

Site Base Meeting Minutes 2-19-2020

Location: Media Center

Start Time:2:33; Adjourned:4:51

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

Item to discuss	Notes	Next steps
Approval of minutes - Rives	January Minutes Approved	
Suggestion to help SIT work effectively Thomas	From now on, Ms. Rives will edit the SIT agenda and approve agenda items before each meeting (Ms. Jeffcoat will continue to have editing rights to agenda)	Email Ms. Rives with possible agenda items
School clubs. Zolke	<p>Plan for Winter/Spring Clubs - Young Rembrandts kicked off for Winter. Spring - GOTR, Dream Chasers, Splen Dishes.</p> <p>3:00pm Lifetouch presentation - Mr. Rushing is presenting a proposal to this committee for us to do our school pictures with Lifetouch instead of Strawbridge.</p>	<p>See Plan for 2020-2021 School Clubs below.</p> <p>See status of online resources for parents survey results below.</p> <p>-Speak with grade level teams to bring feedback about the plan for 2020-2021 school club program -We need parent feedback on the type of instruction needed to support families with technology tools</p> <p>-Lifetouch: parent portal. They sent one proof sheet with code so parents log in and order pictures online. Payment is handled directly by lifetouch and pics mailed home. Partnership with Shutterfly to turn pics into gifts. School also gets profits with that. They offer yearbooks and portal for teachers. Can create student ID cards for students. Lifetouch gives back to the community. They donate/sponsor teacher of the year and principal of the year nominations. They also offer yearbook.</p> <p>Pricing:</p>

3:15pm Strawbridge presentation - Mr. Schrock is presenting a proposal to this committee for us to continue having our school pictures by Strawbridge.

Our Packages and Prices
Prices do not include applicable sales tax.

How much fundraising does your school need?					
50%	40%	30%	20%	0%	
\$66	\$55	\$47	\$40	\$33	3-8x10's, 4-5x7's, 4-3x5's, 16-Wallets, 1-CD
\$58	\$48	\$41	\$36	\$29	2-8x10's, 4-5x7's, 4-3x5's, 12-Wallets, 1-CD
\$50	\$42	\$36	\$28	\$25	1-8x10, 3-5x7's, 4-3x5's, 12-Wallets
\$42	\$35	\$30	\$25	\$21	1-8x10, 2-5x7's, 4-3x5's, 8-Wallets
\$34	\$28	\$24	\$21	\$17	2-5x7's, 4-3x5's, 8-Wallets
\$26	\$22	\$19	\$16	\$13	4-3x5's, 8-Wallets
\$18	\$15	\$13	\$11	\$9	2-3x5's, 4-Wallets

-Strawbridge: they have excellent photography. They do the Journey packets where students have pics of them over the years. They do not have seasonal photographers so their photographers know what they are doing. Photographers are trained. Take pride in customer service. They do not do picture orders online, all handled through student-teacher-parent. They have seen more participation when the pictures are sent in print vs online. The representative did not know what our current participation is. Zolke asked Kutsy and we do not have that info because Strawbridge currently manages that. They have been with us for about 7 years and so far their quality has been great. They do yearbooks too. Cost depending on pages and copies. Strawbridge will price match other prices.

Pricing

	A	B	C	D	E	F
Package Contents	2 - 8x10 2 - 5x7 2 - 4x6 4 - 3x5 8 - 2x3	1 - 8x10 2 - 5x7 2 - 4x6 4 - 3x5 8 - 2x3	2 - 5x7 2 - 4x6 4 - 3x5 8 - 2x3	1 - 5x7 4 - 3x5 8 - 2x3	1 - 5x7 4 - 2x3 16 - 1x2	2 - 3x5 8 - 1x2
50% Commission	\$35	\$30	\$25	\$20	\$15	\$10
20% Commission <i>Most Popular</i>	\$32	\$28	\$23	\$18	\$14	\$9
10% Commission	\$29	\$25	\$20	\$15	\$13	\$9
0% Commission	\$26	\$22	\$18	\$14	\$12	\$8

Profile of a Waxhaw Elementary

	graduate	(Vision and Mission) What are the skills that a WXES graduate need? What tangible skills and abilities do WXES graduates need for success in middle and high school? What essential characteristics do WXES graduates need for success?
Reports from NC Star Comm. reps	Each team member reports to the team.	<p>Student Jobs/Events-</p> <p>MTSS- See Ms. Oliver (or team rep.) for information needed for making decisions to move students in intervention levels.</p> <p>EC (A4.16)- Vertical planning to begin:</p> <p>Environment- Painting date 4/9/20 -Continue to send link for parents to sign-up through newsletters and class emails -Some committee members would not like the painting to begin until the summer (after the current school year is over)</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 stakeholders	Pre-K- 1- in the cafeteria, can we put visuals on the floor to help guide students as to how and where they should line up? This will help from classes being mixed up. 2- Can all teachers put their computers on private print? This will help to reduce waste. 3- Can PTO and the school scan and email information to teachers versus printing them out, many of our parents don't empty their child's book bags.	1- Ms. Hinson will use tape on the floor to mark spots for pre-k to line up 2- Ms. Hinson will train staff on how to use private print to reduce waste 3- PTO will get information to Ms. Zolke to send to students to reduce copies 4- Reeds Karate arriving on time for student pick-up
	K-	None at this time
	1st- The black mats at the bottom of slides are curling up and becoming tripping hazards. 4th grade students coming to tutoring are running & playing in the	Playground safety- Volunteers will help rake mulch on "spruce up" day 4th grade in the hallway after tutoring- Special area teachers will discuss a possible solution to this problem. Tutors should not begin until 8:35

hallways. Is there a better way for them to get to their tutor locations?
 Is the PTO using Peach Jar?
 Seems like we are sending a lot of copied papers home
 Are we doing Read Across America week?

Read Across America Week- February 24-28



Jeffcoat emailed this to teachers

2nd-

None at this time

3rd-

None at this time

4th-
 Brought to SITE base chair by multiple staff members:

- It's been noticed that lesson plans have been shared with other UCPS employees outside of Waxhaw. What's the purpose of this?
- When people come to visit classrooms and are taking notes while in our classrooms will each individual teacher receive written feedback? (Waxhaw Staff and outside UCPS Staff)
- MTSS consultations- What is the purpose of these if we are meeting two Wednesdays a month during planning and one representative is meeting in the MTSS committee and relaying information to the rest of the team.

Lesson Plans- Dr. Topper will continue to have access to WXES staff lesson plans
 Classroom visitors- Teachers will receive feedback on instructional walkthroughs
 MTSS Consultations- These meetings are in place to help teachers prepare data and make individual decisions to prepare to bring students to the next levels of intervention

5th-

None at this time

Instructional Assistants

None at this time

Federal Programs/Support Staff - .
 Team would like to hold off on painting.

Next year schedule- A team will be constructed to develop a master schedule near the end of the year

	<p>A. There is a concern for the health of students with asthma.</p> <p>B. Teachers don't want to remove work in hallways to have to put it back up after Spring Break for a month</p> <p>C. <i>Update-</i> Per Danny McManus (UCPS Asst. Director of Facilities), our entire school is scheduled to be painted this summer (E-mail copies below). It seems like an unwise use of resources at this time.</p> <p><i>Update to Update: Summer 2021 painting</i></p> <p>2. Team would like for a group to begin schedule planning for next year since it was a complex process this year.</p>	
	<p>Special Area Teachers:</p>	<p>None at this time</p>
	<p>Parents</p> <ol style="list-style-type: none"> 1) There is a concern regarding the size of the 4th grade classrooms being able to accommodate the children/teacher's. Specifically around safety, and meeting instructional needs (flexible seating options) and storing personal property. 2) Suggestions were made to have music playing in the morning instead of the warning bell. This would potentially create a more stimulating environment to transition into daily activities. 3) Follow up to previous meeting regarding disinfecting classrooms: A) Is there a current weekly schedule and checklist in place? B) Can we extend this to implement a system for increased visits due to a 	<ol style="list-style-type: none"> 1- Class size is determined by enrollment and teachers are doing a great job accommodating student needs 2- Teachers will make personal decisions about playing music in their classrooms in the morning 3- Custodians are going to continue to follow UCPS cleaning policies and will clean areas around the school bathrooms 4- Volunteers are not permitted to discipline students and behavioral issues should be handled by school staff

	<p>reported sickness in classrooms?</p> <p>4) Overall school cleanliness- A) Is there a plan/routine/checklist? B) How is this inspected for efficiency and accountability? C) Can we add wiping down the hallway walls at high traffic areas such as outside the bathrooms & the route taken to lunch. D) Computer room (including keyboards)</p> <p>5) Duty free Lunch plans: A) Status of the Pre-K plan from Ms. Hinson? (Note: Superbowl lunch) B) Review empowering the volunteers to address behavioral issues if needed during lunch when administration is not present.</p>	
	Administration	None at this time
Date for agenda items for next meeting	March 18, 2020	Items to be submitted by: March 11, 2020 (E-mail directly to Rives and she will add them to the agenda)

Plan for School Clubs

Who coordinates? School Events / Jobs committee

When? Twice per grading period (9 weeks) 1 hr

What time? Taking PACK time

Who? Every staff member sponsors a club

How?

Prior to first club day

1. Identify when club days will be, to backwards plan.

2. Survey Staff on what clubs they would like to sponsor. Clubs can be paired up on K-1, 2-3 and 4-5. Staff can pair to run a club but they would need to take in more students. Each staff member signs up and writes a brief description of what each club is.
3. Advertise for a week for each club on broadcast. On Friday students sign up on a ballot. Students choose 1, 2, 3rd, and 4th choice. From most preferred (1) to least (4).
4. Committee assigns students based on preference and spots on each club.
5. Committee creates club rosters and shares with club sponsors and the front office.
6. Principal trains traffic controllers. Student leaders from 2-5 will pick up and deliver club students to each destination. Traffic Controllers hold a sign. Traffic controllers pick up and drop off students.

On club day

7. Traffic controllers get called to their assigned starting spots. Music plays on school speaker. Club transitions last for about 4 minutes.
8. HR Teachers give traffic controllers a sticky note with absent students.
9. Clubs last for about an hour - students have fun and interact with other students - soft skill building.
10. Traffic controllers get called to go to assigned spots.
11. Students get delivered back to their classrooms.

Online Resources for Parents Survey Results

Survey

What technology tools our families need to learn how to use?

- Elementary start up page
- Canvas
- MyOn
- Power School
- iReady
- iStation - how to read reports
- iPractice component of iStation
- Dreambox

How would you like our families to support at home the work you do in the classroom?

- Make sure HW is completed and turned in. Create routine for HW completion.
- Read with and to student
- Talk with students about their day
- Ask kids about their day
- Sign agenda - celebrate successes and support concerns

Interested in joining Technology Tools team? Yes (20) write your name (1)

Next Steps

- Add link to school website
- Create how to videos - UCPS already has resources on the district website. [Check them out.](#)

End of document