

Brennen Elementary School Improvement Council (SIC)

Meeting Minutes

Date: Tuesday, March 10, 2026

Time: 5:30–6:24 p.m. ET

Location: Brennen Elementary School Library

1. Call to Order

The meeting was called to order by **Chair Mike Harmon**, who asked the group to stay close to the agenda to respect everyone's time.

2. Attendees

Present (as recorded in the meeting transcript and prior SIC/PTO notes): **Mike Harmon (Chair); Tiffany Ligon (Principal); Jake Chapiesky (Secretary); Stephanie Blackmon; Caroline McManus; Beth Moore; Kara Knight; Sarah Owens.**

3. Approval of Minutes

- **February minutes** were approved by motion and second; vote carried.
 - **Action:** Jake Chapiesky will collate and post the approved minutes to the media center/website.
-

4. Principal's Report

Assessments & Testing

- State testing for multilingual learners (MLL) recently concluded; the process spans about one month.
- Second-grade testing for gifted & talented consideration completed.
- MVPA practice assessments administered in preparation for May state testing.

Events & Logistics

- **Class and individual spring pictures** scheduled for **March 19**; yearbook orders available via social media.
 - District decision pending about the **Friday before spring break** (possible e-learning/makeup day).
 - **Junior Achievement / BizTown** volunteer sign-ups requested for March 16–27 at **C.A. Johnson gym** (8:45–1:00).
-

5. PTO Report — Kara Knight

Recent events

- **Daddy–Daughter Dance** and **VIP Day** were successful; VIP Day check-in procedures worked well.
- **Annual Auction** scheduled for **March 21**; ticket sales encouraged.

Upcoming / Planned

- **Field Days:** May 15 & 18.
 - **Testing Season Survival Lunch** (formerly “Lucky Lunch”) moved to **April 27** to avoid calendar conflicts with the auction.
 - PTO continues to coordinate teacher support events and volunteer efforts.
-

6. SIC Initiatives, Survey Findings, and Next Steps

Survey overview

- The Brennan Community Survey collected **596 responses** across parents, students, staff, and community members; TalkingPoints was the primary communication channel cited by respondents.
- Strengths: strong teacher–student relationships, high sense of safety and belonging, positive house system and community engagement.
- Priority concerns: **bathroom cleanliness and privacy** (especially 5th-grade boys’ restrooms), condition of portable classrooms, and cafeteria issues (wet tables, tray concerns).

Student voice & listening

- Some students expressed uncertainty about whether adults listen to them; SIC discussed repeating and refining survey questions to track progress.

Next steps

- Invite survey respondents (parents, community leaders, staff) to a listening session at the next SIC meeting to review findings and gather input.
 - Extend teacher survey window (already extended through Friday) to increase staff participation.
 - Prepare a data-driven summary for district facilities requests (bathrooms, portables, security) and coordinate follow-up with administration.
-

7. Facilities Discussion (Bathrooms & Cafeteria)

Bathrooms

- Repeated student requests for **urinal dividers** and improved privacy in 5th-grade restrooms; cleanliness declines during the school day were noted.
- Suggested actions: student ownership messaging, targeted behavior conversations with older students, midday custodial checks where feasible, and a formal district request for renovations (some hallway work anticipated this summer).

Cafeteria

- Student concerns about **wet tables** between grade transitions; SIC discussed ways to increase student ownership (e.g., table-drying routines) and to coordinate with cafeteria staff on turnaround procedures.
-

8. Junior Achievement / BizTown Volunteer Coordination

- BizTown runs March 16–20 and March 23–25; Brennen's assigned day is **March 20** (Hayward Career Center).
 - District funding covers \$5 per student; no student fee required.
 - Each BizTown business requires adult volunteers who must complete district volunteer paperwork/background checks.
 - **Action:** Principal Ligon to forward volunteer flyer and QR sign-up; SIC members to assist with outreach and shift coverage.
-

9. Action Items (Assigned)

1. **Jake Chapiesky** — Post approved February minutes to media center/website; collate March minutes for distribution.

2. **Principal Ligon** — Share BizTown volunteer flyer/QR sign-up with SIC; continue teacher survey outreach.
 3. **SIC leadership** — Schedule and promote the listening session for survey respondents at the next SIC meeting.
 4. **SIC + Admin** — Draft a concise, data-driven summary of facility concerns to submit to the district facilities office.
-

10. Next Meeting

Next SIC Meeting: Tuesday, **April 14, 2026** (members to confirm time and location).

11. Adjournment

The meeting was adjourned at approximately **6:24 p.m.**

Prepared by: Jake Chapiesky, SIC Secretary

Date prepared: March 10, 2026