



# Cuthbertson High School Site Based Team Meeting-Minutes



**Meeting Date:** Sept 13th, 2023 @ 330pm Media Center

**Members Present:**

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  
John Ponikvar: English  
Seth Fishman: EC  
Christine Ridge: Health and PE

Mr. McKenna: Parent Representative (11th)  
Ms. Cushing :Parent Representative (9th)  
Ms. Mala-Freeman :Parent Representative (11th)

\*Still need 10th and 12th grade parent representatives.

**Topics/discussions:**

→ Welcome: Admin Team Introductions

- ◆ Ms. Carol Alley: Interim Principal
- ◆ Ms. Marilyn Monteith: AP of Curriculum
- ◆ Dr. Georgina Zayas-DeCouto: AP of Student Services
- ◆ Mr. Andy Brooks: AP Facilities

→ **Media Advisory Committee:** Will review media materials requested for purchase. Concerns are addressed by the review committee. Members: Marilyn Monteith, Georgina Zayas-DeCouto, Andy Brooks, Brooke Boucher.

→ **Media Review Committee:** Will read any media materials that are questioned by the Advisory Board. Members: John Ponikvar, Jennifer Johnson-Hill, Benjamin Smith.  
◆ Mr. Ponikvar had a question about supplemental materials (Poems, AP Articles, etc.) and Ms. Carol Alley and Ms. Marilyn Monteith has confirmed they do need vetted if NOT already in the library or our archives.

→ [Sept Presentation](#)

- ◆ See presentation for how to log onto NC Star.

→ New Goals in NCSTAR

- ◆ 2 goals being carried over from last year: MTSS and School Safety (see September presentation for details).



# Cuthbertson High School Site Based Team Meeting-Minutes



- ◆ 2 new goals for 2023-24 school year: Community Engagement and Administrative Support (see September presentation for details).
- ◆ Need to join subcommittees and identify action steps/goals.
  - **MTSS Committee:** Zayas-DeCouto (Chair), Johnson-Hill, Plank, Boucher
  - **School Safety:** Brooks (Chair), McKenna, McLamb, Ponikvar, Ridge
  - **Administrative Support:** Monteith (Chair), Marsden, Smith
  - **Community Engagement:** Fishman (Chair), Helms, Cushing, Parent, Parent

**Next Meeting:** Oct 11th @ 330pm in Media Center