

Fairview Elementary School

Site Base Meeting Minutes

May 25, 2016

Members Present:

- Kelly Thomas: Administration
- Rachel Seighman: Administration
- Susan Redden: Kindergarten
- Misty Tarlton: 2nd Grade
- Allison Whitley: 3rd Grade
- Susan Smith – 4th Grade
- Kelly Rayfield: 5th Grade
- Ashley Melton: Administration
- Stephanie Hackney: Bookkeeper
- Pam Wylie: Assistant
- Valeria Willing: PTO
- Belle Walker: Parent

Members Absent:

- Emily Selvidio: 1st Grade
- Mary Evans: Assistant
- Ashley Faile: Parent

Topics/Issues/Concerns

- Ms. Whitley opened the meeting by taking roll and providing the agenda
- Last Meeting: Ms. Whitley reminded the group of the two behavior plans that have been presented to all staff members – she requested that all grade levels go back and discuss the merits of both plans and vote on the plan for the next meeting
- Ms. Whitley asked each grade level to put their vote for the 2016/2017 behavior plan: Unanimously all grade levels selected Positive Behavior Instructional Support (PBIS)
- Ms. Melton requested that a summer team be put in place to prepare for the upcoming year

- Ms. Whitley received questions about the school budget – Ms. Whitley mentioned that the school budget is available for review
- Ms. Whitley informed the group that money earned through FVES events is used for end of year tutors and Leveled Literacy Intervention kits
- Ms. Whitley received a question about grade level representation at school dances – more teachers are needed to safely monitor students
- Ms. Whitley received questions regarding social committee dues and the limited budget – there was concern that the funds were being misappropriated
- Ms. Whitley received a question about who receives help from the school – is there a set plan on who and what is supported
- Ms. Hackney requested that a set of rules and guidelines on who the school supports are put in place for 2016/2017
- Mrs. Walker agreed to share the guidelines that are used in her line of business to use as a model
- Mrs. Thomas addressed the issue of teachers arriving late and leaving early – issues are handled on an issue by issue basis by the administration
- Ms. Whitley notified the group that all Site Base members are voted on and will only stay on for two years
- Ms. Whitley informed K-1 that they are permitted to walk past the office for dismissal