



# Western Union Elementary School

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Kristi Williford  
Principal

Kate Anderson  
Assistant Principal

Site-Based Team Minutes  
February 28, 2019  
2:30 p.m.

**In Attendance:** Kristi Williford, Stephanie Kermes, Kathy Bennett, Jennifer Deering, Jennifer Deering, Tabitha Rogers, Tracy Vassil, Pam Gillard, Lisa Shaw, Cindy Tison, Mindy Taylor

- 1) **Call to Order** - Lisa Shaw
- 2) **STEM Leadership Corps Application** - Ms. Shaw presented the EmpowerED/UCPS/STEM leadership corps information. Committee agreed to move forward with the application.
- 3) **Parents in Hallways in the Morning** - Policy will continue that no parents should be entering the building after 7:00 without an appointment. Please notify Ms. Johnson if teachers have a parent appointment.
- 4) **Student Morning Drop Off** - Policy will remain the same that parents can walk their student into the office, but they may not walk the children past the front office.
- 5) **Cafeteria** - Volume concerns were discussed. Cup strategies and integrating into SOAR were discussed.
- 6) **Dismissal** - Teachers are not to leave their classroom before their bell time.
- 7) **Before 7:15 Protocol** - All students should be in the cafeteria or auditorium. If there are any specific student concerns, let administration know.

Next Meeting: March 28th @ 2:30 in Mrs. Rogers' Room