

Site-based Team Meeting Agenda and Minutes

Date: January 16, 2019

Sardis Elementary

Title	Name	Title	Name
Principal	Kevin Beals	Kindergarten Rep	Nicole Skeen
Assistant Principal	Kelly Marks	1st Grade Rep	Lee Hutchinson
Counselor	Breanne Villas	2nd Grade Rep	Dee Cochran
MTSS Coordinator	Cynthia Efird (absent)	3rd Grade Rep/ Chair	Lori Stalcup
Instructional Coach	Natalie Brucia	4th Grade Rep	Lee Noles
Related Arts/ Recorder	Blair Austin	5th Grade Rep	Erica Koch
EC	Jennifer Cooper	Instructional Assistant	Paula Daniels/Jen Myers
Support Staff		PTO	Jennifer Taylor (absent)

Agenda:

Staff/Grade Level	Agenda Items	Discussion
Ms. Marks	Figurative Language Day Beautification Committee	<p>Figurative Language Day has been set for Friday, Feb. 1, 2019. This is the day when students and staff may dress up to illustrate examples of figurative language. Ms. Gaio has worked on ideas and materials. Flyers will go home in both English and Spanish. There will be an Excel Spreadsheet teachers may refer to for new ideas and ideas used in previous years.</p> <p>An initiative has been brought to staff to form a Beautification Committee. The purpose of the committee is to add energy, color, and inspiration to the common areas. Ms. Marks shared visual ideas including murals, quotes, and bulletin board themes. She communicated the idea with all staff members through an email and a Google form.</p>
EC/ Pre K	Hallway Near Cafeteria	Fifth graders entering the building after recess through the doors near the cafeteria are crossing paths with some EC/PK/K classes causing a traffic jam.

	Wet Conditions on the Playground	<p>Fifth grade teachers were asked to re-route their path after recess to avoid the younger students.</p> <p>Wet conditions near the edges of playground have resulted in lots of puddles and wet grass. That area holds water constantly well after a big rain. This makes it so the ramp cannot be used. The area may need to be regraded. Administration will consult with the district's maintenance department to come up with possible solutions.</p>
3rd Grade	<p>Adult Restroom Locks</p> <p>Keys for Interventionists and Tutors</p> <p>Recycling</p> <p>Trash in the Cafeteria</p>	<p>Administration consulted with maintenance and was told it would be cost prohibitive to change locks on the staff bathroom doors. A suggestion was made to obtain removable locks (combination or key) to place on cabinets within the bathrooms where items may be stored.</p> <p>Master keys for inside the building only are not available. A suggestion was that master keys for interventionists may be signed in or out in the office. The procedure for using master keys might require a staff member or a substitute to leave his or her car keys in the office while a master key is checked out.</p> <p>The district is no longer funding recycling. A solution for this may be to have our own recycling process in-house. Logistics for solutions for collection and proper disposal need to be researched. A designated area for items as well as a process for getting the items to the landfill would need to be established. Ms. Marks will create a Google Form to organize this.</p> <p>Trash near the trash cans where students dump their trays has become an issue. The suggestion was made to have the student helpers assigned to sweep also sweep around the trash cans. Teachers should reinforce for students to be mindful of disposing of their trash appropriately.</p>

	Behavior Consequences	Teachers have voiced concern regarding being able to give consequences to students for various behavior infractions. The main concern discussed was students not doing homework. In the past students not doing homework had to walk during recess. Mr. Beals mentioned we need to determine how this fits in with the Elementary Code of Conduct and how students are given consequences for certain infractions. Walking during recess cannot be used as it is considered a form of corporal punishment. Administration will also follow up on PBIS. PBIS needs to be looked at schoolwide. The purpose of PBIS is to find ways to reinforce positive behavior thus reducing negative behavior. This will be revisited.
4th	Music in the Cafeteria	A request was made to have the music played in the cafeteria to signal talking time moved back to the overhead speakers. The music coming from the portable player is inconsistent in volume and regularity. There were some issues with the equipment in the past. Administration will check with office staff to determine if the problem has been/could be fixed.
Mr. Beals	Field Day End of Year Celebrations	The proposed date is Thursday, April 18. Ms. Adams is considering new options for field day. The annual carnival for grades 3-5 was established to reward students after EOGs. Plans are in the making for this year's celebration. Mr. Beals posed whether K-2 wanted to do some kind of activity at their grade levels. Last year PTO did provide ice cream for these grade levels at the end of the year. The consensus was to do something like this again and get feedback from team members for other ideas.

Next Time: 3:00

Next Meeting: February 6th