

Poplin Elementary School  
Site Base Meeting Minutes  
September 21, 2016

The meeting was called to order at 2:31 p.m.

Attended by: Maria Darrigrande (kindergarten), Annemarie Bretz (first grade), Jennie Taylor (second grade), Brianne Natoli (third grade), Kelly Hagerman (fourth grade), Ashley Whited (fifth grade), Beth Medlin (media center), Melinda Jobe (related arts), Jennifer Glahn (guidance), Traci Raine (instructional assistants), Kevin Daggs (EC), Melissa Roper (parent), Kate Earp (assistant principal), and Scott Broome (principal)

### **Old Business**

- Read and reviewed May 18, 2016 minutes
- Approved the May 18, 2016 minutes

### **New Business**

- Election of Secretary - elected Brianne Natoli
- Election of Team Leader - elected Kelly Hagerman
- Mr. Broome reviewed team training of the Site Based Team.
  - Mr. Broome asked if there was anyone who would like to make motion to have meetings every two months versus once a month. Broome said because our SIT is very active and we have a lot to do this year, if it did switch to every two months, the meetings would be longer. The team voted to keep it once a month and to cancel if there wasn't any business.
- School Improvement Plan - Broome asked each representative to review the SIP with their team and to send changes to him by Wednesday September 28th. Broome shared the district priority goals with the representatives.
- Grade Level Items:
  - K: None
  - 1st: Water Fountain bottle fillers - \$200 per piece; Binding machine needed. Earp has one and it will be put into the workroom; is there anywhere else Mad Science could meet? Currently in Moul's room. Answer was no - all classrooms are being used and Mad Science only meets 5 times; any schedule planned for special events/assemblies? 1st recently lost specials three times. Answer - Broome has a schedule for when this happened and will implement it soon.
  - 2nd: Dismissal concerns - parents who are parking and walking to get students rather than waiting in car rider line. Answer - Broome is blocking access to parking lot during dismissal and has sent out instructions to parents; Missing recess because of specials. Answer - switch with someone to make it work; Can we be proactive on lunch and specials schedules for early release and 2 hour

delay - Answer - Broome is working on a schedule; Students are to eat in their classroom after picking up bagged lunch on bank days. Teachers will be fed by school on the early release days; Can you review school wide consequences and how they are going to held accountable. Answer - follow your classroom rules and if it doesn't work, then send student to office and Kate will follow policy; Can the character trait flipchart be updated to the order of the traits for this year? Answer - Glahn will update the flipchart.

- 3rd: Can we bring back clubs for kids such as Flag Patrol, Safety Patrol and Student Council? The team had a discussion about having clubs on half days this year. A committee was formed for each grade level and if all the logistics are figured out the first club day will be on Monday, October 3rd. The club committee will meet next Monday to discuss the specifics. Also can we figure out something for the hallways at the end of the day. Every class is filtering out of the same hallway except 4th and 5th but the 4-5 car riders are pushing through classes to get up there on time. Broome said 4-5 need to come to car rider as a group guided by a teacher and they will go down the center. Classes need to be walking to buses by 1:55 pm.
- 4th: None
- 5th: None
- TA: None
- EC: Can Poplin purchase the Gold kit for LLI since all we have are yellow and red and it would benefit students in the higher grades? Answer - Broome approved and will purchase when budget is released.
- Specials: None
- Media: None
- Guidance: None
- PTA: What time will the Bank Day lunch be? 11:30 for staff.
- Administrators: Talk to students about being patient and not breaking into a line of students. Car riders need to be at the car rider line by 2:05. There was discussion with the team about how congested all the hallways are at dismissal. Team decided each grade level needs to divide students by how they travel home and teachers lead the different groups to the correct location rather than having students leaving by themselves.

- Hagerman made a motion to vote on all new business and it was approved.

The meeting was adjourned at 3:43 p.m.