

**Hershey Elementary School**  
**Building Advisory Team Meeting (BAT)**  
**Date: Thursday, October 12, 2023**



**Meeting Minutes**

**Attending:**

Brianne Yeagley  
Shailja Sharma  
Jackie Lerch  
Kim Taylor

Tracy Crawford  
Heather Fleetman  
Beth Campbell Hetrick  
Sonya Hastings

Erin Darr  
Val Pantanelli  
Mrs. Gawel  
Mrs. Funck

**Attending via Zoom:**

Fatima Elsaka  
Lauren Dolinger

Omaima Ali  
Patsy Gilbert

Sara Tuanquin

**Grade Level Representatives 2023-24:**

Kindergarten - Kim Taylor  
Grade 1 - Breaunna Patterson  
Grade 2 – Brianne Yeagley  
Grade 3 – Shailja Sharma  
Grade 4 – Tracy Crawford  
Grade 5 - Caroline Schwalm  
Special Education - Jackie Lerch

**Elementary Vision, Mission and Purpose:**

**Vision:** Increase student achievement through collaboration, discussion, and teaching based on student data and performance.

**Mission:** As a K-5 faculty, we will do whatever it takes to engage, elevate, and ensure high levels of learning for ALL students.

**Purpose: Building Advisory Team (BAT):**

To keep the lines of communication open between the elementary schools and community, the school has formed a Building Advisory Team (BAT), which serves in an advisory capacity to the building administrator. BAT meetings are held monthly - on the second Thursday of each month at 9:00 a.m. The BAT meetings are held in person at the Elementary School with an option to attend via zoom as well.

Use of a protocol - Any question or concern that cannot be quickly responded to will become part of the informational/presentation items made at the following BAT meeting.

Problem Solving / Solution Based Team

Use of a Decision-Making Protocol (when needed)

What is the issue/concern that requires a decision to be made?

Describe how this decision will impact students?

Describe how this decision will impact the safety of students and staff?

Will this decision go against any policies?

Consider the resources necessary to address this issue. Are they available? What will be required?

### **Topics shared during grade level reports:**

Kindergarten – nothing to report

Grade 1 – nothing to report

Grade 2 - nothing to report

Grade 3 - nothing to report

Grade 4 – nothing to report

Grade 5 – nothing to report

Special Education – nothing to report

### **Old Business**

None

### **New Business**

Mrs. Funck shared about the following topics:

- School safety drills. We are mandated by the state to have drills to practice safety protocols and procedures. Drills we practice at the Elementary level are fire drills (monthly), bus evacuation, severe weather, earthquake and school security drills (ALICE).

We are mandated to practice an ALICE drill within the first 90 days of school. A notification will be sent out in advance to families the week the drill will be conducted, however, it will not give the exact day/time. Another notification will be sent out after we complete the ALICE drill. The approach for ALICE drills is one of learning and discussing how to be prepared in a developmentally appropriate way. We will have discussion before, during and after a drill. If your child comes home and has questions/concerns, please reach out to the Teacher.

- **WIN**, which stands for **What I Need**

WIN is daily time in our Elementary schedule dedicated to instruction in reading and math that is differentiated to each individual student needs.

Students are placed in groups that are based on several factors. Based on progress, students could be moved and placed in different groups during the school year. Teachers meet weekly to collaborate and discuss student progress monitoring. Every student also receives whole group instruction as well.

Should you have questions regarding your child & WIN, please direct to the homeroom teacher And if need be, they will direct you from there.

- What does a BAT Grade Level Representative do?

BAT representatives serve as support and communication for families in the grade level they represent. They can share information and feedback related to the greater student population, grade level and building needs.

Grade level representatives would refer individual or student specific needs to our “Chain of command” for any questions, comments or concerns. The “Chain of command” is located on our district website under “contact us.”

**Additional items/questions that were shared by attendees:**

- A parent expressed that her daughter is really excited about the shift in the playground process and procedures.
- A question was asked regarding the temperature boundary for sending students outside for recess?  
Mrs. Funck will check into the exact temperature, but stated we try to get the students out as much as we can. There is a specific chart, with colors, for teachers/staff to utilize which indicates what the minimum dress requirements are that should be worn when going outside for recess based on the temperature and outdoor conditions.
- Are students able to wear costumes for Halloween? Costumes are **not permitted** for Halloween.

**Sharing from Principals**

To be done at PTO Meeting

**Next Meeting Thursday, November 9, 2023 in Elementary Room 6**

**Please email Mrs. Funck with suggestions for a topic to discuss**