

Poplin Elementary School
Site Base Meeting
February 20, 2019
Approved Minutes

Present: Kate Earp, Jennifer Glahn, Meredith Hagerty, Michelle Ruby, Megan Long, Patricia Murphy, Ashley Whited, Shelley Holland, Alisa DeLoreto, A.C. Jermyn, Dyanna Moore, Brooke Richmond, Stefanie Seeburger, Randal Watts and Beth Medlin.

The meeting was called to order at 2:31 p.m.

Old Business:

- The minutes from the January meeting were reviewed and approved.
- Review/Update on Grade Level Parent Discussion Items/Concerns.
- Review of School Improvement Plan - There were no changes to this.

New Business:

- 2019-2020 Budget Meeting: We will have a half day to discuss next year's budget. Lunch will be provided. Plan to bring any magazine and online subscription requests to the meeting along with 2-3 things per grade level. Think about any materials you will need for the year. We will discuss items but we won't decide during the meeting. Once items are approved we will not purchase additional items. It will be decided what we will spend money on the first half of the year and then we will decide how to spend funds for the second half year. We are projected to have more students next year. This year we were \$12,000 less than the year before. Medlin, Wilson, and Bossard are going to a Digital Resources Review for next year and can bring back information about it. We will get the date for the budget meeting in March.
- Criteria for Parent Alert Letters: We have never had criteria for who alert letters are being sent home with. It seems that parents are concerned why they are getting a letter. Here is the criteria we currently have: The criteria is if a student is at risk of academic failure. If a student has been retained in K-2, the student cannot be retained again in K-2. In addition, students can only be retained twice in elementary (K-2 and 3-5). On today's agenda is the criteria we should use. Discuss with your grade level the criteria for your grade level and bring it to the next meeting. For example, it could be something like this: Any student who scores below an "L" on M-Class and did not pass the third grade beginning of the year test will receive a Parent Alert Letter. Grades 3-5 are on a 10-point scale. K-2 needs to discuss what a 1, 2, 3 is on Report Cards. Ruby will meet with grades K, 1, & 2 to find out the general consensus for K-2. We will approve the criteria at our next meeting. It will be included in the student agenda and on the website next year. An alert letter goes home even if the student has already been retained. The criteria will also be attached to alert letters next school year.
- STEAM: Earp went to a STEAM conference yesterday. Houlihan said if you only have a STEAM teacher you are not a STEAM school. We need more hands-on science happening in our school. Let your grade level know if you or anyone on your grade level would like to

attend STEAM conferences/workshops, Earp is willing to send staff to conferences/workshops and have it brought back by staff as well.

Grade Level & Parent Discussion Items/Concerns:

- K - Because of how we have to clean up can we make sure that lunch room tables are a trash-can width apart? It makes it hard to clean when you can't push the trash cans down the aisles. Per Mrs. Earp custodians buff the floors on Wednesdays and Fridays.
- 1st - None
- 2nd - Strive for Five - Is there a way to compile the info for teachers? Ruby suggested that it be a google form that compiles the three criteria on the yellow cards. It's confusing because the information comes to teachers at different times. Ruby will talk to Kaupp to see if we can have everything given at one time. Murphy will also make sure Attendance Committee is aware of it.
- 3rd - Concerning our Code 500 practice during lunch times. One thing we can try to do next time is to move some of the students from Cafeteria to the gym as long as the gym door is locked, instead of everyone moving to the microwave side of the Cafeteria. Because of the music we could not hear the announcement in the Cafeteria. Per Earp, make sure your door is locked. Make sure door is covered and if there is red or green on cover, then make sure it is green during a practice drill. If in hallway, go to gang bathroom and stand on toilet. If all doors are locked, people should go into bathroom. Per Earp, if you are not in your classroom, your door is closed and locked no matter what. Make sure you take radios if you go outside no matter what. Locked no matter what
- 4th - None
- 5th - None
- EC - None
- Specials - None
- Parents - None
- Guidance - None
- Media - None
- PTA - Spirit Week - If you have children who want to participate but can't financially, it is okay not to require it.
- Teacher Assistant - None
- Administration - Mrs. Earp said that PTA's Bingo was great. Please share with staff that Kathy has the new gate key for your grade level. Send a person to get the gate key and hang it on the grade levels radio. Bingo. Per Earp Bingo was great. Kathy has your extra gate key. Send person for each grade level to get gate key and hang it on radio.
- Other - None

The meeting was adjourned at 3:20 p.m.