

Site-Based Meeting Minutes
January 18, 2012
4:00 – 5:00pm

In Attendance:

Mrs. Cooper (Admin)
Mrs. Robbins (Admin)
Ms. Wexler (K)
Mrs. Tisdale (1st)
Mr. Cook (2nd)
Ms. Karns (3rd)
Ms. Weaver (4th)
Mrs. Robinette (5th)
Miss Plyler (TA)
Mrs. Johnson (Parent)

Calendar:

- **Jan 23rd:** ½ day Common Core Training, ½ day Planning ☺
- **Feb. 6th – 10th:** Kindergarten Registration
- **Feb. 7th:** School Board Meeting – SVHS – 7pm
- **Feb. 10th and 24th:** Bank Days
 - **24th:** TQE – Piedmont High School – 11 staff member including Cooper and Robbins will attend
- **March or April:** One workday will be done in conjunction with WCES on our campus. Representatives check with your team members and come with ideas to discuss with other staff.
- **April 26th:** Teacher of the Year Banquet
- **May 15th – 18th:** Testing
- **May 24th:** TA Banquet

Tutoring

- **After School**
 - Purpose: give students extra push and competitive edge
 - Will be students identified as “on the edge” goal is to push them over the edge to a 3 or higher
 - Students have been selected and letters have been sent home, however, if space allows parents can opt in if they choose
 - Will be every Tuesday starting Jan. 31st from 3-4
 - Students will have ~10 min downtime, told to bring snacks
 - 25 min Reading instruction
 - 25 min Math instruction
 - 2 teachers per room – K & 3, 1 & 4, 2 & 5
 - 1:4-5 ratio

- **In School**

- Special Projects Money: \$14,000 plus the additional in lieu of Summer School funds
- ~ 4 tutors, 5 days a week, 3 hours a day
- 1 per grade level, with a floater
- Scheduling will be difficult but will be worked out so every grade gets their allotted time with tutor
- Possibly use tutors “downtime” (i.e. class lunch, specials, etc.) to target identified 2nd grade students
- Tutors will be required to have Elementary Education Certification and interviews will be held soon

SPLASH Program

- We are officially a SPLASH School along with Shiloh and Marvin Elem.
- SVES and Shiloh will have Spanish while Marvin will have Mandarin Chinese
- \$11,000 to fully stock this classroom
- Will not lose a teacher for this position, the number of staff members will, as always, be determined based on enrollment numbers
- Admin will make a visit to an established SPLASH school in Fayetteville on Friday
- Another visit to a Buncombe County school is in the works as well
- Aim is to enroll 25 Kindergarteners in this class
- SPLASH will send representatives for Parent Orientation (Spring – no official dates set as of yet)
- Jan. 24th – VIF Rep will be at SVES at 12:30 to help staff questions

PAM/NCWISE

- Multitude of Questions at Principals meeting
- At this point no report cards will be run through NCWise until certain questions have been answered by DPI

2012-2013 Budget

- Calendar is in place – in information stage
- Predicted \$11.7 million short fall
- Cuts have already been made in following areas
 - Central Services
 - Assistant Principals
 - Maintenance
 - Custodians
 - Clerical Staff
 - Guidance
 - Media Coordinators
 - Teacher Assistants
 - Teacher Supplements
 - Capital Outlay

- Plan Outline for Spring
 - Jan – Share with Principals/Site-Based
 - Feb – Meet with Principals as clusters
 - March – Budget Development Committee and BOE Finance Committee with begin work
 - April – May – Develop and Finalize budget

Recommendations/Suggestions

- **Faculty/Staff Incentives**
 - Millet – Staff Survey on what incentives (not costly) they would enjoy
 - Possible daily drawing with staff member and an incentive on broadcast
 - Spotlight – point out what we're doing well
 - Working on staff morale as a whole
 - Help build one another up
 - Caught you doing something good – Picture board with good things on it, up to staff to keep it up to date
 - Forgo a staff meeting for a social hour to increase staff friendliness and provide an opportunity for staff to speak with members outside their own team
- **Coat Closet**
 - Big problem with lost and found not being claimed
 - Use empty room to hang coats, clothes, etc.
 - Allow students to check and see what might be theirs
 - Possibly donate unclaimed items/keep a few coats to have on hand for students who may not have one
- **Increase Volunteerism**
 - Discuss with team ideas on how to increase the number of volunteers coming to the school and in the classrooms to help out

Staff Concerns

- Increase morale
- Anyway to streamline planning/make it less stressful?