

Holmes High School

SBDM Meeting

Approved Minutes: July 10, 2017

SBDM Members

Scott Hornblower, Chairperson

Tony Magner, Teacher Representative

Renata Kennison, Teacher Representative

Donny Roundtree, Teacher Representative

Alexis Taylor, Teacher Representative

Lori Guilliams, Parent Representative

Dawn Ball, Parent Representative

Melanie Willoughby, Parent Representative

Davana Herron, Secretary

Agenda: July 10, 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. SBDM Training
 - c. Staffing Update
 - d. Consultation
 - e. Set Meeting Schedule
 - f. Form for receiving email notices
 - g. Form on Managing Public Records
 - h. Share Freedom of Speech and Religious Freedom Laws
 - i. Review Records Retention Document
 - j. Vice Chair Elections
 - k. Secretary Selection
9. Adjournment

Meeting called to order at 4:30 PM by Scott Hornblower, Chairperson.

1. Opening Business

- a. **Roll Call** – Present – Scott Hornblower, Tony Magner, Renata Kennison, Donny Roundtree, Alexis Taylor, Lori Guilliams, Dawn Ball
Absent – Melanie Willoughby

Others present – Davana Herron, Janice Wilkerson, Sharon Braun, Mike Reichert

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

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

June 12, 2017 Meeting Minutes – Motion to approve by Member Ball. 2nd by Member Taylor. Consensus by Members Magner, Kennison, Guilliams and Roundtree.

- d. **Good News Report(s)** – Included in packet given to SBDM members.

- i. **Gear UP Summer Academy** – Mr. Hornblower reported that we had six students participate in the three week Gear UP Summer Academy. He attended the closing program and our students did some outstanding work.
- ii. **Model School Conference** – Mr. Magner reported that a group of staff went and it was a great conference. We learned some great ideas and some of the things presented we are already doing.
- iii. **SKILLS USA Nationals** – Ms. Kennison reported that we had a group of students participate and they represented us well.
- iv. **AP scores** – Mr. Magner reported that we are starting to receive some scores back and six students passed an exam.
- v. **ACT scores** – Mr. Hornblower reported that a group of scores have come back from some juniors that took a June ACT test and we are seeing some positive results.
- vi. **Summer Melt** – Mr. Hornblower reported that we have started a program here. We as a school do a good job getting students ready to go to college. From the time they graduate to the first day of class on the college campus, things happen and some don't get to campus. Mr. Hornblower reported that we have done some work and coaching students to bridge that gap. We had 38 students attend the event a couple weeks ago. These students have been aligned with coaches who will support them through the first semester. Local colleges are participating in this program as well.
- vii. **ROTC** – MSGT Braun reported that she picked up Steven Gregory from ROTC Leadership Academy. He was one of 100 students picked out of 33,000 students nationwide to participate in this program.

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

2. **1:1 Initiative** – Mr. Hornblower provided an update on the 1:1 initiative. We have set dates in August for each grade for students to pick up MacBooks. The time frame is 2:00 to 6:00 PM. As far as we know, that is still a good date.
3. **School Improvement Planning Report** – Mr. Hornblower stated that we will have the latest CSIP at the next meeting.

4. **Budget Report** –

Budget Updates – A copy of the SBDM budget for the 2017 – 2018 school year is included in packet for all members. Reviewed budget for Section 6 funds, base funding of \$107,288. Each month council will be provided with a budget update.

Grade Cam – Mr. Magner stated that grade cam is a service we use that is like an electronic scantron. The system does reports on what standards students know, this is standards based. Has been a great resource for teachers. The cost is between \$2087 and \$2713.

Schoology – Mr. Magner reported the cost for this software is \$1700.

5. **Other Committee Reports** – Dr. Janice Wilkerson and Mike Reichert (Director of Behavior Support) discussed the Response to Intervention Procedure. This was given to SBDM council last month and is presented again for a vote. The committee is looking at programs to track behavior like HERO. Mr. Hornblower stated the committee felt this software was the best way to capture everything we are attempting to do and are being asked to do. Mike Reichert stated this is also a self-monitoring tool for the kids. MSGT Braun stated this software allows parents to get automatic notifications of behaviors (good and bad).

Motion to approve Response to Intervention Procedure by Member Magner. 2nd by Member Taylor. Consensus by Members Ball, Kennison, Guilliams and Roundtree.

Committees and charges - Mr. Hornblower reported that he thought an idea was presented to align committees around committee charges. Mr. Magner stated that we have had in the past, people who signed up for committees due to interest in a particular charge. The thought is to have it out to subcommittees for charges. Mr. Hornblower asked, How do we want to handle this? Ms. Kennison asked, If someone is already doing PBIS committee do they need to sign up for another committee? Mr. Hornblower stated that it makes sense for those members to serve only on the PBIS committee. After discussion it was determined that under the curriculum and instruction committee we will list the three charges and members can sign up on those charges.

Restructuring of school day – The work of this committee is ongoing. SBDM council would like the committee to report to SBDM council November 2017 meeting.

Grading Policy - The work of this committee is ongoing. SBDM council would like the committee to report to SBDM council November 2017 meeting.

IB Middle Years – Mr. Hornblower stated that the staff was surveyed and there was enough interest to look at this as a committee charge.

Curriculum/Instruction committee charged to;

Recommendation to implement IB Middle Years program beginning the 2018 – 2019 school year. Report to SBDM council at November 6, 2017 meeting. Motion by Member Magner. 2nd by Member Kennison. Consensus by Members Ball, Taylor, Guilliams and Roundtree.

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

Committee – This policy is suggested for review. There are some KASC updates to this policy. Would request that Ms. Kennison and Mr. Magner look at this policy to ensure it is properly aligned. Motion by Member Magner. 2nd by Member Ball. Consensus by Members Taylor, Kennison, Guilliams and Roundtree to table policy review to the next meeting.

Curriculum – This policy is suggested for review. SBDM Council agreed to add a review date of July 10, 2017 to the policy.

Selection and Implementation of Discipline and Classroom Management – This policy is suggested for review at the time. A motion was taken to table this policy to until the September meeting. Motion by Member Magner. 2nd by Member Kennison. Consensus by Members Ball, Taylor, Guilliams and Roundtree to table until September meeting.

Emergency Plan – Reviewed and revised emergency plan policy. The policy will be presented for a second reading at August meeting.

Bylaw review- The following bylaws are suggested for review at this time and are included in packet given to all SBDM members. The bylaws for Quorum & Consensus Rules, Selecting a Secretary, Bylaw amendments were all presented for review.

7. **New Business** –

- a. **Curriculum/Instruction** – Mr. Hornblower reported that since we use these programs as a curriculum resource he would like council to approve these programs.

The programs are currently being used in the district or being considered for use; Schoology, Lanschool, Grade Cam, Cuda, IXL, APEX, no red ink, HERO and Kentucky Virtual Library

Motion to approve these digital resources to support curriculum and instruction. Motion by Member Ball. 2nd by Member Taylor. Consensus by Members Magner, Kennison, Guilliams and Roundtree.

MSGT Sharon Braun presented a proposal that ROTC would like council approval from. Presented council with a proposal to allow ROTC to present an already existing curriculum with a few exceptions that have been added for students to gain a ½ health credit. These students have to be enrolled in ROTC for the full year to gain a ½ health credit after they show practical mastery. MSGT Braun is asking council to approve health education along with Leadership Education to obtain ½ a health credit.

Motion to support student's acquiring their health education credit through ROTC. Motion by Member Kennison. 2nd by Member Ball. Consensus by Members Taylor, Magner, Guilliams and Roundtree.

- b. **SBDM Training** – SBDM training dates and times will be on August 2nd for all SBDM members here on the Holmes campus. Information on those trainings is included in packet given to SBDM members.
- c. **Staffing Update** - See consultation for update.
- d. **Consultation**– Mr. Hornblower reported on the staffing update and consultation.
 - Spanish – A teacher will be recommended for hire.
 - Spanish - Another Spanish candidate that we are awaiting praxis results, contingent upon praxis results we will recommend for hire.
 - Business position – we have a candidate that we are awaiting confirmation from the candidate and then a recommendation for hire we will complete.
 - Health science – Mr. Hartman still working with the state.
 - Art – We received a resignation and have interviewed a candidate today and will interview a couple more.
 - ELL – 4th ELL position is filled at the moment.
 - Administrative Assistant – This position is open and interviews were conducted and feel we have good candidates for this position as well.
- e. **Set Meeting Schedule** – A proposed calendar of meeting dates is included in packet for SBDM members. SBDM members reviewed the dates and agreed to hold meetings at 4:30 PM in Conference Room 3110 on the following dates;

August 14, 2017
September 11, 2017
October 16, 2017
November 13, 2017
December 11, 2017
January 8, 2018
February 12, 2018
March 12, 2018
April 16, 2018
May 14, 2018
June 11, 2018

Motion to approve the above meeting schedule by Member Magner. 2nd by Member Kennison.
Consensus by Members Ball, Taylor, Guilliams and Roundtree.

- f. **Form for receiving email notices** – This was provided to all present SBDM members.
- g. **Form on Managing Public Records** – This was provided to all present SBDM members.
- h. **Share Freedom of Speech and Religious Freedom Laws** – This was provided to all present SBDM members.

- i. **Review Records Retention Document** – This was provided in packet given to all present SBDM members.
 - j. **Vice Chair Elections** – Ms. Kennison is recommending Mr. Magner to serve as vice chair. Motion by Members Kennison. 2nd by Member Ball. Consensus by Members Taylor, Manger, Guilliams and Roundtree.
 - k. **Secretary Selection** – Mr. Magner motioned for Davana Herron to serve as SBDM Secretary. Motion by Member Magner. 2nd by Member Kennison. Consensus by Member Ball, Taylor, Guilliams and Roundtree.
8. **Adjournment** – Motion to adjourn by Member Magner. 2nd by Member Ball. Consensus by Members Taylor, Kennison, Guilliams and Roundtree to adjourn at 6:39 PM.