

Brennen Elementary School Improvement Council (SIC)

Meeting Minutes Date: Tuesday, February 10, 2026 Time: 5:30–6:30 p.m. ET

Location: Brennen Elementary School Library

1. Call to Order

The meeting was called to order by **Chair Mike Harmon**.

2. Attendees

Present: Mike Harmon (Chair); Principal Tiffany Ligon; Jake Chapiesky (Secretary); Kara Knight (PTO); Sarah Owens (PTO); Beth Moore; Kim Flicker; Briget Wilson

A sign-in sheet was circulated.

3. Approval of Minutes

· October, November, and January minutes were reviewed asynchronously before the meeting and approved in bulk by all in-person voting members. Stephanie Blackmon was contacted via phone, where she cast her approving vote.

Action: Jake will collate the minutes and coordinate the effort to post the approved minutes to the website.

4. Principal's Report — Principal Tiffany Ligon

Principal Ligon provided updates on school operations, assessments, and staffing:

· **Assessments:** WIDA testing for multilingual learners is underway (nearly 150 students participating); district practice assessments (PA) scheduled for grades 3–5; second grade participation was opted out to preserve instructional time.

· **Staffing & Supports:** Principal Ligon noted ongoing teacher support and recent PTO teacher appreciation events.

5. Junior Achievement / BizTown

- **Dates:** Junior Achievement BizTown will run **March 16–20** and **March 23–25**; Brennen's scheduled day is **March 20**. (Time Commitment is 8:45am-1:00pm)
 - **Location:** Heyward Career Center to host the event to accommodate pop-up business setups.
 - **Funding:** District approved funding of **\$5 per student** so no student fee is required.
 - **Volunteers:** Each BizTown business requires an adult volunteer; volunteers must complete district volunteer paperwork/background checks. SIC discussed organizing a volunteer sign-up and shift structure and broadening outreach to community volunteer pools.
- Action:** Principal Ligon will forward the volunteer flyer and QR sign-up link; **Mike Harmon** will distribute materials to SIC and coordinate broader outreach.

6. PTO Report — Kara Knight & Sarah Owens

- **Outdoor Classroom:** Progress update — design and materials planned; awaiting district approval to level and prepare the area; PTO budget approved for materials and volunteer labor coordinated by Rachel Littlejohn and parent volunteers.
- **Annual Auction:** Scheduled for **March 21**; ticketing, event details, and communications plan are being actively developed and actioned.

7. SIC Initiatives and Family Resource Survey

- **Family/Community Survey:** Beth Moore presented a plan for a short, accessible survey to gather family, student, teacher, and community input on priorities (belonging, supports, engagement). The group discussed translation, anonymity, and strategies to increase participation (online forms, paper copies at VIP Day, incentives, and clear communication about how results will be used).
- **Timeline:** Aim to circulate the survey in late February–March to inform the annual report and spring planning; results to be summarized and shared with families and staff.

Action: Beth to finalize the survey and will circulate the most recent draft; SIC to help develop a communication plan (QR codes at events, classroom administration for students, translated options).

8. Outdoor Classroom and Facilities

- The outdoor classroom will reuse existing pavers/rocks and add benches and a leveled platform for outdoor instruction; district approval is pending.

- **Teacher access/booking:** Discussed a simple sign-up system (similar to conference room sign-out) and grade-level scheduling options to ensure equitable access.

Action: PTO coordinates volunteer workdays and may consider a ribbon-cutting/promotion plan once installation is complete.

9. Faculty & Community Updates

- Recent successful events: Boys Bingo night; kindergarten orientation (~70 new students/families).

- Upcoming events: VIP Day (Feb 27); Sweetheart/Daddy-Daughter event; Annual Auction (Mar 21).

- Communication note: Ensure website and social channels list current dates, times, and ticketing information.

10. Action Items (Summary)

1. **Jake Chapiesky** — Collect approvals for October, November, and January minutes and post approved minutes.
2. **Mike Harmon** — Distribute Junior Achievement volunteer flyer and coordinate outreach to community volunteer pools.
3. **Principal Tiffany Ligon** — Forward volunteer and technology requirement materials for BizTown; confirm final volunteer spreadsheet and share names for clearance checks.
4. **Beth Moore** — Finalize family/community survey and coordinate translation and distribution plan.
5. **PTO / Volunteers** — Continue outdoor classroom development and schedule volunteer workdays pending district approval.
6. **PTO** — Continue to track towards Auction planning and communications.

11. Next Meeting

Next SIC Meeting: Tuesday, March 10, 2026 at 5:30PM, Brennen Elementary School Library.

12. Adjournment

The meeting was adjourned at approximately 6:30 p.m.

Prepared by: Jake Chapiesky, SIC Secretary **Date prepared:** February 10, 2026