

**Poplin Elementary School**  
**Site Base Meeting**  
**November 14, 2018**

Present: Kate Earp, Randal Watts, Meredith Hagerty, Michelle Ruby, Megan Long, Patricia Murphy, Ashley Whited, Shelley Holland, Alisa DeLoreto, Beth Medlin, A.C. Jermyn, and Dyanna Moore, Richmond

- The meeting was called to order at 2:34 p.m.
  
- Old Business
  - The minutes from the October meeting were reviewed and approved.
  - Review/Update on Grade Level Parent Discussion Items/Concerns
    - Wipes are well stocked.
    - Met with Facility and gates will be installed at front entrance of black top. Isabella will be stationed to lock/unlock gates each day.
    - The Snowflake Tree will be ready soon.
    - Recycling is for paper only. Mrs. Earp will check with Mrs. Taylor to see if other items can be recycled.
    - Review of School Improvement Plan - no changes.
  
- New Business:
  - Jeff Atkinson from the Union County Education Foundation shared information about the Union County Education Foundation(UCEF). We learned fundraising only goes towards UCPS. Over \$100,000 has been given out in LIFT grants in the past five years. UCEF is now also offering a “GROW” grant where a team of people from a school can apply. GROW grants are up to \$5,000 and the deadline to apply is January 25, 2019. UCEF also gives money to students for scholarships. For more information visit the UCEF website.
  
- Grade Level & Parent Discussion Items/Concerns
  - K - None
  - 1st - None
  - 2nd - Can parents bring lunch to other students? Mrs. Earp said parents can only bring food to their child. Let Admin know if this continues.
  - 3rd - Can Cafeteria music be louder? Yes.
  - 4th - What can we do about parents coming to classrooms between 7:00-7:30? Earp advised for teachers to let parents know they can set up a

conference time. Also when there is an office referral, who calls the parents? Mrs. Earp said Mr. Watts will call parents of all students involved. Do teachers have to call also? Mrs. Earp said to speak with Mr. Watts to make sure and follow up so parents are contacted.

- 5th - Concerning pests in the building, what can we do? Mrs. Earp said we cannot spray in the building and to let Custodians know so they can vacuum more.
- EC - Who cleans microwaves? Mrs. Earp said Custodians clean microwaves, but everyone is expected to clean up a mess.
- Specials - When TAs pick up students from Specials on PLC days, can we find out who is responsible for picking the students up? A lot of times the person is late and it is hard to transition between classes. Mrs. Earp said PLC days have changed a lot because of Sant's schedule. Starting in December PLCs will be on Tuesdays and Thursdays. Mr. Watts is tweaking the TA coverage for PLCs. Teachers and TAs need to discuss pick up. PLC Coverage will be shared with the Specials team.
- Parents - None
- Guidance - None
- Media - None
- PTA - None
- Administration - If you have car rider coverage, you need to be at your spot. Come to duty as soon as students are dropped off. Earp is moving three TAs from Van duty to other dismissal duties.
- TA - Can emails about coverage be sent earlier instead of late at night? TAs don't have a way to check email before school and sometimes don't know there were changes. Mrs. Earp will ask Mr. Watts not to send coverage changes in the late evening.

The meeting adjourned at 3:14 p.m.