

**Centennial Middle School
SIP Minutes
1:00 p.m. Sixth Grade Conference Room
September 21, 2011**

Present:

Pam Bagosy, Parent
Maria Latham, Parent
Lisa Welch, Teacher
Jennifer Barshaw, Teacher
Rachelle Kalbfleisch, Teacher
Bill Fransee, Teacher
Nancy Horvat, Support Staff
David Phillips, Principal

I. Announcements

- David Phillips welcomed everyone to the SIP committee for 2011-2012 school year. We will need to fill two parent seats on the SIP. The process in the past is to solicit candidates through PTO. We have received one inquiry to date
- An expressed appreciation was offered for the contributions of Brooke Ortwine and Keith Niedbala for serving three years on SIP.
- New teachers elected by the staff to assume new three year terms: Rachelle Kalbfleisch and Bill Fransee.
- A brief overview of the role of the SIP committee was provided. Highlights included the endorsement of building operations including curriculum, code of conduct, and budget. It is also the SIP's responsibility to monitor and make suggestions regarding the School Improvement Process.
- A brief discussion took place on the administrative changes for next year. The committee was briefed on how the transition would be facilitated. Very little changes will be noted.
- Although Registration Day witnessed improvements in traffic flow (pictures on stage) there were some concerns regarding the accuracy and completeness of some of the important information obtained that day. The concerns will be address later in the school year.
- Curriculum night was well attended. Again, the PTO sponsored a shuttle bus to and from MMS to relieve parking concerns. Good feedback from the parents.
- Staff hiring resulted in Jesse Christner hired for two hours to teach 7th grade Social Studies (Jesse completes his day at SLHS). Paul Shimones has been hired to teach 6th grade science.

II. Upcoming Events

Count Day – October 5
Activity Night – October 6
Band Night – October 7
MEAP Testing Window – October 11-20. Make up to follow.
Parent/Teacher Conferences - October 24

III. School Improvement/NCA-Update

- The Annual Report was made available for SIP to review. A brief discussion on what the purpose of the AR entails and what is included in the report
- CMS has earned a statewide ranking that places it in the 95 %tile of all the middle schools in the State of Michigan. This is following making AYP and earning all A's for ten straight years.

- The bar has been raised by the State as to the cut scores indicating proficiency and non-proficiency. A chart was handed out to the SIP that provided examples of new standards for each grade level area.
- From our data comes a district and building goal to narrow the achievement gap between our high and low achieving students. For the purposes of this goal, providing support for special education students will be the focus of our efforts.
- The staff continues to implement strategies for our two NCA achievement goals. Also, a progress report has to be filed with QAR team, reflecting our progress to responding to their two recommendations (re: stakeholders and mission statement). The report is due in mid December.

IV. Budgetary Discussion

Two Promethean boards have been installed at CMS. Seven licenses came with the purchase. CITA purchased 10 more for the staff. A proposal may be created soon to provide licenses to the remaining staff.

With the exception of special education classrooms and a few electives, ELMOS have been deployed to all core areas and the music department. There are a couple of ELMOS available for check out in the media center.

MEAP materials have arrived. We will be bringing in guest teachers to begin sorting the materials. We use the same personnel each year as they are familiar with security issues.

The final budget totals are available for 2010-2011. Jim Graham will be notifying buildings soon about any carryover. However, Jim will transfer funds from the current budget as an installment on the copiers purchased last year.

V. Code of Conduct/Restorative Updates

A brief discussion took place regarding enacting the Code of Conduct prior to the handbooks that are passed out on the second full day of school. It was conveyed that the code will be enforced at the beginning of the first day. Discretion will be used for new students and while considering the nature of the offense.

Code of Conduct reviews goes video! Several staff members volunteered to be video taped covering the key points of the code. On September 8, the summaries were aired to the student body at the beginning of each hour. Good reviews. Derrek Ross led this first time attempt.

VI. New Business

Jennifer Barshaw placed an item for discussion for the SIP Meeting. The discussion focused on the use of color printers in the building. Currently there are no parameters for linking with one of the printers throughout the building. Since it does impact the budget, it was suggested a set a guidelines be established for color printing. The staff on the SIP will consult their colleagues regarding their needs and make suggestions at the next meeting.

VII. Parking Lot

Mr. Fransee inquired about the use of Moodle for his lab. The question was deemed a district policy (appropriate grades levels) and could not be addressed by the SIP.

Next meeting: October 19, 2011

**Shared Involvement Process Survey (Community)
2010-2011
Building Name: Centennial Middle School**

Response choices were: SA=Strongly Agree, A=Agree, N=Neutral, D=Disagree, and SD=Strongly Disagree.

Selection Process

	SA	A	N	D	SD
The SIP team is representative of the staff as a whole.	58%	42%			
The SIP team is representative of the parents.	28%	58%	14%		
The SIP selection process is appropriate.	48%	44%	8%		

Decision Making Process

	SA	A	N	D	SD
Decisions if the SIP team are strongly focused on student learning.	37%	57%	6%		
NCA goals are supported by SIP decisions.	37%	63%			
The decision-making process of SIP is clear to staff.	33%	51%	15%	1%	
Decisions made by the SIP team are implemented.	34%	49%	17%		

Communications Process

	SA	A	N	D	SD
Decisions made by the SIP team are communicated to	46%	50%	4%		

the staff.					
Decisions made by the SIP team are communicated to the parents.	35%	49%	13%	3%	
Procedures are in place to give staff and parents input to the SIP team.	37%	41%	15%	7%	

Comments:

Strengths

- The SIP process works well in this building. The agenda is distributed to the entire staff well before the meeting. The minutes are distributed to the entire staff after the meeting. I have never heard a negative comment from anyone about participating in SIP.
- Change in staff every few years.
- Equally divided between parents, teachers, staff.
- In an environment where can voice your opinion.
- Minutes are put out to the parents/public in a timely fashion.
- Good variety of teachers.
- Members of SIP work well together for the improvement of the building an student progress. Focus is student based.
- SIP ensures that there is high students focus, and discusses ways to support teachers to make the learning process for the students more advanced. SIP has a strong focus on meeting NCA goals, sets up a plan to meet the goals and determines the strategies to improve. Teachers receive a monthly SIP emails outlining what was discuss at the meeting, so communication is good.
- Keeps lines of communication open between school and parents.
- Pertinent information is released to the staff in a timely manner.
- Communications is frequent and informative

Areas for Improvement

- A daytime meeting may eliminate some parents from attending but a nighttime meeting may impact staff from attending. Is it possible to have options in the hopes of involving more/different people?
- Overall-layout of areas to be discussed for the year (beginning of the year).
- Change committee members yearly to keep fresh ideas flowing.

- Maybe stack more parents on the committee to get better input from outside the building.
- Get more community members/businesses involved so they know what is going in schools.
- Allowing more ways for teachers to become involved and making those ways known.
- Find more opportunities to involve parents in appropriate school issues.

Plans for Improvement

- Have SIP members go over minutes at a scheduled staff meeting.

Next Steps Based on Results

- Invite local business owners who have students in school to start ball rolling of community volunteers.