

James E. Biggs Advisory Council minutes, February 14, 2024

Attendance: Rebecca Zmurk (Chairperson), Hailey Smallwood (Assistant Principal), Paige Osterfeld (school nurse), Jennifer Beach (KCPL), MaryKay Connolly (Read Ready Covington), Christina Davis (parent), Lori Knochelmann (McKinney Vento coordinator), Latasha Alford (Housing Authority), Stephanie Fieler (FRC).

**Call to order-** Rebecca Zmurk

**Stephanie-** reported old and new business.

Old business- past events were holiday program, PACT time, Footsteps 2 Brilliance,

New business – results of the Family Needs Assessment. 132 were returned, great feedback, lots of information that is useful for the FRC grant.

Staff survey results- 16 staff completed the survey. They reported that unstable home environment, lack of parental support and lack of understanding of child development were the top social emotional issues our students deal with. They reported mental health, hunger and ADD as the top health issues that affect learning.

FRC reported the December 1 free and reduced lunch count. The count was 286, which is significantly down from last year. Enroll is low thus in turn lowers the count which lowers the allocation for the FRC budget.

FRC reported that they were awarded a grant from KET, Family Learning Community series that will take place over the summer. The grant award was \$3500.

The FRC is currently writing the Continuation Program Plan for 2024-2026. The grant is due March 1. The FRC asked staff who reviewed the grant to submit their feedback so changes can be made or added.

Looking forward to some upcoming events; Bee Well Health series, KDG field trip, PAC Time, Read across America, Mayors reading challenge.

**Rebecca-**Reading Mastery is going on. Working with childcare centers, midyear data review, and the curriculum.

**Lori-** Homeless count for Biggs is 64. Lori is supplying books for KDG field trip visit. She has a new group of support including, Ms. Duty, Ms. Elgin, Josh and Ms. Coyle. Working on several things together starting with monthly meetings with assistant principals and their teams.

**Jennifer-** reported for Lise on behalf of the Kenton County library. Lise is working on mini summer festivals that will take place around Covington. Biggs hopes to be a location.

**Mary Kay-** Footsteps 2 Brilliance project at Biggs is going well. Gearing up for the spring, Mayors reading challenge. Planning for Easter egg hunt has begun. Read Ready data is being reviewed.

**Latasha-** there are less than 10 households left living at City Heights. Housing Black History events at Latonia Terrace on 2/22/24.

**Paige-** vision hearing screenings are being conducted. Big Smiles is coming to see students. A series of three health related classes are coming to Biggs in the spring. LEAP program is going to be piloted at Biggs in the spring for 12 weeks, one class. If it goes well it, continue next school year with more classrooms.

**Hailey-** working on curriculum. Scheduling ARC meetings. Working on a garden grant.

## **SBDM Agenda**

**Glenn O. Swing Elementary**

**February 15, 2024**

### **Vision Statement**

Respectful, Responsible and Ready to Learn

### **Mission Statement**

It is the mission of Glenn O. Swing Elementary to provide students with opportunities that promote high levels of achievement and build a community that inspires students to give back and love learning.

#### **1. Opening Business**

- a. Call Meeting to Order- Meeting called to order at 3:27 by Sara Jackie, second by Tara Macke.
- b. Roll Call: Chelsea Brown, Joey Frakes, Ellen Peach, Tara Macke, Sara Jackie
- c. Approval of Minutes from last meeting: Minutes approved by Tara Macke, second by Sara Jackie.
- d. Good News Report: Valentine's Dance is tonight and we are anticipating many families to attend. Kindergarten and first grade service learning projects took place this week. Kindergarten students made gift bags for the Kenton County Library and Covington Fire Department to thank them for all they do in our community. First grade students made blankets for the Emergency Shelter of Northern Kentucky in Covington. The Pearson benchmark window is coming to an end with some good growth in most areas. There were good gains in MOY DIBELS benchmark data. Girls on the Run is starting at GOS at the end of this month.
- e. Public Comment: N/A

#### **2. Climate and Culture**

- a. Enrollment Report: Council reviewed report. Current enrollment is 398 students.
- b. Behavior Report: Council reviewed report. Council did not have any questions.
- c. FRYSC Report: Council reviewed report. Council did not have any questions.
- d. CLC Report: Council reviewed report. Council did not have any questions.

#### **3. Bylaw or Policy Review/Readings/Adoption**

- a. Writing Policy- 2nd Read: Council reviewed and approved policy. No changes were recommended.
- b. Discipline Policy- 2nd Read: Council reviewed and approved policy. No changes were recommended.

#### **4. School Improvement**

- a. CSIP Goal Progress Monitoring - Goal 2: Council reviewed science Pearson benchmark data. 4th grade benchmark 2 was at 79%.

#### **5. Budgets**

- a. Activity Account Budget: Tabled
- b. SBDM Budget: Council reviewed budget.
- c. Title I Budget: Council reviewed budget.
- d. FRYSC Budget: Council reviewed budget.

#### **6. Adjournment Meeting adjourned at 3:51 by Joey Frakes, second by Tara Macke.**

Holmes High School  
Principal Advisory Meeting

SBDM Members:

Tony Magner, Co-Chairperson  
Angela Turnick, Co-Chairperson  
Jon Hopkins, Teacher Representative  
Jon Beiersdorfer, Teacher Representative  
Ben Brown, Teacher Representative

Meeting Minutes: February 12, 2024  
Meeting was called to order at 3:32 p.m. by Tony Magner

**1. Opening Business**

- a. Present - Tony Magner, Jon Beiersdorfer, Renee Fuson, Jon Hopkins, Ben Brown, Angie Turnick, Michelle Hood Salaah

Guests - Dona Breadon

- b. **Good News Report** – Jon Hopkins stated that the William Grant 1964 Basketball Night is tonight at 5:30. Jonathon Beiersdorfer said that the 2<sup>nd</sup> Quarter Honors Night was a success. The cafeteria was packed. Tony Magner said that Mr. Reed informed him that HHS students did well at the Tech Student Competition. Riley Baker took 1<sup>st</sup> place in Photography, Rezariyah Johnson and Shyanne Kante placed 2<sup>nd</sup> in Fashion Design. These students will represent Holmes at State. Ms. Mullins had 8-9 students qualify for State at the DECCO Regional Competition. Mr. Hamblin had Gabe Gross in 1<sup>st</sup> Place.
- c. **Technology** – Tony Magner said no major changes.

**2. School Improvement Planning Report** – reminded to review CSIP and District Improvement Plan.

No questions from the group at this time. Reminder that HHS is TSI status – need to focus on better supporting our that Sped and Hispanic students. CSIP focuses on those two areas – ongoing PD around SIOP, IEP's, executive functioning, and high yield instructional strategies that are evidence-based for students

**3. Budget Report, Budget Allocations** – Tony Magner stated that the SBDM started with \$127,000 this year. Currently there is \$51,000. Most of this will be spent on Live School Incentives and Awards ceremonies and food for the ceremonies. Monies must be spent by April 18<sup>th</sup>. Instructional funds can be used out of other funds – SIF funds and Title 1.

**4. Other Committee Reports** – nothing to report.

**5. By Laws** – nothing to discuss

**6. New Business -**

- a. **Curriculum/Instruction** – Tony Magner – Benchmark tests are given three times a year. The company used for the testing in Pearson. Pearson also is used for Kentucky State

Assessments. Using Peterson allows for good data for our students. Holmes has shown a growth in English II and US History. Teachers will be diving into this data to see which standards students are mastering, and which standards need to be retaught through Flashbacks and mini-lessons.

- b. **Enrollment/Attendance** – Enrollment: 880                      Attendance: 91.95%
- c. **Staffing Updates:** Tony Magner stated there is an opening for an Art teacher. Also a position for an EBD IA position has posted.

Meeting adjourned at 3:44.



Holmes Middle School Council Minutes  
February 26, 2024, HMS Library

Opening Business

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Meeting called to order at: 5:38 PM

Council members present: Lee Turner, Alisha Grosser, Katie Threet, Andy Price, Lauren Wassler, Jessie Heizer

Others present, if known: Bradie Bowen, secretary

- a. Approval of the Agenda  
**Motion: Wassler      Second: Grosser      Decision: consensus**
- b. Approval of January meeting minutes-  
**Motion: Heizer      Second: Wassler      Decision: consensus**
- c. Good News Report- 6th grade champion basketball teams visited NKU where they had pictures taken with players, had the team name projected on the scoreboard and got to meet some of the NKU players. We held the 2nd quarter honors assembly last week for honor roll and perfect attendance. During the assembly we gave away 3 large flat screen tvs, one per grade level, in random drawings from the attendees. (Ms. Heizer noted that her son came home and told her he was going to do all of his missing work after the tv give away because he wanted to be able to be in the next drawing.) We had 7th graders participate and place in the high school varsity state wrestling competition. Our Track team had students placing 2nd and 3rd in their recent competition. We have the Silver Lake Benchmark Incentive trip this week. Our celebration of Black History Month was featured in the NKY Tribune (article included in agenda packet.)
- d. Public Comment- None

Student Achievement Report/Data

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- a. Month 4 attendance- 89.42% - Although this is lower than average, it is still better than what we expected for the month of January.
- b. Benchmark 2 Data- The numbers below reflect changes in the percentage of students scoring proficient and distinguished. Benchmark assessment data has shown a strong correlation to performance on the KSA. Our data shows that we would make significant gains towards reaching our KSA goals; however, Benchmarks do not include written assessments. We will focus on providing students with opportunities for writing to learn and writing to demonstrate learning over the next few weeks. Ms. Wassler noted that Mr. Moran at 6th district said that the data might be skewed because there was only one question per standard on some of those assessed. Mr. Turner reiterated that may be the case, but we could still use the data to catch growth areas now and provide remediation.
  - a. 6th grade ELA- down 3%
  - b. 6th grade Math- up 9%
  - c. 6th grade Science- down 1%
  - d. 7th grade ELA- down 14%
  - e. 7th grade Math- up 2%
  - f. 7th grade Science- up 17%
  - g. 8th grade ELA- down 3%
  - h. 8th grade Math- down 4%
  - i. 8th grade Social Studies- up 5%

School Improvement Planning

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- a. CSIP approval- No new updates.

Budget

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- a. 23-24 Current Budget Update- Allocations for 24-25 should be available in March. Grosser asked if that means there will be a report on who will be returning. Turner explained it is the positions that we'll discuss, not the

personnel. He said the preliminary budget numbers look like we will have the same allocations as this year. Heizer asked if that meant we would not be getting additional EL support and Turner let her know that Dr. Pastor-Richard is still working on getting additional funding for new EL staff approved. She is also working on getting a contract approved for Hector Montenegro to provide EL coaching for the district.

## Committee Reports

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- a. Committee updates- We were not able to hold meetings on 2-16
- b. Next Steps- Bowen explained that we are still in compliance even though our committees haven't met yet because our group is still technically an advisory committee and won't be an official SBDM until the next school year.

## Bylaw or Policy Review / Readings / Adoption

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- A. Policy review- Emergency Plan Policy- 2nd Read Discussion: Bowen provided email responses from district to questions from first read discussion.
  - a. If the network goes down we do not have access to IC, Raptor, and our phones do not function. We also do not have a working intercom at this time so we have no way of mass communication with staff. What is the plan for this instance? "If the network only is down, cell phones can set up hot spots to reach IC, or we can use cell phones to look up things in IC. If IC is down, which is rare, they tend to get it back up quickly. I have no quick answer for this but just about every district in the country would be in the same position right?"
  - b. How do we handle people coming to pick up their students and confirming they are the actual parent/guardian (our office does have paper copies of summary forms but they change so quickly at times that it may not be updated; court order, etc.) "In these emergency situations, we will need to rely on the student to answer, is this your parent/trusted adult, etc. Not full proof but probably the best we can do."
  - c. How do we confirm the person is safe to let into the building if we can't run their ID through Raptor? "We can only do what we can do. Can hand write visitor pass like before raptor and limit visitors best we can until service is restored."

Notes from the discussion of the email responses: Ms. Wassler discussed the parent passes they use at 6th district as an option. She said that helps with parent pick up but some of the kids are noted as walkers so they can leave without an adult so that wouldn't be a perfect solution either. The principal is the only staff member with a district issued cell phone. Many staff refuse to use their own for work communication or give up their data to access wifi for their school devices. We've even had some who refuse to put the Raptor emergency app on their own devices. Raptor as an emergency alert system was discussed: Grosser and Threet said they have never been able to access their rosters to check students in when an alarm is activated. They've reached out to the district but the issues have not been resolved. Mr. Turner explained his previous district had used Raptor and they had the same problems with it there. Mr. Price noted that we can not set it off in drill mode like we could with Navigate which makes it difficult to find problems prior to actual emergency alerts. Mr. Turner also shared that not everyone was getting the alerts during emergencies either. Ms. Wassler asked about the program and Grosser showed her the app on her phone. The group discussed the paper summary sheets and changing information making it difficult to keep them up to date. There was discussion about the PA system still being down. The parents asked for more details about that. Mr. Turner explained that it hadn't been working properly since about September, but that it completely stopped working several months ago. We have had technicians out to look at it but had to wait for approval to fund the repairs. Now we are waiting for parts to be ordered to come in. Once those are in, the company will schedule the repairs. Group agreed that the Emergency Plan as written is the best we can do with the limited solutions available to the questions they posed.

**Motion:** Wassler      **Second:** Price      **Decision:** consensus

- B. Policy review- AED Plan Policy- 2nd read discussion: Bowen provided the district safety policy and pointed out the section related to AEDs. Next she provided the district field trip policy with guidelines for the portable AED. Jen Fowee sent a list of all staff trained on CPR/AED use (currently 15.) The group was given floor plans showing



the locations of NARCAN stations and the AED station along with guidance from the American Heart Association on implementation of an effective AED program. Members were surprised that there was only one AED in the building and asked about adding additional stations. Mr. Turner explained that would likely be approved but that it would have to come out of building level funds rather than district money. Ms. Grosser shared about the Matthew Mangine Jr. "One Shot" Foundation. The foundation supports AED programs in schools and was created after the death of Matthew Mangine at St. Henry. She is going to look into it to see if they provide funding for AEDs. Ms. Wassler asked if the machines had a shelf-life and who checks them yearly? Bowen will reach out to find answers to those questions. Changes to the policy based upon first read feedback were reviewed.

**Motion:** Price      **Second:** Heizer      **Decision:** consensus

### Old Business

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No old business

### New Business

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- a. Impact Survey- Mr. Turner reviewed the results of our Impact Survey. Bowen will email the link to the group.

### Ongoing Learning

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- a. Principal PLCs- NKCES session- Ms. Grosser said that she really enjoys the sessions with Misti Carr from NKCES during the PLC time. She said Misti is personable and fun, making the sessions like a classroom should be. She taught them about chunking lessons last week and gave a real-life example from a class she had visited.

### Upcoming Dates

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- a. March 25, 2024- Next SBDM meeting
- b. March 15- equivalency day- no school for students
- c. March 18, 2024- professional development day- no school for students

### Adjournment

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Prior to adjournment, Ms. Threet asked to discuss changing breakfast procedures. She said that multiple teachers asked her to bring up eliminating students eating breakfast in the classrooms and moving it back into the cafeteria instead. She said she had brought it up to staff who work with scheduling and was told that we did not have enough staffing in the morning to change the procedure. She asked if there was somewhere else they could eat or somewhere they could be expected to sit or go to in the morning. Students begin arriving at 7:00 and staff are not expected to be in their classrooms until 7:25. We have limited morning duty funding provided from the district and had to cut staff for those positions earlier this year. Mr. Turner has had to fund additional morning duty positions to ensure that we have a minimum number of adults in the building at that time. Ms. Grosser asked if we could do CLC morning clubs but Mr. Turner said that there is not enough money in the CLC budget for that. Group requested a list of the extra duty staff to get an exact number. Bowen gave an example of how the elementary schools manage breakfast and morning meeting coverage, explaining how grade levels teams rotate non-paid coverage duty to supervise students in the cafeteria and the gym before school. We suggested that Ms. Threet charge the staff members who brought the concern to her to work together to offer some possible solutions for the mornings to present to SBDM.

A motion was made to adjourn the meeting.

**Motion:** Price      **Second:** Heizer      **Decision:** consensus

**Meeting adjourned:** 6:39





**SBDM Agenda**  
**John G. Carlisle**  
**February 26, 2024**

**Vision Statement**

For ALL:

Empowered, Goal Oriented, Safe, Collaborative, Productive, Supportive

**Mission Statement**

The John G. Carlisle staff, in cooperation with community, is committed to meeting each child's academic, social, and emotional needs.

**1. Opening Business**

- a. Call Meeting to Order
  - Tara Bell Calls the meeting to order
- b. Roll Call
  - Present: Jordan Shields, Madison Knaley, Kiersten Campbell, PJ Lonneman, Tara Bell, Janeane Humes
  - Not Present: Araseli Zarate
- c. Agenda Approval
  - Jordan Shields Motions to Approve, Kiersten Campbell Seconds
- d. Approval of Minutes from last meeting
  - Jordan Shields Motions to Approve, PJ Lonneman Seconds
- e. Good News Report
  - Impact Survey had an increase for certified teachers
  - Focus Visit went well
- f. Public Comment

**2. Culture and Climate**

- a. Attendance Report
  - Attendance is around 93%
- b. Behavior Report
  - Reviewed
- c. FRC Report
  - Reviewed
- d. CLC Report
  - Reviewed

**3. New Business**

- a. FRC Grant Review
  - Abbie Gillespie Family Resource Coordinator Reviewed Grant
  - Jordan Shields Motions to Approve, Madison Knaley Seconds
  - Vote: Jordan Shields: Yes, Madison Knaley: Yes, PJ Lonneman: Yes, Janeane Humes: Yes, Kiersten Campbell: Yes, Tara Bell: Yes

**4. School Improvement**

- a. JGC 2023-2024 CSIP- Goal Progress Monitoring – Goal 1

- Reviewed and Discussed

**5. By-Law or Policy Review**

- a. Discipline and Classroom Management 4<sup>th</sup> Read
  - Fixed are inconsolable to they are inconsolable
  - Fixed Level 2 behavior notifications
  - Vote: Jordan Shields: Yes, Madison Knaley: Yes, PJ Lonneman: Yes, Janeane Humes: Yes, Kiersten Campbell: Yes, Tara Bell: Yes
- b. Student Assignment 2nd Read
  - Reviewed and Discussed
  - Will do a 3<sup>rd</sup> Read

**6. Budget**

- a. SBDM
  - Reviewed
- b. Title One
  - Reviewed
- c. Activity Fund
  - Reviewed

**7. Adjournment**

- a. **Jordan Shields Motions to Adjourns, Janeane Humes Seconds**



## LES SBDM Minutes

02/14/2024

The meeting was called to order at 4:00. In attendance were Maranda Meyer, Lindsay Hoefker, Christy LaCalameto, Jillian Groh, and Amy Andrews. Missing were: Katy Williams. A motion was made by Mrs. Groh and seconded by Mrs. Hoefker to approve today's agenda.

The December meeting minutes were approved with a motion by Mrs. Hoefker and seconded by Ms. LaCalameto.

### Good News Report

Person testing is completed. DIBELS monitoring is continuing to show growth. The Valentine's Dance had great attendance and the donated DJ service was a big hit! Community partners sent lots of well wishes and dropped off gifts showing concern for staff and students after the nearby tragedy involving an LES family. Third grade has completed their service learning project creating Valentine Cards for veterans. American Legion Latonia Post was a big help with distributing the Valentine Cards to local veterans. The health and wellness family night in January had great feedback from families. The event was only possible with multiple community partners. We love community partners are always willing to jump in and donate their time to our students and families.

### Old Business

None

### New Business

Policy 24.0 Emergency Plan Policy first reading took place.

FRC Continuation Program Plan was presented.

### Policy Review

6.0 Curriculum was reviewed and no changes were made.

13.0 School Space was reviewed and no changes were made.

### Student Achievement

The following were all presented and discussed:

- End of Unit assessment data
- Mid-Year DIBELS results
- QSCS in-house results
- IMPACT survey results

### Behavior Data Review

Presented and reviewed.

### Committees Report

None

### Planning

CLC report were presented and discussed. There is currently not an FRC report to review.

### Budget

The budget was presented and reviewed.

### Next Meeting

The next meeting is scheduled for 03/13/24 at 4:00.

The meeting was adjourned with a motion by Ms. LaCalameto and seconded by Mrs. Hoefker at 5:20.



## Sixth District Council Minutes

February 14, 2024

### Opening Business

Meeting called to order at: 4:17 PM

Council members present: Joe Moran, Donna Dillmore, Tiffanie Lynch, Lauren Wassler, Kelly Wilson, and Olivia Winebrenner

Others present, if known: Denise Danbridge-Brown

#### a. Welcome

#### b. Approval of the Agenda (legally required)

Motion: Donna Dillmore      Second: Tiffanie Lynch

#### c. Approval of previous meeting's Minutes (legally required)

Motion: Lauren Wassler      Second: Tiffanie Lynch

#### d. Good News Report

Today is the 100th day of school!

Read across America is the first week of March! Liz Vroegindewey is looking for volunteers to read to classrooms.

Enrichment teachers are teaching second steps.

#### e. Public Comment

#### f. Meeting Norms

#### Student Achievement Report/Data

#### a. Measuring Student Achievement



DIBELS report-discussed

Pearson report-data will be available at the next meeting

**School Improvement Planning**

**a. Monthly Review**

Sixth District Student and Family Hand Book-will be up for approval at the next meeting

**b. Planning Process**

**Budget**

PO due April 19th-

**Committee Reports**

**Bylaw or Policy Review / Readings / Adoption**

Policy #16 Primary Program-Waiting on information

Policy #17 Student Welfare and Wellness-Waiting on information

Grading Policy- Joe will send out an email asking for Primary and Intermediate teachers to volunteer to take feedback about the potential grading policy.

**c. FRC Grant- present for Ms. Dee Dee**

Basic needs and parent involvement are the two optional components that our schools's FRC are including in the grant.

FRYSC SBDM/Principal Agreement 2024-2026

Motion: Donna Dillmore      Second: Lauren Wassler

**New Business**

**a. Required Documents**

**b. Other Council Work**

- Crosswalk being checked on
- Create PTA or PTO group
- 2nd steps and materials: completed

**c. Update**

**Questions for the group**

**Meeting Adjournment:** 5:00 PM

Motion: Olivia Winebrenner      Second: Lauren Wassler