

Site Base Agenda

May 22, 2019

1. Attendance:

Present: Gerrard, Adams, Erving, Holmes, Helms, Parker, Sloan, Hartig, Shoepner, Shuester, Cox, Melton, Thomas

Absent: Poynter

2. Old Business:

1. If we have an event at school can we set a deadline..... There is a price and date set. After that DATE, can we charge a late fee? Place that on the form and maybe we can get these forms in on time.

There will be a new online platform for school events and collecting money next school year. Hopefully this will help fix this issue. We will try to communicate these website links to everyone as much as possible.

2. What are our student numbers for next year and teacher allotment?

We really don't know. Looks like a little bit over 400. However, this potentially will change. We most likely will not know who is moving grades until later in the summer. As of right now HR is predicting the following allotments:

3 kindergarten
3 1st
4 2nd
4 3rd
2 4th
3 5th

3. New Business:

1. Is there a work order that can be put in for the TACS system? It works so inconsistently and we are all using it twice a day.

- a. *Mrs. Moore has put multiple help tickets in, and it's not the machine - it's when internet goes down after hours.*

2. Could some other people in addition to Mrs. Shulman be trained to change the laminator roll?

- a. *Yes, we will train a couple of assistants to help change the roll.*

3. We found that during the exciting fire experience this week that several classes are routed to exit through fire doors. During drills these doors don't shut but during the actual alarm these doors shut with the intention of blocking off parts of the school. 3rd and 4th grade in particular needs to be rerouted for drills so they are not going through fire doors in the event of any actual emergency. Because of the timing and the fact that it was unexpected, there was not a leader on the playground, totally understandable given the situation. It might be a good idea to have a backup plan for the future. Maybe someone from each grade level that could collect names? One or two designated individuals? More than one person as a backup in case the designated backup isn't there? There was also no way to communicate who was missing from the playground to the front to see if a student was still in the building.

- a. *It occurred before attendance was taken and Mrs. Greene arrived. 4th grade can go down their hall out the end by the Wonderful Wednesday room to get to the bus lot, and 3rd grade can follow 2nd out onto the other side of their hallway to enter the playground without going through fire doors. Backups will be bookkeeper, data manager, and nurse. We are also working to put a playground radio in the 2/3 conference room that Dawson and/or Schoepner could grab as a back up.*

4. In the future when kids are being mainstreamed for certain parts of their day (or all day) can we have a more structured plan? What are the goals of that student being with a regular class? What should we be asking them to do? How do we manage his/her behavior?

a. *Please meet with the CBSS teacher(s) to discuss the IEP because it is different for each child. Ms. Melton, Mrs. Henderson, and Ms. Schoepner can also assist with this. Ask questions! :)*

The student should be participating at the same level as the rest of the class. If they are not it should be communicated to the IEP Team so changes can be made to the student's schedule.

b. *The below email was forwarded to all staff on March 4th by Ms. Melton offering behavior support from the EC Department for any UCPS staff member:*

i. The Behavior Support Team is offering monthly help sessions to problem-solve behavioral support for challenges experienced with students. These help sessions are open to any teacher, counselor, administrator, or support staff who works directly with students on a regular basis.

Help sessions are not professional development but rather an opportunity to work with the Behavior Support Team to problem-solve for specific students and situations.

School teams should attempt to attend a help session before completing the Behavior Intervention Support Request packet.

In order to register for the help sessions, please complete the following form at least 24 hours before attending: <https://goo.gl/forms/urA8CdJHUyNLj36D2>

****If there is a change in status after registering, please email Kira Garrett (kira.garrett@ucps.k12.nc.us) to notify the team.****

Help sessions will be offered on March 28, April 30, and May 16 from 3:00 – 5:00 PM at the PDC.

5. The same few classes are still not being picked up on time from specials even after speaking with the teachers personally. Next year can we have a procedure for this? Other schools have plans in place for how to return classes that don't get picked up.

a. *Administration will address it individually this week with teachers we are aware of. Specialty area teachers should call *100 if it occurs more than once going forward. We will send out a directive about waiting for teachers to greet classes at the door as well.*

6. Field day is pretty much the same every year. The older students get bored by the time that they are at the end of their six years. Could we possibly make is a “bigger” event like the Fun Run since we won't be doing the Boosterthon next year. I've heard some schools have opening ceremonies with a “Star Spangled Banner”, etc.

a. *This information will be shared with Mrs. Ferguson for future planning.*

It's also hard for the 3-5 students to get changed in time to go home with only 15 minutes. Could we look at 2 days instead of 1? Maybe do just 5th grade after lunch as something special.

7. What was the turnout for the Mother Son Event? Would it be worth it to reconsider having a family dance in place of both the Daddy Daughter & Mother Son Event? That way we have more help to put on the event rather than 2-3 people from grade levels assigned doing everything. In the past we have had 3 fundraising events however in recent years we have including a lot more after school responsibilities such as the Fairview Park events, and STEM nights.
 - a. *Table for the first Site Based meeting of next year. We will come up with with new options.*

8. Could we sell Spirit Wear at the Fairview Festival instead of the Festival shirts? Is it possible for the school to sell those instead of PTO? Could this be considered part of our 3rd fundraiser?
 - a. *PTO will continue to oversee beginning of year Spirit Wear sales. If the school oversees this we have to pay sales tax on each individual sale and on the profit. We do not have to sell Fairview Festival shirts going forward. The shirts were a donation from businesses the past two years so the school did not lose any money on selling them.*

9. Could STEM Night next year be moved to earlier in the school year? Could we do it in March, when we have School of Choice open? There is also a lot of things that are happening with our personal children and older children during this time of year.
 - a. *Yes, we will look at a March date for next year that does not conflict with other events occurring during that month, Everyone is in agreement with this.*

10. When will be given our assignments for next year? We should already have our numbers. Teachers need to mentally plan for the upcoming year.
 - a. *Most staff members will remain on their current grade level, although there will be some shifts that need to take place. Student enrollment numbers change daily throughout the summer as students enroll and withdraw so we appreciate your flexibility and patience.*

11. Can purple folders be sent home more often than once a week. Parents feel they are missing events and/or signups for activities because they are not always getting the info on time. *We will try to communicate better. Some classes send them home every day. Maybe switch to Wednesday folders if you only do it once a week. If you and your team will discuss what you'd like to do. The county is looking at a platform to do all of this online next year. It's called Peach Jar. This does not apply to report cards.*

12. Parents are asking if we get a schedule early on in the next school year on BOG/EOG and NC check in dates.
 - a. All of this information is posted under the "Calendar" section of the UCPS website, and are not school-based decisions. Please reference the following website over the summer and into the fall to see when next year's testing calendar is posted:
 - i. <https://www.ucps.k12.nc.us/Page/2#calendar1/20190520/month>
Hopefully we can include these dates in Peach Jar. You can try to include these dates in your emails home with parents. The dates are in the Weekly Wildcat if you need to see them. It can also be on the website.

13. Do we know if we are any closer to having a Full time Nurse and Full time officer at Fairview for the next school year?

a. *An email was forwarded to staff from Ms. Melton per Officer Hill's request with the following information from Deputy Mark Leach:*

- i. FYI...I was speaking with some Admin at UCSO last week who told me it was looking like Union Co Commissions may not fund any additional SRO's for Elem Schools in their budget.

Knowing a little about how this works, I brought up the idea of our County Commissioners being contacted by Principals and teachers about this issue and need to fund this. Admin told me the time to do this is now !

I have been speaking with my School Admin and teachers about sending the Commissioners their thoughts. I wanted to pass this along to you.

Below is a link to the Commissioner's emails to pass along.

<http://www.co.union.nc.us/government/boards-and-committees/board-commissioners>

Please share this information with your parents. Fairview is in Zone 1 with the Monroe police department so our response time is longer than other schools. Other schools in other zones are within city limits that have their own police departments ie. Indian Trail, Stallings.

We would really love to have a full time nurse. The goal is for every school to eventually have a nurse full time.

14. Parents have been asking if we can bring back Beach Blast for next year?

[We will work on an alternate solution for this event.](#)

15. Is there anyway we can have bushes and or trees planted along fence on 601 for privacy and safety?

[As far as we know we can do this. Maybe there is a certain fabric that can cover the fence for privacy. We will check with Houlihan on his plans for the county. There is talk that this will be changed.](#)

Announcements:

(something we spoke on at a prior meeting) PTO is currently inquiring info on adding a blue bench to the area near 4/5 hall. We would also like to see about moving an existing bench over near CBSS/1st doors.

- *As previously stated during the January Site Based Leadership Team meeting, "Benches are grounded in concrete and cannot be moved." Adding a bench would require "Mrs. Thomas would need to talk to our facilities manager for approval and a Grounds Modification Form"*

We are asking 5th grade teachers to make their STEM purchases by 5/31/19. We need to reconcile our budget for our end of school year reports. We ask that going forward the money that is raised in our Fall fundraiser be used in a timely manner so that our students can all benefit from the money that they raised. Thank you.

[Maybe the money can be spent on things that are needed in class that can be used for STEM activities like markers or graph paper. If you have any ideas of things you'd like to see let 5th grade know.](#)