

Holmes High School

SBDM Meeting

Approved: October 7, 2019

SBDM Members

Scott Hornblower, Chairperson
Brian Moore, Teacher Representative
Renata Kennison, Teacher Representative
Donny Roundtree, Teacher Representative
Suzanna Richardson, Parent Representative
Keith Riley, Parent Representative

Agenda: October 7, 2019

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. Technology 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. Staffing Update
 - d. Consultation
8. Adjournment

Meeting called to order at 4:31 PM by Scott Hornblower, Chairperson.

1. Opening Business

- a. Roll Call – Present – Scott Hornblower, Donny Roundtree, Keith Riley, Renata Kennison, Suzanna Richardson
Absent – Brian Moore (arrived at 4:35 PM)
Others present – Davana Herron
- b. Approval of the agenda – Motion to approve by Member Kennison. Seconded by Member Roundtree. Consensus by Members Riley and Richardson.
- c. Approval of minutes from previous meeting –

September 9, 2019 – Motion to approve by Member Roundtree. Seconded by Member Kennison. Consensus by Members Riley and Richardson.

September 19, 2019 – Motion to approve by Member Roundtree. Seconded by Member Kennison. Consensus by Members Riley and Richardson.

d. Good News Report(s) –

- i. Ms. Kennison reported that student Donovan Starr received a Key to the Future Award and staff member Veverly Gibson also received an award. There is also another young lady who is part of a national advocacy group for mentoring, Kendall Miller.
- ii. Mr. Roundtree reported that HHS students created a backdrop of the city and made cornhole games as part of a display for the Blink Event.
- iii. Ms. Richardson commented there was a nice article about the Calloway twins in the newspaper.
- iv. Mr. Hornblower reported that winter sports can start on October 15th with practices.
- v. Ms. Richardson commented that homecoming was very nice and the artwork that was featured for Blink was very nice.
- vi. Mr. Moore reported that students are finishing up a project that are one-step and two-step equations. We have students writing about math.
- vii. Mr. Roundtree reported that the school-based enterprise is trying to run a business. Students are working with the content in real life situations and we are hoping to have a student driven website. We are also setting up an email where there are job tickets and they will be passed on.
- viii. Mr. Hornblower reported that ROTC held a physical activity competition a couple of weekends ago.
- ix. Ms. Kennison reported the band moved up in their rankings and did really well.

e. Public Comment – No public comment.

2. **Technology Update** – Mr. Hornblower stated that he appreciated everyone's patience as we are down a person in technology but we are hopeful that will be resolved soon. Mr. Hornblower reported we will have a technology walkthrough on the 15th and they will be here all day.
3. **School Improvement Planning Report** – Mr. Hornblower reported the first part of the Comprehensive School Improvement Plan (CSIP) was submitted for the September 30th deadline. Mr. Hornblower explained that we are a one-star school, not a CSI school this year. We have some work to do. He would like to take some time at November meeting to share some data, we are waiting on STAR data and mock ACT data to go along with state testing data. Mr. Hornblower stated he will also have the second part of the CSIP for the November meeting. We will have our focus walks on Thursday and this will be all day long centering around technology. In November, will also have data points on assessments and information on the CSIP as well as outcome from the district walkthrough. There will be some teachers that will participate in the focus walk. Those participating will be a combination of administrative staff, teacher leads, coaches and district staff. We will be using three different rubrics including rigor, relevance and learner engagement. Mr. Hornblower stated he has a lot of confidence that the intent of the focus visit is to grow.
4. **Budget Report** – A copy of the SBDM budget update is included in packet for members. No questions were asked regarding the budget.

5. **Other Committee Reports** – Committees minutes are included in packet given to SBDM members. Ms. Kennison stated there is a question from the culture/wellness committee regarding the budget. Mr. Hornblower stated there is a certain amount available to them but it would be helpful to know if there are some long term ideas bubbling up and some ballpark figures for those.

Mr. Moore stated he had a teacher approach him about the class coverage policy. Mr. Hornblower stated that we know it is an issue and asked if a committee should address this. After some discussion, a charge was issued.

Charge to Ad-Hoc Committee – To explore processes and solutions regarding teacher coverage school-wide. Motion by Member Kennison. Seconded by Member Roundtree. Consensus by Members Moore, Riley and Richardson.

Youth Service Center Report was distributed for September 2019 and Ms. Kennison provided an overview. Library has food bags for students. If teachers know of food insecure students, they are asked to contact the library. Holly is in the YSC full time now. Renata is helping out during this transition.

6. **Bylaw or Policy Report or Review** – The following are suggested for review at this time.

Writing Policy – Mr. Hornblower reported that this has to be in to the state by December 1st. He would like to ask Renata to take a look at this from an SBDM perspective. This would mean going through our writing policy and making sure it is being met according to the rubric. Motion to table to next meeting by Member Kennison. Seconded by Member Roundtree. Consensus by Members Moore, Riley and Richardson.

Instructional Practices – A motion was made to add a line to this policy. Number six should read – Use technology tools to create, communicate and think critically. Motion to add by Member Kennison. Seconded by Member Moore. Consensus by Member Roundtree, Riley and Richardson to revise for first reading.

7. **New Business**

- a. **Curriculum/Instruction** – Ms. Kennison reported that committees are formed. Mr. Hornblower reported that as an administrative group, we have been doing walkthroughs. It is important to utilize the strategies we have trained in. The focus visit on Thursday will drive us going forward. Will look at instructional practices under the rigor, relevance and engagement lens. Based on those observations, will bring that data together in a single report and make some recommendations. Mr. Moore stated that taking note of each teacher's agenda alongside the rubric would be helpful. Mr. Hornblower stated he is assured it will be a meaningful growth process.
- b. **Enrollment/Attendance** – Enrollment is currently at 812 students and attendance is 95.51%.
- c. **Staffing Update** – Mr. Hornblower stated the only open position we have is the ELL position.
- d. **Consultation** – No consultation.

8. **Adjournment** – Motion to adjourn at 5:44 PM by Member Moore. Seconded by Member Roundtree. Consensus by Members Riley, Kennison and Kennison.