



Mint Hill Middle School

School Improvement Team (SIT)

Wednesday, 24 January 2024

4:30 – 5:00 pm

SIT MEETING MINUTES

Team Members: Steve Drye; Don Fritz; Dayna Gerlach; Kerry Hummel; David Lail; Donna RatchFord; Liz Rutkowski

Guests:

Welcome

Meeting began at 4:30 pm via MS Teams. Due to technical difficulties, the meeting was switched to Zoom which may have affected attendance. Principal Steve Drye welcomed all attendees and reviewed the minutes from the [14 December 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 22 February 2024. Meetings are scheduled for the 4th Thursday of each month in order to have more information to share with parents.

SIP Review / Revision

Principal Drye discussed upcoming revisions to be made to the SIP once Quarter 2 MVPA Benchmarks are completed and the data available for analysis. Remediation / re-engagement plan will be developed as a result of this data and the SIP will be revised for the EOY.

Schools To Watch

Principal Drye and Assistant Principal Gerlach discussed the STW process and the upcoming visit on Monday, 29 January 2024.

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: 4 Custodians and 1 ELA / SS 8 Teacher.
- He also expressed hop in finding candidates for 2024 - 25 at an upcoming CMS Job Fair to be held on 23 March 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 22 February 2024 @ 4:30 pm

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](#)