

South Charlotte Middle  
School Improvement Team  
January 16 2024

**Minutes for Approval**

Attendance: Lisa Newburger, Whitney Matthews, Kim Young, Catherine Laurenzi, Naomi O'Brien, Elizabeth Clarke, Giada Pozzo, Lisa Bailes, Janelle Davis  
Members: Jen Sweet, Laura George, Andrea Thompson

Topic	Notes
<b>Call to Order and Approval of Minutes</b> Christy Gannon	<b>Minutes from last meeting:</b> <div style="background-color: #e0e0e0; padding: 2px; display: inline-block;"> <b>SIT Dec. 11 2023</b> </div> Minutes approved
<b>New SIT Member Opportunity</b> Christy Gannon	PTO will put out ballot to replace member who left
<b>Shocker Showcase - Jan. 31</b> Jennifer Sweet	<ul style="list-style-type: none"> <li>● Same flow as last year, map slightly updated.</li> <li>● Ms. Tonya will set up like last year. Tables with some art in the cafeteria.</li> <li>● Same plan in Cafeteria as last year, too.</li> <li>● Bracelets as a parting gift? Do we have enough leftovers from last year? <b>No bracelets given out this year.</b></li> <li>● Parting gift- Mrs. Bailes</li> <li>● Raffle for filling out survey (QR code on brochure)- use spirit wear as prizes</li> <li>● Use a clicker at the front door to count # of attendants.</li> <li>● See Shocker Showcase Draft Plan for specific responsibilities + map (<a href="#">link</a>)</li> <li>● Yard signs, save the dates for feeder elementary schools- <b>Janelle Davis has the signs?</b></li> <li>● Ms. Newburger made posters</li> <li>● Hard copies of flyers to local residences- <b>Try to do more digitally instead: Facebook, ParentSquare, Instagram, neighborhood groups</b></li> <li>● Name badges for everyone, including student helpers</li> <li>● Internal signage- signs sticking out from doors to be read at a distance</li> <li>● Electronic sign is not working- won't be used for advertising</li> <li>● Attendance and feedback QR code</li> <li>● Sunny Binder: FAN parents will probably help.</li> <li>● Mrs. Bailes wants to make a video.</li> <li>● Ideas: "Future SCMS Student" backdrop, family photos, somehow make a link for them to get the photo? This could be a way to get people's information and feedback? They have to fill out a</li> </ul>

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	<p>form to get the photo? Little printer that prints pictures out in the moment?</p> <ul style="list-style-type: none"> <li>● 2 Yearbook students take pictures and then upload to Google Drive, link to folder sent out afterwards to all people whose email address was captured</li> <li>● Pamphlet given out at front door with map and QR codes</li> <li>● Give out Save the Dates at fine arts concerts and sporting events <a href="#">Done!</a></li> <li>● Invite future HS representatives to run a table? Matthews reached out and people weren't as interested as we'd hoped. Bailes will reach out again. <a href="#">Milliote is coming</a></li> <li>● Students will stay after school that day (won't go home), we will have pizza</li> <li>● "Permission form" for students to stay and help or go home and come back at 5 pm (will help with headcount for pizza and name badges) <a href="#">Expectation is that students stay after school if they are staying to help- not go home first. Teachers will have contact with parents about students staying.</a></li> <li>● PTO doing cookies and sparkling cider for visitors, pizza for students and staff before event</li> <li>● Attire: Professional for school staff, students should not wear leggings or ripped jeans, tour guides (NJHS and Beta and Student Council) will wear black and white.</li> </ul>
<p><b>PTO Report</b> Janelle Davis</p>	
<p><b>Principal's Report</b> Lisa Bailes</p>	<p>Beginning Guitar might be offered to 8th graders 2nd semester? On A Days with Mr. Namkoong.</p>
<p><b>Future SIT Dates:</b> Monday, February 5 Monday, March 4 Monday, April 15 Monday, May 6 Monday June 10</p>	

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