

**Millennium Middle School
SIP Meeting Minutes
January 9, 2008**

Present:

Parents: Laura Hogan, Kathy LeFevre, Amy Shepherd
Administration: Maureen Altermatt, Darrell Plummer
Staff Members: Jennifer DiMarco, Terry Furlong, Amy Miller
Secretary: Marie Moore

The meeting began at 8:05 a.m.

General Announcements

- The SIP Committee welcomed a new parent member, Amy Shepherd. Amy was thanked by the SIP Committee for her efforts in creating the online Parent to Parent Newsletter. This newsletter is published bi-weekly and primarily includes: upcoming sporting events, music concerts, plays, club meeting dates, etc. A note will be included in the upcoming MMS Newsletter reminding parents to submit their email address to receive this newsletter. (All aspects of publishing and distribution of this newsletter are handled by parents; MMS is not directly involved.)
- The middle schools are currently accepting band instrument donations. Anyone interested in donating an instrument can obtain a receipt from the district for tax deduction purposes. Board Policy 9350 applies.

Upcoming Events

- The Beginning Band & 6th grade Choir concert was rescheduled, due to our snow day, on Monday, January 7th. Kudos to Angie Badish, Brian Pearson and their students for a fine performance!
- The 8th grade ACT Explore test took place during 1st-4th hours on Tuesday, January 8th. This test provides useful documentation that gives students, as well as parents, information about how the student is performing in academic areas. The test also indicates which career avenues may best suit the student's interests and aptitudes. Test results will be mailed home to parents in late February.
- Amy Miller will be facilitating the Staff Professional Development Book Talk on Monday, January 14th. They will be discussing the book, "Not Much, Just Chilling: The Hidden Lives of Middle Schoolers."
- The MMS vs. CMS Basketball Game will take place at MMS on Wednesday, January 16th.
- During 5th hour on Friday, January 18th, the first semester World Language Students will hold a Chinese New Year Celebration. The new SLCS Chinese Teacher will be in attendance, as well.
- Semester exams for students – 1st hour on January 21st (full day), and half days on January 22nd – 24th.
- A Parent Informational Meeting for Reproductive Health Curriculum (6th – 8th grade) will take place at CMS at 7 p.m. on January 30th. Parents may always contact Ms. Altermatt to review materials during school hours.
- On February 4th at 6:30 p.m. in the MMS cafetorium, there will be a combined meeting for 7th and 8th grade MMS and CMS students and parents to discuss high school graduation requirements and planning of students' 5 year programs beginning in 8th grade. The new SLCS Chinese Teacher will be in attendance, as well. Curriculum Nights are scheduled at both high schools at the end of February.

School Improvement/NCA

- AdvancEd will conduct their QAR (quality assurance review) visit to MMS during the 2010-2011 school year. As part of this process, Ms. Altermatt has updated the building demographics for 2007-2008.
- Data and supporting artifacts will be collected by the NCA Steering Committee at the end of first semester, as well as the end of the school year. Millennium Middle School continues to focus on our goals for improvement in the areas of: writing, math, and reading.
- Darrell Plummer will lead a "Carousel brainstorming" activity at next week's staff meeting to address our progress in meeting the AdvancEd standards.

Budgetary Discussion

- Current transactions were reviewed, and Ms. Altermatt clarified the use of certain accounts.
- The use of contracted guest teachers this year (district-wide) has resulted in a change to the accounts used to track these costs. Ms. Altermatt will investigate this further and, in February, will bring a proposal to SIP to reclassify related budgeted amounts.
- Ms. Altermatt will speak with the district accounting department to get a better understanding of the timelines involved for the posting of journal entries. She will continue to monitor the status of the affected accounts and will report back to SIP in February.

Code of Conduct

- Ms. Altermatt & Mr. Plummer are scheduled to meet with CMS administrators to review any proposed changes in the Code of Conduct. These will be presented at the February 6th SIP meeting.

Review of Crisis Plans

- Reviewed by MMS staff during December:
 - ❖ Utility Emergency (27)
- There was a brief discussion about how well staff and students responded during the building evacuation on December 19th. SIP parents indicated that they felt confident in the safety and well-being of MMS students and staff with the crisis plans the district has developed.

Old Business

- NJHS sponsors and administrators from both CMS and MMS met on Monday, January 7th to review the NJHS selection process and to ensure that the two buildings are aligned. Building newsletters will contain more details about updates to the process, including the use of a student application form.
- The AB Dick Copier will be removed soon. Ms. Altermatt is continuing to monitor the status of the request with the operations department.

New Business

- SIP members unanimously agreed that we should use carryover funds of approximately \$2,000 to finance the purchase of large band instruments that will remain at school for students' use during class periods.
- Ms. Altermatt is consulting with Ms. Berry and Mrs. Badish regarding the purchase of wireless headphones for future drama and musical performances. SIP members unanimously agreed that we should use carryover funds to finance the headphones.
- Ms. Altermatt will consult with the Technology Dept. regarding the installation of a phone in the Team Room. SIP members unanimously agreed that we should use carryover funds to finance this one-time charge.

Strategic Plan Focus Area: Healthy Learning Community

- Jason Gilders is in the process of coordinating mentors for students identified during the "Faculty Friends" exercise that took place during the December 4th Staff Meeting. The goal is to ensure that each student at MMS experiences a positive connection with staff before entering high school.

The meeting adjourned at 9:00 a.m. The next meeting is scheduled for February 6, 2008. Refreshments will be provided by Amy Shepherd.

Submitted by,

Marie Moore

PARENT REPRESENTATIVES

- Laura Hogan jihogan@talkamerica.net
- Kathy LeFevre lefevrejk@sbcglobal.net
- Amy Shepherd d1ashep@yahoo.com

TEACHER REPRESENTATIVES

- Jennifer DiMarco dimarcoj@slcs.us
- Terry Furlong furlong@slcs.us
- Amy Miller millera@slcs.us

SUPPORT STAFF REPRESENTATIVE

- Marie Moore moorem@slcs.us

ADMINISTRATION

- Maureen Altermatt altermattm@slcs.us
- Darrell Plummer plummerd@slcs.us