Site Base Team Meeting

April 27, 2016

Present: Harvey Bagshaw (5th Grade Teacher), Amy Sperry (4th Grade Teacher), Maggie Harris (3rd Grade Teacher), Sarah McMackin (2nd Grade Teacher), Mary Camp (Kindergarten Teacher), Carolyn Lepore (Support Staff), Bonnie Mulkeen (1st Grade Teacher), Cinda Gatrell (Teacher Assistant), Carolyn Nichols (support staff), Kimberly Combs (Assistant Principal), Janet Kamenick (Parent), Pam Karkow (parent), Tricia Green (parent),

Absent: Laura Gaddy (Principal-at a meeting off campus)

**Grade Level Concerns:**

1. Assistants: They would like a ConnectEd to go out that reminds parents that pickup time in the car rider line is no later than 2:55 pm. Mrs. Gaddy will do that this week.
2. Kindergarten: No Concerns.
3. First Grade: No Concerns.
4. Second Grade: No Concerns.
5. Third Grade: No Concerns.
6. Fourth Grade: No Concerns.
7. Fifth Grade: No Concerns.
8. Specials: No Concerns.
9. Guidance: No Concerns.
10. Parents: A question was brought forth regarding teacher to parent communication. Are there set guidelines for this communication, should it be weekly, bi weekly, etc.? Ms. Combs shared that this is a current weakness and that administration has discussed implementing common procedures next year with an accountability piece included. The thought now is that all teachers will be asked to communicate with all parents at least once per week either by email blast or through a printed newsletter. Updating the website is often not as helpful and it can be harder to communicate in that way.
11. Parents- A concern was brought forth regarding late buses and communication with parents. Could we send out a ConnectEd each time a bus is going to be more than thirty minutes late? This is very hard to do when staff is monitoring students at the time the message would need to go out. It is also very difficult to keep the bus lists updated in the system. We will work on this.

**Administration:**

We would like to improve our Character Education Program and the PTO has offered to purchase bracelets or other rewards for students. Staff members discussed the following in regards to character education:

* Finding ways to reach more kids through our program.
* Formation of a Character Education committee and the creation of a three year plan to improve our character education program.
* Update the Terrific Kids program to utilize/match monthly character traits.
* Add a list to cumulative folders with awards that a particular child has earned (i.e. better record keeping).
* Reenact the Smile Space to recognize staff.
* Other Ideas: Create a whole school wide community with same expectations, weekly class meetings on “non” Specials day, common language across the school (i.e. expectations for walking in the hall, eating in the cafe, etc.), month long character trait focus in classroom lessons, Principal reading the same book at the beginning of the year to all classes, lesson plans for the first ten days of school to teach school wide expectations, certificates for student of the month, incorporation of teacher recognition such as a Crystal Apple Award to be given out at monthly staff meetings, incorporation of an accountability piece for Special Area classes, etc.

Update on Swings: We have received approval from facilities and are now getting quotes on the equipment.

Budget updates: All of our State money is spent. We ordered the Lightbox program for all grades and some progress monitoring kits for K-2. Grade levels ordered some resources specific to their needs as well.

Boosterthon update: We had great results this year! We will do the “lock up/pie in the face” in June. There was a proposal that admin. be locked up on the short hallway instead of outside so they would be more visible throughout the day.

Meeting Dismissed at 4:00 pm

The next meeting is scheduled for Wednesday, May 25 at 3:00 pm.