

Site Base Meeting Minutes 12-18-2019
 Location: Media Center
 Time: Called to Order: 2:30 PM, Adjourned: 4:25 PM

Committee Members in Attendance: *Carly Rives, Karen Wearmouth, Moira Jacobs,, Jennifer Stephenson, Jill Zandrowicz, Cathy Dwyer, Pam Womack, Kim Thomas, Lisa Jeffcoat, Meagan Plyler, Yubely Zolke, Erika Levine (K-2 parent rep) and Nicole Giddings (3-5 parent rep).*

Item to discuss	Who	Approx Time	Notes	Next steps
Choose team chairperson	All	5	Site Base voted for chair and secretary.	Carly Rives-Site Base Chair Meagan Plyler-Secretary
Make decision regarding Leadership Plan next steps	Team Reps	15	Answers submitted by reps by Dec 6th (deadline) -Are here Leadership Plan Feedback . Review school wide vote and reps come prepared to finalize plan. What to implement?	<p>Plan Item: Principal recognizes when a job is well done. Feedback: walkthrough checklist with feedback note was agreed upon.</p> <p>Plan Item: Principal's communication. Feedback: It was agreed upon that a master calendar is needed.If you have your phone linked to your email you can turn off notifications, if the alerts are a concern.The master calendar will be updated by Mrs. Wearmouth.</p> <p>Plan Item:Teachers involved in decision making and problem solving. Feedback:It was agreed to begin a plan in place before the end of this school year for the following school year.</p> <p>Plan Item: Admin visibly throughout the school. Feedback:It was agreed that the importance of visibility in the</p>

				<p>car line.</p> <p>Plan Item: Admin visibility in classrooms. Feedback: The team responses that teacher invites engagement as lesson pertains and also admin cues when needing to speak with teachers.</p> <p>Plan Item: Principal should promote high expectations for the success of all students. Feedback: Leadership referrals (office referral for positive behavior and student would meet with admin and a phone call to the parent). Brag Tags shared but agreed to not move forward. Attendance celebrated on broadcast (top classes) and spirit stick given to students with perfect attendance.</p> <p>Plan Item: Principal should promote high expectations for the success of all students. Feedback: Survey was given and 10 staff responses were submitted. PD to be led by staff in expert areas.</p> <p>Plan Item: Other comments. Feedback: When staff lead PD it would be videoed and added to a digital library for staff to refer to.</p>
Reports from NC Star Comm. reps	Reps	10	Each team member reports to team.	<p>Environmental/Events- Committee members discussed adding different social/emotional lessons on Canvas and checking to make sure lessons are updated and added.</p> <p>MTSS-Discussions of how to determine behavior grades with DOJO points. Discussion of conflict resolution group for students.</p> <p>EC-Accommodations discussed on ECATS. Progress reports for students EC teachers (Ms. Seligman, Ms. Helms, Ms.</p>

				Griffin). NCStar Indicators
				<ul style="list-style-type: none"> ● A4.01 ● A4.06 ● A4.16 ● C2.01

Please enter your questions for SIT here prior to December 11th. This will allow reps to bring answers from stakeholders to the team so a decision can be made at time of meeting.

Items from stakeholder s	Chair		.K-	
			1st- Door to office area by Mrs. Williams needs to be closed at the end of day. Parents have been seen in there after school.	It was shared that Ms. Miles will make sure the door is closed at the end of the day.
			Calendar for January & February in advance rather than individual calendar invite.	Calendar events will be given a list of events on WIP.
			Dismissal after 1:30, are we allowing parents to let parents to pick up at this time?	A reminder will be sent in newsletters and conversation with office (in agenda that students must be picked up before 1:30 if dismissing early).
			Concern about parents sitting with our classes at lunch.	Spacing of classes when visitors come (leave a couple spaces between a class and parent/child).
			Can we please get a new CD of music in cafeteria?	It will be asked of other schools and looked into for a new CD that could work.
		2nd-		
		3rd-		
		4th-		
		5th- School procedure for field trips? - money and permission deadlines needed and need to be firm - Review cafeteria results on getting 2 desserts.		Grade levels should come up with a plan and adhere to the guidelines. It was discussed that the teacher should make a phone call and then the names be given to Mrs. Williams for a

			<p>second phone call. Give a 2 week date. Prior to the 2 week date (2 weeks from the field trip) phone calls/parent contact should be given.</p> <p>It was determined that this is a Child Nutrition issue (dessert purchase is not limited).</p>
		Instructional Assistants	
		Federal Programs/Support Staff	
		<p>Special Area Teachers:</p> <ul style="list-style-type: none"> ● Field trip process in manual - procedures to ensure the steps in the manual are followed consistently. Grade level chair should email Kutsy and Williams (only once with a final count a week prior to the field trip with count of paid and field trip assistance students). Phone call should be made to ensure parents have been notified of the field trip. Prior approval is needed from Williams to cover student for field trip. Please let her know if a family is requesting or might need assistance. ● Bathroom concerns - fourth and fifth grade students frequently in the bathroom - going to escape classroom or discuss social concerns with peers - not monitored, behavior issues; Potential solutions: whole class trips, particular student as peer buddy instead of friend chosen by student. 	<p>Field Trip: See above in 5th grade as they had the same questions.</p> <p>Bathroom breaks. Site Base members will bring this back to their teams and ideas/brainstorming will be shared next meeting.</p>
		<p>Parents</p> <ul style="list-style-type: none"> ● Implement a plan to help increase parental awareness of online school resources such as Canvas to support their children better academically. ● Consider a “hands on approach” by offering an interactive tutorial for parents wishing to participate. ● All communication should be consistent to maintain clarity and alignment for optimum results. ● Implementing a plan for teaching assistants to be utilized more effectively in classrooms where challenges are 	<p>It was shared that tutorials could be made to create parent tutorial videos and on one page to link resources. EmpowerED shared on the UCPS site. Looking ahead to a technology tools session for parents.</p> <p>The Master Schedule was recently revised to meet the school needs. Intervention tiers are in place to meet the needs of the students through the MTSS process. PBIS is in place for stage 1 and 2 behavior needs.</p>

		present.	Idea of attaching a Site Base newsletter in class emails/letters.
		<p>Administration</p> <ul style="list-style-type: none"> ● Facilities Needs Assessment: Our school district is in the process of assessing projected facility needs for the next 10 years. The intent of the FNS is to list all improvements and additional facilities needed to accommodate projected enrollment through the 2030-31 school year and improvements to provide safe, comfortable environments that support the educational programs of UCPS. Our district needs our input to help propose any capital needs for our school. 'Capital' will be generally defined as new schools, replacement schools, additions, renovations, specific upgrades, improvements to the building and/or site, and significant accommodations needed for programs, etc. The Facilities Department staff will determine what is placed on the draft proposal. 	<p>Waxhaw Elementary is currently at 82 percent capacity. A list needs to be created by our school to discuss the needs of our specific school. Site Base members will discuss with their teams and report back to the next meeting. Must be submitted by the 8th for the 15th meeting date.</p>
Date for agenda items for next meeting			Items to be submitted by: Jan. 8th