

# **DIAMOND FORK MIDDLE SCHOOL COMMUNITY COUNCIL**

## **MEETING AGENDA FOR: THURSDAY, SEPTEMBER 14TH**

### **Parent Members:**

Becky Gwilliam  
Ashley Shepherd  
Landen Garner  
Brooke Bigelow

### **Faculty Members:**

Brenda Burr -- Principal  
Christian Cragun -- Math Teacher  
Sandy Caceres -- Counselor  
Cecily Yaeger -- Assistant Principal (non-voting)

### **PTSA Representative:**

### **Facilitator:**

Jentry Youd (non-voting)

**Attendance :** Jentry Youd, Brenda Burr, Christian Cragun, Becky Gwilliam, Landen Garner, Brooke Bigelow

### **1. Welcome / Introductions**

- Welcome new members. **Brooke Bigelow is our newest member**
- Who is who? Tell us about yourself. **Introduction from each member.**

### **2. Confirm contact information for website**

- Each member must post a phone number or an email on the school website. **Member's will have their email addresses posted on the school website and any parent can contact them if they have questions or concerns.**

### **3. Elect Council Chair and Vice Chair**

- Nominations and Vote - Review [rules of order and procedure](#)
  - a. Chair must be parent
  - b. Vice Chair can be parent or faculty member (not principal)
  - c. Follow rules of order (nominations and seconds, then vote)
    - **Brooke B. nominated Becky G. to be the Chair for the council. Landen G. seconds the nomination and the council voted "yes". Becky Gwilliam is the Chair for the 2023-2024 school year.**
    - **Becky G. nominated Christian C. for the Vice Chair position. Landen G. seconds the nomination and the council voted "yes".**
- FYI: Review roles of Chair, Vice Chair, SCC and facilitator
  - a. Job descriptions provided by schoollandtrust.org: <http://www.schoollandtrust.org/training/>

- The council took time to visit the website provided and reviewed the roles and responsibilities of a school community council.

#### 4. Review Calendar for monthly meetings (2nd Thursday at 3:15pm?)

- Calendar Meeting Date Discussion? What works best for the council?
- Sept 8 Electing Chair and Vice Chair  
School Safety (drills, lockdown, ect)
- Oct 13 Training from the District
- Nov 10 Update on School Improvement Plan progress from previous spring  
State Testing Data if available
- Dec 8 Any follow up items from the fall  
(option to cancel if there aren't any pressing agenda items)
- Jan 12 Tech usage, digital citizenship (NetSmartz Assembly September 29, 2022)  
Internet filtering  
Comprehensive Guidance Committee  
Nebo Student Wellness Policy
- Feb 9 Safe Walking Routes (child access route plan)  
School Improvement Plan / Teacher Student Success Act Plan
- March 9 Trustlands Plan
- April 13 Any remaining items / Finalizing Trustlands plan if not completed in March  
Last meeting of the year if everything is complete
- The council discussed the schedule of meetings and proposed to change a few dates. New meeting dates will be:
  - October:
    - Training from the District (email training information and Superintendent School Community Council Meeting)
  - November:
    - Update on School Improvement Plan progress from previous spring
    - State Testing Data if available
    - Tech usage, digital citizenship (NetSmartz Assembly)
    - Internet filtering
    - Comprehensive Guidance Committee
    - Nebo Student Wellness Policy
  - December:
    - Review Questions or Concerns if needed
  - February:
    - Nebo Student Wellness Policy

- Safe Walking Routes (child access route plan)
- Introduction to School Improvement Plan / Teacher Student Success Act Plan

#### March:

- Trustlands Plan

#### April:

- Any remaining items / Finalizing Trustlands plan if not completed in March
- Last meeting of the year if everything is complete

### 5. School Safety (drills, secure, lockdown, ect.)

- Future Drills
  - a. Fire Drill - September 2023 The building was evacuated and all students accounted for in less than 9 minutes.
  - b. Lockdown - October 2023 This has been reviewed with all students and the drill will be completed when all staff have access to the new RAPTOR Emergency Technology System in November.
  - c. Fire Drill - January 2023
  - d. EarthQuake Drill - April 2023
- Procedure review for Fire Drill, Secure, Lockdown, and Reunification plan
  - These plans have all been updated for this school year and have been reviewed by all staff and students.

### 6. School Updates (Mrs Burr)

- MTSS
- Rattler Time
- Study Hall
- After School Cafe
- All of these programs and committees are to help students succeed in behavior and academic levels. We have these programs in place to help struggling students and to offer support to those in need. We want all parents to know that there is always help available to all students.

### 8. Questions

- Becky = Why can we not drop food off for kids and their friends during lunchtime? Answer = It causes chaos in the lunchroom and upset students and families. It creates more problems with food and friendships.
- Landen = Is our crosswalk across Center Street staying the same? Answer = Yes, and the light on 800 east has actually slowed traffic and made the crosswalk safer.

**Motion to adjourn:** Becky G.

**Second:** Landen G.

**End Time:** 4:08 pm