

Poplin Elementary School
Site Base Meeting
February 17, 2016

Members Present: Bea Householder, Jennifer Glahn, Kristie Scholz, Sonya Ross, Kate Earp, Scott Broome, Melissa Roper, Robin Denton, Mary Locklear, Beth Medlin, Kelly Hagerman, Angela Larrota, April Whitener, Ashley Whited, Brianne Natoli, and Traci Raine.

Minutes:

- I. Called to order at 2:30 p.m.
- II. Old Business
 - a. Minutes from the January meeting were approved.
 - b. SIP - There were no changes to the School Improvement Plan.
 - c. Broome said a 5th grade tutor has been hired and will start after paperwork is completed. A tutor has not be hired for 4th grade because there has not been an applicant who had teaching credentials appropriate for the job.
 - d. Reading Program for 3rd Grade - Natoli shared third grade had reviewed the resources but not found one. They do like Story Works but it is really expensive. Medlin shared she had received free trials for two additional resources and will share them with the whole school. Third grade will continue researching other options.
 - e. Update on question submitted to PAC - Broome shared that two others schools had submitted the same question. The response from PAC was the same as Broome's answer.
- III. New Business
 - a. Budget Items / Budgeting Process for Poplin
 - i. District Goals - Broome shared he has met with grade levels and the budget goals for the District are: an increase in teacher supplement pay, additional staff to reduce class sizes, and additional support staff.
 - ii. Poplin's Budget - Broome asked grade levels to go back and identify items for next school year and bring items to the next SIT meeting. The Poplin Budget process will be the same as the past two years. The SIT team will meet for a ½ day work session and

will allocate money. Broome also said we can only order the most recent adoption of textbooks.

b. Grade Level & Parent Discussion Items and Concerns

i. K - none

1st - none

2nd - Can we have a rotation of specials for delay days?

Broome said Earp has made a schedule that will be shared. Is there a rotation of which assistants are pulled for coverage?

Broome said Earp has also made a schedule for this and it is in place. The office staff has access to both of these schedules.

3rd - none

4th - none

5th - none

Related Arts - Locklear shared dates and times for practices for the upcoming 4th/5th music performance. Practice dates are: March 7, 8, 9, & 10 from 12:30 p.m. - 1:40 p.m. The program is Thursday, March 10th. Students should wear black bottoms and white tops and be on stage no later than 6:20 p.m.

Media - none

Guidance - none

Parents - Robin Denton shared that PTA is trying get parent volunteers to help assist 4th/5th grade teachers since those grade levels do not have assistants. Broome asked Hagerman and Whited to meet with volunteers for a brief training/guidelines once parents are in place. A motion was made to approve PTA follow thru with this idea and the motion passed. Robin Denton will work with PTA.

Assistants - none

ii. Concerns

Broome shared there is a concern that the Book Room door locks every time it shuts. Broome has put in a work order through Maintenance to have this lock changed. In the meantime, you

must

get the key from the office or have a custodian met you at the

book

room. The book room door cannot be propped open. Broome also reminded staff that there would be another inspection soon and to make sure the following items are adhered to: nothing should be on windows, anything stored in bathrooms must be in a cabinet (classrooms with bathrooms), hand sanitizer, regular soap, lotion must be in file cabinets and locked. Only 7th generation supplies can be used by students and be accessible.

The meeting was adjourned at 2:59 p.m.