

Poplin Elementary School  
Site Base Meeting Minutes  
January 21, 2016

The meeting started at 2:30 PM.

Attended by: Kristie Scholz (kindergarten), Annemarie Bretz (first grade), Bea Householder (second grade), Brienne Natoli (third grade), Kelly Hagerman (fourth grade), Kim Peck (fifth grade), Beth Medlin (media), Melinda Jobe (related arts), Jennifer Glahn (guidance), Donna Brantley (instructional assistants), Amanda Maione (EC), and Kate Earp (assistant principal)

**Old Business**

Read and approved the December 21, 2016 meeting minutes.  
School Improvement Plan - no changes were made to the plan  
Tutors - posted for grades 4&5, applicants have applied, interviews TBD  
Teacher Assistants - no one else will be hired  
Reading Program for third grade - Medlin checked with other schools and the options are Storia from Scholastic, RAZ Kids, Pebble Go (Capstone) and Big Universe. 3rd grade needs to review and then bring the choice back to SBMT.

**New Business**

Question posed for PAC - question that was submitted for PAC was actually a SBMT question. The question was regarding assistants covering classes for teachers for duty free lunch and for recess. Broome's response was that teachers are responsible for the safety for students, and that grade levels were supposed to arrange duty free coverage.

**Grade Level & Parent Level Discussions and Concerns**

K: none  
1st: Can Glahn clarification information about guidance classes now that it is only two of the morning classes? What do they do with the students on the week that they aren't coming? An assistant is covering, but what are they doing with the students? Earp said she would discuss with Broome.  
2nd: none  
3rd: How far in advance are we learning that we are getting new students? There is supposed to be a day's notice that a new student is coming. Sometimes a student comes first thing in the morning and they will be placed in a room that day. In that case, you should be getting a phone call to let you know.  
4th: none  
5th: none

EC: none

Related Arts: none

Guidance: none

Media: Technology is taking too long to be addresses.

Assistants: none

**Other**

The meeting was adjourned at 2:48 PM.