

**Central Davis Junior High Community Council Meeting
Minutes
April 11, 2019
4:30 p.m.
Central Davis Junior High**

In Attendance: Conducting – Kyle Roche, Chair, Parent-Member

Dr. Lori Hawthorne, Principal

Celia Larson, Vice-Chair, Parent-Member

Nicole Roche, Secretary, Parent-Member

Jen Zierenberg, PTA Representative

Tobin Hagen, Parent-Member

Daniela Harding, Parent-Member

Kelli Harrison, Parent-Member

Kathleen Peterson, Parent-Member

Jay Yahne, Parent-Member

Michelle Downard, Teacher-Member

Visitors: Amy Thompson, Administrative Intern

Absent: Stephanie Kay, Teacher-Member

1. Welcome

The meeting began at 4:38 p.m. Chair Kyle Roche welcomed the members of the Central Davis Community Council (CDCC).

2. Approval of the March 14, 2019 Minutes

Chair Kyle Roche presented the proposed minutes for the March 14, 2019 meeting. A motion was made by Parent-Member Jay Yahne to approve the proposed minutes. It was seconded by Parent-Member Kelli Harrison. The motion passed without objection.

3. Review and Final Vote for the 2019-2020 School Improvement Plan (SIP)

Chair Kyle Roche discussed the Davis School District *Learning First!* meeting and what occurred at the meeting. Most everything previously proposed by the council made it into the SIP. Some changes include information Dr. Hawthorne received at the District Technology Refresh meeting which affected how much money was spent on technology as the District will be paying for quite a bit. “Mini Grants” are no longer an acceptable category and will now be called “Rollover”. The school is still waiting on information concerning AmeriCorps.

Projected new funding for 2019-2020: \$120,542.00

Estimated carryover from 2018-2019: \$24,683.00

Total projected funding for 2019-2020: \$145,090.00

Total planned expenditures for 2018-2019: \$145,077.00

Total estimated carry over to 2020-2021: \$103.00

Next year's goals are:

Goal 1 – Academic Success and Improvement:

Over the course of the 2019-2020 school year, teachers will draft clear learning targets and collect student examples of success criteria (academic testing improved) on various levels of achievement for each DESK Standard, with an emphasis in core classes which will include those listed: Reading, Mathematics, Writing, Technology, Science, Fine Arts, Social Studies, Health, and Foreign Language.

Measures to determine progress/successful completion of the goal: We will use comparisons of end-of-level testing as available to show student improvement. We will look at improved end-of-level student test scores to see the advancement made through improved teaching methods. For DESK Standards, teachers will draft learning targets, success criteria, rubrics, and/or teacher developed exemplars. Over the course of teaching a standard, teachers may also collect student exemplars that demonstrate various levels of success. These will be posted to a shared working space. Evidence of progress/successful completion of the goal will be measured by the items in the shared working space. We can also gauge the articulation of learning targets and success criteria using observation scores of 3 or above from Evaluate Davis I the following areas: P2—design instruction to meet or exceed DESK Standards; Lesson aligns with Desk Standards; T1—Articulates learning goals, content, instructions, and expectations clearly; Learners know what they are supposed to be learning and why, and learners know what they are supposed to do and when to do it; C3—Provides specific, timely, and ongoing formative feedback to inform students of progress; Learners receive specific and immediate feedback.

Action Plan: Teachers will be given the option to either earn a stipend or pay for a substitute as they engage in creating rubrics, learning targets, and success criteria for standards-based grading. Additionally, teachers will create and/or curate exemplars to guide students to positive outcomes in their course work. The budget allocation for this action step is \$4,625.00 in salaries.

Budget Category	Expenditures <i>Behavior, Character Education, Leadership</i>	Expenditures <i>Academic</i>	Description
Salaries & Benefits	\$	\$4,625.00	Stipend or substitute for teachers to collect or create exemplars/success criteria
Total	\$	\$4,625.00	

Goal 2 – College and Career Ready:

93% of 9th graders will exit Central Davis Junior on track for graduation (7+ credits). 93% of all 7th and 8th graders will pass all classes. This will apply to both core and elective classes to truly honor the full scope of the curriculum.

Measures to determine progress/successful completion of goal: Grades at end of each term; credit deficiency reports

Action Plan: Central Davis Junior High will use LAND Trust funds to support classroom instruction by purchasing supplies or materials, particularly for teachers new to Central Davis, subject to Community Council approval (\$23,000.00). Additionally, Central Davis Junior High will support

student learning through tutoring/remediation/credit recovery programs such as the Cub Skills Classes (\$20,000.00), Special Session tutoring (\$7,500.00), and using AmeriCorps or other mentors (\$20,000.00). Special Education students will take a field trip (\$150.00) to a local college/university to see the opportunities available to them as they continue to improve their skills and knowledge through these programs.

Budget Category	<i>Expenditures Behavior, Character Education, Leadership</i>	<i>Expenditures Academic</i>	Description
Salaries & Benefits	\$	\$47,500.00	Cub Skills Teacher Assistants (may include AmeriCorps); Special Session Tutoring
Transportation/Travel	\$	\$150.00	College Campus Visit
General Supplies	\$	\$23,000.00	Classroom Supplies
Total	\$	\$70,650.00	

Goal 3 – Positive and Productive Life:

Central Davis Junior High School will enhance the learning opportunities for students in the classroom with continued improvements in supplies, materials, experiences, and technology to promote participation in educational programming as measured by equal or increased participation in elective courses and school-sponsored opportunities.

Measures to determine progress/successful completion of the goal: First, we will gather 2018-2019 elective and school sponsored activity end of year participation numbers. During the 2019-20 school year, we will collect the number of students eligible for and/or participating in elective course offerings and/or honors courses and school-sponsored activities, such as VEX, fine arts programs, athletics, mock trial, Latinos in Action, Math team, NAL, We the People, History Day, mock interviews, etc. Successful completion of the goal will be measured by proportional equal or increase in the number of students participating in these offerings.

Action Plan: Central Davis Junior High will use Land Trust funds to enhance learning opportunities for its students by funding improvement in the general education program, extracurricular programs and offerings, technology, and elective programs and offerings in the following ways: \$1,200.00 for Reality Town, \$2,100.00 for VEX Robotics and TSA, \$18,000.00 for Audio Enhancement, \$1,252.00 for projectors, \$11,505.00 for cloud books and computer storage/charging carts, \$4,200.00 for orchestra instruments, \$22,400.00 for band instruments, \$3,200.00 for graphing and scientific calculators, \$620.00 for Hi-Lo books, \$825.00 for two different Scholastic Magazines, \$1,500.00 for 7th grade Collections classroom textbooks, \$1,500.00 for New library books with an emphasis on biographies, \$1,500.00 for books to be used in conjunction with the Diverse Book Challenge.

Budget Category	Expenditures <i>Behavior, Character Education, Leadership</i>	Expenditures <i>Academic</i>	Description
General Supplies	\$	\$63,857.00	Reality Town; VEX and TSA; Audio Enhancement; computer charging/storage carts; projectors, cloud books/carts; orchestra instruments; band instruments; calculators
Textbooks	\$	\$2,945.00	Hi-Lo Books; Scholastic Magazines; Collection text
Library Books	\$	\$3,000.00	New library books (emphasis on biography); books for Diverse Book Challenge
Total	\$	\$69,802.00	

Dr. Hawthorne informed the CDCC that the legislature had allocated money through a new program to each district that would be an average of approximately \$100.00 per student. This money can be used at the discretion of the administration and does not have the same restrictions as LAND Trust funds. It may therefore be possible to use these funds for items such as the Mock Interview clothing.

Parent-Member Jay Yahne made a motion to approve the 2019-2020 SIP. A roll call vote was held. The 2019-2020 SIP was approved.

Kyle Roche	Yay	Michelle Downard	Yay
Celia Larson	Yay	Stephanie Kay	Absent
Nicole Roche	Yay		
Tobin Hagen	Yay	Jen Zierenberg	Yay
Daniela Harding	Yay		
Kelli Harrison	Yay	Approved	11
Kathleen Peterson	Yay	Not Approved	0
Jay Yahne	Yay	Absent	1
Lori Hawthorne	Yay		

Chair Kyle Roche and Dr. Hawthorne thanked the CDCC for their work and support on the SIP.

4. **Proposed Bylaw Amendment: Statutory Clarification and Accounting**

Chair Kyle Roche presented recent changes to the State of Utah's statutes concerning community councils. Community councils are no longer responsible for preparing the SIP. The school administration is now responsible for preparing the SIP with input from the community council. The community council is still responsible to ensure that Trust Land funds are used responsibly.

It was proposed at a previous meeting that an accounting be provided by the administration at every meeting. This was suggested in one of the training videos provided by Davis School District. Chair Kyle Roche provided the proposed language for the new CDCC bylaw amendment.

There was discussion of the new bylaw and questions were asked about the process and the frequency of the reviews. Parent-Member Jay Yahne felt that the accounting reviews were responsible and warranted but was concerned on whether they would be too taxing for Dr. Hawthorne. Dr. Hawthorne explained they needed to be done and they were not an issue. Parent-Member Jay Yahne made a motion to approve the bylaw amendments as proposed. The motion was seconded by Parent-Member Kathleen Peterson. The motion passed without objection. A copy of the bylaw amendments as passed are attached to the end of these minutes.

5. Fall 2019 Elections Timeline

By statute, community council elections must be held either in the fall or spring consistently for at least four years. Central Davis has traditionally held elections in the fall. The question was raised if elections should be moved to the spring or remain in the fall. It was determined that elections would remain in the fall. Three parent-member seats will be open, with the possibility up to five parent-member positions open in the fall.

According to statute, community councils must follow strict guidelines concerning elections. Nominations must be open ten days prior to the election. Should an election be necessary, it must be open at least two days. Secretary Nicole Roche volunteered to manage the nominations and election. Chair Kyle Roche asked that dates concerning scheduling community council nominations and elections be determined at the discretion of the outgoing chair and administration as has been done the past two years. Parent-Member Jay Yahne made a motion to give discretion to the outgoing chair and administration concerning the setting of 2019-2020 elections. The motion was seconded by Vice-Chair Celia Larson. The motion passed without objection.

6. First 2019-2020 Meeting Schedule

Chair Kyle Roche explained the timeline between elections, some statutory deadlines for posting information to both the school and LAND Trust website, and the first meeting of the CDCC. In consideration of this, the date of September 26, 2019 was suggested for the first meeting. Parent-Member Jay Yahne made a motion to approve September 26, 2019 as the first CDCC meeting of the 2019-2020 school year. The motion was seconded by Parent-Member Daniela Harding. The motion passed without objection.

7. District Accreditation

As the district prepares for accreditation in the fall, more information will be made available. Please be aware of the process and of the strategic plan and vision.

8. MTSS – Lunchtime Activities: Recommendations

Central Davis Junior High has begun implementing a Friday lunchtime activity sponsored by the PTA to promote inclusion. Several suggestions were made for activities for the Friday activity.

“New Friends Friday” was suggested to help students make new friends at lunch and foster inclusion.

9. Known Issues/Items for Next Issues

The next meeting is scheduled for May 9, 2019 at 4:30 p.m.; however, the council has addressed all anticipated issues for the remainder of the year at this time. Chair Kyle Roche recommended that he will call for agenda items as always approximately two weeks prior to the May 9 meeting, but if there are no items, he will recommend canceling the meeting and not reconvening until fall. The council agreed with this course of action.

Chair Kyle Roche thanked all of the CDCC council members, both outgoing and continuing, for their help and support this year. Parent-Member Jay Yahne thanked Chair Kyle Roche for his service as chair.

Known issues for the September 2019 meeting should include accreditation.

8. Adjournment

Parent-Member Jay Yahne made a motion to adjourn. The motion was seconded by Parent-Member Tobin Hagen. The motion passed without objection. The meeting adjourned at 5:42 p.m.

CDCC Bylaw Amendments – April 11, 2019

(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. §§53F-2-404, 53G-7-1202, 53G-7-1203, 53G-7-1204, 53G-7-1206, 53F-2-404 53G-7-1305, and administrative rule.

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(5) Meetings – All CDCC meetings will comply with the notice requirements of Utah Code Ann. § 53G-7-1203. 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.

At each CDCC meeting, the principal or their designee shall provide an updated accounting of the current year's funding status for the school, including the balance of expenditures, what monies remain encumbered, and any remaining unspent funds.

Discussion and/or debate of any item in any council meeting shall be limited to no more than ten minutes; however, should additional time for discussion and/or debate be required, the council may vote to suspend the ten-minute rule to allow for additional time.

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[Notes to proposed amendments: The proposed amendments to Section (1) place the order of the statutes in sequential order and add a new Utah Code section due to the creation of the Teacher and Student Success Program, which replaces the traditional School Improvement Plan while still requiring community council input on the new Program. The proposed amendment to Section (5) adds a requirement for a current LAND Trust funds accounting to be presented by the school administration at each council meeting.]