

Westland Elementary School Community Council 2016-2017

October 3, 2016

9:00 a.m. – 9:55 a.m.

Faculty Room

ATTENDEES: Barb, Sara, Shellie, Kerri, Nikki, Neffy, Carrie, Joi, Kelty

Excused: Julie

Guests: Sandi

AGENDA & MINUTES:

Welcome!

1. Update Contact List.
 - a. Members verified e-mail address'. Remove Michelle Skousen.
 - b. Motion to approve Contact List made by Barb, 2nd by Neffy. Voting was unanimous.
2. Create Meeting Schedule.
 - a. October 3, 2016, November 7, 2016, February 6, 2017, March 6, 2017, April 3, 2016, and May 1, 2016 (if needed)
 - b. Motion to approve Meeting Schedule made by Barb, 2nd by Neffy. Voting was unanimous.
3. Review Council Roles & Responsibilities & Training.
 - a. Members received copies of checklists for parent, school employees, principal, and council chair & vice chair responsibilities.
 - b. Members received copy of 2016 Fall School Community Council Training Schedule found on www.schoollandtrust.org/training - this training supplements the training given last year. Copy in SCC binder in front office.
4. Create Timeline.
 - a. Add publicize Parent Invitation in Sept. & Feb.
 - b. Move Discuss Final Report of the LAND Trust Program from Oct. to Nov.
 - c. Add Review Digital Citizenship to Oct.
 1. Westland uses NetSmartz program provided by the Boys & Girls Clubs managed by the Utah Office of the Attorney General.
 - d. Change order of Nov. to read 1. Discuss & Review School Data 2. Create & Review SIP & other plans 3. Discuss Final Report of School LAND Trust from prior year, measure & progress 4. Create School LAND Trust Plan for this year.
 - e. Discuss & Review Budget & Fundraiser (if need)
 - f. Motion to approve changes to Timeline made by Shellie, 2nd by Sarah. Voting was unanimous.
5. Discuss Rules of Order & Procedures (including Robert's Rules).
 - a. Reviewed & Discussed Rules of Order & Procedure with Robert's Rules Cheat Sheet.
 - b. Discussed publicizing Parent Invitation for more parent interest.

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- c. Motion to approve the Rules of Order & Procedure with Robert's Rules made by Joi, 2nd by Nikki. Voting was unanimous.
6. Discuss Parent Invitation.
 - a. Reviewed & Discussed Parent Invitation. Add under School LAND Trust Funds paragraph "Based upon multiple factors, including enrollment, distributions can be \$30,000 - \$50,000 per elementary school.
 - b. Add 2016-2017 funds received and spent on Instructional Aides salaries & benefits and new technology. Take off 2011-2012 history.
 - c. Motion to approve the changes to the Parent Invitation made by Joi, 2nd by Carrie. Voting was unanimous.
7. Discuss how to approve Minutes.
 - a. Discussed approval of Minutes via e-mail due one week before next meeting.
 - b. Motion to approve Minutes via e-mail made by Sara, 2nd by Barb. Voting was unanimous.
 - c. Post the next months proposed agenda one week prior to meeting.
8. Discuss Budget & Fundraiser.
 - a. Discuss in November (Timeline change)
9. Survey results from last spring.
 - a. Discussed survey wasn't sent out last Spring 2016.
 - b. Discussed making it available this Fall at Parent Teacher Conference on Nov. 9-10, 2016. Joi, Barb & Neffy will organize the details.
 - c. Discussed publicizing on school website, Sky Alert, Peach Jar, school newsletter, and digital sign.
10. SCC article in monthly newsletter.
 - a. Discussed the importance of educating the community of the SCC purpose and responsibility at Westland Elementary.
 - b. Publicizing in monthly school newsletter. Kerri will prepare a brief column and submit to Barb and Erin Cox (PTA member over newsletter). Joi mentioned informing new parents to school (ie. kindergarten)
11. Bridge between SCC & PTA.
 - a. Purpose is to educate and bring awareness to our community about the responsibility of SCC as a separate council than PTA.
12. Other items for discussion.
 - a. SCC presence at November Parent Teacher Conference.
 - b. Shared information on new changes in Utah legislation re: LAND Trust distributions & Utah Constitution language revisions. Will be on November 2016 ballot. More info. on www.schoollandtrust.org
13. Future agenda items.
 - a. (see Timeline)
14. Next Meeting.
 - a. Monday, November 7, 2016 at 9 a.m. in Faculty Room

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15. Adjourn.

ACTION ITEMS:

Barb accepted the assignments to:

- a. Let Kerri know of any Jordan District SCC Trainings to send to SCC members.
- b. Bring results of the Final Report of LAND Program from prior year.
- c. Bring Budget & Fundraiser totals to Nov. meeting.
- d. Help organize survey details for Nov. PTC.
- e. Approve SCC column from Kerri for Nov. school newsletter

Kerri accepted assignments to:

- a. Update Contact List, Meeting Schedule, Timeline & Parent Invitation then send to Shellie to post on school website. Put hard copies in SCC binder in front office.
- b. E-mail October Minutes to SCC members no later than Fri. Oct. 14 for voting. Votes due by Fri. Oct. 21, 2016 at 12 p.m. (noon) to kerri.oakeson@gmail.com.
- c. E-mail approved October Minutes to Shellie to post on school website by Fri. Oct 21, 2016.
- d. Prepare a brief column of SCC purpose to Barb for editing, then to Erin Cox (wifeofbj@gmail.com) for publishing in school newsletter for Nov.

Shellie accepted assignments to:

- a. Post updated Contact List, Meeting Schedule, Timeline, Parent Invitation, October Minutes, and November proposed Agenda no later than Mon. Oct. 31, 2016.
- b. Update archived SCC Agenda's, Minutes & Lists from prior year on school website (to uniform format).
- c. Post survey info. on school website

Neffy accepted assignment to:

- a. Help organize survey details for Nov. PTC

Joi accepted assignment to:

- a. Help organize survey details for Nov. PTC

Sandi accepted assignment to:

- a. Post survey info. on digital sign, Sky Alert & Peach Jar

All SCC Members accepted assignments to:

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- a. Vote on October Minutes by Fri. Oct. 28, 2016 at 12 p.m. (noon) via e-mail to kerri.oakeson@gmail.com
- b. Come to next SCC meeting on Mon. November 7, 2016 at 9 a.m.