

***Mercer County Senior High School
School Based Decision Making Council
Meeting Agenda***

**September 20, 2021
4:00 pm**

Members:

Spencer Tatum, Principal & Chair
Ekambaram Elumalai, Teacher Representative
Kendra Rowland, Teacher Representative
Christina Emmanuel, Teacher Representative
Jo Luthe, Parent Representative
Julie Peavler, Parent Representative
Mike Floro, Council Secretary

Opening Business

- Welcome
- Agenda Approval
- August Minutes
- Good News Report

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- Job vacancies update
- School Profile Report
- SBDM staff allocations 2021-22
- Alignment with State Standards Policy review
- Budget and Spending Policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
August 16th, 2021 – Draft Minutes***

The meeting was called to order by Mr. Tatum at 4:03 p.m. in the media center. The following members of the council were in attendance:

Present : Spencer Tatum, Principal Ekambaram Elumalai, Teacher Christina Emmanuel, Teacher Kendra Rowland, Teacher Jo Luthe, Parent Julie Peavler, Parent Mike Floro, SBDM Secretary	Absent:
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Agenda Approval

Motion to accept: K. Rowland, second by Luthe.

Motion was approved by consensus.

Minutes Approval

July regular minutes and July Special Called Meeting minutes were reviewed by the council.

Motion to accept regular minutes: Eka, second by K. Rowland

Motion was approved by consensus.

Motion to accept special called minutes: Peaver, second by Luthe

Motion was approved by consensus.

Good News Report

- Reese Johnson won a 4 year full scholarship to any Kentucky public college, university, technical or trade school as part of Kentucky's "Shot at a Million" sweepstakes - the state's vaccine program.
- Fall sports teams have stated their seasons. This fall we have boys and girls soccer, boys and girls cross country, volleyball, boys and girls golf, and football competing.
- Kentucky Farm Bureau, located in the Summit Center, have partnered with Mercer County Schols to purchase ALL Mercer County K-12 student tickets for ALL regular season home games at KMS and MCSHS this school year.
- Devine Carama, a motivational speaker from Lexington, spoke to our student body about the importance of Leadership.

Monthly Reports

Behavior: None reported other than 1 tardy and 0 behavior

Academic:

- AP testing was done online during the 20-21 school year. There were 29/40 students that received a passing score (3,4 or 5): 3 out of 5 in Art, 4 out of 5 in Calculus, 7 out of 9 in Environmental Science, 8 out of 12 in Language Arts, 1 out of 2 in Spanish, and 6 out of 7 in US History.
- The iReady Universal Screener is set to be given on Wednesday and Thursday 8/18 and 8/19. Data will be sent home with students from this through Titan Time.
- CERT testing will be given to 10th and 11th grade students and will test Reading, English, Science, and Math in preparation and prediction for the ACT.
- The district is also considering purchasing “TruScore” from MasteryPrep. It is another predictor of the ACT and district administration has a meeting with representatives from TruScore on 8/24.
- Roscoe Perkins, the long time drivers education teacher at Mercer County Senior High School has retired. Currently, the district is looking for a new teacher for that program.
- One of the council members asked about money in the AP account and could we reimburse students for making a certain grade on the final exam. It was also asked if stipends were available to teachers teaching AP courses. Mr. Tatum said he would check on that.

Budget:

Section 6 - \$124,274.03

District Activity Accounts - \$400,982.65

Student Activity Accounts - \$11,566.83

Old Business

None

New Business

- School started on Wednesday 8/11/21. There were 755 students enrolled - 221 freshman, 180 sophomores, 171 juniors, and 180 seniors. There were 3 students classified as grade 14.
- Kendra Rowland was nominated as our KASC delegate which will require 1 annual online meeting.
- A Local Planning Committee volunteer was asked for and Jo Luthe volunteered as a parent representative. Mike Floro will be the administrator and Landon Rogers will be the teacher representative on this committee.
- The Mercer County American Rescue Plan was presented by Mr. Tatum to council. It is a district-wide plan that details how ESSER funds will spent.

Program Appraisal Policy (2nd Reading):

- No changes
Motion to accept: K. Rowland, second by Peavler

Technology Use Policy (2nd Reading):

- No changes
Motion to accept: Luthe, second by Emmanuel

Upcoming dates/events:

August 19	Board Meeting @ 5:30
September 6	Labor Day - No School
September 7	School Picture Day
September 8	Club Day
September 10	Blood Drive
September 16	Board Meeting @ 5:30
October 1st	Homecoming

The list was reviewed and Mr. Tatum will continue to share dates with the staff weekly.

Public Comments

None

The next regular monthly meeting will be September 20th at 4:00 p.m. The SBDM council was adjourned at 5:01 p.m. The motion was made by Eka and seconded by Emmanuel. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – September 20, 2021

- Nathaniel Vltitoe was selected as a 2022 National Merit Scholarship Semi-finalist. There are 16,000 students selected nationally and 224 selected from the state of Kentucky.
- Landon Rogers was selected by the student body as “Teacher of the Month”.
- Wyatt Sanford was selected as the Kentucky.com “Defensive Player of the Week” for week 3 of the season.
- The Titan Marching Band won their class at the Boyle Co. Band Invitational and was 6th overall.
- Fall Sports are underway for football, boys and girls soccer, boys and girls cross country, golf, and volleyball.
- The Titan Football team is currently ranked 4th in Class 3A.

**Mercer County Senior High School**

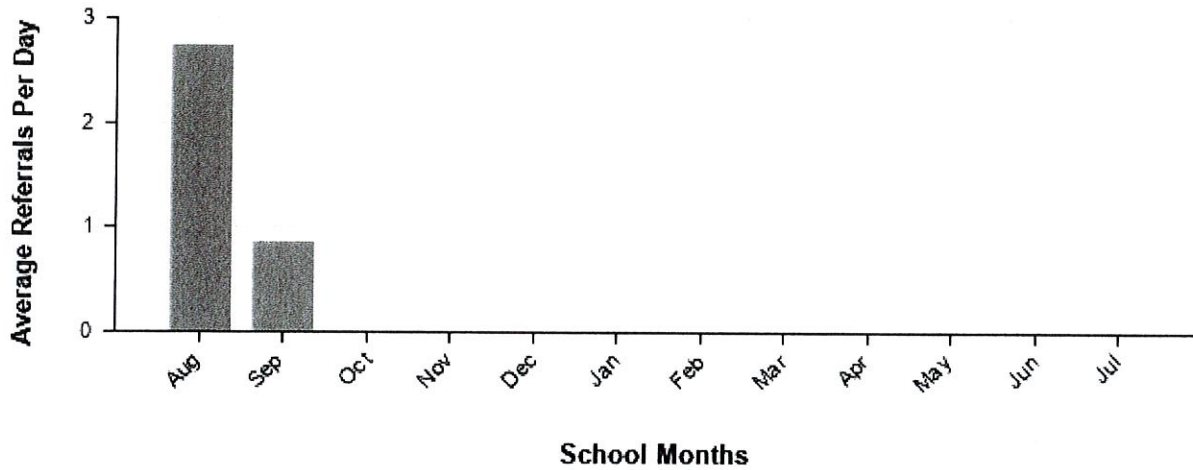
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School Summary
2021-22

Outcome: All Referrals

Average Referrals Per Day Per Month

All, 2021-22

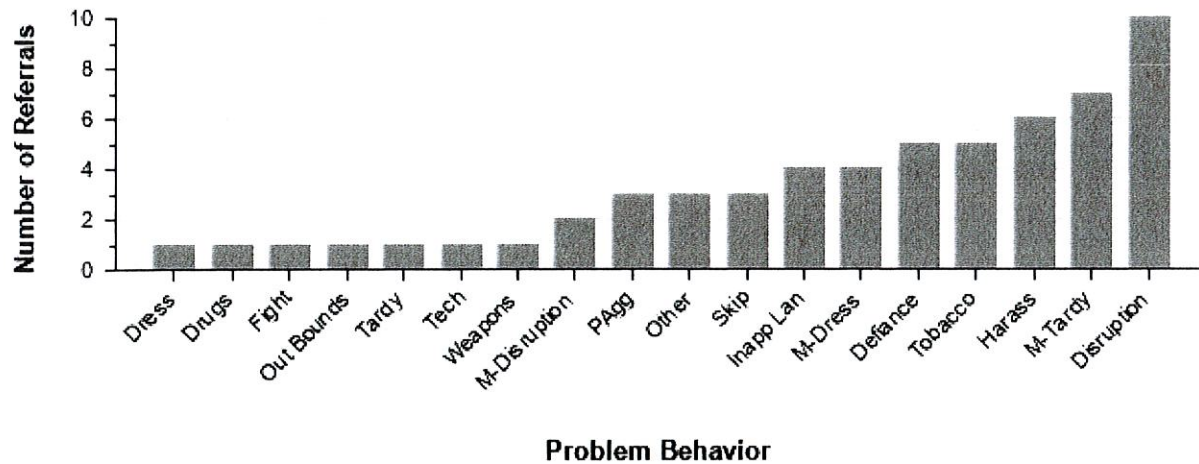


Data Table

Year	Month	Days Count	Referral Count	ODR/School Day
2021	August	15	41	2.73
2021	September	21	18	0.86
2021	October	13	0	0.00
2021	November	0	0	0.00
2021	December	0	0	0.00
2022	January	0	0	0.00
2022	February	0	0	0.00
2022	March	0	0	0.00
2022	April	0	0	0.00
2022	May	0	0	0.00
2022	June	0	0	0.00
2022	July	0	0	0.00
Totals:		49	59	0.30

Referrals by Problem Behavior

All, Aug 1, 2021 - Jul 31, 2022



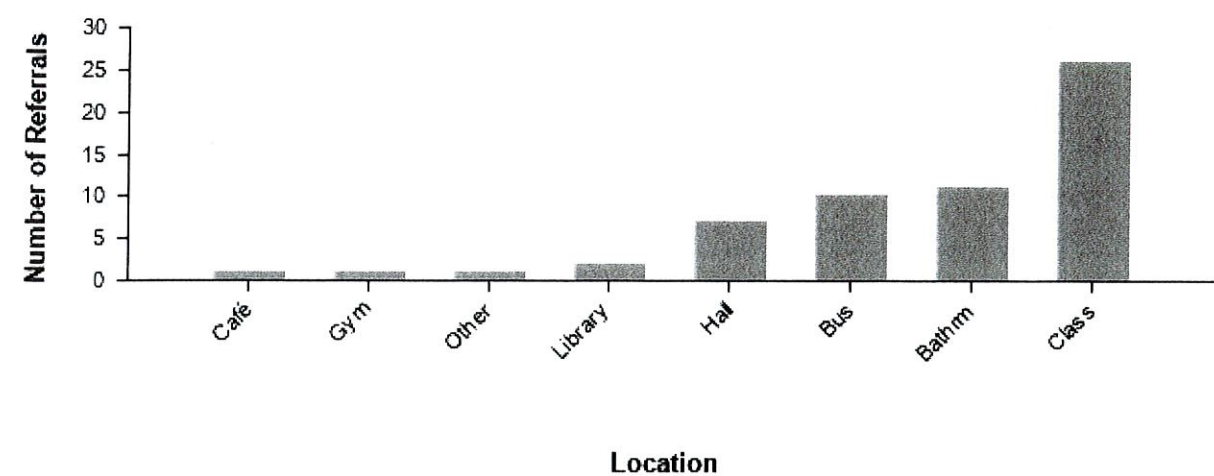
Data Table

Problem Behavior	Frequency	Proportion	Additional Frequency
Dress Code Violation	1	1.69%	0
Use/Possession of Drugs	1	1.69%	0
Fighting	1	1.69%	0
Inappropriate Location/Out of Bounds Area	1	1.69%	0
Tardy	1	1.69%	0
Technology Violation	1	1.69%	0
Use/Possession of Weapons	1	1.69%	0
Minor - Disruption	2	3.39%	0
Physical Aggression	3	5.08%	0
Other Behavior	3	5.08%	0
Skip class	3	5.08%	0
Abusive Language/Inappropriate Language/Profanity	4	6.78%	0
Minor - Dress Code Violation	4	6.78%	0
Defiance/Insubordination/Non-Compliance	5	8.47%	0
Use/Possession of Tobacco	5	8.47%	0
Harassment	6	10.17%	0
Minor - Tardy	7	11.86%	0
Disruption	10	16.95%	0
Totals:	59	100%	0

Referrals by Location

All, Aug 1, 2021 - Jul 31, 2022

APBS

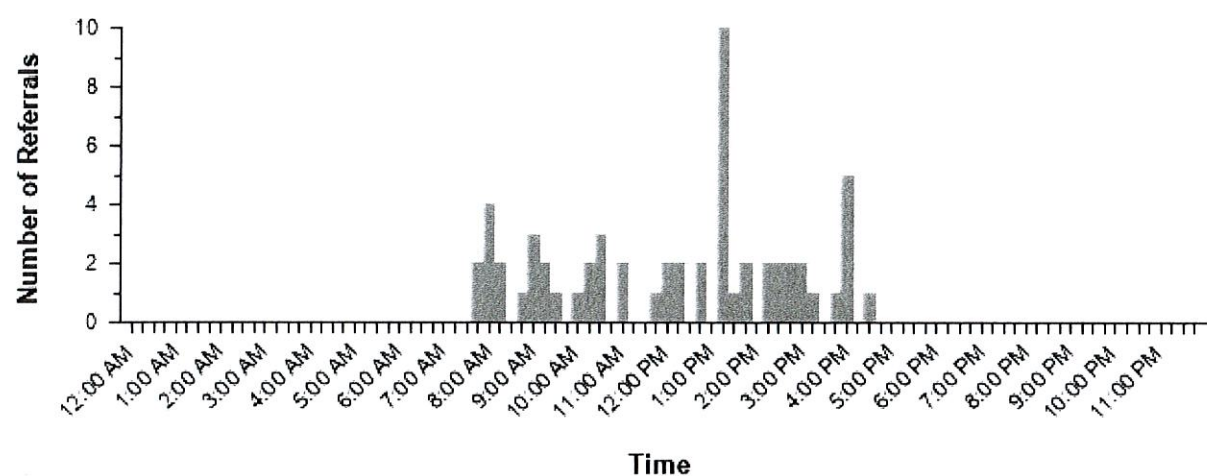


Data Table		
Location	Frequency	Proportion
Cafeteria	1	1.69%
Gym	1	1.69%
Other Location	1	1.69%
Library	2	3.39%
Hallway/Breezeway	7	11.86%
Bus	10	16.95%
Bathroom/Restroom	11	18.64%
Classroom	26	44.07%
Totals:	59	100%

Referrals by Time

All, Aug 1, 2021 - Jul 31, 2022

APBS



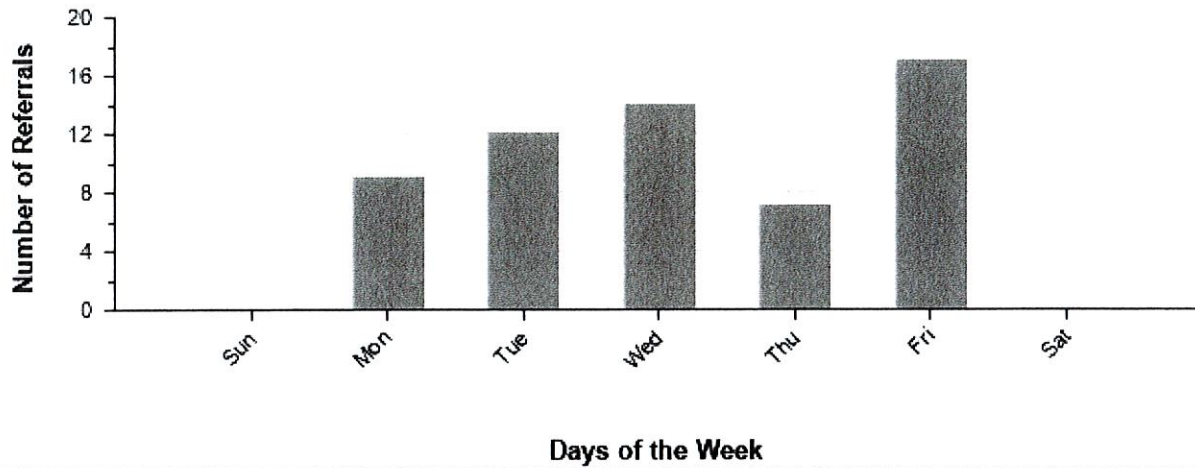
Data Table		
Time	Frequency	Proportion
12:00 AM	0	0.00%
12:15 AM	0	0.00%
12:30 AM	0	0.00%
Totals:	59	100%

Data Table

Student ID	Frequency	Proportion
2120071203	3	100.00%
Totals:	3	100%

Referrals by Day Of Week

All, Aug 1, 2021 - Jul 31, 2022

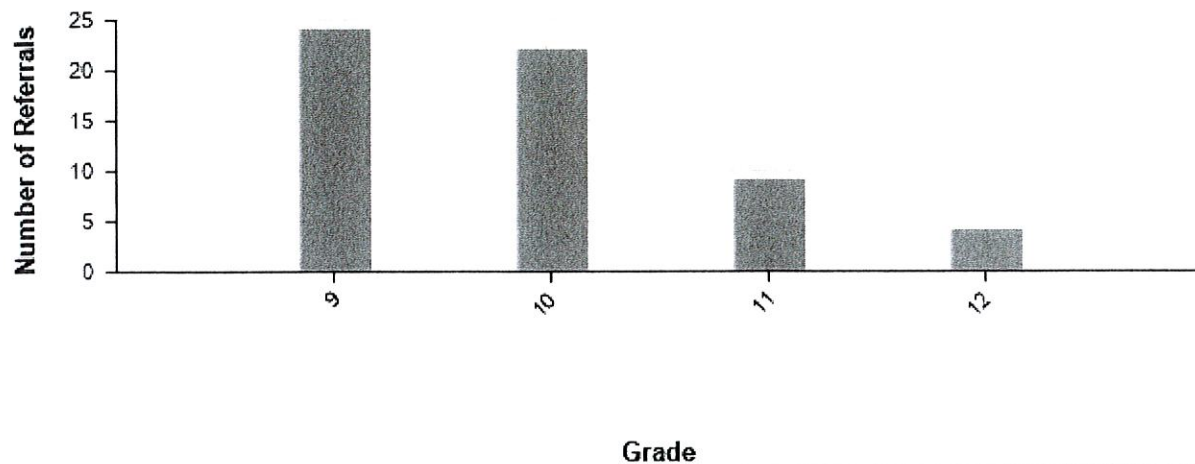


Data Table

Day	Frequency	Proportion
Sunday	0	0.00%
Monday	9	15.25%
Tuesday	12	20.34%
Wednesday	14	23.73%
Thursday	7	11.86%
Friday	17	28.81%
Saturday	0	0.00%
Totals:	59	100%

Referrals by Grade

All, Aug 1, 2021 - Jul 31, 2022



Data Table

Grade	Frequency	Proportion
Pre K-A	0	0.00%
Pre K-B	0	0.00%
Pre K	0	0.00%
K	0	0.00%
1	0	0.00%
2	0	0.00%
3	0	0.00%
4	0	0.00%
5	0	0.00%
6	0	0.00%
7	0	0.00%
8	0	0.00%
9	24	40.68%
10	22	37.29%
11	9	15.25%
12	4	6.78%
Post 12	0	0.00%
Totals:	59	100%

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SWIS Suite
www.pbisapps.org

Section 6 Accounts	2021-22 Budget	Balance as of Sept. 14, 2021
Certified Permanent Salary		
Extended Day		
Extra Service		
Other Certified	700	550.00
Certified Substitute Salary	1,000	1,000
Classified Regular Salary		
Classified Other Pay		
Classified Substitute Salary		
Employer FICA Contribution		
Employer Medicare Contribution	100	97.95
KTRS Employer Contribution	100	95.5
CERS Employer Contribution		
KSBA Unemployment Insurance	50	50
Workshop Consultant	250	250
Education Consultant	1,000	500
Registration Fees	12,000	4,295.00
Conference Registration		
Security Services		
Other Professional Services	1,000	570.00
Copier Rental	18,000	3,000.00
Other Rental	200	200.00
Postage & PO Box Rental	3,000	430.00
Telephone	3,000	1,440
Newspaper Advertising		
Travel	2,500	1,941
General Supplies	20,000.00	1,019.26
General Supplies (Library)	500	375.61
Food Non Instructional	500	384.03
Food Instructional Non Food Service	250	250.00
Library Books (Library)	2,000	764.61
Periodicals (Library)	1,000	1,000.00
Supplemental Books/Study Guides		
Textbooks		
Audiovisual Materials (Library)	1,250	596.95
Tests	250	250
Reference Materials	250	250
Computer Related Supplies	15,000	13,728
Awards	250	250
Health Supplies	1,000	389.49
Equipment Supplies		
Furniture/Fixtures		
Furniture/Fixture supplies		
Other Supplies & Materials		
Tech Related Hardware	500	357.00
Computers (Library)		
Tech Software	500	500.00
Instructional Equipment	500	500
Dues & Fees	1,000	620.00
Graduation Expenses		
Other Miscellaneous	40,372	39,262
Food Instructional Non Food Service		-4,000.00
General Supplies (School supplies)	39,571	26,406.72
Other Repairs and Maintenance	500	500.00
General Supplies (Custodial)	20,000	12,087.72
TOTAL	188,093.09	109,910.82

District Activity Accounts @ Central Office	Balance as of September 14, 2021
Destitute Senior	312.36
Class of 2023	402.25
Driver's Education	11,700.00
General Fund	22,119.89
Ag Shop	8,687.87
AP Exam	4,562.36
Art	265.48
Band	6,208.53
Chorus	179.22
Drama	5,740.61
English	7.65
Class of 2020	2798.5
Foreign Language	579.21
Horticulture	71,517.99
Library Book Fair	502.84
Class of 2021	767.34
Mercer Foundation Grant	14,445.99
Yearbook	1,695.83
Pictures	2,455.27
Science	-302.20
Senior Trip	160.38
Summer School	9,262.80
Technology	846.87
Class of 2022	5,354.09
Textbooks	16,902.39
College Tech Educational	903.83
Staff Fund	2,272.15
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	140.35
General Athletics	10,043.85
Archery	1,328.80
Baseball	2,747.36
Boys Basketball	7,754.66
Girls Basketball	2,871.27
Cheerleading	2,271.27
Cross Country	1,360.13
Dance	1,329.97
Football	14,044.47
Football Bowl Game	23,321.92
Football Capital	6,092.80
Football Supplemental	23,353.50
Golf	2,381.02
Boys Soccer	1,704.22
Girls Soccer	7,605.29
Softball	3,856.25
Boys Tennis	2,318.79
Girls Tennis	2,658.46
Track	2,370.09
Volleyball	481.42
Bass Fishing	5,106.56
Heart of the Bluegrass	4,839.98
Athletics Supplemental	3,618.78
Gate Receipts	83,788.74
Athletics Training	370.00
TOTAL	410,799.70

Student Activity Accounts @ Central Office**Balance as of September 14, 2021**

Thirst Club	24
KYA/KUNA	83.61
Fellowship of Christian Athletes	968.26
Republican Club	111
Unity Club	206.01
FCCLA	1,919.31
Engineering Club	674
Future Educators of America	129.81
National Honor Society	979.74
Spanish Club	1,232.12
Student Council	416.99
Key Club	65.71
Film Club	121.31
Envirothon Team	75.03
Book Club	634.32
Beta Scholarship	170
Project Graduation	1,965.39
Beta Club	1,230.78
FFA	11,623.10
School Store	152
Student Vending	1,229.08
Pep Club	818.87
Weightlifting	381.34
Chess Club	596.55
TOTAL	25,808.33

SCHOOL PROFILE REPORT

**Mercer County Senior High
School**

Academic Year: 2020-2021

Introduction

The annual School Profile Report highlights programs offered in your child's school. It includes how schools address and implement the adopted Kentucky Academic Standards for the programs of Health and Physical Education (Practical Living), Career and Technical Education (Career Studies), Visual and Performing Arts, and World Languages (Foreign Language).

Reporting is in accordance with KRS 158.6453 Section 3 (20) as amended in Senate Bill 1 (2017). An advisory committee made up of certified teachers and specialists from Kentucky's public schools and postsecondary institutions in these subject areas identified the process and method for collecting the information necessary to demonstrate program length and time, courses offered, staffing, resources and facilities for each of the subject areas.

Data is electronically transmitted through the annual School Report Card collection tool to the Kentucky Department of Education. By Oct. 1 of each year, school principals shall complete the school profile report, which shall be signed by the members of the school-based decision making council, or the principal if no school council exists, and the superintendent. The signed original is maintained on file at the local board office and made available to the public upon request. A link to the School Profile Report is made available to the Kentucky Department of Education and is accessible on the department's website through the School Report Card.

Contents of the School Profile Report include

1. Visual and Performing Arts
2. Health Education and Physical Education (Practical Living)
3. World Languages (Foreign Language)
4. Career and Technical Education (Career Studies)
5. Signature Page

Visual and Performing Arts

Program Overview

Program Area Offerings

- | | |
|-----------------------|---------------------------------|
| ✔ Concert Band | ✔ Musical Theater |
| ✔ Marching Band | ✔ Visual Art |
| ✔ Percussion Ensemble | ✔ Advanced Placement Studio Art |
| ✔ Music Theory | ✔ Show Choir |
| ✔ General Music | ✔ Theater |

Link to more information for the arts program and other extracurricular opportunities.

www.mercer.kyschools.us/4/home

Courses Offered

COURSE	TOTAL	9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE
Dual Credit VPA	1	0	0	0	1
HAVPA Survey	337	109	105	52	71
Music- Chorus	12	0	1	4	7
Music- General Band	25	5	9	7	4
Music- Music Hist/Appreciation	59	10	11	8	30
Theatre- Acting/Performance	5	2	1	0	2
Vis Art-AP Stud Art Draw.Port	1	0	0	0	1
Vis Art-AP StudArt-2D Des.Port	5	0	0	3	2
Vis Art-AP StudArt-3D Des.Port	3	0	0	2	1
Visual Art- Drawing/Painting	64	8	13	13	30
Visual Art- Sculpture	61	4	18	7	32

Resources

School Budget Allocation to the Visual and Performing Arts Program

6%

Professional Development Hours Offered to Teachers Instructing Visual and Performing Arts Courses

12

Number of Instructional Minutes Students Receive per Week in Visual and Performing Arts

NUMBER OF INSTRUCTIONAL MINUTES
STUDENTS RECEIVE PER WEEK IN MUSIC**750 minutes**NUMBER OF INSTRUCTIONAL MINUTES
STUDENTS RECEIVE PER WEEK IN VISUAL
ART**1500 minutes**NUMBER OF INSTRUCTIONAL MINUTES
STUDENTS RECEIVE PER WEEK IN DANCE**250 minutes**NUMBER OF INSTRUCTIONAL MINUTES
STUDENTS RECEIVE PER WEEK IN THEATRE**250 minutes**NUMBER OF INSTRUCTIONAL MINUTES
STUDENTS RECEIVE PER WEEK IN MEDIA
ART**0 minutes****Facilities**

Equitable Access to Instructional Space

☒ Yes ☐ No

Access to Program-Specific Facilities

- ☒ Stage/Auditorium
- ☒ Rehearsal area equitable to group/ensemble size
- ☒ Individual classrooms for each arts discipline (i.e., music classroom, art classroom, dance classroom)
- ☒ Classrooms with access to designated resources necessary for student success in arts programs (i.e., running water/sinks, mirrors, sound panels, kiln, etc.)

Health Education and Physical Education (Practical Living)

Program Overview

Program Area Offerings

- ✔ Health Education
- ✔ Physical Education
- ✔ Advanced Physical Education
- ✔ Life Skills
- ✔ Family and Consumer Science
- ✔ Fitness Conditioning
- ✔ Weight Lifting
- ✔ Integrated Health and Physical Education
- ✔ After-School Physical Activity Opportunities

Link to more information for the health and physical education program and other extracurricular opportunities.

www.mercer.kyschools.us/4/home

Courses Offered

COURSE	TOTAL	9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE
Advanced Physical Education	90	4	24	13	49
Fitness Conditioning	70	19	22	9	20
HS Integ. Health & P.E.	196	188	6	2	0

Resources

School Budget Allocation to the Health and Physical Education Program

3%

Professional Development Hours Offered to Teachers Instructing Health and Physical Education Courses

12

Number of Instructional Minutes Students Receive per Week in Health and Physical Education

NUMBER OF INSTRUCTIONAL MINUTES
STUDENTS RECEIVE PER WEEK IN HEALTH
EDUCATION

100 minutes

NUMBER OF INSTRUCTIONAL MINUTES
STUDENTS RECEIVE PER WEEK IN
PHYSICAL EDUCATION

2500 minutes

Facilities

Equitable Access to Instructional Space

☒ Yes ☐ No

Access to Program-Specific Facilities

- ☒ Gymnasium
- ☒ Health Education Classroom
- ☒ Classrooms/gymnasiums with access to designated resources necessary for student success in practical living programs (i.e., P.E. equipment, audio visual, written curriculum, etc.)

World Languages (Foreign Language)

Program Overview

Program Area Offerings

Data Not Reported

Link to more information for the World Languages program and other extracurricular opportunities.

www.mercer.kyschools.us/4/home

Courses Offered

COURSE	TOTAL	9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE
AP Spanish Language & Culture	2	0	0	1	1
High School - Spanish 1	50	30	15	2	3
High School - Spanish 2	89	51	28	3	7
High School - Spanish 3	7	0	6	1	0
Middle School - Spanish	38	33	4	0	1

Resources

School Budget Allocation to the World Languages Program
2%

Professional Development Hours Offered to Teachers Instructing World Languages Courses
12

Number of Instructional Minutes Students Receive per Week in World Languages
0

Weekly Instructional Minutes per Content Area through the Language Immersion Program

NUMBER OF INSTRUCTIONAL MINUTES OF MATH STUDENTS HAVE ACCESS WEEKLY
0 minutes

NUMBER OF INSTRUCTIONAL MINUTES OF SCIENCE STUDENTS HAVE ACCESS WEEKLY
0 minutes

NUMBER OF INSTRUCTIONAL MINUTES OF ENGLISH LANGUAGE ARTS STUDENTS HAVE ACCESS WEEKLY
0 minutes

NUMBER OF INSTRUCTIONAL MINUTES OF SOCIAL STUDIES STUDENTS HAVE ACCESS WEEKLY
0 minutes

NUMBER OF INSTRUCTIONAL MINUTES OF VISUAL & PERFORMING ARTS STUDENTS HAVE ACCESS WEEKLY
0 minutes

NUMBER OF INSTRUCTIONAL MINUTES OF HEALTH STUDENTS HAVE ACCESS WEEKLY
0 minutes

NUMBER OF INSTRUCTIONAL MINUTES OF PHYSICAL EDUCATION STUDENTS HAVE ACCESS WEEKLY
0 minutes

NUMBER OF INSTRUCTIONAL MINUTES OF COMPUTER SCIENCE STUDENTS HAVE ACCESS WEEKLY
0 minutes

Facilities

Equitable Access to Instructional Space

☒ Yes ☐ No

Access to Program-Specific Facilities

- ✔ Stage/Auditorium
- ✔ Computer Lab
- ✔ Individual classrooms for each language (or content area if Language Immersion programs) (i.e., Spanish, French, Chinese...; Math, Science, Social Studies...)
- ✔ Classrooms with access to designated resources necessary for student success in World Languages/Language Immersion programs (i.e., books, projector, Smart Board, computers, etc.)

Career and Technical Education (Career Studies)

Program Overview

Program Area Offerings

- | | |
|----------------------------|------------------|
| ✓ Agriculture | ✓ Government |
| ✓ Business | ✓ Health Science |
| ✓ Education | ✓ Marketing |
| ✓ Family Consumer Sciences | ✓ STEM |

Link to more information for the Career Studies program and other extracurricular opportunities.

www.mercer.kyschools.us/4/home

Courses Offered

COURSE	TOTAL	9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE
Adv. Foods & Nutrition	24	0	4	6	14
Advertising & Promotion	67	0	13	11	43
Ag Power & Machinery Operation	9	0	0	2	7
Ag. Construction Skills	13	1	6	3	3
Ag. Employability Skills	5	0	0	0	5
Agricultural Ed Internship	1	0	0	0	1
Agricultural Education Co-op	4	0	0	0	4
Agriscience	92	39	21	13	19
Allied Health Core Skills	15	2	11	1	1
Animal Science	15	0	2	4	9
Automotive Special Problems I	5	0	5	0	0
Auto Maint & Lt Repair Sct A	18	0	1	8	9
Auto Maint & Lt Repair Sct B	17	0	1	7	9
Auto Maint & Lt Repair Sct C	17	0	1	7	9
Auto Maint & Lt Repair Sct D	16	0	0	7	9
Basic Blueprnt Reading	5	0	5	0	0
Basic Troubleshooting	14	0	0	6	8
Basic Welding	15	0	0	15	0
Bluprnt Reading for Welding	4	0	4	0	0
Body Structures and Functions	7	0	7	0	0
Bus and Marketing Essentials	1	0	0	0	1
Cabinet Const. & Install.	12	6	6	0	0
Child Development Services I	13	0	0	1	12
Child Development Services II	9	0	0	1	8
Circuits II	14	0	0	6	8
Civil Eng. & Architecture	8	0	0	3	5
Computer Science	2	0	0	2	0

COURSE	TOTAL	9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE
Construction Forms	10	0	0	3	7
Construction Prints	10	0	0	3	7
Cutting Processes	15	0	0	15	0
Digital Electronics	13	0	0	5	8
Digital Literacy	99	6	24	14	55
EKG Technician	1	0	0	0	1
Early Childhood Ed. Co-op	20	0	2	6	12
Early Lifespan Development	109	11	30	32	36
Electrical Motor Controls	14	0	0	6	8
Emergency Procedures	13	0	1	11	1
Eng Design & Dev. (Capstone)	9	0	1	0	8
Equine Science	11	1	1	7	2
FACS Essentials	84	42	26	7	9
FACS Leaders at Work	12	0	1	5	6
Floriculture & Floral Design	9	0	1	4	4
Foods & Nutrition	126	12	32	32	50
Fund Social Media Marketing	37	2	10	7	18
Game Design and Dev Principles	1	0	0	1	0
Gas Metal Arc Welding	17	0	0	14	3
Gas Tungsten Arc Welding	3	0	0	0	3
Greenhouse Tech.	13	1	3	0	9
Industrial Safety	19	6	13	0	0
Internship: Allied Health	12	0	0	1	11
Intro Greenhouse & CropProd	19	0	6	1	12
Intro to Construction Tech.	5	0	0	3	2
Intro to Engineering Design	14	7	2	3	2
Marketing Applications	23	0	0	0	23
Marketing Education Co-op	25	0	0	0	25
Med Lab Aide (Phleb)	5	0	0	0	5

COURSE	TOTAL	9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE
Medicaid Nurse Aide	12	0	0	0	12
Medical Terminology	18	0	1	15	2
Mid/Late Lifespan Development	51	1	9	12	29
Money Skills for Math	52	0	0	0	52
Oxy-Fuel Sys.	6	0	6	0	0
Parenting	122	36	32	26	28
Personal Finance (Math Credit)	111	0	0	0	111
Prin of Agri-Sci & Tech., Gr 9	36	17	8	5	6
Principles of Engineering	13	1	9	3	0
Principles of Health Science	15	5	7	2	1
Principles of Marketing	23	0	1	2	20
Principles of Teaching	9	0	0	3	6
Promo. Apps. & Media	21	0	0	0	21
Relationships	46	10	9	7	20
Retail Marketing	32	2	4	3	23
Rotating Machinery	14	0	0	6	8
SMAW Open Groove Lab	3	0	0	0	3
ST in Allied Health	10	0	0	0	10
ST in Pathway to Careers	6	0	0	0	6
ST: Construction Carpentry	5	0	0	0	5
ST: Electrical Tech.	4	0	0	4	0
Shielded Metal Arc Weld.(SMAW)	14	0	0	14	0
Site Layout & Foundations	10	0	0	3	7
Small Animal Tech.	20	1	1	6	12
Small Power & Equipment	64	1	13	11	39
Sports & Event Marketing	56	0	12	10	34
Veterinary Science	76	3	10	23	40
Welding Certification	3	0	0	0	3
Wildlife Resources	22	0	1	8	13

Resources

School Budget Allocation to the Career and Technical Education Program

5%

Professional Development Hours Offered to Teachers Instructing Career and Technical Education Courses

12

Number of Instructional Minutes Students Receive per Week in Career and Technical Education

AGRICULTURE

3000 minutes

BUSINESS

1500 minutes

CONSTRUCTION

250 minutes

EDUCATION

150 minutes

FAMILY CONSUMER SCIENCES

3000 minutes

GOVERNMENT

1500 minutes

HEALTH SCIENCE

1000 minutes

INFORMATION TECHNOLOGY

0 minutes

LAW AND PUBLIC SAFETY

0 minutes

MANUFACTURING

0 minutes

MARKETING

500 minutes

MEDIA ARTS

0 minutes

SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)

1500 minutes

TRANSPORTATION

-1 minutes

Facilities

Equitable Access to Instructional Space

☒ Yes ☐ No

Access to Program-Specific Facilities

- ☒ Labs required for specific Career and Technical Education (CTE) program areas
- ☒ Recommended space as outlined in the CTE facility guide
- ☒ Individual classrooms for each CTE program area
- ☒ Classrooms with access to designated resources necessary for student success in CTE

ALIGNMENT WITH STATE STANDARDS POLICY

ALIGNMENT NEEDS ASSESSMENT

Our improvement planning process will include:

- An analysis of our state assessment data and other school data as necessary to discover the extent to which our students are meeting state standards and our programs are aligned with state standards. Analysis will include performance levels of each demographic group in the school.
- Systematic work to discover and correct the causes of barriers to high performance by all students and the movement of students toward our goals.
- A revision of our school improvement plan based on our needs assessment data for that year. Our plan will set goals and address any indicated alignment issues to help move our students to state standards according to the timetable established by the Kentucky Board of Education.

We will implement this process to address our alignment with state standards, and the resulting plan will be monitored by the council through ongoing progress notes.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Approved: _____ Chairperson: _____

BUDGET AND SPENDING POLICY

SPENDING AREAS

This policy covers procedures to be used in the areas where the law gives the council the responsibility for spending decisions. These areas include the following:

1. Number of Employees
2. Student Support Services
3. Textbooks/Instructional Resources
4. Instructional Materials
5. Activity Funds

NUMBER OF EMPLOYEES

All procedures involved in the determination of the number of employees on staff will only include discussion of positions, not individuals. The following procedures will be used to determine the number of positions for each job classification:

March to May

- The Superintendent will notify the council by March 1st of its tentative allocation of the next school year, including staff funding.
- Beginning with the current staffing plan, the council or an assigned committee will draft a tentative plan for how many staff members the school will have in each subject, grade level, and each other type of position. The tentative plan will take into account an effective student/teacher ratio for meeting the needs of all students, identified gaps, and school improvement initiatives.
- After input from shareholders, revisions will be made necessary and the tentative plan will be submitted to the council for official action.
- Once the council receives the final allocation from the superintendent on May 1, the council will make a final decision and notify the superintendent of its choices by the district deadline.

STUDENT SUPPORT SERVICES

Student support service choices will be made annually by the council through the adoption of the budget. The council will consider recommendations made by any concerned party for additional services.

TEXTBOOK/INSTRUCTIONAL RESOURCES SELECTION

The council will appoint an ad hoc committee to review materials. The materials may come from any subject area. The committee will include teachers, and a good faith effort will be made to also involve parents on the committee. The committee will take the following steps:

- Review our school improvement plan, curriculum, and the Kentucky Academic Standards.
- Develop criteria for textbooks/instructional resources that will help the school move students to proficiency and beyond.
- Review available textbooks/instructional resources to identify those that will best meet their criteria.
- Report to the council on its choices for council approval.
- Respecting all regulatory requirements governing textbook/instructional resources funds, determine quantities of each item to be ordered within the school's textbook/instructional resources budget.
- The principal (or principal designee) will check that each purchase order fits the funds available, respects any existing contracts or bid lists, and will complete the purchase.

INSTRUCTIONAL MATERIALS

The following procedures will be used to determine the spending needs for instructional materials:

February to June

The principal and/or a committee will review our school improvement plan and other indicators of student needs and develop a tentative plan for spending on instructional materials. This spending plan will consider an estimate of funds available from all sources, designate who will be responsible for the choices, and include amounts for:

- specific items to implement the school improvement plan
- shared supplies
- the library
- the computer lab
- distinctive needs of each teaching team
- distinctive needs of each teacher not assigned to a team
- electronic materials
- the principal's discretionary fund
- any other category of items the principal or committee believes is needed

By March 1 the council will be notified by the superintendent of its tentative allocation for the next school year, including instructional materials. The tentative plan will be revised to fit the allocation and presented to shareholders for input. After the council receives a final allocation from the superintendent on May 1 and in light of any input from shareholders, the tentative plan will be further revised if necessary and presented to the council for official action.

The council will approve a final spending plan organized by categories of spending.

- In accordance with the district timeline and procedures, the council will submit a request for Section 7 money.
- The principal (or principal designee) will reformat the spending plan to fit the MUNIS accounting system and submit it to the superintendent.
- All groups or individuals designated in the approved council-spending plan will select items for purchase and fill out purchase orders for those items.
- The principal (or principal designee) will check that each purchase order fits the funds available, respects any existing contracts or bid lists, and will complete the purchases. No further council approval will be needed.

ACTIVITY FUNDS

The following procedures will be followed for activity funds:

Each club, organization, and activity account shall prepare a tentative budget for the next school year on the Individual Activity Account Budget Worksheet.

- The Individual Activity Account Budget Worksheets are due to the principal by April 15.
- The sponsor shall work with the officers of the club in this process to assure continuity of programs.
- The principal or designee shall prepare budgets for activity accounts without sponsors for SBDM approval.

The council, with input from the appropriate committee, club, or organization, will approve the school general activity fund budget and other office activity fund budgets. Staying consistent with district policy, the council, with input from the appropriate committee, club, or organization, will determine use of school general activity funds from bookstore sales, snack and beverage sales, and other office activity funds not raised by a school organization for a specific purpose. These sales are mainly to students and, therefore, the profits will be used for the benefit of students and not for the school's basic routine operating expenses or for renovations or maintenance of school facilities. If the employee lounge has vending machines or other concessions, those profits may be used for employee purposes. The SBDM council can approve other allowable expenditures for accounts without student involvement. This would be any expenditure that would benefit all the students, but not a specific student group, for example, picture sales.

Caution: School activity funds shall not be expended for any operational costs of the school, including salaries/stipends for a SBDM secretary, even the funds in the general account of the school.

The council, with input from the appropriate committee, club, or organization, will also:

- Determine the use of cash donations for general purposes.
- Oversee the expenditure of instructional funds from school fees and dues and any other funds not raised for a specific purpose.
- Participate in the creation of bid specifications and conditions, serve on bid evaluation committees, and participate in formulation of policies and procedures concerning activity funds IF requested by the board.

The Title IX report must include all expenditures for student athletics, including external support/booster organizations, school activity fund monies, SBDM allocations, and grants. The school or district, with approval of the local board of education, may establish additional guidelines/requirements for the external support/booster organizations. This doesn't state the SBDM council, but that is what is meant by "school."

SPENDING CATEGORIES AND MUNIS ACCOUNTING

Whenever possible in budgets and financial reports, we will use spending categories that will make sense to most shareholders in our school, even if those categories are not part of the state and district accounting system known as "MUNIS".

DRAFT BUDGET

December to February

All EXPENSES will be estimated for the coming year that are needed to:

- Implement our CSIP fully, including staffing, materials, professional development/learning, and other needs.
- Maintain other programs at the current level of quality including staffing, materials, professional development/learning and other needs.

The FUNDING will be estimated for the coming year from:

- Our allocation for certified and classified staff.
- Our allocation for instructional materials.
- Any additional allocations that we have reason to believe are likely to continue.
- Our allocation for professional development/learning.
- Funds from any fundraising activities (activity funds) that are not designated for specific student group use and any fundraising activity money that we expect to carry over.
- Grants that seem reasonably likely from any source.
- Categorical dollars from programs listed as sources in our CSIP, based on past funding and consultation with the principal about what is being considered for next year.

Expenses and revenues will be estimated separately and no attempt will be made to match the two at this time. If necessary, any SHORTFALLS will be shared with the council for a discussion on possible solutions.

A DRAFT BUDGET will be developed that:

- Includes a clear statement of the number of persons to be employed in each job classification.
- Lists dollar amounts
- Addresses the expenses for fully implementing our CSIP and maintaining other programs at their current level.
- Describes which sources will be used to cover expenses.
- Designates the person or group responsible for selecting specific items to be purchased in each spending category, with the media librarian as the person or a member of the group responsible for items for the library media center.
- Identifies any further expenses and/or needs that cannot be covered within currently expected funding and/or are not being met by the current Budget.

The draft budget will be circulated to the school Council, the school staff, and all parents serving on council committees, and will be posted for public review.

REVISING THE DRAFT BUDGET

March to May

The council will:

- Review the draft Budget either in a regular or a special meeting.
- Compare the draft budget to the tentative budget provided by the school board by March 1.
- Identify areas that may need adjustment to further reflect school priorities, new spending information, stakeholder input on the impact of the spending proposed plan, or other relevant information.
- If necessary, charge a committee or ask the principal to consider areas that may need adjustment and submit a revised budget for council adoption.

- Discuss whether the council needs to request Section 7 funding for additional expenses, and what needs would be designated for such funding.
- Charge a committee or ask the principal to write up the Section 7 requests for formal council adoption.
- Set a timetable for adopting a revised budget and official Section 7 requests that are compatible with any district timetable.

May and June

After the council receives the final allocation from the superintendent by May 1 and adopts its budget and its Section 7 requests, the following procedures will be completed:

- Notify the Superintendent and local board of the council's decision on the number of persons to be employed in each job classification and any Section 7 request.
- Ensure that the portion of the council's budget that governs its general fund allocations is converted into a standardized Budget using the MUNIS accounting codes and that it is sent to the district central office.
- Ensure that all relevant Budgets are clearly reflected in the school's CSIP and that the person or group listed as responsible for selecting specific items have been notified of the dollar amounts allocated to them.

IMPLEMENTATION AND MONITORING

Every Month

The Principal (or principal's designee) will:

- Ensure that all spending records required by the state and district are maintained, including but not limited to all Redbook requirements.
- Submit a report to the council comparing planned spending, spending so far, outstanding purchase orders, and amount remaining available in each category.

July to September

The Principal (or principal's designee) will ensure that:

- In accordance with Redbook procedures/requirements, all booster organizations have submitted to the principal in their annual financial report for the previous year that ends June 30th.
- All booster organizations have completed all Redbook requirements including submitting to the principal the following documentation required in the Redbook:
- Names of officers (due within the first 30 days of school)
- Annual budget worksheets showing estimated revenues and expenditures for the coming year (due within the first 30 days of school or within thirty days of the first transaction for the group)

October

After the second school month, when the council allocation is updated, the principal (or principal designee) will ensure that:

- If the allocation will be adjusted and reductions have to occur in the budget, the principal will work with the council to approve a new budget.
- If extra allocations become available to the school, all committee chairs as well as the contact person(s) for all MUNIS accounts will be notified of the availability of these additional funds.
- Submissions of additional funding requests will be required to be submitted on the appropriate forms in a timely manner by the process established in this policy.

January and April

- The following procedures will be completed in January and then again in April:
- Notify each individual and group designated to select items for purchase of the amount they were authorized to spend, the amount spent so far, their outstanding purchase orders, and the amount in each category.

- Ask each individual and group to check those figures and report anything that may need adjustment and report whether they will need the full remaining amount to address the needs in question.
- From these responses, identify any amounts that will not be needed as budgeted and make recommendations to the council for budget adjustments to maximize the use of those funds.

BUDGET CHANGES

Individuals or groups who identify spending needs that are not addressed in the current budget will submit a written explanation of the need and the amount to the council.

The Principal will inform the council promptly of:

- Any change in the council's General Fund allocations received on March 2. Any Section 7 funds to be allocated based on Council requests and Board action and/or any allocation of Section 7 funds to the school based ADA.
- Any change in the school's professional development allocation.
- Any decision regarding categorical funding for the school.
- Any change in actual or expected activity fund resources.

The Council will consider amending the Budget to respond to funding changes only after receiving the input of the Budget Committee on the financial impact of how the change would affect the success of our CSIP.

PROFESSIONAL DEVELOPMENT

Professional development shall:

Planning and Evaluation

- Use a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning
- Be related to instructional assignments and professional responsibilities
- Be aligned with the school or district improvement plan or the individual professional growth plans of teachers
- Be facilitated by skillful leaders who develop capacity and advocate and create support systems for the professional learning

Conducting and Implementing

- Occur within learning communities committed to continuous improvement
- Apply current research on systems change and sustain support for implementation of professional learning for long-term instructional improvement as evidenced by student growth
- Integrate theories, research, and models of human learning to achieve its intended outcomes
- Align its outcomes with educator performance and student curriculum standards
- Focus resources on areas of identified need

ORGANIZATION AND BUDGET CONSIDERATIONS

- Each year's updated SIP will be approved by the council and include components with PD/L activities for PD/L days in the district calendar and other appropriate learning opportunities for teachers based upon SIP and professional growth plan needs.
- Where needed to achieve the SIP goals, the components may also propose use of the flexible PD/L time option to replace some or all of the PD/L days with local school board approval.
- Any PD funds not needed to implement the SIP will be used with advance approval, which must be obtained before the professional development/learning activities take place. These activities may include:
 - Flexible professional development/learning time needed to implement a staff member's individual growth, which must have principal approval, or
 - Other professional development/learning that supports the SIP, which must have either council or principal approval
 - Priority needs will be written in an individual growth plan as approved by the principal (in the event of conflicting approvals)
- The council's annual budget will identify resources available for each type of need.

- For needs identified in the SIP, the person listed in the SIP as responsible will make all the needed arrangements for the activity to take place and will complete purchase orders for any required expenditures.
- For needs identified in an individual professional growth plan, the individual identified in the growth plan will make any necessary arrangements and will complete any required purchase orders for expenditures.
- The principal (or principal designee) will check that each purchase order fits the funds available, respects any existing contracts or bid lists, and fits any other criteria established by the council. If those requirements are met, he or she (or a designee) will complete the purchase and no further council approval will be needed.

EVALUATION OF PROFESSIONAL DEVELOPMENT/LEARNING ACTIVITIES

The following procedures will be followed to evaluate PD/L Plan and funds:

- PD/L activities will be evaluated by those participating. Evaluations will be designed to indicate how well the PD/L activity met the Criteria for Professional Development/Learning section in this policy.
- The principal (or principal designee) will report to the council on the results of all PD/L evaluations at least once a year to help inform future planning of PD/L activities.
- Our SIP will ensure an ongoing process that evaluates the impact of professional development/learning on the staff, school improvement, and on student academic progress.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: _____

Date(s) Reviewed or Revised: _____

Upcoming Dates

Sept. 20	SBDM 4:00
Sept. 28,30	School Smiles
Oct. 1	Homecoming v. Western Hills
Oct. 2	Homecoming Dance 8:00-1:00
Oct. 6-8	Titan Academy
Oct. 11-15	Fall Break
Oct. 18-22	CERT Fall testing window
Oct. 18	SBDM 4:00
Oct. 21	Board Meeting 5:30
Oct. 23	ACT
Oct. 23	Band KMEA Regionals
Oct. 26	PSAT
Oct. 27	Club Day
Oct. 30	Band State Semi-finals/Finals
Nov. 12	Midterm
Nov. 15	Blood Drive
Nov. 15	Club Day
Nov. 15	SBDM 4:00
Nov. 18	Board Meeting 5:30
Nov. 24-26	Thanksgiving Break
Dec. 8	Club Day
Dec. 11	ACT
Dec. 13	SBDM 4:00
Dec. 16	Board Meeting 5:30
Dec. 17	Early Release Day
Dec. 20-22	Titan Academy
Dec. 20 - Jan. 4	Christmas Break