



Mint Hill Middle School

School Improvement Team (SIT)

Thursday, 30 May 2024

4:30 – 5:05 pm

SIT MEETING MINUTES

Team Members

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

Welcome

Meeting began at 4:30 pm via MS Teams. Principal Steve Drye welcomed all attendees and reviewed the minutes from the [25 April 2024](#) SIP meeting. Minutes were approved unanimously.

SIP Annual Review and Meetings

Principal Drye reviewed the following:

- EOG progress with only Science 8 EOG and Math I (7th Grade) EOCs to be administered on Friday, 31 May 2024.
- Our close out meeting to create / review the required SIP Annual Review will be held on Wednesday, 19 June 2024 @ 4:30 pm on MS Teams.
- Principal Drye shared the 2022-23 Annual Review as a model for the team to review.

Proposed 2024-25 Teacher Workdays

- Principal Drye shared a [draft](#) workdays document for review and input by the SIT with new CMS Crown Academy Onboarding Experience 2024 parameters considered.
- Maximum optional workdays were included in support of this new initiative per CMS directives.

Staffing 2024- 2025

- Principal Drye discussed current vacancies as follows:
 - EC Assistant / PNA - 2024 -25
 - EC Assistant - Extensions
 - Math / Science Teacher 7
 - Math Teacher
- He also discussed possible position exchanges for guest teachers if no suitable math candidates could be located by August.

8th Grade Promotion

Principal Drye discussed logistics and messaging associated with the upcoming 8th grade promotion ceremonies.

Title IX Review

- Principal Drye provided a review of the Title IX process and current reporting.
- He solicited input from parents concerning additional:
 - 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 grade level assemblies;
 - 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 second semester 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 students 1) understand Title IX; and 2) know how to use various modalities to report concerns.
- Principal Drye noted that Title IX incidents at MHMS continue to decline and he attributed this to ongoing efforts to educate students.

Calendar / Upcoming Events

- Principal Drye shared the following upcoming events:
 - 6/3: EOG Makeups
 - 6/4: EOG Makeups / 7th Field Day
 - 6/5: EOG Makeups / 6th 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 noted that a Google Form will be sent out to solicit SIT / PTSA members for 2024-25.

Closing / Next Meeting

- Meeting adjourned at 5:15 pm
- Next meeting is Wednesday, 19 June 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