

Poplin Elementary School  
Site Base Meeting Minutes  
February 21, 2018

The meeting was called to order at 2:30 p.m.

Attended by: Scott Broome, Kate Earp, Beth Medlin, Michelle Ruby, Ashley Whited, Bri Natoli, Kelly Hagerman, Meredith Hagerty, Jennie Taylor, Brooke Richmond, Alisa DeLoreto, and Melissa Roper.

### **Old Business**

- Minutes from 11/15/17 meeting were approved.
- Jolly Phonics Update - K2 purchase was made. Training will be held before summer so teachers can digest this before next year.
- Update on AdvanceED Review - Summaries were written for each section. Overall difference populations felt that Poplin is a safe, organized, and inviting school.
- Update of Grade Level & Parent Discussion Items/ Concerns
  - 2nd Grade- Teachers and students need to be cleaning the round tables at lunch. The lunch line is still being shut early.
  - 4th Grade - Class interruptions need to be minimized. It is getting better.

### **New Business**

- School Improvement Plan - No updates or revisions requested.
- Schools Safety - Recently a parent called in to report that her child saw a clown near the school property. Reminder to staff to be vigilant and if we ever see any suspicious activities in the woods around the school we are to bring our students in and call the office immediately.
- 2018-2019 Budget- Each representative is to ask their grade level for a list of grade level needs. No technology programs should be listed as UCPS may be purchasing some programs to be used countywide. Bring ideas to next meeting.

### **Grade Level Concerns:**

- Kindergarten
  - Is there any way to schedule parent conferences after the mClass mid-year window other than after school? Answer - We can work this out with the assistants in our room.
- 1st Grade
  - None
- 2nd Grade
  - None
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- 3rd Grade
  - Club days next year since we don't have money? What do we do? Answer - For this year and the last club day, see Administration if you need supplies. As a team we will discuss club days at next meeting.
  - Teachers would prefer to be in the fence for recess. Response - Admin said that's fine. Teachers need to get a walkie if there's not one in the bag.
- 4th Grade
  - Safety- Do we really need to prop doors to the school open in the morning? Answer - No staff will begin using their badges to enter the school. No doors should be left open.
  - What is the substitute procedure with badges? Subs are required to go in the office. They give up car keys to get classroom keys and office staff watches as items are returned at the end of the day.
- 5th Grade
  - None
- Specials
  - None
- Media
  - Instead of having a global festival we are going to have a STEAM Day/ Field Day
- EC
  - None
- Assistants
  - We do not have adequate teachers in carpool from each grade level in the lobby. Answer - Teachers that have afternoon carpool should have another teacher take their bus riders.
- Parents
  - How is kindergarten registration going? Answer - Looks like our numbers are where they should be for registration. Poplin is currently at capacity so if we are required to add classrooms and lower class size numbers in the future, we will have to have trailers added.
- Admin
  - None

The meeting adjourned at 3:15