

Central Davis Junior High Community Council Meeting

Minutes

October 1, 2020

4:30 p.m.

Main Meeting

In Attendance: Conducting – Kyle Roche, Past Chair, Parent-Member
Dr. Lori Hawthorne, Principal
Marion Gorder, PTA Representative
Michael Lambert, Parent-Member
Celia Larson, Parent-Member
Jana Pendleton, Parent-Member
Nicole Roche, Parent-Member
Rachel Cowgill, Teacher-Member
Spencer Hadlock, Teacher-Member

Absent: Tobin Hagen, Parent-Member
Kelli Harrison, Parent-Member

1. Welcome

The meeting began at 4:36 p.m. Past-Chair Kyle Roche welcomed the members of the Central Davis Community Council (CDCC). The members of the CDCC introduced themselves. Dr. Hawthorne and Past-Chair Roche explained that Mr. Roche would conduct the meeting until the new council officers were elected later in the meeting.

2. Approval of the April 9, 2020 Minutes

Past-Chair Roche presented the proposed minutes for the April 9, 2020 meeting. A motion to approve the minutes as presented was made by Dr. Hawthorne. The motion was seconded by Parent-Member Celia Larson. The motion passed without objection.

3. Current LAND Trust Accounting

Past-Chair Roche turned the time over to Dr. Lori Hawthorne to provide a current accounting of the LAND Trust funds. Due to the COVID-19 pandemic and resulting (hopefully temporary) practical limitations, funds for several line items last year were not spent but can hopefully be spent this year. Parent-Member Celia Larson asked if this would create an issue due to the annual carryover restrictions. Dr. Hawthorne observed that the CDCC did an excellent job in allocating funds for the current year and minimizing carryover last year, so this will not approach carryover limits.

The accounting provided was through June 30, 2020 due to the lack of spending one month into the year, although Dr. Hawthorne offered to provide further clarification as needed.

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	Allocation	Description
Salaries & Benefits	\$4,625.00	Stipends or substitute for teachers to collect or create exemplars/success criteria
Total Spent:	\$4,529.23	

As of June 30, 2020, four of eight departments had submitted evidence.

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	Allocation	Description
Salaries & Benefits	\$47,500.00	Cub Skills Teacher Assistants, Mentors, Tutoring: Cub Skills TAs: \$17,149.94 Cub Skills Summer Remediation: \$1,049.49 Mentoring: \$14,841.56 After School Tutoring: \$271.33 Total: \$33,312.32
Transportation/Travel	\$150.00*	College Campus Visit – COVID cancelled
General Supplies	\$23,000.00	Fall 2020 mini-grants (see below)
Unspent Plan Refresh	\$11,505.00	
Total Available	\$34,505.00	
Total	\$82,155.00	

Mini Grant Awards	Actual Spent through 6/30/20
Hicken – Classroom Library (\$350)	\$348.42
Pendleton – cloudbook & cart (\$5,560)	\$5,589.00
Barber – Apple Pencil (\$90)	\$89.00
Kershaw – iPad, Apple Pencil, Apple TV (\$597)	\$567.00
Campbell – iPads, cart, Logitech crayons, iPad cases, pencil holders (\$21,500)	\$20,673.91
Counselors – Curriculum (\$930)	\$906.95
Hadlock – headphones and microphones (\$575)	\$573.04
Downard – electricity & circuits (\$400)	\$419.80
C. Gardner – field trips (\$600)	\$251.10
Starkey – calculators (\$640)	\$639.90
Rabe – fetal pigs (\$480)	\$0.00*
Total	\$30,022.22

* Due to COVID-19, we were unable to have these experiences.

- Mrs. Pendleton has requested the 2021 Council allow her to use these funds for the exact same purpose, but in the 2021 school year

- Ms. Rabe has requested the 2021 Council allow her to use these funds for the exact same purpose, but in the 2021 school year

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	Allocation	Description
General Supplies	\$63,857.00	Spring 2019 Grants (see below) Total Spent: \$50,618.62
Textbooks	\$2,945.00	Hi-Lo Books; Scholastic Magazines; Collections text (see below) Total Spent: \$2,950.08
Library Books	\$3,000.00	New library books (emphasis on biography); books for Diverse Book Challenge (see below) Total Spent: \$2,626.13
Total	\$69,802.00	

Budget	Actual to Date*
\$1,200.00 for Reality Town	\$1,174.50
\$2,100.00 for Vex Robotics* and TSA	\$1,243.15
\$18,000.00 for Audio Enhancement Includes Fall audio enhancement	\$18,065.31
\$1,252.00 for projectors	\$1,263.68
\$11,505.00 for Cloudbooks and computer storage/charging carts	Paid for from FY 2019 Funding (see Goal #2)
\$4,200.00 for Orchestra instruments	\$4,184.85
\$22,400.00 for Band instruments	\$23,095.43
\$1,600.00 for graphing and scientific calculators	\$1,592.00
\$1,445.00 for Hi-Lo books and Scholastic	\$1,439.81
\$1,500.00 for 7 th grade Collections classroom textbooks	\$1,510.27
\$1,500.00 for books to be used in conjunction with the Diverse Book Challenge	\$1,218.49
\$1,500 for new library books with an emphasis on biographies and diversity	\$1,407.64

*Mr. Gardner has requested the 2021 Council allow him to use the funds in the 2021 school year for additional VEX equipment as part of this experience was unavailable due to COVID-19.

4. **Bylaw Amendment – Virtual Council Meetings in Emergencies**

Past-Chair Roche explained that the Utah Open Meetings Act was essentially silent on the issue of virtual meetings prior to the beginning of the COVID-19 pandemic. The Utah State Legislature adopted new requirements after the April 2020 CDCC meeting. The proposed bylaw would allow for CDCC to conduct virtual meetings in an emergency without an “anchor location” – some physical location where at least some members meet. The proposed bylaw would also allow for some members to attend virtually if unable to attend in person while the majority of the council still meets traditionally.

A motion to approve the proposed bylaw as written was made by Parent-Member Michael Lambert. The motion was seconded by Teacher-Member Spencer Hadlock. The motion passed without objection. (A copy of the bylaw is attached at the end of these minutes.)

5. **2020-21 Officer Elections**

There are three leadership positions open for the CDCC: chair, vice-chair, and secretary. Past-Chair Kyle Roche opened nominations for chair. Parent-Member Michael Lambert nominated Kyle Roche to be the Central Davis Community Council Chair. The nomination was seconded by Dr. Hawthorne. Kyle Roche accepted the nomination. No further nominations were made. Nominations were closed. Kyle Roche was unanimously approved as Chair.

Chair Roche nominated Parent-Member Kelli Harrison, who was excused from the meeting, to be the Vice-Chair. Parent-member Michael Lambert nominated Parent-Member Celia Larson as Vice-Chair. Dr. Hawthorne seconded the nomination of Celia Larson. Celia Larson accepted the nomination. Nominations were closed. As the nomination of Parent-Member Kelli Harrison was not seconded, her nomination failed. Celia Larson was unanimously approved as Vice-Chair.

Vice-Chair Larson nominated Parent-Member Nicole Roche as Secretary. Parent-member Michael Lambert seconded the nomination. Nicole Roche accepted the nomination. Nominations were closed. Nicole Roche was unanimously approved as Secretary.

6. 2020-21 Meeting Schedule

According to statute, the community council must schedule at least six meetings scheduled per year and post them on the website.

There was discussion as to a day change and time change. It was decided to generally attempt to have the meetings on the first Thursday of the month at 4:30 p.m.

In addition to the current meeting, the following dates were selected for this year's CDCC meetings: November 5, January 7, February 4, March 10 (Wednesday), April 8, May 6.

Chair Roche made a motion to approve the proposed dates. Vice-Chair Larson seconded the motion. The motion passed unanimously. Meetings will be added or cancelled as needed.

7. Orientation/Council Training

Chair Roche outlined some of the training options for community councils. There will be various virtual trainings coming up over the next several weeks. CDCC watched the most recent training video found on the state website, conducted by Natalie Gordon from the state's Trust Lands office.

8. Known Issues/Items for Next Meeting

The dress code will need to be addressed at a future meeting, as Dr. Hawthorne would like recommendations from both the CDCC and JSSC. This will potentially occur at the November meeting.

A discussion of the school safety plan will occur at a future meeting.

Vice-Chair Larson shared a parent concern regarding staff communication with students on the importance of wearing masks and how this is handled. Dr. Hawthorne appreciated this being brought to her attention and will address it with staff.

9. Adjournment

Vice-Chair Larson made a motion to adjourn. The motion was seconded by Teacher-Member Spencer Hadlock. The motion passed without objection. The meeting adjourned at 5:52 p.m.

Parent-Member Meeting:

In Attendance: Conducting – Kyle Roche, Chair, Parent-Member
Dr. Lori Hawthorne, Principal
Michael Lambert, Parent-Member
Celia Larson, Parent-Member
Nicole Roche, Parent-Member

Absent: Tobin Hagen, Parent-Member
Kelli Harrison, Parent-Member
Jana Pendleton, Parent-Member

1. Welcome

The meeting began at 5:54 p.m. Chair Kyle Roche welcomed the parent-members of the CDCC.

2. Parent-Member Vacancy Discussion

Chair Roche reviewed the Central Davis Junior High Bylaws which state that in the event of a vacancy, parent-member shall fill parent member vacancies on the council and teacher-members shall fill teacher member vacancies. Chair Roche informed the parent-members that Parent-Member Tobin Hagen had just resigned his seat in the middle of his term as he no longer had children at the school and wanted to give someone else with a student currently at the school the opportunity to serve. This resignation was widely expected based on prior discussions with the CDCC. Chair Roche asked the Council's opinion as to whether the vacancy should be re-opened in an application process or if the parent-members wished to look to the runners-up in the recent election. The candidate with the highest vote count not to be elected in the recent election cycle, Daniela Harding, had already expressed interest in serving remaining one year in the open seat.

The Council felt that the election had been promoted very thoroughly and as no other inquires had been made since the election, it would be appropriate to look to the next highest vote recipient to fill the vacancy.

Based on the parent-members' discussion, Chair Roche made a motion to fill the one-year vacancy immediately. The motion was seconded by Parent-Member Michael Lambert. The motion passed without objection. Chair Roche will notify Ms. Harding of the decision.

3. **Adjournment**

Vice-Chair Celia Larson made a motion to adjourn. The motion was seconded by Teacher-Member Spencer Hadlock. The motion passed without objection. The meeting adjourned at 6:01 p.m.

CDCC Bylaw Amendment – October 1, 2020

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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.

Consistent with the Utah Public and Open Meetings Act, Utah Code Ann. § 52-4-101 et seq., CDCC may conduct a meeting by electronic means in a manner otherwise consistent with these bylaws and state law, so long as:

- (a) there exists a substantial risk to the health and safety of those who would otherwise be physically present at the meeting;
- (b) the chair, or the vice-chair in the absence of the chair, and the principal jointly make a written finding that there exists a substantial risk to the health and safety of those who would otherwise be physically present at the meeting, and state the facts supporting such a finding, with said finding to expire not more than thirty (30) days after signing; and,
- (c) the appropriate notice to both the council members and the public of how to participate and/or observe the meeting is provided.

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