Porter Ridge High School

Home of the Pirates
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o

Site Based Meeting Minutes

September 14, 2010 6:30pm Media Center

Introduction – Began 6:30 pm
- o Present – Sam Basden, April Dawkins, Sarah Brandenburg, Kelly Crowell, Brooke Stegall, Rebecca Manning, Trey Staviski, Susan Forgione, Donna Wilber, Dennis Washburn (for G. Grello), Colleen Johnson, Renea Steeb, Ciera Martinez, Leah Morgan, Michelle Kania
- o Absent – Steve Jackson, Matt Doll, Tom Wheeler
- o Mr. Basden announced that a new recording secretary would be needed for the Site Based meetings from this day forward. Susan Forgione volunteered and was selected.

PRHS Student Services
- o Per Mrs. Manning of the guidance department, drop/add is now complete.
- o Also, our guidance department is hosting a college night on this campus in October, the date is to be determined based upon college availabilties.
- o The guidance department will hold individual meetings with seniors to discuss the college application process.
- o Counselors will be introducing themselves during second block so that students may familiarize themselves with the members of this department and how guidance can help them.
- o The guidance department will host a table Wednesdays during lunch in the cafeteria so that students can easily and quickly ask questions.

PRHS Student Services
- o Mr. Basden proudly but cautiously praised PRHS on a very smooth school opening, crediting teachers, students, administration, and guidance.
- o Mr. Basden noted that Dr. Roche has replaced Mrs. Larissa Summers in the science department. In the EC department, we have three expansion positions open; one resource teacher, transition to adulthood teacher, and one EC assistant. Recommendations have been named but not yet confirmed.

Operations/Facilities
- o Lael Rorie and Trey Staviski won a grant to fully outfit a state-of-the-art fitness facility in the gym wing. The students are already enjoying this addition. The health and PE department encouraged all teachers to use the equipment before and after school after a short orientation by either coach.
- o We have not yet received our new server and may not until Thanksgiving time. One benefit on the delay is that many problems present in the new system may be corrected by then.
- o April Dawkins is creating a new PRHS home page. This will include a scrolling news portion by the journalism class. Suggestions on articles are welcome.

Site Based/CLT
- A school improvement plan is required in every school by law.
- North Carolina and Union County has implemented a new stream-lined template of approximately six pages which the state requires we complete this school year. The correlate committee recommended a narrowed list consisting of three goals to implement this year:
    1. Student Performance in a globally competitive environment
        Mr. Basden reported that, although we had an increase in composite scores, PRHS did not meet expected growth nor did PRHS receive the "School of Distinction" award.
    2. Teacher Preparation/Retention
    3. Community/Global Services
- Please access a copy of the proposed school improvement plan on the Moodle web-site.
- Trey Staviski made a motion that we endorse the school improvement plan as presented by Mr. Basden with the addition of an additional activity for the first goal. Kelly Crowell seconded the motion. No further discussion ensued. All present approved unanimously.
- At the next staff meeting, the staff will view and vote on the plan.

Safe School Plan
- Our current plan includes fire drills, an on-campus SRO, a published code of conduct with listed consequences for broken laws or bad decisions.
- We need to consider what we do with students out of school.

Special Programs/Upcoming Events
- Homecoming week is approaching – October 11 - 15.
- Band – Pirates Cove Classic will be held at PRHS on October 29 and 30.

Conclusion
- Next month's meeting will cover the Budget. Present all recommendations for use of staff development funds and in-house special projects funds.
- Meeting adjourned at 7:30
- Next meeting will be held on October 5 (due to conflicts) at 6:30 p.m.

Priority Goal 1 and Associated Strategies

Plan/Do

Area for improvement and supporting data:
Porter Ridge High School has demonstrated steady improvement on composite EOC scores, but has not earned "Expected Growth" or "School of Distinction" honors. Acheivement gaps still exist and the latest AYP score was a result of "Confidence Interval" and "Safe Harbor" measures.

School Goal 1:	Porter Ridge HS will prepare all students for success in a globally competitive society.	
Supports this district goal:	High achieving and globally competitive students	

Target:	Measureable improvement in all tested areas
Indicator:	Released scores from NCDPI, College board
Milestone date:	August 1st, 2011

Goal 1 Improvement Strategies – Identify research-based strategies whenever possible.

Strategy 1

Strategy: Improve ABC Results to 90% proficiency

Action steps:
1. Integrate pacing guides into EOC classroom instruction
2. Integrate benchmark testing into EOC classroom instruction
3. "Lunch and Learn" sessions with EOC teachers and UCPS Curr. Coord.
4. Track each member of each AYP subgroup to identify and address special needs
5. Intensive Remediation and re-testing program after each EOC is given

Strategy 2

Strategy: Improve Cohort Graduation Rate to 90% and reduce Dropout Rate by half

Action steps:
1. Staff Development for Guidance and administrator
2. Solicit and include classroom teachers into dropout prevention strategies
3. Track each member of each cohort and identify "missing" members
4

Strategy 3

Strategy: Improve Student Performance on National Standardized Tests

Action steps:
1. Staff development and support for AP teachers
2. Provide access to SAT Prep courses during and after school
3. Track each member of each AYP subgroup to identify and address special needs
4. Use diagnostic data to identify and recruit students into AP classes

Plan/Do

How will we fund these strategies?

		Funding amount:	
Funding source 1:	Local district funds	Funding amount:	TBD
Funding source 2:	Federal funds - Title I	Funding amount:	TBD
Funding source 3:	State funds for at-risk students	Funding amount:	TBD
Funding source 4:	School general funds	Funding amount:	TBD
Funding source 5:	Select a funding source	Funding amount:	TBD
		Total initiative fund	#VALUE!

Review frequency: Each Semester

Assigned implementation tea Site Based Leadership Team, Administration

Check	**What data will be used to determine whether the strategies were deployed with fidelity?**	
	CWT, Dept Chair minutes, "lunch and learn notes", Master Schedule, SLT Minutes,	
	How will you determine whether the strategies led to progress toward the goal? (Include	
	ABC Results, AYP Results, College Board Results, Benchmark test Results	
	What does data show regarding the results of the implemented strategies?	
	TBD	
Act	**Based upon identified results, should/how should strategies be changed?**	
	YTBD	

Priority Goal 2 and Associated Strategies

<table>
<tr><td rowspan="2">Plan/Do</td><td colspan="2">

Area for improvement and supporting data:
All the classrooms at Porter Ridge High School are not equipped to 21st Century Standards. Proficiency gaps related to use of instructional technology still exist. Staff turnover, while reduced, continues to hinder growth of Instructional Program.

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School Goal 2:	**Porter Ridge high school will provide and retain highly qualified teachers that are trained in 21st century tools**
Supports this district goal:	**Quality teacher, administrators, and staff providing innovative leadership for 21 century schools**

Target:	**100% of staff will meet HQ standards and use 21st Century Tools**
Indicator:	**HRMS Reports, CWT, Staff Development records**
Milestone date:	**August 1st, 2011**

Goal 2 Improvement Strategies – Identify research-based strategies whenever possible.

Strategy 1	**Strategy: Provide on-going staff development opportunites in 21st Centruy Instructional tools**
	Action steps:
	1. Monthly technology training led by media coordinator
	2. Promote Moodle and PD360 as alternative modes of staff development
	3. Invest School-Level resources on classroom teaching technology
	4. Moodle courses tied to each subject area and course at PRHS
Strategy 2	**Strategy:Administration will focus on identifying, interviewing, hiring, supporting and retaining highly qualified staff**
	Action steps:
	1. Assign Mentor teachers to all new staff members
	2. Limit teacher assignments to "two preps"each semester when possible.
	3. Administrative focus on Climate, Culture, and Morale
	4
Strategy 3	**Strategy:**
	Action steps:
	1.
	2.
	3.
	4.

How will we fund these strategies? Distric wide implementation

Funding source 1:	Local district funds	**Funding amount:**	$0
Funding source 2:	State funds - DSSF	**Funding amount:**	$0
Funding source 3:	Federal funds - Title I	**Funding amount:**	$0
Funding source 4:	Select a funding source	**Funding amount:**	$0
Funding source 5:	Select a funding source	**Funding amount:**	$0
		Total initiative fund	**$0**

Review frequency: Semester by Semest

Assigned implementation tea Site Based Management Team, Instructional Leadership Team

Check	**What data will be used to determine whether the strategies were deployed with fidelity?**	
	Teacher usage reports, classroom walk through data. Notes from summer individual meetings. Purchase order records. CEU reports for staff.	
	How will you determine whether the strategies led to progress toward the goal? (Include	
	Student achievement data, benchmark testing. End of the year teacher, student and parent survey data.	
	What does data show regarding the results of the implemented strategies?	
	TBD	
Act	**Based upon identified results, should/how should strategies be changed?**	
	YTBD	

Priority Goal 5 and Associated Strategies

Plan/Do	**Area for improvement and supporting data:** PRHS is committed to being a supportive and productive citizen of both our community and the world. Community Service has been a cornerstone of PRHS since it opened. By serving our local community and reaching out to our global neighbors, we will have a positive impact both inside and outside our campus.

School Goal 5:	Porter Ridge High School students will think Globally and act Locally.
Supports this district goal:	Family, business, and community members involved and supportive of our schools

Target:	Service Learning/Community Service will become a function of clubs/organizat
Indicator:	Log of accomplishments from each organization
Milestone date:	End of Year

Goal 5 Improvement Strategies – Identify research-based strategies whenever possible.

Strategy 1	**Strategy: All organizations on campus will complete service projects either at school or in the community**	
	Action steps:	
	1. Completion of Service is a condition of membership in all organizations/teams 2. Activities can be done either as a group or by students individually 3. All activities must be approved by administration 4. Each organization will develop requirments for its membership	
Strategy 2	**Strategy: PRHS students will connect with the Global Community**	
	Action steps:	
	1. Emphasize "Global Awareness" elective 2. Develop "Sister Schools" through the Social Studies Dept. 3. Promote interest and understanding with "Night of Latin Voices" and "Black History 4. Promote and support Multi-Cultural Club and World Language Clubs	
	5. Earn "Global School" Honors through the "World View" Indentification Program	
Strategy 3	**Strategy:**	
	Action steps:	
	1. 2. 3. 4.	

How will we fund these strategies?

Funding source 1:	Select a funding source	**Funding amount:**
Funding source 2:	Select a funding source	**Funding amount:**
Funding source 3:	Select a funding source	**Funding amount:**
Funding source 4:	Select a funding source	**Funding amount:**
Funding source 5:	Select a funding source	**Funding amount:**
		Total initiative fund $0

Review frequency: End of Year

Assigned implementation tea PRHS Administration, PRHS Site Based Leadership Team

The left margin label **Plan/Do** appears vertically for both sections.

Check	**What data will be used to determine whether the strategies were deployed with fidelity?**
	Each group/club/organization will submit a document listing its accomplishments in May of 2011. Administration and Site-Based Leadership Team will review the submissions. Receiving entities will be surveyed or asked to write summaries when appropriate.
	How will you determine whether the strategies led to progress toward the goal? (Include
	Each group/club/organization will submit a document listing the hours of service to administration in May of 2011
	What does data show regarding the results of the implemented strategies?
	TBD
Act	**Based upon identified results, should/how should strategies be changed?**
	TBD

NCVPS "GO LIVE" Goals and Associated Strategies

Area for improvement and supporting data:	

In partnership with North Carolina Virtual Public Schools (NCVPS) and the "GO LIVE" initiative, and in application of the respective MOA, middle and high schools in Union County Public Schools will work collaboratively with NCVPS and the local educational agency through enhancing virtual learning services and 21st Century Future Ready Goals for students at the individual school levels.

School Goal :	By June, 2011, UCPS middle and high schools will have increased awareness and structure of virtual education opportunities within the total school program.
Supports this district goal:	District leadership, administrators, guidance counselors, teachers, district DLC, school-based "GO LIVE" team

Target:	High school and middle school students
Indicators:	Course registrations, stoplight schedule, formal and informal feedback
Milestone date:	EOY

Improvement Strategies – Identify research-based strategies whenever possible.

Plan/Do

Strategy 1

Strategy: Increase and enhance awareness of NCVPS registration process at the local school level.

Action steps:

1. GO LIVE team	5. Policies and procedures
2. Data management	6. Enrollment Targets
3. E-collaboration & communication	7. Roles and Responsibilities
4. Communication models	8. Reg. planning strategies

Strategy 2

Strategy: Increase strategic planning in regard to NCVPS and virtual education opportunities at the local school level.

Action steps:

1. SMART Goals	5. E-learning structure/strategy
2. Deployment	6. E-solutions development
3. Measurement	7. Leadership training for school
4. 3DM	8. Leadership training for district

Strategy 3

Strategy: Promotion and marketing strategies will be targeted for student, parent, and teacher awareness.

Action steps:

1. Website and varied tools	5 Promote DLA Spa
2. Learn & Earn online participation	6. Develop middle school practices
3. Local BOE awareness/orientation	7. Transition plans for summer
4. Inclusion of tech. services	8.

Plan/Do

How will we fund these strategies? District wide implementation

Funding source 1: Local district funds	**Funding amount:**
Funding source 2: School general funds	**Funding amount:**
Funding source 3: Federal funds - Title I	**Funding amount:**
Funding source 4: Select a funding source	**Funding amount:**
Funding source 5: Select a funding source	**Funding amount:**
	Total initiative fund

Review frequency: Quarterly

Assigned implementation: Site Based Management Team, Instructional Leadership Team

What data will be used to determine whether the strategies were deployed with fidelity?

	Enrollment data, GO LIVE participation notes and documentation, minutes from training and planning sessions, on-going review of stoplight schedule, documentation from NCVPS leadership, review of MOA progress report, feedback for local school and district levels.
Check	**How will you determine whether the strategies led to progress toward the goal? (Include**
	Monitoring of program progress and goals in conjunction with stoplight schedule and completion of objectives on the MOA.
	What does data show regarding the results of the implemented strategies?
	TBD
	Based upon identified results, should/how should strategies be changed?
Act	YTBD

Safe School Plan for Porter Ridge High School

Pursuant to General Statute §115C-105.47, this Safe School Plan provides required information

Name and role of person(s)	Dr. Ed Davis

Statement of Responsibility for the School District Superintendent
In accordance with General Statute §115C-105.47 (b)(2), the district superintendent is responsible for

In the event the district superintendent fails to fulfill these responsibilities as required by state law, the

*Failure to carry out the above-mentioned responsibilities may result in a written reprimand by the Board as well as other appropriate consequences as determined by the Board.

Statement of Responsibility for the School Principal
In accordance with General Statute §115C-105.47 (b)(3), the school principal is responsible for restoring,

In the event the school principal fails to fulfill these responsibilities as required by state law, the following

*Failure to carry out the above-mentioned responsibilities may result in a written reprimand from the superintendent to be placed in the principal's personnel file and disciplinary proceedings under G.S. 115C-325.

Statement of the Roles of Other Administrators, Teachers, and Other School Personnel
In accordance with General Statute §115C-105.47 (b)(4), other school personnel are tasked as follows

Assistant Principal(s): Dononvan Draughn, Randy Overcash, Kathleen Richert
Teachers: Dan Korn, April Dawkins
Teacher Assistants: N/A
Other School Staff: Officer D. Mollison (SRO), Antonio Bundick (ISS)

Services for At-risk Students

Pursuant to General Statute §115C-105.47 (b)(5), the following procedures are used to identify and serve

RtI teams, senior/student failure list, Student Accountability during the school year, Saturday School, School Intervention Teams/TAT, South Providence, Day Treatment Screening, Career Academy South Providence (CASP), Teen Pregnancy Support Personnel, high school - ALTS, middle school - ALPS, Rising 9th grade programs - STAR, Transition 9, School Resource Officers (SRO's) interventions, Use NC WISE to identify attendance, academic and discipline concerns and patterns, Analyze EOG, EOC, SAT, PSAT, Alternative Assessments, and other standardized test scores, Exceptional Children (EC), Limited English Proficient referrals and conferences, OSS and ISS discipline reports, guidance and attendance counselors.

Pursuant to General Statute §115C-105.47 (b)(6), the following mechanisms are used for assessing the

*In-school tutoring, after school tutoring, Behavior Scales, mentoring programs, Saturday School/Academy, Intervention Teams, Behavior Plans/Agreements, PEP's, IEP Goals, Benchmark Tests.

Pursuant to General Statute §115C-105.47 (b)(13a), the following services are provided to students

NCVPS, Odsseyware, Nova net, Smaller class size - Lower Student/Teacher Ratio, Intensified Structure, Level Programs designed to transition back to home school.

In accordance with General Statute §115C-105.47 (b)(7), the following measurable (goals) for improving

Goal:	Complete all required drills and associated training (fire, tornado, lockdown).
Target:	100% completion
Indicator:	Drill Reports
Milestone	EOY
Goal:	Cooperate with UCSO while conduction regular searches of parking lot and campus with "Alert
Target:	B-Monthly searches
Indicator:	SRO Log, Discipline Referrals
Milestone	EOY

In accordance with General Statute §115C-105.47 (b)(8), the following measures are used to determine

Target:	Improved School Safety and Student Conduct
Indicator:	Decreased Discipline Referrals, Decrease in Drop-out Rates
Milestone	EOY
Target:	Higher Expectations for Students
Indicator:	In the first semester of entering a program, they will show an increase in their academic
Milestone	EOY
Target:	Customer Satisfaction
Indicator:	Parent, Teacher, Student Survey expressing satisfaction will be 75% or better.
Milestone	EOY

In accordance with General Statute §115C-105.47 (b)(9), the following planned or recently completed

Professional Development	Planned/Completed				
General Principals' Meetings (Elementary/	In Process				
Videos - Bloodborne Pathogens, Epi-	Completed				
Pen, Diabetes, Asthma	Completed				
Videos - Gang Awareness - Critical Incide	Completed				
Drill Training - Fire, Tornado, Lockdown	Planned	monthly, one per year, one per semester			
SRO Training (ex. Crisis Intervention Train	Completed				
Certified Trainers assigned to high school	Completed				
Coaches' Certification	Completed				
Anti-Bullying Program	Planned				
School Nurse Training	Completed				

Pursuant to General Statute §115C-105.47 (b)(10), identify the district's plan to work effectively with local

*System-wide Safe Schools Plan indicates: Each middle and high school has access to the services of a School Resource Officer (SRO) who has direct contact with the Union County Sheriff's Office or the Monroe City Police Department. Currently, at least one SRO is allotted per middle/high pair; funds are being sought to expand to one officer for each middle and high school. Elementary schools have access to the SRO in emergency situations. DARE officers help as needed at the elementary schools. Each school works cooperatively with juvenile and criminal court officials to determine the proper placement of students who have violated the law. The court system notifies schools of students who have committed felonies. The District Attorney's (DA's) office is contacted when necessary to enforce trespassing, assault, firearm, vandalism and other applicable laws. Policies and Procedures for SRO are housed within each school.

Pursuant to General Statute §115C-105.47 (b)(11), identify the district's plan to provide access to

The UCPS Communications Office oversees and contributes to a variety of print and electronic media that requires school information. UCPS news appears in a variety of outlets including school and district newsletters, local newspapers and even national magazines. The UCPS Communications Office maintains effective and informative district and departmental websites including a website for the superintendent and the Board of Education.

Parents and the local community are informed via Connect-Ed., website postings, facebook, printed handbooks and agendas, letters home, student and family recognition programs, PTA/PTO-sponsored programs and information provided through partnerships with outside agencies such as the police and fire departments, emergency medical responders and other approved non-profit organizations.

Funding Uses and Sources – At-risk and Alternative Learning Schools and Programs		
Program or Strategy Being Funded	**Amount of Funding**	**Source of Funding**
English as a Second Language (ESL)		Local, State, Federal
Dropout Prevention Counselors (10)		State
In-School Suspension Programs		State
Remediation		State
School Improvement Grants		Federal
School Resource Officers (SRO's)		Local
Title I		Federal
Alternative School		State
K-2 & 3-8		Local
TRU - UCPS Tobacco Education Course		State
Summer School -Multi-Site Plan (EOC		Local
Money in lieu of Summer School		Local
Other Alternative Placements		