



WESTERN UNION ELEMENTARY SCHOOL

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Kristi Williford
Principal

Kate Anderson
Assistant Principal

Site-Based Team Minutes
September 27, 2017
2:30 p.m.

In Attendance: Kristi Williford, Kate Anderson, Tina McRorie, Natalie Kabel, Tracy Vassil, Brenda Reavis, Ashley Erb, Staci Donaldson, Cathy Reese, Andrea Hayes, Adrienne Jaquith, Christin Schulze.

- 1) **Call to Order and Introductions:** Kristi Williford
- 2) **Perfect Attendance Ideas** - Multiple Ideas were discussed.
 - a. **Grade Level** - Charts in the cafeteria will still be posted comparing classes. Class by grade level will be announced too.
 - b. **Class Level** - "Perfect Attendance" Chart will be outside each door. The teacher will color in the laminated sign each time the individual class has perfect attendance. The class will earn their own chosen reward when they have spelled their words. (Each time they spell it, they can color a star outside the words.)
 - c. **Individuals** - Look into small incentives for students who have perfect attendance for a certain time period.
 - d. **Staff Attendance** - Positive Reward will be a team competition for who is here the most.
- 3) **Staff of the Month** - Google Form will be created for this. Will be emailed out to staff each month.
- 4) **Bullying Plan** - Reviewed by the team what was currently in place. This is posted on the school website at all times. The team approved the current plan.
- 5) **School Improvement Plan** - Literacy Plan was added as strategy 5. Strategy 6 will be a global goal created. This new strategy will be sent to the team for voting on once completed.
 - a. Global strategies may include increased resources, integration into lesson plans, Participate PD for staff, International night in the spring.
- 6) **Student PostCards** - These will still be created and given out to teachers to complete. 2 will be given out each week and 2 put in your box on the last Wednesday of the Month. A Spreadsheet will still be created online for staff to mark when they've sent one.
 - a. Staff will have the opportunity to pick up 2 a week and send them home.
 - b. If staff want to do theirs differently, they can contact administration. (Also for sorting support.)
 - c. TAs, Specials, and other staff will be asked to complete them throughout the year too and mark them on the spreadsheet.

- 7) **PTO Funds-** Staff need to remind grade level about what funds are still available and complete requests as needed. The Fun Run money is ideally being used to fund these larger projects. The global initiative is the goal for the spending of Fun Run money. Grade level chairs will receive a budget.
- 8) **PTO Evening Events** - Encouraging staff to attend those evening activities. The kids are always excited to see their teachers.
- 9) **Cafeteria Volume Concerns** - Staff needs to monitor students both when their kids are level zero and the music is off, but it should only be a level 1. This overall volume is getting too high, then the cafeteria staff cannot hear. Staff need to monitor when the music is on, and/or role model. This includes visiting parent.
 - a. Red Cups are the Tier II intervention to that table level volume. (this can be one student, not just a whole table.)
 - b. Yellow Cups will be added as warning cups.
 - c. Music-type was discussed - no music change was determined, but will be looked into.
- 10) **Next Meeting:** Thursday, October 26 - 2:30 p.m.