

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

July 19, 2021

9:00 am

Members:

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

Opening Business

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

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- Selection of vice-chair
- Job postings update
- School opening update
- Required documents
- 2021-22 Student Handbook (1st Reading)
- Advanced Placement/Dual Credit Courses Policy (2nd Reading)
- Principal Selection Policy (2nd Reading)
- Program Appraisal Policy (1st Reading)
- Technology Use Policy (1st Reading)
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
June 21, 2021 – Draft Minutes***

The meeting was called to order by Mr. Tatum at 9:02 a.m. in the auditorium. The following members of the council were in attendance:

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

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

Minutes Approval

May minutes were reviewed by the council.

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

Good News Report

- 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

Monthly Reports

Behavior: None reported

Academic:

- Summer School will be held for 9 days starting Tuesday June 1st.
- Scheduling should be completed by the end of June.

Budget: The 2020-21 Section 6 funds show approximately \$23,575.39 remaining. The district activity accounts show \$412,297.44 remaining. The student activity accounts show \$36,927.72 remaining.

Old Business

None

New Business

- *SBDM 2021-22 Meeting Dates*
 - July 19th - 9:00AM
 - August 16th - 4:00PM
 - September 20th - 4:00 PM
 - October 18th - 4:00PM
 - November 15th - 4:00 PM
 - December 13th - 4:00 PM
 - January 10th - 4:00 PM
 - February 14th - 4:00 PM
 - March 21st - 4:00 PM
 - April 18th - 4:00 PM
 - May 16th - 4:00 Pm
 - June 20th - 4:00 PM

- New Council member training updates for the 21-22 school year will need to be completed online.
- Job Postings Update: Currently, MCSHS has job postings for a custodian, Engineering and Math.
- 2021-22 Student Handbook was reviewed. We will tentatively plan on a special called meeting around July 11th or 12th for the 1st Reading.
- First Priority was discussed. Steve Dismuke, who is a community member, has asked for the high school to start this program back. It's a voluntary prayer group that would meet prior to school one day a week for 15-20 minutes in the auditorium. The two staff members sponsoring this are Miranda Goodlett and Joe Smith.

Emergency Management Plan 2021-22 (2nd Reading)

- There were some name changes.
Motion to accept: Eka, second by Lawrence

Student Assignment Policy (2nd Reading)

- No changes
Motion to accept: Eka, second by Riley

Staff Time Assignment Policy (2nd Reading)

- Take out an apostrophe on the 2nd bullet on the 3rd line.
Motion to accept: Lawrence, second by Eka

Advanced Placement/Dual Credit Courses (1st Reading)

- There was a question asked about if a sophomore (to be a Junior) has not taken the ACT, can they still take a DC Math course without the benchmark requirement. Last year, during COVID, that score was waived, but the problem is the universities will not give the student credit for the DC course if they do not have the benchmark score regardless of their score in the course. So, for the 21-22 school year, those students applying for DC will need the benchmark Math ACT score to enroll in a DC Math course.
Motion to accept: Lawrence, second by Eka

Principal Selection Policy (1st Reading)

- No changes
Motion to Accept: Lawrence, second by Eka

Program Appraisal Policy Review:

- No changes

Technology Use Policy Review:

- Change "thru" to "through" in the first line under the heading Acceptable Use.
- Add a comma after the word school in the first line under the heading Acceptable Use.
- Change the capital C to a lowercase C in the third line under the heading Acceptable Use.

Upcoming dates/events:

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

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 July 19th at 9:00 a.m. The SBDM council was adjourned at 10:21 a.m. The motion was made by Eka and seconded by Riley. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – July 19, 2021

- Jacey Catlett signed to become a cheerleader at the University of Kentucky.
- Stevie Shepherd signed to play softball at Pasco-Hernando State College in Florida.
- Fall sports have started with workouts and pre-season practices.
- Band camp is underway in preparation for the 2021 marching band season.
- Titan Academy will run from July 19-July 28.

Section 6 Accounts	2021-22 Budget	Balance as of July 12, 2021
Certified Permanent Salary		
Extended Day		
Extra Service		
Other Certified	700	700.00
Certified Substitute Salary	1,000	1,000
Classified Regular Salary		
Classified Other Pay		
Classified Substitute Salary		
Employer FICA Contribution		
Employer Medicare Contribution	100	100
KTRS Employer Contribution	100	100
CERS Employer Contribution		
KSBA Unemployment Insurance	50	50
Workshop Consultant	250	250
Education Consultant		
Registration Fees	2,000	1,905.00
Conference Registration		
Security Services		
Copier Rental	18,000	18,000.00
Other Rental	200	200.00
Postage & PO Box Rental	3,000	2,900.00
Telephone	1,000	1,000
Newspaper Advertising		
Travel	2,500	2,500
General Supplies	20,000.00	10,500.00
General Supplies (Library)	500	500
Food Non Instructional	500	500
Food Instructional Non Food Service	250	250.00
Library Books (Library)	2,000	1,548.00
Periodicals (Library)	1,000	1,000.00
Supplemental Books/Study Guides		
Textbooks		
Audiovisual Materials (Library)	250	-438.25
Tests	250	250
Reference Materials	250	250
Computer Related Supplies	15,000	15,000
Awards	250	250
Health Supplies	1,000	1000
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	1,000.00
Graduation Expenses		
Other Miscellaneous	20,766	20,766
Food Instructional Non Food Service		
General Supplies (School supplies)	39,571	29,571.00
Other Repairs and Maintenance	500	500.00
General Supplies (Custodial)	20,000	19,953.00
TOTAL	153,487.00	132,462.25

<i>District Activity Accounts @ Central Office</i>	<i>Balance as of July 12, 2021</i>
Destitute Senior	312.36
Class of 2023	402.25
Driver's Education	11,700.00
General Fund	32,266.97
Ag Shop	8,687.87
AP Exam	4,562.36
Art	265.48
Band	6,462.26
Chorus	783.32
Drama	5,740.61
English	7.65
Class of 2020	249.7
Foreign Language	579.21
Horticulture	71,632.93
Library Book Fair	476.44
Math	
Class of 2021	767.34
Mercer Foundation Grant	14,445.99
Yearbook	8,747.58
Pictures	2,829.27
Science	-62.64
Senior Trip	160.38
Summer School	9,262.80
Technology	846.87
Class of 2022	4,354.09
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	40,875.22
Archery	78.80
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	2,106.25
Boys Tennis	1,133.79
Girls Tennis	1,433.46
Track	120.09
Volleyball	27.92
Bass Fishing	5,331.56
Heart of the Bluegrass	4,839.98
Athletics Supplemental	3,618.78
Gate Receipts	67,377.99
Athletics Training	370.00
TOTAL	412,740.20

Student Activity Accounts @ Central Office**Balance as of July 12, 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	1,965.39
Beta Club	1,188.78
FFA	12,837.10
School Store	152
Student Vending	1,199.08
Pep Club	818.87
Weightlifting	381.34
Chess Club	596.55
TOTAL	29,801.13

158.183 Prohibited acts by students -- Rights of student -- Duties of local board of education -- Administrative remedies.

- (1) Consistent with the Constitutions of the United States of America and the Commonwealth of Kentucky, a student shall have the right to carry out an activity described in any of paragraphs (a) to (j) of subsection (2) of this section, if the student does not:
 - (a) Infringe on the rights of the school to:
 1. Maintain order and discipline;
 2. Prevent disruption of the educational process; and
 3. Determine educational curriculum and assignments;
 - (b) Harass other persons or coerce other persons to participate in the activity; or
 - (c) Otherwise infringe on the rights of other persons.
- (2) Consistent with the Constitutions of the United States of America and the Commonwealth of Kentucky, and subject to the provisions of subsection (1) of this section, a student shall be permitted to voluntarily:
 - (a) Pray or engage in religious activities in a public school, vocally or silently, alone or with other students to the same extent and under the same circumstances as a student is permitted to vocally or silently reflect, meditate, speak on, or engage in nonreligious matters alone or with other students in the public school;
 - (b) Express religious or political viewpoints in a public school to the same extent and under the same circumstances as a student is permitted to express viewpoints on nonreligious or nonpolitical topics or subjects in the school;
 - (c) Express religious or political viewpoints in classroom, homework, artwork, and other written and oral assignments free from discrimination or penalty based on the religious or political content of the submissions;
 - (d) Speak to and attempt to discuss religious or political viewpoints with other students in a public school to the same extent and under the same circumstances as a student is permitted to speak to and attempt to share nonreligious or nonpolitical viewpoints with other students. However, any student may demand that this speech or these attempts to share religious or political viewpoints not be directed at him or her;
 - (e) Distribute religious or political literature in a public school, subject to reasonable time, place, and manner restrictions to the same extent and under the same circumstances as a student is permitted to distribute literature on nonreligious or nonpolitical topics or subjects in the school;
 - (f) Display religious messages on items of clothing to the same extent that a student is permitted to display nonreligious messages on items of clothing;
 - (g) Access public secondary school facilities during noninstructional time as a member of a religious student organization for activities that may include prayer, Bible reading, or other worship exercises to the same extent that members of nonreligious student organizations are permitted

- access during noninstructional time;
- (h) Use school media, including the public address system, the school newspaper, and school bulletin boards, to announce student religious meetings to the same extent that a student is permitted to use school media to announce student nonreligious meetings;
 - (i) Meet as a member of a religious student group during noninstructional time in the school day to the same extent that members of nonreligious student groups are permitted to meet, including before and after the school day; and
 - (j) Be absent, in accordance with attendance policy, from a public school to observe religious holidays and participate in other religious practices to the same extent and under the same circumstances as a student is permitted to be absent from a public school for nonreligious purposes.
- (3) Consistent with its obligations to respect the rights secured by the Constitutions of the United States of America and the Commonwealth of Kentucky, a local board of education shall ensure that:
- (a) 1. The selection of students to speak at official events is made without regard to the religious or political viewpoint of the student speaker;
 - 2. The prepared remarks of the student are not altered before delivery, except in a viewpoint-neutral manner, unless requested by the student. However, student speakers shall not engage in speech that is obscene, vulgar, offensively lewd, or indecent; and
 - 3. If the content of the student's speech is such that a reasonable observer may perceive affirmative school sponsorship or endorsement of the student speaker's religious or political viewpoint, the school shall communicate, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the school;
 - (b) Religious and political organizations are allowed equal access to public forums on the same basis as nonreligious and nonpolitical organizations; and
 - (c) No recognized religious or political student organization is hindered or discriminated against in the ordering of its internal affairs, selection of leaders and members, defining of doctrines and principles, and resolving of organizational disputes in the furtherance of its mission, or in its determination that only persons committed to its mission should conduct these activities.
- (4) Consistent with its obligations to respect the rights secured by the Constitutions of the United States of America and the Commonwealth of Kentucky, a local board of education shall permit public schools in the district to sponsor artistic or theatrical programs that advance students' knowledge of society's cultural and religious heritage, as well as provide opportunities for students to study and perform a wide range of music, literature, poetry, and drama.
- (5) No action may be maintained under KRS 158.181 to 158.187 unless the student has exhausted the following administrative remedies;

- (a) The student or the student's parent or guardian shall state his or her complaint to the school's principal. The principal shall investigate and take appropriate action to ensure the rights of the student are resolved within seven (7) days of the date of the complaint;
- (b) If the concerns are not resolved, then the student or the student's parent or guardian shall make a complaint in writing to the superintendent with the specific facts of the alleged violation;
- (c) The superintendent shall investigate and take appropriate action to ensure that the rights of the student are resolved within thirty (30) days of the date of the written complaint; and
- (d) Only after the superintendent's investigation and action may a student or the student's parent or legal guardian pursue any other legal action.

Effective: June 29, 2017

History: Amended 2017 Ky. Acts ch. 15, sec. 1, effective June 29, 2017. -- Created 1998 Ky. Acts ch. 294, sec. 3, effective July 15, 1998.

**158.195 Display of national motto in public elementary and secondary schools --
Reading and posting in public schools of texts and documents on American
history and heritage.**

- (1)
 - (a) Beginning in the 2019-2020 school year, local boards shall require each public elementary and secondary school to display the national motto of the United States, "In God We Trust," in a prominent location in the school.
 - (b) The display required in paragraph (a) of this subsection may take the form of but is not limited to a mounted plaque or student artwork.
 - (c) For purposes of this section, "prominent location" means a school entryway, cafeteria, or common area where students are likely to see the national motto.
- (2) Local boards may allow any teacher or administrator in a public school district of the Commonwealth to read or post in a public school building, classroom, or event any excerpts or portions of: the national motto; the national anthem; the pledge of allegiance; the preamble to the Kentucky Constitution; the Declaration of Independence; the Mayflower Compact; the writings, speeches, documents, and proclamations of the founding fathers and presidents of the United States; United States Supreme Court decisions; and acts of the United States Congress including the published text of the Congressional Record. There shall be no content-based censorship of American history or heritage in the Commonwealth based on religious references in these writings, documents, and records.

Effective: June 27, 2019

History: Amended 2019 Ky. Acts ch. 82, sec. 1, effective June 27, 2019. -- Created 1992 Ky. Acts ch. 170, sec. 4, effective July 14, 1992.

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.

Approved: _____ Chairperson: _____

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.

Approved: _____ Chairperson: _____

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 through 12 for the first time in 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

July 19-28	Titan Academy
August 9	Opening Day
August 9	MCSHS Open House 6:00 - 8:00
August 11	1st Day of School
August 16	SBDM 4:00
September 6	Labor Day - No School
September 20	SBDM 4:00