



Cuthbertson High School Site Based Team Meeting-Minutes



Meeting Date: Oct 11th, 2023 @ 330pm Media Center

Members Present:

Carol Alley: Interim Principal

Georgina Zayas-DeCouto : Assistant Principal

Andy Brooks: Assistant Principal

Tara Plank: Counseling

Brooke Boucher: Science/Site-based chair

Brian McLamb: CTE

Jennifer Johnson-Hill: Fine Arts

Lisa Helms: World Language

Jodi Marsden: Math

Benjamin Smith: Social Studies

Seth Fishman: EC

Jeff Buseick: Health and PE

Leigh Cushing: Paraprofessional

Mr. McKenna: Parent Representative (11th)

Davina Lausen: Parent Representative (10th)

Ms. Mala-Freeman: Parent Representative (11th)

Julia Graffeo: Student Representatives (Sr. Class President)

Jackson Weiser: Student Representatives (Jr. Class President)

Topics/discussions:

→ [Review Minutes from Sept.](#)

- ◆ Minutes were reviewed and approved by Mr. McLamb and Ms. Marsden (second). No questions posed by committee.

→ Introduce Student Representatives

- ◆ Julia Graffeo and Jackson Weiser were introduced to the Site Based Team. Eventually a 9th and 10th grader will be added to the team.

→ Facilities Questions by Brian McLamb

- ◆ Mr. McLamb and Ms. Carnathan would like water filling stations to update water fountains for student efficiency.
- ◆ These are purchased by the school and Ms. Alley and Mr. Brooks stated this is not a Site based question, but a facilities issue. He will look into this.

→ MAC and MARC additional assistance needed

- ◆ We need to have additional staff members and parents on both MAC and MAR.
- ◆ Ms. Marsden added to Math content area in "Approves Instructional Materials"
- ◆ Ms. Cushing added to Other content area in "Approves Instructional Materials"



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- ◆ Davina Lausen added to Parent Representative in “Approves Instructional Materials”
- ◆ Julia Graffeo added to Other in “Approves Instructional Materials”
- ◆ Mr. Brooks added to Administrator in “Deliberates in event of Challenge”
- ◆ Jackson Weiser added to Other in “Deliberates in event of Challenge”

→ NCStar Action Steps by Brooke Boucher

- ◆ Ms. Boucher went over what the county expectations are for each month for school level accountability.
- ◆ Three of four subcommittees have submitted their action steps.
 - MTSS still needs to submit their action steps for the 2023-2024 school year. Dr. DeCouto will work with Ms. Boucher to upload these into NCSTAR.

→ Next Steps with subcommittees

- ◆ Subcommittees need to meet once a month in between monthly meetings.
- ◆ School Safety and Family Engagement will meet today.

Next Meeting: Nov 8th @ 330pm in Media Center