



Cuthbertson High School Site Based Team Meeting



Meeting Date: March, 8th 2023, 3:30 pm Media Center

Present at this meeting:

- Jeffery Stout -Principal
- Dr. Georgina Zayas-DeCouto -Assistant Principal
- Andy Brooks - Assistant Principal
- Brooke Boucher - Chair, Science Department Representative
- Jodi Marsden - Secretary, Math Department Representative
- Stefanie Carnathan - CTE Representative
- John Ponikvar - English Department Representative
- Brandi Ford -Fine Arts Representative
- Tara Plank - Guidance Representative
- Benjamin Smith -History Department Representative
- Jeff Buseick -Physical Education Representative
- Lisa Helms -World Languages Representative
- Leigh Cushing - 10th Grade Parent Representative
- Denise Faulkner - 12th Grade Parent Representative
- Sean McKenna - 10th Grade Parent Representative
- Jennifer Racicot - 10th Grade Parent Representative

Topics:

- Review [minutes](#) from Feb.
 - ◆ Motion to approve: DeCouto Second: Ford
- Teaching Working Conditions Survey
 - ◆ Compared to last year only decreases were access to support services (-5.1), routinely practiced safety drills (-1.3), leadership roles for teachers (-1), comfortability raising concerns(-.8), using data to improve student learning (-1.1)
 - ◆ Up by 10.7 leadership makes effort to address teacher concerns about facilities
- Is it possible to make the ACT testing day, a half day/remote day.
 - ◆ Only Juniors would be on campus through the end of testing.
 - ◆ All others would be home and expected to complete classwork remotely.
 - ◆ This would free up more teachers for monitoring/assistance. It would also ensure that once testing was over, those who gave the test get a break.
 - Stout - will bring it up to the district, as it is not a school decision. Now that we've seen how many came in late, we might need to come up with a different schedule
- Instead of doing lockout passes written by staff, is it possible to get each student a fob and when they come into the building they fob in and when they leave they fob out.



Cuthbertson High School Site Based Team Meeting



- ◆ This would then automatically generate a tardy report and track those who are tardy frequently without a staff member having to do much more than run a report.
 - Stout - not sure
 - L. Helms - kids could share fobs and log each other in without actually being there.
 - Boucher - what about for drivers only. Stout- we will continue to review the process for a better system
 - Stout - other schools are piloting electronic hall passes which would take care of all of that.
- NCStar: we are still working on our goals and providing opportunities for quality professional development for all staff, while increasing the chances everyone has to be in a leadership position.
 - ◆ We will look more at this during the next meeting.
- [Student Handbook](#) discussion
 - ◆ Marsden & Helms - attendance policy needs to be updated
 - ◆ Stout - sometimes attendance policy changes from the district during the school year and the handbook wouldn't reflect that.
 - ◆ Questions about exemptions - Board policy about exemptions not school or district
 - ◆ Handbook states that students picking up siblings must wait in the foyer and should not leave campus. This will be revisited.
 - ◆ Smith - 25 pages...does it all need to be there? Is it too much? Possibly include a table of contents for easier access and lumping similar topics together.
 - ◆ Faulkner - difficult to read. Nothing mentioned about "theft"
 - Brooks - two different policies with conduct...school and district. Theft would be a district policy
 - Faulkner - include links to the district policies in the handbook
 - ◆ Stout - look at what we want to keep and change by the end of the school year. As a committee we will look, change things, vote and get it into place for next year.
 - ◆ Smith - will we have time in the April meeting with having to also do NCStar
 - Boucher - we should. She will streamline things to help prepare to look at the handbook.
 - ◆ Smith - what do we see as the purpose for the handbook? There's academic recognition, discipline, media center policies, etc.
 - ◆ Boucher - should be more like a "how-to" guide to Cuthbertson for students and placed in an order that makes sense.
 - ◆ Stout - reality that everything there can be found elsewhere. We could have it set up and linked more like our "Toolkit" from remote learning. This would keep it as up to date as possible. As the board or district changes things, the links would always remain current.
 - Motion to go digital: McKenna Second: Faulkner



Cuthbertson High School Site Based Team Meeting



Motion to adjourn: Carnathan

Second: Helms (& everyone)

Next Meeting: April 19th 2023, 3:30 pm Media Center