

**MARVIN RIDGE HIGH SCHOOL
SITE BASED MANAGEMENT TEAM
Minutes of January 28, 2015 Meeting**

In Attendance: Ms. Cook, Ms. Justice, Mr. Thomson, Ms. Ennis, Ms. Every, Ms. Heartley, Mr. Jones, Ms. Shrader, Mrs. Baumgarten, Ms. Steere, Ms. Tran, Mr. Wilson, Ms. Yochem, Ms. Jeniski, Ms. Lang-Ramirez, Ms. Mueller, Ms. Rouse

In Absentia: Mr. Lasher, Mr. Starr, Mr. Camara, Ms. Liccione, Ms. Shelton

	Agenda Item	Issue	Discussion	Resolution	Person Responsible
1.	Review of December meeting minutes	N/A	N/A	Passed	Site-Based Team
2.	Exam Process Reflection	Discussion on the current exam process	<ul style="list-style-type: none"> • Possibility of grouping exams based on type (EOC, NC Finals, IMS, teacher made) • Work on bathroom breaks, timing, technology, and noise • Possibility of testing all of Math on day 1 • Keeping kids in the rooms they are accustomed to being in to keep them comfortable 	Will check on the county policy for dates to test exams	Group
3.	Second Semester Schedule Changes	Updates on schedule changes for second semester	<ul style="list-style-type: none"> • Today is the last day for schedule changes (student driven) • The process ran more smoothly than last semester • Teacher driven schedule changes is typically for honors level courses and making a data driven decision 	<ul style="list-style-type: none"> • Teachers will continue to give guidance feedback to guidance during the schedule change process • Guidance will continue to keep class numbers as low as possible- below 35 	Guidance and Admin

4.	Spring Registration	Process of spring registration	<ul style="list-style-type: none"> • Student presentations (by grade level) will take place at the beginning of March • Admin, guidance team, CDC, and IB coordinator will have a registration planning meeting • 8th grade registration process to include world languages and vertical teaming • IB registration will begin March 23 	More information and details will follow as they become available	Guidance and Admin
5.	Program of Studies Topics	Questions/Concerns in regards to new course offerings	<ul style="list-style-type: none"> • Social Studies- Foundations of American History • English- bridge class (Advanced Inquiry) • Math- SREB • Future of online courses 	Discuss concerns within departments and they will be addressed with Dr. Little	Group
6.	IB Update	IB informational night for rising 9 th graders and their parents	<ul style="list-style-type: none"> • Informational night for rising 9th graders • Purpose is to help them understand prerequisites and awareness of options. • Educate parents about the application process • Meeting announced at other schools 	Continue to educate students and parents about the IB program	Ms. Yochem
7.	Senior Topics	Senior updates	<ul style="list-style-type: none"> • 9 mid-year graduates • Flex day criteria (28 credits) and process for MRHS 	Continue to discuss possible ideas for limiting growth of flex. Additional criteria to minimize the ease of entering the flex program	Guidance and Admin
8.	First Semester Attendance Update	Students exceeding permitted number of absences in 1 st semester	<ul style="list-style-type: none"> • Committee of admin/guidance met with the 14 students 	Continue to monitor attendance and hold students accountable	Guidance and Admin

9.	Budget/Spending Topics	PTSO money	<ul style="list-style-type: none"> \$2,000 per department 	Talk about needs within the department.	Ms. Cook
10	Academic Boosters Update	Academic Booster Club overview of purpose	<ul style="list-style-type: none"> Mini grants, College 411, and Academic Recognition College 411 night is April 16th 42 confirmed colleges in attendance 	Continue to get support from departments for the academic recognition process and promote the College 411 school-wide to all students	Ms. Rouse
11.	NC Report Card	Marvin Ridge report card grade	<ul style="list-style-type: none"> Grades will be out soon 	Ms. Cook will update when school grade is received	Ms. Cook
12.	Community Read	Update	<ul style="list-style-type: none"> Sister school delegation will be here for the event Chinese Festival combined with PTSO 	All events will take place on February 16, 2015 (ultimately rescheduled for Feb. 23)	Ms. Justice
13.	UCPS Spring Survey	Survey	<ul style="list-style-type: none"> All 10th graders will take the online survey week of Mar. 2 Families will receive paper/pencil survey- one per family April 13-17 is the district teacher survey 	N/A	Ms. Cook
14.	Mtg adjourned Next mtg	February 25, 2015 @ 3:10 in MRHS Media Center	N/A	N/A	N/A