

Peruvian Park School Community Council Meeting
Thursday, September 18, 2014 – 3:15 pm
Peruvian Park Library/Media Center

MINUTES - FINAL

*Attending: Leslie Jewkes, Debbie Alexander, Merinda Reeder, Jennifer Crane,
Emily Anderegg, Stacie Weatbrook, Stacey Kratz, Desiree Martinez*

Absent: Elisha Swenson, Lisa Prokop

I. Welcome/Call to Order/Public Comment

Jen Crane, Vice Chair, opened the meeting. No public comment.

II. Approve Minutes

Minutes were approved by 5/5 members present.

III. Make Appointments for Vacant Positions –

1. Stacey Kratz was nominated, seconded, and appointed by 5/5 members present.
2. Stacie Wheatbrook was nominated, seconded, and appointed by 5/5 members present.

Merinda Reeder arrived. With two appointments there are now 8 voting members present which is reflected in these minutes.

IV. Elect Officers –

Chair: Stacey Kratz nominated by Jen Crane, seconded. Elected by 8/8 members.

Vice Chair: Jen Crane nominated by Merinda Reeder, seconded. Elected by 8/8 members.

Secretary/Treasurer: Emily Anderegg nominated by herself, seconded. Elected by 8/8 members.

V. Adopt Rules for Order and Procedure

1. Our council will follow modified rules of parliamentary procedure which will allow for a more informal style but will allow all members the chance to speak.
2. Members who would like their comments documented specifically with their name in the minutes will simply state, “For the record” when they begin their remarks.
3. We will vote on required items and all votes will be recorded in the minutes. The chair will announce any motions or nominations, along with the second, and the final vote result to help the secretary more easily take note of these details.

4. Raising hand is optional and may be used to signal the chair or a lengthier speaking turn.
5. Before moving to another item, the chair will ask for any further comments or discussion on the item currently being discussed.

VI. Adopt Timeline –

Aug: Announce/Post Elections and Candidate Forms

Sep: Elect Officers, Approve Meeting Schedule, Adopt Rules, Adopt Timeline, Approve/Ammend Bylaws, Review Spring test data, Post meeting schedule, Post Membership Roster

Oct: Post Summary of last year’s plan implementation, results, expenditures. Official Principal reports (Membership, Assurance, Final Report on last year’s plan)

Nov: Complete Fall Training, Review Fall test data if available

Jan: Mid Year Summary of Expenditures and Progress Reports

Feb: Review Mid-Winter data if available, Outline School Improvement Plan, customize other plans (Professional Development, Reading Achievement) as needed for next year

Mar: Finalize School Improvement Plan and any other plans (Professional Development, Reading Achievement) as needed for submission, Outline meeting schedule for next year, Make assignments for August election notices

Motion to adopt by Stacey Wheatbrook. Seconded by Merinda Reeder. Adopted by 8/8 members.

Note: 2014 Fall training from the School LANDTrust is scheduled from 6:00-8:00pm on Wednesday November 12th at Bennion Junior High in Taylorsville, 6055 S 2700 W.

VII. Finalize Yearly Meeting Schedule –

The council will meet the following Thursdays of the following months:

September 18, 2014

October 30, 2014

November 13, 2014

January 22, 2015

February 26, 2015

March 26, 2015

Meetings will be held at 3:15pm in the Library.

Motion to adopt by Emily Anderegg. Seconded by Merinda Reeder. Adopted by 8/8 members.

VIII. Review changes for 2014 (Handout)/Handout School Board Rules for SCC

The secretary read through the changes for 2014 posted on the LANDTrust website and mentioned where to find the School Board Rules.

IX. Approve/Ammend Bylaws –

There are some old bylaws. It is time to adopt new ones. We will review the old bylaws and the Park City High School bylaws and produce a draft for review prior to October meeting. We will adopt bylaws at that time.

X. Review Spring Test Data

Principal Jewkes explained the Building Leadership Team (BLT) and its role in reviewing school data. The school data includes new information to show movement of students going up or down rather than just student numbers in each category.

The reading data indicates there are improvements where Tier II students that are meeting with the intervention assistants are improving in reading performance. Reading data also shows some areas of concern.

1. Students “well below benchmark” are not progressing as well as the “below benchmark” (Tier II). Mrs. Jewkes will be meeting with her Special Ed leader to discuss improvements in this area.
2. Borderline Students falling from “at benchmark” to “below benchmark” are not keeping up with new targets. Teachers will begin regularly monitoring borderline “at benchmark” student progress. Intervention assistants will continue to regularly monitor “below benchmark” student progress.
3. Fluency and comprehension test results are not matching. Students may be reading fast, but they are not always understanding.

There is notable improvement in the Math data showing that several students are moving from “below benchmark” to “benchmark” status. Math data shows no areas of real concern at this time.

XI. Publicity – Steps we can take to get more awareness and involvement from parents and teachers

Fliers. We will distribute at least one flier to go home with each student. This flier will introduce and explain briefly the School Community Council and LANDTrust funds and invite parents to become involved. It will also announce the meet and greet.

Emails. We will need to create our own email list so we don’t clog up mailboxes and overshadow important school messages. Stacey Kratz will contact PTA to facilitate this.

Principal Jewkes included the SCC meeting in her weekly schedule email and that should be adequate going forward to announce meetings. It is suggested we spell out "School Community Council" in all notices to improve name recognition.

Meet-and-greet with Steve Wrigley (Canyons School Board Rep). We will host Steve Wrigley and ask him to come during Parent Teacher Conferences on Wednesday, October the 8th. Two half-hour sessions beginning at 5:00pm and 6:00 pm. He will take the first 15 minutes to introduce himself and talk about the School Community Council and how parents can work with the School Board and the School Board's role in our School Improvement Plan. Emily Anderegg will contact him to finalize the date and time. We will plan to show a LANDTrust video for the last 15 minutes.

Principal Jewkes mentioned the possibility of having a sign made for this even that we could use on a recurring basis.

Surveys. We will plan a survey midyear to find out what parents know about SCC, how parents are feeling in our school community, what academic and environment improvements they would like to see, questions they might have, etc. We like the SurveyMonkey tool that the PTA used. This would be a helpful survey to complete before our plans are due. (Note: we may want to find a way to get teacher input here, at least from the BLT)

XII. Additional Items

1. Principal Jewkes asked the council to review the "Managing Student Behaviors" and "Code of Conduct" and be prepared to advise on these plans at the next meeting.
2. Council reviewed the Surrounding Neighborhood Access Plan (SNAP). Motion to approve the plan by Emily Anderegg, Seconded by Merinda Reeder. 7/8 members approved the plan. Stacie Wheatbrook is not happy with the plan and the council discussed continuing problems, limitations, and possible solutions.
3. Principal Jewkes' office will be moved to accommodate a sick room in the office.

XIII. Assignments

All members will email their contact preference, "email, phone, or both" to secretary to update membership roster.

Jen Crane will contact absent members to see if they plan on being members this year and contact secretary so she can update the membership roster if necessary.

Principal Jewkes will provide copy of old bylaws to secretary for review and distribution.

Emily Anderegg will mark up PCHS bylaws and email to council one week prior to October meeting.

Principal Jewkes will email the council with the Building Leadership Team (BLT) members with a short description of duties.

Stacey Kratz will coordinate with PTA to ask parents for permission to receive SCC information.

Stacie Wheatbrook will prepare a flier to inform parents about SCC, opportunities, and the upcoming meet-n-greet with our School Board rep Steve Wrigley.

Emily Anderegg will contact Steve Wrigely about date and time for meet and greet.

All members will review the "Code of Conduct" found under the Information tab of the school web site and the "Managing Student Behaviors" packet that was handed out.

XIV. Next Meeting-Looking Forward

Scheduled for October 30, 2014. Plan to approve bylaws. Advise on Managing Student Behaviors" and "Code of Conduct". Review Final Reports for last year's plans. Review this years plan, funds we received and expenses to date.