



Western Union Elementary School

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Kristi Williford
Principal

Kate Anderson
Assistant Principal

Site-Based Team Minutes
September 27, 2018
2:30 p.m.

In Attendance: Kristi Williford, Kate Anderson, Stephanie Kermes, Kathy Bennett, Jennifer Deering, Jennifer Dobbins, Tabitha Rogers, Tracy Vassil, Pam Gillard, Cathy Reese

- 1) **Call to Order** - Cathy Reese
- 2) **School Improvement Plan** - Team developed, edited, and finalized the School Improvement Plan. Goals include implementing research-based instructional strategies, integrating career goals, continuing to integrate MTSS, continuing to integrate global awareness.
- 3) **Budget Review** - Current allocations of the budget were shared with the committee.
- 4) **Parents in the Classroom / Parent Volunteers** - When discussing Kindergarten and other grade level parents coming to the classroom, many are distracting from teaching or getting started for the day. October 1st is our Independence Day, but may be moved up next fall. Parents will be contacted through a PTO newsletter to reiterate parent volunteer expectations. Teachers are encouraged to communicate their expectations, too.
 - It was reviewed that volunteers should not bring in younger siblings.
- 5) **Hallway Expectations** - School-wide expectations, beyond just the hallway, were discussed. It is important that each grade is consistent, not just for this year, but the expectations for the upcoming years. Teachers asked to reiterate the level 0 expectations to their classes, which includes when changing classes.
- 6) **Cafeteria Concerns** - Procedures were reviewed and other options were reviewed. There has been consistent behaviors at points this year, but Tier II behaviors were reviewed, including using a red cup as level zero, silent lunch table, and lunch in the office. Teachers need to review expectations, especially for duty-free lunch days.
- 7) **Sensory Pathway in the Hall** - Purpose of this would be to help students who need a break, including sensory input, or physical break locations. School would need a teacher(s) to lead what ideas to put into the hallway.
- 8) **Morning Teacher Procedures** - Teachers discussed what they are doing from 7:15-7:30 in each of their rooms. The school feels it is important that all kids are greeted and told good morning each day, to start the day off on a positive foot. Administration wanted to assure that all kids are greeted, whether it be within the classroom (one-on-one throughout the room), doing morning meeting greeting, or standing at the door.
- 9) **Student of the Term Award** - "Prize Patrol" type awards will be given for one student per each grade starting during the second 6 weeks. Administrative team will go to the winning children's homes in the evening to celebrate their award. Suggested parameters will be coming out.

- Perhaps yard signs would be available for the kids to keep.

10) **Picnic with the Principal** - Administration will be creating a Google Form for kids to get to come eat lunch with the principal. This could include new students, students that need extra attention, or as a positive behavior reward. Students will come to the office, or picnic tables, and eat with one of the administrators.

11) **School-wide celebrations** - Ideas were discussed, and committee decided to try to make the 100th Day more school-wide, continue book character day, for now.