# Upland Terrace Community Council Meeting

# Meeting Minutes

3/9/2012

1. **Call to Order**

Joe Wood called to order the regular meeting of the Council at 1:51 pm on 3/9/2012 in the Library/Media Center at Upland Terrace Elementary School. David Child recorded the meeting minutes.

1. **Roll Call**

Joe Wood conducted a verbal roll call.

* **Council Members In Attendance:** Joe Wood, David Child, Cheryl Phadnis, Kim Gardner, and Lauri Hansen
* **Council Members Absent:** Andy Carbaugh and Jessica Kerr
* **Guest(s):** Christy Baxter

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. Joe Wood – PTA/Community Council Update

* Joe attended recent PTA meeting. Community Council is interested in strengthening the relationship between the Community County and the PTA.
* According to Holly Brain, the PTA is also open to the idea of having a PTA representative be present at future Community Council meetings.
* Joe will likely continue attending the PTA meetings.

1. Group – Interactive White Boards – a teaching solution. Funding ideas for 2012-2013

* This agenda item was meant to be an open discussion regarding smart boards.
* Smart boards provide enhancement of skills and learning abilities.
* Other nearby schools are ahead of us in the smart board arena. We would like to see Upland Terrace catch up.
* There is a grant available for a school's first 5 smart boards. Lead time for smart boards is approximately 4 to 5 months. We agreed that there is a sense of urgency to begin this process. With grant – each smart board costs approximately $750.
* Options for fundraising to purchase smart boards were discussed.
* Lauri emailed Mr. William Barnes, with the Chariot Group, to inquire about the process of submitting a grant request. Member of the Council are looking into ways to get some demonstrations going for the faculty.
* Community Council made decision to pursue the grant, pursue other avenues of funding, and get a smart board placed in the school to “test drive.”
* **ACTION ITEMS**
  + Lauri Hansen – Schedule a smart board demonstration for the Upland Terrace faculty members.

1. Group – Math Program (IXL), discussion & reporting capabilities – Create a S.M.A.R.T. goal.

* The IXL math program has already been provided/implemented to Upland Terrace students. However, no S.M.A.R.T. goals have been attached to this program. Therefore, the Community Council discussed ways to measure the success of this program in determining whether or not to renew this program at the renewal date in February 2013.
* Lauri stated that her class has already completed over 10,000 questions. One reason for this achievement is that Lauri sent home a letter with a list of exercises on the IXL program to be practiced. This was assigned instead of homework. Other teachers are reporting ways their classes are responding to IXL.
* The Community Council discussed the importance of basing IXL's success on use and participation rather than some sort of testing criteria to test performance and improvement of student's math skills.
* Teachers can obtain IXL reports for their students, while Andy Carbaugh reportedly can obtain reports for the entire student body as a whole.
* It was suggested that we have a teacher survey to get feedback on the effectiveness of IXL.
  + This could be an open-ended qualitative question asking for the teachers' impression that this IXL program has had on their students.
* There may be a need for upper grade and lower grade goals.
* We will get closer to final S.M.A.R.T. goals within the next two months.
* **ACTION ITEMS**
  + Group – Continue discussing S.M.A.R.T. goals for monitoring IXL program.

1. Joe Wood – Mid-year report final discussion, approval, and distribution to parents.

* Copies of the “Upland Terrace Elementary Community Council 2011-2012 Mid-Year Report” were distributed to the Community Council members. The Community Council members approved this report.
* A hard copy of this report will be delivered to all students’ homes.
* This report will also be posted on the school website.
* **ACTION ITEMS**
  + Andy Carbaugh – Distribute 2011-2012 Mid-Year Report to student's homes and post Mid-Year Report on the school website.

1. JoeWood / Cheryl Phadnis / Kim Gardner – Review & approve sidewalk recommendation to Millcreek Planning Commission.

* Copies of the “Summary of Final Recommendations” were distributed to the Community Council members.
* These recommendations were shared with the Wasatch Junior High School Community Council.
* There are already sidewalks along a portion of the North side of Upland Drive. Therefore, it was the Sidewalk Committee's opinion that the South side of Upland Drive is where safety issues are for Upland Terrace Elementary and Wasatch Junior High.
* Recommendation #1 currently reads “Install Sidewalks on at least the North side of Upland Drive...” The recommendation was meant to recommend sidewalks on the South side of Upland Drive.
* It was pointed out that the Sidewalk Committee tried to accommodate as many students as possible in their recommendation, especially all walking students.
* **ACTION ITEMS**
  + Joe – Change sidewalk recommendation from North side to the South side of Upland Drive.

1. Andy Carbaugh / Kim Gardner – Upper grades Math tutoring reward plan

* There will not be tutoring for the next three weeks. The next tutoring session involving high school students will be April 12.
* Lori Schmidt, teacher – recommended to Christy Baxter that high school tutors get some training first, which Christy approved. High school students who want to get tutoring credit will be trained on Tuesday, April 10.
* Christy is ready to be finished running the tutoring program. She wants to start planning for next year's program and finding her replacement.
* Robyn Allred, Kim Gardner, and Cheryl have attended most tutoring sessions this year. It was suggested that upper grade teachers all help with this program (they could be on call or periodic helpers).
* We also discussed possible rewards for the high school student volunteers.
* It was suggested a Barnes & Noble gift card for volunteers that have attended many times; chocolate bar for volunteers that have attended once. A pizza party or bagels was also suggested.
* At the request of the Community Council members, Christy Baxter entered the meeting at this point.
* Christy stated that there have been anywhere from 3 to 10 volunteers at each tutoring session. She thinks the volunteer rewards should be small and equal for all volunteers. However, she would like to give Sarina a good gift for her dedication. She likes the idea of giving Sarina a Barnes & Noble gift card, chocolate bar, and a custom letter of recognition. She also likes the idea of giving a chocolate bar to the other volunteers.
* Christy would also like to give Upland students with good attendance at the tutoring program a small reward.
* Christy expects between 10 to 20 high school volunteers to attend the training meeting on April 10. She would like to receive funds to buy refreshments for this meeting.
* Community Council estimated approximately $100.00 would be needed for math tutor rewards (gift card, chocolate bars, refreshments, etc.)
* Community Council voted unanimous in favor of allowing $100.00 to be spent for the math tutor rewards.
* **ACTION ITEMS**
  + Andy – provide $100.00 funding for math tutor program.
  + Group – Continue discussing the future of the tutoring program and finding a replacement for Christy Baxter.

Other Item Not on Agenda

* In Andy's absence, Andy asked Joe to distribute a letter to the Community Council members discussing the allocation of funds for the 2012-2013 school year.
* Andy must submit the 2012-2013 budget on or before March 23, 2012.
* A copy of 2011 plan and progress report was included in this letter.
* Community Council needs to review this report and make recommendations so that Andy can submit the final plan.
* Community Council noticed that the 2011 budget in the letter did not include expenses.
  + Community Council estimates that there will likely be approximately $2,000 to $3,000 carry over of funds to 2012-2013. If additional funds are available, we recommend that funding go towards initial grant of smart boards. Community Council voted unanimous in favor of allocating funds for smart boards.
* Of particular concern is Item 3 of the letter discussing allocation of School Land Trust funds.
* Joe proposed that the Community Council read the letter outside of this Community Council meeting and prioritize the items in this letter. Joe proposed discussing this letter and the Community Council's recommendations at a committee meeting.
* Community Council tentatively planned to meet on Tuesday, March 13, 2012 to discuss the proposed budget for 2012-2013 school year. However, Andy needs to be at this meeting. Therefore, the meeting time is contingent upon Andy's schedule.
* **ACTION ITEMS**
  + Joe Wood – Distribute letter to Jessica Kerr and inform Jessica of proposed committee meeting on March 13.
  + Joe Wood – Finalize scheduling of the proposed committee meeting.
  + Joe Wood – Post agenda on front door of Upland Terrace at least 24 hours before the finalized meeting time.
  + Andy Carbaugh – Post agenda on school website prior to the finalized meeting time.

1. **Misc. 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
6. Andy Carbaugh will post final minutes on school website.
7. **Adjournment**

* Next Council meeting is set for Friday 4/13/2012 at 1:45 pm. Agenda and public posting will be handled by the Council Chair.
* Joe Wood adjourned the meeting at 3:04 pm.