

Site-Base Meeting Minutes

Tues., 10/14/08

Members present: Hyun Berkley, Diane Aardema, Jennifer Jackson, Susan Roberts, Lissa Hartridge, Joni Mills, Karen Bankston, Kristin Hanson

Ice Breaker (“snowball” fight ☺) and treats

Official Call to Business – 4:19 p.m.

I. First Grade Indoor Recess Update

- Things are going very well
- \$250 provided by PTO to buy indoor supplies
- Phone tree of 11 parent volunteers established
- “Closed” topic for this school year for Site-Base
- Will revisit at the start of next school year to help establish parent volunteer phone tree, etc.

II. Bullying Update

- Counselor Chris Palmer is heading this up to train staff
- He is still going to training for this
- Will really “kick off” strongly here at CEL at the beginning of December
- Site-base will continue to come back to this as the year progresses
- Staff will also be embracing “non-bullying” among themselves to be good role models
- two key words we would like our kids to learn – “respectful play”

III. Stakeholder input procedures/Promote stakeholder input

- Parent/Stakeholder Comment Sheet
 - o Kristin Hanson and Karen Bankston will present personally to staff at the staff meeting on Oct. 22 about providing them a method of feedback, and follow up with an email to staff reiterating the process
 - o Information will go out to parents providing a resource to parents on the CEL website to offer comments and suggestions to Site-Base. This information will go out in both the school newsletter as well as the PTO newsletter
 - o Susan Roberts will talk to our custodian to build a “base” for our Site-Base Mailbox with a place for blank feedback forms

IV. Welcoming New Families to CEL with the Redistricting

- Redistricting begins Fall ‘09
- Brainstorming Ideas:
 - o School wide “expedition” – start 6 weeks before the transition – Called it “We Are Family”
 - o Possibly invite Melissa Worthington, CEL PTO president, to next Site-Base meeting to discuss the impact on CEL
 - o Picture wall of new students

- Welcome packet sent to all new families
 - Photos of all the staff
 - General information on the school
 - Map of the school
 - Special annual or seasonal activities/"traditions" of our school
 - Welcoming committee
 - "Pep Rally"
- Karen Bankston will email all of us with several ideas for us to peruse and choose the best of to bring back to our next meeting

V. Next Meeting – Tuesday, November 18, 2008

- Adjourned 5:05 p.m.