

**DIAMOND FORK MIDDLE SCHOOL COMMUNITY COUNCIL**  
**MEETING AGENDA AND NOTES FOR:**  
**THURSDAY, SEPTEMBER 8TH**

**Parent Members:**

Becky Gwilliam  
Whitney Hancock  
Nathan Gause  
Ashley Shepherd  
Landen Garner

**Faculty Members:**

Brenda Burr--Principal  
Aj Young (P.E.)  
Eric Evans (Social Studies)  
Christian Cragun (Special Education)  
Cecily Yeager (Assistant Principal, non-voting member)

**PTSA Representative:**

**Facilitator:**

Jentry Youd (non-voting)

**Attendance:** Jentry Youd, Brenda Burr, Cecily Yeager, Christian Cragun, Eric Evans, Becky Gwilliam, Whitney Hancock, Ashley Shepherd, Landen Garner

**1. Welcome**

- *Welcome to the council and thank you for serving. Each member is asked to serve a 2 year term. A member can serve back to back terms if they are elected.*

**2. Introductions**

- Welcome new members. *(new members are Ashley Shepherd and Landen Garner)*
- Who is who?

**3. Confirm contact information for website**

- Each member must post a phone number or an email on the school website. *Each member will have an email address posted on the school website for parents to contact a member of the council with any questions or concerns.*

**4. 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)

*Ashley Shepherd volunteered to be the Chair and it was seconded by Becky Gwilliam. The council voted all in favor. Christian Cragun was notninated to be the Vice Chair by Ashley Shepherd and then it was seconded by Eric Evans. The council voted all in favor.*

- FYI: Review roles of Chair, Vice Chair, SCC and facilitator

- a. Job descriptions provided by schoollandtrust.org: <http://www.schoollandtrust.org/training/>

*The council then reviewed the roles and responsibilities of the Chair and Vice Chair positions.*

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

- Sept 8 Electing Chair and Vice Chair  
School Safety (drills, lockdown, ect)

- Oct 13 Training from the District

*Jentry Youd will attend the SGC District Training Meeting on September 28, 2022 and then report back to the council on October 6, 2022. SGC Meeting will be held Ocotober 6, 2022 instead of October 13, 2022.*

- 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

*All council members agreed and approved of the future meeting dates and agenda topics.*

## **6. School Safety (drills, lockout, lockdown, ect.)**

- Fire Drill was completed on August 26, 2022  
*There was a very successful fire drill on August 26, 2022. The entire school was evacuated and all students/staff accounted for in a time of 8:34*
- Future Drills
  - a. Lockdown - TBA
  - b. Fire Drill - January 2023
  - c. Earthquake Drill - April 2023*The state requires 4 emergency drills per school year. The fire drills must be in the first 10 days of the school year and also be in the first 10 days after Christmas Break. The Earthquake drill is always held in April as a state wide set day.*
- Procedure review for Fire Drill, Lockout, Lockdown, and Reunification plan  
*Every teacher in the building has an emergency folder in their classrooms that gives instructions for a fire drill, evacuation plan, reunification plan, lockdown plan, and lockout plan. All substitute teachers receive an emergency folder plan as well when they come to the building.*  
  
*Fire Drill - Teachers meet out on the grass by the tennis courts.*  
*Lockout - School stays in session, but no person is let in or out of the building.*  
*Lockdown - All staff stays in their classrooms. Lights are out and doors are locked until law enforcement escorts them from the building.*  
*Reunification - In case of an emergency where we need to leave the building, DFMS staff and students will walk to Spanish Fork Junior School.*  
  
*Question from council - Does Park or Larsen Elementary Schools come to DFMS for their reunification plan?*

## **7. School Updates (Mrs Burr)**

- MTSS  
*Multi-Tiered System of Support team is created at the school to help struggling students and help create programs to make all students at DFMS more successful.*

- **Rattler Time**

*This program allows teachers to create opportunities for reteach and enrichment lessons. On Wednesdays, students who need extra help are grouped together for reteach classes to help them fully understand the content and curriculum. Teachers work together to create lessons and groups that will most benefit the students. Students are also given enrichment opportunities to further their knowledge as well.*

- **Study Hall**

*We have three Study Hall technicians at DFMS that help students who are falling behind or who need extra support in their classes. Students are selected by teachers, administrators, and the youth support committee to attend Study Hall classes.*

- **After School Cafe**

*Students may be asked by their teacher to stay after school to work in their classrooms. Teachers contact parents at home and invite students to stay after school to review assignments, assessments, and content they need to be successful.*

## **8. Questions**

*Worries about the crosswalk on center street:*

*Cars travel very fast in the mornings and the afternoons even through the school zone signs. The crossing guard worries about student safety and students potentially getting hit by cars. Jentry and Ashley will ask the city for suggestions. The city has been notified about this area and they did install new crosswalk signs last year. The school will purchase a new light up vest for the crossing guard and also look into purchasing a light up stop sign as well. This topic will be discussed in later meetings as well.*

**Motion to adjourn:** Whitney Gwilliam

**Second:** Ashley Shepherd

**End Time:** 4:06pm