

# Bingham High School

## School Community Council Agenda - Approved

Date: Thursday, October 5, 2017

Time: 6:39 PM

Location: Media Center

### 1) Welcome and Introductions – Chuck Baggett

#### a. New members were recognized as:

- Heather Berube
- Norman Black
- Deborah Brown (Teacher)
- Heidi Calder
- Becky Cragun (late application, vote to approve membership was unanimous)
- Alisa Horton
- Becky Swain

#### b. Members signed in as present:

- Teresa Atherley
- Chuck Baggett
- Heather Berube
- Norman Black
- Renae Brady (Counselor)
- Deborah Brown (Teacher)
- Heidi Calder
- Becky Cragun
- Kari Hall
- Alisa Horton
- Todd Hunter
- Kristy Ives
- Sheri Mattle
- Jennifer Nehmer
- Christen Richards-Khong (Principal)
- Sharon Richins
- Becky Swain
- Bryan Veazie (Assistant Principal)
- Rebecca Wells (Teacher)

#### c. Members not in attendance:

- Leesa Hunter
- Tina Shaw

#### d. Guests:

- Anthony Godfrey (Associate Superintendent)
- Tracy Miller (Board Member)
- Marilyn Richards (Board Member)
- Geoff Cox (Administrative Intern)

e. Minutes from last meeting were approved via email and posted on school website.

2) Leadership Position Elections – Chuck Baggett (**Code and policy**)

a. Council Chair – Sets the agendas for meetings and addresses any other pertinent needs of the Council, leads and manages the meetings, works directly with school administration to set meeting agendas and address community concerns.

- Nominations: Chuck Baggett – Second nomination and all in favor.

b. Council Vice-Chair – Supports the Chair and fills in if and when Chair is not available.

- Nominations: Todd Hunter – Second nomination and all in favor.

c. Meeting Minutes Recorder – Records and creates the minutes of the meetings.

- Nominations: Tina Marcus – Second nomination and all in favor.

3) General Business and Announcements – Bryan Veazie (**Code and policy**)

a. Contact Information Verification/Update. New members are indicated by an \*.

- Please review for accuracy. If an error is made, please make correction on your form and hand to B. Veazie and he will update records.

b. School Children’s Trust Training Opportunities (see flyer)

- Provided through State and District. Training is not mandatory; however, this is well organized and extremely informative. Highly recommend attending one State and one District training.

f. Access to LAND Trust Law, Rule, and Policy

- In lieu of copies being produced and distributed, members were referred to [www.schoolandtrust.org](http://www.schoolandtrust.org). Website provides the latest and most updated versions of codes and rules.
- Members were also informed of SCC resources made available by the district at [www.jordandistrict.org](http://www.jordandistrict.org) – Search - School Community Council Resources.

4) Required Training of SCC – Bryan Veazie (**Code and policy**)

a. Video – Earning for Education (State)

- B. Veazie sent all members an email with required training video links. Request was for all members to view video and bring any questions or concerns to first meeting. Any feedback or questions? The time we had to review was successful. Members liked the approach and felt it was a way to save meeting time.

b. PPT – Overview of the SCC (District). Provided in advance via email. Member majority reviewed the PPT. There were no questions or need for discussion.

c. Rules of Order and Procedures

- Copy provided to each member. Request to vote on amending or adopting the Rules of Order and Procedures from the previous year for use this school year. Any motion? Teresa Atherley motioned to approve as is. Motion was seconded by Heather Berube. All in favor with no questions or requests for amendments. Clarification requested from Becky Swain - who can speak and who cannot at meetings? As per Rules of Order, parents need approval from Chair to have a voice; however, they may attend. All meetings are open to the public. It will be determined at the beginning of the meeting if a guest will be given a voice. If a member of the public wishes to address the council, they must contact a member of the Council and request to address the Council at the next meeting. If it is after the agenda is posted, but at least 24 hours before the meeting, the Council will address the patron at the beginning of the meeting and if needed the concerns will be added to the agenda of the following meeting. Parents have attended in the past and our goal is to make them feel welcomed.

- Question from Norman Black on Rule of Order to appoint an Interim Chair to transition from one year to the next. It was explained that this was established to have someone available to work with the school during the summer months and to set the agenda for the first meeting of the new year, at which point a new Chair is elected.

## 5) Important Reviews – Bryan Veazie (**Code and policy**)

### a. Expenditures from 2016-2017 SY

- Official district level report was provided to each member along with an expense summary report generated by B. Veazie. Both reports match in funds spent and funds carried over. Anyone is welcome to have access to full expense reports for review at any time.
- Questions from various Council members regarding expenses related to ACT and ACT Preparation.
  - ACT preparation manuals are provided to those who sign up for the ACT preparation courses. Do the books get beat up/damaged? That is a possibility, but all books are currently in good repair.
  - Do you feel we need to invest money into this every year or do we wait? Funding for ACT preparation and materials is allocated with the LAND Trust Plan each year. Manuals will be added and/or replaced as needed. Funding not used for materials is used for ACT preparation or is carried over the next year.
  - ACT scores are extremely important and money to assist in preparing our students to do well on the ACT is money well spent per Norman Black.
  - Teresa Atherley explained to new Council members that the Bingham High School funds the Pre-ACT for sophomores and proctors the ACT for juniors.
  - Do parents opt out of testing for ACT? The test is not mandatory, however it is not part of the “opt-out” process for standardized testing. We had approx. 810 juniors eligible for testing last year. Approximately 10 did not complete the pre-fill on the ACT. According to the ACT Profile Report, 769 student tests were scored and are included in the data.
  - Do we have a comparison on the impact of the ACT preparation efforts? Students can choose to participate in classes to take before the test. We are constantly looking at ways to expand the access of the prep courses to more students without sacrificing the quality of the preparation. The average scores have gone up slightly in the past two years. Students can take it as many times as they would like to seek a higher score. Colleges look at the highest score, not the number of times taken.

### b. LAND Trust Plan for 2017-2018 SY

- A hard copy of the plan was provided to each Council member. The plan is also available on the school website and in the main office upon request. Please review. This was finalized and approved in March and nothing will change unless the plan is amended and approved by the current Council. What factors influence the carry-over amount? When we create the plan and establish a budget, we have to factor in benefits for salaries of the teachers that are paid for with LAND Trust funds. We don't know which benefits will be taken and have to assume teachers will subscribe to the full benefits available. Our budget is usually higher than the actual amount spent and that results in a carry-over.

### c. Draft to Approval to Final

- FYI - Anytime we have minutes or agenda, the initial distribution will be sent in draft form. Once voted on and approved, it becomes final and is posted on the school website.

6) Bond Impact / School Projects – Chris Richards-Khong (**Information**)

a. Review of how recent bond benefited BHS.

- We have survived a recent remodel to our gym area. Leaking issues in stadium and adjacent dressing/locker rooms was resolved. Turf was replaced, stadium was expanded, dressing/locker rooms were redesigned and remodeled, heating and cooling systems on the east side of the school were upgraded. Railing is higher than the line of sight for handicapped patrons, but this was done as a safety issue, according to code.
  - Teresa Atherley had a question regarding pathway for band equipment. Plans for remodel included a gate that was overlooked. District will be adding the gate prior to the next season.
  - Football carts/golf carts are whipping through the concession stand area. Administration will talk to advisors over the programs using the carts and discuss safety protocol and supervision. The administration would request that when patrons are at an event and notice a concern, they would request that it be reported to administration so it can be addressed immediately.
  - Water issue – Tracy Miller and Marilyn Richards walked through the building last spring to review the state of the facilities and the impacts various issues were having on instruction and safety. CRK expressed staff appreciation for their willingness to take time to do this.
  - Decreased safety issues and will work with other groups.
  - Why are flags not at half-staff? The flags in front of the school are. The flags on the football field were an oversight. There is no set protocol for if and when the custodial staff removes or leaves up the flags on the field. We have a JROTC program that will begin conducting a regular flag ceremony and educating students on the importance of respecting the flag. Great opportunity for our school to have the JROTC course available to students.

7) Bingham Accreditation Action Items – Bryan Veazie (**Information**)

- a. A summary presentation, which was shared with the faculty in opening meetings, of the final accreditation report from AdvancED was provided to each Council member. Allows us to compare the results of our internal review with the Accreditation team's external review. Findings of the external review reinforced what we already know about the school, where we are, and what we need to do moving forward. A summary of "powerful practices" and "improvement priorities" was shared. Current PLC work and professional development within the school caters nicely to addressing the improvement priorities identified by AdvancED.
- b. C. Richards-Khong noted that, as a school, we have yet to fully understand the value of common assessments in gathering quality student achievement data. Identified this and are aware of this.
- c. Todd Hunter – How is the accreditation process used in comparison to progress reports generated at the state level? Are we as a Council doing the best job that we can to support success in the school? It was discussed that the state progress reports are somewhat inconsistent and are ever changing with regards to how progress is being measured. State progress reports do, however, allow us to compare our success rates with that of other schools with similar demographics. The accreditation process allows us to not only compare ourselves with other schools throughout the state, but also throughout the nation as well as internationally. The state reports focus on results and the accreditation process focuses more on the operation of the school and the model used for academic success.

8) District Requests/Compliance - Chris Richards-Khong (**Code and policy**)

a. Safe Technology Use (HB 213 and Board Rule R277-491)

- An overview was provided – HB 213 focuses on digital citizenship, teaching students healthy behaviors and working to provide adequate security/safeguards throughout our building. Technology is a big part of our LAND Trust Plan. Assemblies on Internet safety training have been held throughout the years with one scheduled for January 2018. Filters placed by the district are very tight and restrictive. Sometimes the filters are too restrictive, preventing teachers from accessing certain sites needed to provide instructional activities. Approval to access these sites can be obtained, but getting approval can be a lengthy process. We cannot control what is being accessed on private devices through data, but students do often report violations and the administration addresses these infractions. Anthony Godfrey stated that Bingham is as good if not better than anyone in district when it comes to technology, infrastructure, and maintenance. Thanks Jeff Mackay for your efforts.

b. Wellness Policy (District Policy AA446)

- District has a specific wellness policy that refers to nutrition services and physical activities within the schools. We do have frequent audits from district level nutrition services, as well as stated and federal inspectors. Last year, our food services and our vending options received great feedback. Sugary drinks and snacks are available. However, there are restrictions on access to those items during the school day. Our cafeteria offers a wide variety of food choices and our vending machines also include healthy options. Physical activities are available in our classes, extra-curricular programs, and clubs. There are a wide variety of options for our students to get involved with that promote physical activity. Produce at school is being wasted per Kari Hall. Students are required to take a fruit and/or vegetable as per federal program mandates. Concern was expressed about the quality of the produce being served. CRK has been to the cafeteria and feels as if the produce looks and tastes good. A request was made for students and parents to provide us with specific information related to concerns with food being provided. We welcome feedback. Principal's Roundtable is a great forum for discussions related to school lunch. It was also suggested that something be done to address the length of lunch lines.

c. Code of Conduct (District Policy AA419)

- Specifically addresses our prosocial and antibullying efforts. This policy is available on the school and district website. The school has simply adopted the policy as established by the district.

9) Community Concern - Track Access - Sheri Mattle (**Action Item**)

a. A patron was angry that the track was locked up and not opened to the community.

- Why is our track not accessible? B. Veazie contacted this patron to discuss his concerns and to explain rationale for current policy and practice related to track access. Patron was understanding. B. Veazie explained the process for requesting track access and welcomed the patron to contact the school when track access was wanted.
- When are they trying to access it? Mornings during the week or Saturday mornings. In order to facilitate access and provide supervision, we require that our school groups submit a facility use request. Patrons really need to go through a similar process so we can keep our facilities secure, in good repair, and available to our student groups.
- The community can use the track and is welcomed to do so
- Schedules fluctuate, but we typically try to have the track opened at 5:30 a.m. and it usually remains open until around 10:30 p.m.

- Which gate is opened? North gates are opened for students and patrons if available. Please communicate with the school at the main office to request track to be opened. Safety and security are reasons our school is not opened to the public at all times. Access is limited or an area is reserved and we will try to accommodate patrons.
- Rental for patrons is available through the district.
- Sign that includes access protocols was recommended. We do not allow access to the sports fields or tennis courts as groups will be using these areas and they need to be in good repair.
- Recommendation was made to consult with the district and seek legal counsel on what the school's liability is when community members, non-students, use school facilities (especially the track) for non-school sponsored activities.
  - Does there need to be a consent form or liability waiver?

10) State of BHS – Chris Richards-Khong (**Standard agenda item**)

a. **Review w/CRK**

- Boy's golf
  - Girl's tennis
  - Shakespeare – 2<sup>nd</sup> place
  - Band preview – getting ready to tour in California
  - Volleyball
  - Football – Hunter this week
  - Cross Country Region – Friday - State to follow
  - Copperton White washed of the “B” – Open to everybody. Fundraising to install lighting of the “B”.
- b. P/T conference – split version – appointments in early day and general session in hallways in evening. Kristy Ives – appointments in evening were requested. This will be reviewed at the school level.
- c. Parking permits distribution – senior open access for a period of time and juniors by a drawing. Additional permits were given out from the waiting list as we reviewed availability.
- d. Homeless population – principal's pantry of food items and toiletries. Homeless liaison was hired at the school. Food for weekends, laundry needs, etc. are provided through McKinney Vento Program. SBO's helped with fundraising, product sorting, and distribution at the district level. Our newspaper is doing a feature on our new Homeless liaison and the services available to our homeless population. Burlington coat factory, along with Rachel Ray donated 1,000 coats to the district. Every school has a McKinney Vento program.
- e. Golden gate club will be feature on Channel 4.
- f. Feelings on report cards? Propose a hard copy of report card featuring all four quarters at the end of the year and making the quarterly report cards accessible through Skyward only. How do you feel about this proposal? This was not an item where a vote is necessary, but the general consensus was in support of new distribution plan.

11) Comprehensive Guidance – Renae Brady (**School program compliance**)

- a. Pamphlet handed out. Language arts classroom visits on college and career readiness. Monday – college day from various colleges in Utah.
- b. Oct 30 – Nov 3 Utah College Application Week. 1<sup>st</sup> and 2<sup>nd</sup> of Nov. seniors will come to media center with Language Arts teachers. College reps as well as military recruiters will be helping and answering questions. Some colleges will waive application fee. Information was provided ahead of time with a request to fill out sheets that are needed in advance.

- c. Nov. 2<sup>nd</sup> 6 – 8 p.m. – FASFA completion night. Parents are strongly encouraged to come and fill out FASFA and apply for the pin number. Skylert will be sent out. Juniors are not applying for college until their senior year. They can apply for a few scholarships, but most are available during their senior year.

12) Report on Mathematics – Becky Wells (**LAND Trust update**)

- a. Review from last year, 856 students actually attended and signed in to the tutoring program. Approx. 648 hours of tutoring were provided in 2016-17. One student came in for approximately 20 hours. All students should sign in and take advantage of the services offered through the tutoring program provided. This year we have had 101 students already sign in. Posters are up – suggestion on a more visible space on the BHS website. State of the department – 14 teachers of which 1 is new to the school. 7 of the 14 teachers are on extended contracts (equivalent to 1 additional teaching position). PLC – math has focused on core curriculum. Essential standards are being written for each course. Efforts are being made to pace in common and to assess in common.

13) Report on Science - Deborah Brown (**LAND Trust update**)

- b. 1 position in Physics/Chemistry was added to the Science department thanks to funding from LAND Trust. Physics class sizes are being reduced. This is one of the goals of the LAND Trust program. What is the limit? Most classes within the Science department are set at 34-36 students. Comment was made that some classes are full and others are in the teens. This is one of our biggest challenge that results from Arena Scheduling. Focus was on reducing class sizes in Biology. Hiring another teacher in Physics/Chemistry allowed us to shift assignments and offer more Biology classes. Question was asked about the possibilities of setting lower caps and adjusting them incrementally to keep a better balance within the classes. Our stakeholders have been resistant to this approach because a class might be full when their student enrolls and a seat might open up for someone who registers before them. In addition, there is not a function in Skyward that allows this as an option. It is cost prohibitive and too large scale to manage manually with staff.

14) Report on Technology – Jeff Mackay (**LAND Trust update**)

- a. 40 + year old building offers daily challenges.
- 16 closets – working
  - Recently acquired Chrome Book labs currently in circulation have been well received and are used daily for every class period. Two more have been ordered with LAND Trust approved funding.
  - Laptop labs will be phase out over several years and replaced w/ Chrome Book labs. Google Docs is used in lieu of Microsoft Word and is adequate for meeting educational needs.
  - Combining with other funding sources, 8 new mobile Chrome Book labs have been ordered and will start to arrive within the next few months.
  - Waiting for our new wireless system to be installed to support wireless function.
  - Life of existing devices is being extended by upgrading hardware components and installing windows 10. Devices with Windows 10 boot up much faster than those with windows 7.
  - Every teacher and staff computer with I-5 processor.
  - 6 new interactive projectors have been installed in Math department.
  - New marque is up and running.
  - Summary – 890 mobile devices including laptops, I-Pads, and Chrome Books. . (Disbursed in 38 carts). 226 Chrome Books – only 1 failure to date. 470 devices in hard-

wire labs – 12 different locations. 240 admin/staff computers and 150 Ipads that are now outdated. Apple no longer providing updates.

- 1750 devices in building for faculty, staff, and student use.
- We have two computer programming classes in the Math department and interest continues to grow. JSD guest wireless has a very limited capacity.

Meeting adjourned at 9:37 pm.



**NEXT MEETING – TUESDAY, DECEMBER 5, 2017**