

**Williamsburg Elementary Site Council**  
**September 12, 2007**  
**Meeting Minutes**

Meeting was called to order at 5:30 pm on 9/12/07 at WES.

Members attending: Susan Wildeman, Shelley Welch, Paula Howard, Lisa Ifland, Jennifer Campfield and Christy Meiers.

Unable to attend: Lynette Burroughs, Joanna Walters.

Officers were nominated as follows –

Lynette Burroughs, Chair

Joanna Walters, Co-Chair

Lisa Ifland, Secretary

**Business addressed during meeting:**

- Lisa Ifland submitted application for membership to Site Council.
- Review and presentation of Site Council Booklets for new members.
- Discussion of presentation to the board that will take place in Nov. 07. Lynette will be presenting as Site Council Chair.
- MAP testing concluding, scores will be ready for distribution with grade cards. It will be helpful to compare fall and spring results.
- Our school made AYP this year.
- SIT team will be starting a new NCA cycle this year. First thing – developing a mission statement. Site council will be asked to review. School Improvement Plan outline due in December.
- A survey needs to be developed for WES to be included in the SIP. It was suggested we look at sample surveys from school with a similar setting as WES. Susan will gather more information about what is expected and share next meeting.
- Discussion of Bullying Policy that needs to be in place as of 1/08 per instructions from State Department of Education. Counselor will continue with classroom education about bullying. Plan will be implemented soon.
- Review of PTO meeting on 9/5/07 and description of PTO involvement at WES. They had a good turn out at their first meeting with lots of ideas including Fall Family Fun Feast (food and games for fundraiser) to be held early November.

Meeting was adjourned at 6:25 pm. Next meeting to be held on 10/17/07 at 5:30 pm.