

Central Davis Junior High Community Council Meeting
Minutes
September 26, 2019
4:30 p.m.
Central Davis Junior High

In Attendance: Conducting – Kyle Roche, Acting Chair, Parent-Member
 Dr. Lori Hawthorne, Principal
 Nicole Roche, Acting Secretary, Parent-Member
 Melissa Wayment, PTA Representative
 Tobin Hagen, Parent-Member
 Daniela Harding, Parent-Member
 Kelli Harrison, Parent-Member
 Celia Larson, Parent-Member
 Jana Pendleton, Parent-Member
 Kathleen Peterson, Parent-Member
 Michelle Downard, Teacher-Member
 Spencer Hadlock, Teacher-Member

Visitors: Ken Maynard, Parent

1. Welcome and Introductions

The meeting began at 4:34 p.m. Acting Chair Kyle Roche welcomed the members of the Central Davis Community Council (CDCC) to the first meeting of the 2019-2020 school year. Kyle Roche asked that all members introduce themselves.

2. Approval of the April 11, 2019 Minutes

Acting Chair Kyle Roche presented the proposed minutes for the April 11, 2019 meeting. A motion to approve the proposed minutes was made by Parent-Member Tobin Hagen. It was seconded by Parent-Member Daniela Harding. The motion passed without objection. Principal Lori Hawthorne mentioned that at the State School Board Audit in the spring the minutes had received a commendation. Parent-member Daniela Harding also complimented the minutes.

3. Current LAND Trust Accounting

Acting Chair Kyle Roche turned the time over to Dr. Hawthorne to provide a current accounting of the LAND Trust funds. Dr. Hawthorne presented the LAND Trust expenditures as of September 25, 2019.

Goal #1:

Budget Category	Expenditures	Description	To Date
Salaries & Benefits	\$4,625.00	Stipends or substitute for teachers to collect or create exemplars/success criteria	\$0.00
Total	\$4,625.00		

Goal #2:

Budget Category	Expenditures	Description	To Date
Salaries & Benefits	\$47,500.00	Cub Skills Teacher Assistants (may include AmeriCorps); Special Session Tutoring	Total encumbered for four Teacher Assistants: \$36,797.21 Leaves \$10,702.79
Transportation/Travel	\$150.00	College Campus Visit	Will be May 15 or 19, 2020
General Supplies	\$23,000.00	Classroom supplies, subject to further CC approval	
Total	\$70,650.00		

Central Davis did not include the AmeriCorp grant this year; this amount includes the two additional AmeriCorp mentors. Cub Skills is primarily for ninth grade students. The AmeriCorp mentors primarily help eighth grade students and seventh grade students that are identified later in the year. The \$10,702.79 will be used for Special Session tutoring, such as math tutoring later in the year.

Goal #3

Budget Category	Expenditures	Description	To Date
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	\$36,14.23*
Textbooks	\$2,945.00	Hi-Lo Books; Scholastic Magazines; Collection text	\$2,503.51*
Library Books	\$3,000.00	New library books (emphasis on biography); books for Diverse Book Challenge	\$0.00
Total	\$69,802.00		

Budget	Actual to Date*
\$1,200.00 for Reality Town	\$0.00
\$2,100.00 for Vex Robotics and TSA	\$520.00
\$18,000.00 for Audio Enhancement	\$15,735.31
\$1,252.00 for projectors	\$0.00

\$11,505.00 for cloudbooks and computer storage/charging carts	Paid for from FY 2019 Funding (allotment will need to be reallocated)
\$4,200.00 for Orchestra instruments	\$3,620.76
\$22,400.00 for Band instruments	\$16,838.16
\$3,200.00 for graphing and scientific calculators	\$0.00
\$620.00 for Hi-Lo books	\$621.21
\$825.00 for 2 different Scholastic magazines	\$375.80
\$1,500.00 for 7 th grade Collections classroom textbooks	\$1,506.50 (purchased 23)

There is \$11,505.00 available to be reallocated due to having enough carryover to cover the cost of the cloudbooks and computer storage/charging carts. It was suggested that money be used for fall teacher grants.

Dr. Hawthorne answered questions concerning the funds. Anticipated audio enhancements came in under budget; however, many teachers are still in need of audio enhancements. "Leftover" funds for Band and Orchestra will be used for other expenses like instrument maintenance.

Acting Chair Kyle Roche reminded the CDCC that some funding rules have changed. The council can no longer budget for "mini grants"; it is now considered "carryover". However, there is a danger if the council is consistently carrying a sizable "carryover" that the overall annual budget may be cut.

4. **Accreditation**

Schools in the district that have been selected for accreditation visits have been announced. Central Davis Junior High was not selected as a school to be visited.

Dr. Hawthorne did forward on names of parents to the district office who may possibly be contacted by the accreditation team, including Tobin Hagen. It is unknown if these parents will be contacted or not.

This is a great opportunity for our district. The district is very proud that we do a district-wide accreditation as opposed to ninth through graduation. Dr. Hawthorne encouraged the CDCC to look at the District Strategic Plan and the six pillars. She explained how this plan is being used in the district.

5. **Orientation/Council Training**

Acting Chair Kyle Roche explained outlined some of the training options for community councils. There is a live, state-sponsored training offered on November 7 from 6-8 pm at Centennial Junior High. Those who have attended in the past have found them very worthwhile.

CDCC watched the training video found at:

https://www.youtube.com/watch?v=88dw5vN_pXg&t=117s

Some follow-up questions were asked about the Teacher and Student Success Action (TSSA) Plan mentioned in the training video. These are additional funds given to each school to be used as the school determines. Central Davis decided to use the funds for salaries for teachers who teach a Study Skills class that is offered during every period.

A parent member raised concerns about the study skills curriculum. Dr. Hawthorne briefly addressed these concerns.

Acting Chair Kyle Roche clarified the change in statute that the community councils will no longer be responsible for drafting the School Improvement Plan (SIP). The SIP is now drafted primarily by the administration with the community council providing input and funding the plan. Dr. Hawthorne clarified, however, that it is her intent to continue to partner with the council in drafting the SIP and that in practice she anticipates very little will change.

6. Proposed Bylaw Amendments: Membership and Secretary's Duties

Acting Chair Kyle Roche explained the reason behind the proposed bylaw amendments including issues brought up by an audit by the State Schoolboard in the spring. Some of the concerns seem to be the "sliding scale" number of members; the number of members need to be defined. The other concern was that the PTA representative is a voting member but not elected as part of the council. Acting Chair Kyle Roche stressed how important the input of the PTA is for the CDCC, citing examples from last year, and encouraged the PTA representative to still attend.

Additionally, a clarification of the duties of the council secretary regarding keeping the roll appeared warranted.

Acting Chair Kyle Roche asked for any questions or comments. Parent-member Daniela Harding asked about the need for role call vote in the bylaws for budgetary items given a comment from the spring audit. Acting Chair Kyle Roche said he was willing to draw up the language for role call vote for the next meeting.

Parent-member Celia Larson made a motion to approve the two proposed bylaw amendments. Parent-member Kelli Harrison seconded the motion. The motion passed unanimously.

The amended bylaws will be published on the Central Davis website. The changes will not affect the size of the council this year, but next year.

7. Schedule Remaining Meetings for the Year

According to statute, the community council must have at least six meetings scheduled per year and posted on the website.

There was discussion as to a day change and time change. It was decided to keep the meetings on Thursdays at 4:30.

In addition to the current meeting, the following dates were selected for this year's CDCC meetings: November 14, January 9, February 6, March 12, April 9.

Acting Chair Kyle Roche made a motion to approve the proposed dates. Parent-member Daniela Harding seconded the motion. The motion passed unanimously. Meetings will be added or cancelled as needed.

8. **Officer Elections**

There are three leadership positions open for the CDCC: chair, vice-chair, and secretary. Acting Chair Kyle Roche opened nominations for chair. Parent-Member Daniela Harding nominated Kyle Roche to be the Central Davis Community Council Chair. The nomination was seconded by Parent-member Kelli Harrison. Kyle Roche accepted the nomination. No further nominations were made. Kyle Roche was unanimously approved as Chair.

Parent-member Celia Larson nominated Parent-member Daniela Harding as Vice-Chair, who declined the nomination. Parent-member Nicole Roche nominated Kelli Harrison as Vice-Chair. Daniela Harding seconded the nomination. Kelli Harrison accepted the nomination. Kelli Harrison was unanimously approved as Vice-Chair.

Dr. Hawthorne nominated Parent-member Nicole Roche as Secretary. Parent-member Daniela Harding seconded the nomination. Nicole Roche accepted the nomination. Nicole Roche was unanimously approved as Secretary.

Parent-member Tobin Hagen thanked those who were willing to serve.

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

Chair Kyle Roche introduced a parent visitor, Ken Maynard. Chair Kyle Roche reminded the CDCC that while this issue was not on the current agenda, the council could hear the issue but could not take any action at present. Mr. Maynard expressed his concerns about the Central Davis dress code following an incident his daughter had with it. He was concerned that his daughter was removed from the learning environment and had to wait for a parent to bring her a change of clothes. Last year, the CDCC began to address a review of the dress code, but ultimately no action taken. The current CDCC expressed interest in readdressing the issue. Dr. Hawthorne volunteered to send out a survey to teachers whereby she would be able to present results to the CDCC at the November meeting so that the dress code could be on the November agenda. Many on the CDCC expressed their sympathy to Mr. Maynard's daughter.

The time frame for Fall teacher grant proposals was discussed. The Fall teacher grant proposals will open on October 1 and close on November 3. Chair Kyle Roche will send out the applications for the CDCC to review prior to the November meeting.

The next meeting is scheduled for November 14, 2019 at 4:30 p.m. Chair Kyle Roche will call for agenda items as always approximately two weeks prior to the meeting. Known issues for the next meeting include the Fall teacher grants and the dress code.

8. **Adjournment**

Parent-Member Kathleen Peterson made a motion to adjourn. The motion was seconded by Vice-Chair Kelli Harrison. The motion passed without objection. The meeting adjourned at 6:12 p.m.

CDCC Proposed Bylaw Amendments – September 26, 2019

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(2) Composition of Council, Voting Rights, Term of Office – Effective with the 2020-2021 school year, CDCC shall have a minimum of seven and no more than ten six parent or guardian-member (“parent-member”) positions, which is a reduction from the eight parent-members serving at the beginning of the 2019-2020 school year, and shall have a minimum of three and no more than five educator–member positions, comprised of the Central Davis principal and two licensed teachers. 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, non-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.

[Note: The proposed changes are the result of a spring 2019 State LAND Trust audit performed at a separate DSD school with substantially similar bylaws, where the issues of the PTA president having voting rights and a “sliding” number of council members were raised. While not specifically flagged during the CDJH audit, it is anticipated that they would be if noticed, and therefore this is prophylactic in nature.]

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(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 and roll for all members and visitors present at CDCC meetings, and shall assemble the minutes as a record copy.

[Note: The proposed change is to clarify the council secretary’s duties.]

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