# Upland Terrace Community Council Meeting

# Meeting Minutes

09/14/2012

1. **Call to Order**

Joe Wood called to order the regular meeting of the Council at 1:45 pm on 9/14/2012 in the Library/Media Center at Upland Terrace Elementary School. In David’s absence, Joe assumed the role of meeting scribe. Digital audio recording is no longer required and will not be used in this or any future council meeting.

1. **Roll Call**

Joe Wood conducted a visual roll call.

* **Council Members in Attendance:** Joe Wood, Lauri Hansen, Kim Gardner, Cheryl Phadnis, Andy Carbaugh
* **Council Members Absent:** David Child, Jessica Kerr
* **Guest(s):** Mr. Popp

1. **Approval of Minutes From Last Meeting**

All council members review and approve/accept meeting minutes via email. Those final meeting minutes are published and publicly viewable at the following website: <http://uplandterraceelementary.weebly.com/minutes-archive.html>

1. **Agenda**
2. Math Program – Tutoring – Lead teacher

* The need to purchase additional hard copy teacher manuals for “Go Math” was discussed. Many opinions both Pro & Con were explored when using a traditional book/manual vs. computer/on-line based. The general consensus was that each teacher would have the option to purchase a manual using the classroom discretionary funds.
* As of this meeting, there is no “Lead Teacher” to run the math tutoring program. Last year’s lead teacher has declined and filling this role has been a known challenge.
* Action Item: Andy to communicate Go Math teacher manual option at next faculty meeting. Andy will be discussing the Lead Teacher volunteer w/paid stipend at next faculty meeting as well.

1. Smart Boards (Open discussion on HOW to obtain)

* TILT grants – Teachers Increasing Learning through Technology. Upland Terrace has two TILT classroom’s with Smart Boards. Kim Gardner (5th grade) & Jennifer Buck (6th grade) both obtained smart boards through this grant.
* Laurie has the list from last year’s Carnival containing names of individuals who’d like to help and/or donate.
* Andy has verified with the district that we do not need to create a booster of any kind. Since our recommendation is specific to a smart board in every class, we may be very direct in asking for support/donations to accomplish this.
* Once we get finances in line, the council is in agreement that we should start installations with 6th grade first, and work down through each grade level. The district supports these installs and projector moves at no charge.
* Mr. Popp will still match the schools efforts with a donation of one smart board for every 4 smart boards that we can fund through Land Trust budget, Land Trust surplus, public/private donations, etc.
* Action Item: Kim Gardner will create a very direct flyer stating the need, benefit, cost, and option to help us reach the goal.

1. SSAP – School Student Achievement Plan

* The district has a new on-line process for submitting SSAP’s. Andy is trained and well prepared for this. Due date of this plan is prior to the next council meeting.
* Action Item: Council members should email Andy “any” goals or ideas to be included. The plan will be an evolution of last year’s plan and factors in the Land Trust budget items discussed at the meeting. Andy will share the finalized plan at the next council meeting.

1. Land Trust Budget Review

* Andy passed out hard copies of the 2012-2013 Land Trust Budget. Each member reviewed, followed along, and questioned the line items. No changes were recommended or needed.
* From last year’s budget, there is was $4300.00 surplus amount that is rolled over, bringing the total budget to approximately 32K for this school year.
* Action Item: None.

1. Community Council representation update – Elections / Vacancies

* The minimum Elementary School Community Council representation is 2 parent members more than faculty members. Our ideal council size would be 5 parents and 3 faculty members.
* No parents have declared their “intent to run” for the council this 2012-2013 school year. If this remains, our council may need to shrink to 2 faculty and 4 parents.
* David Child (council Vice-Chair), who assumed a prior parents term, has chosen not to re-run for a new council position.
* SCC positions end in October. We have vacancies for David, Jessica, and a new parent position.
* Action Item: Andy to utilize SEP conferences and/or Parent Email list to solicit candidates. Elections are due by September 27th, Andy will look into an extension of this given our situation.

1. Open

* SCC rosters will need to be turned in once we finalize representation, most likely October.
* Sue Parker is PTA president and will be included on SCC communication.
* Current fundraiser activity is specifically for “supplies & smart boards”.
* SCC training will be held on Thursday, October 11th, 4:00pm, at Skyline.
* Action Item: Joe to send to send reminders to existing and new SCC members.

1. **Misc. Action Items**
2. See ACTION ITEMS under individual sections above.
3. Joe Wood will prepare summary minutes and email to Community Council members for review. Once approved and distributed as “final”, all/any may share the document.
4. Kim Gardner will email final minutes to Upland Terrace Teachers.
5. Joe Wood will email final minutes to Sue Parker for distribution amongst the PTA.
6. Andy Carbaugh will post final minutes on school website.
7. **Adjournment**

* Next Council meeting is set for Friday 10/12/2012 at 1:45 pm. Agenda will be solicited and created by Joe, Andy will post the agenda on school website (public posting on front door is no longer required).
* The meeting was adjourned at 2:50 pm.