**Date:** November 30, 2022

**Present:** Kim Varieur (K), Nicole Levy (1), Dana Gaines (2), Liz Strauch (3), Wendy Reed (4), Angela Stephens (TA), Carolyn Lepore (Support Staff), Eileen Palamountain (Special Area), Harvey Bagshaw (Admin.), Janet Kamenick (Parent), Jessica Henning (Parent), Amy Parker (Parent)

**Absent:** Laura Gaddy (Admin.), Jennifer Lee (5)

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| **TOPIC** | **PRESENTER** | **NOTES** |
| Welcome | Varieur/Strauch |  |
| Staff Concerns |  |  |
|  | Admin  Second Grade  Special Areas  Assistants | The topic of “Late Work” was revisited. 3- 5 grade levels shared their thoughts and ideas.  Grade level reps agreed that the policy should be consistent. After discussion, the decision was made that late work would be accepted without any points off up to two weeks past the due date. If the work isn’t turned in before the two weeks, then it would be an automatic zero. Grade level reps will share with their PLCs.  It was also discussed that missing assignments should be noted in the agenda for parents. Parents agreed that this would be a huge help as they won’t be able to see the grade in PowerSchool until it’s too late to make up the work.  The next topic discussed was about corrections. The discussion was around the importance of students “learning the objectives” and that the purpose of grades should not be punitive. Students will be given the opportunity to make corrections on tests/culminating assessments for ½ credit.  The number of grades per subject area put into PowerSchool was also discussed. PLCs asked Admin to help them determine how many grades there should be in each subject area so that students’ grades are a fair representation of their learning.  There was question about the dress code and how it is being enforced. We reviewed the dress code written in the student agenda and will address any concerns with individual students as needed.  There was a suggestion that “early arriving” students be held in the foyer until 7:00. Some students are coming to class early and teachers are doing prep work and are sometimes not in their rooms yet. Admin stated that we are letting students out a few minutes early because it helps the car rider line in the morning. We will monitor this.  Special areas would like to change back to an A-F day schedule due to some classes missing more of certain specials based on days off. The problem is that the student interventions/tutoring and support services (ESL, EC, OT, PT, Speech) schedules would be affected.  Next, it was proposed that the 5 minutes of transition time between double classes be removed to give the specials teachers 10 minutes at the end of the double specials to prepare for the next grade level. Admin will look at the schedule and talk with PLCs about picking up 5 minutes early. Admin will bring schedule information to the next Site Base meeting to share the breakdown with everyone. We will also have a schedule committee at the end of the year for everyone to provide feedback and suggestions on next year’s schedule.  Teacher Assistants should have a 15-minute break daily. Admin will follow up with PLCs to make sure that this is happening.  A member shared a concern that students are going to the refrigerators, vending machines, mailboxes, and copiers during the day running errands for teachers. It was also shared that some staff children are running in and out of classrooms and playing unattended outside on the playground after dismissal in the afternoons. These are both safety concerns. We will work on putting out a policy to address both of these issues for staff. |
|  | Parents | There were no concerns from parents. Parents shared that we are a “great school” and we need to remember that! |
| Next Meeting |  | January 25, 2023 |