



# WESTERN UNION ELEMENTARY SCHOOL

4111 Western Union School Rd.

Waxhaw, NC 28173

(704) 843-2153

Fax: (704) 843-9019

**Kristi Williford**  
Principal

**Kate Anderson**  
Assistant Principal

Site-Based Team Minutes

March 28, 2019

2:30 p.m.

**In Attendance:** Kristi Williford, Cathy Reese, Pam Gillard, Tracy Vassil, Tabitha Rogers, Amber Gordon, Stephanie Kermes, Staci Donaldson, Angela Hernandez

- 1) **Call to Order:** Cathy Reese
- 2) **Penny Wars for Trees** - 20,000 trees are needed for Panama after begin hit by Hurricane Michael. The team agreed to conduct Penny Wars on April 15, 16, and 17<sup>th</sup>. The money raised will be used to order trees to be sent to Panama City. The winner of the Penny Wars will be announced on April 18<sup>th</sup>. The grade level that wins will get extra recess and ice pops. Mrs. Rogers will be the contact person, and she will make a flyer for parents as well as create a Connect Ed call.
- 3) **Cafeteria Discussion** - Mrs. Williford and Mrs. Klova had a conversation about cafeteria concerns. Mrs. Klova took the concerns and addressed them with her team. After doing so, they created signs with kid-friendly language and will start recognizing classes that are level 0 in the lunch line. Mrs. Klova would like for this to be a partnership. She has noticed that some teachers monitor their students in line and some do not. How can this issue be addressed?
  - a. As a team we agreed to:
    - i. Review expectations with team and remind them to follow through with these expectations.
    - ii. The cafeteria will provide a graph to track tickets/stickers which will be awarded to the last student in a completely quiet class. It would be the teacher/classes responsibility to add their ticket/sticker to the graph. The top class will get extra recess (This decision will be finalized by the MTSS committee).
  - b. Music is not working in the cafeteria to control talking. What are other options that we could use?
    - i. Option 1- Red cup/green cup- first ten minutes on red cup (students sit quietly and eat). During the remainder of the time tables will switch to green cups.
    - ii. Option 2- Red cup/yellow cup/green cup- Tables start on green cup, if the table gets too loud, then the teacher will move the table to a yellow cup and warn students that if they do not reduce voice level they will lose their talking privilege. If the table continues to talk to loudly the teacher can move the class to red cup and the table will become silent for a specific amount of time.
    - iii. Option 3- Red cups will be used to keep students quiet for the first five minutes of lunch and the last five minutes of lunch.

1. All three options will be presented to the MTSS committee for final decision with the goal of being ready to kick off at the beginning of the next school year.
  2. **Benefits-** Reinforces good behaviors, it provides a non-verbal reminder for parents of the cafeteria rules, and it increases teacher accountability to move cups.
  3. **Complications-** Kindergartners do not have independence level and cannot read clock. **Possible solutions:** teachers could use sand timers; we need a digital clock for the cafeteria. Cups get dirty quickly. **Possible solution:** Ask cafeteria to wash them occasionally.
- 4) **Paper for Copier Question** – Since the amount of paper is limited for the copiers, do we have a plan for our testing units which require lots of copies to be made?
- a. We could still run out.
  - b. Mrs. Williford has ordered 10 extra cases of paper. The remaining paper will be placed in each workroom one case per week. If more is needed during the week, Mrs. Williford will be notified so that a new case will be added. This process will help Mrs. Williford to keep track of how much is being used.
  - c. Try to limit the amount of printing if possible. Other options would be to use Google classroom, check the printer where you are sending documents to ensure you go to the correct place to pick them up, only print the pages you truly need, include reminder in the Eagle News.
- 5) **STEM Training** – Dr. Topper provided us with positive feedback. She said that she could tell that we spent valuable time completing the application and wanted to know more about our process. Mrs. Williford explained that she started by asking the Site-Based team if we wanted to complete it. Once agreed upon, the EmpowerED committee worked to complete the application, then three separate teachers edited it. Western Union, Walter Bickett, Sardis, Poplin, Fairview, and Stallings were selected to pilot this program.
- a. **Next steps:** Four teachers will be selected to run lab classrooms. They must submit applications to be turned in by May 15<sup>th</sup>, but teachers applications will be due beforehand. Anyone interested can complete the application process. The four teachers selected, our coach, and the administration team will attend trainings on June 10<sup>th</sup> and 11<sup>th</sup>. Another training will be held on August 16<sup>th</sup>.
  - b. **Program Benefits:** Comes with STEAM connect, includes resources in Spanish, teachers can search by subject or grade level, videos, lesson materials, and images are included, ties into our PBL and Global initiatives, includes Streaming Plus resources, printing is not required because you can click to add teacher notes and click to hide them, all lessons are embedded with books and videos.
  - c. We are unsure if everyone will be able to access of if it will just be the four teachers, but know that staff will have greater access to Discovery Ed online content. STEM Teacher Despena Combs could become part of the leadership team. She will not count as one of the four teachers.
- 6) **Next Meeting:** Thursday, May 23 - 2:30 p.m. (Unless a meeting needs to be held in April)