited and pleased that people are working together and instructional leads are working with their department members. Mr. Magner gave an update on Program Review. He stated that Program Review best practice is to

be a standing agenda item on SBDM council. Program Review accounts for twenty-three percent of a school accountability and it is the way the state ensures that we are exposing our students to practical living, foreign language, writing and arts and humanities. A motion was taken to add program review as a standing item. Motion by Member Kennison. 2nd by Member Riley. Consensus by Members Zaino and Magner.

b. Staffing Update – Mr. Hornblower stated that we have completed recommendations for hire for the Spanish position, the Health Science and ROTC positions. All of these positions are in the hiring process. At this point the math position is still open and there are no viable candidates. Ms. Zaino asked if funding was available for professional development for AP/IB teachers. Mr. Hornblower stated that we would have to check with Mr. Grein on available funding.

c. Enrollment/Attendance – Mr. Hornblower stated that attendance and enrollment are at the projected levels. Current enrollment is 873 students and attendance is 95.07%

d. Council to Council meeting – Included in packet given to SBDM members is information on the next council to council meeting to be held on October 21st and the area of focus will be SBDM Budget. All SBDM members are encouraged to attend.

e. SBDM Member Vacancy – Election of a parent member will be necessary due to the resignation of Member Horton. This new member will fulfill the remaining term ending on June 30, 2016. The PTSA is not yet official so the election will be run by our Youth Service Center with the assistance of parent volunteers. A motion was taken to move forward with a parent election to get the vacancy filled. Motion by Member Zaino. 2nd by Member Kennison. Consensus by Members Magner and Riley.

- Ms. Kennison added that an ACT program has been ordered to assist students and when the details are finalized that information will be shared by email and posted on the school website.
- Mr. Hornblower reminded council that the ACT Boot Camp for juniors will be held on September 30 and October 1 and there may be some opportunity available to do ACT prep on Saturday mornings.

8. Adjournment – Motion to adjourn by Member Magner. 2nd by Member Riley. Consensus by Members Kennison and Zaino. Meeting adjourned at 5:58 PM.