

Local School Improvement Council (LSIC)

Meeting Minutes Template

Minutes are a written account of what transpired during a meeting. Minutes are recorded by a designated member of the group and posted to your school's website.

Name of School:	Poca Elementary	Name of Chair:	D. Annette Null
Date of Meeting:	4/17/26	Name of Principal:	Lisa Raines
Place of Meeting:	Cafeteria	Start/End Times of Meeting:	3:10 – 3:45

1. Call Meeting to Order: D. Annette Null called meeting to order
2. Roll Call: See Sign-in Sheet
3. Reading and Approval of Minutes: A. Null read the minutes from March 16, 2026 and minutes were approved by those in attendance.

Principal's Report: WVGSA:Review of Testing Dates for Writing, Reading, Math, & Sc

Introduced Office Lester and shared his role at PES/PMS

Title 1 - Family Engagement changes. Reviewed by Arbes

No additional discussions

4. Items to be Discussed: Nothing to discuss
5. Motions, Orders, Resolutions, Ordinances and Measures Proposed: None
6. Announcements: None
7. Adjournment: Motion to adjourn by T. Arbes and seconded by L. Raines

Local School Improvement Council (LSIC)

Meeting Agenda

An agenda is an outline that guides the order of items that need to be discussed or acted upon during a meeting. Agendas should be distributed prior to the meeting to prepare members.

Name of School:	Poca Elementary	Name of Chair:	D. Annette Null
Date of Meeting:	April 16, 2026	Name of Principal:	Lisa Raines
Place of Meeting:	PES Cafeteria	Start/End Times of Meeting:	3:00 p.m. – 3:30 p.m.

1. Call Meeting to Order
2. Roll Call
3. Reading and Approval of Minutes
4. Principal's Report
 - Officer Lester Intro
 - WVGSA State Testing
 - Discussions
5. Officer/Committee Reports
6. Items to be Discussed
 - Q and A to be Discussed as needed
7. Motions, Orders, Resolutions, Ordinances and Measures Proposed
8. Announcements
9. Adjournment

Poca Elementary School

2026

WVGSA Schedule

WVGSA Writing

Wednesday, April 29, 2026 - 3rd Grade

Thursday, April 30, 2026 - 4th Grade

Friday, May 1, 2026 - 5th Grade

WVGSA Science, Reading, and Math

Tues., May 5, 2026 - Science - 5th Grade only

Wednesday, May 6, 2026 – ELA Reading - 3rd – 5th Grades

Thursday, May 7, 2026 - Math - 3rd – 5th Grades

Tuesday, May 12, 2026 – Friday, May 15, 2026 - Make Up Testing

WVGSA
Schedule Changes
April 29, 30, May 1, and May 5th

Wednesday, April 29th

3rd Grade and 1st Grades Only

10:00 - 1st Grade Specials

2:00 - 3rd Grade Specials

3rd Grade will do a later recess after 1:00 p.m.

Thursday, April 30th

4th and 1st Grades Only

9:00 - 1st Grade Specials

2:00 - 4th Grade Specials

4th Grade will do a later recess after 1:00 p.m.

Friday, May 1st

5th and Kindergarten Only

8:00 – Kindergarten Specials

1:00 - 5th Grade Specials

5th Grade will do a later recess after 2:00 p.m.

Tuesday, May 5th

5th Grade and Kindergarten Only

8:00 - Kindergarten

1:00 – 5th Grade Specials

**Wednesday, May 6th and Thursday, May 7 WVGSA
Schedule Changes**

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Specials/Planning

7:55-8:55 Second Grade

8:55- 9:55 First Grade

9:55-10:55 Kindergarten

10:55-11:55 Special (Gym and Music) Teachers Lunch and Planning

11:55-12:55 Fifth Grade

12:55-1:55 Fourth Grade

1:55-2:55 Third Grade

Lunch

10:45-11:15 PreK

10:55-11:25 Kindergarten and First Grade (K-1 Aides on Duty)

11:25-11:55 Second Grade and Fifth Grades (2nd Aides on Duty)

11:55-12:25 Third Grade and Fourth Grades (3rd Grade Aides on Duty)

Recess

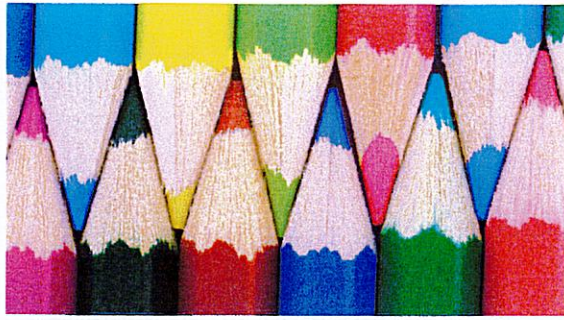
11:15-11:45 PreK (Rotate Playground if needed – one inside and one outside)

11:45-12:15 K (Play at the PreK Playground) and 1st and 2nd grades (Rotate Field
and Playground)

12:25-12:55 Third Grade

12:55-1:30 Fifth Grade

1:55-2:25 Fourth Grade



You're Invited: Title I Parent Advisory & Strategic Planning Meeting

Date: Thursday, May 21

Time: 8:30 a.m.

Location: Putnam County Board of Education Office

Parents, guardians, and community stakeholders are invited to join us for an important meeting to help shape the future success of our students. This meeting will provide an overview of Title I and how it supports our schools.

- Discuss family engagement events for the upcoming school year
- Collaborate on new and exciting ways to involve families
- Share ideas and provide input on our strategic plans

We encourage you to bring your questions, suggestions, and ideas and join us in shaping the path forward for student success.

Please RSVP by contacting your child's school or:

Joann Maddox, Title I Secretary

(304) 586-0500 ext. 1113

jmaddox@k12.wv.us

Poca Elementary

LSIC

April 16, 2026

Sign-In Sheet

Those in attendance:

Kim Paxton

D. Annette Full

Heather Cavendish

Emily M. Duff

Billy Dean

Jeff Osbourne

Kristina Dunigan

Off. Lester

Terri Arbes