**Site Base Meeting December 18, 2013**

Present: Jennifer Sain (Kindergarten), Wendy Wortha (First Grade), Sarah McMackin (Second Grade), Karen Hodges (Third Grade), Jane Lucas (Fourth Grade), Harvey Bagshaw (Fifth Grade), Kristin Hinds (Related Arts), Carolyn Lepore (Support Staff), Kimberly Combs (AP), Cinda Gatrell (Teacher Assistant), Janet Kamenick (Parent), Donna Joye (Parent)

1) Members were reminded to contribute buzz words and input to help with updating our Vision and Mission statements for next year. Please respond by January 3rd.

2) The school will be open on January 3, 2014 from 7am - 3pm.

3) Our updated School Improvement Plan was presented to the BOE on 12/10/13 and was approved. It is now posted online.

4) The team discussed 3-5 Field Day and possible dates. The team voted for June 9th. If the testing calendar is updated this may need to be revisited.

5) New Forrest and Forrest Teacher Appreciation parking spots: The team discussed how to select our monthly winners. We will have two “nomination” boxes for input for both certified and non-certified staff. Input can come from staff and parents. Administration will select winners from the nominees monthly.

6) The final draft of the proposed discipline referral was presented.

7) Props to all teams for spending the Invest in Kid money wisely where it will directly impact learning!

8) Literacy Night: There was a concern about the level of activities and the time allotted.  In the future we need to tweak stations for the younger grades.  However, the activities were great! The mystery theme captured students’ attention.  Overall, it was a huge success because of the numbers of families that showed up.  In the future we need more stations and more staff support!! In the Spring, we will be doing a Science Night since we received a grant to do so.

9) Character Horseshoes: Parents would like to see each teacher submit at least one horseshoe a month. That way more students can get recognized through social media. It was also decided that we would limit each classroom to no more than 6 horseshoes for each character trait.

10)  It was suggested to do Career day every other year and alternate with “Read-In Day” or “Book character” day. After discussion it was decided to attempt to make Career Day more appropriate and applicable for kindergarteners and younger students and it was suggested that we form a committee to help create a different program for the younger grades and make sure we find “kid-friendly” speakers/readers.

11) Assistants are getting honked at in the car rider line by impatient parents.

Tell Kimberly or Laura about any incident and they will call the parents to discuss this issue.

12) Third grade teachers emphasized that since we now have a renewed focus on cursive writing, it must be done school wide. Third grade teachers are grateful that everyone has helped with this task.

13) There are some concerns about overall cleanliness of the school. Kimberly will address this with team!

Next Meeting - January 29th at 3:00 pm in the Media Center.