

Poplin Elementary School
Site Base Meeting Minutes
March 15, 2017

The meeting was called to order at 2:29 p.m.

Attended by: Kate Earp, Kelly Hagerman, Melissa Wheeler, Beth Boger, Melissa Roper, Mary Locklear, Sonya Ross, Ashley Whited, Traci Raine, Beth Medlin, Kevin Daggs, Scott Broome, Jennie Taylor, and Jennifer Glahn.

Old Business

- Review and approval of February 2017 minutes. Minutes were approved.
- Review and update on Grade Level Parent Discussions and Concerns.
 - Staff Spotlight - Instead of a bulletin board it will be incorporated into the Patriot Proclamation each week. Taylor and Weddine will create a google document for this.
 - Scope and Sequence Plan for Globalization - Houlihan and Jones approved it for 2017-2018.
 - Further conversation about Branding of our schools. Broome shared information from Mrs. Clarke and her past advertising experience including an example of how The Charlotte Observer has promoted schools in the past. Broome asked grade levels to look it and discuss. Earp will be attending a meeting with Dr. Houlihan and will share the discussion. Earp will bring back information about how to move forward with the branding and Houlihan's expectations.
- Review of School Improvement Plan. No changes were made.

New Business

- 2017-2018 Budgeting Process
 - Broome said we will continue with the same budgeting process like we have done over the past few years. Each grade level can begin deciding what things they want to purchase for next year. Generally not more than \$10,000 per grade level is what to play for. Items can be consumables. A new thing to consider is purchasing apps to use on the new iPads. Broome asked each grade level to consider setting aside a portion of the money to purchase two more sets of iPads (which would make the total 30 iPads). This year PTA has been generous and paid for a set of 30 chromebooks and 10 iPads. In planning for next year we have given out 92 packets to Kindergarten students. We need to bring ideas for budget purchases to the April meeting.
- Grade Level Parent Discussions and Concerns
 - Kindergarten - Wheeler shared that it is concern that the Scope and Sequence for Globalization next year is limiting if it is only tied to the VIF teacher.

Globalization needs to happen all of the time and not be tied to one country or person, but something we all teach everyday. Another concern is there are not enough staff members helping with car rider duty in the afternoons. Broome asked representatives to go back and share that it is an expectation that someone from each grade level is present each day. Grade levels need to talk and make arrangements if someone is absent so the car rider duty is covered. Broome said this is a major concern.

- First Grade - No Concerns.
- Second Grade - No Concerns.
- Third Grade - We don't have paper towels in the gang bathroom on the 2nd/3rd hallway or the bathrooms across from Gym.
- Fourth Grade - No Concerns.
- Fifth Grade - There is not enough food for 5th graders, and the choices are not the same as the menu. Third grade said this is also a problem for 3rd graders. The noise level in the cafeteria is a concern. There was discussion about options other than the red/green cups because of germs. Broome said the school would get new cups. Broome and Earp are going to meet with the Cafeteria Manager to discuss having enough food.
- Exceptional Children - No Concerns.
- Media - No Concerns.
- Parents - PTA - From this point forward staff will sign up to volunteer on the PTA website like parent volunteers instead of a separate paper sign up. This will help PTA organize volunteers.
- Specials - No Concerns.
- Assistance - No Concerns.
- Guidance - No Concerns.
- Administration - Broome asked the 3rd, 4th, 5th representatives to share the need to make sure you are paying attention to the legend at the bottom of report card. Make sure the correct choices are identified. If not, it can affect whether a student is identified as A/B honor roll. Also the percentages need to equal 100 percent for averages. It cannot go over 100. Conduct grades can't be used unless on the legend.
- Other - There was no other business.

The meeting was adjourned at 3:01 p.m.