

**Poplin Elementary School**  
**Site Base Meeting**  
**September 26, 2018**

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

The meeting was called to order at 2:35 p.m.

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

New Business:

- Election of Chairperson and Secretary. Michelle Ruby was elected as the Chairperson and Beth Medlin was elected as the Secretary.
- Fifth Grade Field Trip: Fifth grade teacher, Kim Peck, presented information about how the field trip has been planned in the past. This year fifth grade would like to make it be a club that will focus on learning about places they will visit. The goal is to get the students really interested and committed to learning about what they will see. Students have not shown much interest in the past few years. There was discussion about whether to hold the club before, during, or after school. Based off the previous years, there have only been enough people for one, maybe two charter buses. The plan is to take a max of 36 students. Students would apply to get into the club and fourth grade teachers will make recommendations. One full bus is 55 passengers. There was also discussion about changing from D.C. to Charleston, S.C. or Williamsburg, V.A., both of which also align with the curriculum. Administration will make the decision about which location by September 28th. This is an opportunity to provide feedback. Update: After this year 5th grade will go to Charleston, S.C. instead of D.C. because it is less expensive and a shorter trip.
- School Improvement Plan: This is a rewrite year. There are two new goals from UCPS (Advance Opportunities and EmpowerED). Members divided the goals and discussed revisions.
- Report Cards: Discussed, voted, and approved using online report cards for Kindergarten - Second Grade. Also the following grades will be corrected in the Staff Handbook (E, S, P, N) and there will be no plus or minuses this year.
- PBIS (Positive Behavior Interventions and Support): Glahn led a discussion about what we expect as far as behavior as a school. How do new students know what to do and if they are doing the right thing? A part of MTSS (Multiple Tiered System of

Supports) is the behavior component. Administration said they are seeing a lot of behavior issues. We need to figure out how to recognize positive behavior and teach children what is expected. Discussion that we need to go back to school-wide expectations for behavior like the STAR system we have used in the past. Earp asked each grade level to discuss 4-5 common expectations about behavior and discuss the difference between major and minor behaviors and what is being put into ED Handbook. Administration and the MTSS team will look into all of this. Update: we will begin using the STAR patriot expectations this year.

- Media and Technology Advisory Committee: Medlin needs a sub-group of SIT to be available in the event that a parent challenges reading material in the school. The following members volunteered: Hagerty, Murphy, Holland, Earp, Medlin, DeLoreto, and Seeburger.
- Grade Level Concerns:
  - Kindergarten - Issues running into first grade when using the gang bathrooms. Solution is for individual teachers to discuss and coordinate times. Update: no complaints.
  - First Grade - Are we able to recycle? Watts is looking into this. If we can, we may involve Mrs. Taylor because she is in charge of clubs. Update: We can recycle. Taylor will be in charge with a club of 4th/5th graders. We will also use the Pepsi Cola for recycling program. We will keep track and tally how much we recycle. Staff from the recycling company can do presentations for students.
  - Second grade - Please ask office to let teachers know parents visiting. Teachers have given office volunteer information.
  - Third Grade - Is it possible to make long-distance calls from classroom? Many parents have long distance numbers. Mrs. Earp is looking into this. Someone will come and cover your class so you can come and use one of the office phones if you need to contact a parent with a long-distance number in the meantime. Update - still a work in progress. Is it possible to bring back music in the Cafeteria? Discussed starting music five minutes on/off beginning Monday. Mrs. Earp asked members to share this with grade levels and talk about it before Monday. Update: Discussed how it is going. Everyone seemed in agreement it is good. We will continue. Mrs. Earp said to make sure you are monitoring your students. If there are issues, then teachers will have to sit with the students.
  - Fourth Grade - Happy to have everyone in place.
  - Fifth Grade - Please make sure information being sent home is given by Tuesday morning from PTA for Wednesday folders, and office is giving correct number of items to send home. Mrs. Earp said any Poplin/PTA information to

go home we will begin being sent with the only child/youngest children in the family. Update: Mrs. Curley has been given an update of how many students are in each class. This year we are not going to send home Poplin/PTA with only/youngest. We will work towards that for next year. Anytime you need to know how many students are in each class, Bowman keeps a current list on the bulletin board in her office.

- Exceptional Children - None
- Related Arts - None
- Media - None
- Guidance - None
- Teacher Assistants - None
- Administration - Staff must use Frontline for any absences. Mrs. Earp gets an email and will approve requests. Please pass to grade levels people need to contact Elaine Cox if you still need username/password. If you don't have your badge, you must clock in/out with your badge number. Kathy should not take care of this for you. Anything that needs to be ordered should be done through Kathy. Teachers must give volunteer information to Mrs. Curley. Discussion about recent surprise security inspection. We will have surprise inspections each month conducted by the Sheriff's office. Issues from this past visit are: staff propping doors open while talking on phone outside the propped door on cell phone. Per Mrs. Earp, no one should be outside of the building on their cell phone during the school day (after school is fine but again doors should not be propped open ever). Mrs. Earp asked members to share this with all staff. After school club sponsors will get badges to go in and out of the building for club activities.

The meeting adjourned at 4:30 p.m.