



Mint Hill Middle School

School Improvement Team (SIT)

Wednesday, 27 March 2024

4:30 – 5:00 pm

SIT MEETING MINUTES

Team Members

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

Guests: Marcel Drayton; Shea Mustian

Welcome

Meeting began at 4:30 pm via MS Teams. Principal Steve Drye welcomed all attendees and reviewed the minutes from the [29 February 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 25 April 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 this week with school being on a modified schedule for 3 hours of uninterrupted testing to build testing stamina.
- Administrative staff will engage 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.
- At that time, a review of SIP Action Steps will occur and Principal Drye will present his Quarter 3 Data Report Out on 22 April 2024.
- Principal Drye shared links to previously-shared information for reference including the [Quarter 2 Data Report Out](#) and the [Math 8: Bright Spot](#) notes.

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.
 - current vacancies and staffing efforts for the 2023-24 school year.
- He also expressed hope in finding candidates for 2024 - 25 at an 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.
- Suggestions from the December meeting 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 additional suggestions will be acted on as Semester 2 begins.

Closing / Next Meeting

- Meeting adjourned at 5:00 pm
- Next meeting is Thursday, 25 April 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