



## Mint Hill Middle School

School Improvement Team (SIT)

Thursday, 28 September 2023

4:30 – 5:30 pm

### SIT MEETING MINUTES

**Team Members:** Steve Drye; Don Fritz; Dayna Gerlach; Linda Higgins; Kerry Hummel; Lexi McKinney; Shea Mustian; David Lail; Nicole McConnell; Jill Pereira; Donna Ratchford; Liz Rutkowski; Maya Shinn

#### Welcome

- Meeting began at 4:30 pm via MS Teams.
- Principal Steve Drye welcomed all attendees and reviewed the minutes from the [31 August 2023](#) SIP meeting
- Minutes were approved unanimously.

#### SIT Meeting Dates

Principal Drye reviewed this year's meeting schedule with meetings and noted that meetings were scheduled for the 4th Thursday of each month in order to have more information to share with parents.

#### School Improvement Plan (SIP)

- Principal Drye reviewed the SIP and noted the addition of Indicator D1.02 and 2 associated action steps due to our designation as a TSI (targeted support) school based on the performance of our SWD subgroup.
- He noted that the SIP had been approved by the entire staff in a secret vote in a staff meeting held on Wednesday, 6 September 2023
- MHMS website has been updated with current year's information including:
  - Meeting Schedule, Membership, and Agendas / Minutes from this year's meetings.
  - Guest login credentials and links to NCStar are also posted at <https://www.cmsk12.org/minthillMS> and can vbe access by following [Our School](#) → [School Improvement](#).

#### Safety Plan

- Principal Drye noted that the Safety Plan had been presented to the staff in a staff meeting on Wednesday, 30 August 2023 and that all staff had participated in Active Survival Training on 16 August 2023.
- Staff has also received Go Bags and been trained in the use of their contents.
- Staff and students have practiced Lockdown and Fire Drills.
- School will practice severe weather drills in the next few weeks including Tornado Drill.

#### Remote

- Team reviewed and discussed the [MHMS 2023 -24 Remote Learning Plan](#) that has been prepared in the event that our school or the district has to close due to severe weather, loss of power, or other event beyond our control.
- It was noted that all work would be asynchronous for closures of a single day and that students would be counted **Present / Remote (1R)** if they completed asynchronous assignments associated with each class in Canvas within a given timeframe (e.g., 3 days).
- It was also noted that for closures resulting in 2 or more continuous days where in-person schooling was not possible, teachers would beginning providing synchronous instruction on day 2 according to a schedule that followed the MHMS bell schedule beginning with a 15-minute SEL Block followed by 30-minutes synchronous blocks for each scheduled class; a 30 minute lunch break; and an asynchronous block to conclude the day after lunch. The CMS A / B Day schedule would be followed and all schedules would be communicated via Canvas, Connect 5, ParentSquare, and our website.

#### Capturing Kids' Hearts

- Principal Drye provided an overview of the implementation of CKH which is a program focused on building strong relationships among staff and students.
- The team discussed the use of the Social Contract and 4 questions as tools in this work, and noted that a team of Process Champions will be trained on the upcoming workday on 7 November 2023 to assist in leading this initiative.
- All teachers are invested and working on this key initiative as a part of their annual professional development plans (PDPs).

#### Staffing 2023- 2024 - Vacancies

Principal Drye discussed current vacancies and staffing efforts for the 2023-24 school year:

<ul style="list-style-type: none"> <li>● He noted that he is continuing to seek to fill the following vacancies: Custodian; EC Assistant; Physical Needs Assistant; and ELA / SS 8 Teacher.</li> <li>● He also noted that MHMS had thankfully not lost staff through the teacher leveling process.</li> </ul>
<p><b>Logistics</b></p> <ul style="list-style-type: none"> <li>● Principal Drye noted that the new traffic pattern and traffic signal were working very well after some initial growing pains. He also noted that bus arrival times had improved with only one bus being moderately late / slightly outside the 3:15 - 3:45 pm dismissal window.</li> <li>● He noted that the issues with the Electronic Marquee had been resolved and were apparently due to a lack of communication with a particular computer (i.e., Lenovo) as the prior HP laptop had no issues. Transition of the operating software to a new HP laptop has fixed the problem.</li> </ul>
<p><b>Title IX Review</b></p> <ul style="list-style-type: none"> <li>● Principal Drye and AP Gerlach provided a review of the Title IX process and current reporting including: <ul style="list-style-type: none"> <li>○ Expansion of Title IX to encompass additional behaviors this year (e.g., stalking; domestic violence);</li> <li>○ Discussion of Title IX in opening of school grade level assemblies the first week of school;</li> <li>○ Completion of required training for all administrators, staff, and students (except for those whose parents opted them out);</li> <li>○ Expanded oversight from the CMS Title IX Office; and</li> <li>○ The documentation and process that is followed for every Title IX case that is reported per CMS protocols.</li> </ul> </li> <li>● MHMS continues to have an assigned District Investigator as well as a District Specialist who are very helpful in this work.</li> <li>● Our administrative staff communicates with both as they provide valuable guidance and assistance to ensure that all cases / investigations are in compliance with no unresolved cases in the Title IX portal.</li> </ul>
<p><b>Closing / Next Meeting</b></p> <ul style="list-style-type: none"> <li>● Meeting adjourned at 5:30 pm</li> </ul>

<b>All SIT meetings are open to interested parents or community members.</b>		
<b>Zoom:</b> <a href="https://bit.ly/SITMEET">https://bit.ly/SITMEET</a>	<b>Meeting ID:</b> 964 0282 6244	<b>Passcode:</b> 354256
<b>Resources</b>	<a href="#">SIT Meeting Dates 2022-23 (revised)</a>	<a href="#">CMS SIT Handbook 2023 - 2024</a>