

# Holmes High School

## SBDM Meeting

### Approved Minutes: September 12, 2016

#### SBDM Members

Scott Hornblower, Chairperson  
Renata Kennison, Teacher Representative  
Karen Zaino, Teacher Representative  
Anthony Magner, Teacher Representative  
Dawn Ball, Parent Representative  
Daniele Axtell, Parent Representative  
Melanie Willoughby, Parent Representative  
Alexis Taylor, Teacher Representative  
Alvin Garrison – Central Office Support  
Davana Herron - Secretary

## Agenda:

September 12, 2016

1. Opening Business
  - a. Roll Call
  - b. Approval of the Agenda
  - c. Approval of the minutes of the previous meeting
  - d. Good News Report(s)
  - e. Public Comment
2. Program Review Update
3. School Improvement Planning Report
4. Budget Report
5. Other Committee Reports
6. Bylaw or Policy Report or Review
7. New Business
  - a. Curriculum/Instruction
  - b. Enrollment/Attendance
  - c. SBDM Training/Elections
  - d. Staffing Update
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, Karen Zaino, Daniele Axtell, Dawn Ball, Alvin Garrison, Alexis Taylor

Absent – Melanie Willoughby

Others present – Davana Herron, Secretary, Donna Adams, NKU student

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

**c. Approval of the minutes of the previous meetings – August 8, 2016** – Motion to approve by Member Zaino. 2<sup>nd</sup> by Member Kennison. Consensus by Members Ball, Axtell, Magner and Taylor.

### **d. Good News Report** –

- Ms. Ball reported that the band received a score of 42 or 44 on first competition on Saturday at Beechwood.
- Ms. Kennison reported that the Chess team has a dedicated number of kids participating and the tournament we are hosting is gathering interest from area schools, tournament will be held on October 1<sup>st</sup>.
- It was reported that the Community Learning Center clubs are starting up and there seem to be some really good options for students.
- Ms. Axtell reported that there has been a good crew of students helping with homecoming decorations.
- Ms. Taylor reported that the first group of Spanish Honor Society students has started.
- Ms. Zaino reported that the boy's soccer team seems to be doing really well.
- Mr. Hornblower reported that the football team is showing some improvement.
- Mr. Hornblower reported that we will be hosting some parent night events. Information for these is included on our website. The intent is to have some discussion and question and answer sessions. We are trying to increase communication to our internal public as well as our external public.

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

**2. Program Review Update** – Member Magner provided SBDM council with an update. Program review is still in place and is 23% of our accountability. A few changes have occurred, the rubrics have been streamlined and eliminated some of the paperwork as far as collecting evidence. One change is that state of KY will examine 2 of the 4 categories, other categories will be examined by district. Throughout the year, some SBDM leads will present to SBDM council some assurances. There is now more focus on implementation.

**3. School Improvement Planning Report-** Mr. Hornblower shared the ACT college readiness letter. These ACT results are for the graduating seniors. They have shown improvement in 3 of 5 areas. The other page of results is for last year's juniors. These results show scores are up across the board in all 5 areas. Mr. Hornblower stated that this past Saturday, ACT prep started. We are also offering before and after school ACT prep. Mr. Hornblower stated he is encouraged by this group, students are talking about standards in everyday language. Mr. Hornblower stated we have an ACT plan, will share at next meeting. There is an incentive plan to this as well.

Mr. Hornblower reported that the GAP plan data is still embargoed.

Mr. Hornblower reported the Emergency Plan was due in ASSIST and that has been completed.

Mr. Hornblower provided an update on accreditation. He stated that work has been sent out to the SBDM committees. There will be surveys, we will survey 20% of households, 40% of kids, 60 percent of teachers. It was suggested that if we meet these thresholds we should get a score of 4. Mr. Hornblower stated that we will have our paperwork done by November 21<sup>st</sup>. Mr. Garrison stated that the actual review is January 22<sup>nd</sup> to 25<sup>th</sup>. On January 24<sup>th</sup> they will visit schools. The group will be coming in to classrooms and using the Eleot. We are supporting the district accreditation with evidence from the school.

**4. 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, no action taken.

Staff allocation adjustment – Included in packet given to SBDM members is information from Bill Grein on the staff allocation. Mr. Hornblower reported that the allocation did not change. On May 1, 2016 the projected enrollment was 832 students, the actual enrollment as of 9-9-16 was 832. The allocation will remain at 42 teachers. Mr. Hornblower reminded council that we do have teachers funded through different methods including Title 1 and Perkins grants.

General fund carryover – Included in packet given to SBDM members is the SBDM carryover funds from the 2016 fiscal year. That carryover of funds amounts to \$2,244.93 which is below the 5% required by the district.

### **5. Other Committee Reports –**

YSC monthly report – Mr. Magner passed out the Youth Service Center Monthly Report and plan. Mr. Magner stated that Ms. Duncan (YSC Coordinator) invited any SBDM members to feel free to reach out to her with any questions.

SBDM Committee information is included in packet given to SBDM members. Included is examples of SBDM charges, SBDM Committee meeting dates and SBDM committee rosters. Member Axtell asked why no members were signed up for the budget committee. Mr. Hornblower responded that SBDM members receive a budget update at each meeting and the budget committee works more like an ad-hoc committee and everyone is invited to attend. Ms. Kennison stated that essentially every faculty member is a member of the budget committee, it is whether they elect to come to the meeting.

## **6. Bylaw or Policy Report or Review –**

**Alignment with State Standards** – SBDM members reviewed the existing policy and recommended some changes. The following was approved as a first reading with changes to eliminate current reference to use of technology.

To determine alignment with state standards, the Council each year will assign one or more groups to conduct a thorough review of the school's state assessment scores and shall use the information from that review to develop the Comprehensive School Improvement Plan.

To appraise the quality of our programs, the Council shall review periodically the observed results of each component of the Comprehensive School Improvement Plan. The review of test scores each year will help to identify priority needs for future attention.

**DATE OF FIRST READING – 9-12-16**

**DATE OF SECOND READING –**

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

**Enhancing Student Achievement** – SBDM members reviewed existing policy and expressed some concerns regarding the language in the policy around the goals.

A motion was taken to table this policy so that language could be reviewed and to look at how policy relates to IB.

Motion by Member Zaino. 2<sup>nd</sup> by Member Kennison. Consensus by Members Ball, Axtell, Magner and Taylor to table policy to next meeting.

Mr. Magner brought for council consideration four policies that are required for International Baccalaureate. Those four policies are language, special education needs, assessment and academic honesty and integrity. Mr. Magner stated that he looked at the IB website, researched other IB schools and tweaked the policies to make them relevant to Holmes High School. SBDM council reviewed these policies and made suggestions for changes. Mr. Magner stated these policies needed to be put in place by December. A motion was taken to table these policies. Motion by Member Zaino. 2<sup>nd</sup> by Member Kennison. Consensus by Members Ball, Axtell, Magner and Taylor to table policies.

Included in packet for SBDM members if bylaws regarding agendas and minutes. These items are for council review, no action required.

## **7. New Business –**

### **a. Curriculum/Instruction –**

Mr. Hornblower included in packet some information for council on earning credits. Mr.

Hornblower stated he is trying to minimize the window of gap and get real time interventions put in place and mirror the college environment. The ideal is to build in the opportunity to recover those standards, rather than wait until May to recover them. Some discussion occurred regarding if other schools do this and if we already do this. Mr. Hornblower stated it would create an urgency for students and if a student is struggling then we can create interventions earlier and do a better job of catching students up before they fall behind. It would be a different way to look at safety nets. Ms. Kennison stated she fears that we would have a bunch of singletons where a student fails. Ms. Axtell asked if this should go to a committee as a charge? Mr. Hornblower stated it could go in any direction you want it to, this was brought as information for council. Ms. Axtell stated she feels this is a bigger conversation.

Motion was taken to table further discussion until January. Motion by Member Kennison. 2<sup>nd</sup> by Member Ball. Consensus by Members Axtell, Zaino, Magner and Taylor.

Mr. Hornblower stated that teachers have asked for some coaching from APEX Learning, Mr. Jason Moore needs more training. Mr. Hornblower is requesting an approval for one day of APEX learning coaching to come out of our Title 1 Professional Development budget The cost for this service is \$2200. Ms. Axtell asked if there is other interest? Mr. Garrison stated that it seems like that would be part of the contract and we need to look into that.

Mr. Hornblower requested council if we can move forward purchasing a day of professional development if not part of our contract.

Motion to have APEX coaching session provided if not part of contract. Motion by Member Magner. 2<sup>nd</sup> by Member Ball. Consensus by Member Kennison, Axtell, Zaino and Taylor.

Mr. Hornblower asked council if we want to offer students an advanced placement exam review through APEX? Mr. Magner stated that last year it was effective after using with his students. Ms. Kennison asked if we have data on effectiveness? Ms. Axtell stated it would be nice to know how teachers feel about it being effective. Mr. Hornblower stated that he is suggesting this as another resource for students. Ms. Ball stated she feels it would be beneficial. Mr. Hornblower stated that it would allow students to see their strengths and create an individual learning plan for challenge areas. Ms. Kennison stated that students are talking more about analyzing their data. Mr. Hornblower stated it is a digital asset that will help kids be better prepared when they take the test. Ms. Axtell asked the cost. Mr. Hornblower stated that last year it was \$19.95 per student and would anticipate a similar cost this year. Motion to implement APEX exam review for AP students this year. Motion by Member Magner. 2<sup>nd</sup> by Member Axtell. Consensus by Members Kennison, Ball, Zaino and Taylor.

Mr. Magner handed out scenarios for students taking IB courses which he put together with Ms. Zaino's help. There is nothing to approve, this is just for information. They felt this would be a helpful visual for everyone.

**b.Enrollment/Attendance** – Current enrollment is 842 students, attendance is 94.99 %.

**c. SBDM Training/Elections** - Mr. Hornblower reminded council that on October 6<sup>th</sup> we have and SBDM council to council training. This information will also be emailed to council members.

Mr. Hornblower stated that he did make contact with our absent SBDM member and has not heard

back from her. Ms. Zaino asked what direction we need to go. Ms. Axtell stated that she feels that communication is a big part of SBDM participation. Mr. Hornblower asked the council what they would like for him to do. A motion was made to follow SBDM bylaws that three unexcused absences will ask for member letter of resignation. Motion by Member Magner. 2<sup>nd</sup> by Member Axtell. Consensus by Members Kennison, Ball, Zaino and Taylor.

**d. Staffing Update** – Mr. Hornblower stated that we are still advertising for a Spanish, English Language Learners, Math and Health Science teaching positions.

Mr. Garrison stated that he knows that SBDM council may have some questions regarding the 1:1 initiative. He stated that as a district, we have had a task force look at the 1:1 initiative over the last two years. Ms. Ball stated that we don't trust our students to use phones, but we will trust them with expensive laptops. She doesn't know how is one ok and the other is not? Mr. Hornblower stated that the issue of cell phone use has always been a safety issue. Ms. Zaino suggested that to address some of these issues, she would like to request that SBDM council be able to see what the board approved at the next meeting. Ms. Kennison stated that utilization of technology is up to SBDM council and we need to determine how that 1:1 initiative works under that policy. Ms. Kennison stated that this may need to be a primary charge for each committee, how will technology utilization look with the 1:1 initiative. Ms. Zaino suggested that we start by making the 1:1 initiative an agenda item at council meetings.

**9. Adjournment** – Motion to adjourn by Member Magner. 2<sup>nd</sup> by Member Zaino. Consensus by Members Axtell, Kennison, Ball and Taylor. Meeting adjourned at 6:30 PM.