**Site Base Meeting 5/28/14**

Present: Laura Gaddy (Principal), Kristin Hinds (Special Area), Jane Lucas (4th Grade Teacher), Harvey Bagshaw (5th Grade Teacher), Wendy Wortha (First Grade), Beth Diggs (Parent), Donna Joye (Parent), Jennifer Sain (Kindergarten), Janet Kamenick (Parent), Cinda Gatrell (Teacher Assistant), Sarah McMackin (2nd Grade), Karen Hodges (Third Grade), Carolyn Lepore (Support Staff)

1.) The cafeteria is shutting down one side of the cafeteria before the fifth grade comes through. Although teachers have asked for both lines to be open, they are still sometimes shut down. This problem is shortening the lunch period for some of our fifth graders because they are waiting in line a longer period of time. Mrs. Gaddy will handle this in the coming days.

2.) A concern was noted that there are many teachers using cell phones for personal use during the school day. Many people are using phones for school-related business, but some are not. We would like a reminder to be given to the staff about this policy. Mrs. Gaddy will handle this immediately.

3.) A concern was brought from a parent regarding communication and not getting things that are sent home with students. Teachers should already be posting homework requirements, etc. on their websites and most send email blasts too. This parent feels that there is some disconnect between K-2 and 3-5 in this area and a request was made that there be a special time at the end of each day for students to write homework and special things in agendas. The team felt strongly that there was already time for this but a reminder will be provided.

4.) We need to designate two additional required workdays for Stallings Elementary on next year’s calendar. Mrs. Gaddy suggests that we make August 18 and 19 required workdays, and the site base team agreed. Open house will most likely be on Thursday, August 21st. Kindergarten Open House will most likely be August 29th.

5.) Teams need to verify members for the Site Base team for next year. First Grade already elected Nicole Levy as their new representative. We will need two parents to join the team as well and interest letters will go out the first day of school. Ms. Kamenick has agreed to serve at our first meeting in the fall, until parent elections take place in the early fall.

Meeting adjourned at 3:40 pm.

Our next meeting will be at the start of the 2014-2015 school year.