



PORTER RIDGE HIGH SCHOOL

SITE-BASED Management Team Meeting

1/8/20 Time: **3:10PM** | Location: COUNSELING SUITE

Agenda

<u>What</u>	<u>Who</u>	<u>How Long</u>	<u>Action</u>
Approval of December Minutes 12/4/19	Newnam	5	actionable
Parent hand written sick notes	Fisenne	10	actionable
NC Star- assign roles to collect data- Comprehensive Report	Newnam	30	actionable
Thank you! Next meeting February 5th, 3:10			

SBMT Representatives

<u>Position</u>	<u>Representative</u>	<u>Contact Information</u>
English Department Representative	Brooke Stegall (present)	brooke.stegall@ucps.k12.nc.us
Math Department Representative	Colleen Johnson (present)	colleen.johnson@ucps.k12.nc.us
Science Department Representative	Nicholas Gaetano (present)	nicholas.gaetano@ucps.k12.nc.us
Social Studies Department Representative	Kelly Crowell (present)	kelly.crowell@ucps.k12.nc.us
CTE Department Representative	Ana Hasty absent	christiana.hasty@ucps.k12.nc.us
Other Special Area Representative	Gabriela Grello (present)	gabriela.grello@ucps.k12.nc.us
Student Support Services Representative	Michaela Boeche absent...Davison present	michaela.boeche@ucps.k12.nc.us
Classified Employees Representative	Nona Murray (present)	ailene.murray@ucps.k12.nc.us
Parent Representatives	Kathy Jones (present)	keyfurz22@gmail.com
	Kim Pace (present)	kimpac99@gmail.com

Student Representatives	Max Mara (present)	12604650@student.ucps.k12.nc.us
	Olivia Jordan absent	1616894@student.ucps.k12.nc.us
	Rachel Kivlan (present)	1616814@student.ucps.k12.nc.us
	Caroline Kramb (present)	1637140@student.ucps.k12.nc.us
Assistant Principal	Michelle Newnam (present)	michelle.newnam@ucps.k12.nc.us
Principal	Dr. Kim Fisenne	kim.fisenne@ucps.k12.nc.us

Meeting Minutes

Approval of the previous meeting's minutes: Newnam... The team reviewed ,voted on, and approved the meeting minutes from November 6, 2019 meeting. SBT voted unanimously to approve the minutes.

Parent Hand-Written Sick Notes: Fisenne passed out a new attendance policy with deadlines. She is asking if we want to have a deadline for notes. Since the school board removed the "3 day" policy for notes, she's asking if PRHS wants to implement a deadline. For example, "Parent notes may be accepted by 3 or 5 days of an absence. " Crowell asked if all schools can have different rules. Fisenne said yes. Fisenne said PRHS can put in a policy for fraudulent notes.

Stegall asked SB to ask Lawrence what would be easier for her. She asked if we could have a limit to the number of parent notes?

It was proposed that it be worded as ["Parent notes may be considered, if it is turned in within 5 days upon returning to school. Parent notes may be under review. And a required parent meeting may be called."](#)

Fisenne said students would FF the course with the 8 unexcused absences.

Davison mentioned that she wished that parent notes should not count towards exemptions.

Grello asked PRHS to take better attendance.

NC Star- assign roles to collect data: Newnam assigning a teacher to each action item on the NC Star report. The team asked questions as to how we are to get data. Gaetano will do new teacher data. Johnson will do notes. Crowell will do classroom management. Hastey will do Administration provide information about initiatives that are coming. Stegall will do schedule for BT observations. Grello will do Continue and expand recognizing what teachers are doing in their classes.

It was decided that teachers will need to meet with administration to help with their data for their assigned "roles".