

# Holmes High School

## SBDM Meeting

Approved Minutes: April 3, 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: April 3, 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, Daniele Axtell, Karen Zaino, Dawn Ball  
Absent – Melanie Willoughby, Alexis Taylor

Others present – Davana Herron, Alvin Garrison, NKU student

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

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

**March 13, 2017 Meeting Minutes** – Motion to approve by Member Zaino. 2<sup>nd</sup> by Member Kennison. Consensus by Members Magner, Axtell and Ball.

- d. **Good News Report(s)** – Included in packet given to SBDM members.
  - i. **Gear UP Kentucky** – We had both a GearUP Student of the Year and a Gear UP Family Leader of the Year.
  - ii. **Student Advocate** – A student was in Frankfort to witness Governor Bevin sign the Kinship Care Bill which she advocated for.
  - iii. **Boys and Girls Club** – A Holmes student was one of six teens recognized in its 2017 Youth of the Year Competition. The student received a \$20,000 scholarship from Boys and Girls Clubs of Greater Cincinnati as recognition of her hard work and triumph in the Youth of the Year Competition.
  - iv. **Girls Basketball** - The team was recognized by the Covington City Council for their accomplishments in the Girls Basketball State Tournament where they finished in the Final Four. The City of Covington recognized with a resolution the Back-to-Back 9<sup>th</sup> Region Championships.
  - v. **Work Keys Test** - Three students passed all three components of the Work Keys test. These students have earned a nationally certified employability certificate and have completed the academic component of being career ready.
  - vi. **Chess Team** – Chess team is Top 10 in the state. As a team they have doubled their average since last year.

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

2. **1:1 Initiative** – Mr. Hornblower provided an update on the 1:1 initiative. He stated that last Thursday night the school did a presentation to the board regarding the 1:1 initiative. Mr. Magner, Mr. Hornblower and a student as well as the people who do the infrastructure work did the presentation. Mr. Magner stated they asked how we are using Schoology and Lanschool. The board seemed to be happy with the report. Mr. Hornblower stated we will be collecting the MacBooks and for summer school will be using the laptop carts with the Dell computers.

3. **Program Review Update** – Member Magner stated that as a SBDM council we have to look at our assurances today. Mr. Magner reviewed the assurances with SBDM council.

Writing Program Assurances – We are able to check that we are meeting all assurances.

Visual and Performing Arts Program Assurances – All but one are able to be checked with the exception of teachers instructing in the areas are certified. We have a couple of English teachers teaching HAVPA. Our chair for this has evidence of all sorts of arts projects. Mr. Magner stated he would be happy to share any evidence any council members would like to see.

Practical Living and Career Studies (PLCS) Program Assurances –We are able to meet all areas in this category.

Global Competency/World Languages Program Assurances – We are not able to provide assurance that teachers are certified due to a critical shortage of Spanish teachers. We do have a focus in all of our classes in global competency.

SBDM Council members signed the assurances document.

4. **School Improvement Planning Report** – Mr. Hornblower provided a draft of the overview of the state accountability system. This is an informational item. Mr. Hornblower will present it at faculty meeting this week.

5. **Budget Report** –

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

Mr. Hornblower stated we are looking to purchase I-Macs for secretaries. There is currently about \$7500 available in the technology line item. That would allow us to purchase 6 I-Macs for the secretaries to move to an Apple platform.

There is also some money in the furniture line. Mr. Hornblower stated his emphasis would be to purchase modular furniture.

**Section 6 Budget Allocation** – SBDM Council given Section 6 budget for review. Council members had the opportunity to ask questions.

A motion was taken on the approval of the Section 6 Budget Allocation presented to council. Motion by Member Magner. 2<sup>nd</sup> by Member Kennison. Consensus by Members Zaino, Axtell and Ball to approve budget allocation.

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

Assessment committee- Some discussion occurred regarding the work of the assessment committee. As noted in the committee minutes, it was decided to allow the committee more time to complete their work and look for an update at the next meeting.

Mr. Magner stated that Ms. Turnick sent a potential policy for council to discuss - Course Credit Policy. Mr. Hornblower stated this is something we saw with the visit at North Hardin High School. Mr. Magner asked if council is in consensus with the spirit of the policy to move forward. SBDM members agreed to move forward. Ms. Zaino requested putting the policy out to staff. Mr. Hornblower stated we could do that. Mr. Magner will work with Ms. Turnick and Mr. Hopkins to get specific details on

unexcused absences and provide an avenue for staff to look at before presenting for approval next month.

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

**Determination of School Schedule** – This policy was tabled from last meeting due to the work of the ad-hoc restructuring committee and is suggested for review at this time.

Mr. Hornblower stated that we are not in the position to move forward next year with any different kind of schedule. We will need more time to look at this. Could possibly introduce some of the advisory time into the schedule next year. We need to get some stability with how we are moving forward then discuss what the day would look like.

**Determination of School Schedule**

Beginning with the 2014-2015 school year, the school day shall begin at 8:10 a.m. and end at 3:05 p.m.

| <b>50 minutes, 7 period day</b> |                |
|---------------------------------|----------------|
|                                 | 8:10-          |
|                                 | 9:10-          |
|                                 | 10:05-         |
|                                 | 11:00 -        |
|                                 | 12:25 -        |
|                                 | 1:20 -         |
|                                 | 2:15 -         |
|                                 |                |
|                                 | Lunch 1 10:55- |
|                                 | Lunch 2 11:25- |
|                                 | Lunch 3 11:55- |
| 55 min 1st period               |                |

The principal along with consultation of council will create a schedule that supports the Comprehensive School Improvement Plan and the needs of the students. Daily class schedules will reflect an equitable distribution of time and resources. Staff will be provided with communication from the principal and council in regards to any changes.

**DATE OF FIRST READING – 4-29-14 DATE OF SECOND READING – 5-21-14**

**Review Date – 4-3-17**

A review date of 4-3-17 will be added to this policy.

**Budget** – This policy is presented for a second reading at this time.

**Budget Policy**

-The superintendent will notify the council by March 1<sup>st</sup> 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: 4-3-17

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

## 8. **New Business** –

- a. **Curriculum/Instruction** – Mr. Hornblower reported that we began the conversation of starting the IB program earlier with the middle years program. Mr. Magner sent out a survey to see if staff is interested in pursuing the IB middle years. Of the 66 responses, 79% said yes. Some discussion occurred with the positive/negative aspects of exploring the IB middle years program and what that might look like.

Ms. Kennison asked if we should explore the IB CTE component. The IB middle years program curriculum would be about 50 hours infused into the other classes.

Ms. Ball asked, Why do all of our kids always go to Gateway? Her concern is that there is a lot going on with Gateway right now that isn't all good. Her concern is maybe we shouldn't send all the kids to Gateway when we could send them to TMC or NKU. Mr. Hornblower stated there are two issues, they are not as flexible and it is more money. Ms. Kennison stated there is also no support person there. Mr. Garrison stated that it is a multi-layered issue that we are trying to work through.

Ms. Axtell stated that she feels we are taking away from the school experience by allowing students to do work-based experience. What is the ultimate goal for high school? They are not experiencing a love for learning and broadening their horizons. Mr. Magner stated that he would respectfully disagree, thinks students going to Gateway and having jobs are getting that

real life experience. Ms. Axtell stated that we haven't seen any good evidence to support that. How is this really propelling them into success? Where are they three years from now? Mr. Hornblower stated that his point is that when kids reach their senior year, when all they have left is math, English and a CTE course the students are making a decision to not take advantage of these other opportunities. Ms. Axtell stated that it seems like we are pushing them in to working full-time and doing school part-time. Thinks we are shooting ourselves in the foot. Seems crazy that we have a third of our kids off campus. Ms. Ball stated that she would rather our kids do this than drop out because they have to support themselves or their family. Mr. Hornblower stated we have a college/career ready coach that is making those connections but it takes time. Ms. Axtell stated that she feels we are doing our students a disservice by not pushing them. There is a tension between kids who need to do this and students who just don't want to. Ms. Kennison stated there are ways to do our due diligence. Mr. Garrison asked, Are you saying that a third of our seniors are going to minimum wage job or are they getting work based experience? Ms. Zaino stated she is concerned with some of the follow-up and making sure there is a benefit to what we are doing. Ms. Ball asked, Couldn't entering into the IB early years lead to what we are talking about with pushing kids? Mr. Hornblower replied that we have to change a culture. Mr. Garrison stated that making the senior year more meaningful for kids has been an issue over the last ten years. Mr. Hornblower stated that a couple things going forward are creating a school not for a few but for everyone and that needs to start in the 9<sup>th</sup> grade. If we don't change our culture then we continue to have what we have.

b. **Enrollment/Attendance** – Current enrollment is 787 students, attendance is 93.83%.

c. **Staffing Update** – Mr. Hornblower reported on the staffing update. We posted a special education instructional assistant position.

Final allocation by the next meeting. Looking forward the best he can tell we should stay the same as far as staffing.

d. **SBDM Elections** – Teacher elections will be conducted by Mr. Magner and Ms. Taylor. A resignation has not been received from Ms. Willoughby but she did express her intention to resign. Mr. Magner will send the email out for nominations tomorrow morning. We have to have the elections in April.

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

9. **Adjournment** – Motion to adjourn by Member Zaino. 2<sup>nd</sup> by Member Axtell. Consensus by Members Magner, Ball and Kennison to adjourn at 6:00PM.