

Poplin Elementary School
Site Base Meeting
October 17, 2018

Present: Kate Earp, Randal Watts, Meredith Hagerty, Michelle Ruby, Megan Long, Patricia Murphy, Shelley Holland, Ashley Whited, Alisa DeLoreto, Jennifer Glahn, Traci Raine, Beth Medlin, A.C. Jermyn, Stefanie Seeburger.

The meeting was called to order at 2:34 p.m.

Old Business: The minutes from the September meeting were reviewed and approved.

New Business:

- School Improvement Plan: All changes have been made. It will be posted on Friday, Oct. 19th. We will review it to make sure it is all correct at the next meeting.
- Defined Stem Presentation: Medlin presented information about Defined Stem. Since our cluster is STEM, UCPS has purchased us a subscription to Defined Stem. It is a web-based application designed to promote connections between classroom content, STEM content, and real-world applications including career pathways. Before next Site Base Meeting, explore Defined Stem with your grade level and choose the following:
 - K-2 - Find one performance task you/ grade level could do by the end of this school year.
 - 3-5 - Choose from Language Arts, Math, Science, Social Studies and do one activity by the end of this school year. Holland suggested that using it as a culminating activity works best.

Concerns;

- K - None
- 1st - Is it possible to get feedback after a walk thru? Mrs. Earp said yes she and Watts would leave a note.
- 2nd - None
- 3rd - Concerning students who have peanut allergy and wiping tables in the Cafeteria. Can we make sure wipes are stocked? Mrs. Earp said she will make sure office staff is aware of where wipes are stored if there are none in Cafeteria.
- 4th - Is it possible to put cones out blocking the black top during recess? Cones would help teachers clear the black top of students if a Maintenance worker arrived

and needed to drive thru. Recently a worker arrived and drove thru the black top. Fifth grade also said when Maintenance comes to mow that they drive near where students are playing at recess. Mrs. Earp will let Maintenance know this has happened. If it is a problem again, let Administration know immediately.

- 5th - None
- EC - During the recent practice fire drill there were book bags outside of the doors when their class was leaving for the drill. Mrs. Earp said if students have book bags dropped off before dismissal because the students are at Specials, the book bags must be placed on the grass and not on the sidewalks. Whited will let 5th grade teachers know.
- Specials - None
- Parents - Xcel2Fitness uses a grassy area outside during the club's practice. There are a lot of fire ants. Mr. Watts said the areas were sprayed this week. Mr. Watts will walk the area and put in work orders if there are additional spots to be treated. Mrs. Earp asked teachers to report any concerns to office staff so work orders can be entered.
- Guidance - Do we want to do the Snowflake Tree for Poplin families in need this year? If so, Glahn needs to get information out soon. Mrs. Earp asked for members to talk to their team and let Glahn know if they are in support of it. Parent members/PTA were in support.
- PTA - Concerning teacher reimbursement requests, reimbursements guidelines are: Certified staff (\$200) and Classified staff (\$100). Next year PTA plans to tweak guidelines for reimbursements.
- Administration - There was damage from Hurricane Florence on some of the fencing around the school. After working with insurance, quotes should be available soon and it will be repaired. The area is near property line to Wise Acres. Again no doors should ever be propped open. Maintenance is working on the software issues controlling our HVAC system. This is also a concern with doors being propped open. Also during monthly safety audits, UCSO is documenting any safety issues per school. Mrs. Earp asked how members share information discussed at our meetings with their team. Mrs. Earp asked members to share information as soon as possible. There will be checks to make sure you don't have any unacceptable appliances in classrooms soon. Just FYI, there are two classrooms which require refrigerators because of diabetic needs. Please check your classroom to make sure it is compliant and refer to list of acceptable appliances given at the beginning of the year. Please make sure to send your video for Terrific Kids to Medlin by 10/19/18. As of today Medlin has only received three videos. Also make sure if you haven't to share the student's name and form for Terrific Kids back to Mrs. Glahn. Blue bins in classrooms will be for recycling. A list of what can and can't be recycled will be given to everyone staff can come and

do presentations about recycling. A list of what can be recycled will be provided. This will be up and running soon.

The meeting adjourned at 3:23 p.m.