



# WESTERN UNION ELEMENTARY SCHOOL

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Kristi Williford  
Principal

Kate Anderson  
Assistant Principal

Site-Based Team Minutes  
January 25, 2018  
2:30 p.m.

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

- 1) **Call to Order:** Kristi Williford
- 2) **Riso Copy Concerns** - Riso copier has been acting up more this year. Mrs. Williford will be reaching out to the technology department to inquire about a new machine.
  - a. Paper is being used more than previously used. It could have been creating more copies, but we will just be keeping an eye on the paper increase. Teams are asked to be mindful of the amount of paper.
- 3) **Hanging Items on the Wall** - We will be looking at trying to get some more command strips for the school. Only use on items that you want hung for an extended amount of time. Glue on brick may also be okay.
- 4) **Duty Free Lunch Question** - Assistants emailed what they have been doing with that additional a time. Examples of what some of the TAs have been done include: working with a student, clerical work, word work, etc. Site-based previously discussed and a survey was given to the staff. The previous vote was close.
  - a. Teachers should contact their room parent/parent volunteer if they wanted more duty-free.
  - b. Team determined to stay with 1 duty-free day for the remainder of the year. A survey will be sent out at the end of the year and that vote will determine next year's number of days.
- 5) **IXL Purchase** - Usage data for grades were discussed. Team determined 300 licenses would be beneficial and should cover about 3-5<sup>th</sup> grade.
- 6) **AdvanceEd Submission** - Team reviewed AdvanceEd Quality Factors. Factors and descriptions about what the school is doing were for submission. Team finalized document.
- 7) **Next Meeting:** Thursday, February 22 - 2:30 p.m.