



Mint Hill Middle School

School Improvement Team (SIT)

Thursday, 14 December 2023

4:30 – 5:00 pm

SIT MEETING MINUTES

Team Members: Steve Drye; Don Fritz; Dayna Gerlach; Linda Higgins; Kerry Hummel; David Lail; Lexi McKinney; Shea Mustian; Donna RatchFord; Liz Rutkowski; Maya Shinn

Guests: Shea Mustian

Welcome

Meeting began at 4:30 pm via MS Teams. Principal Steve Drye welcomed all attendees and reviewed the minutes from the [30 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.

Feedback Opportunities

Principal Drye discussed recent feedback opportunities including:

- CMS Learning Walks on Tuesday, 12 December 2023 in which MHMS hosted principals to visit Math I and Math 8 classrooms to observe our work to increase student discourse and student ownership; and
- Our Capturing Kids' Hearts visit on Wednesday, 13 December 2023 to observe the state of our CKH implementation.
- Feedback was very positive in both instances with CKH stating that we were on track to become a CKH National Showcase School.

Cambridge

- Principal Drye discussed MHMS's upcoming application to become a Cambridge middle school.
- He shared information about the program and informed SIT members to look for announcements for an upcoming parent night in second semester.
- More information can be found at <https://www.cambridgeinternational.org/>.

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: 3 Custodians and 1 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.
- The first of these is scheduled for Friday, 15 December 2023.

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 discussed included:
 - 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.

Closing / Next Meeting

- Meeting adjourned at 5:00 pm
- Next meeting is 18 January 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