

Poplin Elementary School
Site Base Meeting Minutes
March 21, 2018

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

Attended by: Members: Scott Broome, Kate Earp, Beth Medlin, Michelle Ruby, Ashley Whited, Bri Natoli, Kelly Hagerman, Jennie Taylor, Brooke Richmond, Alisa DeLoreto, Jennifer Glahn, Cheryl Tresher, Sonya Ross, A.C. Jermyn.

Old Business

- Minutes from 2/21/2018 approved.
- School Improvement Plan - no updates.
- Update on Grade Level and Parent Discussion Items/Concerns.
- Update on AdvancED Review - Broome will attend a meeting on 3/23/2018 and Poplin will be one of twenty schools to be a part of the school visits. Most likely visitors will talk to students in every grade level. The date of the visit is April 17th. Remind all grade levels to make sure you are present on this day for the site visits.
- 2018 - 2019 Budget - half day meeting in pm
 - K - materials for centers, writing paper
 - 1 - Return of RAZ Kids, add A to Z, LLI kit, Scholastic News, Handwriting books, writing paper
 - 2 - RAZ Kids, Scholastic News, Rainforest self published books, writing paper
 - 3 - Scholastic News or Story Works, IXL, Social Studies Weekly, Intervention/Enrichment Online Resource (possibly iReady) (iReady is already reading/math)
 - 4 - Social Studies Weekly, IXL, Front Row for Reading or some type of online reading source for intervention/enrichment
 - 5 - Science books, IXL
 - EC - Reading A to Z, consumables, wobble chairs, sensory items, Brain Pop Jr - because classroom specific give each EC classroom a budget and each classroom can then decide
 - Teacher Assistants - No
 - Parents - No
 - Specials - budget for each class like EC because program specific
 - Jobe - replacing sports equipment
 - Helms - replacing art supplies
 - Music - musical equipment
 - STEAM - consumables
 - Media Center - \$24.95 per student. Start out at 100% and then be flexible to school's needs.
 - Possibly Die-Cut purchase via PTA purchase; Jones working on quote
- School Safety - Remind everyone to be cognizant of what is going on in the world today. If you see something suspicious, report it and check it out. If you see someone in the

school without a visitor sticker, stop them. UCPS is conducting safety checks in each school. Expectation is that strangers cannot get into the building. Talk to students about not letting anyone in. Escort anyone without a sticker to the office.

New Business

- Set date for Budget Meeting
 - The meeting will be held Wednesday, May 2, 2018. May 9th is back-up date. Only site-base members will attend budget meeting unless someone on SB feels uncomfortable then can switch with someone on their grade level.
- End of the Year Items
 - STEAM/FIELD DAY
 - Half of the day inside would be working a steam project; working as teams, parents can volunteer, committee will help plan activities, ask grade levels to begin thinking about themes and will bring ideas to committee meeting.
 - Club Days for 2018-2019 - Amendment - On April 10th, UCPS set five days as early release days for the 2018-2019 school year.
 - Make sure any events/parties are shared with the office for planning purposes and so events will be on Patriot Proclamation.
- Grade Level and Parent Discussion Items/Concerns:
 - K - None
 - 1 - Parents walking in with their child the morning; Broome wants teacher to let parent know if it isn't a good time. Office is not going to stop parents from walking in; will make them sign in, but then it is up to the teacher.
 - 2 - Can Riso/Ink be separated between 2nd/3rd? There isn't enough ink. Per Broome issue is Toshiba ran out of ink this week.
 - 3 - No
 - 4 - No
 - 5 - No
 - Specials - No
 - Media - No
 - Parent - No
 - EC - No
 - Admin - No
- Other - Office will make a list of things that are acceptable for lamination; will continue to only be one person with access to lamination. Bowman will do it based on a schedule M, W, F at 2:30.
- There will be a teacher sign on the middle table in the Cafeteria for teachers to have to eat.

The meeting adjourned at 3:26 p.m.