



SCHOOL COMMUNITY COUNCIL MEETING - READING ELEMENTARY

360 2025 N, CENTERVILLE, UT 84014

1. **Date & Time:** Thursday, September 15, 2016 4:00 PM - 5:21 PM

2. Attendees

- ✓ Principal Scott Hughes - SHughes@dmail.net
- ✓ Assistant Principal Taya Johnson - TAJohnson@dmail.net
- ✓ Tauna Connors (Kindergarten Teacher) - TConnors@dmail.net
- ✓ Jenny Pitt (Chair | Parent Member) - JPitt5@MSN.com
- ✓ Lisa Robinson (Vice Chair | Parent Member) - LisaHRobinson@iCloud.com
- ✓ Hyrum Pitt (Secretary | Parent Member) - HyrumSPitt@Gmail.com
- ✓ Jennifer Bergk (Parent Member) - JJBergk@Yahoo.com
- ✓ Kara Sonntag (Parent Member) - KaraSonntag@Gmail.com
- ✓ Jenni Lee (PTA Representative)

Members not in attendance:

- Diomar Holliday (Parent Member) - DiomarHolliday@Comcast.net

3. Voting

- The School Community Council entertained a motion to elect Jenny Pitt as Chair, Lisa Robison as Vice Chair, and Hyrum Pitt as Secretary of the Reading Elementary School Community Council.
- The motion was carried unanimously by all Council Members in attendance.

4. Review of 2015-2016 Year and Comments from Current, Second-year Council Members

Chairwomen Jenny Pitt provided an overview/definition of a School Community Council

- Evaluate needs of our School
- Make goals
- Make improvement plan

5. PowerPoint Presentation (updated Fall 2016)

Provided by District Lawyer, Presented by Principal Hughes

This presentation is designed to provide an overview of the law and school district policy regarding School Community Councils. It will review the requirements regarding membership, election/selection of members, and the responsibilities of School Community Councils. Specific Reading Elementary School information and other discussion topics have also been inserted into the outline below and were not provided by the District Lawyer.

SCHOOL COMMUNITY COUNCIL

- Each school must have its own
 - School Community Councils (SCCs) provide a vehicle for cooperation to build consistent, effective collaboration and communication between the school and the school community. Every public school in the state of Utah must establish a School Community Council at the site level.

MEMBERSHIP

- The SCC must consist of school employees, including the principal, and parents of students who are attending the school. Ideally, high schools should have six parent and four school employee members, including the principal. Junior high and elementary schools should have four parent members and two school employee members, including the principal. A school community council may determine the size of the council by a majority vote provided that the resulting council has at least one employee member, the principal, and a two-person majority of parents.
- Our council currently has 6 Parents and 3 Staff Members
- Employee Member: Employed at school, including the principal
- Parent Member: Attending the school or will be enrolled at the school at any time during the parent's term of office. May not include licensed educator who is employed at the school.

ELECTION OF MEMBERS

- School employee members elected by majority vote of school employees.
- Parent members elected by majority vote of those parents voting.
- Parent members who are not licensed educators must exceed the number of parents who are licensed educators employed by the District.
- If a position on the council remains unfilled after an election is held, members of the council from the group to which that position belongs (i.e., parent or employee) shall appoint an individual who meets the required qualifications.
- SCC can appoint individuals to serve on subcommittee or task force
- SCC may appoint additional non-voting members to the council to advise or make recommendations to the council, including parents, school employees, or other community members.

- Each school shall establish a timeline for election of parent members.
- School employee members elected by majority vote of school employees.
- Each school shall establish a timeline for election of parent members; the timeline shall remain consistent for at least a four-year period.
- Election shall be held in the fall, near the beginning of the school year, or held in the spring prior to the last week of school.

- Conduction Elections
 - Notice of elections
 - Call for candidates

- Contested race
- Oversight of election
- Results
- Records retained 3 years
- Term of office
 - Each school sets date of term of office.
 - Two year terms.
 - Successive terms provided member continues to meet definition of a parent or school employee member.

ELECTED COMMUNITY COUNCIL OFFICERS

- Council shall elect officers
- Chair must be a parent member
- Vice-chair may be a parent or employee member
- Principal may not serve as a vice-chair of council

SCHOOL COMMUNITY COUNCIL MEETINGS

- Open to public
- SCCs shall adopt rules of order and procedure to govern public meetings. The rules shall be:
 - followed in conducting meetings,
 - posted on the school website and
 - available at each meeting, and other required or appropriate activities.
 - Roberts rules of order (condensed version) is being considered as template rules of order to be used at Reading Elementary Community Council. These will be reviewed at following meeting.
- Information to school and community
 - Annually, on or before October 20, principal shall provide:
 - List of members and each members' email or phone number, or both
 - SCC meeting schedule for the year
 - Current schedule for 2016-2017 School Year
 - November 17, 2016
 - January 26, 2017
 - March 23, 2017
 - April 20, 2017
 - Summary of annual report
 - School website shall communicate opportunities provided to parents about serving on the SCC
- Provide notice at least one week prior to meeting with:
 - Date, time, and place of meeting
 - Agenda
 - Draft minutes of previous meeting
 - Written Minutes to include:

- date, time and place
- names of members present and absent
- brief statement of matters discussed or decided
- record of each vote taken
- name of person, not a council member, who spoke and a brief summary of comment
- other proceeding member requests be entered in minutes

RESPONSIBILITIES OF THE SCHOOL COMMUNITY COUNCIL

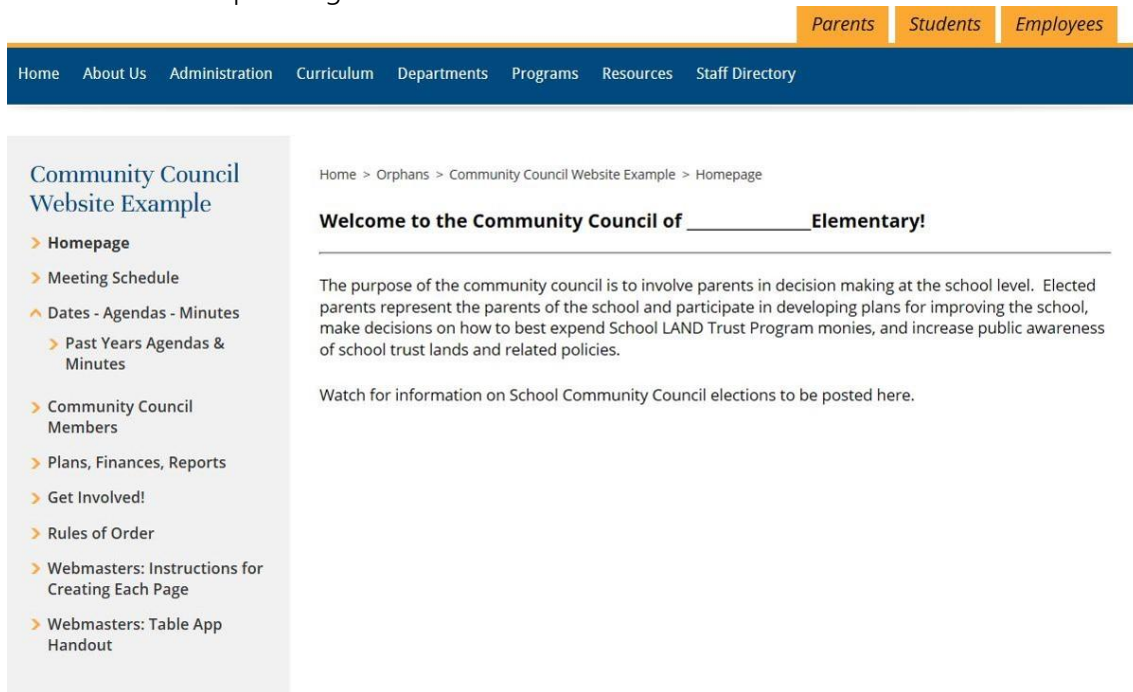
- ULTIMATE GOAL - Improve academic achievement through the development and implementation of a School Improvement Plan
 - Annually **evaluate** school test results and use the evaluation in creating or modifying the plan.
 - **Identify** school's most critical academic needs.
 - **Recommend** a course of action.
 - List programs, practices, materials or equipment needed to implement.
 - **Describe** how school intends to enhance or improve academic achievement.
 - **Include** a reading achievement plan if Council represents a school that educates students in K-3.
- For more information, see Utah Code § 53A-1a-108.5 found at
 - https://le.utah.gov/xcode/Title53A/Chapter1A/53A-1a-S108.5.html?v=C53A-1a-S108.5_2016051020160510
- Privacy: A school community council may not have access to data that reveal the identity of students.
- School LAND (Learning and Nurturing Development) Trust Program
 - Outline how the school will use the School LAND Trust Program allocation for the implementation of a component of the school's improvement plan.
 - SCC gets the final vote at the school site
 - The Board of Education gets the final vote overall
School LAND Trust Funds shall only be used to directly impact instruction and enhance academic excellence
 - School may budget no more than the lesser of \$5,000 or 20% of funds for in-school civic and character education.
 - Utilization of trust LAND funds is flexible and based on needs of the individual schools
 - There will be a Constitutional Amendment on the 2016 Ballot regarding School LAND Trust funds.
 - In the recent legislative session, the Utah Legislature unanimously approved a resolution to place a question on the November 2016 Ballot.

- Voters will be asked to vote for or against a resolution changing the Utah Constitution as it relates to the permanent State School Fund.
- The amendment makes two changes to be consistent with prudent investment practices in today's investment world.
 - The first is to recognize that interest and dividends are not the only income instruments.
 - The second is to cap the annual distribution at 4% of the market value of the fund to protect the fund against over distribution.
- More information can be found here:
 - <http://www.schoollandtrust.org/fund/>
- Advise and recommend regarding:
 - The school and its programs
 - District programs
 - Child access routing plan know as SNAP (Student Neighborhood Access Program)
 - <http://www.udot.utah.gov/snap/>
 - Safe technology utilization and digital citizenship
 - Other issues relating to community environment for students
- Provide for education and awareness:
 - Safe technology utilization and digital citizenship
 - Partner with principal and other administrators to ensure adequate on and off campus Internet filtering is installed and configured to prevent viewing of harmful content by students and school personnel.

COMMUNITY COUNCIL WEBSITE

- New this year (in response to the internal audit)- each Community Council's website needs to follow the same configuration.
- Webmasters for Reading Elementary School:
 - Principal Scott Hughes
 - Crystal Williams
- Reading Elementary School website URL:
 - <http://www.davis.k12.ut.us/Page/90513>
- Website must always contain:
 - Opportunities for parents to serve and how they can directly influence expenditure of funds
 - Dollar amount received each year from the LAND Trust funds
 - Rules of Order & Procedure the SSC used to conduct meetings
 - Approved minutes from last 3 years
 - Prior to October 20 of each year website must contain:
 - List of council members' names with direct emails, phone numbers, or both.
 - Proposed meeting schedule for the year.
 - Report to parents on how LAND Trust funds were used in prior year and what was accomplished for the students.

- At least one week before each school community council meeting website must contain:
 - Notice of meeting: time, place, and date of meeting.
 - Current Meeting Agenda.
 - Draft minutes of the previous meeting.
- Website Audit Review this year starts, October 10, 2016
- Website example image:



6. Review of 2015-2016 School Improvement Plan (SIP)

(complete SIP can be found on the school's website: <http://www.davis.k12.ut.us/Page/90529>)

SCHOOL GOALS

- **Goal 1:**
Increase the percentage of K-3 students scoring at or above the DIBELS end-of-year composite score benchmark from 88% to 89% (1.4% increase or approximately 3 students.)
- **Goal 2:**
Reduce the percentage of students who are chronically absent (10% or more days missed) from 3% to 1% (2% reduction or approximately 13 students).
- **Goal 3:**
Teachers will participate in the USOE Assessment to Achievement professional learning.
- **Goal 4:**
Grades 3rd-6th SAGE, Math scores with increase from 45% to 47% which is an average of 2.5 students per grade level.

- **Goal 5:**
Implementation of a STEM afterschool program that will involve 4-6 grade students.

OTHER ITEMS OF DISCUSSION

- Math Advantage (math night)
 - 3rd last year
 - 4th 5th and 6th this year
 - Disperse information to Parents on how to help their kids with Math (resources, videos, etc)
 - Currently getting information from other schools who have successfully implemented a similar event.
- We need to support STEM goal by getting faculty involved. Last year's Teacher/coordinator is no longer at Reading Elementary.
- Technology (\$14,000 was allotted to support technology)
 - Currently funded TVs in 1st grade and Kindergarten classes

7. School Grade and Testing Data

- Media Release for School Grades
 - Reading Elementary received: B
- Utah State Board of Education Data Gateway
 - <https://datagateway.schools.utah.gov/Schools/07150>
 - Reviewed PACE report - The "Growth" has always struggled compared to "Achievement". Achievement has always been good for Reading.

8. Assignments

- Review testing data from USBE website (link above)

9. Adjournment

- At 5:21 PM the Chair entertained a motion to adjourn.
- Motion carried, Meeting adjourned.