

Site Base Meeting Minutes 1-22-2020

Location: Media Center

Time: 2:30 Adjourned:4:00

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

Item to discuss	Who	App Time	Notes	Next steps
Approval of December meeting	Rives	3		
After school clubs. How did they go last fall?	Zolke		<p>Results of parent survey about clubs offered. Clubs opening for Winter (starting week of February 3rd)</p> <ul style="list-style-type: none"> ● Young Rembrandts ● Good News Club ● SplenDishes 	<p>-Zolke shared with team the why of clubs and results of clubs survey.</p> <p>-There are concerns about economically disadvantaged students not being able to participate and therefore being excluded.</p> <p>-Can we improve communication on what clubs will be offered?</p> <p>-Could we do clubs during the day? Teacher sponsored? - Zolke will look into that.</p> <p>- This would be in addition to after school enrichment programs</p> <p>- This is going to be explored to be implemented next school year.</p> <p>- Could we get corporations to sponsor student participation in after school clubs? - parent pick up would be a condition of the sponsorship application. - Ms. Giddings will help with looking for sponsorships - Officer Vic might be able to help.</p> <p>-How about</p>
Plan to help increase parental awareness	Zolke	5	Zolke created a survey for staff, will share a plan with SIT for brainstorm and approval. Survey to be sent on 1/17 faculty newsletter.	-Mrs. Zolke shared with the committee the status of action-item from the last SIT meeting. The plan will be presented at the next meeting.

of online school resources				
Reports from NC Star Comm. reps	Reps	10	Each team member reports to team.	<p>There is no clarity on how NC Star indicators fit into the agenda of the committee. So moving forward each committee needs to dedicate the first 10 minutes of their agenda to discuss their NC star indicator. - Zolke will add to WIP</p> <p>We need a list of which committee oversees what indicator-Mrs. Wearmouth will add to NC Star bulletin board.</p> <p>Administration share information with Committee chairs to clarify roles and questions about NC Star</p> <p>Student Jobs/Events- Committee</p> <p>MTSS-Team discussed and defined grades for behavior. Paper slip will go with the next report cards. The team defined the process of interventions. The team revised the FAMS assessment last year to determine the next steps.</p> <p>EC-Team talked about students in the reevaluation process and placement.</p> <p>Environment - Duty-free lunch once a month and/or a treat for faculty. March 7th will be the sprucing up event for the school. More information to come. Mrs. Giddings and Mrs. Levine will look into partnerships to do a separate event to paint accent walls.</p> <p>NCStar Indicators</p> <ul style="list-style-type: none"> ● A4.01 ● A4.06 ● A4.16 ● C2.01

Please enter your questions for SIT here prior to January 22nd. This will allow reps to bring answers from stakeholders to the team so a decision can be

made at the time of the meeting.

Items from stakeholder s	Chair	K-----	-----
		1st- What's going on with the coffee pot? 5th grade needs to do better at cleaning the cafeteria. They are the first ones in and leave a mess. Bell ringing does not match time What is the policy for parent's volunteering and bringing non-school age minors	Zolke to look into getting a Keurig connected to water main. -Teachers need to share with parents the concern and be clear about their role when volunteering. Parents when you volunteer please keep in mind that bringing small children may distract the normal functioning of our school. -Duty-free lunch has been going well. Can we come up with a plan with PreK? Mrs. Hinson will create a plan and share with Zolke
		2nd----	-----
		3rd-Given the number of illnesses, can the custodians disinfect the tops of desks and other surfaces once a week? If the tray cart is in use during lunch, please take the trays to the dishwashing station and return the cart for the next class to use.	-Custodians will disinfect classes once a week. -Teachers, please make sure you have a "tray monitor" who takes care of trays and silverware. And trays need to well stacked.
		4th-	-----
		5th-	
		Instructional Assistants	
		Federal Programs/Support Staff - Students in the front office. Students who cannot participate in recess/PE due to transitory impairments should not be in the front office or nurse area. It is a student safety and confidentiality concern. The same applies for parent meetings after school when families bring children. Office staff cannot carry out duties while supervising minors. We need to brainstorm a solution.	When parents bring minors, hold a meeting in a classroom.
Special Area Teachers: Future Plans: Expand the size			

		<p>of the cafeteria and gym, adding storage for chairs and gym equipment and office for the gym.</p> <p>Concerns: Bathroom concerns (3-5): Bathroom trips have become too frequent by the same students and seem to be a place for socialization; Class trips should be scheduled to limit the need for students to need to leave the classroom unless an emergency. Possibly schedule times when certain grade levels can send students (not during instruction). Students need to learn that bathrooms are not always going to be accessible (unless there is a medical condition).</p>	<p>-Address the concern with students and their teachers (using a slip- do not give the slip to the student but notify the teacher). -Bathroom sign-out sheet for that one class/teacher whose students are often disruptive in the bathroom. -Use a token system.</p>
		<p>Parents</p>	
		<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</p>	<p>1st grade: HVAC replaced Added staff bathrooms Student bathrooms remodeled/replaced The track around the playground; paved sidewalk from one playground to the other Cafeteria upgrade</p> <p>4th: enlarging the cafeteria 5th grade: added staff restrooms (specifically down the ½ hall); expand the cafeteria</p> <p>Special Areas: Expand the size of the cafeteria and gym, adding storage for chairs and gym equipment and office for the gym.</p>

			meeting date.	
Date for agenda items for next meeting			February 19th	Items to be submitted by: February 12th