

Holmes High School

SBDM Meeting

Approved: November 11, 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: November 11, 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 4:30 PM by Scott Hornblower, Chairperson.

1. Opening Business

- a. Roll Call – Present – Scott Hornblower, Donny Roundtree, Keith Riley, Renata Kennison, Suzanna Richardson, Brian Moore
Absent – All members present
Others present – Davana Herron, NKU students, Donna Adams, Bill Grein, Alvin Garrison, Nick Conda, Lisa Chapman, Cameron Tucker
- b. Approval of the agenda – Mr. Hornblower would like to request that new business be moved to the top of the agenda. Motion to approve amended agenda by Member Kennison. Seconded by Member Roundtree. Consensus by Members Moore, Riley and Richardson.
- c. Approval of minutes from previous meeting –

October 7, 2019 – Motion to approve minutes by Member Moore. Seconded by Member Roundtree. Consensus by Members Riley, Kennison and Richardson.

d. Good News Report(s) –

- i. Mr. Moore reported the football team won the first playoff game
- ii. Mr. Hornblower reported that the football team is playing Friday night at home. The game time will be changed to 7:00 PM as long as both schools and the officials agree.
- iii. Mr. Hornblower reported that a student was recognized by the NAACP for a video.
- iv. Mr. Roundtree reported that the MCJROTC celebrated Veterans' Day and the Marine Corp Birthday today with a neighbor, Holmes graduate and fellow verteran.
- v. Mr. Hornblower reported he was very grateful yesterday as he attended Mr. Stan Steidels' memorial service. Our students did a great job putting together a video tribute. Stan's daughter read the letter the students wrote and stated that she said she couldn't say anything better about her dad.
- vi. Ms. Richardson reported the volleyball team just had their awards banquet. The team won more games this year than the previous year.
- vii. Mr. Hornblower reported the band has had a terrific year.

e. Public Comment – No public comment.

7. New Business

- a. **Principal Selection** – Mr. Hornblower reported that he has asked for a change, he needs it and the school needs it as well. He stated this is a great opportunity for the school moving forward. Mr. Garrison stated that since June of 2014, Mr. Hornblower has worked very hard at this position. Mr. Garrison stated there are two choices. Council could choose to post the position for 30 days and try to find a candidate based on the applicants or can choose an interim principal. Ms. Kennison asked if council has the responsibility to choose the interim. Mr. Garrison stated the the decision would ultimately be Mr. Garrison's on who is the interim principal but he would listen to any questions the council has and entertain any suggestions. Ms. Richardson asked how quickly would an interim come? Mr. Garrison replied that if we go with the interim, it would be sooner rather than later. Mr. Garrison noted that the candidate would have to agree to this as well. If we are not able to get interim from within Covington Schools then we would look outside. Mr. Garrison stated that being an interim can be an advantage and could also be a disadvantage because you are being interviewed daily. Mr. Hornblower stated that he thinks it is important to put the perspective of having an outsider and the steep learning curve. Mr. Moore stated that most of those who have approached him are in favor of the interim route. Mr. Moore asked if there is a scenario in which the meeting happens before the candidate is approached? Mr. Garrsion stated that if we are going to do this, it would be best to have this meeting done by the first part of next week. Ms. Richardson asked if we bring in outside group in during the interview process? Mr. Riley asked that based on Mr. Garrison's experience and the timeline to get an interim filled, would that be faster? Mr. Garrison stated that if we choose interim route, he would not want the process to go past Thanksgiving. Mr. Garrison stated that if we opened up the job, he would wonder why does this person have the ability to leave their current position. Mr. Moore stated he does have some concerns. Will Mr. Hornblower have some input? Mr. Hornblower stated his idea of change is to help facilitate the transition. We are also at a place where all this work is starting to get some ground and it is important to keep this going.

Mr. Hornblower stated this is a necessary change and it is a good time for that.

Motion to hire an Interim Principal for a remainder of 19-20 school year by Member Moore. Seconded by Member Riley. Consensus by Members Roundtree, Kennison and Richardson. Contingent on internal Interim hire of Principal, motion to hire interim Assistant Principal for the remainder of 19-20 school year. Motion by Member Kennison. Seconded by Member Moore. Consensus by Members Roundtree, Riley and Richardson.

Mr. Garrison asked when would council like to meet to go over the plan?

Special meeting at 4:00 PM on Thursday, November 14, 2019. Agenda is appointment of Interim Principal.

- b. **Staffing Update** – Mr. Mr. Hornblower stated that we have a vacant position we have not filled. We could turn that position into a building sub position for the remainder of the year. That becomes part of the new funding cycle and allocation. Decision would be for remainder of 19-20 to be a building sub.

Motion to make remaining vacant position into a building sub for 19-20 by Member Kennison. Seconded by Member Roundtree. Consensus by Members Moore, Riley and Richardson.

- c. **Consultation** - Mr. Hornblower stated we have filled our Administrative Assistant.
- d. **Enrollment/Attendance** – Enrollment is currently at 818 students and attendance is 95.32%. Mr. Hornblower stated that in his five plus years, this November enrollment of 818 is the largest.
- e. **Curriculum/Instruction** – Ms. Kennison stated she went through our writing policy and used the rubric. Our policy meets the criteria. After each criteria, went ahead and put the guideline for teacher subsection. We meet all of these standards based on our policy. We have 10 different criteria and 12 different guidelines.

Motion to accept writing rubric for submission to state by Member Kennison. Seconded by Member Riley. Consensus by Member Roundtree, Moore and Richardson.

Ms. Kennison stated that if we have any new courses that we want to have for scheduling next spring, it would be good to send that out to teachers. Mr. Hornblower stated it would be ideal to get course proposals done and let students option in February. Mr. Moore asked if a teacher can generate their own proposal for a class?

- 2. **Technology Update** – Mr. Hornblower Mr. Hornblower reported that on November 22nd there will be a technology integration walk, will do a walkthrough much like the focus visit occurs. Mr. Hornblower stated there is also a schedule being created. The goal is to visit folks that are using it and are using it well. Have submitted some names where we know good things are happening. This is about growth not a got you.
- 3. **School Improvement Planning Report** – Mr. Mr. Hornblower reported the first two parts of CSIP have been completed. The third part will be looked at in December. We will be looking at academic

and career and technical pieces of the CSIP. We will be doing the 30/60/90 day plan within the CSIP. The third part will complete it and come to SBDM council to approve.

December 12th will be another all day focus walk.

Mr. Hornblower promised data and has provided a data book for SBDM council. He provided an overview and opportunity for questions. This is our state spring data. He will be glad to answer questions now or later.

Mr. Hornblower stated council should be anticipating the third part of the CSIP.

4. **Budget Report** – A copy of the SBDM budget update is included in packet for members. Mr. Hornblower reported that it all looks pretty good with the budget.
5. **Other Committee Reports** – Committees minutes are included in packet given to SBDM members. YSC Monthly Report - Ms. Kennison reported that the YSC Director has been on leave. Have an assistant that has taken over full time. Ms. Kennison gave an YSC activity.

Assessment of students and programs- Mr. Moore mentioned that the assessment committee brought up a point about teachers asking about point values.

Mr. Moore stated he reviewed the October 23rd assessment committee minutes and collectively agree to stay with current point values and table star testing conversation for instructional leads. Mr. Moore stated that most of the comments regarding star testing where as to why the testing environment was different. Mr. Hornblower feels it is worth the conversation as to why different testing environments. Mr. Hornblower stated that he would bring this up at instructional lead meeting.

6. **Bylaw or Policy Report or Review** – Bylaws for open and closed meetings are suggested for review at this time.

Program Appraisal Policy – SBDM Council discussed the policy and made a motion to amend this policy. Motion to remove the third bullet in this policy by Member Moore. Seconded by Member Roundtree. Consensus by Members Riley, Kennison and Richardson.

7. **Adjournment** – Motion to adjourn at 5:54 PM by Member Moore. Seconded by Member Roundtree. Consensus by Members Riley, Kennison and Richardson.