

Holmes High School

SBDM Meeting

Approved Minutes: April 4, 2016

SBDM Members

Scott Hornblower, Chairperson
Renata Kennison, Teacher Representative
Karen Zaino, Teacher Representative
Anthony Magner, Teacher Representative
Julia Riley, Parent Representative
Daniele Axtell, Parent Representative
Alvin Garrison – Central Office Support
Davana Herron - Secretary

Agenda:

April 4, 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. PTSA Update
3. Program Review Update
4. School Improvement Planning Report
5. Budget Report
 - a. Budget Update
 - b. Staffing Allocation
6. Other Committee Reports
7. Bylaw or Policy Report or Review
 - 7a. Instructional Practices – 2nd reading
 - 7b. Determination of the School Schedule – 2nd reading
 - 7c. Determination of the Use of School Space – 2nd reading
 - 7d. Bylaw Review – Regular and Special Meetings
 - 7e. Bylaw Review – Open and Closed Sessions
8. New Business
 - a. Curriculum/Instruction
 - b. Staffing Update

- c. Enrollment/Attendance
 - d. SBDM Elections/SBDM Training
 - e. Professional Development Plan
 - f. Field Trips
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

Absent – Julia Riley, Alvin Garrison

Others present – Davana Herron, Secretary, Northern Kentucky University student

b. Approval of the Agenda – Motion to approve agenda by Member Kennison. 2nd by Member Magner. Consensus by Members Zaino and Axtell.

c. Approval of the minutes of the previous meetings –

March 14, 2016 – Motion to approve with change by Member Magner. 2nd by Member Zaino. Consensus by Members Kennison and Axtell.

d. Good News Report –

- Ms. Kennison reported that the Chess team went to their first state tournament and got compliments on their behavior and conduct.
- Ms. Kennison reported that Holmes Winter Percussion Ensemble competed at the Tri-State Marching Arts Championships and earned a silver medal.
- Ms. Kennison reported that two students received full tuition scholarships to Northern Kentucky University.
- Mr. Hornblower reported that Holmes High School has been awarded a Community Learning Center grant and he will have more information to share at the next meeting.
- Ms. Kennison reported that Gary Huhn was inducted into the Tom Ellis Athletic Memorial Hall of Fame.

e. Public Comment – No public present.

2. PTSA Update – No update. Should be removed from the agenda.

3. Program Review Update – Member Magner reported that he met with Ms. Bowen last week to make sure everything on the Comprehensive School Improvement Plan (CSIP) that matches up to program review. Mr. Magner said the wellness committee will meet next week.

4. School Improvement Planning Report- Mr. Hornblower stated that he has given all members findings from the recent audit. There were no findings reported.

5. Budget Report –

5a. Budget Update – A copy of the SBDM budget including available and spent funds was given to all SBDM members. No discussion occurred.

5b. Staffing Allocation –

Mr. Hornblower provided a 16-17 staffing allocation update including anticipated vacancies and additional staff needs. Mr. Hornblower explained that we are looking to add an additional science teacher that could also be trained in biomedical sciences. Ms. Zaino asked about a potential position for IB coordinator. Mr. Hornblower stated he was sensitive to that and would need to see the final allocation before a decision could be made.

Mr. Hornblower provided in packet for SBDM members anticipated professional development and training needs.

Ms. Axtell asked if there are job descriptions for instructional coach and College and Career Readiness coach. Mr. Hornblower stated he will send description for instructional coach and a developing description for college and career readiness coach. Ms. Axtell asked if there was a description for IB Coordinator. Ms. Zaino stated that IB does not have one but there are some documents with roles and responsibilities that she could share.

6. Other Committee Reports – Mr. Hornblower stated that minutes from committee meetings are included in packet for SBDM members.

7. Bylaw or Policy Report or Review –

7a. Instructional Practices – 2nd Reading

It is the belief of Council that all students can learn at high levels when provided with appropriate instruction and support. Council believes that students learn best when they:

1. are actively involved in their own learning,
2. have some ownership over what is being learned,
3. communicate with peers about what they are learning,
4. study subjects in ways that show applications to life,
5. are able to make connections between content areas.

Appropriate instructional practices shall be selected based on assessment of student needs and implementation of the Comprehensive School Improvement Plan.

DATE OF FIRST READING – 2-8-16

DATE OF SECOND READING – 4-4-16

Motion by Member Kennison. 2nd by Member Zaino. Consensus by Members Axtell and Magner to accept as second reading.

7b. Determination of School Schedule – 2nd Reading

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

50 minutes, 7 period day	
1st	8:10-9:05
2nd	9:10-10:00
3rd	10:05- 10:55
4th	11:00 - 12:20
5th	12:25 - 1:15
6th	1:20 - 2:10
7th	2:15 - 3:05
55 min 1st period	
Lunch 1	10:55-11:20
Lunch 2	11:25-11:50
Lunch 3	11:55-12:20

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 – 3-14-16

DATE OF SECOND READING – 4-4-16

Motion by Member Kennison. 2nd by Member Zaino. Consensus by Members Axtell and Magner to accept as second reading.

7c. Determination of the Use of School Space – 2nd Reading

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 – 3-14-16

DATE OF SECOND READING – 4-4-16

Motion by Member Kennison. 2nd by Member Zaino. Consensus by Members Axtell and Magner to accept as second reading.

7d. Bylaw Review – Regular and Special Meetings –

REGULAR MEETINGS

1. At the first council meeting on or after July 1st each year, the council will designate a regular meeting time and place.
2. The principal will post a copy of the regular meeting schedule in the teachers' workroom and in a place regularly accessible to parents. He or she will use any other methods deemed appropriate to make the schedule readily available to the public.

C. SPECIAL MEETINGS

1. Any meeting not at the regular meeting time or place is a special meeting.
2. A special meeting of the council may be called by the chairperson or by a majority of council members.
3. Any special meeting of the council will comply with the requirements of the Open Meetings Law; therefore, the following steps will be taken:
 - a. Written Notice The person or persons calling the meeting will prepare and sign a written notice that states the date, time, and place of the special meeting and an agenda for the meeting. Only issues listed on that agenda may be discussed at the special meeting. Items may be subtracted from that agenda before approval at the meeting but they cannot be added or revised.
 - b. Delivery Of Notice The person or persons calling the meeting will arrange for the written notice to be delivered to every council member and to any media organization that has made a written request to be notified of council meetings. The delivery can be made ONLY by hand, fax, US mail, or email. To receive email notification, a written request must be on file at the school. The notice will arrive at least 24 hours before the time set for the meeting.
 - c. Posting Of Notice The notice will be posted conspicuously at the school, and also at the building where the meeting will be held if the meeting will not be held at the school. These copies will be posted as soon as possible after the meeting is called, but definitely no less than 24 hours before the meeting will be held.

7e. Bylaw Review – Open and Closed Sessions

ALL MEETINGS

1. Council meetings will comply with the requirements of the Open Meetings Law. (See Attachment B)
2. Council meetings will be open to the public unless the council goes into closed session under the provisions of the Open Meetings Law as outlined in subsection D of this section.

CLOSED SESSIONS

The council may go into closed session only to discuss hiring personnel, or actual or pending litigation. The following procedures will be followed to go into a closed session:

1. A motion will be made and a vote taken that the council go into closed session to discuss individual applicants for hiring under KRS 61.810(1)(f) or litigation under KRS 61.810(1)(c). (See Attachment B)
2. The motion and results of the vote including the statute number allowing the closed session will be recorded in the council minutes.
3. Only the topic announced in the open session motion may be discussed in the closed session.
4. No council action may be taken in a closed session.
5. The council will return to open session to make any decisions.
6. The decisions will be recorded in the council minutes.

SBDM council had no suggestions for changes to bylaws.

8. New Business –

a. Curriculum/Instruction – Mr. Hornblower shared that we are in the process of being able to share teachers' master schedule as soon as possible but we have run into some issues with Infinite Campus at the district level.

b. Staffing Update – Mr. Hornblower stated that we are fully staffed at this time.

c. Enrollment/Attendance – Current enrollment is 802 students and attendance is 93.56%.

d. SBDM Elections/SBDM Training – We have two parents that are seeking election and one teacher seeking election. It was discussed that from this election we will not be able to fulfill the requirement of a minority representation and a special election will also be required.

e. Professional Development Plan – Given the PD options for the Holmes High School training.

f. Field Trips – A log of all known field trips scheduled is included in packet for SBDM Members. A group of students went on a job shadowing opportunity to AT & T.

Mr. Hornblower shared that Mr. Hartman and he have been meeting with businesses and the Northern Kentucky Chamber of Commerce to offer students opportunities in the workforce.

Ms. Zaino asked if it would be possible to offer some basic Spanish to teachers and staff. Mr. Hornblower stated that this is something we can look into.

9. Adjournment – Motion to adjourn by Member Magner. 2nd by Member Zaino. Consensus by Members Kennison and Axtell. Meeting adjourned at 5:27 PM.