

Holmes High School

SBDM Meeting

Approved Minutes: November 14, 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: November 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. 1:1 Initiative
3. Program Review Update
4. School Improvement Planning Report
5. Budget Report
5. Other Committee Reports
6. Bylaw or Policy Report or Review
7. New Business
 - a. Curriculum/Instruction
 - b. Enrollment/Attendance
 - c. SBDM Training/Elections
 - d. Staffing Update
 - e. Field trip log

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 4:35), Melanie Willoughby (arrived 4:42)

Absent – Alvin Garrison

Others present – Davana Herron, Secretary, NKU students, Donna Adams, Charlene Ball, Tom Wherry, Bradie Bowen, David Hartman, Kevin Messer

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

c. Approval of the minutes of the previous meetings –

October 10, 2016 – Motion to approve by Member Magner. 2nd by Member Zaino. Consensus by Members Axtell, Taylor and Kennison.

d. Good News Report –

- Mr. Hornblower reported that Cross Country runner, Ahmad Sherman competed in his second Class AA State Cross Country Meet. He finished 132 out of 230 with a time of 19.04.
- Mr. Hornblower reported that 89 of 164 seniors could be considered college/career ready.

e. Public Comment – No public comment.

2.1:1 Initiative - Charlene Ball provided an update on the 1:1 initiative. The staff reveal occurred on October 26th. The goal is for staff to get familiar with the devices and work on apple certification. Technology department has sent several videos in response to teacher questions. On November 16th and 17th we are having a group from Apple Professional learning to train our technology staff and this will make imaging of student Macbooks and managing of those a much more streamline process. Any updates from KDE will be able to be pushed out at a time when devices are not being heavily used and will have less interruption. Ms. Ball stated they are working on the actual vision. The project description from a student perspective means we will create possibilities for our students outside the walls of the classroom.

Milestones to be achieved – all certified staff will receive Macbook, receive Apple Educator Certification, will pilot a learning management system such as OTIS or Schoology.

We will be holding a parent education night on December 15th.

Student Macbook deployment – have set a month but not a day yet.

Want to make sure the community and parents know we are not going to a fully digital platform but we do need to have a blended platform. We need a place where people can go to get resources. Need a more student centered instead of teacher directed, multi-modal but collaborative process. Enhances what teachers are able to deliver in the classroom.

Will try to schedule another meeting with the charter group. When completed, Mr. Hornblower

will share the entirety of it. Ms. Ball reported we will be setting a communication plan in place and make sure others understand.

Ms. Axtell – haven't approved APEX to use on every device. Ms. Ball it will be used as a resource that teachers are already using. Will not be the sole basis for instruction, if that were the case it would be a virtual model and not a blended model. It is a resource for instructional planning.

Ms. Kennison – may need to charge the curriculum committee to evaluate online curriculum resources. May need to charge core content subject.

Ms. Ball – Would suggested that at this juncture any additional curriculum decisions need to be made considering next year.

Mr. Hornblower- We are not changing what we are doing we will just use it as a resource.

Ms. Ball – if we are looking for a resource for digital curriculum there is no reason to go beyond the tools we already have in place.

Mr. Hornblower – as we look at curriculum going forward, anything we bring in is again something new to learn, another new system.

Ms. Ball – the point was made over and over that we are already learning a new program and we don't want to have too many new things thrown at our teachers at one time. From feedback received the teachers are enjoying the tool and are benefitting from it. Give everyone an opportunity to use the resource they are familiar with and are already using it. We have a resource in place and a tool in place that teachers are familiar with and it helps build teacher confidence in order to move forward.

Ms. Kennison – we have two big culture shifting things happening and it seems like we should be asking each standing committee to look at it and how the shift is happening. What do we have in our current policies that needs to be finessed to make this work?

Ms. Kennison – What is our vision, does the PLC need to feed to the committee.

Mr. Hornblower- What is it we are trying to accomplish?

Ms. Kennison- To make sure we are embracing this.

Ms. Axtell – The charter group should have had more information going into it.

Ms. Charlene Ball- There is nothing covert going on, charter group has set milestones, talked with staff members to see how it would be received. Apple certification, receive devices, each student will complete 2 projects using Macbooks (1 per quarter). Experience world outside Covington using Macbook by the end of the year, teachers successfully use the OTIS, Schoolology. All students digital driver's license. No hidden expectation, felt these things were minimal but doable. If you look at instructional focus calendar there are things like this built in already.

Mr. Hornblower- We are standards based and what we do will be driven by standards, that won't change. Once they get in the kids hands they will take it and run with it. The question is will we be able to run with them. We have to be agile enough that once we see how things get used that will inform policy and procedure. Actual behaviors and attitudes will drive this. We need to make it in our context but this has been done before.

Ms. Kennison- What does it look like? Do we need to help define it?

Mr. Hornblower- Hopeful that those things will bubble up from PLCs.

Ms. Axtell- Are those meetings run like a public meeting? Can this be communicated to parents? Is there a way to do that without coming to a meeting?

Ms. Axtell- Are there minutes in these meetings so they can be shared?

Mr. Hornblower- Parent night on December 15th to share a lot of this. There are a lot of moving parts involved.

Ms. Charlene Ball- With the anticipation of anything new we all have anxiety. The assumption that those representatives on that charter group share with their fellow members. The charter group is planning for just the deployment of the devices and the planning of the devices use. These are just a tool.

3. Program Review Update – Member Magner provided SBDM council with an update. All teachers have submitted a commitment form of two activities they will do with their students. In the evidence collection mode, will have a more in-depth update next month. Districtwide meeting coming up in beginning of December to share out what is going on with their school.

4. School Improvement Planning Report- Ms. Bowen reported that working with committee on accreditation documentation. The evidence has been collected, working on inputting into program and will share with council. Ms. Bowen stated she would be happy to meet with any interested parties to review. Mr. Hornblower reported that we are going to take the CSIP and consolidate it to the goals and strategies and get that to council.

5. Budget Report – A copy of the SBDM budget for the 2016 – 2017 school year is included in packet for all members. No questions were asked.

Section 6 Allocation update – Included in packet given to SBDM members. Mr. Hornblower reported that the District could have decreased the allocation but they chose not too.

6. Other Committee Reports –

SBDM Committee information is included in packet given to SBDM members.

Mr. Hornblower reported that Mr. Dearborn approached him to ask for a charge to an ad-hoc committee to look at the master schedule and ways to study the structure of the schedule. The questions surrounding this are, If we can change the structure of the day we can be more accommodating to student needs. What is best for kids? After some discussion, a charge was proposed for an ad-hoc committee.

Charge: To study our school's master schedule and investigate potential alternatives to the current structure.

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

Member Zaino asked on behalf on curriculum committee if we are still supposed to be looking at grading? Mr. Magner stated that in his mind it would be a charge still. The wording of that charge will be sent to curriculum and instruction committee chair Ms. Duty to continue going forward with that charge.

7.Bylaw or Policy Report or Review –

Enhancing Student Achievement, 2nd reading –

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- 11-14-16

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

Writing Policy –

Schoolwide Writing Program

To ensure that students are provided multiple opportunities to develop complex communication skills teachers will

1. Have unit plans that reflect explicit teaching of the Kentucky Common Core Standards for Writing.
2. Link writing instruction to reading instruction across all content areas, analyzing print and non-print materials to serve as guides for students writing.
3. Include appropriate writing in every unit of study as a natural outcome of the content being studied.
4. Require all students will keep evidence of working writing folders electronically showing evidence of technology use, a variety of purposes and forms, as well as

descriptive feedback based upon the Common Core Writing Standards.

5. Participate in professional development opportunities, based upon personal Professional Growth Plans, in the area of writing.
6. Maintain working writing portfolios. Teachers are required to contribute the expected number of portfolio entries to a students' portfolio during the school year.

Teacher Expected Contributions		
Portfolio Entry	Purpose	#of Entries Required
Content Area Writing: This must be a publishable piece that is written for an outside audience and demonstrates evidence of the writing process.	English: Narrative Social Studies: Argumentative Advocacy: Reflective Science: Descriptive Math: Informative Elective Courses: argumentative, informative, or descriptive	1

Evidence of Student Writing Opportunities	
Teachers are also expected to contribute the indicated types and numbers of the writing below to the student portfolio:	
Type of Writing	#of entries
Writing to Learn- any writing students do to enhance teaming (sample pages from ICN, notes, entrance slips, and exit slips).	2
Writing-to-Demonstrate-Learning- Included in this category are essays, sample pages from ICN, constructed response questions .etc.	2
On-Demand- On-demand is done in one setting (constructed response, writing samples with no revision).	1
Research Project- This includes naturally occurring research based on content as well as the traditional research paper. This would include lab reports, market research. statistical reports with analysis, etc.	1
Technology: 21st century digital tools used during drafting and or publishing- This includes radio and TV scripts, speeches, power points, pod casts, video projects, web page designs, DVDs, etc.	1

Administrators and instructional coaches will work with teachers in order to stay apprised of students' writing efforts, strengths and weaknesses.

Students are responsible for maintaining and updating their portfolio.

Student portfolios will be reviewed twice a year by each student's advocacy teacher. Students will be provided with feedback after each review.

PORTFOLIO REVIEW

Student portfolios will be reviewed once during each semester by the student's advocacy teacher. Advocacy teachers will provide students with feedback after each review.

DATE OF FIRST READING- 9-26-13

DATE OF SECOND READING- 12-17-13

Review date – 11-14-16

A motion was taken to add a review date of November 14, 2016. Motion by Member Magner. 2nd by Member Taylor. Consensus by Members Zaino, Kennison, Axell, Willoughby and Ball.

Academic Honesty and Integrity, 2nd reading – See attached.

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

Assessment, 2nd reading – See attached.

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

Language, 2nd reading – See attached.

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

Special Education Needs, 2nd reading – See attached.

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

Bylaw review, Agenda Rules and Roles of Chairperson and Vice Chairperson – Included in packet given to SBDM members. No action required.

8. New Business –

a. Curriculum/Instruction –

Logistics – Mr. David Hartman reported that we have had meetings with industry and schools. Universities and businesses are very excited about us putting together this proposal. There was a change to the proposed course sequence. Holmes High School is leading this, discussions with the state of a possible pilot program and we are in step with what they want us to do involving businesses and universities. Our students could graduate with the certification. It would be a LEAN certification. Could have an adjunct instructor teach it on campus.

Mr. Hornblower reported that adding logistics will make us have 4 of 5 major sectors. This area is the 5th largest logistics area in the nation.

Ms. Axtell asked if both LOM 100 and LOM 102 would be 8 week courses. Mr. Hartman replied that the student could get a credit and then possible go to co-op in the spring.

Mr. Magner asked if we could do a first reading today and curriculum and instruction committee review the proposal?

A motion was taken to approve as first reading contingent on curriculum and instruction committee having no reservations by Member Magner. 2nd by Member Zaino. Consensus by Members Kennison, Axtell, Willoughby, Ball and Taylor.

Informatics Shift to Network Administration – Mr. Kevin Messer shared what we are currently doing and has been in place for 3 years. He stated that the program has not had the numbers that we had hoped and he has concerned about the ending outcome for students at the end of the 4 years. Students right now come out with ability to use Microsoft on an expert level. Courses are designed with a great deal of research, collaborate quite a bit and use lots of 21st century skills. The program we currently have would not give students the skills to put our students at the top.

This is a great time to make a shift. There are two potential pathways, one designed for an IT help desk and another for network administration.

Network administration would allow our students get an A+ plus certification, Comp-Tia plus certification and a network certification which will go a long way to getting our students employed. Would make our students with some attractive employability skills.

Member Taylor asked if we would they be revamping the Media Arts curriculum? Mr. Hornblower replied that the state did a review of those pathways last year.

Mr. Magner asked Mr. Messer if he was comfortable with the transition of the pathways? Mr. Messer replied, yes, the current courses provided a lot of scaffolding with creating solutions, has been trying to get their hardware and networking skills up to speed. Mr. Magner asked, if you are a junior right now would you finish? Mr. Hartman replied, would say yes to get their preparatory status. Mr. Hartman stated that the business partners are more in line with the networking. Ms. Zaino asked, next year we would offer? Mr. Messer replied, it would be computer networking and hardware. Ms. Kennison asked, Can freshman transfer over and still reach preparatory status? Mr. Hornblower replied that it would be a phase in and phase out process. From this discussion a charge was proposed for the curriculum and instruction

committee.

Charge: Review of Informatics Shift to Network Administration proposal for approval.

1st reading contingent upon approval by curriculum instruction committee of proposal.

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

Pathway documents – would like to include in course catalog – Ms. Taylor asked about Spanish 3 and an accelerated version of Spanish 2.

Mr. Magner said it would be a blanket statement that Mathematics SL is more accepted than Mathematics Studies SL.

A motion was taken to: Add the sequencing document into course catalog which will add math SL and remove AP stats from catalog.

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

KHEAA – An informational item is included in packet for SBDM members regarding 2016-2017 KHEAA request for transcript data for the purpose of weighting compliance with the GPA requirements of the KEES program.

b. Enrollment/Attendance – Current enrollment is 823 students, attendance is 94.12 %.

c.SBDM Training - At this point all members have completed their training.

d. Staffing Update – Mr. Hornblower stated that an Account Clerk position is open and interviews have begun for that position.

Mr. Hornblower reported that council will be interviewing someone relocating for a Spanish position. The other open positions have been refreshed to try and generate some interest. We are still struggling with health science position.

e. Field trip log – Log of field trips included in packet for SBDM members.

9. Adjournment – Motion to adjourn by Member Zaino. 2nd by Member Ball. Consensus by Kennison, Willoughby, Axtell, Taylor and Magner. Meeting adjourned at 6:22 PM.