



## Mint Hill Middle School

School Improvement Team (SIT)

Thursday, 30 November 2023

4:30 – 5:00 pm

### SIT MEETING MINUTES

**Team Members:** Steve Drye; Don Fritz; Dayna Gerlach; Kelly Holmes; Nicole McConnell; Lexi McKinney; Shea Mustian; Donna RatchFord; Liz Rutkowski; Maya Shinn

**Guests:** Marcel Drayton

#### Welcome

- Meeting began at 4:30 pm via MS Teams.
- Principal Steve Drye welcomed all attendees and reviewed the minutes from the [2 November 2023](#) 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 14 December 2023.
- Meetings are scheduled for the 4th Thursday of each month in order to have more information to share with parents.

#### State of the School Review

Principal Drye presented the [Quarter 1 Data Report Out](#) that each CMS principal shared in Learning Community Meetings on 29 November 2023.

#### Media Acquisitions

- Media and Technology Coordinator Shea Mustian shared pending media acquisitions and discussed the weeding of current holdings to eliminate out of date titles.
- She also shared titles that would be purchased in additional languages (e.g., Spanish, Russian; Ukrainian) in support of our ML students.

#### Staffing 2023- 2024 - Vacancies

- Principal Drye discussed current vacancies and staffing efforts for the 2023-24 school year:
- He noted that he is continuing to seek to fill the following vacancies:
  - 2 Custodians;
  - EC Assistant; and
  - ELA / SS 8 Teacher.

#### Logistics

Principal Drye noted that CMS has contracted with outside agencies to conduct Safety Assessments in the next 2 months including reviewing safety processes, the physical facility, and traffic flow.

#### Title IX Review

- Principal Drye provided a review of the Title IX process and current reporting including:
  - The Title IX process and flowchart;
  - The options for parents of Complainants including Supportive Measures only or Formal Complaint leading to either an Informal Resolution or Formal Investigation;
  - The completion of required training for our 2 newest administrators and students (except for those whose parents opted them out);
  - Expanded oversight from the CMS Title IX Office;
  - Title IX Liaison Meetings and desired timelines for inputting into the portal and resolving cases; and
  - The documentation and process that is followed for every Title IX case that is reported per CMS protocols.
- MHMS continues to have an assigned District Investigator as well as a District Specialist who are very helpful in this work.
- 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.

#### Closing / Next Meeting

- Meeting adjourned at 5:30 pm
- Next meeting is 14 December 2023 @ 4:30 pm

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

<b>Teams:</b> <a href="#">Click here to join the meeting</a>	<b>Meeting ID:</b> 251 912 621 053	<b>Passcode:</b> AZvhds
<b>Resources</b>	<a href="#">SIT Meeting Dates 2023 - 24 (revised)</a>	<a href="#">CMS SIT Handbook 2023 - 2024</a>