

# **Poplin Elementary School**

## **NC Star Site-Base Minutes**

### **September 16, 2020**

Members Present: Kate Earp (Principal), Amy Weddine (ISS), Beth Medlin (Media), Tammy Reynolds (EC), Wendy Loken (1st), Erin Moore (TA), Jessica Mastrovito (2nd), Josh Roskoskey (3rd), Jennifer Glahn (Counselor), Christy Butters (K), Kristen Carey (Related Arts), Meredith Hagerty (5th), Randal Watts (Assistant Principal), Shelley Holland (4th).

1. Call to order by Mrs. Holland 2:30.
2. Old business:
  - We need to revisit the vision, mission statement and values from February 2020. Grade level chairs to look at the document, suggest changes, make amendments and provide feedback. Kate will email the documents to the grade level chairs, to share with staff. Please send this feedback to Kate before the October site base meeting. The vision, mission statement and values are to be finalised by December 2020.
  - All information from the site based meetings to be relayed back to support staff and teachers.
3. New Business:
  - New jobs - Shelley Holland - Chairperson and Kristen Carey - Note taker.
  - NC Star School Improvement Plan:

In light of the disruption of the last academic year and needing a full year to see the process through, we will keep the same six indicators as last year.

NC Star teams to meet on Wednesday September 24. Choose whether you want to meet virtually or in person in a socially distant setting. The following action points need to be covered in the meeting:

    - 1) Are the action steps still current for this year?
    - 2) If you need to change an action step or remove one, please ensure to replace it with a new one
    - 3) Look at the existing plan, amend and change to accommodate the new year.

- 4) If you have completed all of the action steps of your indicator last year, you will need to come up with a new indicator.
- 5) Duties need to be allocated within the team and make sure to include an attendance roll. Some teams printed out each of the names and the attendees just signed it. This is helpful and needs to be given to Kate.
- 6) New team members have been allocated to Indicator groups.
- 7) Randal will send out a link with the action steps, agenda, and note taking documents for each group.

#### 4. Sub Folders in Canvas:

If teachers are absent, what will the substitution plans look like for Plan B & Plan D students? Talk to your grade levels about plans and what your emergency sub folder will look like. What is the plan for each grade level? Please ensure live lessons are recorded for the students who can not access the lessons in real time. Either a pre-recorded video or live lesson recording is needed for students to access.

#### 5. Grading Policy:

We require consistency across each grade level whether it is points or percentages. What does K-2 look like? What does 3-5 look like?

In EC what data or information should be considered for students' over all grades in Power School? Discuss with your grade level and email this information to Kate as soon as possible.

#### 6. Late Work policy:

In a virtual setting students need to be accountable for their completion of work, it is not optional. This message needs to be relayed to students. Things to consider for virtual students, they have chosen this option for flexibility and please communicate with parents about assisted/non assisted work if the parent is working with the student at home. What should our policy be? Discuss with grade level and email policy as soon as possible to Kate.

## 7. Grade Level and Parent Discussion Items/Concerns:

- K -
  - 1) Confusion about the breakfast line, should we be taking our students there in the morning? Send parents information about this in the grade level newsletter. Staff on hall duty to let students know about free breakfast.
  - 2) Classroom Seating - Can we properly social distance in Kindergarten with our existing tables, especially when we move to two days a week? 1st grade has opted for desks. If anyone needs different furniture because of Plan B going to twice a week, let Randal know as soon as possible.
- 1 - none
- 2 - none
- 3 - none
- 4 - none
- 5 -
  - 1) What are the directions for synching Power School to Canvas? There are directions for this (to see Randal). Should we be using points or percentages for Progress reports? We need consistency across all grade levels.
- Specials -
  - 1) Starting next week, students will return to visiting the Specials Area classrooms. Sessions will be decreased to 35 minutes to allow for cleaning in between classes. It is important that all teachers are on time to collect their students, if there is a problem with this, see Kate. Carey was concerned that if we don't clean properly, it may result in someone getting sick, so we need extra time to follow the cleaning protocols. All students need to bring their own materials to Specials. Visual Arts and Global requires each student to bring the following items: Scissors, pencil, either coloring pencils, markers or crayons and a glue stick. We can not use communal materials in our classrooms.
- Media -
  - 1) Beth is starting remote check outs for virtual students and they will start collecting books on Friday. She is also starting book

check out for Plan B students. Beth will contact each teacher to set up a time to join each class meeting.

- 2) Willie Edwards, our computer technician, will be available to fix computer/tech problems on Friday between 7:30am- 12:00pm. Stop by the Media Center office to discuss issues with him (even if you have already submitted a help desk ticket).
  - 3) Beth needs an advisory group in the event that a parent challenges a book from the Media Center or classroom. Advisory group members from each grade level selected and Kate is representative for admin.
- Guidance - Glahn has started visiting morning meetings, If you would like her to meet with your students, let her know.
  - EC - none
  - TA'S - Tables in Cafeteria: How long after the tables have been sprayed, can we use them? You can wipe off spray after 3 minutes.
  - Parent - not present
  - PTA - not present
  - Admin - none

Meeting adjourned at 3:40pm