

Community Council Meeting Minutes
September 22, 2008

In Attendance:

- Principal: John Welburn
- Vice-Principal: Stephen Perschon
- School Employees: Jerry Schaffer, Warren Child, Craig Sudberry, Ember Storrs
- Parents/Guardians: Trish Hull, Sandy Lancaster, Greg Henson, Kim Thompson, Liz Huber

Excused:

- Parents/Guardians: Leah Wright

I. Introductions

- a. The Council Contact Sheet includes the names and contact information of the Council members.

II. Council Responsibilities

a. Officers and Committee Members

- i. The Council Chair will prepare meeting agendas and conduct Council meetings. Trish Hull (parent) was elected by the Council to serve in this office.
- ii. The Council Vice-Chair will assist the Chair as needed. Jerry Shaffer (school employee) was elected by the Council to serve in this office.
- iii. Sandy Lancaster (parent) volunteered to take the Council meeting minutes. The Council approved.

b. Publicity

- i. Warren Child will coordinate publicity
- ii. Minutes will be posted on the school's web site and included in the Cyprus High Newsletter. Ember Storrs will provide a summary of the Council's plan to state legislators and Salt Lake County Mayor Carroon.

c. The Council's role is to:

- i. Develop a School Student Achievement Plan (SSAP)
 - 1. Determine the school's most critical academic needs
 - 2. Establish goals in 1) Literacy 2) Numeracy and 3) Optional School Choice
 - 3. Recommend a course of action to meet the established goals
 - 4. Allocate Quality Teaching/Student Achievement (QTSA) funds to support the goals
 - 5. Monitor and report progress
- ii. Develop a School LAND Trust Plan (subset of the SSAP)
 - 1. Determine the school's most critical academic needs
 - 2. Establish goal(s)
 - 3. Recommend a course of action to meet the established goal(s)
 - 4. Allocate LAND Trust funds to support the goal(s)
 - 5. Monitor and report progress

III. 2008-2009 Goals and Course of Action

- a. Last year's identified goals will be incorporated into this year's plan
- b. The Council's plan will be submitted to Karen Sterling, Associate Director of School Services, Granite School District, by September 30 for review. The final plan will be submitted to Granite School District by October 15, 2008 by the Chair, Vice-Chair, and Principal.
- c. **Literacy Goal:** Incorporate Cornell Style Note Taking
 - i. Funded by QTSA funds.
 1. Teachers will receive a stipend to incorporate Cornell Style Note Taking and submit a written reflection.
 - ii. Cornell Style Note Taking is a method where a student takes notes during a lesson. After the lesson, the student bullets the key points. Finally, from the key points, the student writes a paragraph-length summary using complete sentences.
 1. This method channels the notes into a meaningful summary and requires the key points to be written at least three times, improving retention.
 2. This method can be incorporated in all subjects, even hands-on classes.
 3. A presentation will be made to the Community Council in a future meeting.
 - iii. Last year, 48 out of 65 teachers incorporated Cornell Style Note Taking.
 1. Mr. Welburn noted that results don't always translate into higher test scores, but they do frequently result in better grades and less failures.
 2. Teachers commented the method was helpful and they saw improvement in individual student grades.
 3. Overall CRT test results improved.
 - iv. Student surveys are being administered this week to determine student awareness of Cornell Style Note Taking
- d. **Numeracy Goal:** Incorporate Double-Blocked Geometry
 - i. Funded by Trustland Funds.
 1. This funds the full-time employees for these classes.
 - ii. Double-blocked geometry will be mandatory for any Junior or Senior who is not on track with math requirements. The student will attend geometry class every day, rather than every-other day.
 1. The student's schedule will reflect a math class and a math-lab class.
 - iii. This is modeled after the Double-blocked algebra program incorporated last year at Cyprus High School.
 1. Teacher's feel the double-blocked algebra program has led to learning consistency, better attendance, more students passing, and higher comprehension.
 2. Overall CRT test results improved.
- e. **School Choice Goal:** Decrease Student Failures with an After-school Tutoring Program
 - i. Funded by Trustland Funds.
 1. Teachers and attendance trackers will receive a stipend.
 - a. Cyprus HS has a total of 4 attendance trackers on staff, three of which are new this year. One of the new trackers is Spanish-speaking/English Language Learner (ELL) Certified.
 - ii. If a student is failing a class at mid-term, there will be mandatory attendance at an after-school tutoring program for the remainder of the quarter.
 - iii. The after-school tutoring program is open to all students, not just failing students.
 - iv. Students involved in extra-curricular activities (sports, choir, band, drama, etc.) will be excused from the activity to attend after-school tutoring.
 - v. If a student's grade increases in the class, the student can be excused from the tutoring program at the teacher's discretion.
 - vi. After-school tutoring occurs from 2:15-3:15 daily as follows:
 1. Monday: English
 2. Tuesday: Science
 3. Wednesday: Math

- 4. Thursday: Social Studies
- 5. Friday: Elective—this session is not mandatory
- vii. Students will have the opportunity to attend four sessions for each subject during the second half of the quarter.
 - 1. In similar programs, improvement has been noted when only two out of four sessions are attended.
- f. **Additional School Choice Goal: Increase Graduation Rates by Increasing Student Connection with the School**
 - i. Cyprus HS Graduation rates increased 6-7% last year, which reflects a substantial increase; we wish to continue this trend.
 - ii. A new district requirement this year stipulates that students must have a Citizenship grade of 2.0 to receive a Cyprus HS Diploma.
 - iii. An analysis of incoming sophomores to graduates demonstrates that we are losing students. When we have followed these students, most are not graduating from alternative programs.
 - iv. This year, Cyprus has 650 sophomores. 50% of these sophomores have come to the school “off-line”, meaning they are failing in one or more core subject.
 - v. Studies show that student success increases when students have a connection to their school, and although Cyprus HS offers a wide-variety of extra-curricular activities, a large group of students don’t get involved.
 - 1. Adopt-A-Sophomore Mentoring Program
 - a. Funded by QTSA Funds and a grant from the Department of Workforce Services, written by Mr. Perschon.
 - i. Participating faculty members will receive a stipend.
 - b. Approximately 100 faculty members will participate in the program, including teachers, administrators, counselors, secretaries, trackers, and custodians.
 - c. Approximately 300 sophomore students will participate in the program. These students are selected if they are off-line or have attendance problems.
 - d. Each participating mentor and student completes a survey to match the student to the mentor. One mentor is assigned to three students. The mentor meets with the student once a week to “make a connection”, offering encouragement, resources, and assistance as needed.
 - e. An Action Committee will be formed to develop an assessment of this program. Measurable results, such as attendance and failure rates, will be tracked. Student feedback through surveys will reveal other results.
 - f. This program can be expanded to include non-faculty mentors, such as parents; a background check must be performed on every adult mentor.
 - 2. “Get-Involved Card”
 - a. Participating students can receive citizenship credit by participating in a variety of school activities, including intramural programs.

IV. New Council Requirements

- a. Utah State Law has been modified to increase public notice related to Community Council meetings and activity.
 - i. Cyprus HS Community Council will comply with Utah Open and Public Meetings Act by:
 - 1. Posting the following on the school’s website at least one week prior to each meeting:
 - a. Time, place, and date of meeting
 - b. Meeting agenda
 - c. Previous meeting’s minutes including attendees, topics discussed and actions taken

- d. Recording the meeting
 - i. Note: Cyprus will begin to record the meetings upon receipt of the digital recorder provided by Granite District.
 - 2. Increasing sensitivity to parents and community members whose primary language is not English.
- ii. Cyprus HS Community Council will enhance communication to school patrons by:
 - 1. Providing the proposed community council meeting schedule for the year within the first two weeks of the school year.
 - a. Note: Cyprus Community Council acknowledges that the meeting schedule was not provided within two-weeks; however, it was provided in the Newsletter mailed the week of 9/15/2008 and has also been posted on the school's web site.
 - 2. At mid-school year, preparing a summary of the council's actions and activities during the first half of the year. This summary will be provided to the public by the first of February.
 - 3. At the end of the school year, preparing a summary of the council's actions, student progress, and specific information on how the school's LAND Trust monies were used to improve academic excellence and implement a component of the school's improvement plan (SSAP). This summary will be provided to school patrons at the beginning of the following school year.
 - 4. The meeting schedules and summary reports will be provided to each household that has a student attending Cyprus High School by mail via the school newsletter. In addition, the information will be posted on the school's web site.
- iii. Cyprus HS Community Council will hold its election at the spring Parent/Teacher conference. Ballots cast shall be deposited in a secure ballot box.
- b. Cyprus HS Community Council acknowledges the newly created District Community Council and will collaborate as needed with this council. Cyprus HS Community Council will notify school patrons that the District Council is seeking two parent/guardian members from the Cyprus High School network (Cyprus HS, Brockbank Jr., Matheson Jr, Copper Hills, Lake Ridge, Magna, Orchard, Pleasant Green, West Valley, Wright) for the spring elections, to begin work in the summer of 2009.

- V. DVD: A Matter of Trust (An educational DVD explaining the role of Community Councils.)
 - a. Time did not permit a viewing of this DVD. It will be presented at a future meeting or viewed on-line by committee members.

VI. Next Meeting: October 20.

Note:

Community Council is generally held the 3rd Monday of each month at 2:30 in the Media Center. All parents are invited. In the event that the 3rd Monday is a holiday, the meeting will be scheduled the following Monday. The following dates are the scheduled meetings for 2008-2009: September 22, October 20, November 17, December 15, January 26, February 23, March 16, April 20, and May 18. If a change is necessary, the school will send out notification through the web site and the school marquis.