

**MARVIN RIDGE HIGH SCHOOL  
SITE BASED MANAGEMENT TEAM  
Minutes of April 29, 2015 Meeting**

**In Attendance:** Ms. Cook, Ms. Justice, Mr. Lasher, Mr. Thomson, Mr. Alcantara, Ms. Brosse, Ms. Ennis, Ms. Every, Ms. Heartley, Mr. Jones, Ms. Tran, Ms. Weisberg, Mr. Wilson, Ms. Yochem, Ms. Jeniski, Ms. Lang-Ramirez, Ms. Mueller, Ms. Rouse

**In Absentia:** Mr. Camara, Ms. Shrader, Mr. Sims, Ms. Steere, Ms. Liccione, Ms. Shelton

	<b>Agenda Item</b>	<b>Issue</b>	<b>Discussion</b>	<b>Resolution</b>	<b>Person Responsible</b>
1.	Review of March minutes	Proof and approve last month's minutes	- Omission of a word on the <i>Issue</i> for agenda item #4 - Change 2 <sup>nd</sup> marking period to 5 <sup>th</sup> marking period on the <i>Issue</i> for agenda item #8	Minutes approved	Site-Based Team
2.	Community Read Update	- Decision was made to make Bullying/Cyber-bullying/Teen Suicide the topic for our community read for next year - Department chairs previously requested members with an interest in being a part of the summer read committee to contact Ms. Heartley, Ms. Arant, or Ms. Justice	- Create a focus group of students to join the community read committee to help with the selection of the summer read book(s)	- Suggestions of book titles should be forwarded to Ms. Heartley or Ms. Arant	Ms. Heartley Ms. Arant
3.	ChromeBook Collection	Cannot wait until the last day of exams to collect ChromeBooks and assess lost/damage fees	- Too much work, on too few people, in too short a time frame, when ChromeBooks were collected by the 4 <sup>th</sup> block exam teacher/proctor last year	** see below **	** see below **

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4.	ChromeBook Collection - cont'd	** see above **	<ul style="list-style-type: none"> <li>- The wish is to collect them on Monday, June 1st</li> <li>- Concern shared by teachers and parents that most exam preparation materials are posted on class Moodle/Google site pages</li> <li>- Students need the laptops to study, particularly those subjects without textbooks and those with online exams</li> <li>- Collection of fees, particularly from seniors also a concern</li> </ul>	<ul style="list-style-type: none"> <li>- Begin collecting senior fees immediately</li> <li>- See if the senior bills can be expedited from Central Office</li> <li>- Begin collecting ChromeBooks from seniors, AP and IB students as soon as possible</li> <li>- Allow students who need their ChromeBooks to prepare for exams to keep them until they are no longer needed</li> <li>- Enlist the help of all faculty members to set up classrooms for online exams</li> <li>- Further details will be worked out by the Admin team and shared with faculty and staff</li> </ul>	Admin Team, Tech Dept, MRHS Faculty and Staff
5.	Media Center Concern - Student Printing in the Media Center	Students do a lot of printing in the Media Center throughout the day frequently interrupting the Media Coordinator and Media Assistant from their work	<ul style="list-style-type: none"> <li>- Restrict printing to before school, during lunches, and after school</li> <li>- A nice profit is earned for the Media Center from this printing</li> <li>- Clubs could volunteer to manage the printing and take a percentage of the earnings for their clubs</li> </ul>	<ul style="list-style-type: none"> <li>- Restriction of printing times as discussed approved</li> <li>- New policy will begin next week as AP testing begins</li> <li>- Ms. Heartley will send an email to inform teachers and ask that they share with students</li> </ul>	Ms. Heartley
6.	Media Center Concern - Turn It In	Instruction is needed and very worthwhile on the use of Turn It In	<ul style="list-style-type: none"> <li>- Have all English classes attend a Turn It In session at the beginning of the school year next year</li> <li>- Include other classes as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>- Ms. Heartley will coordinate and schedule classes and provide the Turn It In instruction</li> </ul>	Ms. Heartley

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7.	Exam Schedule Information	Exams details shared	<ul style="list-style-type: none"> <li>- A draft was distributed detailing final exam information that will be shared with faculty, students and parents</li> <li>- Schedule for AP and IB exams which begin May 4<sup>th</sup> was shared</li> </ul>	<ul style="list-style-type: none"> <li>- All must be aware and knowledgeable of all details relating to final exams</li> </ul>	MRHS Faculty and Staff
8.	Academic Scheduling for 2015 - 2016	Expectation is that preliminary teaching assignments for next year will be ready for teachers before they leave for the summer break	<ul style="list-style-type: none"> <li>- General goals, such as common planning, same teacher for year-long courses, no "one trick ponies," maximum class size parameters, etc. for teaching assignments were shared</li> <li>- A list of online courses offered by UCPS and NC Virtual Public Schools was shared</li> <li>- Each department chair was given course request numbers and then worked with a Site Base team member to calculate the number of sections needed for each course in the department</li> </ul>	<ul style="list-style-type: none"> <li>- Faculty members have already shared with Ms. Cook courses they would prefer to teach next year</li> <li>- Admin team will continue to work with department chairs to prepare a tentative schedule for teachers to take with them in June</li> </ul>	Admin Team
9.	Open Forum	<p>Ms. Rouse:</p> <ul style="list-style-type: none"> <li>- ABC Student Recognition</li> <li>- College 411 success</li> <li>- ABC to disperse final year end funds to teachers and/or departments</li> </ul>	<ul style="list-style-type: none"> <li>- ABC Student Recognition Breakfast for recognized students is Thursday, April 21<sup>st</sup></li> <li>- College 411 was a huge success with lots of positive feedback</li> <li>- 45 of 48 confirmed schools attended with over 600 parents and students attending</li> </ul>	<p>Keep up the great work! Looking forward to next year!</p>	Ms. Rouse
10.	Mtg adjourned	Next mtg: May 27, 2015 @ 3:15 in MRHS Media Center	N/A	N/A	N/A

