

Poplin Elementary School  
Site Base Meeting Minutes  
April 19, 2017

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

Attended by: Kate Earp, Kelly Hagerman, Melissa Wheeler, Brianne Natoli, 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**

- Budget Meeting May 10th @ Beantown Tavern - Grade level chair and SITE Base attend. 11-3:00, teachers will get half day substitute and put in as staff development.
- Discussion about end of day dismissal procedure. Discussed having Broome call each grade level to release students.
- Student Agenda Review - Broome asked grade levels to review and make changes.
- Next Meeting was changed from 5/17 to 5/10

### **Grade Level Concerns**

- Kindergarten - None
- 1st grade - Assign students to a bus slot rather than a bus number. This help with students and teacher confusion when bus numbers change and bus driver change.
- 2nd grade - Wednesday folder items are being put into boxes on Wednesday - Broome said cut off is Tuesday at noon.
- 3rd grade - Tether ball poles do not have balls on them. What are we doing with them?
- 4th grade - Test prep or Fountas and Pinnell can we get extra paper to make copies
- 5th grade - None

- EC - None
- Special - 2nd grade program May 11th at 6:30 - May 8-11 can 3rd grade switch with 2nd grade specials and recess
- TA - None
- Media - None
- Guidance - None
- Administration - None

Adjourned: 3:34pm