

Central Davis Junior High School Community Council Meeting  
Minutes  
April 20, 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  
                                 Alina Ballard, Parent-Member  
                                 Julie Linford, PTA President  
                                 Jennifer Perry, Parent Member  
                                 Jay Yahne, Parent-Member

Absent:                     Kelly Janis, Parent-Member  
                                 Shari Miller, Teacher-Member

**1. Welcome**

Chair Kyle Roche opened the meeting at 4:07 p.m. Due to the number of items on the agenda, Chair Roche proposed a ten-minute limit on discussion per agenda item absent a vote for expanding discussion on a particular item. The motion was seconded by Alina Ballard and passed without objection.

**2. Approval of March 16, 2017 Minutes**

Chair Roche presented meeting minutes from March 16, 2017. He clarified that the minutes being presented were the second version distributed to all members via e-mail for review prior to the present meeting, having recognized some mistakes in Version 1. A motion was made by Alina Ballard to approve the Version 2 minutes and was seconded by Kristie Bennington. The minutes were approved without objection.

**3. 2017-18 LAND Trust Plan – Final Discussion and Vote**

Chair Roche thanked Principal Barker, Assistant Principal Marland, and Community Council Vice Chair Jay Yahne for all the work they did at the Learning First District Event. They did an incredible job.

Chair Roche asked if there were any questions on the proposed LAND Trust Plan which had been distributed via e-mail prior to the present meeting for the council's review; there were no questions.

Chair Roche expressed how impressed he was with the school's notable achievements and that it is an honor to be associated with such an amazing school and such amazing teachers. It was noted on page 10 that some of the information from the present year was missing in the draft sent to members. This has been updated and is the only change from the Learning First meeting and will be discussed tonight.

The projected funding for 2017-2018 is \$89,018.00. There is \$16,382.00 left over from the 2016-2017 year. With this carryover, the total funds for 2017-2018 are \$105,400.00. Central Davis has three goals for the 2017-2018 Lands Trust Plan.

Goal #1: Insure 80% of students are proficient in every class. This will be measured by the following: CFA (common formative assessment) per subject area, Standards Based Grade, District, State and/or National Test End of Level Test (SAGE (7th/8th), Aspire, (9th) AP Exam, District Benchmark, State Benchmark. The action plan is that every teacher is trained and implements professional learning communities/Davis Collaborative Teams (Collaborating with another same content teacher to: 1- Clearly identify essential standards, 2- Create assessments which measure mastery of those standards 3- Intervene with students struggling on those content standards). Teachers create/refine and utilize common formative assessments to inform and drive instructions and report progress each term on formative assessments, create/refine Learning Interventions, and utilize grading practices which reflect student learning and growth. This will affect student growth because when the efforts of every teacher focus on the collaborative effort to increase the learning level of every student, student achievement is impacted positively.

#### Planned LAND Trust Expenses for Goal #1

Budget Category	Expenditures <i>Behavior, Character Education, Leadership</i>	Expenditures <i>Academic</i>	Description
Salaries & Benefits	\$	\$15,000.00	Implementation of PLC (stipends, subs, etc.)
Prof. Services	\$	\$8,750.00	Training in PLC, Vex registration
Repairs & Maint.	\$	\$	
Travel	\$	\$	
General Supplies	\$	\$1,087.00	Reality Town
Textbooks	\$	\$	
Library Books	\$	\$	
Software	\$	\$1,029.41	PE and Social Studies
Equipment	\$	\$50, 500.00	(Band, Orchestra, Vex, calculators, PE monitors.... Mobile Computers)
Other	\$	\$1,800.99	Incentives for students to reach proficiency goals (no more than \$2 per student)
<b>Total</b>	<b>\$</b>	<b>\$78,167.40</b>	

Goal #2: All student will be at or above grade level in reading and writing (this is with the realization that each year some students, for example, come to 7th grade with a 3rd grade literacy level so above a 4th grade literacy level by the end of the year would meet that minimal standard). This will be measured by SRI, CFA writing, Utah Compose, and SAGE scores. The action plan is to use our hired literacy specialists in both reading and writing to coordinate school-wide efforts to incorporate reading and writing strategies and vocabulary in every curricular area. This will affect student achievement because when every teacher incorporates shared literacy strategies in each content area, students get plenty of exposure to, and application of these research based strategies which are geared for increased achievement.

**Planned LAND Trust Expenses for Goal #2**

<b>Budget Category</b>	<b>Expenditures</b> <i>Behavior, Character Education, Leadership</i>	<b>Expenditures</b> <i>Academic</i>	<b>Description</b>
Salaries & Benefits	\$	\$4,000.00	(read, write and summer library)
Prof. Services	\$	\$	
Repairs & Maint.	\$	\$	
Travel	\$	\$	
General Supplies	\$	\$	
Textbooks	\$	\$2,400.00	Language Arts Books
Library Books	\$	\$1,000.00	Library Books
Software	\$	\$	
Equipment	\$	\$	
<b>Total</b>	<b>\$</b>	<b>\$7,400.00</b>	

Goal #3: To reduce the number of credit deficient students entering high school to 7% (reducing from the current 10% to 7%). Success will be measured by Credit Deficient Reports and Failing Reports. The Action Plan is to identify students who are at risk of failing courses in the 9th grade are placed into homework classes at the beginning of the year. If by midterm of 1st term, students are failing a core class, they are referred and may lose an elective to enroll in Cub Skills (a class designed to maintain passing and recover credit). We will also incorporate a daily Lunchbunch, a Saturday School, and Intervention schedules to keep all students on track. This

will benefit students because each part of our plan is a more intensive learning intervention to ensure that students are grasping curricular content and earning credit for graduation.

**Planned LAND Trust Expenses for Goal #3**

<b>Budget Category</b>	<b>Expenditures</b> <i>Behavior, Character Education, Leadership</i>	<b>Expenditures</b> <i>Academic</i>	<b>Description</b>
Salaries & Benefits	\$	\$18,800	(Cub Skills, Lunch, Remediation, Intervention)
Prof. Services	\$	\$	
Repairs & Maint.	\$	\$	
Travel	\$	\$	
General Supplies	\$	\$1,032.60	Counseling supplies for struggling students
Textbooks	\$	\$	
Library Books	\$	\$	
Software	\$	\$	
Equipment	\$	\$	
<b>Total</b>	<b>\$</b>	<b>\$19, 832.60</b>	

A motion was made by Alina Ballard to approve the proposed 2017-18 SIP/LAND Trust Plan as presented. It was seconded by Jay Yahne. The plan passed with 8 affirmative votes, no dissenting votes, and 2 recusals: Kristie Bennington and Kimberly Harmon recused themselves from the vote as they are the writing and literary coaches and directly benefit from the plan as those positions are funded by the plan. A signature list was circulated by Principal Barker for all community council members to sign indicating their involvement in the process. The SIP/LAND Trust Plan will be submitted to Dr. Logan Toone at the Davis School District for review before being presented to the Davis School Board.

**4. Possible 2016-2017 LAND Trust Plan Budget Amendment**

There was no need to pursue a Trust Plan Budget Amendment to the current year’s plan as the leftover amount(s) will be rolled over to next year. This agenda item was stricken.

**5. Council Bylaws – Discussion and Vote**

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 the March meeting, and final revisions and a formal vote to adopt the bylaws to be concluded at the present meeting.

Chair Roche proposed that the PTA president or a PTA representative be included as a voting member. None were opposed. The composition of the council was discussed. Chair Roche reminded the council of statute concerning who should be on the council and leadership and that there must be two more parent members than educator members. It was previously suggested that there be a minimum and maximum number of members established in the bylaws. It was also discussed and decided that what constitutes a quorum and attendance be included in the bylaws. There are to be a maximum of 5 educators, and a minimum of 7 parent-members but no more than 10 parent-members. This will allow some flexibility in the size of the council depending on community interest while keeping the council at a manageable size.

Chair Roche asked to extend the discussion as it reached the 10-minute limit. Alina Ballard seconded the motion. The motion passed without objection.

There had been discussion at the last meeting as to whether members with conflicts of interest should completely recuse themselves from both all votes and all discussion on the topic on which they have the conflict, or if they should only be required to recuse themselves from the vote as they may have the greatest expertise on the given topic when it comes time to discuss the issue in question. After much discussion, it was decided that members who have conflicts of interest on a non-financial issue must recuse themselves from the vote only. Members with conflicts of interest on a financial issue where they may benefit directly must recuse themselves from any vote and refrain from debate on the matter, but may be invited to participate in the discussion at the discretion of the council. Principal Barker made a motion to approve the section of the bylaws dealing with conflicts, it was seconded by Jay Yahne with no objection. Jennifer Perry made a motion to approve the overall Bylaws, it was seconded by Kimberly Harmon. There were no objections.

#### **6. 2017-18 Election/First Meeting Timetable**

Due to statute, administrative rule, and the new bylaws, council elections and the first council meeting of the next school year needs to be scheduled. Some considerations include: elections will be announced at Back to School Night, they must be open for a minimum amount of time, and several reports are required by law to be posted on the website by October 16 each year. It was proposed that the first meeting be held on Thursday, September 21, 2017 at 4:00 p.m. Principal Barker made a motion, which was seconded by Jay Yahne and passed with no objection. Chair Roche made a motion to give Principal Barker the flexibility to adjust the first meeting if needed and that he would notify the council as soon as possible. This was seconded by Jay Yahne and passed with no objections.

#### **7. Annual Dress Code Review**

The Community Council is responsible for reviewing the dress code annually. The council works with the JSSC to make sure that all interested parties have a voice in the process. There has been concern with

Dress Code #9: *“Any attire, hair style or color, piercing (only allowed in the ear) or makeup which can be considered extreme and which brings undue attention to the student, disrupting the educational process, is not permissible.”* The particular concern relates to hair color. The teachers decide what is “extreme”. We want to make sure that we don’t lower standards but we need to evolve the standards. Many teachers don’t see hair color as a distraction. Jay Yahne asked that it be noted that if you have hair, you should get to have fun with it. No changes were suggested to Rule #4.

It was decided that their needed to be clarification in the last paragraph of the dress code. It currently reads *“Students who violate the dress code will be expected to correct the violation and may be required to review the school dress code.”* It should be changed to read *“Students who violate the dress code will be expected to correct the violation and **WILL** be required to review the school dress code.”*

It was also decided that Dress Code Rule #4 needs to be changed. It currently reads *“Length of skirts, dresses and shorts should be three inches from the knee.”* It will be changed to read *“Length of skirts, dresses and shorts should be **NO SHORTER THAN** three inches **ABOVE** the knee “*

Jay Yahne made a motion to approve the changes to the Dress Code, which was seconded by Kristie Bennington. The motion carried with no objections.

#### **8. Parent/Teachers Conference Discussion**

During the second semester, parent teacher conference was carried out differently. It was altered to serve every student. One day of Parent/Teacher Conference was conducted in the cafeteria as it traditionally has been, while the second day was by appointment in the teacher’s classroom. This was done as some students need a little more time with the teacher or need to discuss things in private. The feedback from the parents and the teachers on this change was extremely positive. It was proposed that Parent/Teacher Conference be changed to have the Wednesday conference in the cafeteria and the Thursday conference be conducted by appointment in the teacher’s classroom. Jay Yahne suggested that this decision be left to the teachers and be sent to JSSC.

#### **9. Known Issues/Items for Next Meeting**

The known items for the September 21, 2017 meeting include new officer elections, council training, and establishing the rest of the meeting schedule for the 2017-2018 school year.

#### **10. Adjournment**

Chair Roche thanked everyone for their participation this year and wished those who won’t be returning well. Jay Yahne made a motion to dismiss the meeting. The motion was seconded by Julie Linford, which passed with no objections. The meeting adjourned at 5:08 p.m.

# Central Davis Junior High Community Council Bylaws

*Ratified April 20, 2017*

(1) Purpose and Intent – These Bylaws shall be the operating guidelines of the Central Davis Junior High School Community Council (“CDCC”). The intent of these Bylaws is to comply with the statutes enacted by the Utah State Legislature, currently contained in Utah Code Ann. §§53A-1a-108, 53A-1a-108.1, 53A-1a-108.5, and 53A-16-101.5, and administrative rule.

(2) Composition of Council, Voting Rights, Term of Office – CDCC shall have a minimum of seven and no more than ten parent or guardian-member (“parent-member”) positions and shall have five educator–member positions. Additionally, the Central Davis PTA president and/or co-president will serve on CDCC.

Parent-members may be elected to serve individually or as couples with full voting rights; however, a single position, regardless of whether held by an individual or a couple, only has one vote for any business conducted by CDCC. Educator-members have full voting rights. The Central Davis principal shall serve as an ex officio member with full voting rights. The Central Davis PTA president or co-president will serve as an ex officio, voting member of CDCC.

Parent-members are elected to two–year terms, and are eligible to serve in office so long as they have a child enrolled in the school or will have a child enrolled in the school during their term in office. Parent-member elections shall be staggered so that approximately fifty percent of the parent-members stand for election in a given year. Educator-members also serve two-year terms. The Central Davis PTA president’s or co-presidents’ term coincides with his and/or her term as PTA president/co-president.

Commencing with the 2017-18 school year, in order to ensure that elected members are properly representing their constituents, any parent- or guardian-member who fails to attend at least half of the scheduled council meetings during a single school year will be deemed to have vacated their position, regardless of the reasons for the excessive absences. Additionally, any parent- or guardian-member who no longer lives within school boundaries, no longer has a child attending the school, and no longer otherwise meets the eligibility requirements to serve on the council shall automatically be deemed to have vacated their position upon concurrence by the principal and the chair and/or vice-chair. The vacant position will be filled in accordance with the procedures below.

(3) Election Procedures, Non-Election Vacancies – Elections for parent-members and educator-members, including qualifications and notice requirements, will be conducted as outlined in Utah Code Ann. § 53A-1a-108. CDCC shall determine a proposed timetable of specific dates for the annual fall elections the preceding spring at the final CDCC meeting of the school year.

Should a CDCC member vacate their position before his or her normal term of office expires, or if vacancies remain after an election, then the parent-members of CDCC shall appoint a qualified parent or guardian of a Central Davis student (“community member”) to fill any parent-member vacancies and the educator-members shall appoint a qualified educator to fill any educator-member vacancies. The new member shall serve the remaining portion of the term for which they were appointed.

(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 recuse themselves from any vote on the matter and shall refrain from debate on the matter, but may be invited to participate in the discussion at the discretion of the council. 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.