Site Base Meeting

9/24/14

Present: Kristin Hinds (Music Teacher), Tricia Green (Parent), Carolyn Lepore (EC Teacher), Kimberly Combs (AP), Carolyn Nichols (Counselor), Jennifer Sain (Kindergarten Teacher), Cinda Gatrell ( Teacher Assistant), Beth Diggs (Parent), Sarah McMackin (2nd Grade Teacher), Karen Hodges (3rd Grade Teacher), Laura Gaddy (Principal), Alicia Swann (5th Grade Teacher), Jane Lucas (4th Grade Teacher), Wendy Wortha (1st Grade Teacher), Janet Kamenick (Parent).

1. Welcome new Parent Members!
2. The team elected a new Chairperson: Kristin Hinds volunteered to be the chairperson for this year, and will continue to take the minutes. All team members voted in favor. The agenda will be provided by Mrs. Gaddy for each meeting and shared through Google Docs.
3. School improvement plan:
	1. We are in the process of re-writing our school improvement plan for 2014-2016. Three goals were provided by the county, and the school Leadership Team and Site Base team have worked together to recommend two other goals for the 2014-2015 school year based on various pieces of school data. The district goals are to focus on PLCs (professional learning communities), to improve test scores (both growth and proficiency) by 2%, and to better monitor the progress of the school improvement plan. The two school specific goals written by our school Leadership Team and Site Base team are as follows: 1) Create and implement a school wide incentive program to promote positive behavior among students. 2) Improve the quality and differentiation of professional development opportunities for teachers.
	2. The plan was presented to Site Base by Mrs. Gaddy and was unanimously approved.
4. Community Construction Equity Plan:
	1. There is a new Comprehensive Facility Study that needs to be created for years 2014-2020 that should include repairs, renovations, additions, etc. that are needed for our school facility. Our team needs to compile a list of needs/wants by January, which will then be reviewed and approved by the UCPS Facilities Committee. Some possible needs/wants that were discussed are as follows: a cover/awning for the bus lot sidewalk, blinds for the cafeteria and serving line, painting throughout the building, umbrellas/shades for the picnic area, a wider sidewalk in the front of the school for car rider duty to increase student safety, a walkway cover for the front of the school for car rider line, an improved drainage system for the bus lot would for less rocks/mud and better drainage, landscaping done at the end of the 4/5 hallway, more swings or additional playground areas, and fencing behind the playground to better separate from an adjoining neighborhood, and new televisions in all classroom areas (current ones are breaking). We will continue to tweak the list at upcoming meetings so it is ready to submit in January.
5. Music in the Cafeteria: Several staff members have brought up a request to no longer play music in the cafeteria during student lunches. They feel that students need time to talk at some point during the school day. After discussion, grades K and 1 want to continue with the music so that their students will eat and not talk, but grades 2-5 do not. The team voted to play the music beginning at 11:00 and turn it off at approximately 12:00 to accommodate those two grade levels. We will assign two fourth grade students to come into the music room at 12:00 every day and turn off the music.
6. Student Make Up Work: Many families are taking vacations during the school year (often up to week-long trips). Sometimes parents are requesting work to be made up, but they want it up to two weeks in advance. This is difficult for teachers, as some of this material hasn’t even been taught yet. The team decided to not make a “policy” about this, but it is the expectation that all teachers will work with parents/students in providing make up work. However, all must recognize that work cannot always be given as far in advance as some parents request and that it is sometimes necessary for students to return before providing the work. We will adhere to UCPS School Board Policies and work with parents as best we can.
7. Birthday Invitations: Just a reminder that birthday party invitations cannot be passed out in school unless the ENTIRE class is invited.
8. Birthday Treats: Just a reminder that Birthday treats can be given in the cafeteria, as long as all child nutrition policies are followed (i.e. we cannot provide food until the last lunch is served). We also reminded all parties that all food brought in must be store bought with ingredient labels intact.
9. Grade Level Concerns: None at this time.
10. Parents: A concern was introduced regarding Curriculum Nights. Mrs. Kamenick wondered if times could be staggered when two grade levels have curriculum nights on the same night. The Leadership Team has discussed this as well, so we will discuss this again in May at Site Base and Leadership Team to help with planning for the 2015-2016 school year.

Meeting adjourned at 4:32 pm.