

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

June 21, 2021

9:00 am

Members:

Spencer Tatum, Principal & Chair
Ekambaram Elumalai, Teacher Representative
Josh Painter, Teacher Representative
Kathi Lawrence, Teacher Representative
Mike Riley, Parent Representative
Kelly Newsom, Parent Representative
Mike Floro, Council Secretary

Opening Business

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

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- SBDM update/2021-22 meeting dates
- Council training update
- Job postings update
- 2021-22 Student Handbook review
- First Priority
- Emergency Management Plan 2021-22 (2nd Reading)
- Student Assignment Policy (2nd Reading)
- Staff Time Assignment Policy (2nd Reading)
- Advanced Placement/Dual Credit Courses Policy (1st Reading)
- Principal Selection Policy (1st Reading)
- Program Appraisal Policy review
- Technology Use Policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
May 17, 2021 – Draft Minutes***

The meeting was called to order by Mr. Tatum at 4:32 p.m. in the auditorium. The following members of the council were in attendance:

Present : Spencer Tatum, Principal Ekambaram Elumalai, Teacher Kathi Lawrence, Teacher Josh Painter, Teacher Kelly Newsom, Parent Mike Riley, Parent	Absent: Mike Floro, SBDM Secretary
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Agenda Approval

Motion to accept: Riley, second by Eka
Motion was approved by consensus.

Minutes Approval

April minutes were reviewed by the council.
Motion to accept: Riley, second by Painter
Motion was approved by consensus.

Good News Report

- Makayla Shearer placed 5th in the KHSAA State Archery tournament with a score of 293/300.
- Titan Singers had a successful “Disney Through the Decades” spring performance
- MCSHS Band had a great Spring Concert performance
- Kaylee Miller signed to cheer at CU-Harrodsburg
- Spring Sports are having great success this spring.
- Baseball team is the number 1 seed in the upcoming district tournament and are currently 19-7
- Softball team is currently 11-12
- The boys and girls track team are preparing for the regional track meet on June 2
- Boys and girls tennis teams are preparing for the regional tennis tournaments on May 20
- Taylor Mastin was selected by the student body as “Teacher of the Month”

Monthly Reports

Behavior: Report given from SWIS data

Academic:

- 11th grade ACT composite score from March was a 17.9
- KPREP finished last week for 10th and 11th Grades
- AP testing will begin this week
- Final exams will be the last 3 days of school

Budget: The 2020-21 Section 6 funds show approximately \$23,121.57 remaining. The district activity accounts show \$420,954.58 remaining. The student activity accounts show \$35,162.13 remaining.

Old Business

None

New Business

- *Scheduling update:* Scheduling is underway with rising Seniors, Juniors completed.
- *SBDM election results 2021-22:* Teacher members elected are Kendra Rowland, Ekambaram Elumalai, and Kathi Lawrence. Parent members elected are Jo Luthe and Julie Peavler.
- *Council training update:* SBDM council training dates will be sent to members as Mr. Tatum receives them.
- *Job Postings update:* Currently there is an Engineering position posted. Jeremy Carlson was recently hired for the open Health/PE position.
- *Bell Schedule 2021-22:* The bell schedule for next year was presented. Details include the dismissal time being 3:05 and a "Titan Time" period added for 24 minutes daily to allow for SEL lessons, interventions, etc. to take place on a daily basis.

Emergency Management Plan 2021-22 (1st Reading)

- Plan was discussed and shared with council before going to Mrs. Hayslett, the district safety coordinator, to present to board in July.

Motion to accept: Riley, second by Newsom

Schedule of School Day Policy (2nd Reading)

Motion to accept: Riley, second by Lawrence

Student Assignment Policy (1st Reading)

Motion to accept: Riley, second by Newsom

Staff Time Assignment Policy (1st Reading)

Motion to accept: Riley, second by Painter

Advanced Placement/Dual Credit Courses Policy review:

Grammatical errors corrected

Principal Selection Policy review:

Grammatical errors corrected

Upcoming dates/events:

Upcoming Dates

May 17	SBDM 4:30
May 17	Senior Honors Night 6:00
May 18	KMS 8th Grade visits
May 18	FFA Banquet 6:30
May 19-27	AP Testing
May 20	Student vaccine clinic 8:00-Noon
May 20	Board meeting 5:30
May 21-25	Final Exams
May 24	Underclassmen Awards Night 6:00
May 25	Last day of School

May 28	Graduation 7:00
June 1-11	Summer School
June 11	State Track meet
June 17	Board meeting 5:30
June 21	SBDM 4:30

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 June 21st at 9:00 a.m. The SBDM council was adjourned at 5:45 p.m. The motion was made by Riley and seconded by Eka. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – June 21, 2021

- Ashlyn Cheek placed third in the jewelry division at the state art competition.
- Kaleb Mitchell earned honorable mention in the drawing division at the state competition.
- Jonathan Pinkston, Class of 2020, was named the Kentucky FFA State President.
- Tiffany Patrick was selected by the student body as “Teacher of the Month”.
- Gabe Blair and Mason Cheek qualified for the KBN state championship for bass fishing.
- Baseball team won the 46th District championship and finished with a record of 28-9.
- Caleb Purdom, Evan Hart, and Landon McGinnis were named to the 46th District Baseball All-tournament team.
- Seth Caton was named to the 12th Region Baseball All-tournament team.
- Evan Hart was named Honorable Mention All-State for baseball.
- Softball team won the 46th District championship and finished with a record of 17-19.
- Brooklin Burgess, Ry’Ann Tharp, and Ashley Howard were named to the 46th District Softball All-tournament team.
- Elle Prewitt was named to the 12th Region Softball All-tournament team.
- Boys track team won the CKC championship.
- Boys track team won the Regional championship.
- Boys track team won the 2A STATE CHAMPIONSHIP.
- Jalen Lukitsch won the state championship in the 300 meter hurdles.
- The boys team of Jalen Lukitsch, Noah Davis, Riley Peavler, and Beau Brown won the state championship in the 4 x 200 relay.
- Girls track team won the CKC championship.
- Girls track team won the Regional championship.
- Girls track team were the 2A State Runners-up.
- The girls team of Harlee Settles, Timberlynn Yeast, Teigh Yeast, and Jai Maria Piazza won the state championship in the 4 x 400 relay.
- Timberlynn Yeast won the state championship in the 200 meters.
- Timberlynn Yeast won the state championship in the 400 meters.
- Jai Maria Piazza won the state championship in the 100 meter hurdles.
- Jai Maria Piazza won the state championship in the 300 meter hurdles.

Section 6 Accounts**2020-21 Budget****Balance as of June 9, 2021**

Certified Permanent Salary		
Extended Day		
Extra Service		
Other Certified	623	148.00
Certified Substitute Salary	2,000	2,000
Classified Regular Salary		
Classified Other Pay		
Classified Substitute Salary		
Employer FICA Contribution		
Employer Medicare Contribution	100	93.5
KTRS Employer Contribution	100	85.75
CERS Employer Contribution		
KSBA Unemployment Insurance	50	49.06
Workshop Consultant	500	500
Education Consultant		
Registration Fees	3,000	1,911.00
Conference Registration		
Security Services		
Copier Rental	15,000	-1,465.48
Postage & PO Box Rental	3,000	452.20
Telephone	1,000	-1,745
Newspaper Advertising		
Travel	5,000	4,220
General Supplies	20,000.00	9,262.26
General Supplies (Library)	800	593.92
Food Non Instructional	250	65.7
Food Instructional Non Food Service	250	250.00
Library Books (Library)	3,500	483.88
Periodicals (Library)	2,000	311.51
Supplemental Books/Study Guides		
Textbooks		-6551.45
Audiovisual Materials (Library)	500	500.00
Tests	500	500
Reference Materials	250	250
Computer Related Supplies	20,000	-8,150
Awards		-1519.58
Health Supplies	800	94.24
Equipment Supplies		
Furniture/Fixtures		
Furniture/Fixture supplies		
Other Supplies & Materials		
Tech Related Hardware	1,000	1,000.00
Computers (Library)		
Tech Software	1,000	1,000.00
Instructional Equipment	1,000	1,000
Dues & Fees	2,500	1,705.00
Graduation Expenses		-6,450
Other Miscellaneous	16,686	9,151
Food Instructional Non Food Service		
General Supplies (School supplies)	42,000	13,118.63
General Supplies (Custodial)	20,000	1,993.98
TOTAL	156,723.00	23,575.39

Student Activity Accounts @ Central Office**Balance as of June 9, 2021**

Thirst Club	24
KYA/KUNA	43.61
Fellowship of Christian Athletes	968.26
Republican Club	111
Unity Club	206.01
FCCLA	2,011.31
Engineering Club	674
Future Educators of America	129.81
National Honor Society	779.24
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	620
Project Graduation	8,169.98
Beta Club	2,110.78
FFA	12,837.10
School Store	152
Student Vending	1,199.08
Pep Club	818.87
Weightlifting	381.34
Chess Club	596.55
TOTAL	36,927.72

District Activity Accounts @ Central Office	Balance as of June 9, 2021
Destitute Senior	312.36
Class of 2023	402.25
Driver's Education	11,520.00
General Fund	33,983.95
Ag Shop	8,687.87
AP Exam	8,389.13
Art	265.48
Band	6,462.26
Chorus	783.32
Drama	5,740.61
English	7.65
Class of 2020	910.79
Foreign Language	579.21
Horticulture	71,107.93
Library Book Fair	476.44
Math	
Class of 2021	767.34
Mercer Foundation Grant	14,445.99
Yearbook	8,747.58
Pictures	3,129.27
Science	-62.64
Senior Trip	160.38
Summer School	9,262.80
Technology	846.87
Class of 2022	6,156.53
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	37,478.58
Archery	1.40
Baseball	997.36
Boys Basketball	5,504.66
Girls Basketball	866.52
Cheerleading	521.27
Cross Country	326.13
Dance	79.97
Football	544.47
Football Bowl Game	29,870.72
Football Capital	6,092.80
Football Supplemental	25,171.87
Golf	631.02
Boys Soccer	74.47
Girls Soccer	5,855.29
Softball	855.25
Boys Tennis	1,133.79
Girls Tennis	1,433.46
Track	1,044.28
Volleyball	27.92
Bass Fishing	5,331.56
Heart of the Bluegrass	6,008.29
Athletics Supplemental	3,618.78
Gate Receipts	62,465.49
Athletics Training	370.00
TOTAL	412,297.44

2021-22 SBDM meeting dates

- July 19 – 4:00 pm
- August 16 – 4:00 pm
- September 20 – 4:00 pm
- October 18 – 4:00 pm
- November 15 – 4:00 pm
- December 13 – 4:00 pm
- January 10 – 4:00 pm
- February 14 – 4:00 pm
- March 21 – 4:00 pm
- April 18 – 4:00 pm
- May 16 – 4:00 pm
- June 20 – 4:00 pm

STUDENT ASSIGNMENT POLICY

Students will be assigned courses according to the graduation requirements of the local board and the Kentucky Department of Education. Courses will be assigned to allow students to complete required curriculum in a timeline that is consistent with state assessments. Students will be placed in requested elective courses upon completion of required courses in recommended sequences and in accordance with their career paths.

Schedule Packets will be available for review in the guidance office and will be submitted annually to the School Based Decision Making Council for approval prior to being presented to the local board of education. This packet will include graduation requirements and career pathway information.

A counselor shall ensure that each student's Individual Graduation Plan includes a list of the courses to be taken each term, including amendments made as the student's plans are refined. A counselor shall review each student's plan annually to make sure he/she is on track to complete all graduation requirements by the end of his/her senior year.

Approved: _____ Chairperson: _____

STAFF TIME ASSIGNMENT

The principal (or principal designee) shall assign staff member's time in a manner that:

- Fully supports implementation of our student assignment policy.
- Takes into account staff members' requests regarding course assignments.

Assignments Based on Criteria

To complete assignments, the principal or principal's designee shall:

- In April, discuss with current staff members their preference for continuing or changing assignments for the next year.
- In May, assign staff members based on the criteria above.
- In June, notify the Council of how each returning staff member has been assigned.
- In July, notify the new Council of staff assignments.

Altering Assignments

After making assignments, the principal or principal's designee may alter the assignments to respond to unanticipated enrollment, staffing changes, or policy changes.

Evaluation

Our CSIP process includes a regular cycle of reviewing data on student performance and data on our alignment with Kentucky's Standards and Indicators for School Improvement. The analysis of this data may determine and impact staff assignments.

Approved: _____ Chairperson: _____

ADVANCED PLACEMENT/DUAL CREDIT COURSES

Curriculum and Availability

Each year, college-level courses will be offered. Currently the following areas offer Advanced Placement or Dual Credit courses:

- | | |
|-------------------|----------------------------|
| 1. English | 5. Family Consumer Science |
| 2. Science | 6. Foreign Language |
| 3. Mathematics | 7. Arts and Humanities |
| 4. Social Studies | 8. Agriculture |

Those courses will be offered as Advanced Placement or Dual Credit classes at Mercer County Senior High School, Trailblazer Academy, or through arrangements with nearby colleges or universities.

Student Assignment and Recruitment

Students will be encouraged to prepare for and take college-level courses in the following ways:

- Counselors will advise students and parents/guardians of these options when they go through the scheduling process each year and encourage each student to take appropriate preparatory courses.
- Teachers will encourage all students to take challenging courses each term.

All students may take college-level courses if they meet the following requirements:

- Completing prerequisite courses listed in the Student Handbook/Course Description Book.
- Receiving permission of the teacher if applicable.
- Dual Credit courses require a 3.0 GPA
- Math Dual Credit courses require a 19 on the Math section of the ACT.
- Students must maintain a grade of C or better in the fall semester to be able to take Dual Credit courses in the spring semester of that academic year.
- If a Dual Credit course is offered at Mercer County Senior High School, students will not be permitted to take the same course off campus.

Approved: _____ Chairperson: _____

PRINCIPAL SELECTION POLICY

PREPARATION

When the council learns that the school needs to hire a principal, the council:

- meets with the Superintendent, or designee, (who will serve as chair of the council and have voting rights for the purpose of the hiring process) to review the *Best Practices for Principal Selection* document available on the Kentucky Association of School Councils website. The outgoing principal shall not serve on the council during the principal selection process.
- selects a trainer of their choice to deliver training in recruitment and interviewing techniques the council Chair or Vice-Chair will arrange for this training on a date agreed upon by the council and call a special meeting of the council for this purpose with "Principal Selection Training" on the agenda.
- distributes copies of this policy to all members before the scheduled training and sends a copy to the trainer who will be providing the selection training.
- distributes informational materials regarding Kentucky Open Records and open meetings law and have all members sign a nondisclosure agreement forbidding sharing of information and discussions held in closed session.

SELECTION PROCESS

The council will:

- design and carry out processes to get shareholder input on what traits will make the best leader for this school. Shareholder input will involve, but not be limited to faculty, staff, parents, and students.
- call a special meeting of the council and meet in open session to:
 - discuss the process and timeline for receiving applications, and other steps in the hiring process.
 - develop a set criteria for a strong candidate using the shareholder input plus council members' ideas. These criteria will not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.
 - use the criteria to write questions that will be asked of all candidates during in-person interviews.
 - decide on other methods to gather information about the candidates. The methods may include, but not limited to: applications and resumes, references, applicant portfolios, open forums, and written responses to hypothetical work-related challenges.
- call a special meeting of the council and meet in closed session to:
 - review all applications and written references and select applicants to interview.
 - determine if information in the written applications and resumes points to any specialized questions that should be asked of a particular applicant and develop those questions if necessary,
- schedule interviews with each applicant.
- conduct each interview in a special called meeting in closed session during which:
 - the same questions will be asked in the same order for every candidate.
 - any specialized or follow-up questions will be asked after the standard questions.
 - a discussion will be held immediately following each interview about how well the applicant meets the criteria.
- after all interviews are completed, hold closed session discussion of the merits of all applicants and work toward consensus on the final selection.
- if the council is not satisfied with any of the candidates, the council should discuss the option of having an interim principal. The interim will be appointed by the superintendent until a suitable applicant is found.
- keep all closed session documents confidential.

SELECTION OF THE NEW PRINCIPAL

After all information is gathered, the council will:

- meet in an open session to vote for the final selection of a new principal. The principal is elected on a majority vote of the council. Record the action in the meetings.
- ask the superintendent to complete the hiring process.
- communicate with shareholders the decision as soon as possible.

POLICY EVALUATION

This policy will be evaluated by the council and revisions recommended as needed.

PROGRAM APPRAISAL POLICY

PROGRAM APPRAISAL NEEDS ASSESSMENT

Our improvement planning process will include:

- an analysis of our KPREP data and other school data as necessary to discover the extent to which our students are meeting state standards.
- 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 complete and clear data-based improvement plan that sets goals and addresses causes to help move our students closer to state standards, according to the timetable established by the Kentucky Board of Education.
- ongoing monitoring and evaluation of the implementation and impact of our improvement plan.

We will implement this process, including appraisal of the effectiveness of all our programs, through our needs assessments and our implementation and impact checks.

PROGRAM APPRAISAL RESPONSIBILITY

The Leadership Team will be responsible for program appraisal and will make recommendations concerning program changes/revisions to the council.

POLICY EVALUATION

This policy will be evaluated by the Leadership Team in the fall of every new school year. Recommendations (if any) for revisions will be presented in writing to the council for consideration and adoption. Recommendations should be made as soon as possible in the school year but no later than the January council meeting.

TECHNOLOGY USE POLICY

TECHNOLOGY USE 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.
- 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 complete and clear data-based improvement plan that sets goals and addresses causes to help move our students closer to state standards according to the timetable established by the Kentucky Board of Education.
- ongoing monitoring and evaluation of the implementation and impact of our improvement plan.

We will implement this process, including a review of technology use and barriers to use, through our needs assessments and our implementation and impact checks.

ACCEPTABLE USE

When students enter grades 9 thru 12 for the first time in the high school they will be required to sign and date the Mercer County School District Acceptable Use Policy (Appendix A) in order to have access to school computers. This policy is Attachment D and Considered part of this Technology Use Policy approved by the council. This document will be reviewed annually with students at the start of each year during orientation and handbook review.

POLICY EVALUATION

This policy as well as the student Acceptable Use Policy will be evaluated by the Leadership Team in the fall of every new school year. Recommendations (if any) for revisions of either this policy and/or the Acceptable Use Policy will be presented in writing to the council for consideration and adoption. Recommendations should be made as soon as possible in the school year but no later than the January council meeting.

Approved: _____ Chairperson: _____

Upcoming Dates

June 21	SBDM 9:00am
June 25-July 9	KHSAA Dead Period
July 15	Board meeting 5:30pm
July 19-28	Titan Academy
August 9	Opening Day
August 11	1st Day of School