



Mint Hill Middle School

School Improvement Team (SIT)

Thursday, 2 November 2023

4:30 – 5:00 pm

SIT MEETING MINUTES

Team Members: Steve Drye; Don Fritz; Dayna Gerlach; Linda Higgins; Kerry Hummel; Lexi McKinney; Shea Mustian; David Lail; Jill Pereira; 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 [28 September 2023](#) SIP meeting
- Minutes were approved unanimously.

SIT Meeting Dates

Principal Drye reviewed this year's meeting schedule and noted a few date changes to the remaining meetings. Meetings are scheduled for the 4th Thursday of each month in order to have more information to share with parents.

End of Quarter Review

School Improvement Plan (SIP)

- Principal Drye reviewed progress made on action steps by indicator as follows:
 - **A2.04**
 - Continuing to work on increasing student ownership and autonomy;
 - MTSS / Miner Time underway; awaiting EVAAS data for possible tweaks.
 - **A4.01**
 - Data meetings occurring weekly;
 - Completing Quarter 1 Assessments with data analysis to come on 16 November 2023;
 - Quarter 1 behavior and management reviewed in Staff Meeting this week with Behavior Incentive Day tomorrow;
 - Behavioral interventions / small groups begin next week;
 - OSTT: 76 students served in Miner Time / 40 afterschool; a few spots remain.
 - Extended Day begins soon.
 - **A4.06**
 - Attendance improving with plan measures (e.g., home visits)
 - Caring Schools Curriculum (SEL) and Capturing Kids' Hearts being implemented to equip students with skills;
 - Behavior Matrix present and being discussed in class and schoolwide
 - **B3.03**
 - Classroom Walkthrough and Core Action Walkthroughs are ongoing;
 - Coaching / RELAY participation noted
 - **E1.06**
 - Wednesday Study Hall occurs as a part of MTSS / MinerTime weekly;
 - Quarterly Parent Meeting upcoming
- Principal Drye discussed that MHMS is a TSI school due to the performance of our SWD subgroup. A Needs Assessment is currently being completed in response to this.
- Principal Drye discussed the ongoing Quarter 1 Benchmark Assessments and the upcoming data analysis day scheduled for 16 November 2023 Where our IL Team little action plan two address any areas indicated by the data through additional, small group instruction or reteaching.

Capturing Kids' Hearts

- Principal Drye discussed the use of CKH strategies to build strong relationships among staff and students and noted that suspensions were significantly down from last year.
- The team discussed the use of the Social Contract and 4 questions as tools in this work, and noted that a team of Process Champions will be trained on the upcoming workday on 7 November 2023 to assist in leading this initiative.
- All teachers are invested and working on this key initiative as a part of their annual professional development plans

(PDPs).
<p>Staffing 2023- 2024 - Vacancies</p> <p>Principal Drye discussed current vacancies and staffing efforts for the 2023-24 school year:</p> <ul style="list-style-type: none"> ● He noted that he is continuing to seek to fill the following vacancies: <ul style="list-style-type: none"> ○ 2 Custodians ; ○ ECAssistant; and ○ ELA / SS 8 Teacher. ● He also noted that MHMS had successfully hired
<p>Logistics</p> <ul style="list-style-type: none"> ● Principal Drye noted that the new traffic pattern and traffic signal were working very well after some initial growing pains. He also noted that bus arrival times had improved with only one bus being moderately late / slightly outside the 3:15 - 3:45 pm dismissal window. ● He noted that the issues with the Electronic Marquee had been resolved and were apparently due to a lack of communication with a particular computer (i.e., Lenovo) as the prior HP laptop had no issues. Transition of the operating software to a new HP laptop has fixed the problem.
<p>Title IX Review</p> <ul style="list-style-type: none"> ● Principal Drye and AP Gerlach provided a review of the Title IX process and current reporting including: <ul style="list-style-type: none"> ○ Expansion of Title IX to encompass additional behaviors this year (e.g., stalking; domestic violence); ○ Discussion of Title IX in opening of school grade level assemblies the first week of school; ○ Completion of required training for all administrators, staff, and students (except for those whose parents opted them out); ○ Expanded oversight from the CMS Title IX Office; 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.
<p>Closing / Next Meeting</p> <ul style="list-style-type: none"> ● Meeting adjourned at 5:00 pm ● Next meeting is 30 November 2023 @ 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