

Holmes High School

SBDM Meeting

Approved Minutes: February 13, 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

Davana Herron, Secretary

Agenda: February 13, 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
 - a. Allocation
6. Other Committee Reports
7. Bylaw or Policy Report or Review
8. New Business
 - a. Curriculum/Instruction
 - b. Enrollment/Attendance
 - c. Staffing Update
 - d. SBDM Elections
 - 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, Alexis Taylor, Daniele Axtell, Karen Zaino, Dawn Ball
Absent – Melanie Willoughby

Others present – Davana Herron, Donna Adams, Ken Dearborn, Ashley McClure

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

- c. **Approval of the minutes of the previous meeting** –

January 9, 2017 Meeting Minutes – Member Kennison requested the following amendment be made to the minutes regarding discussion of the electronic device policy. **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 approve with amendment by Member Ball. 2nd by Member Zaino. Consensus by Members Kennison, Axtell, Taylor and Magner.

January 26, 2017 Special Meeting Minutes – Motion to approve by Member Magner. 2nd by Member Taylor. Consensus by Members Ball, Kennison, Zaino and Axtell.

- d. **Good News Report(s)** –

- Mr. Hornblower shared with council some news
- Ms. Kennison shared that the wrestling team had some state qualifiers.
- Ms. Taylor shared that one of our students will likely be the state representative for Spanish National Honor Society.
- Ms. Kennison shared that the girls basketball team was in the news for having good starting five.
- Mr. Hornblower shared that we have over 22 clubs.
- Ms. Ball reported that NHS students came to 9th district to help out this weekend and received a lot of compliments. There were eleven students total, three students to Glenn O. Swing and eight to 9th district.

- e. **Public Comment** – No public comment.

2. **1:1 Initiative** – Mr. Hornblower provided an update on the 1:1 initiative. Mr. Hornblower shared information regarding work being done with the Strive and Design Impact groups. He stated 20 students, 10 staff members and 5 or 6 parents were involved in focus groups around how we can engage kids in their own learning. Some themes emerged and those were;
How might we encourage stronger student/teacher relationships?
How might we amplify student voice?
How might we make learning interactive and experiential?
Those three themes emerged out of the Superintendent Leadership Council going in an initial process. The second part of the process brought the focus groups in. On March 1st at 3:15, at a faculty meeting, this information will be shared with staff. SBDM parents are welcome to attend and we will try to have another meeting to share with other parents and the public.

3. **Program Review Update** – Member Magner stated that the team met last week and will come to the council in April. At that time, team will ask for SBDM approval that we are implementing program review in the school. Program review leads are doing follow up work. Member Kennison asked about world languages. Member Magner replied that global competency still addressed but is not going before the state, it will be addressed by council.
4. **School Improvement Planning Report** – Mr. Hornblower reported there is not much to update at the moment. There is a new tier of support from the district and will know more about that Wednesday and will share at next meeting.
5. **Budget Report** – A copy of the SBDM budget for the 2016 – 2017 school year is included in packet for all members. Of that money, we spent \$3200 on LanSchool that allow teachers to view computer to know what is going on with student computers. It will block or allow websites or apps. Ms. Axtell asked if there are websites that are blocked anyway. Mr. Magner replied, yes and that is by the state, but students figure out work arounds to get access. Mr. Hornblower stated that the district technology department was made aware of some apps students were downloading with the work around and that is being taken care of at a district level. At district level, we have a server where the technology department monitors what is going on and can take care of some of those issues. Ms. Axtell asked, can you have every teacher block YouTube unless they want them to use it. Mr. Magner answered, yes you can have those kind of settings, you can have a default setting and go through and change it. Ms. Zaino asked, can you block things individually? Mr. Magner replied, you can go by student level. Ms. Axtell asked, can LanSchool be accessed outside of school? Mr. Magner replied that it would have to be on our network for it to work.

Ad-hoc budget committee – An invitation was sent to staff and SBDM members to participate in an ad-hoc budget committee meeting on February 27th at 3:15 PM.

- a. **Section 6 Budget Allocation** – Initial allocation was given to SBDM council for Section 6 funding. Mr. Hornblower stated that these funds are generated from 5th month attendance. The Section 6 funding allocation for 2017 – 2018 school year is projected to be \$107,288.
SBDM Staff Allocation - formula is in packet given to SBDM council and email from Mr. Grein with some explanation on the allocation. In this allocation projection, we have 43 teachers. This year we had 42 teachers. Mr. Hornblower asked if there were any questions on the allocation.

Budget update – A copy of the SBDM budget for the 2016 – 2017 school year is included in packet for all members. Mr. Hornblower asked if there were any questions on this monthly snapshot. Mr. Hornblower stated he would feel more comfortable going forward if at XX amount of dollars that council needs to discuss the purchase.

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

Restructuring Ad-Hoc Committee – Included in packet for SBDM members is a proposal from this committee. Mr. Dearborn as committee lead is here to discuss the work completed by this committee and answer questions. Mr. Dearborn stated that the ad-hoc restructuring committee has met multiple times and came up with a proposal. He stated the committee felt a seminar period was necessary daily to do some real time enrichment, work on college and career readiness and it provided a lot of other

opportunities. Members of the committee have talked to several schools about this. He stated it allows for a lot of student choice. Mr. Dearborn stated there were a lot of questions, not really any negative. The feeling from the students was that they wanted more choice and more electives could be offered. Mr. Hornblower stated that students could get multiple career certificates in their pathway and there are a lot of things that can happen. Mr. Hornblower stated he feels we don't have a defined period for enrichment and this might allow for some of the during the day club activities. Ms. Axtell asked if any local schools are following a similar plan. Mr. Dearborn responded, No, there are schools that have the seminar period but can't think of anybody that does it on an A/B schedule. Ms. Axtell asked, How would that look? Mr. Dearborn stated, It would be an every other day rotation, can't do A/B on Monday, Wednesday, Friday. Ms. Axtell stated that it looks like we are still getting 5 days in two week period. Ms. Ball asked, How would that work for dual credit? Mr. Hornblower replied, with strategic scheduling. Mr. Dearborn stated that we would hope the student would also be completing a pathway and the senior student might only need math and english to fulfill graduation requirements. Mr. Magner stated that, this will open up for IB classes as well but opening up an extra class will allow flexibility in the schedule. Ms. Ball stated that she experienced this herself in high school herself and loved it but they don't do it any longer. Maybe should reach out to them. Mr. Hornblower stated that he won't speak for group but it seems that they have a defined intervention time at the schools that have been successful. This would be creating an opportunity where it creates more flexibility and the schedule could be built with flexibility to entertain choices going forward. Being able to strategically schedule. The great thing is we were able to start scheduling today. Ms. Kennison stated that strategically the seminar is in the middle of the day to accommodate some of the different schedules with Gateway and other schedules. Mr. Hornblower stated we will have to tweak lunch to make it happen. Ms. Axtell stated we are going from 9.5 hours of instruction to 6.25 hours of time. Mr. Magner replied that students will be in that specific class for 75 minutes and teachers will be able to work together to use the seminar time strategically. For IB seat time they have a recommended seat time and we would fall shortly below that time not including the seminar. Mr. Magner also stated, it would be more like a college feel and you would work on the class more than just sitting in the classroom. It would be an academic focus. Mr. Hornblower stated that his understanding from teachers that their concern is the structure of seminar time. Mr. Magner stated that he visited Franklin Simpson High School and that school had a lot of success attributed to academic time that was well structured. With this technology they were also using videos for a lesson. Ms. Taylor stated that at St. Henry which is a blue ribbon school they had seminar built in during the day.

Mr. Hornblower asked what are the next steps? Mr. Dearborn stated that no one on the committee voiced any concerns about being not ready to move forward. He came tonight to present it and see where the council wanted to go with next steps. Ms. Kennison stated that the only question addressed was seat time. Ms. Zaino said she would like to recommend getting more input from staff because there is still some confusion. Mr. Hornblower stated for next steps, probably should poll the whole teaching staff. He stated he feels that Mr. Dearborn was coming to provide an update and see what were council thoughts on this. Mr. Magner asked, Do you know what polling the staff would look and feel like? Ms. Zaino stated that this information could potentially be disseminated at PLC meetings but she doesn't feel comfortable voting on it yet. Mr. Hornblower stated this would enable us to schedule tweeners intentionally. Those seniors that didn't benchmark, once they are benchmarked, they can be pulled out. Mr. Hornblower stated there is an instructional lead meeting scheduled for tomorrow. The instructional lead group could disseminate the information and lead that process. Ms. Zaino stated she feels the committee is pretty well represented across departments. Mr. Hornblower asked, are people comfortable on committee to talk about it? Mr. Hornblower asked what does SBDM need? What is our approach to make sure we are being deliberate with the seminar. Ms. Zaino stated there is a lot of staff anxiety about the seminar. Mr. Hornblower stated that a lot of our work is seasonal, the seminar could be a lot of different things depending on the time of the year. If this goes forward, we should sit down

in May and define what each day would look like. Ms. McClure stated that anything that occurs with the Community Learning Center grant can't occur during the day. Ms. Zaino stated that saying that it could be anything could lead to more anxiety. Mr. Dearborn stated we could say we will cover what we value and look at it deliberately. Ms. Ball stated on the Design Impact study it has what the kids would like to see. Mr. Wagner stated he can send out what the other school did so that we can see how they structured their days. Mr. Hornblower asked, Is there anything else that could cause a deal breaker? Ms. Zaino stated if we are justifying longer classes, we should clarify the time with students. We should be ensuring support on how to plan a 75 minute lesson since that could be a big shift. Mr. Hornblower stated that CTE and Science classes are obvious advantages. Ms. Axtell asked, What does that do to a teacher that already has everything planned? You are taking two hours of instruction away over two weeks. Mr. Hornblower replied that the individual teacher won't have to approach it by themselves. Because we have the tool they are plugged in all the time. Could see the flipped classroom emerging as a strategy. Ms. Kennison stated we used to teach blocks and teachers would shift instruction every 15 to 20 minutes to break it up and keep kids interested. Mr. Hornblower stated that adding extra minutes and doing more project based learning. For next steps, if comfortable, Mr. Hornblower will approach instructional leads and do a pulse check. What from there? First reading? If those with experience can get in to some of the groups and keep that dialogue. How does council want to move? Ms. Kennison asked, If we have students who need 8 course instead of 7 will be have to re-option? Mr. Dearborn asked, What are counselors doing now? Dr. Adams stated that hopefully they are adding an alternate. Mr. Hornblower stated he wants to create enough flexibility for kids to be involved in other things, Gateway, etc. Mr. Hornblower asked, Does council want first reading in March? It can all be done in one reading. Ms. Ball asked, Wouldn't we need to iron out the details in March and take for a read in April? Mr. Wagner stated, if there are details to iron out, we could do that before March. Ms. Zaino stated she doesn't think we can decide right now until we know what the plan looks like. Ms. Zaino asked, Can we have some formal notes on questions and concerns? Mr. Dearborn stated he would provide that. SBDM Council formulated the following plan; present information at instructional lead meeting on Tuesday, instructional leads present at PLC on Wednesday and gather feedback, from that feedback would create a questions and answers and get out to staff.

Ms. Kennison asked about the possibility of adding graduation requirements including college or career ready to graduation requirements. Mr. Hornblower stated he was going to ask council if this was something they were willing to entertain and discuss under curriculum and instruction.

7. **Bylaw or Policy Report or Review** – The following policies are suggested for review at this meeting.

Electronic Devices Policy – 2nd reading –

Ms. Kennison asked about camera use. Mr. Wagner replied that was up to teacher discretion. Ms. Axtell stated that a student was told that no information could be transmitted from their phone to the MacBook. Ms. Taylor replied that is correct, it is not allowed. Ms. Axtell asked if we need to write in what kind of information is allowed? Ms. Taylor stated there is no way to monitor that. Ms. Kennison said the memory on the MacBook is an issue. Mr. Hornblower stated there is no good answer to that. Ms. Axtell asked if more could be communicated to kids on what can be done or not done? Mr. Wagner stated that the technology department intention was to be really strict at first then ease up. Mr. Hornblower stated this is evolving and as things come up, will bring it back with more answers. Ms. Ball suggested we accept the policy and revisit it later.

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: 2-13-17

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

Assignment of Instructional and Non-Instructional Staff Time – This policy is suggested for review at this time. An amendment was added regarding the timeline.

Assignment of Instructional and Non-Instructional Staff Time

The principal shall assign each staff member's time in a manner that supports implementation of the Comprehensive School Improvement Plan and the needs of the students. Each teacher shall be provided with at least one instructional period of planning time each day. Any additional planning time provided will be at the discretion of the principal. The principal shall recommend the tentative master schedule for Council approval as early as possible.

Additional Staff Time Assignments:

- Morning, between class, and afternoon hallway supervision
- Supervision of school day events
- Any additional assignments at the discretion of the principal which creates a safe and orderly learning environment.

DATE OF FIRST READING – 2-8-16

DATE OF SECOND READING – 3-14-16

Revision Date – 2-13-17

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

Consultation for Hiring Other than the Principal – Mr. Magner reported to follow the policy as it is we would wait to hire a person until next meeting or call a special meeting. Mr. Hornblower stated he received feedback that we are not following the policy as it was written. Mr. Hornblower stated that it is a competitive marketplace and we don't want to wait to hire a good candidate. Ms. Kennison stated that the new policy sent out by Mr. Magner is what we do and looks comprehensive. The way we operationalize is how the new policy is written. Mr. Magner stated that he looked at all the state regulations and it says not all members need to be there, you just need to spell out what you do. Mr. Hornblower stated we already provide a staff update at each meeting and tell who filled the position. Ms. Axtell stated that maybe it doesn't need to be in policy but is there a way to find out if a recommendation has been made? Mr. Hornblower stated he would be glad to do that. A motion was taken to accept the following policy as a first reading.

Consultation for Hiring Other than the Principal

-The content area chairperson, immediate supervisor, or designee(s) will assist the principal in reviewing the applications, checking references, and assisting in the interview process.

-The principal shall invite all SBDM members to each interview. An interview will not take place unless at least one SBDM member is present.

-The principal shall consult with those present, including the SBDM member(s), at the conclusion of the interview.

-The principal shall recommend the person he/she believes will contribute most to the success of the school's students and will notify the superintendent of his/her choice. His/her decision is binding.

-In an email within a week and at the next regular meeting, the principal will inform the school council as to the candidate that was selected.

First Reading: 2-13-17

Second Reading:

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

8. **New Business** –

a. **Curriculum/Instruction** –

Course Catalog – Mr. Magner stated that the state changed some pathways, they have streamlined and called them something different. The first couple classes in the pathways are the same but it would be more the senior level classes that it would affect. A motion was taken to approve with name changes appropriate to state requirements. Motion by Member Kennison. 2nd by Member Zaino. Consensus by Members Ball, Axtell, Taylor and Magner.

Green Dot – Mr. Hornblower stated that this is a program out of the Women’s Crisis Center and he gave council materials about the program. He has met with them a couple of times. He stated he told them that it has to align what we are trying to do and be able to align with all students among languages. He believes this falls in line with what he would call social awareness. Would do with all classes one time, then students would nominate students for further training. Fits nicely with Design Impact work. They are so excited about it they are willing to pay for six of our staff to be trained, would be 4 counselors, MSGT and ELL teacher. They would be certified trainers. Ms. Ball stated it would fit under healthy relationships. Mr. Hornblower asked SBDM council if they are comfortable with moving forward with this program? A motion was taken to support this program coming in to the school. Motion by Member Magner. 2nd by Member Kennison. Consensus by Members Ball, Axtell and Zaino.

Digital Curriculum – Mr. Hornblower stated we have talked about three pieces, Schoology, Lanschool and digital curriculum. Currently Apex Learning is available to any teacher in grades 6-12. Should we adopt Apex Learning as our digital curriculum so teachers feel comfortable using it as their curriculum? If you want to review any other digital curriculum for the high school, Mr. Hornblower encouraged a year of study. Ms. Kennison, should this be a committee charge or PLCs? Ms. Zaino asked, What would be the benefit? Ms. Ball asked, Does that mean they are using the computers to teach the classes. Mr. Hornblower replied that the curriculum is being used in special education and as a support in other classes. Ms. Ball asked if AP Chemistry was taught as a digital curriculum in the past? Mr. Hornblower stated that AP Chemistry has never been taught using the current digital curriculum full-time. Some want to use it because it is aligned to quality core. Ms. Axtell stated that it doesn’t seem at this point that we need to put a stamp of approval on it. If we are going to incur a cost outside of what the district does then we owe it to ourselves to do some research. Ms. Kennison stated that it seems we don’t need to do anything. Mr. Hornblower stated that for example, an Algebra 1 teacher decided they wanted to use a curriculum full-time, would council have issue with that? Ms. Kennison stated, that is the teachers decision then no issue. Ms. Axtell stated that she doesn’t want to stamp anything at this point. Mr. Hornblower stated that if there is no problem then he will tell the teacher that it is their decision to use it full time. Ms. Zaino stated there is a lot of ownership in PLCs and she thinks some teachers are already using it full-time. Mr. Hornblower stated that people use other things all the time. Ms. Ball stated it seems if you adopt it you might limit it. Ms. Kennison stated she believes a number of people are using it consistently.

Ms. Axtell stated she is comfortable with a charge to explore digital curriculum options. Mr. Hornblower states that he feels that the grading policy should be finished first. Ms. Zaino stated that she wouldn’t be comfortable with it being used full-time from an engagement perspective and she thinks the confusion is the difference between use of digital curriculum and virtual learning.

No action taken.

College and Career Readiness Graduation Requirement – Mr. Magner stated that when a group visited Franklin Simpson High School they learned that they had put this in place with stipulations and some exceptions. They felt building in the expectation placed high then students would meet that. After some discussion, it was determined to create a charge.

Charge to assessment committee – Explore the addition of a college and/or career readiness requirement for graduation. Motion by Member Kennison. 2nd by Member Zaino. Consensus by Members Ball, Axtell, Taylor and Magner.

- b. **Enrollment/Attendance** – Current enrollment is 795 students, attendance is 93.72%.
- c. **Staffing Update** – Mr. Hornblower reported on the staffing update. He stated that the Media Arts position has been filled, the science position has been filled and he is waiting to hear back for Spanish. Mr. Hornblower stated he is going to a Teach For America hiring fair in April and will be looking for math and Spanish teachers specifically. Mr. Hornblower met with NKU with Mr. Garrison last week and they have an MAT program and they want to create a pipeline with us to create an intensive program where the students are with us for a year. This would not take place until 2018.
- d. **SBDM Elections** – Explained election process and that teachers will have vacant terms.
- e. **Field trip log** – Log of field trips included in packet for all SBDM members.

Ms. Ball asked, Would students be able to keep computers as they graduate? Mr. Hornblower stated that is not an option. Ms. Ball asked what will happen this summer, will they be able to take the computers home for the summer to be able to use. Mr. Hornblower stated they haven't made any decisions on that yet. Ms. Zaino agreed that this probably needs to be addressed.

- 9. **Adjournment** – Motion to adjourn by Member Ball. 2nd by Member Magner. Consensus by Members Kennison, Axtell, Taylor and Zaino at 6:55 PM.