

# Holmes High School

## SBDM Meeting

### Approved Minutes: December 12, 2016

#### 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: December 12, 2016

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 (arrived 4:35), Alvin Garrison (arrived 4:42)  
Absent – Melanie Willoughby

Others present – Davana Herron, Bradie Bowen

- b. **Approval of the agenda** – Motion to approve agenda by Member Magner. 2<sup>nd</sup> by Member Taylor. Consensus by Members Zaino, Axtell and Kennison.
- c. **Approval of the minutes of the previous meeting** – November 14, 2016 – Motion to approve by Member Magner. 2<sup>nd</sup> by Member Taylor. Consensus by Members Axtell, Zaino, Kennison and Ball.
- d. **Good News Report(s)** –
- Congratulations to Salih Abdullah on being recognized by the Northern Kentucky Football Coaches Association as a “Top 26” award recipient. This award goes to 26 of the best and brightest football players in all of Northern Kentucky.
  - Ms. Kennison stated that the Community Learning Center club numbers are looking good.
- e. **Public Comment** – No public comment.

2. **1:1 Initiative** – Mr. Hornblower provided an update on the 1:1 initiative. Parent night will be held on this Thursday, would encourage all to attend. Working through some logistics for a tentative January 17<sup>th</sup> deployment. Piloting the free version of Schoology. If that is something we need to look at going forward, we will look at it. It is similar to blackboard, it is not a curriculum. Otis is hard to navigate from a teacher perspective. Ms. Taylor stated that Schoology is really easy to use. We are working on a Laptop loan agreement and a user agreement.
3. **Program Review Update** – Member Magner provided SBDM council with an update. District program review meeting was held last week where all of the program review leads ranked each of the other schools. We were rated as proficient. Assurances due dates have been moved to the end of the school year.
4. **School Improvement Planning Report** – Ms. Bowen provided council a copy of CSIP goals from 2015 – 2016 and CSIP goals from 2016 – 2017. Ms. Bowen reported that these numbers come from the state and are not negotiable. Program review does not require a goal. Working conditions goals are not included in CSIP. We have continued working on what we were working on last year.

**Motion to approve CSIP and goals** - A motion was taken by Member Kennison. 2<sup>nd</sup> by Member Ball. Consensus by Members Axtell, Taylor, Kennison and Magner.

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.

Mr. Hornblower stated that in the past we have used positions not filled to fund some other things.

Mr. Hornblower stated that we have some needs going forward with the 1:1 initiative. We are looking at backpacks for laptops, charging boxes (rather than laptop carts) looking at 40 of them initially. They have 16 slots each, run about \$200 each, this amounts to \$8000.

The student ID we can hopefully download their picture and scan the student ID and make it an easier process to turn in. It would be the math position (we will not lose the position, we have no applicants). In the math department, we redistributed the students in math classes and the classes are a little bigger.

Ms. Zaino asked if that money can be redistributed later on as the semester went on. Mr. Hornblower stated he has a quote for 900 backpacks. Ms. Axtell asked if there is another position that we can use. Mr. Hornblower stated we haven't had any applicants and there doesn't appear to be any coming from the university. Ms. Axtell stated she would like to know where and how the money is being spent. Mr. Hornblower stated he would provide that.

**Motion to reallocate the math position for technology needs.** Motion by Member Kennison. 2<sup>nd</sup> by Member Ball. Consensus by Members Zaino, Axtell, Taylor and Magner.

6. **Other Committee Reports** – SBDM committee minutes included in packet for all SBDM members.

Ms. Kennison gave an overview of the Youth Service Center Monthly report..

7. **Bylaw or Policy Report or Review** – No bylaws to review.

College Level Courses – This policy is suggested for review.

### **Curriculum and Availability**

The SBDM Council of Holmes High School is committed to providing rigorous curriculum and instruction for all students. All students may select from courses in the International Baccalaureate Diploma Program, core content, Advanced Placement courses and dual-credit courses offered at school, online or at nearby college and university campuses.

If the course is designated as an Advanced Studies course, it must:

1. Be identified as International Baccalaureate course by the International Baccalaureate Organization and prepare students to take accompanying exams
2. Be identified with an approved syllabus as an Advanced Placement course by the College Board and prepare students to take accompanying exam
3. Be aligned with Kentucky's Academic Expectations and Kentucky's Program of Studies
4. Be taught by staff with appropriate content certification and professional development preparation to teach the Advanced Studies course

The principal or designee will make the appropriate arrangements for these courses to be offered, including communicating to students and parents any costs associated with the courses.

The SBDM council will ensure that principal, counselors, AP/IB coordinator and/or designee will provide an annual informational session to students and parents on college-level course options.

**DATE OF FIRST READING – 2-8-16 DATE OF SECOND READING – 3-14-16**

**Motion to add review date of 12-12-16** – Motion by Member Zaino. 2<sup>nd</sup> by Member Magner. Consensus by Members Axtell, Ball, Taylor and Kennison.

8. **New Business** –

a. **Curriculum/Instruction** –

**Logistics Proposal** – Mr. Magner reported that curriculum and instruction committee had no reservations about the proposal that was submitted for a first reading at November SBDM meeting. Motion by Member Magner. 2<sup>nd</sup> by Member Taylor. Consensus by Members Ball, Kennison, Zaino and Axtell to accept as second reading.

**Informatics Shift to Network Administration** – Mr. Magner reported that curriculum and instruction committee had no reservations about the proposal that was submitted for a first reading at November SBDM meeting. Motion by Member Magner. 2<sup>nd</sup> by Member Taylor. Consensus by Members Ball, Kennison, Zaino and Axtell to accept as second reading.

**Course Catalog** – Mr. Hornblower presented for SBDM review and stated he is looking for direction on where to go with the course catalog.

Ms. Zaino asked if there were any changes. Mr. Magner stated he did make a mistake when he reported on math IB studies. The IB Math HL is the course that is accepted for college credit. His recommendation would be to keep AP stats class for students interested in taking it so that students have a chance for college credit. Ms. Kennison asked about the confusion with how many math credits are required. Mr. Magner stated that he reads it as 3 credits are needed with an asterick that math is required every year. The way he reads, they need to take math as senior.

**Motion to offer AP stats instead of IB mathematics.** – Motion by Member Magner. 2<sup>nd</sup> by Member Zaino. Consensus by Members Ball, Kennison, Axtell and Taylor.

Course Catalog – Ms. Zaino asked if this would be an issue with looking at restructuring our master schedule using the example of trimesters. Mr. Hornblower stated that his feeling is it would be tough to turn around for the fall and it would also bring up other questions. For example, are there other IB schools doing trimesters? Ms. Zaino stated that she would see us approving a course catalog with the understanding that it would be our current schedule. Mr. Hornblower stated that would be his understanding as well. Mr. Hornblower stated that as we consider these things, what could it look like if we gave students options to control their learning and make it look more like a college schedule.

Motion to approve course catalog as first reading. Motion by Member Zaino. 2<sup>nd</sup> by Member Ball. Consensus by Members Kennison, Axtell, Taylor and Magner.

- b. **Enrollment/Attendance** – Current enrollment is 818 students, attendance is 93.85%.
  - c. **Staffing Update** – We currently have the following open positions; Math, English Language Learners, Health Science, Media Arts and Carpentry. We have hired a new account clerk, Ms. Jane Vogepohl. Ms. Burkart is retiring. Mr. Hornblower stated that position hasn't been posted yet.
  - d. **Field trip log** – Log of field trips included in packet for all SBDM members.
9. **Adjournment** – Motion to adjourn by Member Magner. 2<sup>nd</sup> by Member Kennison. Consensus by Members Axtell, Taylor, Ball and Zaino at 5:25 PM.