



Mint Hill Middle School

School Improvement Team (SIT)

Thursday, 25 April 2024

4:30 – 5:05 pm

SIT MEETING MINUTES

Team Members

- **Present:** Steve Drye; Don Fritz; Linda Higgins; Kelly Holmes; Kerry Hummel; Lexi McKinney; Donna Ratchford; Maya Shinn; Nicole McConnell ;Liz Rutkowski
- **Absent:** Shelly Deberry; Dayna Gerlach; David Lail; Jill Pereira;

Guests: Shea Mustian

Welcome

Meeting began at 4:30 pm via MS Teams. Principal Steve Drye welcomed all attendees and reviewed the minutes from the [27 March 2024](#) SIP meeting. Minutes were approved unanimously.

SIT Meeting Dates

Principal Drye reviewed this year's remaining meeting schedule and noted that our next meeting is scheduled for 23 May 2024. Meetings are typically scheduled for the 4th Thursday of each month in order to have more information to share with parents.

SIP Review / Revision

Principal Drye reviewed the following:

- MVPA Benchmarks for quarter 3 were completed immediately before and after Spring Break with the school being on a modified schedule for 3 hours of uninterrupted testing to build testing stamina.
- Administrative staff engaged in a half-day Data Analysis session on 16 April 2024 followed by teacher / PLC analysis to create an EOG preparation plan for the 4-5 weeks until the EOGs begin in May.
- On 22 April 2024, Principal Drye presented his Quarter 3 Data Report Out to peers and district leadership. He reviewed this same presentation with the SIT.
- Principal Drye shared links to previously-shared information for reference including the [Quarter 2 Data Report Out](#) and the [Math 8: Bright Spot](#) notes.
- Principal Drye noted that an Annual Review will be completed with the SIT prior to 20 June 2024 to reflect on the effectiveness of current SIP action steps and make SIP revisions.

Cambridge

- Principal Drye shared a brief presentation on Cambridge International and noted that MHMS has applied to become a Cambridge school beginning with the 2024-25 school year.
- He invited SIT members to a Cambridge Parent Night With Stephanie Kelso to be held on Tuesday, 30 April 2024 at 6:30 pm in the Media Center.

Staffing 2024- 2025

- Principal Drye discussed:
 - Allotments and how they are determined;
 - The position exchange process;
 - Staffing planning for 2024-25; and
 - Vacancies for 2024-25 and the staffing timeline.
- He also expressed hope in finding candidates for the Math / Science vacancy 2024 - 25 at the upcoming CMS Job Fair to be held on 4 May 2024.

Title IX Review

- Principal Drye provided a review of the Title IX process and current reporting.
- He solicited input from parents concerning:
 - Recommendations for preventing sexual harassment in and ensuring that students understand their right to be protected from sexual harassment; and
 - Strategies for ensuring students understand how to report possible sexual harassment and are aware of the school's obligation to promptly and effectively respond to sexual harassment complaints.

- Previous suggestions were reviewed:
 - Reiterating / reinforcing these topics at upcoming discipline assemblies when student return from winter break in January 2024;
 - Following up with feeder elementary schools to determine any gaps for rising 6th graders;
 - Posting additional student-friendly signage to inform students of multiple ways to report potential Title IX violations (i.e., SS-ARS / Say Something App; Google Form on Launchpad);
 - Providing a Launchpad tour via CCTV announcements; and
 - Acquiring TVs to scroll key messages in high traffic locations throughout the school.
- Principal Drye noted that these topics were shared with students in January grade level assemblies and that Title IX is reported most frequently in person to a trusted adult although some cases have been reported via the SS-ARS app. It is evident that student 1) understand Title IX; and 2) know how to use various modalities to report concerns.

Calendar / Upcoming Events

- Principal Drye shared the following upcoming events and invited SIT members to participate:
 - **4/26: 8th Grade Social**
 - 4/29: AP / Dean Meeting?
 - 4/30:
 - AP / Dean Meeting
 - **Cambridge Parent Night**
 - 5/1: Baseball / Soccer Game - Steve
 - 5/6: Baseball / Soccer Game - Steve
 - 5/7:
 - **Principals Meeting**
 - 7/8: Band Concert - Daniel
 - 5/9: Orchestra Concert - Latoya
 - 5/13: 6th Band Concert - Dayna
 - 5/14: Dessert Theater - Monroe
 - 5/16
 - Spanish EOC
 - Dance Concert - Latoya
 - 5/17: Spanish EOC
 - 5/23: SIT
 - 5/24: Math EOG + Math I (8) EOC
 - 5/27: Memorial Day Holiday
 - 5/28: NJHS Induction - Steve
 - 5/28: EOG Makeups
 - 5/29: Reading EOG
 - 5/30: EOG makeups / Spanish EOC
 - 5/31: Science 8 EOG / Math I (7) EOC
 - 6/3: EOG Makeups
 - 6/4:
 - EOG Makeups
 - 6th Field Day
 - 6/5:
 - EOG Makeups
 - 7th Field Day
 - **6/6: 8th Promotion**
 - **9:00 - 10:30 - Diamond**
 - **11:30 - 1:00 - Emerald**
 - 6/7: Last Day of School
 - 6/10: EOG Remediation
 - 6/11: EOG Retest
 - 6/13: Makeups
- Principal Drye asked for SIT members assistance in soliciting EOG proctors for the tests to be given on 5/24 and 5/29.

Closing / Next Meeting

- Meeting adjourned at 5:05 pm
- Next meeting is Thursday, 23 May 2024 @ 4:30 pm on MS Teams.

All SIT meetings are open to interested parents or community members.

Teams: Click here to join the meeting	Meeting ID: 251 912 621 053	Passcode: AZvhds
Resources	SIT Meeting Dates 2023 - 24 (revised)	CMS SIT Handbook 2023 - 2024