

Present: S.VonCannon (principal), T.Swackhamer (Asst.Principal), A.Melton (chair, 3) M.Bruce (media), W.Griffin (Literacy), M.Brock (1), H.Strack (K), K.McManus (2) E.Vanderwalt (5), D.Rushing (4), D.Knight (parent) A.Coble (parent) S.Long (TA) E.Hinson (CSPAM)

1. Updates for the School

- Mrs Voncannon will continue to advocate for students. She will also try to help teachers - seeing what can be taken off their plates
- Teachers are encouraged to read daily updates from Rob Jackson, esp. the next two emails, with regards to court case. Feel free to share information on distribution list to parents as these are public records
- BBQ volunteers – encourage parents to sign up online. Thank you to Mika Bruce/ Susan Long and Heather Kiser for setting this up
- Parent conferences are required at the end of first 6-weeks grading period. Documentation extremely important; you can never keep too much documentation
- Spanish Immersion off to a great start. Chapel Hill (VIF) are amazed at how well it is going. A survey will be sent to staff, and all teachers will be given an opportunity to visit the Spanish class

2. Purpose of the Site-based team

- Team is to be utilized to make best decisions for school, e.g. how to spend BBQ money, how to boost staff morale
- Some decisions will be made by administrator as all decision are owned by principal, e.g. custody issues
- In lieu of social dues, administrators have decided to forfeit their Christmas gifts so funds will go to boost staff morale and be put in social dues funds. Be thinking of what would boost staff morale. We can utilize PTO and parents (lunch duty). A mid-year survey will be held so we can monitor staff morale.

3. Expectations for meeting

- SITE base will meet once per month, not exceeding one hour
- SITE base is not a gripe session: any issues should be sent to administrator/chair prior to meeting to include on agenda
- Be professional, respectful and honest

4. Three weeks progress

- Progress reports should go out a.s.a.p
- Be proactive; do not be caught off guard
- Powerschool parent portal should be up and running by 9/25

5. Beginning of the Year challenges

- Let teams know that we are working on trying to get into classrooms. BBQ planning and Evaluation instrument have been time consuming
- Bus driver shortage. If you know of anyone who might be interested, training session is coming up in near future

6. Accreditation

- 52 out of 53 schools got accreditation (Walter Bicket Education does not have to)
- We have two goals to work on

7. School Improvement Plan

- No matter where students are, we have to show growth. We will dive into, and dissect, the new curriculum and standards and monitor common assessments
- Test results will come back in October/ November
- We are stepping away from isolated countries of study. Globalized studies should be embedded in curriculum
- On staff morale: As per dr.Mary Ellis, all schools who received 60% or less on staff morale, need to have a plan in place. Mrs.Voncannon is aware that there may also be a link between a disgruntled employee (one who is told to treat a student respectfully or arrive at school on time), and evaluation that may be used as dagger. We have a lot to be grateful for at Unionville. Mrs.VonCannon welcomes feedback: What will make you happy?
- Monitoring 3rd grade for *Read to Achieve*: Williams and Miles were given smaller classrooms. The following information from Dr.Bulla was forwarded in an email to SITE base members:

North Carolina state law now requires third grade students to be assessed in reading at the beginning of third grade and at the end of third grade in reading *and* mathematics. These assessments are standardized tests that tell you, your child's teacher, and the principal if your child has mastered

third grade standards. The requirements for mastery of standards are outlined in the new *Read to Achieve* legislation. For more information, please visit the following site: <http://www.ncpublicschools.org/docs/k-3literacy/resources/guidebook.pdf>.

The requirements indicate that all third grade students demonstrate grade level proficiency by scoring at Level III or above on state end-of-grade tests in reading. Students not scoring at grade level will be given the opportunity to retest. Students not scoring at grade level on the reading retest will be required to attend a Summer Reading Camp to assist with acquiring necessary skills to be successful in fourth grade and beyond. We will communicate this information as it is released by the North Carolina Department of Public Instruction.

It is the intent of the Union County Board of Education that every student master grade level objectives in reading, math and other essential skills areas. In order to make certain that students have the opportunity to master these subject area skills, students will be assessed throughout the school year and instructional support will be offered based upon student performance on these assessments.

8. BBQ money

- Hope is to use BBQ money for enrichment and middle-of-the-road kids, not all to tutoring lowest performers
- At Monday night's BBQ meeting, Voncannon consulted with members with financial background, and the decision was made to put 5-7% of money aside towards the 'building fund' for maintenance.
- It is Mrs.Voncannon's hope that when she leaves Unionville one today, two goals will be accomplished:
 - a) to leave money in a building fund
 - b) to have created a "History Wall" coming down the ramp
- UCPS agreed to sign over title of truck that we use. We are now responsible for maintenance of vehicle
- BBQ t-shirts for teachers are \$10. If you cannot pay the full amount, a subsidized fee of \$5 is available. Simply put money in envelope and turn in as grade level.

9. Ms. Melton's presentation

In order to reach our goals on our School Improvement team, we are going to monitor our progress as goal-watching teams. As a staff we will share the workload. Each grade level has two tasks to complete by September 25.

- a) Choose your area of interest:

The five areas of data tracking on our plan are Reading, Math, Globalization, Staff Morale and Safety. **Goal-watching teams** will consist of all members of staff, and be represented by a member of each grade level. Grade levels need to meet by September 25, and decide which team (Reading, Math, Globalization, Staff Morale or Safety) you

would like to serve on. Fourth grade will omit Safety since they only have four team members. Goal-watching teams will ask, 'What will help us achieve this goal?'

b) Plus-Delta

Grade levels will compile a wish list and discuss what they would like to see improved.

10. Open Forum

Wednesday Afternoons:

Vanderwalt asked if we have to stay until 4pm on Wednesdays.

Keep the 2nd Wednesday of each month open (except November 4th) for staff meetings.

Keep the 4th Wednesday of the month open for Goal-watching team meetings.

1st and 3rd Wednesdays are there for team meetings. You do not have to stay until 4pm as long as your team sets aside time to collaborate during planning time or other afternoons. You are free to leave on Fridays at 2:30 if you take time on other afternoons to get planning done.

Dates: Oct 9 Staff meeting

Oct 14th and 16th may be used for conferences

Oct 23rd Colonial Life and first Goal-watching team meeting

Hallway traffic:

Yellow Hall: Mrs.Long asks to keep car riders on RIGHT and bus riders on LEFT side of hallway.

Front Playground:

Mrs.Voncannon:

All classes have to be inside the building by 1:50 (safety and reduce hallway traffic)

Next SITE based meeting: October 17th, 2013