

**Winter Park Model Elementary School  
School Improvement Team Meeting Agenda and Minutes  
Wednesday November 6, 2019**

<b>Time Keeper:</b>	<b>Share: M.Neely</b>	<b>Plus/Delta:</b>
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Staff Members: M. Neely, A. Stoddard, J. McQueen, K. Read, B. Parkhill, L. Kahrs, A. Moser, T. Duncan, T. Beck, , N. Brewer, A. Solana, P. Slovik

Staff Members Absent:

Parent Representatives:

Parent representatives absent:

Guests Present:

Topic	Presenter	Time
Welcome, Meeting Guidelines, and Introductions	M. Neely	2
Minutes from Last Meeting: <ul style="list-style-type: none"> <li>● Posted on website and e-mailed to SIT</li> </ul>	M. Neely	1
Celebrations <ul style="list-style-type: none"> <li>● Jessica Moore and Marissa Neely passed their National Boards renewal!</li> <li>● Grant \$2500 PE- 2nd soccer goal, classroom equipment, possibly mark bus loop with paint for P.E. activities</li> <li>● Donor's Choose- Read for Orton G. materials</li> <li>● Johnna Griffith will be WP's new TA for 1st grade</li> </ul>	All	3
Grade Level Updates/Concerns:  <b>Kindergarten:</b> <ul style="list-style-type: none"> <li>● Still focusing on school behaviors/routines. <ul style="list-style-type: none"> <li>○ If you see our students doing the right thing, please let them know!</li> </ul> </li> <li>● Work-study student to begin on Friday to</li> </ul>	All	10

**Commented [2]:** Regarding Support Staff question about field trips on the calendar. I can't help with updating the Schoolwide Calendar but I am putting the field trips on our website calendar. When a field trip is sent to me via Travel Tracker for funding approval I am trying to be diligent and add them to our website calendar in hopes this would be helpful to parents and staff.

**Commented [KLE3R2]:**

**Commented [4]:** Per Kim C: there are some students who get here right before the 2nd bell. If they are taking their time to get to class that is why they don't have a tardy slip - technically, they are not tardy. Kim said if this happens please call her and she can tell you if she gave them a late pass, or if they walked in right before the bell rang. Also, question the student to see if they are stopping at the bathroom or the cafeteria. If you notice it is a problem with the same student I will be glad to work with Kim and walk the student to class myself for a while.

<p>help with interventions/small groups</p> <p><b>First:</b></p> <ul style="list-style-type: none"> <li>● How do we determine if a student is tardy or not? Students are arriving at 8:05 or even later without a note.</li> </ul> <p><b>Second:</b></p> <ul style="list-style-type: none"> <li>● Conferences 95% completed</li> <li>● Aquarium field trip 11/18</li> </ul> <p><b>Third:</b></p> <ul style="list-style-type: none"> <li>● Character Pumpkins</li> <li>● When will SIT committees be able to share info with the staff (A: staff meetings)</li> <li>● Cafe Expectations (Teachers help students through the line. Caf. staff help students line up and tables clean before teachers pick students up)</li> <li>● SO Help- Please sign up on Google doc (Kahrs sent out) to help with Science Olympiad, can even co host an event</li> <li>● UNCW next semester- Block students</li> </ul> <p><b>Fourth:</b></p> <ul style="list-style-type: none"> <li>● Completed first round of checkins.</li> </ul> <p><b>Fifth:</b></p> <ul style="list-style-type: none"> <li>● Completing NC Check Ins next week.</li> </ul> <p><b>Support Staff:</b></p> <ul style="list-style-type: none"> <li>● Can grade levels please be sure that they are updating the schoolwide calendar with field trips/ events/ etc.? (Yes, e-mail Kim Cotterman)</li> </ul> <p><b>Focus:</b></p> <ul style="list-style-type: none"> <li>● Preparing for winter performances/Bookfair/Arts Showcase!</li> </ul> <p>-Bookfair - 12/3-12/6 from 5-7pm  -2nd/3rd Grade Performance - 12/3 @6pm  -4th/5th Grade Performance - 12/4 @6pm  -Kinder/1st Grade Performance - 12/5 @6pm  -Staff Shopping Day - 12/4 @ 8am-3pm  -Arts Showcase on display all week</p> <ul style="list-style-type: none"> <li>● Musical Interest Meeting - Nov. 19th</li> <li>● 2nd Musical Meeting - Dec. 10th</li> <li>● Auditions - Dec. 16th-17th</li> </ul>		
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Commented [1]: Good question!

<b>TA:</b> <ul style="list-style-type: none"> <li>● Griffith is new TA for 1st Grade!</li> </ul>		
<b>Parent Input/Updates</b> <ul style="list-style-type: none"> <li>● PTA monthly newsletter possibly in the works</li> </ul>	Parents	5
<b>School Business:</b> <ul style="list-style-type: none"> <li>● School Newsletter</li> <li>● Possible grants for Waste Free Wednesday, also the WP garden area</li> <li>● Cooking for Kiddos Fundraiser hosted by UNCW to raise funds for WP this Saturday 12-5</li> <li>● Parent survey</li> </ul>	Slovik	10
<b>School Focus Area:</b> <ul style="list-style-type: none"> <li>●</li> </ul>	Admin	10
<b>NCSTAR:</b> <ul style="list-style-type: none"> <li>●</li> </ul> <b>Review Indicators</b> <ul style="list-style-type: none"> <li>●</li> </ul>	Slovik/ Solana	25
<b>Plus:</b> <ul style="list-style-type: none"> <li>● Food</li> <li>● Good problem solving collaboration</li> </ul> <b>Delta:</b> <ul style="list-style-type: none"> <li>● Daylight savings</li> </ul>	Duncan	2
<b>Next Steps:</b> <ul style="list-style-type: none"> <li>● Be mindful of days and times 5th grade is doing online testing next week. Limit online streaming until Andrea sends schoolwide e-mail.</li> <li>●</li> </ul>	Admin	2