


South Charlotte Middle
School Improvement Team
September 9, 2024

Members Present (check if present)

x	Lisa Bailes	x	Janelle Davis	x	Whitney Matthews	x	Kim Young
x	Julie Breland	x	Christy Gannon	x	Lisa Newberger		
x	Elizabeth Clarke	x	Catherine Laurenzi		Giada Pozzo		
	Amanda Daniels	x	Angela Mallette		Paolo Strand		

Topic	Notes
Welcome and Introductions Kim Young	
Review of Functions and Duties of SIT and Election of Roles Kim Young	Christy Gannon - Chairperson Kim Young - Cochairperson Ms. Mallette/Ms. Breland - Recorder
Additional Parent Membership Kim Young	Ms. Davis/PTO received 1 candidate in August. - John Marcus Hicks. In addition there was a candidate last year Tameka Watkins.
Title IX Discussion Kim Young	<ul style="list-style-type: none"> Students took the district Title IX course in Canvas on Sept. 5 All staff also took required Title IX training. When a report is made, administrators consult with district specialists.
Safety Plan Andrea Thompson	<ul style="list-style-type: none"> district plan in place and approved by district trained staff with all scenarios at Opening Faculty meeting go over with students tornado, fire, lockdown drills levels of crisis plans to respond to different levels of crisis Evolv System is up and running <div style="background-color: #e0e0e0; padding: 2px; display: inline-block;"> 24-25 Safe School Plan </div>
School Improvement Plan Kim Young	Reviewed the SIP Goals on Indistar. Explained that once feedback is received and edits have been made, the SIP will be emailed out and we will vote through Google Forms.
Non Athletic Stipends Kim Young	<ul style="list-style-type: none"> Link to w Updated - CMS Non-Athletic Stipends 8.2... submit all requests for all non-athletic stipend payments by April 1, 2025.

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<p>PTO Report Janelle Davis</p>	<p>\$12,000 for annual fund Ms. Gannon won the Panther tickets! New Spirit Wear Chair - 6th Grade Ms. Melkonian. some open executive board roles Ms. Buher is treasurer - elect. Ms. Davis will meet with counselors and 8th grade team next week.</p>
<p>Principal's Report Lisa Bailes</p>	<p>September 16 6th grade Curriculum Night at 6:30 pm September 17 -7th and 8th grade Curriculum Night at 6:30 pm Enrollment is lower than projected. This school community is more transient than before. District had 12,000+ no shows. School year has started well. Staff is incredible. One vacancy is in Science 8.</p>
	<p>Future SIT Dates: Monday, Oct. 7 Tuesday, Nov. 12 Monday, Dec. 2 Monday, January 13 Monday, February 3 Monday, March 3 Monday, April 7 Monday, May 5 Wednesday, June 11</p>

Leadership Positions

As the instructional and organizational leader of the school, the principal is ultimately responsible for the effective implementation of the school improvement process. However, effective implementation by definition must include the sharing of responsibilities and decision-making with other members of the team. Below is a list of leadership positions and responsibilities that should be established for each School Improvement Team at the beginning of each school year. Each team should elect these positions. Any team member other than the school principal may serve as an officer on the School Improvement Team.

Chairperson:

- Meets regularly with the principal to discuss school issues and develop a meeting agenda. Standing items on the agenda should include:
 - Reviews minutes from last meeting
 - Updates from any sub-committee meetings or assigned projects
 - Reviews progress toward objectives set in SIP
 - Requests agenda items for next meeting
 - Reviews meeting schedule and confirms next meeting date
- Leads meetings and facilitates distribution of agenda to all team members of the School Improvement Team
- Keeps the team focused on the topic of discussion
- Reminds team members about meetings at least one week in advance
- Assists in completing reports due for the team
- Facilitates the public notification of meetings

Co-Chairperson:

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- Runs the meeting when the chairperson is absent
- Assumes all responsibilities of chairperson in the event that the chairperson is unable to complete term

Recorder:

- Takes minutes at all meetings
- Sends copies of minutes within one week to all School Improvement Team members
- Posts minutes of each School Improvement Team meeting no later than 10 days after the meeting on school website
- Maintains copies of minutes and quarterly/annual reports, School Improvement Team Handbook, and other important documents

Team Members:

- Attend meetings regularly
- Represent the interests of constituent group - not just their own
- Determine how to engage stakeholders in meaningful ways in school affairs
- Commit to working collaboratively with team
- Bring issues and concerns of constituent group to team meetings and communicates the activities and decisions made by the School Improvement Team
- Accurately communicate information from the School Improvement Team to their constituent group

Functions of a School Improvement Team (SIT)

- Facilitates the involvement of the school community in the development of the School Improvement Plan
- Encourages, supports and creates opportunities for involvement from parents in the community
- Contributes to the design of the School Improvement Plan
- Monitors the effectiveness of the School Improvement Plan strategies