**Date: October 25, 2017**

**Present:** Mary Camp (K), Kim Castner (1), Emma Archibald (2), Paige Warner (3), Amy Sperry (4), Brandy McHan (5), Angela Stephens (TA), Natalie Marinelli (Support Staff), Keith Koteles (Special Area), Laura Gaddy (Admin.), Stephanie Hunter-Brown (Admin.), Karen Crane (Parent), Vincent Esposito (Parent), Pam Karkow (Parent), Harvey Bagshaw (staff rep.)

**Absent: N/A**

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| **TOPIC** | **PRESENTER** | **NOTES** | **NEXT STEPS/WHO’S RESPONSIBLE** |
| Welcome  | Sperry | The team reviewed the minutes from the September meeting. |  |
| Globalization | Gaddy | The Globalization portfolio is now optional for schools. The team discussed whether or not we want to continue this effort. The team voted that we will continue to implement globalization in our classrooms but will not do the globalization portfolio. The team noted that we want our focus to be on building our STEAM implementation. |  |
| AdvancED | Gaddy | This year is a reaccreditation year for UCPS. As part of the process, surveys will be sent out to parents, teachers, and students in November. We may also have visits in April from the AdvancEd team.  | Mrs. Gaddy will continue to update the team as needed. |
| Yearbook Vendor | Palamountain | Mrs. Palamountain (our Yearbook coordinator) has been considering changing vendors for the yearbook. Walsworth has been our vendor for the past 9 years. We are looking into switching to Strawbridge who is also the vendor we use for student pictures. The quality of their books is good, there are no extra costs, and the editing process is much easier. The cost will remain the same for students. After discussion, the team voted to change vendors for the 2018-2019 school year. |  |
| Homework | Gaddy | A parent asked Mrs. Gaddy to bring up the topic of homework at our meeting. Some schools in the county have done away with all homework other than reading. After discussion, it was decided that our homework policies are already manageable and we will not implement changes at this time. |  |
| PTO Fundraising | Gaddy | The PTO would like approval to expand their fundraising efforts to better support our staff and students. For the past few years, they have only done one fundraiser per year (Boosterthon). The team voted and approved the implementation of another fundraiser. | Mrs. Gaddy will communicate information to the PTO. |
| Staff Morale | Team | The team continued its discussion regarding staff morale from our last meeting. Staff members reported that morale is up this year due to special efforts put in place by Social Committee and other changes implemented by school administration. |  |
| Staff Concerns and Questions | Staff | 1st grade: The first grade team is interested in adding a water bottle filling station to the K/1 hall like we have on the 4/5 hall. The ones on the 4/5 hall were free so we are not sure of the cost.  | Mrs. Gaddy will investigate the cost of the water station and report back to the team. |
| Parents Concerns and Questions | Parents | Parents reported that there are issues with the new transportation app. It does not give an accurate location or notifications as to the bus arrival time. | Dr. Hunter-Brown will look into this and report back to the team. |
| Next Meeting |  | November 29, 2017 3:00 pm |  |