

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

April 15, 2024

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
- March Minutes
- Good News Report

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- Job postings update
- SBDM Elections 2024-25
- Extra Curricular Programs policy 2nd reading
- Technology Use policy 2nd reading
- Consultation policy 1st reading
- Budget and Spending policy 1st reading
- Principal Selection policy review
- Department Grading policy review
- Academic Honors policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
March 25, 2024 - Draft Minutes***

The meeting was called to order by Mr. Tatum at 3:32 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 Jessica Sanders, Parent Mike Floro, SBDM Secretary	Absent: Andrew Ashford, Teacher Todd Davis, Parent
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Agenda Approval

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

Minutes Approval

February Minutes were reviewed by the council.

Motion to accept: K. Rowland, second by J. Sanders
Motion was approved by consensus.

Good News Report

- Trevor Ellis was selected as the “Superior Titan” for the month of March by the faculty.
- “Titans on Track” scheduling night was held and we had a huge turnout.
- The MCSHS National Honor Society hosted students from MCES for “Read Across America Week” as Dr. Seuss characters and read to them along with acting out stories and making crafts.
- MCSHS welcomed over 30 business to our Career Fair and Scholarship Shoppe.
- Grayson Guerra spoke at the Kentucky State Capitol during “Public Schools Week” about the impact that public education has had on his life.
- Sadie Peavler won the Rotary Speech contest and Will Dean came in second place.
- Emily Chunglo and Madelaine Smith competed in the KY state DECA competition and advanced to the International DECA conference in California in April.
- Mr. Booher and the Board of Education treated all current 11th and 12th graders to a meal at Asuka in celebration of MCSHS earning a top academic rating and being recognized as a BLUE school.
- Norah Martin was elected to the FCCLA Region 15 Executive Council.
- Girls Basketball won the 46th District tournament for the 16th year in a row.
- Anna Kate Drakeford, Sara Dunn, and Izzie Carlton were named to the 46th District All-Tournament team.
- Anna Kate Drakeford was named to the 12th Region All-Tournament team.
- Anna Kate Drakeford was named the KABC 12th Region Player of the Year and was a Kentucky Miss Basketball finalist.
- Boys Basketball team won the 46th District tournament and advanced to the semi-finals of the 12th Region tournament.

- Trevor Ellis, John Lincoln Perry, and Jackson Perry were named to the 46th District All-Tournament team.
- Trevor Ellis and John Lincoln Perry were named to the 12th Region All-Tournament team.
- Boys Indoor Track team were the 2A State Runner-Up.
- Boys Archery team finished as Region runner-up and will advance to the KHSAA state tournament in April.
- Rylan Gencoe finished as the boys archery regional champion.
- Denim Griffieth signed to play football at Union College.
- The following FFA members won a contest at region and will advance to state: Emily Chunglo - extemporaneous speaking, Kate Carlton - AIC Contest, Savannah Floyd - Small Animal Care Proficiency, Emily Chunglo - State Officer Candidate Contest, she gets to move on to compete at state for the chance at a position on the KY FFA State Officer Team.

Monthly Reports

Behavior:

- PBIS data and charts were presented (see SBDM packet). Data shows 750 total referrals (major and minor) from the start of school through 2/22/24. There were 531 majors and 219 minors. 9th grade had 283 referrals, 10th grade had 259 referrals, 11th grade had 149 referrals, and 12th grade had 59 referrals.

Academic:

- The Junior March ACT concluded last week with 100% of all Juniors completing the state assessment.
- EOP Testing is finishing up this week.
- KSA testing dates were set for April 30th to May 6th. MCSHS will test for 5 days.
- CERT Testing will be administered for the 3rd and final cycle of the school year on April 16th and 17th.

Budget:

- Section 6 - \$8,034.37
- District Activity Accounts - \$297,397.00
- Student Activity Accounts - \$28,043.00

Staffing Update:

- No updates at this time

Old Business

None

New Business

- Mr. Tatum presented an update on scheduling. He told the council that the counseling center is right on track with where they need to be with student scheduling for the 24-25 SY. He said the next step in the process is students putting their courses into Academic Planner.
- End of the Year Dates / Graduation Dates were set after the BOE set the last day of school. MCSHS will get out of school on Friday May 17th (Early Release Day). Graduation will be held Saturday May 18th @ 7PM in the MCSHS Gym. Project Graduation will be May Saturday night

May 18th into Sunday morning, May 19th at Malibu Jacks in Lexington. Summer School for MCSHS was set for May 28th through June 6th.

- School Fees for the 24-25 SY were presented to council (see SBDM packet for the attachment).
Motion to accept: K. Rowland, seconded by Dr. Eka
Motion was approved by consensus
- SBDM Budget for the 24-25 SY was presented to council (see SBDM packet for the attachment)
Motion to accept: J. Sanders, seconded by Dr. Eka
Motion was approved by consensus
- Staffing Allocation Additions for the 24-25 SY were discussed. From the February SBDM meeting, MCSHS was granted an addition of 1.5 certified teachers. It was the recommendation of Mr. Tatum, in consultation with the administrative team to hire a 1.0 certified Social Studies teacher, and a 0.5 certified credit recovery/intervention teacher.
Motion to accept: K. Rowland, seconded by J. Sanders
Motion was approved by consensus
- Mr. Tatum presented and discussed the master schedule for the 24-25 SY to council (see SBDM packet for the attachment). Mr. Tatum told council that this matrix would be likely to change several times as the counselors get further into the scheduling process.
Motion to accept: Dr. Eka, seconded by K. Rowland
Motion was approved by consensus

Policy Updates

Committee Policy - (2nd Reading)

- No Changes

Motion to accept: K. Rowland, seconded by J. Sanders

Motion was approved by consensus

Planning Policy - (2nd Reading)

- No Changes

Motion to accept: K. Rowland, seconded by J. Sanders

Motion was approved by consensus

Curriculum Policy - (2nd Reading)

- No Changes

Motion to accept: K. Rowland, seconded by J. Sanders

Motion was approved by consensus

Discipline and Classroom Management Policy - (2nd Reading)

- No Changes

Motion to accept: K. Rowland, seconded by J. Sanders

Motion was approved by consensus

Instructional Practices Policy - (2nd Reading)

- No Changes

Motion to accept: K. Rowland, seconded by J. Sanders

Motion was approved by consensus

Extra Curricular Policy - (1st Reading)

- No Changes

Motion to accept: K. Rowland, seconded by J. Sanders

Motion was approved by consensus

Technology Use Policy - *(1st Reading)*

- No Changes

Motion to accept: K. Rowland, seconded by J. Sanders

Motion was approved by consensus

Consultation Policy - *Policy Review*

- No Changes

Budget and Spending Policy Review - *Policy Review*

- No Changes

Upcoming dates/events:

April 1-5	Spring Break
April 8	Flex PD Day - No School
April 10	Staff meeting 3:00 pm
April 13	ACT
April 13	Prom 8:00 - 11:00 pm
April 15	SBDM 3:30 pm
April 16-17	CERT Testing
April 17	MTSS meetings 3:00 pm
April 18	Club Day
April 22	Leadership Team meeting 3:00 pm
April 24	Department meetings 3:00 pm
April 24-28	Spring Musical (Anastasia)
April 30 - May 6	KSA Testing window
May 1	Staff meeting 3:00 pm
May 3	Senior Trip - Kings Island
May 6 - 16	AP Testing window
May 7	Senior Final Exams 1st, 3rd, and 5th
May 8	Senior Final Exams 2nd, 4th, and 6th
May 9	Spring Band concert 7:00 pm
May 10	Senior grades due
May 10	Titan Singers Spring Concert 7:00 pm
May 12	Baccalaureate @ Carpenter's Christian Church 4:00 pm
May 13	Underclassmen Awards program 8:15 am
May 13	SBDM 3:30 pm
May 16	Senior Awards program 9:00 am

May 16	Senior Picnic 11:30 am
May 17	Last day of school (Early Release Day)
May 17	Senior Titan Walk 8:15am
May 17	Graduation practice 9:00
May 18	Graduation 7:00 pm
May 18	Project Graduation 10:30 pm
May 20	Staff workday
May 21	Closing Day for staff
May 21	Board meeting 5:30 pm

Public Comments

None

The next regular monthly meeting will be April 15th at 3:30 p.m in the conference room #111. The SBDM council was adjourned at 4:04 p.m. The motion was made by J. Sanders and seconded by K. Rowland. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – April 15, 2024

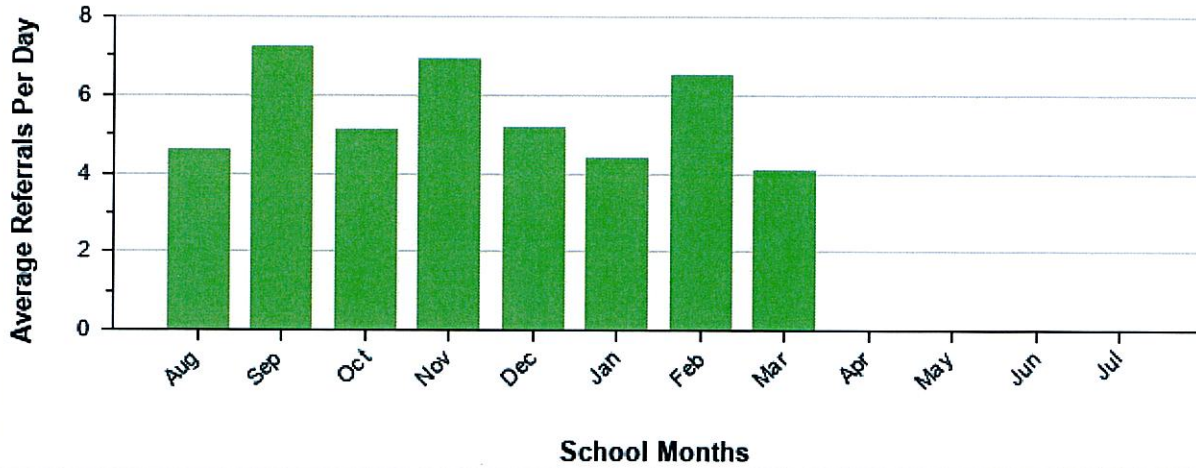
- Shannah Reynolds was selected as the “Teacher of the Month”.
- Karson Kerr was accepted into the Craft Academy at Morehead State University for the 2024-25 school year.
- Sadie Peavler won the Rotary International Sectional speech contest and will now advance to the Regional competition in Bowling Green on April 24th.
- Boys archery team finished as region runner-up and will compete in the KHSAA state tournament on April 16th.
- Rylan Gencoe won the boys archery individual region championship.
- The following girls basketball members were named to the Advocate-Messenger All-Area team: Anna Kate Drakeford (1st team), Sara Dunn (2nd team), Skylar Webb (Honorable Mention), and Izzie Carlton (Honorable Mention)
- Hayley Spivey was voted as the Advocate-Messenger All-Area “Coach of the Year”.
- Anna Kate Drakeford was named 3rd Team All-State by the Lexington Herald-Leader.
- Trevor Ellis was named the Advocate-Messenger All-Area “Player of the Year.”
- John Lincoln Perry was named Honorable Mention to the Advocate-Messenger All-Area team.
- Keith Adkins was voted as the Advocate-Messenger All-Area “Coach of the Year”.
- MCSHS Winterguard competed in the Tristate Marching Arts Finals at NKU.
- The Titans concert band earned straight Distinguished ratings at the KMEA Concert Band festival at ECU.
- Byron Collier signed to join the University of Cumberlands track and field team.
- Peyton Boyd signed to play softball at Carson-Newman University.

School Summary
2023-24

Outcome: All Referrals

Average Referrals Per Day Per Month

All, 2023-24

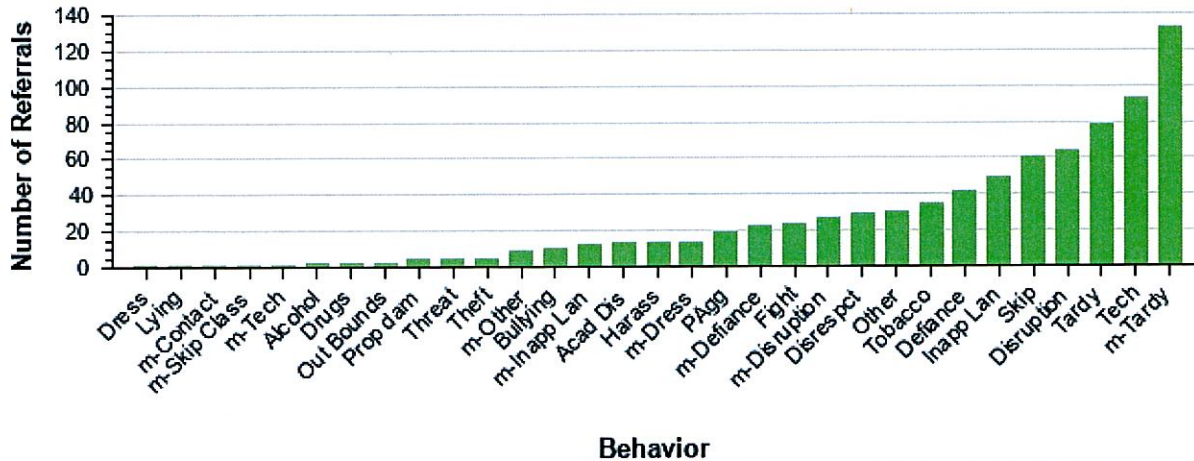


Data Table

Year	Month	Days Count	Referral Count	Referrals/School Day
2023	August	17	78	4.59
2023	September	19	137	7.21
2023	October	17	87	5.12
2023	November	19	131	6.89
2023	December	13	67	5.15
2024	January	19	83	4.37
2024	February	20	130	6.50
2024	March	21	86	4.10
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	799	3.66

Referrals by Behavior

All, Aug 1, 2023 - Jul 31, 2024

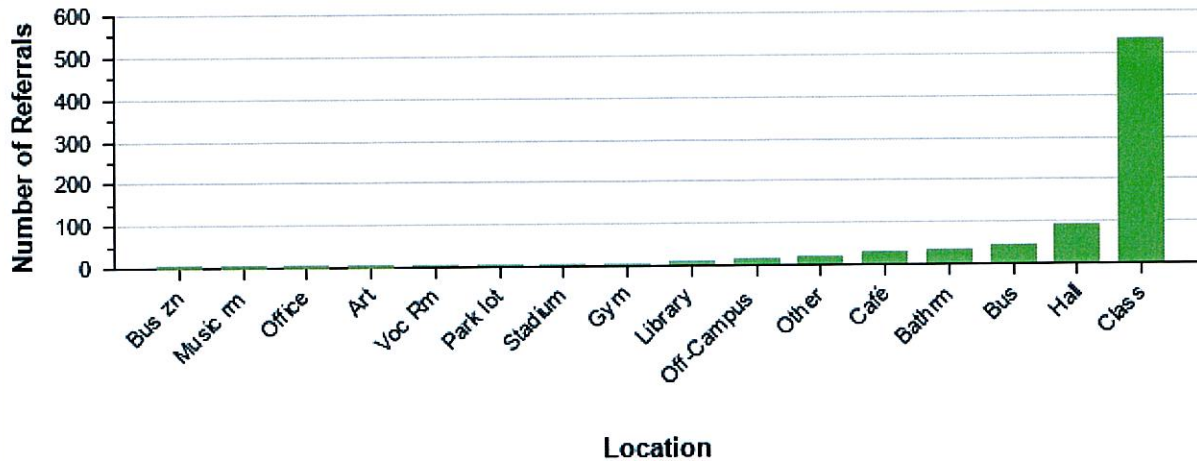


Data Table

Behavior	Frequency	Proportion	Additional Frequency
Dress Code Violation	1	0.13%	0
Lying	1	0.13%	0
Staff-managed (minor) - Physical Contact/Physical Aggression	1	0.13%	0
Staff-managed (minor) - Skip Class	1	0.13%	0
Staff-managed (minor) - Technology Violation	1	0.13%	0
Use/Possession of Alcohol	2	0.25%	0
Use/Possession of Restricted Substances	2	0.25%	0
Inappropriate Location/Out of Bounds Area	2	0.25%	0
Property Damage/Vandalism	4	0.50%	0
Threatening Behavior	4	0.50%	0
Theft	5	0.63%	0
Staff-managed (minor) - Other	9	1.13%	0
Bullying	10	1.25%	0
Staff-managed (minor) - Inappropriate Language	12	1.50%	0
Academic Dishonesty	13	1.63%	0
Harassment	13	1.63%	0
Staff-managed (minor) - Dress Code Violation	14	1.75%	0
Physical Aggression	19	2.38%	0
Staff-managed (minor) - Defiance/Insubordination/Non-compliance	22	2.75%	0
Fighting	24	3.00%	0
Staff-managed (minor) - Disruption	27	3.38%	0
Disrespect	29	3.63%	0
Other Behavior	30	3.75%	0
Use/Possession of Tobacco/Nicotine	35	4.38%	0
Defiance/Insubordination/Non-Compliance	41	5.13%	0
Abusive Language/Inappropriate Language/Profanity	49	6.13%	0
Skip Class	61	7.63%	0
Disruption	64	8.01%	0
Tardy	78	9.76%	0
Technology Violation	93	11.64%	0
Staff-managed (minor) - Tardy	132	16.52%	0
Totals:	799	100%	0

Referrals by Location

All, Aug 1, 2023 - Jul 31, 2024

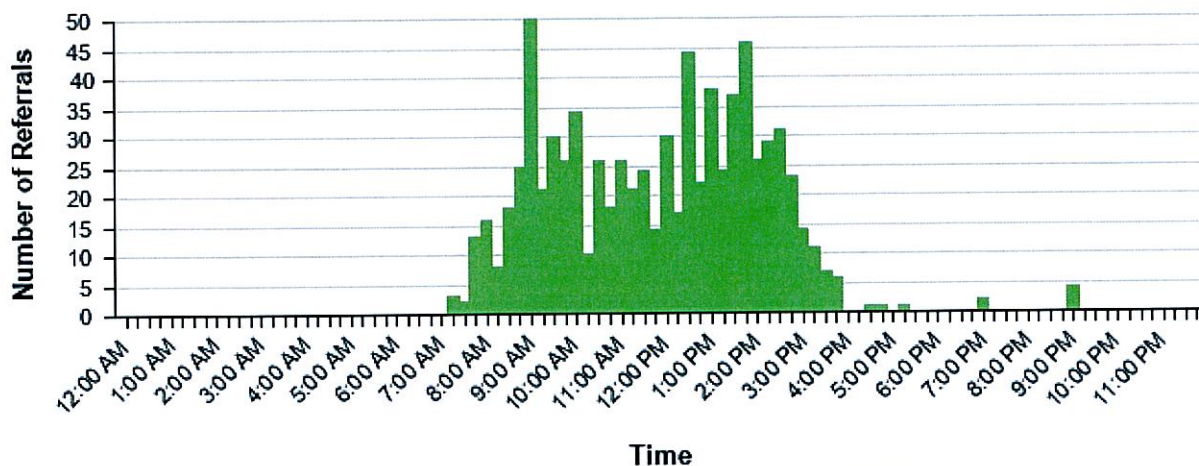


Data Table

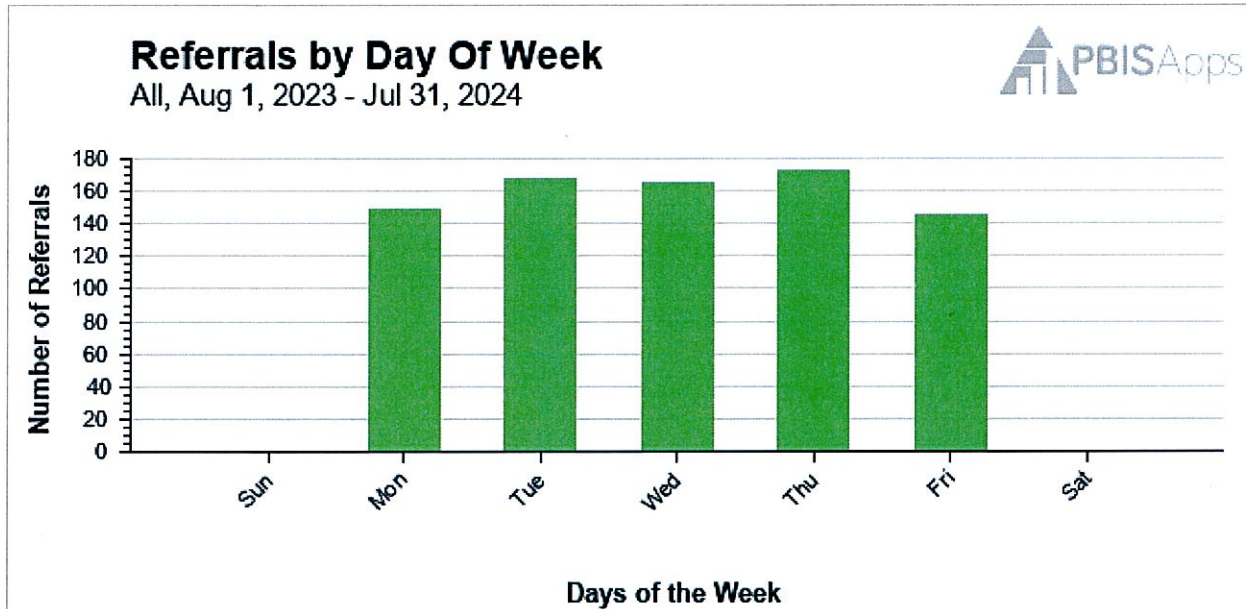
Location	Frequency	Proportion
Bus Loading Zone	1	0.13%
Music Room	1	0.13%
Office	1	0.13%
Art Room	2	0.25%
Vocational Room	3	0.38%
Parking Lot	5	0.63%
Athletic Field/Stadium	5	0.63%
Gym	7	0.88%
Library	10	1.25%
Off-Campus	13	1.63%
Other/Unknown Location	19	2.38%
Cafeteria	27	3.38%
Bathroom/Restroom	34	4.26%
Bus	43	5.38%
Hallway/Breezeway	93	11.64%
Classroom	535	66.96%
Totals:	799	100%

Referrals by Time

All, Aug 1, 2023 - Jul 31, 2024



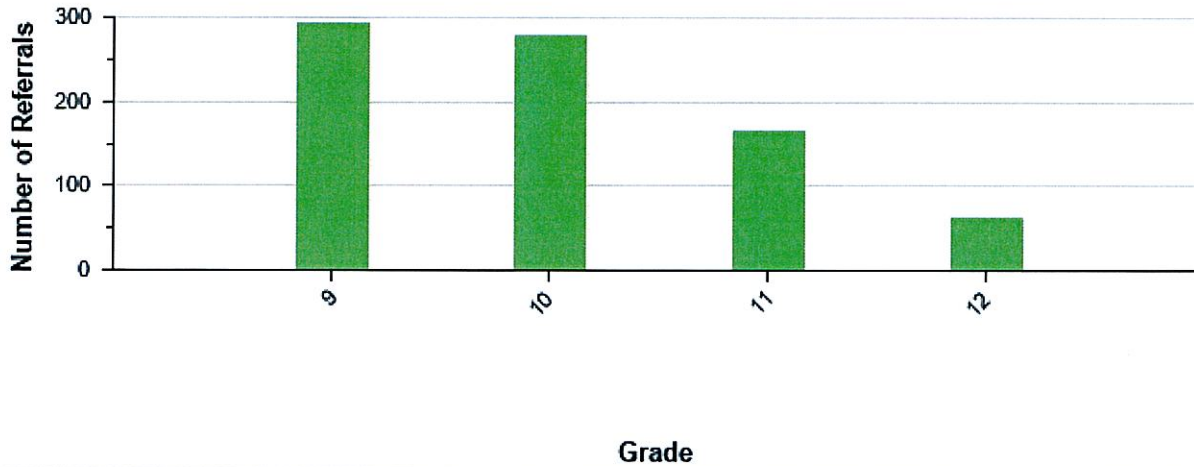
2120206992	12	2.06%
2120253597	16	2.74%
2120449629	16	2.74%
2120227097	17	2.92%
2120129724	18	3.09%
2120182895	18	3.09%
2120437058	18	3.09%
2120259091	19	3.26%
Totals:	583	100%



Data Table		
Day	Frequency	Proportion
Sunday	0	0.00%
Monday	149	18.65%
Tuesday	168	21.03%
Wednesday	165	20.65%
Thursday	172	21.53%
Friday	145	18.15%
Saturday	0	0.00%
Totals:	799	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	292	36.55%
10	279	34.92%
11	165	20.65%
12	63	7.88%
Post 12	0	0.00%
Totals:	799	100%

Section 6 Accounts	2023-24	Balance as of April 15, 2024
Other Certified	425	245.00
Certified Substitute Salary	1,800	670
Employer Medicare Contribution	50	31.32
KTRS Employer Contribution	75	35.7
KSBA Unemployment Insurance	25	15.5
Registration Fees	3,500	2,671.00
Security Services		-374.82
Other Professional Services	500	30.00
Copier Rental	15,000	0.00
Postage & PO Box Rental	2,750	125.00
Telephone	1,750	650
Travel	3,500	1,304
General Supplies	50,000.00	16.45
Food Non Instructional Non Food Service		-102.96
Food Instructional Non Food Service		-90.63
Library Books (Library)	2,000	67.15
Supplementary Books/Study Guides	100	100.00
Computer Related Supplies	4,000	1,380
Health Supplies	324	0
Dues & Fees	2,500	-413.62
Other Miscellaneous	23,054	266
Food Instructional Non Food Service	3,600	0
Other Repairs and Maintenance	160	-388.00
General Supplies (School supplies)	18,132	7,593.00
General Supplies (Custodial)	11,604	-14,433.30
TOTAL	144,849.00	-601.39

<i>District Activity Accounts @ Central Office</i>	<i>Balance as of April 15, 2024</i>
Blood Center Scholarship	1,320.00
Destitute Senior	312.00
Class of 2027	4,294.00
General Fund	27,769.00
Ag Shop	5,552.00
AP Exam	1,857.00
Art	692.00
Band	-411.00
Chorus	52.00
Drama	209.00
English	7
Class of 2024	-6,650.00
Field Trips	2000
Foreign Language	579
Horticulture	34,057.00
Library Book Fair	573.00
Class of 2025	-3,210.00
Yearbook	3,747.00
Pictures	1,284.00
Senior Trip	55
Special Education	0
Summer School	12,912.00
Technology	3685
Class of 2026	3,854.00
Textbooks	1,105.00
College Tech Educational	1,153.00
Staff Fund	2,634.00
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	4,280.00
General Athletics	42,347.00
Archery	1,195.00
Baseball	201.00
Boys Basketball	2,134.00
Girls Basketball	730.00
Cheerleading	3,498.00
Cross Country	1,096.00
Dance	1,839.00
Football	0.00
Football Bowl Game	35,573.00
Football Supplemental	11,781.00
Golf	452.00
Boys Soccer	700.00
Girls Soccer	3,299.00
Softball	0.00
Boys Tennis	3,363.00
Girls Tennis	2,803.00
Track	460.00
Volleyball	474.00
Bass Fishing	3,049.00
Heart of the Bluegrass	4,178.00
Athletics Supplemental	2,678.00
Gate Receipts	63,676.00
Athletic Training	29.00
TOTAL	292,070.00

<i>Student Activity Accounts @ Central Office</i>	<i>Balance as of April 15, 2024</i>
Thirst Club	24
Y-Club	-18.00
Fellowship of Christian Athletes	958
Unity Club	206
FCCLA	4,748.00
Engineering Club	684
Educator Rising	172
National Honor Society	848
Spanish Club	868.00
Student Council	1060
Key Club	65
Envirothon Team	75
Book Club	437
Beta Scholarship	170
Academic Team	371
Band	0.00
Project Graduation	-319.00
DECA Club	-14.00
Board Game Club	328.00
Field Trips	91.00
Beta Club	1,308.00
FFA	16,460.00
School Store	202
Student Vending	674.00
Pep Club	555
Weightlifting	1334
Chess Club	721
<i>TOTAL</i>	32,014.00

EXTRACURRICULAR PROGRAMS POLICY

CRITERIA FOR PROGRAMS

For an extracurricular program to be continued or to institute a new program, the program must:

1. Generate and maintain student interest, as well as attract students not currently involved in extracurricular or service projects.
2. Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students.
3. Have an adult sponsor who meets district requirements and has appropriate adult supervision at all times.

PROGRAMS CURRENTLY OFFERED

Lists of the academic and non-academic extracurricular programs, activities, and clubs that are offered at Mercer County Senior High School are in the Parent/Student handbook.

STUDENT PARTICIPATION

Students will be eligible to participate in extracurricular activities according to the requirements listed below::

1. The same academic guidelines required by the KHSAA will be required of all sports at MCSHS. Currently under a 6 period day schedule, a student must be passing at least 4 of 6 classes. A middle school student participating on the high school team must be passing at least 2/3 of their respective classes. A grade check will be conducted at noon on each Friday. Any athlete not passing 2/3 of their classes will be ineligible for athletic competition from the next Monday through the next Sunday.
2. All athletes, cheerleaders, and participants must maintain a good attendance record and none shall be permitted to participate in any athletic contest or practice unless they are in attendance on the day of the game (if the event is on Saturday or Sunday, the participant must be in attendance on the preceding Friday). Attendance means being counted present for at least half of the day. Appeals will be handled through the Principal.
3. Comply with rules established by the adult coach or sponsor for the activity.
4. Meet requirements set by the appropriate sponsoring or governing organization.

COACHES AND SPONSORS

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirements set in law, is designated in school board policy for non-faculty employees, and by the sponsoring or governing organizations. The coach, sponsor, or other approved personnel will be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable.

The principal/athletics director will assign coaches/sponsors.

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.

CRITERIA AND GUIDELINES

In order to help prepare students for life in a digital world, students will:

- be taught ethical practices, appropriate etiquette, and online safety.
- be taught to use critical evaluation of Internet sites used for research and study.
- use technology for authentic purposes.
- use real-world tools as often as possible.
- master the Kentucky Academic Standards for Technology.

ELECTRONIC DEVICES

Students will adhere to all school and district rules and policies regarding the use of any and all electronic devices at school. Specific details about using electronic devices, as well as consequences for misuse, can be found in the Parent/Student and Teacher's Handbooks.

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: _____

CONSULTATION POLICY

For each vacancy that occurs at our school, the Council will appoint an ad hoc Interview Committee of no more than five people. The Interview Committee membership will include the Principal, at least one parent and at least one certified staff member who will work directly with the person to be hired. No more than three Council Members (including the Principal) may serve on any Interview Committee. The following process will then be followed:

- Within two weeks of their appointment, the Interview Committee will meet in OPEN SESSION(S) to:
 - 1) Develop a set of criteria for a strong candidate. These criteria shall not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.
 - 2) Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates.
 - 3) Decide on methods to use to gather information about the candidates. The methods will include (but not be limited to) some or all of the following: reviewing applications and resumes, in-person interviews, references, written interviews, portfolios, and performance events (written responses to a hypothetical work related challenge).
- As soon as possible after reviewing a list of applicants and finishing the procedures in number 1 above, the Interview Committee will meet in CLOSED SESSION (S) to:
 - 1) Review all applications and written references and select applicants to interview
 - 2) Determine if information in the written application or resumes point to any specialized questions that should be asked of a particular applicant and to develop those questions if they are necessary.
- Within a week of the Interview Committee's selection of candidates to interview, the Principal (or designee) will schedule an interview with each selected applicant at a time when all Interview Committee members can attend and call special meetings of the Interview Committee for each of those interview times.
- Each interview will occur in a CLOSED SESSION of the Interview Committee in which they will:
 - 1) Ask all the standardized questions in the same order of each candidate.
 - 2) Ask any specialized question after that.
 - 3) Ask any follow-up questions after that.
- Within a week after all interviews are complete, the Interview Committee will meet in CLOSED SESSION to discuss how well each applicant meets the criteria, offer comments on the contributions each could make, and provide any additional input requested by the Principal. The Principal will then have consultation with the Council regarding the interviews. This consultation process could be in-person or through a conference call if not all members are available to be present for an in-person meeting. After considering the Interview Committee's comments and consultation with the Council, the Principal will select the person he/she believes will contribute most to the success of the school's students and notify the superintendent and Council of his/her choice. The superintendent will complete the hiring process.
- If necessary, the Principal may review additional applicants and repeat steps 2 through 6 above.

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: _____

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: _____

DEPARTMENT GRADING POLICY

Departments from the core subject areas (English, Math, Science, and Social Studies) will follow a 60/40 weighted grading scale. Summative assignments (tests and quizzes) will account for 60% of the course grade for the semester and formative assignments (homework, bellringers, classwork, exit slips, etc.) will account for 40% of the course grade for the semester.

Departments from elective subject areas (fine arts, physical education, career and technical education, and foreign language) will follow a teacher-determined grading scale within those respective courses. These departments have the flexibility to use a total points system or a weighted points system to account for the course grade for the semester. The grading policy for dual credit classes will vary according to the university/college policies for those courses.

Approved: _____ Chairperson: _____

ACADEMIC HONORS POLICY

VALEDICTORIAN & SALUTATORIAN

Students who have earned at least 50% of their high school credits at Mercer County Senior High School and have been enrolled their entire senior year will be eligible for valedictorian and salutatorian. Based on scholastic achievement in the grades nine (9) through twelve (12), students in the senior class with the highest and second highest weighted numerical grade point average shall be designated respectively as valedictorian and salutatorian. Weighted numerical grade point average will be calculated and ranked as defined by SBDM council policy.

HONOR ROLLS

At the high school level, honor rolls will be published each semester.

Students qualifying for the "All A" Honor Roll shall make no grade lower than an A.

To make the "A and B" Honor Roll, students shall achieve a grade average no lower than a B.

CLASS RANK

Based on a weighted numerical grade point average, class rank will be calculated for all students with the exceptions of foreign exchange students and those students receiving an alternate diploma due to severe disabilities.

ACADEMIC LETTERS

Qualifying students in grades nine through twelve (9-12) shall be awarded an academic letter and, in subsequent years, an academic bar based on the following criteria:

1. Students must have attended the high school for at least one (1) full year.
2. Students shall have earned a grade point average of at least 3.50 from the previous academic year.

OTHER AWARDS

Special achievement awards shall be granted to students at the end of the school year.

RESPONSIBILITY

The Superintendent or the Superintendent's designee shall develop procedures to govern identification and announcement of student honors and award recipients.

Students may earn the Latin academic honor of cum laude, magna cum laude and summa cum laude at graduation. These students will be recognized in the graduation program for these different levels of distinction. Students maintaining a 4.0 or higher cumulative weighted grade point average will receive white stoles to wear at graduation. Students with weighted grade point averages of 3.5 - 3.99 will receive gold cords to wear at graduation. The system of recognizing students at graduation is as follows:

Summa Cum Laude 4.0 or higher

Magna Cum Laude 3.8 - 3.99

Cum Laude 3.5 - 3.79

The following courses will have weighted grade point averages (Honors courses, Advanced Placement courses, and Dual Credit courses)

English

- Honors English I
- Honors English II
- AP English Language
- ENG 111
- ENG 112

Social Studies

- Honors Survey of Social Sciences

- AP U.S. Government
- AP Psychology
- AP Human Geography
- AP U.S. History
- AP World History
- HST 110
- HST 120
- SOC 110
- PSY 111

Math

- Honors Geometry
- Honors Algebra II
- AP Calculus AB
- AP Calculus BC
- AP Statistics
- MTH 111
- MTH 112
- MTH 123

Science

- Honors Integrated Science I
- Honors Biology
- AP Biology
- AP Chemistry
- AP Environmental Science
- BIO 110
- BIO 103

Electives

- AP 3 Dimensional Art
- AP 2 Dimensional Art
- AP Drawing
- AP Spanish
- EDU 220
- EDU 300
- AGR 182
- AGR 100
- AGR 140
- AGR 160
- NAA 100
- AHS 115
- MAC 120

VALEDICTORIAN & SALUTATORIAN

The student with the highest weighted numerical grade point average will be the valedictorian and the student with the second highest weighted numerical grade point average will be the salutatorian. Both valedictorian and salutatorian will be recognized during high school graduation. The rank will be averaged to the nearest one hundredth of a point. Ties for the highest rank will be recognized as Co-Valedictorians.

To be honored as valedictorian or salutatorian at Mercer County Senior High School, at least 50% of the student's credits must have been earned at Mercer County Senior High School, including being enrolled during the entire senior year. Weighted grades for transfer students will be weighted in our GPA calculations only if the sending school and receiving school weights that grade. Any course taken outside of the normal school day (6 periods) will not be posted to transcript or used for GPA calculations. Any course taken through the approved online school platform must be taken during the

school day (6 periods). AP and honors courses added to the curriculum later will be added to the list of weighted courses for the purpose of determining valedictorian and salutatorian.

Approved: _____ Chairperson: _____

Upcoming Dates

April 15	SBDM 3:30 pm
April 16-17	CERT Testing
April 17	MTSS meetings 3:00 pm
April 18	Club Day
April 19	ACT 30+ Club Luncheon
April 22	Leadership Team meeting 3:00 pm
April 24	Department meetings 3:00 pm
April 24-28	Spring Musical (Anastasia)
April 30 - May 6	KSA Testing window
May 1	Staff meeting 3:00 pm
May 3	Senior Trip - Kings Island
May 6-10	Staff Appreciation Week
May 6 - 16	AP Testing window
May 7	Senior Final Exams 1st, 3rd, and 5th
May 8	Senior Final Exams 2nd, 4th, and 6th
May 9	Spring Band concert 7:00 pm
May 10	Senior grades due
May 10	Titan Singers Spring Concert 7:00 pm
May 12	Baccalaureate @ Carpenter's Christian Church 4:00 pm
May 13	Underclassmen Awards program 8:15 am
May 13	SBDM 3:30 pm
May 14	PBIS Rewards Cookout
May 15	Senior Cookout
May 16	Senior Awards program 9:00 am
May 16	Senior Picnic 11:30 am
May 17	Last day of school (Early Release Day)
May 17	Senior Titan Walk 8:15am
May 17	Graduation practice 9:00
May 18	Graduation 7:00 pm
May 18	Project Graduation 10:30 pm

May 20	Staff workday
May 21	Closing Day for staff
May 21	Board meeting 5:30 pm