

Central Davis Junior High School Community Council Meeting
Minutes
March 16, 2017
4:00 p.m.
Central Davis Junior High School

In Attendance: Conducting- Kyle Roche, Chair, Parent-Member
 TJ Barker, Principal
 Nicole Roche, Secretary, Parent-Member
 Kristie Bennington, Teacher-Member
 Kim Harmon, Teacher-Member
 Matt King, Teacher-Member
 Shari Miller, Teacher-Member
 Alina Ballard, Parent-Member
 Julie Linford, PTA President
 Jennifer Perry, Parent Member
 Jay Yahne, Parent-Member

Absent: Kelly Janis, Parent-Member

Visitors Brigit Gerrard, School Board Member
 Wendy Haws, CDJR Librarian
 Christine Wolf, CDJR Band Teacher
 Shawn Gardner, CDJR CTE Teacher
 Alan Turpin, CDJR Math Teacher
 Susanne Kershaw, CDJR Math Teacher
 Logan Donaldson, CDJR Boys PE teacher
 Merrill Johnson, CDJR Utah Studies Teacher
 Tyler Roche, CDJR Student
 Anna Smith, CDJR Orchestra Teacher

1. Welcome

Chair Kyle Roche opened the meeting at 4:03 p.m. Chair Roche introduced Davis School Board member Brigit Gerrard who was visiting the council meeting and thanked her for attending.

2. Approval of February 16, 2017 Minutes

Chair Roche presented the meeting minutes from February 16, 2017. A motion was made by Alina Ballard to approve the minutes and was seconded Julie Linford. The minutes were approved without objection.

3. 2017-18 LAND Trust Plan – Teacher Proposals/Presentations

Chair Roche thanked the teachers for coming to present their proposals.

Wendy Haws, Librarian

- 1) Library and 9th Grade – \$1000.00 was requested for “New books and eBooks for the library. Emphasis on supplemental materials that support the 9th grade career unit, in conjunction

with the English Department and the Counseling Department.” These materials would benefit all students and would aid in Central Davis’s literacy goals.

- 2) Library and Student Body - \$1000.00 (2 hours per week for 10 weeks @ hourly rate of \$42.00/hour plus gas and travel time) is requested to fund the Summer Library at Central Davis. This benefits all staff and students and would help Central Davis move towards its literacy goal.

Christine Wolf, Band Teacher

The Band Department requests funding to obtain instruments to help accommodating the growing Band Department. “The band program has grown in five years by 242%. That has more than tripled in size.” Due to the increase, more student instruments are needed. Mrs. Wolf has asked for \$13,688.00 to cover the needs of the band department which include one ¾ size tube at \$3000.00, one Yamaha euphonium at \$2,388.00, one Fox Renard bassoon at \$3,400.00, one Eastman baritone saxophone at \$4,900.00. Funds permitting, the Band Department requests an additional \$14,100.00 in “wants” which include: one full size Yamaha vibraphone at \$5,100.00 and one 5 octave Adams marimba at \$9,000.

Many instruments used by the band are currently being borrowed from local high schools, so of which are now in need of the instruments. Mrs. Wolf has done an amazing job in the past of saving Central Davis a good deal of money by using grants and getting discounts on instruments. She has also had several instruments refurbished, some as old as the school. Currently the xylophone is being held together with duct tape.

The purchase of instruments would aid the student body in multiple ways: “dozens of studies that show that continued sequential music instruction, specifically instrumental music, shows that students score higher on Standardized Tests, have a higher graduation rate, stronger neural connections, more grey matter, better informational processing, higher IQ’s, better memory, better attendance, and better coordination.” All of these support Central Davis’s goals of increasing student proficiency, decreasing the number of failing students, and updating classroom equipment.

Shari Miller for Holli Oren, Counselors

The counseling department has asked for \$516.30. This money would be used to purchase 30 Case-it Mighty Zip Trappers at \$12.59 each and C-Line 5-tab Binder pockets at \$4.52 each. “These materials would help increase student proficiency in each subject by increasing organizational patterns and decreasing the loss of assignments. This will help decrease the number of failing students by helping them increase their grades.” These materials would be for low income students whose families may not be able to afford the bare essentials. This supports Central Davis’s goals of increasing proficiency and decreasing the number of failing students. Parent-Member Jay Yahne proposed that the monies requested by the counseling center for binders be increased by 50% to aid more students, changing the requested amount to \$1,032.60.

Shawn Gardner, CTE Teacher

Mr. Gardner requests \$3,849.00 for a Vex IQ Robotic Classroom Bundle which consists of 12 Vex Super Kits at \$3.29 each. These kits would benefit approximately 200-250 students. These kits will be used in the Automation and Robotics class and in the seventh grade Exploring Tech classes. The Vex IQ kits “will allow the students to be more successful at assembling workable robots together faster and allowing more time to do the programming.” Additionally, success with programming these kits can help students have a greater self-worth and improve school participation. These kits would also excite students to want to learn more in the STEM area. There is also the possibility of tournaments. Registration for these tournaments is \$500.00-\$600.00. Mr. Gardner would like the students to raise money for the tournaments but recognizes there may be a need for financial aid from the CDCC. This benefits Central Davis by increasing proficiency, potentially decreasing the number of failing students, and updating classroom equipment to enhance the learning environment.

Alan Turpin and Susanne Kershaw, Math department

The math department requests \$1,055.00 for a 3-year license for Kuta Software which includes the following programs: Infinite Pre-Algebra, Infinite Algebra, Infinite Geometry, and Infinite Algebra 2. The licenses would be available to all teachers on campus. Kuta has previously been used for free to generate math worksheets, but having access to the licensed program will aid the math department “in designing assignments and assessments to more closely align with standards based grading.” This would allow the teachers the ability to create multiple forms of assessments to help students reach mastery. Additionally, the program can be used for remediation. This furthers the goals in the SIP plan by increasing student proficiency and decreasing the number of failing students.

Logan Donaldson, PE Teacher

The Physical Education/Health Department requests \$3,164.41 for Bluetooth sensor and 40 straps with 2 PolarGoFit Software renewals and a compatible iPad for a second teacher. The software would be \$529.41 for two teachers per year, \$2,156.00 for 40 additional monitors to fit growing class sizes, and \$479.00 for a compatible iPad.

Currently these monitors are being used in the boys’ PE classes only due to the limited number currently owned. The entire student body will benefit from the heart monitors. The heart monitors allow students to receive instant and online feedback about their physical intensity. This technology will better involve the students and parents and will hopefully lead to conversations at home about improving health. These monitors also allow students and their teachers to gauge the student’s efforts objectively rather than subjectively. This would fulfill SIP requirements by updating classroom equipment to enhance the learning environment. Additionally, better health will help students to increase their proficiency in all subjects and decrease the probability of failing.

Merrill Johnson, Social Studies Teacher

Mr. Johnson requests approximately \$350.00-\$500.00 to replace an in-class Jeopardy game system for students. Student Tyler Roche spoke about the excitement the class has for the game. It is an exciting way to prepare for tests and the students are incredibly enthusiastic to play.

The Jeopardy game system can be programmed by the teacher so that questions correspond with standards. The game also keeps score. This game would be available to any in the department who are interested. Mr. Johnson has been using the game for about twelve years and has had great success with it, but the current system is simply worn out due to its age and usage. This purchase would fulfill the SIP goals by increasing student proficiency, updating classroom equipment to enhance the learning environment, and potentially decreasing the number of failing students by encouraging an exciting way to study.

Shari Miller, Counselor

The Counseling Department requests \$1,087.00 for Reality Town supplies. This includes 335 handbooks with debit cards at \$2.10 each plus \$1.95 for 30 volunteers supplies for a total of \$762.00; curriculum update at \$20.00; online student pay stub submit at \$25.00; debit card reader rental, 3 sets at \$120.00; shipping and handling (receiving and returning card readers) at \$60.00. This will benefit at least 335 eighth grade students. "Reality town provides all 8th grade students a simulated adult life experience that provides a unique awareness to students about how the choices they make now have a lifelong impact. Students will learn valuable skills such as tracking finances, keeping a balanced budget, completing job applications, planning for the future, consumer responsibility, deciphering needs vs. wants, and prioritization among other skills." This would support the SIP by increasing "student proficiency by using diverse and updated instructional strategies and resources to ensure student engagement in learning and collaboration in cross curricular FACS/business/finance/math/English) and departmental lesson plans."

Kristie Bennington, English Teacher

The English department requests \$2400.00 for new novels for the 8th grade curriculum to further explore themes and topics in the new textbooks. The approximate cost of each novel is \$15.00, serving 160 students. This would benefit the entire 8th grade by updating novels. "By having current novels, we can encourage students to choose a novel they are familiar with in order to fulfill the reading DESK standards." This would help Central Davis achieve its SIP goals by helping "...fulfill the 'increase student proficiency in literacy' standard as these novels will be used to demonstrate understanding of essential skills through common formative assessments and reading enhancing activities, such as literature circle."

Anna Smith, Orchestra Teacher

The orchestra department requests \$3,500.00 to purchase new instruments to accommodate more students. This would include two cellos at \$800.00 each and approximately 10 violins at \$200.00 each. These instruments would benefit particularly lower income students who can't

afford to purchase their own instruments or private rentals. As mentioned by Mrs. Wolf, music is incredibly important and can improve brain power and ability. This would help fulfill the SIP goal by increasing proficiency, possibly decreasing the possibility of students failing, and updating classroom equipment.

The LAND Trust budget is currently projected at \$90,000.00. It was decided in the previous meeting that approximately \$45,000.00 would be used for teacher proposals and the remainder would be used for other programs, including literary and writing specialist, Cub skills, Lunch Bunch, professional development, and PLCs. Additionally, Melissa Lusk, Central Davis STS has requested aid in refreshing the computer lab. The district does have a refresh program; however, it is not enough to meet the needs of Central Davis at this time. Many of the computers, particularly in the counselors' lab, are barely functioning.

Chair Roche reminded the council of the nature of acceptable expenditures, sharing the current list he received from Dr. Logan Toone, Assessment Director from Davis School District. This year the new superintendent is championing "blended learning", an academic goal of using increased technology to aid and educate students.

Jay Yahne made a motion to approve the needs of all teachers who presented tonight for the following amounts:

Library:	\$2,000.00
Band:	\$13,688.00
Counselors:	\$1,032.60
CTE:	\$3,849.00
Math Department:	\$1,055.00
PE Department:	\$3,164.41
Social Studies:	\$500.00
Reality Town:	\$1,087.00
English Department:	\$2,400.00
Orchestra:	\$3,500.00
Total:	\$32,276.01 (of \$45,000.00 allocated for teachers)

The motion was seconded by Teacher-Member Kimberly Harmon, the vote was unanimous.

It is proposed that the remaining \$12,723.99 be applied towards mobile computers lab.

A motion was by Principal Barker and seconded by Jennifer Perry and passed without objection.

After the district's Learning First meeting on April 17th, 2017, the council will reconvene to make any final adjustments and approve the final plan and budget.

4. 2016-2017 LAND Trust Plan – Amendment for Unspent Funds

Chair Roche made a motion to table this agenda item until the meeting on April 20, 2017. It was seconded by Kristie Bennington.

5. Council Bylaws – Phase 2

[Note: a copy of Phase 2 of the Council Bylaws, as presented to the council prior to their, is attached to the end of these minutes.]

Currently, the Central Davis Community Council does not have any formal bylaws. Chair Roche has been working on drafting bylaws. Chair Roche reminded the council that as a starting point, state statute and administrative rule ultimately trump community council bylaws. Chair Roche reviewed his suggested roadmap for adopting the bylaws, with Phase 1 of the bylaws being discussed at the February meeting, Phase 2 being discussed at this meeting, and final revisions and a formal vote to adopt the bylaws to be held at the April 2017 meeting.

Chair Roche reminded the council of statute concerning who should be on the council and leadership. Jay Yahne made a motion to approve these portions of the Bylaws – Phase 2 as written, it was seconded by Kimberly Harmon. It passed without objection.

It is required by statute that the council adopt Rules of Order. It was suggested that Roberts Rules of Order be used as a guidance for debate. Additionally, the council needs to decide how to handle those who need to recuse themselves. Statute states that those who benefit from funds are not allowed to vote on the issue. There was discussion over whether or not someone who recuses themselves would be allowed to be asked questions and/or participate in discussion as they often may be most likely to have the expertise needed for the council to make an educated decision. Chair Roche and Secretary Roche both shared an example of an issue on another community council on which they serve where they have to annually recuse themselves due to a conflict, yet every year they are in the best position to answer questions related to the topic and the council generally wants to hear from them, but it puts them in the situation of violating that council's bylaws. On the other hand, Jennifer Perry voiced concern over allowing those who have a conflict to participate in the debate based on her prior experience on a community council where a husband and wife served together, and one spouse recused themselves while the other did not, and the one who did not and who was extremely influential in the community exerted severe pressure on the rest of the council to vote a certain way. It was proposed that the council would take the month to think about this issue and resolve it at the April 20th meeting. A motion was made by Kyle Roche and seconded by Kimberly Harmon; it passed without objection.

6. Known Issues/Items for Next Meeting

The known items for the April 20, 2017 meeting include a final review and vote of the SIP/LAND Trust Plan, the possibility of amending the 2016-2017 budget, finalizing bylaws, setting the first meeting for next year, and addressing next year's community council elections.

7. Adjournment

Jay Yahne made a motion and asked the record to reflect "that's enough" and dismiss the meeting, the motion was seconded by Principal Barker. There were no objections. The meeting was dismissed at 6:07 p.m.

Central Davis Junior High Community Council Bylaws

Phase 2 – Proposed March 16, 2017

(4) Council Leadership – CDCC shall elect a chair, vice-chair, and secretary from its membership at the first meeting of the school year. The chair and vice-chair will be selected from the parent-members. The secretary may be a parent-member or an educator-member. The leadership shall be elected to serve a one-year term.

The chair shall conduct CDCC meetings; prepare the meeting agenda; be familiar with and seek to help CDCC follow the laws and rules required of community councils; and coordinate issues falling under CDCC jurisdiction between CDCC, school administration, and the community at large.

The vice-chair shall assist the chair in carrying out the chair's duties, including assuming the chair's duties due to a short-term absence.

The secretary shall assist the chair and vice-chair in carrying out their duties, shall take minutes at CDCC meetings, and shall assemble the minutes as a record copy.

(5) Meetings – All CDCC meetings will comply with the notice requirements of Utah Code Ann. § 53A-1a-108.1. The first meeting of a new school year will be set at the last meeting of the prior school year. The remaining regular meetings of a school year will be set at the first meeting of the school year. Additional meetings may be scheduled as needed throughout the year provided that appropriate notice is given to the public.

(6) Rules of Order and Procedure, Conduct, Conflicts of Interest – CDCC will conduct its meetings using *Robert's Rules of Order* as guidance; however, it is not the intent of CDCC to allow debate of parliamentary rules to overshadow the main purposes and goals of CDCC. Members of CDCC may speak freely during discussion of agenda items regarding the current topic without the need to be recognized by the chair. All members shall conduct themselves professionally and show respect for other members' and the public's positions even if they disagree with the stated position. In short, civil discourse is not only encouraged but expected.

All community members as defined above are welcome to attend and observe CDCC meetings. Community members are urged to share their opinions with CDCC members in advance of CDCC meetings. CDCC parent-members in particular are elected or appointed to represent community members and their views. CDCC members may reasonably sponsor community members as witnesses on specific agenda items, but are encouraged wherever possible to arrange this in advance of the meeting with the chair. Anyone attending a CDCC meeting who becomes disruptive will be warned and if the disruption continues will be required to leave.

Due to the fiduciary nature of some of CDCC's responsibilities, any CDCC member with a conflict of interest regarding a specific agenda item shall disclose the conflict at the outset of the discussion. If the conflict is financial in nature, the member shall [refrain from the discussion and] recuse themselves from any vote on the matter. If the conflict is something other than financial in nature, the member may still participate in the discussion but shall recuse themselves from any vote on the matter.