

**Poplin Elementary School**  
**Site Base Meeting**  
**March 20, 2019**

Present: Kate Earp, 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 2:32 p.m.

**Old Business:**

- The minutes from the February 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:** The budget meeting will be held on April 9th. Staff needs to enter half-day absence and plan to leave to at 11:00. Representatives should bring your wish list to the meeting including what it is and how much it costs. Remember once we purchase with the first release of money, we are not purchasing past that amount for the first half of the year until the second release of money. Per Kathy if you want writing paper, it is a request not a generic supply. As you make your wish list really think about the direction we are going next year with STEAM, and what your grade level will need for STEAM. Make the best use of your money for our STEAM focus. PTA will fund storage for STEAM. Teachers will be able to checkout materials. Funding from the Fun Run will also help to support STEAM. Our partnership with Discovery Ed will hopefully help fund STEAM as well.
- **Replacement for STEAM Teacher:** Mrs. Earp asked everyone to be thinking of anyone who could be interested in this position.
- **School Safety:** Our next School Safety check will be on or around April 18th. Make sure all doors are closed and locked at all times. If you see anyone in the school without a visitor badge sticker, ask them if signed in with the office. Our visit could be any day the week of the 18th.
- **End-of-the-Year Items:** The staff kickoff for next year is August 19th. During the next staff meeting we are going to go thru guidelines for end-of-the-year procedures. Next year Teachers are not making the classes. Watts and Earp are going to make the classes. This year we ran into a lot of problems in how students are grouped together. There will be a new form for teacher's to provide input. Concerning end-of-the-year items, one of the biggest differences will be that TAs cannot touch the cumulative folders at all. This is because we were recently audited and we were written up for a lot of things. Teachers have to do everything concerning cumulative folders. This will be announced at April Staff meeting.
- **Parent Alert Letter:** Writing out the parent alert letters is not an easy thing to put into words. Each grade level needs to write them out, approve them, and then Mrs. Earp and Mr. Watts will go thru each one to make sure it is what we want. Each grade level person needs

to email their response to Mrs. Earp. Mrs. Earp will create a committee to review the comments and this will be done by the end of the year.

- Grade Level & Parent Discussion Items/Concerns
  - K - We are having to repack Wednesday folders because we are getting info later. Mrs. Earp will talk to Mrs. Curley and everything will be in boxes on Tuesday afternoon. Let Mrs. Earp know if there are items given past Tuesday afternoons.
  - 1st - Thanks to social club for fun activities.
  - 2nd - Is there a way to keep track of alert letters? Per Mrs. Earp a copy of the Parent Alert letter should be copied and placed in cumulative file before sending home. There will be a Cumulative Folder checklist posted in the Cumulative Room soon.
  - 3rd - None
  - 4th - None
  - 5th - We have concerns about parents being let into a classroom after school because a student leaves homework. Mr. Watts will speak with After School to make sure parents aren't getting access that way. And we will make sure Custodians know not to let parents in. Office staff will escort parents into a classroom if a student needs access.
  - EC - None
  - Specials - None
  - Parents - Mrs. Seeburger shared the STEAM Field Trip to the Speedway was great! Staff is talking about what to do for Clarke for the loss of her husband. We will collect money for Clarke in Kathy's box until the end of March. We will get a card and a VISA Gift Card for her. People are also welcome to do anything else they would like.
  - Guidance - None
  - Media - None
  - PTA - We are looking forward to Teacher Appreciation Week and we came up with some ideas to celebrate. We will share ideas soon. We will ask staff to share their favorites soon. On the Friday of this week we will have a Food Truck coming! Each teacher needs to get a UCPS approved volunteer to cover for the staff luncheon on Friday, May 10th between 11:00 - 12:00. PTA is also going to reach out to teachers to find out what STEAM resources are needed.
  - Teacher Assistants - Is it possible to rotate morning duties for TAs so the same people aren't always out in the weather the whole year? Mrs. Earp said yes we can rotate duties and we will do that after the first half of the years.
  - Administration - Please talk to grade levels about communicating with parents. Mrs. Earp said that she and Mr. Watts have recently had three parent meetings and parents are saying that they are not aware of situations and are not getting emails from teachers. Please make sure you notify parents of all issues.
- Other
- The meeting was adjourned at 3:25 p.m.

