

Approved: August 24, 2009

**Foothills Elementary Transportation, Safety and Recreation
Stakeholder Workgroup (FSWG)
August 3, 2009
Meeting Notes**

Agreements:

- Data Needs
 - Combine data needs #3 and #6;
 - Change at typo in number 5 (should be 12,000); and
 - Relegate number 12 to the city as it is within their domain.
- Non-Engineering Plan for Hug and Go, Crosswalks and Education
 - It was agreed that temporary signs need to be created and posted; Hug and Go will have temporary banners.
 - The group agreed that encouraging people through education to go to the cross walk is a good first step.
 - The group agreed to move forward with the plan as discussed.

Actions: *(in this section, due to the number, the actions are organized by person)*

- Melisa Potes will:
 - Send out all existing safety and traffic policies at Foothill Elementary;
 - Research and distribute the number of eligible bus riders and define the term “eligible”;
 - Look at the back fence/gate open/closed options with City and BVSD security;
 - Provide the student valets with ponchos for inclement weather;
 - Work on incorporating good behavior incentives for arrival and departure into the existing incentive system; and
 - Draft/finalize the single page narrative document of the plan/changes.
- Landon Hilliard will
 - Work with the police department to find out if there is a possibility for bike officers;
 - Speak with the city to find out what it means to have the city provide a crossing guard at Iris and Broadway; and
 - Coordinate the training date for crossing guard with his colleague Dena Neuhaus.
- Don Orr will
 - Provide accurate numbers for data need 5 (playground area needs);
 - Find the accurate numbers for data need number 7 (trends at Foothill for student enrollment, staff numbers and open enrollment);
 - Research the possibility of paying a crossing guard through a 501(3) c organization; also the legality of a non-profit or parent based group being those who pay the crossing guards.
- Each individual in the group will recruit 5 people to be used in a rotating system for crossing guard and Hug and Go valet duties either for the whole year or at least for the first two weeks/ until the PTO volunteer process is up and running.
- Two subcommittees will meet and complete drafts by August 7th:

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- Maps and Signs - Blair Norman, Landon Hilliard, Leila Thomas, Jane Monson, Don Orr and Natalie Warshaw – draft language for temporary signs and draft maps showing parking and flow
- Rule Reminders – Melisa Potes, Erik Park, Pat Stevenson (Sarah Schulte?) – draft language for Hug and Go, Cross walks, Park/Drive, Bike/Pedestrian
- Blair Norman will collect the 5 volunteers from each member of the FSWG.
- Pat Stevens will work to staff the FSWG table on August 14th and 17th, 8:00-3:00 pm
- Jane Monson will send an email to the Newlands email list.
- Jody Erikson will check with Sarah Schulte or Dena Newhaus to research Hug and Go information.

Next FSWG Meeting: September 16, 2009, 6:00pm – 9:00 pm, Foothill Library

DISCUSSION

Data Needs

The group briefly reviewed the list of data needs and when/how they might be provided. Many would come up naturally during discussions (e.g., existing parking zones), others would need to be collected (e.g., enrollment numbers) or developed (e.g., counts of infractions).

AGREEMENTS:

- Combine data needs #3 (infraction counts) and #6 (number of citations issued); and
- Change at typo in number 5 (playground areas - should be 12,000).

ACTIONS:

- Melisa Potes will send out all existing safety and traffic policies at Foothill Elementary;
- Melisa Potes will research and distribute the number of eligible bus riders and define the term “eligible”;
- Landon Hilliard will work with the police department to find out if there is a possibility for bike officers;
- Don Orr will provide accurate numbers for data need 5 (playground area needs); and
- Don Orr will do further research into number 7 (trends at Foothill for student enrollment, staff numbers and open enrollment).

Review Draft Plan of Non-Engineering Elements

The sub committee reported on the following elements of the non-engineering plan for crosswalks, the Hug and Go lane and education elements:

- Crossing guards
 - Locations:

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- Iris and 9th – east/west across 9th (south side of Iris)
- Hawthorn and 9th – east/west across 9th (north side of Hawthorn)
- Hawthorn and 9th – north/south across Hawthorn (east side of 9th)
- Iris and Broadway – east/west (south side of Iris; this will be volunteer from families living east of Broadway)
- Who:
 - FSWG member will get 3-5 volunteers
 - The hope is to have families willing to volunteer and rotate to staff the intersection.
- Training: The new BVSD trainer will provide training to all volunteers and staff in crossing guard techniques and the Hug and Go lane system.
- The crossing guards will have orange vests and reminder cards stating the rules and regulations.
- The staffing and rules of the Hug and Go:
 - 5-6 valets – start with parents and staff, then phase in 4th-5th graders until there is no parents and less staff
 - First 3-4 cars will open their doors and drop off, the rest will wait
 - Children exit the car only on the passenger side
 - No bags in trunk; no trunk access in the Hug and Go lane
 - Different signage: stay in car, pull forward, drop off kids
- The use of orange cones to show no parking zones;
 - At south-west corner of Iris and 9th to block cars from parking/standing on the corner and impeding visibility for pedestrians/bikers
 - At Hug and Go lane to keep children in the cars until car has pulled into drop off zone
- The minimization of traffic on Hawthorn; and
 - Encourage parents not to turn west on Hawthorn from Broadway unless using the Hug and Go
 - Education and share preferred traffic routes depending on where parents are coming from and what mode of transportation (car, bike, feet)
- Education - Provide parents with clear specific information
 - Maps showing where to park, where buses drop off and the Hug and Go
 - Procedure and education for Hug and Go
 - Letter to the neighbors
 - Discuss/provide materials during principal coffee hour
 - Discuss/ provide materials for Back to School Night
 - Separate maps and expectations for walkers and riders
 - Website and emails

ACTIONS:

- Don Orr will look into the possibility of paying a crossing guard through a 501(3) c organization. He will also look into the legality of a non-profit or parent based group being those who pay the crossing guards.
- Each individual in the group will recruit 5 people to be used in a rotating system for crossing guard and Hug and Go valet duties either for the whole year or at least for the first two weeks/ until the PTO volunteer process is up and running.

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- Jane Monson will send an email to the Newlands email list.
- Landon Hilliard will speak with the city to find out what it means to have the city provide a crossing guard at Iris and Broadway.
- Melisa Potes will provide the student valets with ponchos for inclement weather.

Public Comment

- Restoring the gap to the north-side to provide for easier access to pedestrians approaching the school from the west side. Perhaps having a gate open in the morning, self locking for the school day. Several gate options were discussed. A definitive agreement was not made.
- A neighbor addressed the group and confirmed the need to address unsafe behavior by drivers and pedestrians. He cited various examples of infractions.
- Enforcement of current traffic regulations would go a long way to helping with the situation - double parking and stopping on 9th and on Hawthorn by the schoolland at the blind corners of 9th and Iris and 9th and Hawthorn.

ACTION: Melisa Potes will look at the back fence/gate open/closed options with City and BVSD security.

Revise and build agreement on a plan and implementation

The FSWG discussed the following:

- The relocation of some of the bike racks will help to change the flow of bike traffic;
- The possibility of having a stop sign added at the intersection of 9th/Iris (a request was previously made and it was declined);
- The possibility to move one of the buses to drop off on 9th;
- The DRCOG program to have carpool options for students;
- The direction for education and communication;
- Outreach and open communication with the “Fox Trots” who promote and support alternative transportation and transportation routes. Blair Norman is the chair of this group;
- There is a need for new signs;
 - AGREEMENT: It was agreed that temporary signs need to be created and posted; Hug and Go will have temporary banners.
- The issues with parking on the south side of Hawthorn; and
 - If early arriving teachers parked there, it would prohibit parents from parking and crossing students in an unsafe manner.
 - The staff and volunteers should encourage parking parents to cross students at the cross walks.
 - AGREEMENT: The group agreed that encouraging people through education to go to the cross walk is a good first step.
- FSWG members need to help get volunteers for crossing guard and Hug and Go valets over the year, but particular effort to get folks for August 20- September 4, 2009, the morning session will be approximately 8:00-8:30am;

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- The training for crossing guards and Hug and Go valets will likely occur during the week of August 17, 2009;
- The need for concise informative packets outlining rules and regulations;
 - The rules and regulations will be issued through letters, emails, signage, crossing guards and “reminder cards.”
 - Reminder cards will be printed on different color stock paper for pedestrians, bikers, bus riders, and drivers and will contain the following information:
 - Cross walk information;
 - Driving/parking options;
 - Hug and Go rules; and
 - Biking and pedestrian rules.
 - An FSWG table on August 14th and 17th.

AGREEMENT: The group agreed to move forward with the plan as described.

ACTIONS:

- Two subcommittees will meet and complete drafts by August 7th:
 - Maps and Signs - Blair Norman, Landon Hilliard, Leila Thomas, Jane Monson, and Natalie Warshaw – draft language for temporary signs and draft maps showing parking and flow; and
 - Rule Reminders – Melisa Potes, Erik Park, Pat Stevenson (Sarah Schulte?) – draft language for Hug and Go, Cross walks, Park/Drive, Bike/Pedestrian
- Blair Norman will collect the 3-5 volunteers from each member of the workgroup. The date range for the volunteers is August 20- September 4, 2009. The morning session will start at 8:00 and last approximately a half hour.
- Training date for crossing guard: Landon Hilliard will coordinate with his colleague Dena Neuhaus.
- Pat Stevens will work to staff the FSWG table on August 14th and 17th, 8:00-3:00 pm
- Jody Erikson will check with Sarah Schulte or Dena Neuhaus to research Hug and Go information.
- Melisa Potes will work on incorporating good behavior incentives for arrival and departure into the existing incentive system.
- Melisa Potes will Draft/finalize the single page narrative document of the plan/changes.

ATTENDANCE

Parents: Kim Boyd, Julie Cepulis, Blair Norman, Erik Park

Neighbors: Jane Monson, Pat Stevenson, Leila Thomas

Foothill Principle: Melisa Potes

Foothill Staff: James Brittenham, Holli Hoskins, Natalie Warshaw,

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BVSD: Landon Hilliard, Don Orr

City of Boulder: Randal Rutsch, City of Boulder

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