

Poplin Elementary School  
Site Base Meeting Minutes  
April 20, 2016

The meeting started at 2:30 PM.

Attended by: Kristie Scholz (kindergarten), Annemarie Bretz (first grade), Bea Householder (second grade), Brienne Natoli (third grade), Kelly Hagerman (fourth grade), Kim Peck (fifth grade), Beth Medlin (media center), Mary Locklear (related arts), Jennifer Glahn (guidance), Traci Raine (instructional assistants), Nicole Gee (Nurse), Robin Denton (parent), Melissa Roper (parent), Kate Earp (assistant principal), and Scott Broome (principal)  
Grade Level Chairs: Melinda Jobe, Patricia Murphy, Sarah Mintz, Jessica Mastrovito, Cheryl Tresher, Melissa Kite, and Wendy Loken, Tammi Reynolds

### **Old Business**

Read and approved the March 16, 2016 meeting minutes.

School Improvement Plan - no changes were made to the plan

School-wide Rules & Procedures - no changes were presented, there needs to be a renewed expectation of having class meetings.

Character Traits - included in student recognition section

Student Recognition - it is important that every student get recognized at Poplin and that they feel they belong. A sub-committee shared what they discussed for positive character. For each 6 weeks we will focus on one overarching character trait, with sub-traits under it. Students will be recognized each 6 weeks at an assembly. Also shouts over the announcements for students, including a photo taken of the child. If we have a cardboard or wooden cut-out of the patriot these photos could be taken with him.

Name for our Mascot - PAUL the Patriot - Patriots Are Unique Leaders

Budget Items/Budgeting Process - will be discussed on April 21 at the budget meeting

Picture Company Presentations - will take place at the May meeting

### **New Business**

End-of-Year Procedures - print out the end of the year checklist.

### **Grade Level & Parent Level Discussions and Concerns**

K: a playground concern about whether there is not enough mulch. They have come and measured the mulch.

1st: none

2nd: what is supposed to be done each night by the custodial staff? Earp shared that they have to empty the trash and clean the bathrooms. Sinks are to be done once a week, as well as dusting.

3rd: we would like to have some sort of committee for students who need intervention, but not at the level of Intervention Process

4th: we would like more radios for recess. Could we have school lanyards for field trips?

5th: we want more focus on student improvement as a schoolwide focus. What can we do as a school to focus on closing the academic gap and identifying students with learning disabilities earlier. 5th grade has students that were identified as severely learning disability that have been here since kindergarten..

Related Arts:. Practice for kindergarten and first grade is coming up on May 2-5. Second Grade will switch with first grade for lunch.

Guidance: none

Media: none

Parents: none

Assistants: none

Nurse: next year, the diabetes association can come to our school and do a PEP Rally and have a walk for our students.

### **Other**

Talk with your grade levels about having all monthly meetings for one week and then all the other weeks there will no meetings. Meetings would take place on Mondays-Thursdays.

Open House - hold it on Thursday, August 25th k-2 4:30-6:30 and 3-5 5:30-7:30. The motion was voted on and approved.

The meeting was adjourned at 3:24 PM.