**Date:** 9/9/25 **Time:** 4:00 pm **Location:** Media Center

**Called to order 4:04 PM**

**Members in Attendance:** Shawn Walker, Holly Uphold, Youna Ha, Raydean Fernandez, Carly Miskol, Matthew Miskol, Kali Agy, Jenny Heffner, Sara Vranes, Kristin Longson, Katie Carwright (remote), Michelle VanDyken

**Visitors in Attendance:** Anne Fisher

**Agenda Items:**

1. Welcome and call meeting to order
2. Approval of minutes from our last meeting: Kali Agy voted to approve, Matthew Miskol seconded the motion. Minutes approved.
3. Elect Chair and Vice Chair
	1. Jenny Heffner was nominated for Chair by Mr. Walker - unanimous approval.
	2. Kristin Longson was nominated for Vice Chair by Emily Wallis - unanimous approval
4. Appoint a secretary who will take notes (may be elected or non-voting member of SCC) - Emily Wallis was appointed to continue as secretary.
5. Review rules of order and procedure or Bylaws
	1. Discuss and approve updates to SCC Bylaws about elections procedures and timelines (see the full document with proposed changes in red below)
	2. Review SCC open meeting requirements; no SCC meeting may be a closed meeting.
	3. **Mr. Walker moved to propose creating a subcommittee to merge bylaw documents to review and adopt next meeting.**
		1. **Katie Cartwright, Emily Wallis, Kristin Longson will be on the committee.**
6. Appoint a parent to fill the vacant spot for odd year elections on SCC.
	* This measure was approved. Mr. Walker motioned, Carly Miskol seconded.
	* Carly Miskol was designated as a school employee instead of a parent member.
	* Sara Vranes joined SCC, will have to apply again next year (even year). Unanimous approval.
	* Mr. Walker appointed Michelle VanDyken to fill the school employee role. Unanimous approval.
7. Set meeting schedule for the year and post on website
	* Second Tuesday of each month, proposed by Mr. Walker - unanimous approval.
	* October 21st
	* November 11th
	* December 9th
	* January 13th
	* February 10th
	* March 10th
	* April 14th
	* May 19th
	* August 4th

Committee members felt strongly that an August meeting should take place prior to heading into the school year. This would allow members to account for funding/staff changes due to enrollment and make informed decisions. Members mentioned the importance of being included in budgetary changes so they can speak to these updates with support and clarity among fellow parents/community members.

1. Review last year’s LAND Trust plan, whether goals were met, how money was spent.
	1. May write a preliminary final report.
2. Review current year’s plans: LAND Trust, TSSP, Safe Walking Routes, Positive Behavior Plan, School Safety and Digital Citizenship
	1. Please see full goal information below. (Goals and Results for 2024/2025)
	2. **Budget**
		1. Last year, SCC voted to boost interventionist hours, make BA full time, and maintain part-time staff, and cafeteria supervisor. These funds are evaluated and distributed on a yearly basis. Last year, we had additional funds that we weren't sure if we would have this year.
		2. 2025-26 changes
			1. This year’s changes reflect our goal of decreasing teacher/student ratio and providing support.
			2. Interventionist hours are typically assigned and capped at 17 hrs/week. Interventionist hours were reduced based on funding at the beginning of the school year.
			3. Decision was delayed due to enrollment data. 2nd grade teacher moved to 4th grade, Kindergarten teacher moved to 2nd grade.
			4. Kindergarten team proposed having aides in the classroom as opposed to having a part-time teacher.
			5. Kindergarten was chosen to receive aides due to the nature of instruction and basic skills. Lessen remediation as students matriculate.
		3. Mr. Walker proposed additional changes with current budget numbers, pulling from Admission/Registration, General Supplies, and BLT Subs categories:
		4. Add back some interventionist hours to 20 hrs. Week. - **The board voted to make this change effective immediately, due to the discussed amendment below\*
		Increase Interventionist hours - approved, Carly Miskol abstained due to conflict of interest.**
		5. **We will vote on new budgetary changes in October**

A staff member pointed out that our Instructional Coach does a great job analyzing data and allocating interventionist hours where they are needed most. Kindergarten aides can also provide instructional support, similar to an interventionist role, progress monitoring.

Board members reiterated that personnel decisions are based on the best interests of the students and the school. Staffing should be removed from emotion and presidence. Mr. Walker also reminded the committee that we can change the way we use our funds in the middle of the year. Things are not set in stone.

* 1. **\*The committee voted to amend our official plan to reflect a goal of: “Money towards supporting student ratios in classrooms, including classroom aides, interventionists, and additional teacher/student support.”**
1. Mr. Walker moved to extend our time by 30 minutes to 5:30 PM.
2. Receive School Safety report and Digital Citizenship report from district and begin discussion
3. Begin writing School Safety Plan, Digital Citizenship and Safe Walking Routes (only elementary and middle) plans = Due November 1
	1. See Safe Walking Routes map for discussion, below.
4. Invite all members to attend district SCC training:
	1. SCC 101 online at <https://www.canyonsdistrict.org/scc/training/> for those new to serving on the SCCs
	2. SCC Training will be held yearly in the district office. This is for all SCC members, including those who watch SCC101.
5. Closing

 Meeting adjourned 5:33 PM

**Upcoming Meetings:**

* October 21st
* November 11th
* December 9th
* January 13th
* February 10th
* March 10th
* April 14th
* May 19th
* August 4th

Goals and Results for 2024/2025:

**Reading:**

* 80% of students in grades K-5 will be at benchmark based on the reading composite score in Acadience Learning Online (ALO).
	+ **84%** of students in grade K-5 are on or above benchmark based on the composite score in Acadience Learning Online (ALO).
* 80% of students in grades K-5 will meet typical or better growth on the Acadience Pathway of Progress measure.
	+ **68%** of students in grades K-5 made typical or better growth on the Acadience Pathway of Progress measure.
* The percentage of kindergarten students who are at or above benchmark in Acadience Reading Nonsense Word Fluency - Correct Letter Sounds (NWF-CLS) will increase by 2%, from Middle of Year (MOY) to End of Year (EOY).
	+ The percentage of kindergarten students who are at or above benchmark in Acadience Reading Nonsense Word Fluency - Correct Letter Sounds (NWF-CLS) **decreased by 9%**, from Middle of Year (MOY) to End of Year (EOY).
* The percentage of 1st grade students who are at or above benchmark in Acadience Reading Nonsense Word Fluency/Whole Words Read (NWF/WWR) will increase by 20%, from Beginning of Year (BOY) to End of Year (EOY).
	+ The percentage of 1st grade students who are at or above benchmark in Acadience Reading Nonsense Word Fluency/Whole Words Read (NWF/WWR) **increased by 14%**, from Beginning of Year (BOY) to End of Year (EOY).

**Student Well-Being:**

* **85% of students will be within the low risk range** on the Spring SRSS-IE (Student Risk Screening Scale of Externalizing and Internalizing Behaviors) with both internalizing and externalizing behaviors.
	+ **75%** of students were rated in the low risk range for **internalizing behaviors**.
	+ **75%** of students were rated in the low risk range for **externalizing behaviors**.

Explanation of Results:

We are gratified by the high achievement in reading of our students this past year. It is wonderful to see that 84% of our students are on or above benchmark in Acadience Reading Composite scores. **We beat our goal by 4%!**  Even though we didn’t accomplish our Pathways of Progress growth goal, our achievement level of 68% is a 9% improvement from last year. First grade grew by 14% on their targeted skill (just 6% shy of our goal). Lastly, we missed our kindergarten goal by 11% but still achieved 80% proficiency on that identified skill. Many of our kindergarten and first grade students enter the school year above district standards. This means our goals are elevated beyond the standard, and students are still making measurable progress.

As for our student well-being targets, we recognize that this falls short of our goal or 85% of our students within the low-risk range. We are pleased, however, to see that 75% of our students are in the low-risk range for internalizing and externalizing behaviors.

We have ambitious goals and plans for next year. We will be adjusting our growth focus to provide more support to students who start the year above benchmark. We will also continue to focus our efforts in kindergarten and first grade on core phonics skills and small group instruction and intervention to push ourselves to accomplish these challenging growth goals.

Additionally, we will change our student wellness goals to focus on student knowledge of specific skills and strategies. This will help students successfully manage expectations and experiences associated with the academic demands of being a student, and productive social interactions at school. We will continue to utilize our Thrive Time curriculum to teach and practice these skills and look forward to seeing growth in these valuable competencies.

Updated SCC Bylaws for CVE - Summer 2025 - Updates/changes are in red below

Article I – Name

Canyon View Elementary School Community Council (SCC)

Article II – Laws

All Utah School Community Councils function under the following laws and statutes:

**Utah Code Ann.**

* §52-4-1, et seq.
* §53A-1a-108
* §53A-1a-108.5
* §53A-16-101.5
* §53A-1-606.5
* §53A-3-402
* §3A-3-701
* §53A-6-101
* §53A-6-104

**Utah Administrative Code**

* Title 52; Chapter 04 – Open and Public Meetings Act
* R277-477-1, et seq.
* R277-491-1, et seq.

**Canyons School District Policy**

* Section: K-School Community-Home Relations; School Community Councils; File No.KCE

Article III – Standing Rules

* If for some reason a member cannot attend a scheduled meeting, notification should be given to the vice chair prior to the meeting.
* If an SCC member misses three meetings during a given school year they will be invited to provide a written resignation and the respective group (parent or employee) will appoint a replacement. If alternate members were selected, their appointment to the vacated seat will be ratified by the SCC.
* If no alternates are available to serve, the SCC may seek out parents or school employees to be appointed.
* A quorum is defined as a majority of members with the stipulation that the majority must follow the legal composition of the council and have at minimum, one more parent member than employee member present to vote.
* School Community Council will meet at least four times throughout the year between August and May. The majority of the council must approve of canceling and/or calling additional meetings.
* Subcommittees may be established or dissolved by a majority vote of the council. Parent members may serve on one or more sub-committees.
* Each subcommittee will be chaired or co-chaired by at least one elected school community council member, which will report regularly to the SCC on the committee’s progress.
* Additional community members, both employee and parent, that are not elected SCC members may serve on any subcommittee with the approval of the SCC.
* Other subcommittees will be created or discontinued as needed. Please see supplementary information for details of current subcommittees.
* All meetings will be conducted using Robert’s Rules of Order.
* Meetings will begin on time, use time wisely and finish on time, and stay focused on the agenda.
* A speaker must be recognized by the Chair before addressing the group.
* Members and guests will come prepared to participate and avoid side conversations during the meeting.
* Respect for others in verbal and non-verbal communications will be shown at all times.
* Avoid disruptions by silencing cell phones and taking necessary calls or conversations out of the room during meetings.
* SCC members will receive training on the basic elements and procedures of Robert’s Rules of Order.
* Officers will be elected by the SCC at the first meeting each school year. The current Chair will serve through the summer months, assist with SCC elections, conduct the first meeting and assist the new leadership in the transition even if they no longer have a student at Canyon View.
Leadership positions include:
	+ Chair: creates agendas and conducts the meetings. Other duties as outlined in Canyons District policy.
	+ Vice-Chair: works with the Chair and conducts the meeting in the case of the Chair’s absence.
	+ Secretary: Takes notes at the meeting and creates the minutes for approval by the SCC. Is also responsible for recording the meeting according to the Open Meeting regulations.
* PTA Liaison: May be an elected parent member of the committee, or an ex-officio non-voting member.
* Guests may share appropriate input on subjects that fall under the SCC purview. A patron may bring a topic to the SCC by contacting the Chair at least one week prior to the scheduled meeting and asking to be added to the agenda. The SCC may invite any person/group to make a presentation on issues pertinent to the role of the SCC. The items that are appropriate for discussion by School Community Councils include, but not limited to: A) School improvement Plan. B) School LAND Trust Plan. C) Assistance in the development of the Staff Professional Development Plan. D) Academic needs of the school, with the direction to determine the greatest academic need of the school for LAND Trust Plan expenditures E) Advise and make recommendations regarding school programs and issues relating to the community environment for students. F) Parent/School communication and involvement. Items not to be discussed by the School Community Council include: A) Any personnel issues, B) individual student information.
* These Bylaws will be posted on the SCC page of the school website. Each SCC member will read and agree to abide by the Bylaws as signified on their declaration of candidacy and at the beginning of each school year.
* The number of School Community Council members will be limited to 9 parent representatives and 7 school employee members.
* There must be fewer parents, who are licensed district employees (not employed at the school), than parents who are not licensed district employees.
* There are 5 open parent seats in odd years and 4 open parent seats in even years.
* There are 4 open employee seats in odd years and 3 open employee seats in even years.
* Elections will be held in the spring before the last SCC meeting of the year. The principal (or designee) will provide notice of an election that includes the dates and times of the election with the positions up for election along with instructions for becoming a candidate. The notice will be provided at least ten days in advance of the election.
* An uncontested race (no more candidates apply than there are open seats) does not require ballots or voting.
* Voting in an election is required if more candidates apply than there are open seats. Only parents of students at the school are eligible to vote for the parent positions at the election.
* Only employees at the school are eligible to vote for the employee positions (except the principal) at the election.
* When voting is required, elections will take place by secret ballot by a majority vote of parents voting in the election and each school employee being elected by secret ballot by a majority vote of the school employees.
* If there are vacant positions on the council after the elections, parents on the committee appoint parent members and the employee members appoint employee members.
* If there are more candidates than available seats, two alternates will be selected from the remaining candidates in the order of the number of votes received. They will be appointed as voting members of the council if a seat is vacated prior to the next election.

