

Poplin Elementary School
Site Based Management Team Meeting
Mar 16, 2022

Attendance: A Weddine, A Aversa, D Kaup, E Medlin, M Conti, K Earp, M Stroud, B Siegel, C Holsman, J Roskoskey, S Wilson, J Glahn, J Taylor, R Watts, and C Curl

Call to Order
Old Business
New Business

- a) Feedback, Cafeteria, recess, car line: A new table has been purchased for the cafeteria. Outside picnic tables will be ready next week. Encourage grade level teachers to advise parents where they can sit. There has been an influx of parents at lunch and as we keep going this will lighten up. Friday's are also a busy day. Keep parents at their designated tables or four outside at the picnic tables. "Pick a friend" in the cafeteria is not happening for the rest of the year. What are the guidelines for outside food? They can bring outside food. Be mindful of the parents eating outside and we cannot prop any doors open. They will need to rely on staff walking in the hallway to let them back in.
- b) Recess: Ms Earp has had feedback from three grade levels for consideration. There will be a bucket for all equipment to be kept under the awning. (Eg: tic tac toe etc.) for the painted activities. Ms Jobe will be collecting all classroom P E recess baskets to replenish the PE equipment cart (there is one cart per hall). Be mindful to collect PE equipment at the end of recess. There needs to be roles assigned to students and staff to collect equipment.
- c) Traffic: The traffic is flowing and it appears to be safer. There are less tardy's being allocated to students. Car riders take their breakfast in their room if they arrive at 7:25am and bus riders stay in the cafeteria.
- d) Budget Meeting: Mar 31, 2022 , coverage will be organised by administration and lunch is provided. A shared google sheet has been designed for the budget meeting for each grade level to complete. So there is no need for paper copies to be given to Ms Jone or Ms Earp.
- e) EOG Practice tests are happening on the April 28 Reading and April 29th Math. These will take place first thing in the morning. Once there is more information available, this will be shared.
- f) Friday Tornado: The practice tornado drill will take place on Friday during 1st grade specials at 9:05. Please review emergency procedures in the red folder. 1st Grade Teachers to go to Specials to assist with the drill. If you have a student who needs some support before the drill, please pass on this information to J Glahn.

g) Field Day: Carey to talk to Jobe about the date for field day. Let Kate know so she can organise High school students to help on the day.

h) Bingo Event: Every grade level needs to be represented for the entire evening. This is going to be a big event and we are going to need a lot of volunteers. Are there opportunities to volunteer before the event? M Stroud will get in touch with PTA to see if there are jobs that can be done prior to the event and send out a sign up sheet.

i) Grade Level and Parent discussion/concerns

Kindergarten: Nothing

1st Grade: We were curious to know if we could have teacher duty free lunch. This is a common suggestion across the grade levels. Administration will look at the logistics of this and will get in touch with the grade levels.

2nd Grade: There is still a smell in our hallway and classrooms

3rd Grade: With the increase of transfer kids, they are having difficulty entering past grades into PowerSchool. See Mr Watts and he can help.

4th & 5th Grade:

- Can progress reports be given one day early? Ms Hooks will advise when the progress reports are going to be printed.
- College and Careers or House Shirt Day: The last Thursday of every month. Do we want to start this so late in the school year? Yes and the dates are going to be: Fridays of every month for March 25th, April 29th & May 20th. Put this in your newsletters.
- Are parents allowed to come to 5th grade end of year parties? Administration will consider and get back to the grade level about this.
- Can students use their chrome books during car rider lines at the end of the day? No, they can draw or read a book.
- Are the floors getting mopped during the week in the 4th & 5th grade hall? Mr Watts is going to follow up.

EC: Nothing

Related Arts: 3rd grade and kindergarten are swapping Specials time for Thursday this week.

Media: Could the PTA organize an Amazon wish list for the book machine? Could we explore this as an idea? This will allow input from teachers to ensure there are popular and interesting books available for the vending machine and keep students excited about this initiative.

Weddine: Nothing

Wilson: Nothing

Glahn: Terrific Kid nominations: Please send Glahn nominations by March 25th and videos on or before the 29th to Beth.

TA: Could we have the procedure clarified while TA's are outside supervising a class and a student has an early dismissal. What is the safest way to get a child to the office for early dismissal? 1st Grade text the TA or if there is no one available, they contact the office. We could utilize J Perry and contact him on the radio to assist. There is also a concern that kids are getting called really close to dismissal. Students should not be released for early dismissal from 1:45pm. Radio the custodians they can unlock doors to allow students to get their book bags.

Parents: Amazon Book lists

Administration: Battle of the Books. The Poplin team was awesome. The team was successful and enjoyed this great experience.

Other: nothing

Adjournment:3:50pm