

**Central Davis Junior High Community Council Meeting  
Minutes  
November 14, 2019  
4:30 p.m.  
Central Davis Junior High**

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

**1. Welcome and Introductions**

The meeting began at 4:34 p.m. Chair Kyle Roche welcomed the members of the Central Davis Community Council (CDCC).

**2. Approval of the September 26, 2019 Minutes**

Chair Kyle Roche presented the proposed minutes for the September 26, 2019 meeting. A motion to approve the proposed minutes was made by PTA Representative Melissa Wayment. It was seconded by Teacher-Member Michelle Downard. The motion passed without objection.

**3. Current LAND Trust Accounting**

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 October 21, 2019.

**Goal #1:**

Academic Success: Over the course of the 2019-2020 school year, teachers will draft clear learning targets and collect student examples of success criteria on various levels of achievement for DESK Standards, with an emphasis in core classes.

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
<b>Total</b>	<b>\$4,625.00</b>		

Goal #2:

College and Career Ready:

- 93% of ninth grade students will exit Central Davis Junior High on track for graduation (7+ credits).
- 93% of seventh and eighth graders will pass all classes.

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 for tutoring)
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	
<b>Total</b>	<b>\$70,650.00</b>		

Goal #3

Positive and Productive Life: Central Davis Junior High 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.

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	\$39,538.38
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	\$2,513.33
<b>Total</b>	<b>\$69,802.00</b>		

Budget	Actual to Date*
\$1,200.00 for Reality Town	\$690.15
\$2,100.00 for Vex Robotics and TSA	\$1,062.00

\$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 (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	\$1,592.00
\$620.00 for Hi-Lo books	\$621.21
\$825.00 for 2 different Scholastic magazines	\$375.80
\$1,500.00 for 7 <sup>th</sup> grade Collections classroom textbooks	\$1,506.50 (purchased 23)
\$1,500.00 for new library books with an emphasis on biographies	\$1,441.59
\$1,500.00 for books to be used in conjunction with the Diverse Book Challenge	\$1,071.74

4. **Proposed Bylaw Amendment: SIP Roll Call Vote**

Chair Kyle Roche explained that as a result of the Spring 2019 School Board audit it was proposed at the last meeting by Parent-Member Daniela Harding that the CDCC add a bylaw requiring a Roll Call vote on financial items. Chair Kyle Roche presented the proposed Bylaw Amendment and opened the floor for discussion.

There was discussion as to the necessity of having a roll call vote on all financial items or controversial items. Chair Kyle Roche suggested a roll call vote on financial items or upon motion by any member. A substitute bylaw amendment was offered by Parent-Member Daniela Harding, who moved to approve the following amended language: "While a formal roll call vote is generally not necessary for the regular business conducted by CDCC, any final vote directly related to the disbursement of funds shall be conducted by a roll call vote, with each member's vote individually recorded in the minutes. Additionally, a roll call vote shall be conducted upon a motion and second by any members of the council." The motion was seconded by Vice-Chair Kelli Harris. The motion passed unanimously.

5. **Dress Code Update**

Chair Kyle Roche turned the time over to principal Dr. Hawthorne for the Dress Code Update. Dr. Hawthorne asked for time to rework the Dress Code Survey so that it will be ready after Winter Break. Once the results from the survey are collected, a subcommittee comprised of CDCC and PTA members will meet, and their preliminary recommendations will then be sent to the CDCC, followed by the JSSC.

Chair Kyle Roche asked for any interested in serving on the subcommittee to volunteer. Vice-Chair Kelli Harrison, Parent-Members Daniela Harding, Celia Larson and Jana Pendleton, and Teacher-Members Michelle Downard and Spencer Hadlock volunteered.

**6. Study Skills Curriculum**

Chair Kyle Roche turned the time over to Parent-Member Daniela Harding who expressed concern over the curriculum for the Study Skills class. She compared her children’s experiences in their Study Skills classes. The more recent experience – last term – one of her children had Study Skills. She admires the teacher’s passion; there was a good deal of content in the class, but this came with a good deal of homework. She has since transferred her student out due to her student’s stress level. She felt she and the teacher parted on good terms. She truly wanted to thank Dr. Hawthorne for sitting down with her and the time spent exploring the situation and the initiative in addressing the issue. There is no set curriculum for Study Skills generally. Other schools do not have the Study Skills class option. Dr. Hawthorne met with other teachers of the Study Skills class to determine what was being taught.

Dr. Hawthorne has asked Mrs. Kershaw to lead a subcommittee to write a curriculum for the class. She has asked them to come up with a 45-day curriculum for consistency. They would like to pilot the new curriculum in the second semester. Since the class is offered for credit to ninth graders, there must be curriculum to count towards elective credit. Hopefully, the class is developing healthy study habits and reflective of academic skills.

**7. Teacher Grants**

Fall Teacher Grants were presented to the CDCC. The CDCC was reminded to follow the School LAND Trust Programs – Appropriate Expenditures according to Law 53G-7-1206(4)(1) and State Board Rule R277-477-4. The funding had already been set aside under the current School Improvement Plan to be used in conjunction with and furtherance of this year’s goals.

The funds available are under Goal #2: \$23,000.00 allocated for General Supplies and under Goal #3: \$11,505.00 that was originally for Cloudbooks but was covered by other funding. This is a total of \$34,505.00. There are additional funds that may be applied: for example request #10 from Shawn Gardner is a request for audio enhancement for \$2,330.00 and there is \$2,264.69 left in the audio enhancement budget in Goal #3.

Additionally, request #1 by Katie Barber had iPad and Apple TV funded, she is only asking for \$100.00. Request #3 by Kristine Starkey was for furniture which is not allowed according to State Board Rule R277-477-4. The request has been withdrawn.

The following requests were submitted:

Teacher/Dept.	Description	Expenditures	Funded
1- Katie Barber	My goal is to get technology so that I can enhance student learning, have more involvement with students on an individual basis and be able to freely walk around the classroom while working on engaging all students. I want to be able to write notes/example problems and be able to display them for students to follow along and then save the notes for student who are absent. Being able to freely walk the classroom to monitor students and be able to help while also updating things on the board for students in order to have all working regardless of their level of the math. I need any technology that is capable of doing this, but after talking with Melissa I would like an Apple TV, iPad and Apple Pencil.	<del>iPad \$310</del> <del>Apple TV \$190</del> Apple Pencil \$100  *The iPad and Apple TV were funded via alternative means.	\$100.00

2 - Science Dept.	We would like to have a classroom set of functional calculators. We have purchased cheap calculators from dollar stores etc. and they do not last. We use calculators to determine density, probability, physics equations, and in chemistry situations.	Classroom set of TI-30X Calculators 40 @ \$15.99 Total: \$639.60	\$639.60
3- Kristine Starkey	Request for Furniture	Withdrawn due to State Board Rule R277-477-4	
4 - Brooke Pendleton	I am requesting 20 laptops/cloud books and a cart or charging station for my room. Both of these items are a need. I currently teach 4 homework classes and we are having to interrupt Mrs. Hicken's room multiple times and carry laptops up and down stairs etc to access online materials. Most classes have work on Canvas and online and a computer is needed for each student. When the bell rings, students run to return their computer. We have not had any actual stolen or broken ones yet, and it is difficult to keep track of computers that are not in my classroom. As far as which ones we get , it does not matter much to me. I just need students to be able to have a device and do what is required on them for all of their classes. so I am fine with cloud books or laptops.	20 cloudbooks and cart \$5,560.00  Or  20 laptops and cart \$12,000	\$5,560.00
5 -Courtney Hicken	I would like to add additional books to my classroom library for special education students. Each of the proposed books are at varying lower lexiles and interests in hopes that my struggling readers can find something they can both understand and enjoy.	Two Copies of Each of the Following (Each price is for 2) Crash \$12.58 Time Warp Trio \$11.80 Spaceman \$21.90 The Pinballs \$13.88 The Barn \$12.92 Middle School the Worst Years of My Life \$19.36 Princess Academy \$15.98 Skeleton Creek \$19.99 Hoot \$15.98 The Halloween Tree \$11.98 Ghost \$14.38 Ella Enchanted \$13.58 Code Talker \$14.38 Cinder \$29.56 Catherine, Called Birdie \$7.50 Brian's Winter \$18.52 The Boys in the Boat \$19.78 Boy: Tales of Childhood \$13.78 Bomb \$23.38 Black Star, Bright Dawn \$14.76 All Quiet on the Western Front \$11.52 The Adventures of Tom Sawyer \$10.00  Total: \$347.77	\$347.77
6 - Colleen Gardner	In the Essential Elements class we teach the students how to function socially. Taking the students out into the public settings is one way to model and practice how everyone should act in society.	3 field trips - \$100.00 for entry fees Total--\$300.00 3 field trips - \$100.00 for each bus Total -- \$300.00  Total: \$600	\$600.00
7 - Jason Campbell	I would like to purchase 50 iPads, 50 Logitech crayons, 50 iPad cases, and 60 stylus holders that attach to the cases for students in class. I currently have 13 iPads that students without devices can use in class to access canvas, Nearpod, and MyDSD. I would like use these devices for theory/sight singing, music and daily journals. Instead of the cost of printing/using so much paper for music, packets, journals etc. if students could use an iPad to access music and use the Logitech crayons to notate their music, we could save so much on paper costs as well have access to online tools like the ability to record individual students while the group sang together and better assess individual needs, draw on their music without damaging the paper, etc. In theatre students	It's \$3,020 for a 10-pack of iPads (this includes the MDM fee of \$8 per device). So, for 50 the total is \$15,100. ipad storage cart - \$1,300. Logitech pencils- 60 (\$4,100) 50 ipad cases- \$500 50 stylus holders- \$500  Total: \$21,500.00	\$21,500.00

	could share scripts (instead of printing) write in notes with the Logitech crayons, access scripts to study. access documents on canvas on a device big enough to easily read.		
8 - Christine Wolf	Smart Music Subscriptions for every band student that plays a woodwind or brass instrument (percussion does not use the program). This allows each student to be "tutored" at home on their band music and technique exercises. It also allows them to take performance assessments at home and turn them in electronically. We also need individual tuners for each student. This personal tuner attached to each instrument allows the students to evaluate their individual intonation tendencies while still playing with the ensemble. This is an amazing way to bring concrete clarity to the often abstract concept of intonation. The price of \$55 a tuner makes it cost prohibitive for many students, so I would like a classroom set. I can obtain the tuners for a significant discount with a DonorsChoose Grant as well.	SmartMusic Program- \$2,212.00  Classroom set of Tuners- \$2,795.00  Total: \$5,007.00	
9 - Delain Orth	We need a printer that will print 11" x 17". I would like to purchase a HP DesignJet Printer for the Tech and Engineering Department. This printer will be used for students to print large format prints for class and also for TSA CTSO Competitions.	The cost for the HP DesignJet Printer is \$2105.00 with toner at \$35.98 for black and \$19.98 for each color. Paper for the printer is \$5.95 for the 11x17 size and \$159.00 for a roll of paper.  Total: \$2,365.87	
10 - Shawn Gardner	Add voice assist to all 3 rooms in the shop area. Right now we have 1 system that plays in all 3 rooms. Many time there are 2 teachers in the building so you can't use the voice assist	\$2,330.00	All but \$65.31 to be funded from existing audio enhancement budget
11 - Viator, Hortin	Our department has some great I pads that we use for picture references, but when it comes to getting them on canvas they are just not capable. It would be a great tool to have a few laptops in class. We could do interactive lessons and really use canvas in the classroom. If we had at least 10 laptops in class would allow for group work projects using online tools like adobe creative cloud. I have used Canvas for reading articles, step by step drawing references and Youtube videos that we follow in class.	1,000 -36 bay cart 305 per cloud book 10 = 3050.00  Total: \$4,050.00	
12 - Amberly York & Kristine Brant	We would like a set of iPads or laptops for the FACS classes to use. It is difficult to have a lot of the individualized learning that the district talks about without easy access to technology. We currently have four iPads, so it would be nice to have 32 additional iPads. We would also need a cart to store and charge them in.	\$308 for each iPad \$1000 for the cart  Total: \$10,856.00	
13 - Susanna Rabe	The purpose and goal is to provide students a learning experience with fetal pigs to increase their understanding of body systems and organization.	28 double injected fetal pigs which cost \$15.33 (\$429.42 total). With \$50.00 for shipping.  Total: \$480.00	\$480.00
14 - Bryan K. Lay	I would like to have 20 TI-84 plus graphing Calculators for my 9th grade Special education Math students to be able to have the graphing calculator for their use while doing 9th grade math curriculum. I would also like to have 20 new TI 30 IIs to replace the fourteen calculators that are in the class at this time.	Total: \$4,320.00	
15 - Shari Miller (Counseling Dept)	In today's global, knowledge-based economy, preparing each student for college and career readiness is the gateway to social mobility and better lifetime opportunities. Our goal, as CDJH Counselors, is to inspire all students to, and prepare them for, post-secondary	\$299.00 + \$9.99 S&H/per Kit; 3 Kits Needed  Total: \$930.00	\$930.00

	educational opportunities through individual student planning, career pathways, and career literacy. Each year, counselors collaborate with our CTE teachers to deliver 17 lesson plans designed to support students in self-discovery to “figure out who they are while they decide what they want to become.” The Utah State Board of Education implemented changes for SY 2020 discontinuing the use of the 17 CDA lessons plans counselors used in past years when updating the College & Career Awareness Strands and Standards. Counselors have been provided the autonomy to present material of their choice which focuses on school individual needs vs. state needs. Strand 4 Standard 3 states, “Students will explore various financial needs and risks associated with the costs of different education programs. CDJH Counselors agree that the Claim Your Future game will be an effective, interactive and motivational tool for our 7th grade students to explore education after high school, future careers, and money management.		
16 - Victoria Green, English Department	I am asking for 80 microphone headsets to split between the department for student use with computers.	The cost per unit is \$14.69 with the bulk pricing. Pricing provided through Amazon purchasing.  Total: \$1,175.22	
17 - Susanne Kershaw	I need an iPad system to replace my mobi (mobile teaching delivery method). I project my notes (which match the student notes) and am able to walk around the classroom as I teach. It helps streamline the information to give more time for me to work individually with students.	iPad - \$308.00 Apple TV \$179.00 Apple Pencil \$95.00 Explain Everything App \$25 (for one year)  Total: \$597.00	\$597.00
18 - Michelle Downard	My want is 20 snap circuit kits for my Physics with Tech classes. This aligns with the Physics core for the students to learn about electricity and circuits.	Each kit costs \$19.99 on Amazon. 20 Kits would allow students to work in groups of 2.  Total: \$400.00	\$400.00
19 - Spencer Hadlock / Barbara Packer	The World Languages department would like to buy headphones with microphones on them for enhanced use on the computers. Having the microphones allows us to be able to give presentational speaking assignments and tests to students and be able to hear their responses.	TENLUBEN Gorsun Stereo Lightweight Foldable Corded Headphones \$15.99 (36x)  Total: \$575.64	\$575.64
20 - Stephanie Stewart	I would like to purchase a seismometer for our Science Department. Educational seismometer would promote awareness of earthquake activity not only here in Utah but around the world. Giving us an opportunity to use real time data and real-world example of earthquakes. 7 <sup>th</sup> and 8 <sup>th</sup> Science as well as Earth Science SEED strands all include investigating earthquakes, collecting data and mitigating hazards caused by earthquakes.	Vertical School Seismometer \$700.49, Seimometer Dust Cover \$148.85, laptop computer approx \$350.00.  Total: \$1,199.34	
		Total	\$31,730.01

After much discussion it was decided to fund the following requests: 1, 2, 5, 6, 7, 13, 15, 18, 17, 19, and 4 at the lower amount for a total of \$31,730.01.

Additionally, request 10 for audio enhancement will be filled from the current audio enhancement budget. (An additional \$65.31 may be needed from other sources.)

Parent-Member Nicole Roche raised a concern over #11. Based on her knowledge as a computer prep teacher, Cloudbooks aren’t able to run Adobe Creative Cloud. Parent-member Tobin Hagen, a graphic designer by trade, concurred. Both suggested that alternative solutions be sought for these teachers.

All the applicants that submitted for the Fall Teacher Grants will not need to resubmit for consideration for the Spring Teacher Grants unless they would like to amend their requests.

A motion was made by Parent-Member Celia Larson to fund request numbers 1, 2, 5, 6, 7, 13, 15, 18, 17, 19, and 4 (at the lower amount) for a total of \$31,730.01 of the Fall Teacher Grants. Parent-Member Nicole Roche seconded the motion. A roll call vote was held.

Kyle Roche – yay	Tobin Hagen – yay	Michelle Downard - yay
Dr. Lori Hawthorne – yay	Daniela Harding – yay	Spencer Hadlock - yay
Kelli Harrison – yay	Celia Larson – yay	
Nicole Roche – yay	Jana Pendleton – yay	Yay – 12
Melissa Wayment – yay	Kathleen Peterson – yay	Nay – 0

The motion was approved unanimously. Dr. Hawthorne will notify the teachers.

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

The next meeting is scheduled for January 9, 2020 at 4:30 p.m. Chair Kyle Roche will call for agenda items as always approximately two weeks prior to the meeting. There were no known issues for the January meeting.

8. **Adjournment**

Parent-Member Daniela Harding made a motion to adjourn. The motion was seconded by Teacher-Member Michelle Downard. The motion passed without objection. The meeting adjourned at 5:48 p.m.

## CDCC Proposed Bylaw Amendments – November 11, 2019

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(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.

While a formal roll call vote is generally not necessary for the regular business conducted by CDCC, any final vote directly related to the disbursement of funds shall be conducted by a roll call vote, with each member's vote individually recorded in the minutes. Additionally, a roll call vote shall be conducted upon a motion and second by any members of the council.

All community members as defined above are welcome to attend and observe CDCC meetings.

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**[Note: The proposed change is a result of the spring 2019 audit conducted by the State LAND Trust Office.]**