# Upland Terrace Community Council Meeting

# Meeting Minutes

11/22/2011

1. Call to Order

Joe Wood called to order the regular meeting of the Council at 1:45 pm on 11/22/2011 in the Library/Media Center at Upland Terrace Elementary School. Joe scribed the minutes as David Child communicated in advance his late arrival.

1. Roll Call

Joe Wood conducted a verbal roll call.

* **Council Members In Attendance:** Andy Carbaugh, Kim Gardner, Lauri Hansen, Cheryl Phadnis, Joe Wood, David Child (late)
* **Council Members Absent:** Jessica Kerr
* **Guest(s):** Cassie Gaisford-absent (Upland Terrace Reading Specialist) , Peggy Larsen (Upland Terrace Lunch Secretary), Kathy Swift (East Millcreek Community Council Point of Contact for School Councils & PTA’s), Nancy Carlson-Gotts (Eastmill Creek Community Council Chair)

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. Group – Misc. Follow-Up Items
   * Andy Carbaugh reports that the school website is updated with a “Link to Trust Lands Web page”. This can be accessed from the community council main page.
   * Jessica Kerr has completed the 2011-2012 Community Council Mandatory Training as communicated by e-mail on 11/22/2011 @ 7:40am.
   * Andy Carbaugh reports that there are future plans for security cameras coming from the School District Level. Specific locations, numbers, and time frames have not been determined.
   * Andy Carbaugh was unable to network with other elementary principles last month to obtain “Technology feedback from other schools”. This might help guide us in pursuit of whiteboards, projectors, or other teaching/learning classroom aides. He will look to follow-up within the coming months.
   * Andy Carbaugh reports on completed action items regarding Parking Lot Safety reminders which include: Home Newsletter, Reminders to K,1, & 2 (lower grades), New signage, and Safety Patrol reminders.
   * Andy Carbaugh reports that the Community Council website member list has been updated.

1. Cheryl Phadnis – Nancy Carlson-Gotts, East Millcreek Community Council Guest – “Safe side walks and the East Millcreek master plan”.
   * The East Millcreek Community council was an invited guest this month to create open communications, synergies and priorities for recommendations back to the Millcreek Planning Commission.
   * The East Millcreek Community Council member terms are 4 years each. Upland Terrace Elementary was the first of 6-7 schools that the EMCC will be visiting and working with this year.
   * Some things the EMCC does: make zoning recommendations to the planning commission and county; prioritize safe sidewalks, crosswalks, and traffic calming; formulate recommendations for the yearly update to the Millcreek Township General Plan; Community outreach and awareness (movies in the park, Help with Venture Outdoor Festival, Emergency Preparedness)
   * More information on the EMCC can be found here: <http://www.millcreektownship.org>
   * Previously, sidewalk plans came from three sources 1) residential requests; 2) school safe route plans; 3) county/township recommendations – the goal is merge all of these into ONE coordinated plan.
   * The EMCC needed some history on how the Upland Terrace Child Access Routing Plan or SNAP plan was created. Andy Carbaugh explained the creation dating back to 3-years ago in cooperation with the School Community Council. Schools are reminded to review this plan every year with their councils, as we are doing so in agenda items #2 & #3.
   * The group closed the discussion by clarifying expectations and time frames.
   * GROUP and EMCC ACTION ITEMS:
2. The EMCC will deliver us a current sidewalk map. This will be a large, hard copy, map. We are expecting this in the office by 12/09/2011.
3. The Upland Terrace Community Council will “Update our Map” and study foot traffic routes.
4. Upland Terrace Community Council to produce a Sidewalk Prioritization by March 2012.
5. Joe Wood – Review the Upland Terrace “Child Access Routing Plan”
   * http://www.snapforschools.com/Map\_view.aspx?EntityID=452
   * UDOT refers to this as SNAP (Student Neighborhood Access Plan. Page 12 of the Community Council Handbook.
   * This agenda item ties into #2 above.
   * In Conjunction with the EMCC guests, we reviewed the above plan and note the necessary actions due.
6. Cassie Gaisford (absent – delegated to Andy Carbaugh) – Student Lunch Room Study Survey(s)
   * In Cassie’s absence, she had all surveys and action items completed for Andy to present.
   * Andy had printed copies of the two surveys for each member and guest.
   * Faculty Survey – 19 of 19 surveys were completed via SurveyMonkey.
   * 1 – Do you think students would benefit from a longer seat time at lunch: [31.6%=Yes] [68.4% =No]
   * 2 – Do you think students would benefit from recess before lunch: [5.3%=Yes] [94.7%=No]
   * 3 – Do you give your class a snack time during the day: [66.7% =Yes] [33.3%=No]
   * 4 – If you do have snack time, what time of the day (12 varied responses): [11:00am, 10:15am, 10:45am, 10:30am, 10:55am, 10:25am, a few students snack in the afternoon, after first recess, after last recess]
   * 5 – Please include open feedback / comments:
   * 6 – If you have a choice for change, would you want change: [10.5%=Yes] [89.5%=No]
   * The group discussed the faculty survey. Key points are: previous 5 minute lunch reduction could be looked at; staff/logistics of recess before lunch needs review; training and discussing the current structure is worth trying before any major changes.
   * Student Survey – just under 450 surveys were completed and tallied by Andy Carbaugh.
     + 1 – Do you finish your lunch before you go outside: [67%=Yes] [33%=No]
     + 2 – Do you have enough time to eat your lunch: [54%=Yes] [46%=No]
     + 3 – Do you have too much time to eat your lunch: [17%=Yes] [83%=No]
     + 4 – Are you ever hungry when you are at school: [82%=Yes] [18%=No]
     + 4a – If Yes, When are you hungry: [49%=AM] [51%=PM]
     + 5 – Would you prefer lunch before recess, or recess before lunch: [62%=Lunch First] [38%=Recess First]
     + The group discussed the Student Survey with no conclusions, other than we need to further explore and act upon the issue(s).
   * Keep an open mind to change – the issues brought to us were: 1) Waste - minimize; 2) Time – not enough; 3) Hunger – yes they are.
   * Grades 1 & 2 are held in the lunch room for exactly 15 minutes.
   * Grades 3-6 are in the lunch room, free reign.
   * ACTION ITEMS:
     1. Observe Oakridge Elementary
     2. Lower & Upper grade education on Lunch Time issues (before any major change)
     3. Re-institute the lunch room “Stop Sign”, keeping kids in the lunch room for their allotted time (12 minutes).
     4. Re-Survey Faculty & Students
7. Kim Gardner – Math Program Update

* Reminder: Math Program Update needs clarification as there are two programs that have fallen under this general topic.
* Upper Grade – Tutoring is running well. The group briefly discussed and recognizes the challenges with students and volunteer student teachers during the holidays and school breaks. January of 2012, Christy Baxter will be sending out forms and asking teachers for any new student participation(s).
* Lower Grade – Last year the council helped to create a successful “pilot” program. For this program to continue, it relies on parent volunteers. No such volunteers have stepped up and as a last resort; the PTA was asked if they could garner volunteer support. As of this meeting, we still have no volunteer support to run the “Lower Grade Math Program”. Without a single person to drive this and parental support, this program is at risk of being shelved for 2011-2012.

1. Lauri Hansen – Discuss and propose purchase of IXL math computer program.
   * Lauri narrated, Andy navigated, as the group reviewed this web based system
   * <http://www.ixl.com>
   * Vendor price quote back to Lauri Hansen was $2,680.00/year for 610 students (entire Upland Terrace enrollment – all grades/levels)
   * The group discussed the current Rain Forest Math program, 3-years are left (initially it was $500.00 for 5 years). This program is limited in accessibility for students.
   * Khan Academy math was reviewed. Video is a plus, but no connections to standards. This is a free program.
   * The Council was supportive and impressed with IXL. If a student / parent wanted to purchase an annual subscription, list/single user pricing is $79.95/year – IXL, through the entire school option, gets the per user pricing to $4.39/year.
   * ACTION ITEMS:
     + 1. Andy & Lauri will bring this up at the next faculty meeting and report back next month.
2. Andy Carbaugh – Review Land Trust Videos

* Two videos are required for each council member; The first is 17 minutes, the second is 6 minutes.
* Due to time constraints the council deferred viewing and will place this on a future agenda.

1. Joe Wood – Community Council Calendar
   * The council meetings are scheduled for the 2nd Friday of every month, at 1:45pm, in the Media Center.
   * Two dates have been moved and rescheduled.
     1. Friday November 11th (non-school day) has been moved to Tuesday November 22nd, 1:45pm.
     2. Friday January 13th (non-school day) has been moved to Thursday January 12th, 1:45pm.

1. Misc. Action Items
2. Joe Wood will prepare minutes and email to Community Council members & guests for review.
3. Joe Wood to email the District, our Community Council Member contact list and 2011-2012 calendar.
4. Andy Carbaugh to network and obtain “Technology” feedback from other elementary schools in the district.
5. Andy Carbaugh to update Community Council website Calendar.
6. Andy and Lauri, present/discuss IXL math program at next faculty meeting.
7. Jessica Kerr to observe Oakridge Elementary “Recess before Lunch” implementation.
8. Kim Gardner will email final minutes to Upland Terrace Teachers
9. David Child will email final minutes to Holly Brain and other PTA representatives.
10. Andy Carbaugh will post final minutes on school website.
11. Group – SNAP Plan updates, sidewalk prioritization w/EMCC.
12. Group – Review Land Trust Videos
13. Adjournment

* Next Council meeting is set for 12/09/2011 at 1:45 pm. Joe Wood is tentative for this date and if absent, will ask that David Child lead the meeting. Agenda and public posting will be handled by the Council Chair.
* Joe Wood adjourned the meeting at 3:18 pm and returned the minutes recording to Andy Carbaugh.