

Holmes High School

SBDM Meeting

Approved Minutes: May 8, 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: May 8, 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. Staffing and Budget Allocations
6. Other Committee Reports
7. Bylaw or Policy Report or Review
8. New Business
 - a. Curriculum/Instruction
 - b. Enrollment/Attendance
 - c. Staffing Update
 - d. Consultation
 - e. SBDM Elections
 - f. 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, Alexis Taylor
Absent – Melanie Willoughby

Others present – Davana Herron, Stephen Fite, Bradie Bowen, Ashley McClure (arrived late)

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

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

April 3, 2017 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)** – Included in packet given to SBDM members.

- i. **QuestBridge College Prep Scholars Program** – Congratulations to Jada Cummings, a junior at Holmes High School, who was recently honored with the prestigious QuestBridge College Prep Scholarship. The QuestBridge College Prep Scholars Program gives outstanding high school juniors across the country an early advantage in college admissions. Jada, who is ranked third in her class, excels academically at Holmes, where she is a Diploma Candidate in the International Baccalaureate Program. Additionally, she participates in a variety of extracurricular activities, including SkillsUSA and Academic Team.
- ii. **Commitment Day** - Eighty-four seniors signed a letter of intent with one of 26 colleges, universities, or the military.
- iii. **Governor's Scholar Program** - Congratulations to Holmes High School junior, Chase Dietz, who was recently selected to participate in the Kentucky Governor's Scholars Program. This competitive summer class provides academic and personal growth through the balance of a strong liberal arts program with a full co-curricular and residential life experience.

Chase, a Diploma Candidate in the International Baccalaureate Program, is currently ranked second in his class and is involved in many extracurricular activities, including Indoor Percussion, Academic Team, and Spanish National Honor Society.

Chase was also recently named the State President of the National Spanish Honor Society for 2017-18.

- iv. **College Athletic Scholarships** – Jashaun York, Salih Abdullah and Seth Hille have all committed to continue their athletic careers for football at Lindsey Wilson, Kentucky State and Cincinnati Christian. Jaiden Greene will continue his basketball career at Thomas More College. Jaynice Stovall will continue her basketball career at Vincennes University.
- v. **Certification** – Ms. Kennison reported that multiple students had passed their MNA academic and skills tests which makes them certified and able to employ as certified nurse assistants.
- vi. **Spanish Honor Society** – Ms. Taylor reported that Spanish National Honor Society's State Conference will be hosted at Holmes High School next year. Kentucky is the only state that offers and convention. We will have 300 students visit our campus for this

event. As the president for the state organization, Chase Dietz will have to organize the entire convention. Mr. Hornblower, Mr. Garrison and Ms. Taylor met with Chase last week and he has a good plan together.

- vii. **Prom** – Ms. Kennison reported that prom went well and the marketing class designed the tickets.

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

- 2. **1:1 Initiative** – Mr. Hornblower provided an update on the 1:1 initiative. He stated that MacBook collection will begin tomorrow. He stated that he hopes to look at the timeline going forward.
- 3. **Program Review Update** – Member Magner stated that as a SBDM council we have to look at our assurances today. Mr. Magner reported that the state legislator came back and program review is no longer a part of the accountability this year. Districts can submit program review but will not count toward any accountability.
- 4. **School Improvement Planning Report** – Mr. Hornblower stated that Senate Bill 1 summary is included in packet given to SBDM members. Mr. Hornblower stated that we will likely be doing PGES as a district next year. If the district didn't do PGES we would have to create a new process.
- 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 shared that with the current budget we are down to where we need to be. We did have to transfer some money to account for copier clicks.

5a. Staffing and Budget Allocations – Included in packet for SBDM members is a copy of the Title 1 Tentative Allocation for 2017 – 2018, SBDM Staff Allocation Formula for Fiscal Year 2018 and for consideration a 2017 – 2018 staffing allocation. Mr. Hornblower reviewed allocation document with SBDM members and asked for any questions. A motion was taken to approve this allocation. Motion by Member Magner. 2nd by Member Taylor. Consensus by Members Ball, Kennison, Zaino and Axtell.

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

PBIS Committee – Behavior Response to Intervention Plan – Ms. Bowen and Mr. Fite reported on the committee work in developing this plan. Ms. Bowen stated the committee is working on putting a plan in place to bring us in compliance with the Department of Justice agreement. Ms. Bowen stated they took the Department of Justice agreement and researched what others schools are already using. They have discussed Tier 1 behaviors and are hoping to implement CHAMPS with fidelity. If in theory we are implementing CHAMPS, it will take care of 80% of those behaviors dealt with by teachers in the classroom. Mr. Fite stated he is also on the Code of Conduct committee and skipping is a Level 1 behavior because they are not being dealt with in the classroom. Ms. Zaino asked if all of this was in response to the DOJ agreement. Mr. Fite stated that yes, we had to send something that the Department of Justice approved of. This had to focus on not excluding students and documentation created before a student is excluded (removed from classroom). Ms. Bowen stated the Code of Conduct committee sent to the DOJ for approval and they sent back some suggestions for improvement. Mr. Fite stated that as a faculty, it will have to be a different way of looking at behavior that is going to require some training. We don't all have the same skill set but maybe we can share

some of that with each other. Mr. Magner stated that the other part is building relationships and focusing on positive behaviors. Ms. Bowen stated that office referral protocol is what Department of Justice says we have to have in place. Only Level 2 and 3 behaviors will be entered as referrals into Infinite Campus. Ms. Bowen stated the protocol is still the same, ISS is called, radioed out by ISS, referral in 15 minutes, ISS monitor will call parent/guardian to let know child in ISS. Level 1 behavior will hopefully tracked in a behavior management system. We are looking at Kickboard, Hero and Liveschool. Ms. Bowen stated the committee is still looking over these to see what they will recommend. Ms. Bowen stated the student support team would develop that. Mr. Hornblower stated there will be training coming up and this is a moving target right now.

Planning and Professional Development – A professional learning matrix is included in packet given to SBDM members. The plan was presented to SBDM members with an opportunity for questions. A motion was taken to approve plan. Motion by Member Zaino. 2nd by Member Kennison. Consensus by Members Ball, Axtell, Taylor and Magner.

Youth Service Center Report – Mr. Magner distributed the report to all SBDM members.

7. **Bylaw or Policy Report or Review** –

Course Credit Policy – Mr. Magner presented this policy for consideration. After the suggestions at last meeting some modifications have been made to this policy. A motion was taken to accept this policy as a second reading.

Course Credit Policy

The progress of our students depends greatly on punctuality and regularity of attendance to all classes. All students are expected to attend class every day that school is in session. We firmly believe that attendance is the responsibility of the student as well as the parent/guardian. Students need to be present for instruction to achieve academic success. When students are absent they miss essential instruction, discussion, assistance, support and guidance from their teachers that cannot be “made up” by doing work at home.

Therefore, in order for a student to be eligible to receive class credit(s), a student shall not be absent 5 or more regularly scheduled class periods per class per semester without a valid excuse (including skipping class) while maintaining a passing grade. Any additional unexcused absences(s) may be made up at a rate of one full class period of time for each class period missed. Absences may be made up by serving detention during designated detention times during the week or during Saturday School.

Failure to comply with the attendance policy will result in the loss of class credit(s).

At midterm and at the end of the semester, attendance will be monitored. Any student who has exceeded 5 unexcused absences (including skipping a class) may have his/her school privileges (e.g. extracurricular activities, field trips, etc.) suspended until his/her make-up time is completed.

First reading: 4-3-17

Second reading: 5-8-17

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

8. **New Business** –

- a. **Curriculum/Instruction** – Mr. Hornblower reported AdvancED will provide a training on August 15th for every certified staff member in the district.
 - b. **Enrollment/Attendance** – Current enrollment is 783 students, attendance is 93.98%.
 - c. **Staffing Update** – Mr. Hornblower reported on the staffing update. In regards to the Spanish and Health Science vacancy, CTE is working with our personnel director on CTE certification.
 - d. **Consultation** – Mr. Hornblower reported to council the following for consultation. A math teacher was interviewed and the applicant will be recommended for hire. A math teacher, a TFA candidate, was interviewed and will be recommended for hire. An English teacher was interviewed and this candidate will be recommended for hire contingent upon certification. The position of Girls' Basketball Varsity Head Coach will be named on Thursday at the Girls' Basketball banquet. There is one Spanish teacher that will be recommended for hire. A special education instructional assistant has been interviewed and will be recommended for hire. There are more math interviews and band interviews lined up. It may require us to call a special meeting for consultation so that we don't delay the opportunity to review and recommend for hire.
 - e. **SBDM Elections** – Teacher elections have been conducted. Ms. Renata Kennison was re-elected and joining the council is Mr. Donny Roundtree. SBDM Parent Elections for the position that will be vacated by Ms. Axtell will be held before the end of the school year.
 - f. **Field trip log** – Log of field trips included in packet for all SBDM members.
9. **Adjournment** – Motion to adjourn by Member Magner. 2nd by Member Taylor. Consensus by Members Axtell, Zaino, Ball and Kennison to adjourn at 5:50 PM.