

PAC BOARD MEETING

Monday, September 21, 2009

Call meeting to order at 8:55 am

Members in attendance: Wendi Andrews, Kim Jones, Marsha Atwood, Martha Swiber, Khristy Benson, Ms. Everett, Mac Holz, Bryson McLean and Lisa Guarino

I. Welcome/Introduction:

- Introduction of board members: Marsha Atwood- Chairman, Kim Jones, Bryson McLean, Ms. Everett, Mac Holz, Wendi Andrews, Khristy Benson, Lisa Guarino, and Martha Swiber
- Assign responsibilities: Secretary/Bulletin Board Coordinator-Wendi Andrews, Newsletter Editor-Bryson McLean, Web Page Monitor-Martha Swiber, Meet & Greet Coordinator-Khristy Benson
- Group Photo/Individual Photos taken - Marsha to send to Wendi to update bulletin board
- What is PAC?: Parent Advisory Council- to serve as a liaison between parents, community, and White Oak Elementary
- Bylaws-board members need to review on their own time (link available on webpage); copy of bylaws should be added to Secretary's binder
- Mission statement: Board members should review mission statement (available on webpage).
- Goals/Objectives-to increase awareness of committee and its function
 - o Establish a way for comments to be posted anonymously through webpage
 - o Post information at local businesses
 - o Have local businesses sponsor events
 - o Have members attend PTO restaurant fundraisers (or set up an easel at these events with "What is PAC" & comment box)
 - o Give-away booth at Fall Festival
 - o Post information on bulletin board at Western Park
 - o Contact Emerald Isle Parks and Recreation - can we attend their upcoming events?
 - o Encourage teachers to get parents to give them their email addresses and then have teachers send to Cheryl (there has been some problems with parents getting emails from Cheryl-Mrs. Everett to check)

- Misc.-Marsha to put board member contact information on card to insert into badges

II. Curriculum - Ms. Everett

- Establishing Professional Learning Communities: teachers meet together to discuss children.
 - Meet once a week to discuss planning
 - Meet again to discuss children
 - 3rd Grade is now included with K-2 in the RTI process
- RTI-Responsiveness to Instruction: teachers get strategies from team mates to establish ways to help children with areas they are having difficulty in. (Ms. Everett to write definition and have Cheryl add to glossary of terms on webpage)
- Universal assessments:
 - October 5 & 6 - 2nd Grade
 - October 6 & 7 - 1st Grade
 - October 13 & 14 - 3rd Grade
 - will be completed in 2 days and will make our own norms; looking at the bottom 15%
 - upper grades: Will be assessed quarterly using SRI and ClassScape (online assessment based on NC objectives)
- COGATS: 3rd Grade in October
- AIG: More information will be available in October concerning changes being made to AIG. There will be a parent meeting. Ms. Terrie Riley is the AIG teacher. Ms. Riley is working with teachers to provide supplemental activities for advanced students who are in 1st and 2nd Grade.
- Life Skills: A specifically designed academic classroom has been added this year in the old art room. Designed for 5-9 students who need more intensive services (handicapped, Autism, etc.). There was a problem with crowding at Bogue Sound Elementary and some of the students were from our district; so a classroom was established at White Oak to alleviate that problem. There will be a teacher and two teacher assistants in that classroom.

III. School Activities - Ms. Everett

- Reception for new School Superintendent, Dr. Novey, on September 23.
- 5th Grade Parent Night on September 24 at 6:00 pm
- Open Dream Ensemble Staff Meeting on September 27. Open Dream Ensemble will be doing a residency the last

week of September and giving 3 performances of Dream Machines (Sept. 28 for the whole school, Oct. 1st at 7:00 pm for the community). Sixteen classrooms will receive 45 minutes of instruction with the ensemble during the day (their curriculum will be taught through the arts). Teachers who wished to participate had to compete through a drawing to determine which classes would receive the instruction. More information is available at opendreamensemble.com.

- Picture day is October 1
- Officer Mitch is requesting teachers to sign up for safety classes
- Car Seat checks: Officer Mitch is starting to do car seat checks
- Time for Kindergarten parents to begin using the car pool line to drop off children in the mornings (add to newsletter).
- Children need to be ready to exit the car when it is their turn to get out in front of the school in order to keep the car pool line flowing quickly (add to newsletter).

IV. PTO report - Kim Jones

- Kim will send notes from future meetings to Wendi for minutes
- Copies: PTO, PAC, and White Oak Academy will be sharing 3,000 copies this year. 7,000 of the 10,000 designated for PTO were given up for teachers to use
- Sally Foster: November 2-20
- Fall Festival: Friday, October 16, 4:30-7:30; will be selling arm bands (pre-selling to parents will be available); teachers must do a booth to get the \$175; more money may be given to teachers depending on the income from the event
- Restaurant fundraisers: Participating restaurants will be Dairy Queen, MacDaddys, Fairway, Chick-fil-a in Morehead City, and Pizza Inn of Morehead City. There will be a different place each month.
- Little Caesars will be used instead of Zap-a-Snack this year.
- Insurance was renewed.
- Teracycle has been approved for Capri packs.
- Advertising: Need to advertise about points from Food Lion, Subway, Harris Teeter and Upromise
- School Sign - have volunteers to handle changing the information on the sign.
- 1st PTO Meeting date: TBA, waiting to hear from Dr.

Novey to see when he can attend; PAC needs to be at this meeting for meet and greet

V. Transportation - Ms. Everett

- Added a new 60 seat bus and a small bus for special needs students
- New 60 seat bus: eliminates need for a double route, route started last week. A stable number needs to be established for a route before a new bus can be assigned. There were 600 children enrolled at White Oak at the beginning of last year and 684 enrolled at the beginning of this year.

VII. Facilities/Maintenance - Ms. Everett

- New parking lot: scheduled to be completed by October 16; 15-20 new spaces; landscaping to include sod only, no trees; the fence out front will be between the parking lot and the retention pond
- There is a new sidewalk connecting the new building and 5th Grade building to the front building allowing children to bypass the chillers.
- Cement steps were added to the new building.
- School is selling energy efficient light bulbs courtesy of Carteret/Craven EMC. Available in 75 watts and 100 watts. Bulbs are \$2 each. These bulbs do contain Mercury and will need to be recycled. Home Depot is a recycling center for these bulbs. Money will be used to supplement staff development which does not have any funding.
- County will get school bins for recycling bottles (new law as of October 1, no plastic bottles in trash). Paper can currently be recycled at the school by placing paper in a plastic bag and placing the bag in the cardboard recycling center.

VIII. Policy - Ms. Everett

- Volunteer Training: If a volunteer has already received training, they do not have to go through the training again. For new volunteers the training schedule is as follows:

October 1	8:30 am	Bogue Sound Elementary
October 5	5:30 pm	Newport
October 7	8:30 am	Morehead City Primary
October 13	5:30 pm	Morehead City Primary
October 19	5:30 pm	White Oak Elementary

Central Office

- Will not be participating in Relay for Life and ALS this year. New county policy that children cannot be taken out of the classroom to participate in fundraisers. Also can't have children competing for money or collecting money due to economy.

VIII. WOES PAC Projects

- Newsletter: Marsha and Bryson to work on transition together
- Meet & Greet: Khristy Benson will handle putting stickers on candy; meet on Friday, October 2 at 2:40 pm to hand out candy to pick-up line; Lisa _____ has offered to fund chocolate for the year, PAC members will contribute also
- Glossary of Terms: PAC is responsible for maintaining the master list; information should be given to Cheryl to put on webpage; Ms. Everett to give Cheryl definitions for SRI and PLC; requested that a FAQ section be added to the school webpage, Ms. Everett and Martha to follow up

IX. New Business

- Personnel Changes:
 - Teachers: Ms. Knauff moved from 3rd Grade to Kindergarten, Ms. Carpenter moved from 3rd Grade to 2nd Grade, 3rd Grade teacher-Ms. Wise is new, Ms. Bailey is a transfer, and Ms. Henderson is a 3rd grade teacher; 5th Grade teachers-Mr. Scott moved from Kindergarten to 5th, Ms. Todd is a transfer and Ms. Amy Riley resigned
 - Guidance: Ms. Lanto was transferred, Ms. Kate Barrett is here full-time and Ms. Sarah Austin is here part-time, her services are shared with Morehead City Primary
 - Reading Teachers: both service 1st through 5th Grades now
 - Brenda Wooten was able to stay on part-time
 - Mr. Will was transferred to Bogue Sound and Mr. Robert was transferred to White Oak from Bogue Sound
 - AIG: Ms. Terry Riley is new teacher, will be at White Oak 2 ½ days per week
- Odyssey of the Mind Status: missed application deadline, Ms. Waterman unable to lead this year
- Frequency of 4th and 5th Grade recess: Per Ms. Everett teachers requested more planning time. Recess time

was adjusted to allow for the extra time. There is a 10 min. break on days students have PE. There will be a 20 minute recess on the other two days. Recess can be in the classroom. Readdress this issue at next meeting.

- Cedar Point bus: Bus was requested to enter through gates of Magens Bay, which violates policy. Bus was approved to use turn-around access just prior to gated entry which gets the children off of HWY 24 for drop-off. Crystal Shores would like to have the bus drop children off at their common area just inside their entranceway. Agreement has to be reached with business/land owners before a bus can turn around on any property. Pick-up time/drop-off time is a matter of logistics. Any further issues will need to be discussed with John Barbour, Transportation director.

IX. Meeting Schedule: PAC meetings will be held the 3rd Thursday of each month. The next meeting is October 15 at 8:45 am

Questions/Comments/Concerns:

Next School Board meeting is October 4

Adjourn Meeting: Meeting was adjourned at 11:30 am