

**September Site Base/NC Star**  
**Poplin Elementary School**  
**Wednesday, October 23, 2019**

Members Present: Cristy Butters (K), Wendy Loken (1st), Megan Long (2nd), Patricia Murphy (3rd), Shelley Holland (4th), Meredith Hagerty (5th), Jennifer Glahn (Guidance), Suzanne Wilson (Intervention), Tammi Reynolds (EC), Beth Medlin (Media), Dyanna Moore (TA), Kate Earp (Principal), Randal Watts (Assistant Principal), and A.C. Jermyn (Parent).

- I. Call to Order - 2:34 p.m.
- II. The September minutes were approved.
- III. New Business
  - a. Vision, Values and Mission for Poplin - Grade levels shared ideas. We also discussed Values (actions) - Curiosity, Collaboration, Courage, Givers, Dreamers, Friendship. It was decided that every grade level needs to continue the discussion until the next meeting. Site-base representatives (K-2 in one group) and (3-5 in one group) will meet before November site-base and write new vision, mission and values. Plan to meet briefly after the November staff meeting.
  - b. Next Wednesday is your indicator meeting. The initiative Wednesday (4th or 5th) will be indicator meetings. If it is a time to work on indicators it will always be listed in Patriot Proclamation. When you see it in the Proclamation, send the agenda to your team for next week. Watts has made a folder for everyone and the folder will be labeled with the month and the indicator number. When you meet with your team and go to the folder for that month/indicator, there is an agenda sample. After the meeting upload the minutes back into the folder. Also look for Action/Steps (1st month) and Monitor Steps (2nd and on going). Site Base reps need to go back and add info (agenda, notes, and action/steps) into September/Indicator folder shared by Watts. Make sure you share the link with note taker for each group.

c. Principal Advisory Council - Earp would like to start an advisory committee with our older students. We discussed which ages it would work best with. Earp plans to meet once a month beginning in November. Earp plans to discuss issues, snack and talk about things going on, what they would like to see more of. After discussion it was decided to include one student from each 4th/5th class. Teachers will decide rep from each class. Earp would like names emailed to her by November 8, 2019. Earp will meet with them at the end of November.

d. Vote on Parent Representative for Site Based - Sara Fischer and Deneka Weekes. A.C. Jermyn will remain as PTA Representative.

e. Grade Level & Parent Discussion Items/Concerns

- K - Can older siblings stop walking K students to K classes in mornings? Earp will address siblings walking to class in weekly connect eds. Earp will also remind parents to say goodbye to their student at the classroom door, rather than walking the student in as well.
- 1st - No concerns.
- 2 - No concerns.
- 3 - No concerns.
- 4 - If a child needs to be dismissed during recess, it currently means the teacher has to leave their spot on playground to unlock the classroom door. Can someone else let the student back into the classroom rather than the teacher leaving supervision of the playground or lunch? After discussion it was decided since every grade should have a floater, staff should send floater to supervise spot or go with child and dismiss with classroom key.
- 5 - Can instruction not be disrupted to pick up items dropped off in the office? Per Earp if it is lunch, lunch boxes will be placed in cafeteria on table near microwave. Anything else will be put into teacher's box. Earp will address this in weekly Connect Ed phone call. This will start Monday, October 28, 2019.
- EC - No concerns.
- Specials - No concerns.

- TA - No concerns.
- Media - The new 3D printer should be ready and working soon! Also if you need to get into the room with science/steam supplies after Medlin has left and locked up, there is a key to the room in the desk drawer at the checkout desk (rubber chicken).
- Glahn - Should we continue the Snowflake giving program during the holidays through the Christmas Bureau or should it be school based? After discussion we decided it is a way to show support to our school community and it is a school tradition. We will have a school based Snowflake tree.
- Admin - UCPS no longer replenishing the perishable items in the science kits, but they are giving us money. Discussion between grade levels about which supplies to purchase and how much. Also Earp sent out a culture survey recently. Based on the results, Earp and Watts would like to know more about how Administration can make staff more comfortable voicing concerns, having a voice about decisions, and creating an atmosphere of trust and respect. Earp asked reps to talk to grade levels.
- PTA/Parent - So far the Fun Run has raised \$23,847.82! Two classes are close to being tied for fundraising - Rueda and Ruby. The deadline to turn in money is 10/25.

f. Other

III. The meeting adjourned at 3:59 p.m.