



# WESTERN UNION ELEMENTARY SCHOOL

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Waxhaw, NC 28173

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Kristi Williford  
Principal

Kate Anderson  
Assistant Principal

Site-Based Team Minutes

February 22, 2018

2:30 p.m.

**In Attendance:** Kristi Williford, Kate Anderson, Tina McRorie, Cindy Earley, Stephanie Dill, Tracy Vassil, Brenda Reavis, Ashley Erb, Adrienne Jaquith, Lisa Shaw, Kurtis Salzman, Andrea Hayes, Christin Schulze.

- 1) **Call to Order:** Kristi Williford
- 2) **Field Day** – Field Day: 2 separate days/weeks
  - a. May 4: K-2
  - b. May 11: 3-5
  - c. Mr. Ford will contact PWHS to get Beta Students to help
  - d. 9-1:00 (hour for lunch break)
  - e. Rain Days: One day during the week of 14<sup>th</sup>
- 3) **3<sup>rd</sup>/4<sup>th</sup> Grade Hallway Construction** –
  - a. Teacher Workroom: on 4th grade hallway: The suggestion to turn room 206 into a teacher workroom for next year was agreed by the team.
  - b. Lounge: Will be updated this summer. They will take out the cabinets and tables with no plans to replace them. Will ask for additional outlets to be added for our luncheons. May need to buy tables as needed.
  - c. Location of Promethean Boards – place on shared wall between classrooms and quad outlet on opposite wall.
  - d. Discussion of removal of art trailer. Ms. Williford will contact Ms. Turner to see what her thoughts are for when she returns. Overall opinion is to keep it.
  - e. Ms. Williford will share this information with Linda Whitaker.
- 4) **Honor Roll Certificates** – Honor Roll Certificates will continue to be sent home. We will catch up from the 2<sup>nd</sup> and 3<sup>rd</sup> six weeks.
  - a. Teachers and Administration both sign and send it home.
  - b. Team will review this to determine if changes need to be made for the following school year.
- 5) **Summer renovation and murals** – There will be some murals that we can't keep, no matter what, based on the renovations, and they will be saved as needed. The team would like for Ms. Williford to look into a painter to come and see if they can freshen up and fix the patriotic mural so it can be saved.

- 6) **Safety Procedures** - Classroom and school safety procedures were discussed. Interior doors are to be locked at all times. Students are not to open the outside doors of the school for anyone.
  
- 7) **Next Meeting:** Thursday, March 22 - 2:30 p.m.