

2014-2015  
minutes

Minutes - September 12, 2014  
Howard R Driggs Community Council Meeting  
8:00 am

Location: Mr. Douglas's office, moved from the library (notice was provided of location change)

Attendees: Mr. Douglas, Lisa O'Bryan, Breanna Priest, Jill West, Jaren Angerbauer, James Sweeten, Kimberly Chytraus, Kristine O'Brien, Katie Ricks, Diane Adair, and Erin Gubler

Kimberly Chytraus welcomed everyone. First item of business is to appoint the new members. There were no applications received during the election period (applications were due August 29) and so the council can appoint members. Jill West and Kristine O'Brien were identified by the council and Mr. Douglas as parents that would be valuable contributions to the council. There are four open positions: 3 are for a 2-year term, 1 is for the unexpired term of one-year vacated by Megan Blackmon. James Sweeten made the motion and Lisa O'Bryan seconded the motion to appoint Jaren Angerbauer, Kimberly Chytraus, Jill West, and Kristine O'Brien to the open positions. The vote was unanimous to appoint the new members. Council will vote in next meeting which appointment is for a one year term.

Mr. Douglas reviewed the current amount of funds available through Trust Lands. The District is strongly encouraging the school to use its funds this year and not carry over a large amount. The amount of the carry-over from last year plus an additional amount received from Trust Lands is about \$35,000, which is almost double the amount that is budgeted.

The school's staffing plan from last spring identified a need for an additional kindergarten class to bring the class size down to around 20 kids per class (now the count is 23-25 per class). The school had anticipated that it may be eligible for a .5 FTE this fall and planned to allocate the .5 FTE to kindergarten. Enrollment is up so the school is likely to qualify for 1 more FTE (final count is on Monday September 15). Mr. Douglas would like the 1 FTE to be used to impact the greatest number of kids by reducing class sizes as much as possible, and feels that can be done more efficiently in older grades. He proposed that the Community Council amend its plan to allow for spending on FTE and amend its budget to hire an additional part-time kindergarten teacher. The teacher would be on a one year contract, recognizing that we will not be able to keep the additional class next year. The school can then use its new 1 FTE to hire a full-time teacher in the older grades.

The council discussed the impact on students, how the transition would be handled, and the timing to hire a new teacher. The council also discussed the remaining budget to determine whether it was sufficient for the school's needs and goals. James Sweeten made a motion and Lisa O'Bryan seconded it to amend the plan to allow for spend on FTE and to amend the budget as proposed by Mr. Douglas to hire a .5 FTE kindergarten teacher. The vote was unanimous in favor of amending the plan and budget. Mr. Douglas will post the kindergarten position today.

**Howard R Driggs Elementary  
Community Council Meeting**

September 17, 2014

**Attendees:**

Principal Douglas  
Kimberly Chytraus  
Jaren Angerbauer  
James Sweeten  
Kristine O'Brien  
Lisa O'Bryan  
Jill West  
Brianna Priest  
Katie Ricks

**Community Council Changes / Appointments:**

Earlier in the month, Megan Blackmon notified the council she moving out of the area. As such there needed to be someone to fill her seat on the council for the remaining term (one year).

James Sweeten made a motion for Kimberly Chytraus to take the unexpired one year term. Lisa Obryan seconded the motion. The vote was unanimous.

**Staff Changes:**

New 2nd Grade Teacher

Lindsey Steele – formerly teaching at Calvin elementary

For affected students, a note will be sent home to parents notifying them of the change.

Kindergarten

Currently searching / hiring for a new teacher

**Art Program**

Still determining logistics on art room / teacher utilization

**Music Program**

No update

**Update on Morning Math**

Due to the success of this program last year, we would like to continue the program again this year.

Next steps – Figure out the logistics:

- What grades will participate

- Who will manage the program (Last year it was just Community Council members)
- Engage PTA members for possible resources
- Tentatively scheduled for after the holidays

### **Positive Behavioral Interventions and Supports (PBIS) Implementation**

This is a new program being introduced at Driggs Elementary, which will help teach students social skills lessons. It will include aspects such as:

- Understanding school rules regarding anti bullying
- Providing incentives for both students and teachers to teach and learn these principles

The Community Council will be actively involved with implementing this program.

## Howard R Driggs Elementary Community Council Meeting

October 29, 2014

### **Attendees:**

Principal Douglas  
Kimberly Chytraus  
Jaren Angerbauer  
James Sweeten  
Kristine O'Brien  
Lisa O'Bryan  
Jill West  
Brianna Priest  
Katie Ricks  
Diane Adair  
Erin Gubler

### **Land Trust Final Report**

The Council reviewed the plan that was implemented last year and the goals made. Earlier Principal Douglas met with the MTSS (Land Trust team) teachers to review the plan as well.

- 85% of students in Tier 1 / outperforming
- 10% of students in Tier 2 / performing
- 5% of students in Tier 3 / underperforming

### **Land Trust Budget Status**

Projected to be under budget by end of the year

### **School Student Achievement Plan (SSAP)**

The Council reviewed the plan and report. Principal Douglas motioned to have this approved. Kristine O'Brien seconded the motion. The vote was unanimous.

### **Parent Communication**

Discussion to determine best method to communicate to parents regarding Community Council and Trust Land program. Decided that both email and voicemail would be sent next month.

### **PTA Update**

APEX fundraiser was a success. Original goal was \$10,000. Actual funds were an additional \$2000.

## **Howard R Driggs Elementary Community Council Meeting**

November 19, 2014

### **Attendees:**

Principal Douglas  
Kimberly Chytraus  
Jaren Angerbauer  
James Sweeten  
Kristine O'Brien  
Lisa O'Bryan  
Jill West  
Brianna Priest  
Katie Ricks  
Diane Adair  
Dawnelle Hancock

### **Trustlands Update**

Review of funds remaining for the year

### **Parent Communication**

Informational email and voicemail to be sent to parents about the Driggs School Community Council

### **Science Fair Judges**

Judging will take place January 26<sup>th</sup>. Council is working to source judges (knowledgeable in the science field) from the community. Science fair information will be sent home with children this week.

### **Community Council Support of Arts Programs (Visual Arts and Music)**

Current status on Art class is that Coco is "mobile" – has no dedicated room. There is potential for a "relocatable" (portable) classroom to be installed. Other considerations are also being discussed for a drama and music program, as well as recognition for volunteers to help run these programs.

### **School Reading Goals**

Dawnelle Hancock reported on the status and assessment of the Uniform Growth Goal (UGG) (school reading goals) at Driggs, including data from DIBELS composite scores. The two goals in place are to have 90% of students on benchmark by the year 2020, and also to have all students make a year's worth of growth.

## Howard R Driggs Elementary Community Council Meeting

December 17, 2014

### **Attendees:**

Principal Douglas  
Kimberly Chytraus  
Jaren Angerbauer  
James Sweeten  
Kristine O'Brien  
Lisa O'Bryan  
Jill West  
Brianna Priest  
Katie Ricks  
Diane Adair

### **Update on Morning Math**

Most likely this will start up again in February of next year

### **PBIS (Positive Behavioral Interventions and Supports) Update**

Program planning and implementation is progressing. The PBIS committee and teachers have met and discussed the different aspects of the program, such as defining "common" areas of the school. Also included as part of PBIS will be specific training for teachers, as well as various programs and incentives for students (i.e. kickoff assembly).

### **School Vision and Community Partnering**

Effort to solicit interest from the community (parents / businesses) about what a great school Driggs is. Not necessarily a tactic to ask for money / donations, but more an endeavor to gain "stakeholder" interest and to showcase the programs in place.

- "Stakeholder" interest survey will be put together and sent out next February. Community Council will formulate survey questions
- Town hall meeting planned for March 2015

### **Update on "Locatable" building**

Building has been moved into place, west of the staff parking lot. Next steps will be to have utilities / security installed. This building will be utilized for the art class.

**Howard R Driggs Elementary  
Community Council Meeting**  
January 28, 2015 7:45 am in the School Library

**Attendees:**

Principal Douglas  
Kimberly Chytraus  
James Sweeten  
Kristine O'Brien  
Lisa O'Bryan  
Breanna Priest  
Katie Ricks  
Erin Gubler  
Jill West  
Quinn Longhurst  
Ben Horsley (Granite District)

Council member Jaren Angerbauer was absent.

Thanks to Katie Ricks, the Science Fair committee, and the PTA for a great science fair.

**PBIS Update:**

Mr. Douglas gave an update on the rollout of the Positive Behavior Incentive System. There was an assembly and the teachers have introduced it in their classes. The first dragon dollar drawing was on Monday. Reception has been positive.

**School Visioning and Community Partnering:**

Suggestions for opinion survey due Friday to Mr. Douglas. Discussion on when to send out survey. District has a survey to be done over SEP conferences.

**PTA Update:**

All classes will have smartboards by the end of the year.

**Discuss School LAND Trust plan and potential amendment:**

We have approximately \$22,000 that needs to be spent this school year because it will not be spent on currently budgeted items (either because more money than needed in those areas and no need to pay benefits as anticipated). Money should be spent or encumbered by April 1 this year.

Suggestions for spending: classroom sets of Chrome books. Allows for greater access since computer lab is not always available, especially during testing.  
Software for DIBELS testing will no longer work on school's iPads after the next school year and touchscreens have been the most efficient way to administer the test in lower grades.  
School wide writing program

Video subscription to core based videos and activities for learning enhancement.

Ben Horsley discussed that we may not earmark funds to carry forward for FTE purposes but can budget to reduce class size and then amend if funds won't be used for that purpose that year. As a whole Granite District schools need to spend funds that have been carried over. FTE can also be paid for through donations to the school (and approved by the school board) and through the Granite Education Foundation. Spending for the school year can start in June before school starts.

Quinn Longhurst discussed different technology options and compared Chrome books to iPads. Chrome books will be maintained and updated by the District, are easier to keep updated, and are less expensive. iPads have proven to be difficult to use consistently because of challenges with purchasing through Apple IDs and manually updating.

Discussion continued to next meeting, set for February 4.

Meeting Schedule:

March meeting will be moved to Friday March 13 to address FTE plan for school.



**Howard R Driggs Elementary  
Community Council Meeting**  
February 4, 2015 7:45 am in the School Library

**Attendees:**

Principal Douglas  
Cynthia Pearson  
Kimberly Chytraus  
Jaren Angerbauer  
James Sweeten  
Kristine O'Brien  
Lisa O'Bryan  
Breanna Priest  
Katie Ricks  
Erin Gubler  
Suzie Day  
John Glime

Council member Jill West was absent.

**Review and vote on amendment to School LAND Trust Plan Budget** For the remainder of the school year

Considerations discussed:

1. Two Classroom sets of chrome books and cart - set of 32 - \$10400
  - Current iPads will become obsolete by end of next year (2015-2016)
  - Discussion: value / cost of using chrome book vs purchasing new iPads
2. Brain pop subscription - \$5342 3 year subscription or \$1425 1 year subscription
3. Write reflections - \$5k purchase

After discussion with the council and attending faculty, Kimberly Chytraus motioned to amend the budget so that all funds not currently anticipated to be spent this year [totaling approximately \$22,304] be budgeted for the purchase of Chrome books and software, specifically directing the purchase of 64 Chrome books and 2 charging carts, and if there are additional funds, the purchase of additional Chrome books with the remaining funds.

Kristine O'Brien seconded the motion.

In favor of the motion: 8  
Objecting the motion: 0  
The vote was unanimous.

2/4/15

**Howard R Driggs Elementary  
Community Council Meeting**

February 25, 2015

**Attendees:**

Principal Douglas  
Kimberly Chytraus  
Jaren Angerbauer  
James Sweeten  
Lisa O'Bryan  
Brianna Priest  
Katie Ricks  
Erin Gubler  
Jill West

Council member Kristine O'Brien was absent.

**Discuss 2015–2016 Trust LAND budget and goals**

Principal Douglas presented and the council discussed the Trust LAND goals for the 2015–2016 school year. These goals fell into four main categories:

1. Literacy
  - Goal: Overall number of benchmark students at Driggs will increase by 2% by end of year testing
2. Tier II Intervention
  - Goal: Continue to improve Tier 2 interventions with support of the school MTSS team that serves as a support for teachers working on these types of behavior and achievement interventions
3. SAGE Science Scores
  - Goal: Improve school wide SAGE science scores by 2% in the fourth to sixth grades
4. Writing
  - Goal: Improve English Language Arts (ELA) skills by 1%

Regarding Trust Land budget allocations, Mr. Douglas presented both a "Plan A", as well as a contingency "Plan B" if an additional half-time teacher is needed. Both of these options will be submitted as part of the final plan.

The council will meet March 16 to finalize / approve budget and staffing to submit to district.

## Howard R Driggs Elementary Community Council Meeting

March 16, 2015

### Attendees:

#### Council Members:

Principal Douglas  
Kimberly Chytraus  
Jaren Angerbauer  
James Sweeten  
Lisa O'Bryan  
Brianna Priest  
Katie Ricks  
Jill West  
Kristine O'Brien

#### Faculty:

Ben Peters  
Linda Sansom  
Heidi Baer  
Alison Jueschke  
Michelle Hart  
Lisa Zekas  
Heather Martin  
Anne Reese  
Katy Niel  
Suzie Day

### Discuss 2015–2016 Trust LAND budget and goals

Principal Douglas presented to the faculty and council the Trust LAND goals for the 2015–2016 school year. These goals fell into four main categories:

1. Literacy
  - Goal: Overall number of benchmark students at Driggs will increase by 2% by end of year testing
2. Tier II Intervention
  - Goal: Continue to improve Tier 2 interventions with support of the school MTSS team that serves as a support for teachers working on these types of behavior and achievement interventions
3. SAGE Science Scores
  - Goal: Improve school wide SAGE science scores by 2% in the fourth to sixth grades
4. Writing
  - Goal: Improve English Language Arts (ELA) skills by 1%

## Staffing Plan Approval

Principal Douglas presented the following staffing plan for the 2015–2016 school year:

	Number of Students	Number of Teachers	Class Size
Kindergarten	89	2	22.5
First Grade	92	4	23
Second Grade	89	4	22.5
Third Grade*	90	3	30
Fourth Grade	96	4	24
Fifth Grade	88	3	29.5
Sixth Grade	90	3	30
<b>Totals</b>	<b>634</b>	<b>23</b>	

\* If additional half time employee is added, the number of third grade teachers would increase to 3.5 and class size would be 22.5 (morning), 30 (afternoon).

James Sweeten motioned to accept the above staffing plan.

Lisa O'Bryan seconded the motion.

In favor of the motion: 9

Objecting the motion: 0

The vote was unanimous.

## MTSS Discussion

There was some discussion with the teachers regarding the pros and cons of MTSS. There seemed to be a consensus that it was hard for teachers to be out of the classroom once a month for this commitment.

## Howard R Driggs Elementary Community Council Meeting

March 25, 2015

### Attendees:

Principal Douglas  
Kimberly Chytraus  
Jaren Angerbauer  
Katie Ricks  
Jill West

Council members James Sweeten, Breanna Priest, and Lisa O'Bryan were absent.

### Review and Approve 2015–2016 Trust LAND budget and goals

The council discussed the Trust LAND budget for the 2015–2016 school year (\$37,700) aligned with the respective goals.

#### 1. Literacy

- Goal: Overall number of benchmark students at Driggs will increase by 2% by end of year testing
- Budget allocation
  - i. Star reading coordinator: \$7,000
  - ii. Periodicals: \$2,100
  - iii. Supplies: \$300

#### 2. Tier II Intervention

- Goal: Continue to improve Tier 2 interventions with support of the school MTSS team that serves as a support for teachers working on these types of behavior and achievement interventions
- Budget allocation:
  - i. MTSS salaries / benefits: \$4,000
  - ii. Stipend for gifted testing: \$600

#### 3. SAGE Science Scores

- Improve school wide SAGE science scores by 2% -- focus on the fourth grade
- Budget allocation:
  - i. Software and technology: \$16,500
  - ii. Professional development: \$5,000

4. Writing

- Improve English Language Arts (ELA) skills by 1%
- Budget allocation:
  - i. Professional development: \$2,000

Principal Douglas motioned to approve the above budget allocations.

Kristine O'Brien seconded the motion.

In favor of the motion: 5

Objecting the motion: 0

The vote was unanimous.

**Howard R Driggs Elementary  
Community Council Meeting**  
April 29, 2015 7:45 am in the School Library

**Attendees:**

Principal Douglas  
Kimberly Chytraus  
James Sweeten  
Kristine O'Brien  
Katie Ricks

Council members Jaren Angerbauer, Lisa O'Bryan, and Breanna Priest were absent.

1. Trust LAND Plan. Mr. Douglas reviewed the submitted plan for the 2015-2016 school year. The council discussed the timing of purchasing software included in the budget and decided to wait until later in the summer.

Chrome books have been ordered but there is a delay in provisioning by the District. Mr. Douglas plans to receive the chrome books in the summer.

Mr. Douglas discussed teacher staffing for next school year and kindergarten enrollment. There is a possibility that the school will qualify for .5 FTE. The council discussed potential placement for a .5 FTE, namely an additional 3<sup>rd</sup> grade teacher to teach core subjects in the morning or increasing the school technology specialist to a full time position to help with technology in the classroom and testing.

Mr. Douglas also informed the council that he has applied for the Beverly T. Sorenson grant to fund a music program. Driggs would share a music teacher with Plymouth Elementary. The grant covers 80% of the cost of the music teacher and Driggs would split the remaining 20% with Plymouth (Driggs's portion would be approximately \$3800).

The council discussed other potential enrichment activities for the school. There is the possibility of a school choir next year. Also Mrs. Ricks and other teachers are considering starting an engineering camp. Other possibilities discussed were the math Olympiad and lego robotics.

2. Next year council vacancies. There will be 3 vacancies on the council next year because of expiring terms (Kimberly Chytraus, James Sweeten, and Lisa O'Bryan). Mr. Douglas will include the information about vacancies and elections in the next newsletter or by email to meet the May 15 deadline. There have been several interested parents. The council may decide to expand the number of parent representatives.

3. Child Access Routing Plan. The council reviewed the current plan and voted to approve it.

4/29/15



Kimberly Chytraus made the motion to approve.

Kristine O'Brien seconded the motion.

In favor of the motion: 5

Objecting the motion: 0

4. Kindergarten enrollment. Mr. Douglas currently anticipates 73 kindergarten students next year, with another 10 possible by the beginning of school. There will be 4 kindergarten classes.

5. Parking. Mr. Douglas discussed concerns about the traffic flow in the church parking lot adjacent to the school and about kids running through traffic. The council discussed different alternatives. James Sweeten will coordinate with the congregation about use of the parking lot and approval to try to regulate traffic there during school hours.

6. Skyline Network realignment discussion. James Sweeten and Kimberly Chytraus updated the council on the realignment discussion with the Network's community councils.

**Howard R Driggs Elementary  
Community Council Meeting**

May 20, 2015

**Attendees:**

Principal Douglas  
Jaren Angerbauer  
James Sweeten  
Katie Ricks  
Jill West  
Kristine O'Brien  
Lisa O'Bryan

Council members Kimberly Chytraus and Breanna Priest were absent.

**Review Beverly T Sorensen Grant – proposed music program**

- Separate music program – not part of the drama / arts program currently in place
- Grant pays for 80% of the program. Driggs would only be responsible for half of the remaining 20% -- about \$3800
- Music / arts teacher would be team teaching with regular teachers – focusing on current curriculum
- Need to identify / resolve concerns on logistics – room location, time / commitment / distraction from regular classroom activities

**Trust LAND budget update**

- We are \$1000 deficit – this is a good thing.
- Upcoming expenditures (still within the budget)
  - Aid salary: \$1900
  - Substitute teacher expenditures: \$520

**District art specialist**

- Mr. Douglas motioned to approve the hire for this
- Kristine O'Brien seconded the motion.

In favor of the motion: 6  
Objecting the motion: 0

The vote was unanimous.

## **Planned software purchases for 2015–2016**

BrainPop

Write Reflect

- The decision to purchase these will need to wait until October when there will be more visibility on current finances

## **Plan for 2015–2016 registration**

- Proposed flyer to be sent to parents describing the Community Council