Site Base Meeting 9/18/13

Present: Kristin Hinds, Sarah McMackin, Beth Diggs, Carolyn Lepore, Jennifer Sain, Cinda Gatrell, Karen Hodges, Kimberly Combs, Laura Gaddy, Wendy Wortha, Harvey Bagshaw, Jane Lucas.

Absent: Donna Joye, Janet Kamenick

1. Stallings Mission and Vision Statements:
	1. We need to update our mission and vision statements for the 2014-2015 school year. Site base team members will bring the current statements to their grade levels, and we will continue to tweak the statements through this year at our meetings.
2. School Improvement Plan
	1. The school improvement plan will be updated this year. We are waiting on testing results from last year to come in before we can finalize it. Right now there are five goals, and this last one would make six. The revised plan isn’t due until November, so we will hear more as it’s time to revise.
3. Teacher of the Year
	1. Our TOY is due to the county on Oct. 11. As the last two TOYs from Stallings are no longer with us, Ms. Gaddy and Ms. Combs will start the process and it will handled the same way it has been since Stallings opened. (Staff nominations, followed by an initial vote to narrow it down, then a final vote for the winner.) We are considering that when we get down to the final three or four, there should be information written by each person’s nominating staff member. This would allow everyone to be well informed about each nominated person, even if they are from another grade level, etc. When someone nominates a person, they will write a concise description of the nominated person, which will then be published (anonymously) to be read before the final vote.
4. Teacher Webpages: Moodle vs. Google
	1. The team discussed the options and advantages/disadvantages to both. Of the voting grade levels, four voted for Google and two voted Moodle. Templates have been made for both methods by Jennifer Stoltz in order for all staff members to get their pages up and running again. Through discussion, we have decided to further question Ms. Stoltz in hopes that she can guide us to the easiest/best decision.
5. Study Island
	1. Our Study Island subscription has expired. Ms. Gaddy feels that when you look at our school use, it is most likely not worth its price tag. We are wondering if there is a possibility of purchasing a smaller packet for less students, and Ms. Gaddy will investigate this possibility. Ms. McMackin suggested that we look into “IXL” instead, and that second grade would prefer it, although it is more expensive. Ms. Gaddy will also investigate this program as a possibility to replace Study Island.
6. Field Trips
	1. We have had issues with parents showing up at field trip sites without being approved volunteers. We are considering putting a “blurb” on our field trip information form discouraging parents from doing this. Ms. Gatrell also suggested that we re-design or tweak our field trip form to be more user friendly. Ms. Combs will work on this task.
7. Curriculum Liaison
	1. Administration has asked that each grade level have a curriculum liaison to meet with them after curriculum meetings to receive new information. Representatives will be Hilliker, Bagshaw, Lucas, Strauch, and grades 1 and 2 are TBA. These meetings will be on available Wednesdays each month after the county Curriculum meetings.
8. 3-5 Field Day
	1. We are holding off on making a decision on dates until all testing dates are definite.
9. Problem Behavior Reporting Forms
	1. Ms. Combs has made a “problem behavior reporting form” that would be used as a precursor to an actual discipline referral. It would provide an opportunity for teachers to record three offenses and actions taken for smaller offenses. After the third offense is recorded, the form would become a referral to the office. Ms. Combs has asked us to take these forms back to our grade levels for discussion and feedback. She would like to encourage teachers to communicate more about prior offenses and actions taken with the office, and also encourage teachers to handle “small” offenses within their own classes and make a parent contact before sending a child to the office.
	2. Ms. Combs is also submitting “thinking sheet” examples that a student will fill out after a negative behavior.
10. Issues from grade levels:
	1. Kindergarten has some concerns about no upper grade level teachers being present during their K lunch time. The K teachers are sometimes the only ones in the cafeteria with their own students AND fourth grade students. They are feeling overwhelmed dealing with K students and also fourth grade students needing assistance. We will explore getting a parent volunteer to cover this time, but in the meantime we ask that each fourth grade teacher stays until the next fourth grade adult comes in the room.
	2. Many grade levels want to use RazzKidz. School funds will be taking care of this, but administration needs to determine where these funds will come from and how many slots are needed.
	3. Third grade would like AR to help kids with accountability. PTO is taking care of this! Thanks PTO.

The next site base meeting will be on Oct. 30 at 3:00 pm in the Media Center.