

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

**October 16, 2023
3:30 pm**

Members:

Spencer Tatum, Principal & Chair
Ekambaram Elumalai, Teacher Representative
Kendra Rowland, Teacher Representative
Andrew Ashford, Teacher Representative
Todd Davis, Parent Representative
Jessica Sanders, Parent Representative
Mike Floro, Council Secretary

Opening Business

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

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- SBDM Staffing Allocations 2023-24
- Alignment with State Standards policy review
- Advanced Placement/Dual Credit Courses policy review
- Program Appraisal policy review
- Schedule of School Day policy review
- School Space policy review
- Student Assignment policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
September 18th, 2023***

The meeting was called to order by Mr. Tatum at 3:38 p.m. in the conference room #111. The following members of the council were in attendance:

Present : Spencer Tatum, Principal Kendra Rowland, Teacher Ekambaram Elumalai, Teacher Andrew Ashford, Teacher Todd Davis, Parent Jessica Sanders, Parent Mike Floro, SBDM Secretary	Absent:
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Agenda Approval

Motion to accept: K. Rowland, second by Dr. Eka
Motion was approved by consensus.

Minutes Approval

August Minutes were reviewed by the council.

Motion to accept: K. Rowland, second by T. Davis
Motion was approved by consensus.

Good News Report

- Alex Isaac was selected as “Teacher of the Month” by the student body.
- Izzie Carlton was selected as the Superior Titan by the staff and will be recognized at the September board meeting.
- Picture day was held on September 14th for students and staff.
- Homecoming week is scheduled September 25 - 29 with a Homecoming Dance scheduled for Saturday, September 30th. We have home boys soccer, girls soccer, cross country, volleyball and football games that week.
- Fall sports are well underway and boys and girls golf have their regional tournaments this week.

Monthly Reports

Behavior:

- PBIS data and charts were presented (see SBDM packet). Data shows 100 total referrals (major and minor) from the start of school through 9/15/23. There were 65 majors and 35 minors. 9th grade had 34 referrals, 10th grade had 34 referrals, 11th grade had 17 referral, and 12th grade had 15 referrals.

Nov. 13	SBDM 3:30 pm
Nov. 21	Board meeting 5:30 pm
Nov. 22-24	Thanksgiving Break
Nov. 29	Club Day
Dec. 1	Entrepreneur Fair
Dec. 1	Titan Singers Winter Concert
Dec. 6-9	Christmas Drama Production (A Suessified Christmas)
Dec. 9	ACT
Dec. 11	SBDM 5:30 pm
Dec. 12	Board meeting 5:30 pm
Dec. 21-Jan. 3	Christmas Break

Public Comments

None

The next regular monthly meeting will be October 16th at 3:30 p.m in the conference room #111. The SBDM council was adjourned at 4:14 p.m. The motion was made by Dr. Eka and seconded by T. Davis. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – October 16, 2023

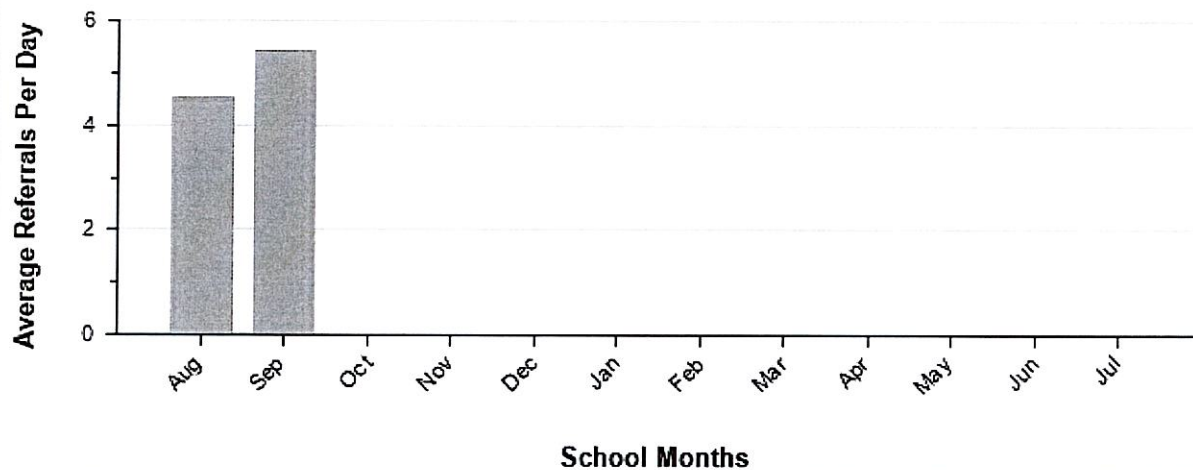
- Blair Pittman was selected as “Teacher of the Month” by the student body.
- Luke Best was selected as the Superior Titan by the staff and will be recognized at the October board meeting.
- Tanner Robinson finished in the regional tournament and advanced to the Boys Golf Semi-State Tournament in Marshall Co.
- We had a huge turnout for over 30 universities and colleges at our College Fair on September 25th.
- Homecoming week was a huge success with all of our fall sports having home games during the week. The door decorating contest produced many great school spirit themes.
- Savannah Floyd was crowned Homecoming Queen and Malachi Davis was crowned Homecoming King.
- The Homecoming dance had approximately 400 students/guests in attendance.
- Senior Sunrise was held on September 27th before school.
- The academic breakfast/awards ceremony honored 165 students for maintaining an unweighted GPA last school year. Georgia Turpin, Class of 2020, was the guest speaker.

School Summary
2023-24

Outcome: All Referrals

Average Referrals Per Day Per Month

All, 2023-24

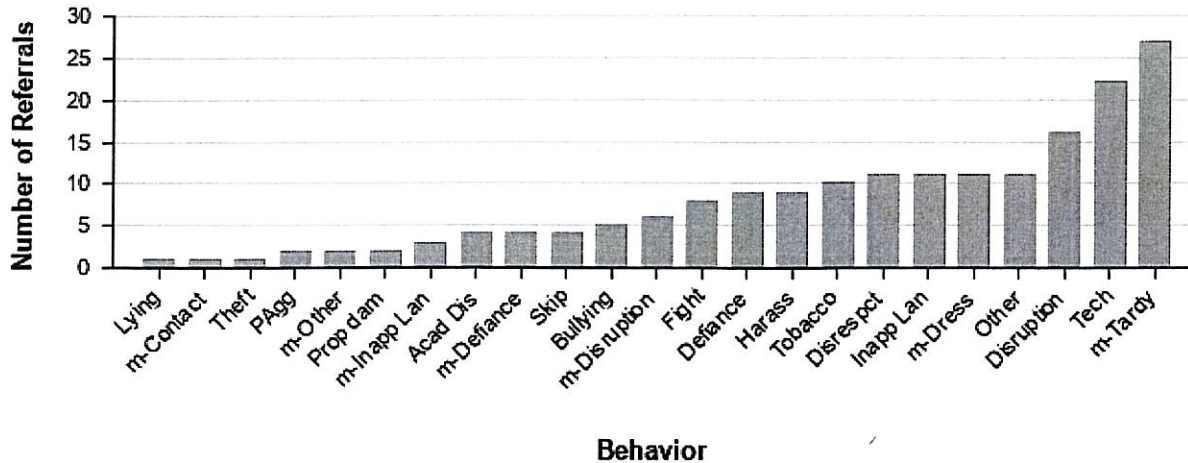


Data Table

Year	Month	Days Count	Referral Count	Referrals/School Day
2023	August	17	77	4.53
2023	September	19	103	5.42
2023	October	17	0	0.00
2023	November	19	0	0.00
2023	December	13	0	0.00
2024	January	19	0	0.00
2024	February	20	0	0.00
2024	March	21	0	0.00
2024	April	16	0	0.00
2024	May	10	0	0.00
2024	June	0	0	0.00
2024	July	0	0	0.00
Totals:		171	180	0.83

Referrals by Behavior

All, Aug 1, 2023 - Jul 31, 2024

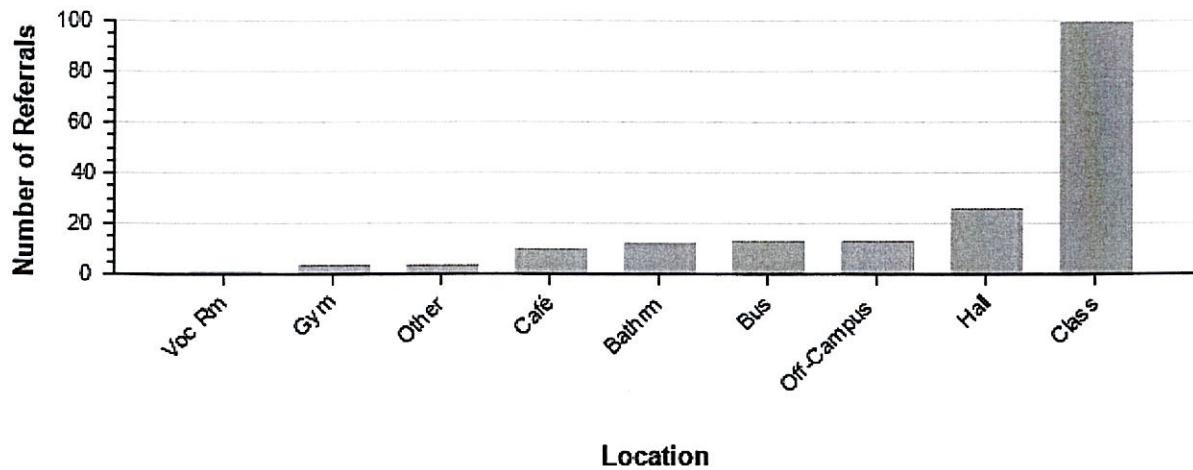


Data Table

Behavior	Frequency	Proportion	Additional Frequency
Lying	1	0.56%	1
Staff-managed (minor) - Physical Contact/Physical Aggression	1	0.56%	1
Theft	1	0.56%	1
Physical Aggression	2	1.11%	2
Staff-managed (minor) - Other	2	1.11%	2
Property Damage/Vandalism	2	1.11%	2
Staff-managed (minor) - Inappropriate Language	3	1.67%	3
Academic Dishonesty	4	2.22%	4
Staff-managed (minor) - Defiance/Insubordination/Non-compliance	4	2.22%	4
Skip Class	4	2.22%	4
Bullying	5	2.78%	5
Staff-managed (minor) - Disruption	6	3.33%	6
Fighting	8	4.44%	8
Defiance/Insubordination/Non-Compliance	9	5.00%	9
Harassment	9	5.00%	9
Use/Possession of Tobacco/Nicotine	10	5.56%	10
Disrespect	11	6.11%	11
Abusive Language/Inappropriate Language/Profanity	11	6.11%	11
Staff-managed (minor) - Dress Code Violation	11	6.11%	11
Other Behavior	11	6.11%	11
Disruption	16	8.89%	16
Technology Violation	22	12.22%	22
Staff-managed (minor) - Tardy	27	15.00%	27
Totals:	180	100%	180

Referrals by Location

All, Aug 1, 2023 - Jul 31, 2024

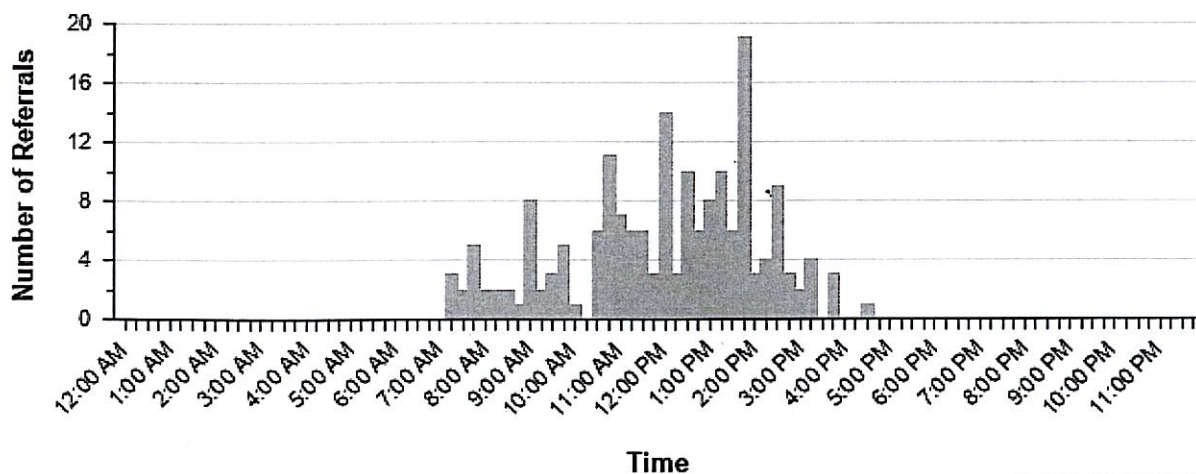


Data Table

Location	Frequency	Proportion
Vocational Room	1	0.56%
Gym	3	1.67%
Other/Unknown Location	3	1.67%
Cafeteria	10	5.56%
Bathroom/Restroom	12	6.67%
Bus	13	7.22%
Off-Campus	13	7.22%
Hallway/Breezeway	26	14.44%
Classroom	99	55.00%
Totals:	180	100%

Referrals by Time

All, Aug 1, 2023 - Jul 31, 2024

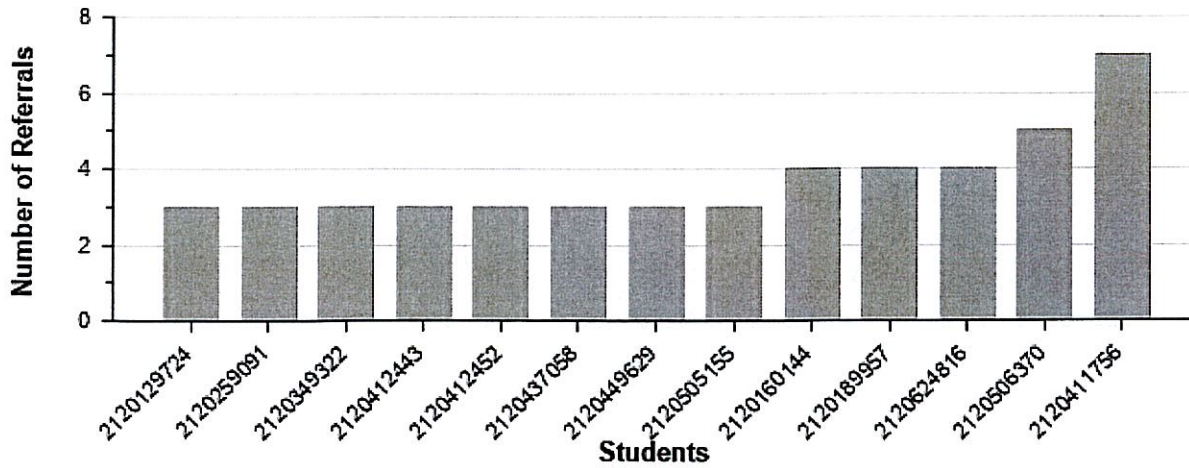


Data Table

Time	Frequency	Proportion
12:00 AM	0	0.00%
12:15 AM	0	0.00%
Totals:	180	100%

Referrals by Student

All, Aug 1, 2023 - Jul 31, 2024, At Least 3 Referrals

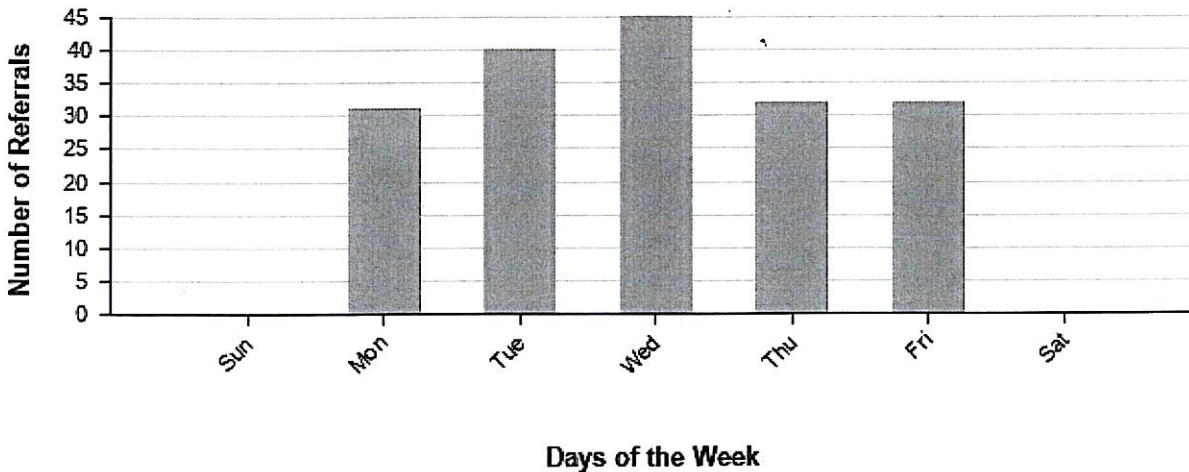


Data Table

Student ID	Frequency	Proportion
2120349322	3	6.25%
2120259091	3	6.25%
2120129724	3	6.25%
2120412443	3	6.25%
2120412452	3	6.25%
2120437058	3	6.25%
2120505155	3	6.25%
2120449629	3	6.25%
2120189957	4	8.33%
2120160144	4	8.33%
2120624816	4	8.33%
2120506370	5	10.42%
2120411756	7	14.58%
Totals:	48	100%

Referrals by Day Of Week

All, Aug 1, 2023 - Jul 31, 2024



Totals:

180

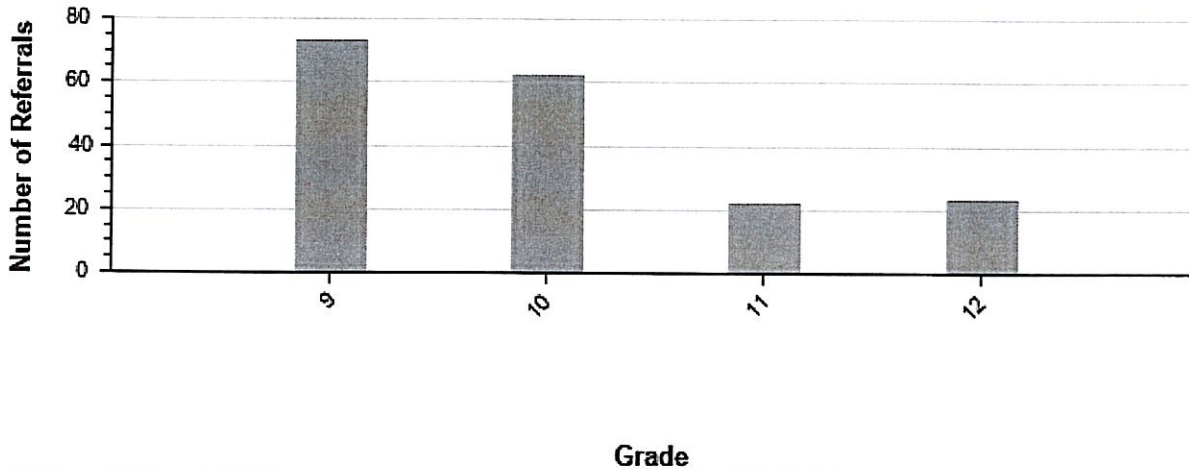
100%

Data Table

Day	Frequency	Proportion
Sunday	0	0.00%
Monday	31	17.22%
Tuesday	40	22.22%
Wednesday	45	25.00%
Thursday	32	17.78%
Friday	32	17.78%
Saturday	0	0.00%
Totals:	180	100%

Referrals by Grade

All, Aug 1, 2023 - Jul 31, 2024



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	73	40.56%
10	62	34.44%
11	22	12.22%
12	23	12.78%
Post 12	0	0.00%
Totals:	180	100%

Section 6 Accounts	2023-24	Balance as of October 4, 2023
Other Certified	425	425.00
Certified Substitute Salary	1,800	1,800
Employer Medicare Contribution	50	50
KTRS Employer Contribution	75	75
KSBA Unemployment Insurance	25	25
Registration Fees	3,500	2,945.00
Other Professional Services	500	30.00
Copier Rental	15,000	0.00
Postage & PO Box Rental	2,750	230.00
Telephone	1,750	650
Travel	3,500	3,038
General Supplies	50,000.00	23,176.56
Library Books (Library)	2,000	1,059.65
Supplementary Books/Study Guides	100	100.00
Computer Related Supplies	4,000	2,596
Health Supplies	324	0
Dues & Fees	2,500	2,464.96
Other Miscellaneous	23,054	22,159
Food Instructional Non Food Service	3,600	0
Other Repairs and Maintenance	160	0.00
General Supplies (School supplies)	18,132	7,689.99
General Supplies (Custodial)	11,604	6,650.75
TOTAL	144,849.00	75,164.94

District Activity Accounts @ Central Office	Balance as of October 4, 2023
Blood Center Scholarship	820.00
Destitute Senior	312.00
Driver's Education	11,700.00
General Fund	21,090.00
Ag Shop	6,380.60
AP Exam	2,181.00
Art	735.00
Band	6,254.00
Chorus	52.00
Drama	11,107.00
English	7
Class of 2024	2,532.87
Foreign Language	579.21
Horticulture	94,603.00
Library Book Fair	695.62
Class of 2025	689.91
Yearbook	3,644.00
Pictures	699.70
Senior Trip	55.93
Special Education	252.42
Summer School	12,462.80
Technology	4256.89
Class of 2026	3,623.19
Textbooks	3,815.00
College Tech Educational	1,153.83
Staff Fund	2,541.00
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	3,630.35
General Athletics	61,269.47
Archery	3,891.80
Baseball	1,003.00
Boys Basketball	2,659.88
Girls Basketball	2,867.64
Cheerleading	3,498.13
Cross Country	1,286.13
Dance	3,343.00
Football	12,820.00
Football Bowl Game	38,082.40
Football Supplemental	27,911.00
Golf	2,443.20
Boys Soccer	1,531.00
Girls Soccer	3,799.00
Softball	2,179.43
Boys Tennis	4,262.93
Girls Tennis	3,990.85
Track	2,960.02
Volleyball	1,150.00
Bass Fishing	4,244.00
Heart of the Bluegrass	16,094.49
Athletics Supplemental	2,968.78
Gate Receipts	43,201.00
Athletic Training	1,400.48
TOTAL	451,784.00

Student Activity Accounts @ Central Office Balance as of October 4, 2023

Thirst Club	24
KYA/KUNA	4,018.00
Fellowship of Christian Athletes	908
Unity Club	206.01
FCCLA	3,645.00
Engineering Club	684
Educator Rising	157
National Honor Society	1600
Spanish Club	955.92
Student Council	976.05
Key Club	65.71
Envirothon Team	75.03
Book Club	639
Beta Scholarship	170
Academic Team	371.7
Band	1,253.92
Project Graduation	3,653.65
DECA Club	993.00
Board Game Club	328.46
Field Trips	91.28
Beta Club	1,110.16
FFA	17,340.00
School Store	202
Student Vending	674.08
Pep Club	986
Weightlifting	1334.79
Chess Club	676.55
<i>TOTAL</i>	38,660.88

Mercer County Schools Final SBDM Allocations 2023-24

MERCER SENIOR HIGH	Grades 9-12	Proj ADM 2023-24	Act ADM 2023-24	Cap Size	Allocation	Current Staffing	Allocation vs. Current Staffing
Cap Size Staffing							
	Grade 9	211	221.00	31	7.13		
	Grade 10	212	200.00	31	6.45		
	Grade 11	179	171.00	31	5.52		
	Grade 12	164	162.00	31	5.23		
	TOTAL	766	754.00		24.32		
Supplemental Allocation	Grade 9-12 Membership/51 Principal				14.78 1.00		
TOTAL CERTIFIED					40	41	-1
Classified Allocation							
Custodial	1 for 20,000 sq ft		121,850		6.1	6.36	0
Management Support	(.076XCS)+(.001XSE)	CS = Certified Staff; SE = Student Enrollment			4	4	0
TOTAL CLASSIFIED					10.1	10.36	0
Section 6 Allocation	<i>Percentage based off ADA at 9/8/23</i> 713.13	Per Pupil \$139.33	Allocations \$99,360				
Section 7 Restricted Funds:							
Custodial Supplies	713.13	\$16.00	\$11,410				
Student School Supplies	713.13	\$25.00	\$17,828				
TOTAL SBDM Allocation			\$128,599			<i>2023-24 Preliminary</i> \$130,790	<i>Difference</i> (\$2,191)

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.

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: _____

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 from the teacher if applicable.
- Dual Credit courses require a 3.0 GPA
- Some colleges require a 19 on the Math section of the ACT in order to receive college credit
- 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.

AP Final Course Grade Percentage Adjustments

- If a student takes an AP course and scores a 3 on their respective AP Exam, the student's cumulative final course average will be raised by 4 percentage points.
- If a student scores a 4 on the AP exam, their final course average will be raised by 8 percentage points.
- If a student scores a 5 on the AP exam, their final course average will be raised by 12 percentage points.
- No students can receive an altered cumulative average above 100%.

Approved: _____ Chairperson: _____

PROGRAM APPRAISAL POLICY

PROGRAM APPRAISAL NEEDS ASSESSMENT

Our improvement planning process will include:

- an analysis of our Kentucky Summative Assessment (KSA) 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.
- 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: _____

SCHEDULE OF SCHOOL DAY POLICY

Criteria for Developing the Master Schedule

Our schedule will:

- Give all students access to all classes, avoiding conflicting schedules of specialized classes and preventing any exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status.
- Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
- Promote efficiency and effectiveness, including protecting instructional time.
- Allow all teachers equitable planning and time to collaborate on a regular basis.
- Provide equitable access to effective teachers for all students, including opportunities for teachers to switch assignments to capitalize on in-depth knowledge of specific subjects.
- Facilitate teacher opportunities to adjust the length of class periods when needed.
- Promote reasonable and appropriate enrollments for all classes and appropriate numbers of students each teacher works with in the course of a day.
- Respect the beginning and ending times of the school day and school calendar year as established by the local board of education.

Process For Developing the Master Schedule:

Annually, the principal, with input from committee members and help, if necessary, from designees, will develop a master schedule for the school day that includes any identified or needed changes. The following procedures will be used:

- Review student performance data, survey data (if available) from students, parents, and staff, and other input from staff on how well instructional time is being used and what changes (if any) are needed.
- Brainstorm current time barriers to implementing needed changes and meeting student needs and ways the schedule might be changed to remove those barriers.
- Discuss advantages and disadvantages of various changes, focusing on the criteria listed in the first section of this policy.
- Consider pertinent data from programs outside the regular classroom — arts, health, vocational studies, etc. — to determine changes needed or extra time needed in these areas.
- Student class requests will be given priority as possible.
- Based on the above work, those involved will consult with the principal and make recommendations concerning schedule changes for the coming school year no later than the end of February.
- By the 1st of April, the principal (and/or designees) will prepare a schedule for the coming school year including changes (if any) and notify the staff.
- No later than June 30th the principal will report as an FYI item to the council on the schedule for the coming year.

Approved: _____ Chairperson: _____

SCHOOL SPACE POLICY

CRITERIA FOR ASSIGNING SCHOOL SPACE

The principal will assign the use of school space during the school day in a manner that will:

- take each student's developmental needs into account
- facilitate the implementation of our school improvement plan
- provide needed space to implement successful classes and programs
- maximize staff opportunities for sharing resources, mentoring, and collaboration with teachers and students of similar grade levels, subject areas, or collaborative group

CLASSROOM SPACE ASSIGNMENTS

To assign classroom space, the principal will:

- assign classroom space, in June, based on the criteria in the first section of this policy. The Principal will notify all staff members of their individual assignments and also notify the council of those assignments.

ALTERING CLASSROOM SPACE ASSIGNMENTS

After assigning classroom space, the principal may alter those assignments:

- when necessary to respond to unanticipated enrollment or staffing changes
- when the principal and affected teachers agree that a change is needed
- when the council changes other policies or the school improvement plan and recognizes in the minutes that those changes may require school space changes that cannot be delayed until the next school year.

For non-classroom space, the principal shall make decisions based on the criteria listed above after consulting with staff members who work or will work in any space affected by change.

Approved: _____ Chairperson: _____

Approved:_____Chairperson:_____

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:_____

Upcoming Dates

Oct. 16	SBDM - 3:30 pm
Oct 17	Picture Retake Day
Oct. 17	Board meeting 5:30 pm
Oct. 18	Club Day
Oct. 23	Steered Straight Anti-Vaping program
Oct. 24	PSAT
Oct. 28	ACT
Nov. 9	Veteran's Day assembly
Nov. 10-11	Fall Drama Production (The 39 Steps)
Nov. 13	SBDM 3:30 pm
Nov. 21	Board meeting 5:30 pm
Nov. 22-24	Thanksgiving Break
Nov. 29	Club Day
Dec. 1	Entrepreneur Fair
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