SCHOOL IMPROVEMENT TEAM

Meeting Agenda & Minutes

Date: September 24, 2026	**Timekeeper:** Truesdell
Meeting Time: 8:15 am	**Note Taker:** Douglas

1 • Team Goals & Purpose

- Facilitate the involvement of parents, school community, and teachers in developing the School Improvement Plan.
- Encourage and create opportunities for involvement within the school for parents and the community.
- Continuously monitor the effectiveness of the School Improvement Plan and make data-driven amendments as needed.
- Review policies and procedures that enhance student and school safety.

2 • Follow-Up & Accountability

Approval of Previous SIT Meeting Minutes: ☐ Approved ☐ Approved with revisions ☐ Tabled ■ N/A

Old Business- 1st meeting of the school year

3 • Team Members Roster

Role / Representation	Member Name(s)
Parents	Molly Carter, Jay Dy, Jessica Hightower, Jennifer Narus, Kristen Palmer, Karthikeyan Pandurangan
Instructional Staff	Anne Cooper, Shari Douglas, Mandy Leonard, Michelle Truesdell
Teacher Assistant	Julie Gibbons
Administrative Team	Jigna Patel, Temika Smith, Lexie Landers (Principal Intern)

4 • 2025–2026 Meeting Schedule

• October 29, 2026	• November 19, 2026	• December 17, 2026	• January 28, 2027
• February 25, 2027	• March 18, 2027	• April 29, 2027	• May 27, 2027

5 • Key Discussion Topics

• Culture

Discussion regarding school climate, community engagement, and cultural initiatives: Character conversation at the start of the year, quarterly behavior assemblies, caring schools' lessons, SEL skills, and emotional regulation are highlighted, counselor lessons, working on leadership roles for all students and Bear Paws are being implemented.

• Academics

Updates on curriculum, student performance data, instructional strategies: Review of SIP goals for K-2 & 3-5. Discussion on how growth is measured; DIBELs is now K-5 and current data and growth goals.
Our goal is to increase CCR (number of students at level 4's and 5's. Reading 78.3 – 82.1, Math 87.4 -87.8, Science 90.8 – 91.7 Grade Level Breakdown- 3rd Reading increased 14 points, math decreased 1.2 points- 4th Reading remained the same, math decreased .3 points- 5th Reading increased .4, math increased 2.3 points

• Leadership

School Leadership Team updates, committee reports, and strategic planning:
School Improvement Plan- Review of plan for the 26-27 school year
Election of new SIT members- parents and staff who have been on the SIT for two years are rolling off.
Stipends- Priority 1: Clubs affiliated with a national or state organization that meet after school- Clubs that meet before school- Math Olympiad/Mathapalooza, Science Olympiad, Reading Rumble- clubs are anticipated to start in October/November and be held until April. Priority 2: Approximately 125 students will participate. Priority 3: Clubs meet for 45 minutes up to an hour once per week.

• Title IX

Compliance updates, safety procedures, and policy awareness:
Title IX quarter 1 presentation. Discussed quarterly compliance, Title IX scope & Sexual Harassment using district PowerPoint. We also build character through Leader in Me, morning meetings, counselor lessons teach SEL skills.
In compliance with OCR directives, CMS has developed age-appropriate lessons for all 1-12 students on the following mandated topics: K-2-Focuses on social skills, consent and personal boundaries, and practicing kindness and respect. All students- Learn how to recognize and prevent harassment, seek help, and report concerns.
All students must receive instruction on the above topics, unless a parent/guardian completes the opt-out form.

• Safety / Policy / Procedure Review

Discussion notes, policy reviews, and action items for school safety: Secretaries are asking safety questions prior to letting visitors in the building.
Secretaries will continue to ask the following questions when visitors enter the building. This will serve as another safety measure for parents and community members entering our building. 1. What is your full name 2. What is your reason for visiting Ballantyne Elementary 3. Can you tell me the grade and classroom teacher of your child.

• Parent & Community Voice

Feedback, community questions, and parental engagement opportunities: Discussion on updating the school's vision and mission statement. What should a student's legacy be leaving BES?- Character, self-confidence, critical thinkers, leadership. Draft will be created with input from teachers and staff. Discussion on growth- What do you think got us to an A school? Literacy small group instruction, Jennifer Seravallo training, Bear Leader Ceremony.