

# Westland Elementary School Community Council 2015-2016

March 7, 2016

9:00 – 9:43 a.m.

Faculty Room

**ATTENDEES:** Barb, Sara, Shellie, Kerri, Nikki, Neffy, Carrie, Julie, Joi & Kelty

**Excused:** Michelle

**Guests:** Sandi

## AGENDA

Welcome!

1. Minutes were APPROVED for February 2016 Meeting (via e-mail majority vote).
2. Timeline.
  - a. Discussed the need meet again on April 4, 2016 in Faculty Room.
  - b. Discussed changing the 9 a.m. time to 2 p.m. instead so we could invite Jen Atwood (from School Board) to attend – all agreed.
  - c. Barb will invite Jen and let Kerri know to confirm time of next mtg.
3. Budget.
  - a. Discussed no need for another fundraiser for SCC for 2015-2016 school year. All agreed.
4. Surveys.
  - a. Joi presented information she researched and gathered. Discussed doing an on-line survey (ie. Survey Monkey), and a paper survey to get the most participation.
  - b. Discussed importance of using this survey to educate parents about the purposes & differences of PTA & SCC. Also, the questions need to be brief and to-the-point. (see attachment)
  - c. Joi will present more info. in April meeting.
5. Safe Walking Route.
  - a. Barb mentioned West Jordan City has approved installing speed bumps along 7268 South.
  - b. Neffy reported broken fence along city walkway that runs along canal which is part of the Safe Walking Route. Barb will look into who needs to repair that.
6. Land Trust 2016-2017 School Year & School Improvement Plan (SIP).
  - a. Approx. \$32,000 funds were received for 2015-2016 school year with a \$4,000 carryover for 2016-2017 school year. Barb reported money's were used from other school funds to help free up Land Trust money to fund the following:
    1. Instructional Aides salaries and benefits
    2. 3 Chrome Labs (the goal is for every grade to have access to a Chrome Lab)

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- b. Barb distributed and reviewed 2015-2016 School Land Trust Plan and suggested an addendum be added to the original plan for Technology to be added to both math & reading goals including the need for another hard wired computer lab in the school and/or more laptop computers. (see attachment)
  - c. Motion to add addendum to original plan for Technology need and carry over in budget made by Sara – 2<sup>nd</sup> by Carrie & Neffy. Voting was unanimous.
7. Bridge between SCC & PTA.
- a. Kathi Gibson was unable to attend this meeting (she was involved in a PTA need). Discussed how Neffy, Julie, and Michelle from SCC already attend PTA meetings, so they could naturally coordinate.
8. SCC column in monthly school newsletter.
- a. Neffy agreed to draft a short paragraph in the monthly school newsletter to inform parents about the SCC, its purpose, and actions.
  - b. Neffy will send the draft to Barb. for approval before sending it to the newsletter editor for print.
9. Other items for discussion.
- a. Nikki volunteered to prepare flyers with SCC information for parents to grab during this week's Parent Teacher Conferences.
  - b. Sandi & Barb will prepare a table in the main hall for the flyers.
  - c. F.Y.I. – PTA Board Meetings are on the 2<sup>nd</sup> Tues. of each month.
10. Future agenda items.
- a. Minutes, Timeline, Survey's, Land Trust 2016-2017 & SIP, Bridge between PTA & SCC, signature forms
11. Next Meeting: Mon. Apr. 4, 2016 in Faculty Room. Time to be determined.
12. Adjourn.

**ACTION ITEMS: (next page)**

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## ACTION ITEMS:

1. Barb accepted the assignment to:
  - a. Add PTA Pres. & SCC Chair to school digital calendar.
  - b. Set up table during Parent Teacher Conferences for SCC handout.
  - c. Contact city to arrange with broken fence along city walkway to the school.
  - d. Update Land Trust Plan for 2016-2017 school year & SIP including addendum & budget carryover.
  - e. Contact Jen Atwood to see if she could come to April SCC meeting, then contact Kerri to verify time of meeting.
  - f. Review & approve Neffy's draft of SCC article in school newsletter before it goes for submission to editor.
  
2. Kerri accepted assignments to:
  - a. E-mail copy of March Minutes to council members for vote of approval by Thu. Mar. 17, 2016. Votes due by Thu. Mar. 24, 2016 by 12:00 p.m. (noon).
  - b. E-mail copy of April Agenda to council members, along with approved March Minutes to Shellie to post on school website by Mon. Mar. 21, 2016.
  
3. Shellie accepted assignment to:
  - a. Post approved March Minutes, and April Agenda on school website by Mon. Mar. 21, 2016.
  
4. Joi accepted assignment to:
  - a. Coordinate with PTA and put together one survey that gathers info. needed for both PTA & SCC, AND clarifies the purpose and differences of both councils.
  - b. Prepare on-line survey and paper survey & report in April SCC Mtg.
  
5. Neffy accepted assignment to:
  - a. Coordinate info. between PTA & SCC
  - b. Write brief column in school monthly newsletter to educate parents about the purpose and actions of SCC, and submit brief column to Barb. for approval before submitting to newsletter.
  
6. Nikki accepted assignment to:
  - a. Print up a flyer about SCC to put on table during Parent Conf.
  
7. Council Members accepted assignments to:
  - a. E-mail vote on March Minutes to [kerri.oakeson@gmail.com](mailto:kerri.oakeson@gmail.com) due by Thu. Mar. 24, 2016 by 12:00 p.m. (noon)