

Holmes High School

SBDM Meeting

Approved Minutes: January 9, 2017

SBDM Members

Scott Hornblower, Chairperson

Renata Kennison, Teacher Representative

Karen Zaino, Teacher Representative

Anthony Magner, Teacher Representative

Alexis Taylor, Teacher Representative

Dawn Ball, Parent Representative

Daniele Axtell, Parent Representative

Melanie Willoughby, Parent Representative

Alvin Garrison, Central Office Support

Davana Herron, Secretary

Agenda: January 9, 2017

1. Opening Business
 - a. Roll Call
 - b. Approval of the Agenda
 - c. Approval of minutes from previous meeting
 - d. Good News Report(s)
 - e. Public Comment
2. 1:1 Initiative
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. Enrollment/Attendance
 - c. Staffing Update
 - d. Field trip log
9. 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, Alexis Taylor, Daniele Axtell, Karen Zaino, Dawn Ball, Melanie Willoughby
Absent – Alvin Garrison

Others present – Davana Herron, Donna Adams

- b. **Approval of the agenda** – Motion to approve agenda by Member Zaino. 2nd by Member Magner. Consensus by Members Taylor, Axtell, Kennison, Ball and Willoughby.
- c. **Approval of the minutes of the previous meeting** – It was noted by Davana Herron that on the minutes provided to council as a draft that it did not note that the motion for the logistics proposal and the motion for the informatics shift to network administration were each motioned for a second reading. Motion to approve by Member Ball. 2nd by Member Magner. Consensus by Members Taylor, Axtell, Zaino, Kennison and Willoughby.
- d. **Good News Report(s)** –
- Mr. Hornblower shared with council some news that Governor Bevin has created scholarships for students attending two year programs in the top 5 sectors (which we currently have pathways for 4 of those 5).
 - Ms. Kennison stated that we are receiving a large number of students that have been accepted to college.
 - Mr. Hornblower stated we have received some ACT scores back and those scores have been promising.
- e. **Public Comment** – No public comment.

2. **1:1 Initiative** – Mr. Hornblower provided an update on the 1:1 initiative. He stated the students backpacks are in, all of the computers have been asset tagged and letters were sent home today along with student lease agreement. The district has made a decision for an annual maintenance fee of \$20. The deployment will begin with seniors on the 17th and will be distributed in batches of 25 to 35 students. From a teacher perspective, teachers should have completed their apple educator training by January 3rd.

Mr. Magner and Ms. Taylor conducted a learning management platform tutorial today. Ms. Taylor and Mr. Hornblower have discussed the school purchasing the learning management platform and he has talked with Ms. Ball about it. Mr. Hornblower is going to look at getting the premium version of this program to help with teacher getting input of data. The training today with teachers introduced Schoology and teachers seemed really excited.

Mr. Hornblower reported that the Superintendent Leadership Council has been doing work with Design Impact and Strive. On January 25th & 26th, will be engaging students on the council and some of those students will be inviting a friend to participate in focus groups with five staff members and five parents in each session. The focus group will gain opinions on how personalized learning will impact learning and help to inform what we do. Mr. Hornblower stated that he went through the synthesis of data today and was impressed with the student responses.

Ms. Ball asked “What happens when students don’t bring back the paper from families?” Mr. Hornblower responded that those students will be considered day users but won’t be able to take the laptops home. Mr. Hornblower stated that there is no opt out for students. If it is truly a hardship, the YSC may be able to support that. Mr. Magner stated that Ms. Charlene Ball also explained at parent night that if an accidental break of the laptop occurred that the student won’t be responsible for that. Ms. Kennison asked if council will get a breakdown of the report from Strive. Mr. Hornblower stated that he will be happy to share that with council, will share it with the whole staff and possibly put it on website.

3. **Program Review Update** – Member Magner stated that there is not much for an update this meeting. There will be a meeting later this week.
4. **School Improvement Planning Report** – Mr. Hornblower reported that the district is going through an AdvancED accreditation in a couple weeks. They will be visiting the high school on January 24th and doing teacher observations using the ELEOT tool and will be looking at engagement and student response. The AdvancED external review team will also conduct parent/community stakeholder interviews on January 23rd. Mr. Hornblower asked if council parents want to participate. The interviews will be at the Instructional Support Center on Levassor Avenue. Ms. Axtell and Ms. Ball expressed a desire to participate in the interviews. Again on January 24th a team of 2 to 4 observers will be at the high school conducting observations.
5. **Budget Report** – A copy of the SBDM budget for the 2016 – 2017 school year is included in packet for all members.

Mr. Hornblower reported that they used Title 1 instructional support money for calculators. Mr. Magner stated that the Algebra 2 teachers approached him. Mr. Mesewicz did some research and found that the Casio calculators provided a lot easier functionality than the TI-84. The Casio calculator is a tool we have that is easier than the tool we are currently using. Mr. Magner stated that they are using the calculators in Algebra 2 because it is heavy math that they are doing. Most of the ACT math is logical thinking but the End-off-Course is the nitty gritty math that the calculators will be helpful for. Ms. Kennison stated that they should also help with time on these tests.

Mr. Hornblower asked if he can get the district to meet him halfway with the cost off Schoology, what does council feel about that. The cost is about \$10 per student. Mr. Hornblower stated we may also need to look at getting IMacs for the offices to be consistent with the platform. Ms. Kennison stated that Follett has a collection of eBooks and is looking at spending some of the library book money for that. It was mentioned that Destiny (the eBook platform) communicates with Schoology. Ms. Taylor stated that the difference between free and paid versions of Schoology is that the free version doesn’t connect with Infinite Campus. On the paid version, you can see how much homework the students are being assigned on Schoology and in the paid version it syncs to all classes. Mr. Hornblower stated that these are some big ticket items he wanted to present to council and wants to be responsible with our money. Mr. Hornblower asked if council had any reservations. No reservations were voiced.

6. **Other Committee Reports** – SBDM committee minutes included in packet for all SBDM members. Mr. Magner reported that committees did not formally meet in December. An overview of the Youth Service Center Monthly Report was given by Mr. Magner. Ms. Kennison stated that they should make sure to include the numbers from the 1:1 parent event. She also stated they have done some good work with the Gardens of Greenup and the Grant Scholar House.

7. **Bylaw or Policy Report or Review** – Bylaw review of consensus and appeals is included in packet for SBDM members.

Electronic Devices Policy –

Mr. Hornblower stated that he wants to talk about this policy. The policy was reviewed with the faculty at the last staff meeting. He stated we are not getting uniform enforcement and is causing dissension among the staff. If we are going to enforce it then all of us need to enforce it. Mr. Hornblower surveyed the staff giving them the following options;

If you would be in favor of phone use during cafeteria and class change then vote yes. In the classroom would be at teacher discretion.

If not in favor then everyone enforces the policy and it becomes a factor in teacher evaluation. Then vote no.

Mr. Hornblower stated that he has surveyed some students and they think they are ok with it. Mr. Hornblower stated that his concern is that it could create a safety issue, if we have this then everybody has to be in their assigned monitoring positions all the time. The vote from the staff was in favor of students having cell phones. Mr. Hornblower stated that we have a best practice policy on electronic device usage, he took what we have in best practice policy and looked at what we have in our bulldog basics and drafted a policy. It would require us to change our policy language. Much discussion occurred with topics including staff animosity, whether the need to change the policy was urgent, if the policy could be changed, was this the correct process, should the policy go to a committee, safety of using the electronic device and earbuds, how this is affected with the one to one initiative and why this policy. Mr. Magner stated that of all the policies we have that following this policy is the most difficult amongst them. Mr. Hornblower stated that his intent was to solve a problem and move forward with the students. Some adjustment was made to the draft policy presented and a motion was taken.

Amendment: Member Kennison asked for clarification if we would be in violation of board policy. Mr. Hornblower responded that the DPP had discretion.

Motion to put policy in action after first reading. Motion to accept as first reading by Member Ball. 2nd by Member Taylor. Consensus by Members Magner, Axtell, Zaino, Kennison and Willoughby.

ELECTRONIC DEVICES POLICY

Students are not permitted to use any electronic device (including but not limited to: phones, tablets, computers, iPods and/or gaming devices) during instructional time, except with the consent of the teacher.

Misuse, inappropriate or unauthorized use in any area of the school may result in the device(s) being confiscated by the teacher or administrator and in the loss of cell phone and/or electronic device privileges and/or other disciplinary action.

The use of cameras or camera functions, or recording functions in the school is not allowed, except by specific permission of the instructor for an instruction purpose.

The administration, faculty, and staff are not responsible for any items lost, stolen, or damaged when confiscated.

Procedures/ Expectations

Students are able to use phones or iPods during lunch or passing between classes. These items, if brought to school for use before or after the school day, must be stored out of sight at the teacher's request.

If a student is found using an electronic device contrary to the teacher's direction, the device will be confiscated by the teacher and returned to the student at the end of the period. A second offense will result in the parent being notified and a time will be set for parent or guardian to pick up the device. A third offense, and subsequent offenses, will result in the device being sent to the Board of Education where a meeting will be set by the Director of Pupil Personnel for the device to be picked up. ***Failure to hand over the device upon teacher request will result in an administrator and/or security will respond to assistance requested by teacher.***

First reading: 1-9-17

Second reading:

8. **New Business** –

- a. **Curriculum/Instruction** – Mr. Hornblower stated that we have given benchmarks and we are getting data on benchmarks. We talked about learning checks which for us are benchmark assessments. This seems like a good practice and good thing to do. It has helped students with how they approach End-of-Course exams.

Mr. Hornblower stated that some discussion has occurred regarding if we want to give benchmarks at midterm rather than waiting the nine weeks. Mr. Hornblower expressed that another idea expressed was that teachers would tell the administration group what standards they are covering during that time period and administrators would create the exams. This would eliminate teacher bias because teachers could not teach to the exams since teachers wouldn't know specific questions. This process will produce data and that will get you closer to the actual scores on the exams.

Course Catalog – Mr. Magner stated that the course catalog is the same as what was presented at the last meeting with the exception of a couple of minor changes. Those changes are; HAVPA class would be offered to grades 9-12.

Assistant Principals and Counselors would roll with their grade level.

Added AP Statistics back into course catalog and removed 2nd Level IB Mathematics.

Motion to approve course catalog as second reading. Motion by Member Zaino. 2nd by Member Willoughby. Consensus by Members Ball, Kennison, Axtell, Taylor and Magner.

- b. **Enrollment/Attendance** – Current enrollment is 804 students, attendance is 93.67%.
- c. **Staffing Update** – Mr. Hornblower reported on the staffing update.

Media Arts - Mr. Hornblower stated that an interview occurred for a media arts teacher. Based on that interview, we have made a recommendation for hire. Mr. Hornblower explained that this person will come in and work with current teacher and teach the first two courses in the Media Arts Pathway. The interactive media arts pathway will build on existing pathway as well as marketing. The teacher comes with great experience. Ms. Ball stated she was impressed with

his knowledge and experience. Mr. Hornblower stated that in initial conversations he will be able to do things that are very authentic to what people do in the field.

Carpentry – Mr. Hornblower stated that this position has also been advertised with the Homebuilders Association. Mr. Hornblower stated he is also going to contact some other people to see if they have any leads.

Spanish - Mr. Hornblower stated that he has made a call to someone to gauge interest in a Spanish vacancy that has occurred due to a resignation.

Science – Mr. Hornblower stated we will be doing an interview on Wednesday for that position.

Health Sciences – Mr. Hornblower stated that this position is still open and we currently have no leads.

d. **Field trip log** – Log of field trips included in packet for all SBDM members. No new field trips.

9. **Adjournment** – Motion to adjourn by Member Zaino. 2nd by Member Taylor. Consensus by Members Magner, Axtell, Kennison, Ball and Willoughby at 6:26 PM.