# Upland Terrace Community Council Meeting

# Meeting Minutes

10/14/2011

1. Call to Order

Joe Wood called to order the regular meeting of the Council at 1:45 pm on 10/14/2011 in the Library/Media Center at Upland Terrace Elementary School. Joe asked David Child to take the meeting minutes. The Council members agreed that the agenda items would not be discussed in the order presented in the agenda.

1. Roll Call

Joe Wood conducted a verbal roll call.

* **Council Members In Attendance:** Joe Wood, David Child, Cheryl Phadnis, Jessica Kerr, Kim Gardner, Lauri Hansen, and Andy Carbaugh
* **Council Members Absent:** None
* **Guest(s):** Leslie Schofield (Parent), Cassie Gaisford (Reading Specialist), Jacki Atkinson (Reading Paraprofessional), and Peggy Larsen (Lunch Secretary)

1. Approval of Minutes From Last Meeting

Minutes from the last meeting were not read but already pre-approved. Those final meeting minutes are published and publicly viewable at the following website: <http://uplandterraceelementary.weebly.com/minutes-archive.html>

1. Agenda
2. Agenda Item 10 – Student Lunch Room Study (Headed up by Leslie Schofield)

* Leslie Schofield observed a full day of lunch at Upland Terrace Elementary, and documented her findings. Leslie drafted a survey, which was previously sent home with all students. Leslie distributed a 14-page packet of information to all in attendance. This packet of information included a copy of the lunch room survey, a summary of the survey results and comments, and three articles obtained from Leslie’s internet search. She presented a summary of this information to the Council. Leslie’s arguments are briefly summarized below.
  + Believes that students need more time to eat lunch.
  + Believes that students waste a lot of food due to lack of time to eat.
  + Believes that students come home at end of day excessively hungry.
  + Would like to see lunch recess before lunch.
  + Leslie’s main argument was in favor of recess before lunch, which she believes would solve the problems listed above.
* Kim Gardner is concerned that lunch after recess poses a problem with germs. Students would need to wash their hands prior to lunch, which would take additional time. This would likely give students even less time to eat.
* Peggy Larsen is the daily lunch secretary. She sees wasted food and wasted time due to socializing instead of eating. She believes that 50% of kids will not eat lunch even if they have additional time.
* Kim wants to explore other options. Options that were discussed included the following:
  + Allowing snacks at recess within a designated area.
  + Allowing designated snack times during class time, which some teachers are already doing.
* Andy suggested that a teacher survey is needed regarding this issue. He also suggested that a student survey administered directly at school is needed.
* **ACTION ITEMS**
  + Cassie Gaisford and Andy Carbaugh will create teacher survey. This will be emailed to all Council members prior to distributing to teachers. Results of survey will be discussed at the next Community Council meeting.
  + Cassie and Andy will create student survey. This will be emailed to all Council members prior to distributing to students. Results of survey will be discussed at the next Community Council meeting.
  + Cassie will obtain nutritional information from Uinta Elementary School.
  + Cassie will obtain lunch room information from Superintendent Martin Bates.
  + Andy will add new section to Community Council webpage to address the current lunch room procedures (and also discuss in the PTA Newsletter).
  + Andy will discuss the Community Council (members, role, process) on the school website (and also discuss in PTA Newsletter).

1. Agenda Item 6 – Explanation of the Reading Instructional Aides and Goals

* Cassie Gaisford
  + Reading specialist/coach (Kindergarten to 3rd Grade). She does not do any small group intervention.
  + Works at Upland Terrace Elementary and Millcreek Elementary. She works five days per week, alternating working two/three days per week at each school.
* Jacki Atkinson
  + Reading aide who works with small groups of students. Begins with 1st Grade and works upward.
  + Currently working with 1st Grade, 2nd Grade, and first class of 3rd Grade.
  + Will continue adding additional 3rd Grade classes, and then begin working with 4th Grade.
  + Works with groups of 5 students at one time in 25 minute sessions.
  + Currently working with 8 groups of students.
  + Paid through Trust Lands Funds.
* Cassie/Jacki
  + Monitor progress of students.
  + Required to report to Senate three times per year (beginning, middle, end of year) according to DIBELS
  + If students are struggling, required to send home a letter to parents at mid-year (Grades 1-3). May send home a letter at the end of year as well.
  + Presented color coded graphs from 2010-2011 school year showing how reading results are tracked. It was apparent that progress had been made throughout the school year.

1. Agenda Item 1 – Prior Month Action Item Follow-up

* Need site sound cards.
* Discussed moving projector from Special Education classroom to other classroom.
* Andy Carbaugh is waiting for certain items from the District.

1. Agenda Item 2 – Budget Update

* Andy Carbaugh will put link on Upland Terrace website to Trust Lands page.

1. Agenda Item 3 – Community Council Mandatory Training

* Joe Wood, David Child, Cheryl Phadnis, Kim Gardner, Lauri Hansen, and Andy Carbaugh attended the mandatory training meeting on September 19th, 4:00 pm – 5:00 pm at Skyline High School Library.
* Jessica Kerr was unable to attend this mandatory training. She must find a way to attend an alternate training session. Granite School District contacts are: Jana M. Klein [jmklein@graniteschools.org](mailto:jmklein@graniteschools.org) and Benjamin Horsley [bhorsley@graniteschools.org](mailto:bhorsley@graniteschools.org)

1. Agenda Item 4 – 2011-2012 Community Council Calendar

* The Community Council meetings are scheduled on the second Friday of every month.
* Joe Wood noticed that several of the upcoming Community Council meetings fall on or near holidays/holiday weekends.
* Joe proposed that several of the Community Council meeting dates be changed to avoid these holidays/holiday weekends.
* **ACTION ITEMS**
  + Joe Wood will update the Community Council Calendar meeting dates.

1. Agenda Item 5 – Security & Junior High Students Visiting the Facility

* Andy Carbaugh discussed a recent fire that was set in the lower level teacher workroom. A box, which appeared to be intentionally filled with plastic bubble wrap, paper towels, and crumpled newspaper, was lit on fire. Andy found the fire and extinguished the fire with the help of other teachers. No damage was done to the school. This appeared suspicious prompting an arson investigation. Nobody has been accused of this fire yet, but it is suspected that the fire was intentionally set by a junior high school student.
* Granite School District offered a $100 reward to nearby junior high school students who provided information in this incident. To the best of our knowledge, nobody came forward.
* Kim Gardner and Lauri Hansen reminded the Council that Andy Carbaugh has already sent home letters with students and left voice messages at student’s homes discussing this fire/arson investigation, as well as discussing the current security policy.
* High school and junior high school students will no longer be allowed in the building after school hours, unless they are permitted on official business.
* School doors will now be locked immediately after school.
* Andy Carbaugh has ordered lanyards/badges for authorized guests to wear while in the building, which will allow for easier recognition.
* Andy Carbaugh is currently looking into security cameras.

1. Agenda Item 7 – Math Program Update

* After school math tutoring program occurs two days per week from approximately 3:45 pm to 4:30 pm.
* Christy Baxter, who is the lead teacher in this program, is paid for her role.
* Students who need help are expected to show up with work to do.
* Andy Carbaugh stated that Christy Baxter is doing a good job, but does not have time to expand the math program.
* The Council recognizes that the teachers are in need of help to continue and further the program(s). The Council recommends that volunteers (teachers, parents, or PTA) are needed.
* Christy Baxter and Andy Carbaugh have all of the results from last year’s pilot program.
* The Council agrees that this program either needs to move forward with volunteers or be dropped for the year. However, the Council also agrees that this program is too important to drop. Additional effort should be made to find volunteers.
* Andy Carbaugh stated that request for volunteers should come from the Community Council instead of from the Administration.
* **ACTION ITEMS**
  + Kim Gardner will include request for help with math program in PTA Newsletter.

1. Agenda Item 8 – Technology

* Discussed interactive whiteboards, iPads, Elmos (digital document projector)
* Tom Phipps (School Technology Specialist) has offered to help sponsor technology.
* Lauri Hansen has done preliminary research into interactive whiteboards.
  + Larger (77”) whiteboard costs $1,184 per whiteboard.
  + Smaller whiteboard costs $970 per whiteboard.
  + District fee of $350 per classroom to move projector.
  + Mr. Phipps recommends the larger whiteboard.
  + Mr. Phipps recommends interactive whiteboards over Elmo projectors.
  + Rosecrest Elementary has interactive whiteboards, which were not paid for by the District.
  + Upland Terrace has 20 regular education classrooms, 3 special education classrooms, and 1 resource classroom.
* Kim Gardner briefly discussed use of iPads in the classroom
  + iPads and computers can be connected to Elmo projectors
  + Kim believes that all teachers should have an iPad, which could be less costly than interactive whiteboards.
* **ACTION ITEMS**
  + Andy Carbaugh is meeting with other nearby Principals. Andy will ask other Principals about their school’s technology, specifically interactive whiteboards.

1. Agenda Item 9 – Parking Lot/Exterior Doors

* Parking Lot
  + Cheryl Phadnis continues to see students run across the parking lot east of the school up to Sunnydale Drive.
  + There has been an effort to have students use sidewalks and crosswalks instead of crossing through the parking lot.
  + Andy Carbaugh suggested that the students need to be reminded to use sidewalks and crosswalks. The Council agrees with this recommendation.
* Exterior Doors
  + Cheryl Phadnis has noticed several exterior doors being propped open near the end of the school day.
  + Cheryl especially notices the door on the lower level (northwest corner of building) is being propped open to accommodate the parents picking up Preschool students.
  + Andy Carbaugh has also noticed students propping doors open with small pebbles, sticks, etc.
  + Cheryl worries that this is especially a problem with concerns over security issues due to senior high and junior high school students (discussed above).
* **ACTION ITEMS**
  + Andy Carbaugh will look into solution for the lower level door (northwest corner). However, Andy also mentioned that the school still needs to find a way to accommodate the Preschool pick-up.
  + Andy will remind students to use sidewalks and crosswalks instead of crossing through the parking lot.

1. General Items
2. Due to Andy Carbaugh’s absence at the last Community Council meeting, he was unaware that Joe Wood was appointed Chair Person and David Child was appointed Vice Chair Person. This was clarified at this meeting.

* **ACTION ITEMS**
  + Andy Carbaugh will update the school website with the following current Community Council titles and contact information:

Andy Carbaugh (Principal) [acarbaugh@graniteschools.org](mailto:acarbaugh@graniteschools.org)  
Kim Gardner (Teacher) [kgardner@graniteschools.org](mailto:kgardner@graniteschools.org%20)

Lauri Hansen (Teacher) [lkhansen@graniteschools.org](mailto:lkhansen@graniteschools.org)

Joe Wood (Parent) – Chair [wood3875@gmail.com](mailto:wood3875@gmail.com)

David Child (Parent) – Vice Chair [davidlchild@gmail.com](mailto:davidlchild@gmail.com)  
Cheryl Phadnis (Parent) [ckphadnis@yahoo.com](mailto:ckphadnis@yahoo.com%20)  
Jessica Kerr (Parent) [nbkerr45@yahoo.com](mailto:nbkerr45@yahoo.com)

1. Action Items
2. See ACTION ITEMS under individual sections above.
3. David Child will prepare minutes and email to Community Council members for review.
4. Kim Gardner will email final minutes to Upland Terrace Teachers
5. David Child will email final minutes to Holly Brain and other PTA representatives.
6. Andy Carbaugh will post final minutes on school website.
7. Adjournment

* Next Council meeting is set for 11/11/2011 at 1:45 pm. This may change depending on Joe Wood’s proposed calendar change (discussed above). Agenda and public posting will be handled by the Council Chair.
* Joe Wood adjourned the meeting at 3:45 pm and returned the minutes recording to Andy Carbaugh.