

Holmes High School

SBDM Meeting

Approved Minutes: March 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: March 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
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, Ashley McClure, Donna Adams

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

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

February 13, 2017 Meeting Minutes – Motion to approve with correction to January meeting date by Member Magner. 2nd by Member Taylor. Consensus by Members Axtell, Zaino, Kennison and Ball.

- d. **Good News Report(s)** – Included in packet given to SBDM members.
 - i. Ms. Taylor reported that Chase Dietz is President of the Spanish National Honor Society. This means we will be hosting the convention here at the school next February. It also earns him national recognition and could earn him a scholarship if he wants to teach Spanish.
 - ii. Girls Basketball Team became Back-To-Back 9th Region Champions. They went on to compete in the St. Elizabeth Healthcare/KHSAA Sweet 16 where they finished in the Final Four.
 - iii. Concert Band earned a distinguished rating in an assessment at NKU.
 - iv. The Varsity Cheerleaders won the 9th Region in game cheerleading competition at the Girls Regional Tournament.
 - v. FBLA had a student place 2nd in Business Communications and a student place 4rd in Chapter Name Tag Design at the FBLA Regional Competition and both will advance to the FBLA State Competition.
 - vi. Ms. Kennison reported that the Chess team goes on Saturday to Louisville for State Competition.
 - vii. Mr. Magner, ACT next Tuesday.

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

2. **1:1 Initiative** – Mr. Hornblower provided an update on the 1:1 initiative. Mr. Hornblower shared the information from the Strive/Design Impact study. The students presented to the faculty at the last faculty meeting. We then asked faculty to go and put a dot next to the three things we can do relatively quickly. The top three voted by teachers were more variety in class offerings, virtual and physical wall to celebrate student achievements and builds school pride and students learn at their own pace and set their own schedule.

Mr. Magner & Ms. Taylor – Mr. Magner reported that we are going through some minor adjustments on Lanschool. Schoology went through the migration from the free to enterprise version. Mr. Magner stated that he received a call last week from a parent about when parents will have access to Schoology. Schoology recommended that we not do that until next year. Mr. Hornblower stated that the hope is for parents to see exactly what is going on in class.

3. **Program Review Update** – Member Magner stated that next month will come to council with assurances and evidence to sign off on that we are doing the assurances. SBDM Council members stated they were comfortable with Mr. Magner presenting evidence.
4. **School Improvement Planning Report** – Mr. Hornblower reported that our most recent focus visit was very successful. The tool we have used is the ELEOT tool. Of the 30 indicators we improved on 26 of those.

5. **Budget Report** –

Section 6 Budget Allocation – A copy of the minutes from the SBDM Ad-Hoc Budget Committee meeting are in packet for SBDM members to review. The draft that was developed from that meeting was also presented in packet to council. Will review proposal for next meeting. No motion taken.

Budget update – A copy of the SBDM budget for the 2016 – 2017 school year is included in packet for all members.

Ms. Kennison explained the library portion of the budget. She stated the situation with the limitation of ebook access that it can be checked out 16 times and then you have to pay for it again. She questioned being fiscally responsible with the ebooks vs. the hard copy of the books. Ms. Kennison conducted a survey of sophomores. Mr. Hornblower asked, Do you feel like you know what areas they like ebooks in? Ms. Kennison is also looking at audible versions. Mr. Hornblower stated he would encourage Ms. Kennison to look at a proposal and put some numbers to it and the point is well taken that we have to be fiscally responsible. Mr. Hornblower stated using some of the furniture and fixture line with purchasing modular furniture.

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

Mr. Hornblower gave an update regarding the Department of Justice. He stated that when a complaint is made, they come in and look at all federal programs. What came out of this was an agreement. It will change how we look at behavior and how we respond to behaviors. Will be hiring a person at the district level who will oversee the behavior information. In this process, the number one responsibility will be getting the information to the Department of Justice in a timely manner. The code of conduct is being modified. Code of conduct must be sent to Department of Justice by March 17th. Mr. Hornblower stated if there is a complaint to the Department of Education then they come in and look at all federal programs. The School Board attorneys have worked with the Department of Justice to create an agreement. We have agreed to this for a four-year commitment. For the most direct information look at Exhibit A of this document.

YSC monthly report – The monthly report was distributed by Mr. Magner for the month of January.

Assessment committee reports – Ms. Kennison discussed the college and career ready component that everyone is in favor of this and some issues to discuss were addressed and hopefully that will be able to come to April meeting with an issue.

Ms. Zaino stated that a committee came to her about if they have an issue that is not an official charge, how could that be handled. Ms. Kennison shared they could put it in the minutes and send to meeting. Mr. Magner suggested they could email it to council and then council can make a suggestion on how to

handle it. Mr. Hornblower asked, Can someone put that together and send it out to the committees for the next committee meeting? Ms. Zaino stated she will get that together.

Curriculum and Instruction – Ms. Axtell stated she has heard a lot about kids co-op. There are a lot of kids in this program. Where is this documented? Mr. Hornblower stated then we need to do this. Mr. Hornblower stated he can have senior counselor and College and Career Readiness Coach come to do an update on this to council in April. Mr. Hornblower stated, We appreciate bringing it up and that is something we need to make sure we are doing it right. Mr. Hornblower stated that he hopes that we take the stance that if there are issues to correct that we correct them. Ms. Axtell, thinks this is great, just thinks more information needs to be given. Mr. Hornblower stated, Let's get this to where everybody is comfortable with it.

Scheduling – Ms. Axtell asked, Is this something we need to look at right now? Mr. Hornblower stated it is more informational at this point. Mr. Magner stated that more came up out of the PLC. Mr. Hornblower stated we are looking at why we need to restructure the day. Mr. Magner stated that all teachers seem to be on board with the seminar period but it is how to structure the seminar period that is the question.

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

Assignment of Students to Classes and Programs within the School – This policy is suggested for review at this time. Ms. Kennison stated that this ties into work based experience, is part of this about whether kids say they decide they want to change their class? Ms. Zaino asked, is there a discretion to this? Thinks a two week period would be ideal if we are looking at the college environment. Ms. Axtell asked, Does it need to be stated procedurally somewhere (in Things You Need to Know) maybe. Mr. Hornblower asked, Does policy leave it at discretion? Ms. Kennison stated for scheduling, Do we put 5 days with no schedule changes? Mr. Magner and Ms. Taylor stated, thinks it covers that. Mr. Hornblower stated he is making a note to put in Things You Need to Know.

Assignment of Students to Classes and Programs within the School

Criteria for student assignment to classes and programs:

The principal and school counselors shall ensure that students are assigned to classes and programs in a manner that will:

1. Take each student's developmental needs into account.
2. Take each student's personal goals in their Individual Learning Plans into account.
3. Implement our School Improvement Plan.
4. Attempt to not exceed the state class size cap except under the circumstances described below.

Class Size:

Temporary exception to the class size cap rule may be made in order to provide an appropriate assignment to a student newly enrolled in the school.

Permanent exceptions to the class size cap rule may be made after meeting with all teachers for the appropriate student level and topics to discuss student needs and possible solution and after determining that no reasonable alternative will meet the students' needs.

Process for Student Assignment and Parent Notification:

1. Students will be assigned according to the criteria listed above by the school counselors and principal.
2. Parents/legal guardians will be able to obtain a copy of their student's schedule at the annual student-parent meeting with the school. After that meeting, the office will provide a copy upon request.
3. Parents who wish to seek a change in the assignment of their child shall be offered the opportunity to conference with the Principal or designee, who shall have the authority to make changes.

Evaluation:

Our School Improvement Planning process includes a regular cycle of reviewing data on student performance and data on our alignment with Kentucky's Standards and Indicators for School Improvement. By analyzing that data, we will be able to tell how well this policy is being implemented and having an impact, and therefore able to tell when changes are needed.

DATE OF FIRST READING – 2-8-16

DATE OF SECOND READING – 3-14-16

Review date of 3-13-17 will be added to policy.

Determination of the School Schedule - This policy is suggested for review at this time.

This policy review will be tabled to the next meeting.

Determination of the Use of School Space - This policy is suggested for review at this time.

Determination of the Use of School Space

The principal shall work with staff and other interested parties to review the use of the school space and then present any changes for approval as needed.

DATE OF FIRST READING – 1-18-11

DATE OF SECOND READING – 2-8-11

Review date of 3-13-17 will be added.

Consultation for Hiring Other than the Principal – SH – Given an alternative to look at last month for consultation. Mr. Hornblower had a conversation with KASC last week and they were ok with parts of the old policy and parts of the new policy. They are interpreting council as an in person physically present consultation. Ms. Kennison asked, Isn't consultation getting into the qualifications of teacher? Ms. Axtell stated, It's the opportunity to state their opinion. Ms. Zaino stated that what this will do is take away the ability to immediately hire someone. After discussion, the following policy was recommended for a second 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 the SBDM council at the next regular or specially called meeting, during a closed-session portion of the meeting.

-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.

-If a quorum of the Council fails to attend a meeting for which consultation is on the agenda, the principal may choose either of the following options:

1. Call another meeting.
2. Declare an emergency and conduct the required discussion with the members who are present at the meeting

First reading: 2-13-17

Second reading: 3-13-17

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

Budget – Mr. Magner gave input that the policy is not required but is suggested. Mr. Hornblower explained that he feels there is a need for this and it is a good safeguard.

Budget Policy

-The superintendent will notify the council by March 1st of its tentative allocation for the next school year, including staff funding.

-Working with the principal if requested, the school improvement plan and other indicators will be reviewed by a committee and a tentative plan for how many staff members the school will have in each subject and level and how many in each other type of position will be made, taking into account an effective student/teacher ratio for meeting the needs of all students.

-After input from stakeholders, revisions will be made if necessary and the tentative plan will be submitted to the council for official action.

-Once the council receives the final allocation from the superintendent on May 1, the council will make a final decision and notify the superintendent of its choices by the district deadline.

-Throughout the year, if a budget line item hits \$0 and/or funds in certain line items need to be redistributed, the principal will notify the council at the next regularly scheduled meeting.

-Throughout the year, the council must approve any purchases of Section 6 funds in the amount greater than \$2500.

First reading: 3-13-17

Second reading:

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

8. **New Business** –

- a. **Curriculum/Instruction** – We received some preliminary numbers and had some concerns. With the current juniors, the expectation was that they would be looking at moving along in the IB diploma program. Mr. Hornblower mentioned this to Mr. Magner and he did some surveying. One of two things is that if we are going to be doing this going forward, we need to look at these issues that lead to inequities. Mr. Hornblower stated that if we're not getting more kids in the diploma program then we need to look at it. Ms. Kennison stated she is encouraged by the numbers.

Mr. Hornblower stated that if we are going to be an IB school, then we should be an IB school. If we don't look at what we are doing going forward, are we going to be an IB school or just a diploma program? Ms. Ball stated that if we are going to be an IB school then we shouldn't look at the numbers. Ms. Zaino asked, Is issue getting more involved or keeping them involved? Ms. Axtell stated that technically IB Chemistry 2 is an elective, have to look at it a little more like an elective and compare to other electives. Ms. Ball asked, Isn't it hard to talk to the kids about what schedule they need when they don't know what the schedule will be? Mr. Hornblower stated that point to bring it up is what is done is done and let's think about as a council do we want to dive deeper into being an IB school or are we comfortable with 3 to 5 diploma candidates each year? Mr. Hornblower stated, if we have more kids taking this then we have a better likelihood of retention. Mr. Magner feels it is a good idea to have all kids take at least one IB class.

Ms. Axtell asked, How many kids are taking at least one IB class? Mr. Hornblower stated that we need to look at this so we are not repeating this, if we are going to be an IB school then what can we do to create more opportunities for more kids to be involved, point is to think about this going forward. Mr. Hornblower stated that we're not talking about eliminating program, just talking about how to grow it. Ms. Taylor stated she gave her sophomores an IB exam, she feels this increased student confidence about it and their ability to take IB Spanish.

- b. **Enrollment/Attendance** – Current enrollment is 785 students, attendance is 93.74%.
- c. **Staffing Update** – Mr. Hornblower reported on the staffing update. Reached out to the two Spanish teachers that we interviewed during the school year about what their plans were. He has also reached out to another potential Spanish teacher candidate.

Will have the following vacancies for next year, Health Science, Carpentry, 3 Spanish, and Math we didn't hire and potentially more.

- d. **SBDM Elections** – Mr. Magner reported that he and Ms. Taylor discussed elections at faculty meeting. Mr. Magner stated the staff was in agreement that Ms. Taylor and Mr. Magner will co-chair the SBDM teacher elections.

Mr. Hornblower informed council that he spoke with Ms. Willoughby and she intends to resign but we have not received an official resignation. He has also reached out to KASC about what we need to do with elections.

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

9. **Adjournment** – Motion to adjourn by Member Zaino. 2nd by Member Magner. Consensus by Members Taylor, Ball, Axtell and Kennison to adjourn at 7:10 PM.