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

January 10, 2022 4:00 pm

Members:

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

Opening Business

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

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- 2022-23 Course Description Book (2nd Reading)
- Enhancing Student Achievement Policy (2nd Reading)
- Planning Policy (2nd Reading)
- Curriculum Policy (1st Reading)
- Discipline and Classroom Management Policy review
- Instructional Practices Policy review
- School Space Policy review
- Upcoming dates/events

Public Comment
Set time & date for next meeting
Adjourn

Mercer County Senior High SBDM Council

Regular Monthly Meeting

December 13, 2021 – Draft Minutes

The meeting was called to order by Mr. Tatum at 4:00 p.m. in the media center. The following members of the council were in attendance:

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

Agenda Approval

Motion to accept: K. Rowland, second by C. Emmanuel. Motion was approved by consensus.

Minutes Approval

November minutes were reviewed by the council.

Motion to accept: J. Peavler, second by J. Luthe Motion was approved by consensus.

Good News Report

- Nathan Simpson was chosen as the high school "Superior Titan" and was recognized at the December Board meeting.
- Jaicy Todd was named the winner of the Mercer County Conservation District Essay winner. Nathan Simpson placed second and Veronica Schroeder placed third.
- Girls Basketball won the 2A Sectional Tournament and will play in the 2A State Tournament in Owensboro on January 13th.
- Hope Lanham, Lindsey Jessie, and Timberlynn Yeast were named to the 2A Sectional All-Tournament team.
- Trosper Buchanan was named Courier-Journal All-State second team Punter.
- Brayden Dunn was named Courier-Journal All-State honorable mention Running Back.
- The Advocate-Messenger All-Area Football team members were Brayden Dunn (Running Back), Thaddeus Mays (Wide Receiver), Nicholas Fletcher (Offensive Lineman), and Trosper Buchanan (Punter). Brayden Dunn (Linebacker) and Wyatt Sanford (Linebacker) were named Honorable Mention.

Monthly Reports

Behavior: Swiss data was discussed. There were 299 total referrals for the school year through 12/10/21. 46 of these referrals were from "disruption" which was the highest category next to 36 referrals from "minor tardy". The most frequent location was the "classroom".

Academic:

- ACT was given Sat 12/11. We had 103 of 112 students show up to take it.
- Finals will be given this week 12/15 through 12/17.
- Titan Academy will be 12/20 through 12/22.

Budget:

Section 6 - \$75,407.49 District Activity Accounts - \$409,507.92 Student Activity Accounts - \$38,619.71

Old Business

None

New Business

- ACT recognition wall was brought up to council. Any student that had a composite score over 30 (not superscore) would be recognized by graduating class. We would recognize students with this achievement all the way back to the merger.

2022-23 Course Description Book (1st Reading):

• No changes *Motion to accept:* Eka, second by J. Peavler

Consolidated School Improvement Plan (2nd Reading):

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

Committee Policy (2nd Reading)

No changes
 Motion to accept: K. Rowland, second by J. Luthe

Consultation Policy (2nd Reading)

• Remove Bullet Format

Motion to accept: K. Rowland, second by C. Emmanuel

Enhancing Student Achievement Policy (1st Reading)

• No changes *Motion to accept:* Eka, second by J. Luthe

Planning Policy (1st Reading)

No changes
 Motion to accept: J. Luthe, second by J. Peavler

Curriculum Policy Review

No Changes

Upcoming dates/events:

Dec 13	SBDM - 4:00
Dec 16	Board Meeting - 5:30
Dec 17	Early Release Day
Dec 20-22	Titan Academy
Dec 20-Jan 4	Christmas Break
Jan 10	SBDM
Jan 13	Scholarship Shoppe
Jan 17	MLK Day - No School
Jan 18-21	CERT Testing Window
Jan 20	Board Meeting 5:30
Jan 26	Club Day
Feb 12	ACT
Feb 14	SBDM 4:00
Feb 17	Board Meeting - 5:30
Feb 21	President's Day - No School
Feb 22-Mar 4	End of Program Testing Window
Feb 23	Blood Drive
Mar 8	11th Grade ACT
Mar 17	Board Meeting 5:30
Mar 21	SBDM - 4:00
Mar 23	Club Day
Mar 25	Titan Singers Spring Concert 7:00
Apr 2	ACT
Apr 4-8	Spring Break
Apr 18	SBDM - 4:00
Apr 20	Club Day
Apr 21	Board Meeting - 5:30
Apr 23	Prom - 8:00

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 January 10th at 4:00 p.m. The SBDM council was adjourned at 4:56 p.m. The motion was made by K. Rowland and seconded by J. Luthe. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – January 10, 2022

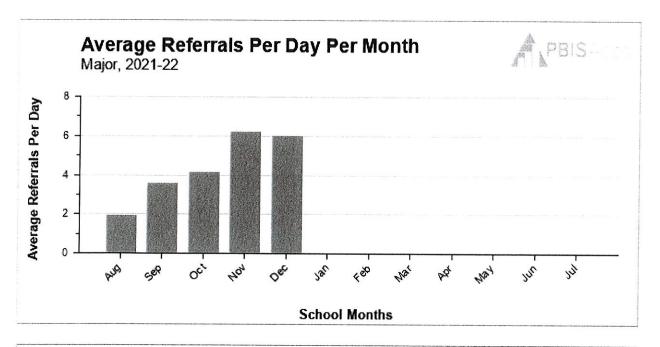
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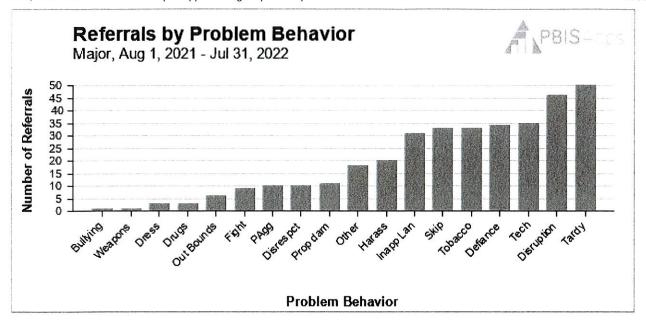
Mercer County Senior High School Generated: Jan 6, 2022, 10:27:17 AM

School Summary 2021-22

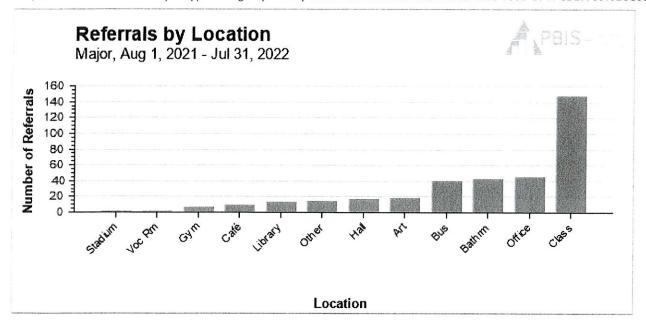
Outcome: Major



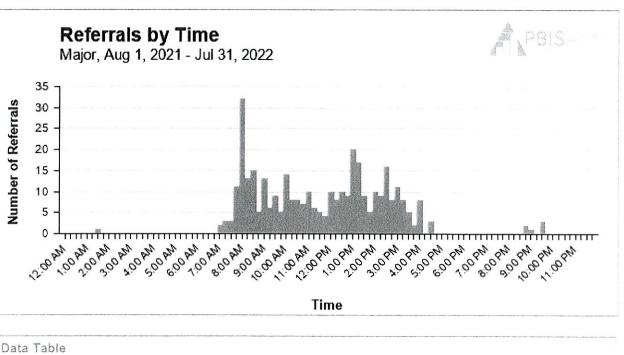
Data Table				
Year	Month	Days Count	Referral Count	ODR/School Day
2021	August	15	29	1.93
2021	September	21	75	3.57
2021	October	13	54	4.15
2021	November	19	118	6.21
2021	December	13	78	6.00
2022	January	18	0	0.00
2022	February	19	0	0.00
2022	March	21	0	0.00
2022	April	15	0	0.00
2022	May	19	0	0.00
2022	June	0	0	0.00
2022	July	0	0	0.00
Totals:		173	354	1.82



Problem Behavior	Frequency	Proportion	Additional Frequency
Bullying	1	0.28%	0
Use/Possession of Weapons	1	0.28%	0
Dress Code Violation	3	0.85%	0
Use/Possession of Drugs	3	0.85%	0
Inappropriate Location/Out of Bounds Area	6	1.69%	0
Fighting	9	2.54%	0
Physical Aggression	10	2.82%	0
Disrespect	10	2.82%	0
Property Damage/Vandalism	11	3.11%	0
Other Behavior	18	5.08%	0
Harassment	20	5.65%	0
Abusive Language/Inappropriate Language/Profanity	31	8.76%	0
Skip class	33	9.32%	0
Use/Possession of Tobacco	33	9.32%	0
Defiance/Insubordination/Non-Compliance	34	9.60%	0
Technology Violation	35	9.89%	0
Disruption	46	12.99%	0
Tardy	50	14.12%	0
Totals:	354	100%	0

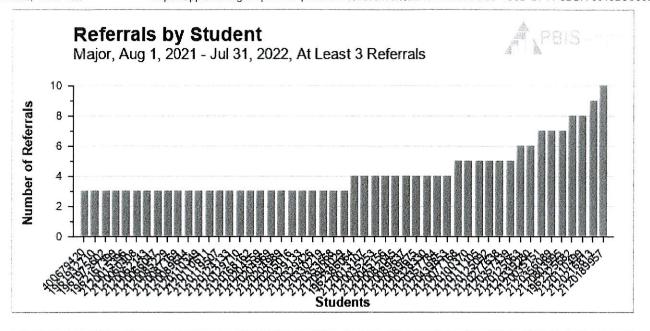


Data Table		
Location	Frequency	Proportion
Stadium	1	0.28%
Vocational Room	1	0.28%
Gym	7	1.98%
Cafeteria	9	2.54%
Library	13	3.67%
Other Location	14	3.95%
Hallway/Breezeway	17	4.80%
Art Room	18	5.08%
Bus	40	11.30%
Bathroom/Restroom	42	11.86%
Office	45	12.71%
Classroom	147	41.53%
Totals:	354	100%



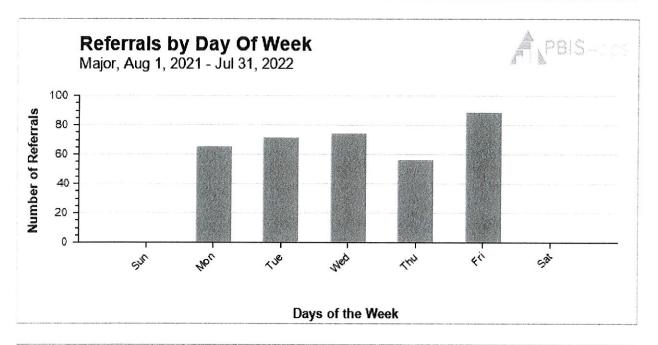
Data Table

Totals: 354 100%

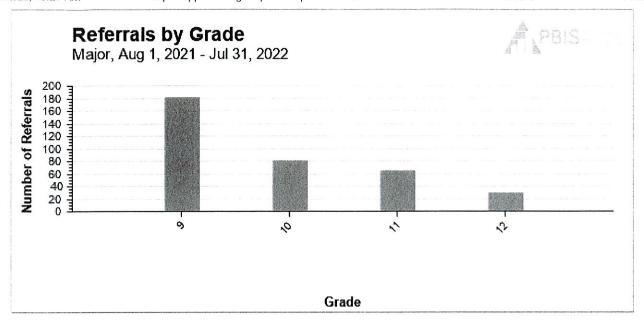


Student ID	Frequency	Proportion
1961975602	3	1.39%
2120329133	3	1.39%
2120329426	3	1.39%
1962167399	3	1.39%
2120353668	3	1.39%
2120085229	3	1.39%
1961932710	3	1.39%
2120089644	3	1.39%
2120060408	3	1.39%
2120129710	3	1.39%
2120087169	3	1.39%
2120110349	3	1.39%
2120944029	3	1.39%
2120015396	3	1.39%
2120168162	3	1.39%
2120062143	3	1.39%
2120204969	3	1.39%
400679420	3	1.39%
2120205016	3	1.39%
2120204559	3	1.39%
2120204989	3	1.39%
2120110611	3	1.39%
2120124133	3	1.39%
2120119507	3	1.39%
2120066047	3	1.39%
2120330219	3	1.39%
2120328330	4	1.85%
1962386064	4	1.85%
2120357784	4	1.85%
2120035253	4	1.85%
2120013107	4	1.85%
2120439853	4	1.85%
2120045156	4	1.85%
2120089675	4	1.85%
2120089637	4	1.85%
Totals:	216	100%

Totals:	216	100%
2120189957	10	4.63%
2120216813	9	4.17%
2120110499	8	3.70%
1962325682	8	3.70%
2120803995	7	3.24%
2120035151	7	3.24%
2120356089	7	3.24%
2120339280	6	2.78%
2120125063	6	2.78%
2120357439	5	2.31%
2120111105	5	2.31%
2120100370	5	2.31%
2120077168	5	2.31%
2120277638	5	2.31%
2120125092	5	2.31%
2120082045	4	1.85%



Day	Frequency	Proportion
Sunday	0	0.00%
Monday	65	18.36%
Tuesday	71	20.06%
Wednesday	74	20.90%
Thursday	56	15.82%
Friday	88	24.86%
Saturday	0	0.00%
Totals:	354	100%



Grade	Frequency	Proportion
Pre K-A	0	0.00%
Pre K-B	0	0.00%
Pre K	0	0.00%
К	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	181	51.13%
10	80	22.60%
11	64	18.08%
12	29	8.19%
Post 12	0	0.00%
Totals:	354	100%

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SWIS Suite www.pbisapps.org

Section 6 Accounts	2021-22 Budget	Balance as of January 5, 2022
Certified Permanent Salary		
Extended Day		
Extra Service		
Other Certified	700	475.00
Certified Substitute Salary	1,000	891
Classified Regular Salary		
Classified Other Pay		
Classified Substitute Salary		
Employer FICA Contribution		
Employer Medicare Contribution	100	95.31
KTRS Employer Contribution	100	89.98
CERS Employer Contribution	1.70	
KSBA Unemployment Insurance	50	48.91
Workshop Consultant	250	250
Education Consultant	1,000	500
Registration Fees	12,000	3,787.00
Conference Registration	12,000	3,767.00
Security Services		
Other Professional Services	1,000	570.00
Copier Rental		And the same of th
	18,000	3,000.00
Other Rental	200	200.00
Postage & PO Box Rental	3,000	457.60
Telephone	3,000	1,440
Newspaper Advertising		2000000
Travel	2,500	781
General Supplies	20,000.00	404.80
General Supplies (Library)	500	338.84
Food Non Instructional	500	386.25
Food Instructional Non Food Service	250	250.00
Library Books (Library)	2,000	526.20
Periodicals (Library)	1,000	1,000.00
Supplemental Books/Study Guides		
Textbooks		
Audiovisual Materials (Library)	1,250	596.95
Tests	250	250
Reference Materials	250	250
Computer Related Supplies	15,000	11,188
Awards	250	250
Health Supplies	1,000	269.66
Equipment Supplies		
Furniture/Fixtures		
Furniture/Fixture supplies		-3,631.01
Other Supplies & Materials		
Tech Related Hardware	500	357.00
Computers (Library)		
Tech Software	500	500.00
nstructional Equipment	500	500
Dues & Fees	1,000	620.00
Graduation Expenses	1,000	020.00
Other Miscellaneous	40,372	15,856
Food Instructional Non Food Service	40,572	
General Supplies (School supplies)	20 571	-4,000.00
	39,571	26,409.68
Other Repairs and Maintenance	500	500.00
General Supplies (Custodial)	20,000	7,075.60
TOTAL	188,093.09	72,484.41

District Activity Accounts @ Central Office	Balance as of January 5, 2022
Destitute Senior	312.36
Class of 2023	3,200.75
Driver's Education	11,700.00
General Fund	30,406.95
Ag Shop	8,687.87
AP Exam	4,854.36
Art	265.48
Band	4,181.93
Chorus	406.95
Drama	10,132.46
English	7.65
Class of 2024	7.03
Foreign Language	579.21
Horticulture	46,912.22
Library Book Fair	507.05
Class of 2021	767.34
Mercer Foundation Grant	AN ON THE PROPERTY AND ADDRESS.
Yearbook	14,445.99
	5,025.83
Pictures	1,790.27
Science	34.98
Senior Trip	160.38
Summer School	9,262.80
Technology	833.88
Class of 2022	7,078.34
Textbooks	16,915.34
College Tech Educational	903.83
Staff Fund	2,383.01
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	140.35
General Athletics	2,514.84
Archery	1,328.80
Baseball	2,747.36
Boys Basketball	8,504.66
Girls Basketball	2,767.27
Cheerleading	1,408.02
Cross Country	1,011.13
Dance	1,329.97
Football	14,444.47
Football Bowl Game	24,995.92
Football Capital	6,092.80
Football Supplemental	18,230.33
Golf	3,396.02
Boys Soccer	1,537.57
Girls Soccer	6,867.29
Softball	3,856.25
Boys Tennis	1,954.18
Girls Tennis	2,293.85
Track	3,070.09
Volleyball	546.42
Bass Fishing	4,973.56
Heart of the Bluegrass	5,086.11
Athletics Supplemental	3,618.78
Gate Receipts	107,862.04
Athletics Training	
TOTAL	0.00 415,025.33
	413,023.33

Student Activity Accounts @ Central Office Balance as of January 5, 2022

12,002
24
529.21
1058.26
111
206.01
2,835.82
674
129.81
1779.74
1,202.95
416.99
65.71
121.31
75.03
611.62
170
1,965.39
2,652.78
21,382.11
202
1,249.08
1298.87
381.34
596.55
39,739.58

ENHANCING STUDENT ACHIEVEMENT POLICY

The Kentucky Learning Goals are the following:

- Students are able to apply basic communications and mathematics skills in situations similar to what they will experience in life.
- Students shall develop their abilities to apply core concepts and principles from science, mathematics, social studies, arts and humanities, practical living studies, and vocational studies to what they will encounter in life.
- Students shall develop their abilities to become self-sufficient individuals.
- Students shall develop their ability to become responsible members of a family, work group, or community.
- Students shall develop their ability to solve problems both in school and in a variety of situations similar to what they will encounter in life.
- Students shall develop their abilities to connect and integrate knowledge from all disciplines into their own knowledge bases.

The mission statement of Mercer County Senior High School is:

Preparing every student to successfully compete in every endeavor, at every level, and in every stage of life.

In order to accomplish Kentucky's Learning Goals and to help carry out our school's mission, Mercer County Senior High School will:

- Develop SBDM policies that contribute directly or indirectly to furthering these goals and/or accomplishing this mission thus enhancing students achievement by improving teaching and learning at our school.
- Complete an annual needs assessment including but not limited to analyzing student performance on the state assessment.
- Revise annually our school improvement plan to address identified needs. The School-Based
 Decision Making Council shall be responsible for adopting this plan and conducting implementation
 and Impact Checks to monitor the plan.

POLICY EVALUATION

This policy will be evaluated by the School Resources/Culture Committee in the fall of every new 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:

PLANNING POLICY

PLAN DEVELOPMENT/REVISION

In the fall of each year we will use the planning process recommended by the Kentucky Department of Education to revise our on-going Comprehensive School Improvement Plan (CSIP) by:

- Analyzing our state assessment results and conducting needs assessments.
- Identifying new and/or continuing priority needs and the causes that created the needs.
- Setting goals for removing the needs and objectives for tackling each cause.
- Selecting strategies and activities for reaching each objective and committing responsible persons, timetables, and needed funding to implement those strategies and activities.
- Selecting measures that will show strategies are being implemented and progress is being made in student performance.
- Developing a written plan using a clear, concise component format to communicate the above.
- Obtaining widespread input from our school community and then adopting the components after considering and responding to that input.

At the October meeting of the SBDM Council each year, a timetable for the steps above will be set by the council that also includes:

- Process guidelines explaining how the work will be done and how the Council will learn about it.
- Participation guidelines explaining how parents, classified staff and other interested parties representing the diversity of our community will be involved.
- Guidelines explaining how each group of participants will learn about their roles.

The Council will review the timeline, revise it if necessary, and approve it as a statement of how the school will conduct its planning. The Leadership Team will then implement the process according to the timeline, reporting to the Council at each regular meeting on their progress.

ADDRESSING ACHIEVEMENT GAPS

Starting in the fall of every year, we will revise our plan to address substantive achievement gaps, using these steps:

- Identifying substantive gaps and working with the superintendent to set targets for reducing each substantive gap. This step will be completed no later than December 31st.
- Reviewing and if necessary revise our long-term time schedule for eliminating all the substantive gaps.
- Revising or completing a new CSIP to fully support reducing any identified substantive gaps.
- Holding a public meeting to present the school draft CSIP for input and then adopt the plan no later than December 31st of each year.

IMPLEMENTATION AND IMPACT OF PLAN

To make sure our CSIP is on track and making a difference:

- The SBDM Council will set a schedule for two implementation and impact checks during the next year
 and will review the data for those checks during regularly scheduled meetings and identify any needed
 adjustments to keep the plan on track.
- These dates will be prior to required district board meetings reports during the year.
- The Council will stay informed by receiving regular reports from the Leadership Team concerning upcoming work needed to carry out the Plan during the coming month(s).

POLICY EVALUATION

	n in the fall of every new school year. Recommendations (if any) for or consideration and adoption. Recommendations should be made as the January council meeting.
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Approved:	Chairperson:

CURRICULUM POLICY

The Mercer County Senior High School School Based Decision Making Council shall adopt the curriculum of the Mercer County Board of Education as the curriculum that shall be implemented at the school. It is our opinion that this curriculum is aligned with state standards and is appropriate for our instructional needs. Subsequent amendments to the curriculum by the Mercer County Board of Education shall become effective immediately upon approval by the Board. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for School Improvement.

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- 1. Help all students to master all of Kentucky's Core Content
- 2. Reflect the strategies adopted in our Comprehensive School Improvement Plan
- 3. Implement the Kentucky Program of Studies
- 4. Be developed by faculty members that report to the principal on their work

The principal shal	oversee implementation	of this policy.
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Approved:	Chairperson:	
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DISCIPLINE AND CLASSROOM MANAGEMENT POLICY

Our school follows the Mercer County School District Code of Conduct.

In August, the principal (or principal designee) will:

- Provide each student with a copy of the Code of Conduct.
- Require each student to return a signed acceptance from his/her parent showing that the parents have seen and reviewed the Code.
- Follow-up as needed with any family whose student has not returned the signed acceptance, or assign other staff members to do so.

As students transfer to our school during the year, the principal (or principal designee) will follow the steps above for those students.

The faculty and principal shall implement the local school district code of acceptable student behavior and discipline. Copies of the local district code shall be distributed to all staff prior to the beginning of each school year and to all parents upon enrollment of their child each year using the student handbook. The school council shall automatically adopt any subsequent amendments to the code by the local board of education. This school council policy shall also be consistent with the School Safety Plan and the applicable indicator from the Standards and Indicators for School Improvement.

The school shall consider discipline and classroom management as a means of causing acceptable behavior or as a means of changing unacceptable behavior. The school council shall approve only those discipline and classroom management provisions that are consistent with this philosophy.

Every teacher will:

- Establish specific standards of conduct for his/her own classroom and post them in their room.
- Teach the MERCER expectations to all students and go over them again after all extended breaks.
- Teach those standards to students during their first two weeks in that room.
- Explain the standards to students who join the class after the first two weeks are over.

Our school will maintain an up-to-date school safety plan under the guidance of the District Safe Schools Coordinator and MCSHS administration. This plan will address issues identified by our stakeholders and issues required by law.

Our Council will review the implementation and impact status of the school handbook/code of conduct twice a year, on a schedule established at the first Council meeting each year. Each check will include:

- Reviewing overall trends in student disciplinary referrals and consequences.
- Reviewing trends disaggregated by gender, race, disability and participation in free and reduced price lunch.
- Reviewing the status of each activity that should be started or completed by this time.
- Identifying any adjustments needed in the plan to ensure full progress toward the school's goal.

We will review our safety plan during the school year.

Approved:	Chairperson:

INSTRUCTIONAL PRACTICES POLICY

Instructional practices used in the classroom will be based on quality research and evidence.

The three characteristics guide the following work:

- council, administration, and department planning of specific expectations
- · teacher/staff planning and implementation of instructional practices
- discussions of issues regarding instructional practices

1. Positive Learning Culture

- an environment of respect and rapport; teacher-student and student-student
- belief in the ability of every student to learn and achieve
- dedication to the learning opportunities and support needed for each student to learn

2. Understanding of the Science of Learning

- recognition and response to individual needs, interests, and cultural heritage
- activities, lessons, and assessments are congruent with the Kentucky Academic Standards
- · student understanding of the expectations for learning
- students are actively and intellectually engaged in learning
- · teachers and students use questioning and discussion techniques
- monitoring of student learning with formative assessment and self-assessment
- feedback provided to students along with multiple opportunities to learn

3. Communication with Families

- information about the instructional program and ways to be engaged
- information about the child's strengths and areas for growth

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 groups
- relate to improving classroom teaching and learning

CLASSROOM SPACE ASSIGNMENTS

To assign classroom space, the principal will:

• Assign classroom space, in May, 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:

Upcoming Dates

Jan. 10	SBDM 4:00
Jan. 13	Scholarship Shoppe
Jan. 17	MLK Day - No School
Jan. 18-21	CERT Testing window
Jan. 20	Board Meeting 5:30
Jan. 26	Club Day
Feb. 12	ACT
Feb. 14	SBDM 4:00
Feb. 17	Board Meeting 5:30
Feb. 21	President's Day - No School
Feb. 22 - Mar. 4	End Of Program Testing window
Feb. 23	Blood Drive
Mar. 8	11th Grade ACT
Mar. 17	Board Meeting 5:30
Mar. 21	SBDM 4:00
Mar. 23	Club Day
Mar. 25	Titan Singers Spring Concert 7:00
Apr. 2	ACT
Apr. 4-8	Spring Break
Apr. 18	SBDM 4:00
Apr. 20	Blood Drive
Apr. 20	Club Day
Apr. 21	Board Meeting 5:30
Apr. 23	Prom 8:00