

Holmes High School

SBDM Meeting

Approved Minutes: October 10, 2016

SBDM Members

Scott Hornblower, Chairperson
Renata Kennison, Teacher Representative
Karen Zaino, Teacher Representative
Anthony Magner, Teacher Representative
Dawn Ball, Parent Representative
Daniele Axtell, Parent Representative
Melanie Willoughby, Parent Representative
Alexis Taylor, Teacher Representative
Alvin Garrison – Central Office Support
Davana Herron - Secretary

Agenda: October 10, 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. Program Review Update
3. School Improvement Planning Report
4. Budget Report
5. Other Committee Reports
6. Bylaw or Policy Report or Review
7. New Business
 - a. 1:1 initiative
 - b. Curriculum/Instruction
 - c. Enrollment/Attendance
 - d. SBDM Training/Elections
 - e. Staffing Update
9. Adjournment

Meeting called to order at 4:30 PM by Scott Hornblower, Chairperson.

1. Opening Business

a. Roll Call – Present – Scott Hornblower, Renata Kennison, Tony Magner, Karen Zaino, Daniele Axtell, Alexis Taylor, Dawn Ball (arrived at 4:35), Alvin Garrison (arrived at 4:40)

Absent – Melanie Willoughby

Others present – Davana Herron, Secretary, Donna Adams, Ashley Lorenz, NKU students

b. Approval of the Agenda – Motion to approve agenda by Member Kennison. 2nd by Member Magner. Consensus by Members Taylor, Axtell and Zaino.

c. Approval of the minutes of the previous meetings –

September 12, 2016 – Motion to approve by Member Kennison. 2nd by Member Taylor. Consensus by Members Magner, Kennison and Axtell.

d. Good News Report –

- Ms. Zaino reported that the student who is traveled abroad has arrived safely.
- The marching band had a good performance at Simon Kenton.
- Mr. Hornblower reported that the initial work to be completed the athletic fields should start next week. Due to space constraints, we are unable to expand the track lanes to eight lanes that are required to be able to host a regional meet.
- College acceptance letters are starting to be received by students and turned in to the counselor.
- Close the Deal was wonderful, students appreciated it.

e. Public Comment – No public comment.

2. Program Review Update – Member Magner provided SBDM council with an update. On Wednesday the staff will be going through annual program review training, will discuss what we are looking for and what the state is looking for as far as implementation. State will hold us accountable for two areas and SBDM Council will provide assurances for all four areas.

3. School Improvement Planning Report- Mr. Hornblower reported that GAP report is in ASSIST, will make sure council gets that electronically (Ms. Bowen was to give report but was out ill today), will also be working on CSIP along with accreditation documents and support with evidence.

4. Budget Report – A copy of the SBDM budget for the 2016 – 2017 school year is included in packet for all members. Ms. Zaino asked about the equipment repair line item. Ms. Axtell asked about the field trip line items for salary. Ms. Ball asked about

the food service line item.

5. Other Committee Reports –

SBDM Committee information is included in packet given to SBDM members. Included are SBDM Committee meeting dates, SBDM committee rosters and committee meeting minutes.

6. Bylaw or Policy Report or Review –

Alignment with State Standards – 2nd Reading

To determine alignment with state standards, the Council each year will assign one or more groups to conduct a thorough review of the school's state assessment scores and shall use the information from that review to develop the Comprehensive School Improvement Plan.

To appraise the quality of our programs, the Council shall review periodically the observed results of each component of the Comprehensive School Improvement Plan. The review of test scores each year will help to identify priority needs for future attention.

DATE OF FIRST READING – 9-12-16

DATE OF SECOND READING – 10-10-16

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

Parent Involvement – This policy was suggested for review. After council review, the language update was suggested from No Child Left Behind Act (NCLB) of 2001 to be updated to Every Child Succeeds (ECS) of 2015. With this change a review date of October 10, 2016 was requested to be added.

We at Holmes High School are committed to:

- Recognizing parents play an integral role in assisting their child's learning
- Encouraging parents to become an active influence in their child's learning experience
- Supporting parents becoming full partners in school educational planning and operations
- Being consistent with the parent involvement goals on Title I and Every Child Succeeds (ECS) of 2015

Parent, Teacher, Student, Administrator Agreement

- Our parents, teachers, students, and administrators in combination with the local community all members of the same team that strive for academic excellence and share responsibility in obtaining our common goal of graduating every student

School Commitment

- Provide curriculum based upon the standards of the Kentucky Core Content in a rigorous and safe learning environment to increase proficiency levels
- Make available the content students will learn each year through the methods explained in the Holmes High School Curriculum Policy
- Provide parents with frequent and ongoing reports on their child's progress including but not limited to midterm reports and quarterly grade reports

- Hold parent teacher conferences during which this policy can be discussed along with student progress and behavior. Ideas, concerns, and recommendations will be welcomed.
- Provide email addresses and telephone extensions of teachers in order to promote appropriate communication between teachers and parents. All staff including administrators will be available for face to face meetings by appointment or during conferences.
- Send home quarterly newsletters with formal grade reports discussing ways the family can assist student learning and listing upcoming school events.
- Support an active Parent Teacher Association or Organization and school Booster organization
- Parents will be provided opportunities to (but not limited to)
 - o Tutor
 - o Assist teachers in the classroom with activities that require more than one adult
 - o Prepare materials, address communication needs, and bring refreshments for family and community involvement activities
 - o Serve on any of the decision making committees, join any parent teacher organization, and become a member of any booster organization
 - o Volunteer along with other members of the community at events taking place at the school
- Ensure that all adult volunteers working in the school and with the students are subject to board policy concerning school volunteers and parental involvement with students as well as a state law required background check
- The Family Resource and Youth Service Center will survey families once a year to obtain information about what services and activities will help the children become better learners. They will also offer a thought-out, advertised menu of activities and programs to offer to the community

Parent Responsibilities

- Make sure by all possible measures their child attends school regularly and monitor their attendance record
- Become familiar with and support all school policies
- Show interest in their child's school work in order to increase high academic achievement
- Make sure their student has completed all school work or homework, help their child manage time, and assist in organizational skills
- Participate in appropriate decision making processes that relate to their child's educational success
- Carry good communication with teachers and administrators in regards to students grades and behavior
- Take part in any surveys sent home and read any items sent home discussing school events and student progress
- By any means possible volunteer, participate, or serve on any available councils, organizations, or committees. Attend site-based decision making meetings and comment on policies or plans as they are presented.
- Provide the school with up to date contact information, most importantly an address and phone numbers. Inform the school of any changes that occur to contact information

Student Responsibilities

- Attend school on a regular basis
- Follow all school and classroom rules including:
 - o Behavior guidelines
 - o Class work and Homework policies
 - o Understanding and accepting all consequences
 - o Being responsible for missed work during excused absences
- Bring all necessary materials to school and each class
- Deliver all school information and notices received at school to parents or adult in charge at home

DATE OF FIRST READING – 11-9-15

DATE OF SECOND READING – 12-14-15

Review date – 10-10-16

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

Bylaw review on meetings and closed sessions – These are included in packet for SBDM council review. No action taken.

Enhancing Student Achievement – tabled from September meeting. SBDM council reviewed policy and suggested some changes which are reflected in the policy below.

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.

We believe in equipping our students with skills to be college/career ready.

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- 10-10-16

DATE OF SECOND READING-

A motion was taken to accept above policy as a first reading. Motion by Member Kennison. 2nd by Member Ball. Consensus by Members Kennison, Taylor, Axtell and Magner.

Writing Policy – The current SBDM policy and suggested policy updates from KASC to include program review language was provided to council. After some discussion, it was recommended to table this policy until Lauren Kajfasz (program review lead for writing) has had the chance to review it. A motion was taken to table this policy.

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

The next four policies of academic honesty and integrity, assessment, language and special education needs were examined as a group.

Mr. Magner explained that these policies and wording were changed to be in line with the whole school. Did a survey monkey to ask teachers if they were on board with the academic honesty policy of actions taken after an offense. Mr. Magner stated that 88% of the teachers stated they would support that part of the policy.

Ms. Axtell stated that looking at the policy it is somewhat redundant in a lot of areas. Mr. Magner stated that this was in line with IB.

Academic Honesty and Integrity – Motion by Member Ball. 2nd by Member Zaino. Consensus by Members Kennison, Axtell, Taylor and Magner to accept as first reading.

Assessment – Motion by Member Ball. 2nd by Member Zaino. Consensus by Members Kennison, Axtell, Taylor and Magner to accept as first reading.

Language – After correction of typo. Motion by Member Ball. 2nd by Member Zaino. Consensus by Members Kennison, Axtell, Taylor and Magner to accept as first reading.

Special Education Needs - Motion by Member Ball. 2nd by Member Zaino. Consensus by Members Kennison, Axtell, Taylor and Magner to accept as first reading.

Please see attached policies that were submitted as a first reading.

7. New Business –

a. 1:1 initiative – Currently have 870 devices for teacher and student use. Last Thursday met with Charter writing group. Scheduling several meetings over the next few weeks. Will be ordering an additional 5 laptops for teachers. Have leased an additional 50 student computers, will be on the next board agenda. All told, when all laptops in building we will have a total of 925 laptops. Timeline by next Friday, checked in, asset tags, create a clone and create 3 additional clones and teachers.

On October 18, the technology department will begin cloning for teachers. This process will be finished by October 25. The staff reveal will be at a staff meeting on October 26. A management tool has been purchased for imaging the other laptops. We want to get laptops in teachers' hands as soon as possible. On November 17 & 18 will have training for tech staff that will make managing and preparing laptops easier. The training required has been made into a self-pace model and that takes the place of a three day on-site training. Will have 6 days of on-site coaching with an apple educator. Give teachers 8 weeks to become Apple Educator certified. Can work with teammates on planning time. Need to have more conversations with community and other stakeholders, will include law enforcement and other community members. If all staff members come back apple educator certified on January 3rd, will be able to roll out to students shortly

after. Ms. Ball stated we will have Microsoft office loaded on laptop for ease of use and the transition. Ms. Ball will be coming to SBDM Council meetings to give updates on 1:1 initiatives. Mr. Hornblower stated we will have scheduled parent nights and will use these opportunities to answer some questions there.

Ms. Kennison stated that we have policies that we need to look at because this is a systemic change and probably give charges to committees. Ms. Axtell asked, what will the district be sending out? Ms. Charlene Ball stated that we are going through a process at the district level. We are looking at samples from other districts that have already done this process.

Ms. Ball suggested to wait until we have more information from KSBA and what those policies need to look like. Ms. Ball has some meetings scheduled. Mr. Garrison stated that Ms. Kennison should continue her research, as he is hearing from Ms. Ball that the district is not ready to offer guidance yet. Mr. Garrison encourages all council to research

Charlene Ball informed council that some staff including Greg Bingman, Jamarcus White, Robin Wells, Bill Grein and herself went to an executive briefing in California. They were told that there is a need to have others in the community involved in the process. Given that suggestion, there were others brought into the process including Brian Moore, Tony Magner, Sally Wyatt. In addition to those previously mentioned were Mr. Hornblower, Ken Kippenbrock and community board representation with April Brockhoff. Ms. Ball states this group has a critical role in this process. Mr. Hornblower stated that we may not be able to roll it out in January, that may be an ambitious plan. When we got the quotes back from our vendors, there was a \$40,000 difference in going with apple (pre-loaded) or a PC which you have to load everything. Group voted to go with the apple platform. Once the quotes got back, we could go with all different options, teachers voted to go all in with the platform. Teachers decided to go grades 9-12 all in.

Policy/procedure piece – only thing we want teachers to do is become comfortable with the machine, use it, get apple certified. Laptops are not going home at this point. There really is no difference in the policy right now. Where it will change is when the kids take them home.

Mr. Hornblower stated that it is good to have policies and procedures, there isn't anything we are getting ready to do that hasn't been done successfully elsewhere. There are lots of places that do a great job with that.

Teachers exploring how to use them, how to group students differently, how does it look like for assignments. Need to use this time until the holidays to get teachers comfortable. Have seen small samples of this in summer school and that process has been turned around. Mr. Garrison responded that we don't want 2% to drive the other 98%. Ms. Kennison stated that the real gain will be in the instructional practices.

Ms. Taylor stated that having different languages, she fears we should have other options available because that is real world and students should have both options. Charlene Ball responded that this builds into student choice. Mr. Hornblower stated that this tool will not only change here but will change our community. Charlene Ball stated that she knows we are concerned about the "what if's" and we are working with folks who are part of the OpEd initiative and they are the ones who are helping us through this process. We are searching every avenue to make this successful. We are also writing a grant to make wi-fi available to our kids in the community.

b. Curriculum/Instruction –

Mr. Hornblower stated that we have been trying to put logistics in our pathways, we currently respond to 3 of the 5 most demanded sectors. Northern Kentucky is the 5th largest logistics hub in the nation. When meeting with the state, they suggested we find a business partner.

Ms. Lorenz put together some information for us on a logistics pathway proposal. She stated that Logistics is not currently approved but if we get the program, we can get the state to look at it. A group will be meeting next week about this.

Freestore food bank – Mr. Hornblower, Mr. Hartman and Mr. Garrison went to a meeting over the summer called by Trey Grayson. Don't have to necessarily go with one corporation, trying to create as much flexibility and opportunity for our kids in a variety of circumstances. If this gets to a place where we can move forward, we may be able to create a MOA.

Ms. Axtell asked if it is not state approved, what does that do to our College/Career Readiness. Ms. Lorenz responded that it is not approved yet but can be submitted to the state, the state does not have a plan in place but we can present one. The state usually likes for that plan to be submitted in November.

Mr. Garrison reported that at our consolidated monitoring visit we had the opportunity to have a program audit.

Ms. Axtell stated that this was a charge to curriculum committee and committee hasn't talked about it.

Mr. Hornblower stated that we are trying to get all the information and all the pieces together. Mr. Garrison asked, "Do you have a recommendation to get the committee up to speed?"

Ms. Axtell stated if it is an official charge, the curriculum committee should have some discussions.

Mr. Hornblower stated that this meeting next week will determine whether we can move forward as quickly as we may be able to.

Ms. Zaino asked, "Do we have an understanding with Sullivan University? Mr. Hornblower stated there is no agreement but they reached out to us for a conversation.

Mr. Hornblower stated that this is informational.

Ms. Kennison stated she would like to get this information to the committee.

Mr. Hornblower stated that he went to meeting in the summer about grant opportunity, corporate partner, post-secondary institution and a high school.

Mr. Garrison stated there is a big pot of money, workforce development, you have days to submit the grant. NKU has asked for a possible partnership, they are in the second part of this process but it is a very fast process. More dual credit opportunities and workforce development, pipeline to work and school.

Mr. Hornblower stated he is still trying to figure out what is in it for our students.

Ms. Axtell asked, "One more question about curriculum/instruction, making sure charges carry over from year to year?" Mr. Magner stated he would assume that the charges carry over. Standards based grading is still an outstanding charge.

The committee chair requested that any charge be sent directly from SBDM to the committee.

Mr. Hornblower stated that if they don't create adjunct instructor opportunities for our teachers,

it may not be feasible. Our students don't drive, it is hard for them to get there.

Mr. Hornblower requested that council review the data pieces in front of them. He stated you can go on the website and pull up our full report card. Yes, it is true, we have improved in almost every area that we are accountable. Mr. Hornblower stated that last year was the first year we got serious about common assessments and we made tremendous gains. The district as a whole went down in writing. There were changes in the middle of the year last year had some significant impact on a lot of districts. In three of the six subgroups in reading we reduced novice. Mr. Hornblower stated that we should celebrate this knowing we have a lot of work ahead of us. Our charge going forward is to keep that momentum going. Even with what we just did we are only 3.5 points away from being a proficient high school in the state of KY.

Mr. Hornblower provided in packet for council the ACT incentive plan.

c.Enrollment/Attendance – Current enrollment is 834 students, attendance is 93.69%.

d.SBDM Training - Mr. Hornblower reminded SBDM members to complete training. Mr. Hornblower stated he has had multiple email conversations with absent member and she does intend to be at the next meeting. We will need to discuss meeting time going forward.

e. Staffing Update – Mr. Hornblower stated that we are still advertising for a Spanish, English Language Learners, Math and Health Science teaching positions.

Substitutes are difficult to obtain at times. Have dealt with some extenuating circumstances. Mr. Garrison is asking for solutions.

Field trips on the back of packet.

9. Adjournment – Motion to adjourn by Member Kennison. 2nd by Member Zaino. Consensus by Members Taylor, Magner, Axtell and Ball. Meeting adjourned at 6:39 PM.